

Program / Spatial Needs Assessment

Executive Summary

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

July 17, 2023

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR 2024	YEAR 2034	YEAR 2044
	1.0	Public Access Areas	6,150	6,150	6,150
	2.0	Administration: Office of the Chief	4,354	4,354	4,526
	3.0	Administration: Personnel & Training	4,971	5,314	5,314
	4.0	Records and Courts	2,023	2,189	2,617
	5.0	Patrol	6,594	6,970	7,056
	6.0	Booking and Intake	3,766	3,766	3,880
	7.0	Communications and IT	3,286	5,258	5,657
	8.0	Auxiliary	971	971	971
	9.0	Detectives Division	7,063	7,531	7,898
10.0: Internet Crimes Against Children.	10.0	Internet Crimes Against Children	549	641	641
11.0: Seacoast Emergency Response Team.	11.0	S.E.R.T.	2,062	2,179	2,179

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General Notes
15.0 - 16.0: Consideration is being given for combining Fleet and Range in separate structure, or as part of parking structure.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
12.0	Property and Evidence	3,057	3,057	3,487
13.0	Facility Support	3,686	3,686	3,686
14.0	Facility Services	3,543	3,543	3,629
	Total	52,078	55,612	57,692
15.0	Fleet	8,805	8,805	8,805
16.0	Firing Range	11,440	11,440	11,440

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1.0 Public Access Areas

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
1.0: Hookups for press located outside of building for coverage of emergency events.	1.0	Public Access Areas			
1.2: Restrooms to be ADA compliant.	1.1	Public Lobby	600	---	---
1.4: Provide two (2) rooms with fingerprinting capability and direct access (controlled) to the secure side of the facility.	1.2	Public Restrooms @ 240 SF each	(2) 480	---	---
1.5: Associate with 1.8.	1.3	Medium Interview/Meeting Room	140	---	---
1.8: Capacity for 100 people. Provide operable wall partitions; room able to break down into one 60-person room and one 40-person room. Access from secured side of the building as well as Public Lobby.	1.4	Victim / Witness Interview Room	100	---	---
1.10: Double tiered lockers.	1.5	Equipment Storage Rooms @ 120 SF Each	(2) 240	---	---
1.12: Room outfitted with emergency event call back equipment. Locate near Dispatch.	1.6	Information Kiosk	0	---	---
	1.7	PIO / Training Coordinator Office	120	---	---
	1.8	Training / Public Accessible Meeting Room	2,500	---	---
	1.9	Catering Prep Room	160	---	---
	1.10	Locker Bank	140	---	---
	1.11	A/V Control Alcove	80	---	---
	1.12	Training / Public Accessible Meeting	0	---	---
	1.13	Break Room / Vending Area	160	---	---

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1.0 Public Access Areas

Portsmouth Police Department
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
1.14: Serves as the "greeter." Two positions. One to be ADA compliant. Provide ballistic glass.	1.14	Front Desk Officer	120	---	---
	1.15	Recycling Bin / Paper to be Shredded Bin Storage Room	80		
	1.16	Subtotal	4,920	---	---
	1.17	Efficiency Factor @ 20%	1,230	---	---
	1.18	Total	6,150	---	---
	1.19	Cumulative Total		6,150	6,150

Program / Spatial Needs Assessment

2.0 Administration: Office of the Chief

Portsmouth Police Department
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	2.0	Administration: Office of the Chief			
2.1: Accommodate up to 4 people.	2.1	Reception / Waiting	80	---	---
	2.2	Admin Assistant with Files (Future)	---	---	80
	2.3	Executive Assistant with Files	120	---	---
2.4: Accommodate up to 20 people.	2.4	Command Staff Conference Room	600	---	---
	2.5	Chief of Police	220	---	---
2.6: Associate with 2.5.	2.6	Restroom w/Shower	120	---	---
	2.7	Deputy Chief's Office	180	---	---
2.8: Use as intern / light duty workspace.	2.8	Reference Library / Police Commissioner's Temporary Office	140	---	---
2.9: If possible, provide an exterior break area.	2.9	Small Break Room	140	---	---
	2.10	Secured Files Storage (Personnel)	80	---	40
	2.11	Copy / Work Room	120	---	---
2.8: Would also serve as Chaplain and intern workspace.	2.12	Police Commissioner's / Flex Use Office	0	---	---
2.13: Provide entry vestibule.	2.13	Unisex Administrative Restroom	80	---	---

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2.0 Administration: Office of the Chief

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	Administrative Services				
	2.14	Business Manager's Office	160	---	---
	2.15	Business Office Assistant w/Files	140	---	---
	2.16	Accounting Clerk w/Files	140	---	---
	2.17	Part-Time Operations / Interns Work Area	48	---	---
2.18: Associate with 2.1, 2.2, 2.3, 2.5, 2.7, and 2.12.	2.18	Storage Closets @ 20 SF each	(4) 80	---	---
2.19: Co-locate with bulk storage.	2.19	Secured Archive Files Storage Room	120	---	---
2.20: Locate near Quarter-master.	2.20	Office Bulk Supply Storage	200	---	---
	Professional Standards				
	2.21	Lieutenant's Office w/ Files	140	---	---
	2.22	Accreditation Manager w/Files	140	---	---
	2.23	Subtotal	3,048	---	120
	2.24	Efficiency Factor @ 30%	1,306	---	51

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2.0 Administration: Office of the Chief

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	2.25	Total	4,354	---	171
	2.26	Cumulative Total		4,354	4,526

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3.0 Administration: Personnel & Training

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
3.0: Combine with 2.0.	3.0	Administration: Personnel & Training			
3.1: If located near 2.0, can share reception / waiting room for that area and eliminate this space.	3.1	Reception / Waiting	80	---	---
	3.2	Operations Administrator	120	---	---
	3.3	Training Officer / Range Master Office	140	---	---
	3.4	Lieutenant's Office	140	---	---
3.5: Use vertical carousel filing system.	3.5	Secured Personnel Files Storage Room	160	---	---
	3.6	Large Production / Work / Supply Room with Printers	140	---	---
3.7: If located near 2.0, share break alcove.	3.7	Break Alcove	40	---	---
3.8: 6-8 people, Library.	3.8	Small Conference Room	200	---	---
	3.9	Physical Agility (Gym)	1,000	---	---
	3.10	Defensive Tactics Lab	600	---	---
3.11: 4 lanes, 1/8 mile. Location TBD, possibly co-locate with 3.9	3.11	Indoor Running Track	---	---	0
	3.12	Defensive Tactics Lab Storage	100	---	---
	3.13	Simulator Training Room	---	240	---

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3.0 Administration: Personnel & Training

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
3.14: Locate near Patrol. 3.15: Provide 4'-0" wide door or double doors for ease of deliveries.	3.14	Quartermaster Storage	680	---	---
	3.15	Receiving Area	80	---	---
	3.16	Subtotal	3,480	240	0
	3.16	Efficiency Factor @ 30%	1,491	103	0
	3.18	Total	4,971	343	0
	3.19	Cumulative Total		5,314	5,314

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4.0 Records and Courts

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	4.0	Records and Courts			
4.1: One window needs to be ADA compliant.	4.1	Public Access Service Window with Computer Terminal	(2) 120	---	---
4.2: With recycling / shredding storage.	4.2	Copy / Work Alcove	40	---	---
	4.3	Records Manager's Office	120	---	---
	4.4	Records Clerk Workstation	---	48	---
4.5: Open cubicle layout.	4.5	Court Assistant / Intern Workstation	48	48	---
	4.6	Prosecutor's Office with Meeting Space @ 160 SF each	(2) 320	---	160
	4.7	Court Office Mngr Legal Secretary / Paralegal	120	---	---
4.8: Mobile storage unit active files.	4.8	Victim Advocate's Office	120	---	120
	4.9	Records / File Storage	120	---	---
4.9: Archived files for Records and Courts.	4.10	Secured Archived File Storage @ 200 SF each	(1) 200	---	---
	4.11	Break Alcove	40	---	---
	4.12	Restrooms @ 64 SF each	(2) 128	---	---

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4.0 Records and Courts

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
4.13: Associate with 4.7.	4.13	Storage Closets @ 20 SF each	(2) 40	20	20
	4.14	Subtotal	1,416	116	300
	4.15	Efficiency Factor @ 30%	607	50	129
	4.16	Total	2,023	166	429
	4.17	Cumulative Total		2,189	2,617

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5.0 Patrol

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	5.0	Patrol			
5.1: Locate off staff entry.	5.1	Weapons Storage Room	60	---	---
	5.2	Officer's Cubby Storage Alcove	200	---	---
5.2: 40 + 5 + 5	5.3	Mud Room with Lockers Storage	200	---	---
5.4: Accommodate 6 stations.	5.4	Report Writing with Storage	(6) 180	---	(2) 60
	5.5	Mail Room / Central Business Hub	140	---	---
5.6: Provide counter with charging stations. Accommodate up to 16 people.	5.6	Roll Call Room	400	---	---
	5.7	Sergeant's Office	220	---	---
5.7: Shared space (14' x 24'). Provide two desks and file storage for two.	5.8	Shift Commander's Office	160	---	---
	5.9	Shift Commander Storage Room	60	---	---
5.8: Shared space (14' x 24'). Provide one desk and file storage for two.	5.10	Captain's Office	160	---	---
	5.11	Secured Equipment Storage Room	60	---	---
	5.12	Honor Guard Storage Room	120	---	---
5.13: Associate with 5.10.	5.13	Storage @ 20 SF each	(2) 40	---	---
	5.14	Comfort Dog Kennel with Ext. Access	140	---	---

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5.0 Patrol

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General Notes	Space Designation		Space Requirements (square feet)				
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044		
<p>5.15: Lockers at 11 SF each; includes locker, access space and bench. Honor Guard requires full-height lockers and is located in a separate room. Locate near gym.</p> <p>5.17: Provide one (1) double bunk bed.</p> <p>5.18: Multi-purpose office.</p> <p>5.20: Provide wash down area. Exterior training field.</p> <p>5.21: Not included in GSF.</p> <p>5.22: Include two safes (drugs and explosives).</p> <p>5.23: Direct access to Lobby and secured side.</p> <p>5.25: Provide easy exterior access and a window.</p>	5.15	Locker Rooms <ul style="list-style-type: none"> • Male (Includes Auxillary) • Female • Honor Guard • Outside Agency / Gender-Neutral 	(96) (71) (10) (10) (5)	1,056	(13) (9) (4)	143	---
	5.16	Explorer's Room		160		---	---
	5.17	Bunk Rooms @ 80 SF each	(2)	160		---	---
	5.18	Multi-purpose Office / Interview Room		160		---	---
	5.19	K-9 Office (2 current positions with Files)		160		80	---
	5.20	K-9 Kennels (2) w/ Entry		140		40	---
	5.21	K-9 Exterior Communal Run		(120)		---	---
	5.22	K-9 Storage Room		120		---	---
	5.23	Station Officer (Front Desk)		0		---	---
	5.24	Crime Analyst / Patrol Support Office		120		---	---
	5.25	Animal Control Officer		120		---	---
	5.26	Exterior Storage Room		80		---	---
	5.27	Respite Room		200		---	---

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5.0 Patrol

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General Notes
5.27: Includes bathroom + kitchen = MUH. Used by Chaplains, Mental Health professionals, new moms, etc. Locate away from main activity areas.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
5.28	Subtotal	4,616	263	60
5.29	Efficiency Factor @ 30%	1,978	113	26
5.30	Total	6,594	376	86
5.31	Cumulative Total		6,970	7,056

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6.0 Booking and Intake

General Notes
6.0: CCTV installed throughout.
6.1: Accommodate four vehicles with drive-thru capability.
6.3: Accommodate 2-3 motorcycles.
6.4: Refer to Section 12.0 - Property and Evidence.
6.9: Locate adjacent to Property & Evidence.
6.11: Locate off sallyport.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
6.0	Booking and Intake			
6.1	Vehicle Sallyport (28' x 34') (2 vehicles)	952	---	---
6.2	Decontamination / Detainee Wash-Down Area	20	---	---
6.3	Motor Unit Storage	80	---	80
6.4	Large Bulk Evidence Storage Rooms	*	---	---
6.5	Security Vestibules @ 80 SF each	(2) 160	---	---
6.6	Booking Room (Male & Female)	180	---	---
6.7	Holding Cells <ul style="list-style-type: none"> • Male, Padded Cell • Male, Single Occupancy @ 80 SF • Male, ADA Compliant @ 100 SF • Female / Juvenile @ 80 SF • Female / Juvenile, ADA Compliant @ 100 SF 	80 80 100 80 100	---	---
6.8	Secured Interview Room	80	---	---
6.9	Property Room / Temporary Evidence Lockers	80	---	---
6.10	Restroom (Booking Officer)	64	---	---
6.11	Laundry / Decon Facilities	120	---	---

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6.0 Booking and Intake

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
6.15: Secured window between bailer and defendant. 6.16: With interior window for observation by Patrol Shift Supervisor, and access to central corridor.	6.12	Dedicated / Secure Release Area	120	---	---
	6.13	Intoxilyzer Room	80	---	---
	6.14	Fingerprinting / Live Scan Alcove	60	---	---
	6.15	Bail Commissioner Room	80	---	---
	6.16	Juvenile Observation Room	120	---	---
	6.17	Subtotal	2,636	---	80
	6.18	Efficiency Factor @ 30%	1,130	---	34
	6.19	Total	3,766	---	114
	6.20	Cumulative Total		3,766	3,880

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7.0 Communications and IT

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	7.0	Communications and IT			
		IT Department			
	7.1	Secured Equipment Storage	80	---	---
	7.2	IT Administrator	140	---	---
	7.3	IT Assistant's Office with Equipment	140	---	---
7.4: Duplicate space.	7.4	Storage and Files	---	---	---
	7.5	Information Systems Support Assistant	---	120	---
7.6: Associate with 7.1.	7.6	IT Lab	120		
7.7: Locate with Quarter-master.	7.7	Equipment Receiving and Staging	---	0	---
	7.8	Manager's Office with Meeting Space	140	---	---
	7.9	IT Assistant (Future)	---	---	80
	7.10	Server Room	160	---	---
	7.11	Fire Suppression Tank Supply	40	---	---
	7.12	HVAC (Liebert Unit)	120	---	---
	7.13	UPS Equipment Room	80	---	---

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7.0 Communications and IT

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	Communications				
	7.14	Supervisor's Office	120	---	---
	7.15	Call Takers / Dispatch Positions @ 100 SF each	(4) 400	---	(2) 200
	7.16	Supervisor's Position	0	---	---
	7.17	Training Consoles @ 80 SF Each	(2) 160	---	---
7.17: Provide a nanawall separation.	7.18	Central Corridor	200	---	---
	7.19	Break Room with Lockers	160	---	---
7.19: If possible, provide an exterior break area also. Lockers: 12" x 36", single-tier.	7.20	Hydration Station	0	---	---
	7.21	Copy Alcove	0	---	---
7.22: Locate off Patrol.	7.22	Officer's Access Window	0	---	---
	7.23	Storage Room	0	---	---
	7.24	Unisex Restroom	80	---	---
7.25: Provide with sink and small refrigerator.	7.25	Lactation / Destress Room	80	---	---
7.26: Combine with the server room in IT Unit.	7.26	Radio Equipment Room	80	---	---

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7.0 Communications and IT

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
		RTCC			
	7.27	Real Time Crime Center	---	800	---
	7.28	Operations Captain	---	160	---
	7.29	Operations Division Lieutenant	---	140	---
	7.30	Open Work Area / Teaming Table	---	160	---
	7.31	Subtotal	2,300	1,380	280
	7.32	Efficiency Factor @ 30%	986	591	120
	7.33	Total	3,286	1,971	400
	7.34	Cumulative Total		5,258	5,657

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8.0 Auxiliary

General Notes
8.0: Locate near Patrol.
8.1: Includes double-tiered lockers, 30 in total.
8.2: Uniforms and equipment.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
8.0	Auxiliary			
8.1	Auxiliary Multi-Purpose Room	480	---	---
8.2	Storage Room	80	---	0
8.3	Mini-Break-Area	0	---	---
8.4	Supervisor's Office	120	---	---
8.5	Subtotal	680	---	0
8.6	Efficiency Factor @ 30%	291	---	0
8.7	Total	971	---	0
8.8	Cumulative Total		971	971

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9.0 Detectives Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
9.0: Locate near Patrol.	9.0	Detectives Division			
9.1: Accommodate 3-4 people.	9.1	Reception / Waiting	60	---	---
9.2: Window to reception.	9.2	Administrative Assistant with Files	80	---	---
9.4: Area for departmental plotter.	9.3	Break Alcove	40	---	---
	9.4	Copy / Work Room	120	---	---
	9.5	Outside Agency WS's @ 48 SF Each	(3) 144	---	---
	9.6	Detective's Workstation @ 64 SF each	(10) 640	(2) 128	(4) 256
	9.7	Social Worker's WS	48	---	---
	9.8	Captain's Office	160	---	---
	9.9	SIU Detective's Offices @ 120 SF Each	(2) 240	120	0
9.10: Accommodate 20 people.	9.10	Conference Room	500	---	---
	9.11	Crime Analyst Office	120	---	---
	9.12	Secured Files Storage Room	120	---	---
	9.13	Sergeant's Offices @ 120 SF Each	(3) 360	---	---
	9.14	Lieutenant's Office	140	---	---
9.15: Locate near P&E.	9.15	Mobile Crime Scene Bay	240	---	---

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9.0 Detectives Division

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
9.17: Include temporary evidence lockers with underfloor access for cabling. 9.21: Associate with 9.8.	9.16	Secured Equipment Storage	0	---	---
	9.17	Digital Forensics Lab (Not ICAC)	240	---	---
	9.18	Cold Case Files / Work Room (2 WS's)	140	---	---
	9.19	Vehicle Evidence Processing Bays @ 280 Each	(2) 560	---	---
	9.20	Faraday Room	100	---	---
	9.21	Storage @ 20 SF each	20	---	---
	9.22	Crime Scene Technician Workstation (double)	128	---	---
	Interview Suite				
	9.23	Secured Waiting Area	80	---	---
	9.24	Polygraph Room	80	---	---
9.25	Interview Rooms @ 80 SF each	(2) 160	80	---	
9.26	Interviewee Restroom	64	---	---	
9.27	Observation Equipment	60	---	---	
9.28	Elevator Vestibule from Sallyport	120	---	---	

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9.0 Detectives Division

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
		Soft Interview Suite			
	9.29	Family Waiting / Entry Area	80	---	---
	9.30	Soft Interview Room	100	---	---
	9.31	Subtotal	4,944	328	256
	9.32	Efficiency Factor @ 30%	2,119	141	110
	9.33	Total	7,063	469	366
	9.34	Cumulative Total		7,531	7,898

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10.0 Internet Crimes Against Children

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
10.0: ICAC	10.0	Internet Crimes Against Children			
	10.1	Lieutenant's Office	140	---	---
	10.2	Detective's WS's @ 64 SF Each	64	64	---
	10.3	Administrative Assistant with Files	---	0	---
10.4: Provide anti-static flooring and a large wall monitor.	10.4	Computer Forensic Workroom	0	---	---
	10.5	Secured Evidence Storage	60	---	---
10.6: Provide location near a secured entrance. See Interview Suite in Section 9.0.	10.6	Evidence Viewing	*	---	---
	10.7	Computer Examiner Workstation	120	---	---
10.7: Double workstation. Outside agencies.	10.8	Faraday Room	0	---	---
	10.9	Subtotal	384	64	---
	10.10	Efficiency Factor @ 30%	165	27	---
	10.11	Total	549	91	---
	10.12	Cumulative Total		641	641

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11.0 S.E.R.T.

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General Notes
11.0: Seacoast Emergency Response Team.
11.2: See Training Room.
11.2: Accommodate 15 people; also include a storage closet. Provide double doors into Ready Room.
11.3: Lockers: 16.5 SF each.
11.5: Measures 28' x 32'. Accommodate 2 vehicles. Provide pull-down charging and double doors (side by side).
11.6: Associate with 11.5.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
11.0	S.E.R.T.			
11.1	Commander's Office	140	---	---
11.2	Planning / War Room	0	---	---
11.3	Tactical Ready Room with Lockers	(15) 248	(5) 83	---
11.4	Armory with Ammunition Storage	120	---	---
11.5	Vehicle Sallyport	896	---	---
11.6	Secured Equipment Storage	40	---	---
11.7	Restroom w/Shower	0	---	---
11.8	Subtotal	1,444	83	---
11.9	Efficiency Factor @ 30%	619	35	---
11.10	Total	2,062	118	---
11.11	Cumulative Total		2,179	2,179

Program / Spatial Needs Assessment

12.0 Property and Evidence

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	12.0	Property and Evidence			
	12.1	Officer's Evidence Drop	120	---	---
	12.2	Evidence Retrieval	140	---	---
12.3: Access from P&E and corridor.	12.3	Multi-purpose Meeting/Viewing Room	120	---	---
	12.4	Evidence Technician Work Area	140	---	---
12.5: Provide an exterior entrance.	12.5	Evidence Return / Transfer Vestibule	80	---	---
	12.6	Entry Transfer Room	0	---	---
	12.7	Storage	60	---	40
12.8: Optional, depending on location in building.	12.8	Unisex Restroom	80	---	---
12.9: Item also noted in 6.4 without square footage.	12.9	Bulk Evidence Storage with Large Exterior Door	320	---	---
	12.10	Unsolved Homicide Storage	160	---	---
	12.11	Cash / Valuables Vault	80	---	---
	12.12	Weapons Vault	120	---	80
	12.13	Narcotics Vault	120	---	60
	12.14	Crime Scene Laboratory with Decontamination	220	---	80

Program / Spatial Needs Assessment

12.0 Property and Evidence

Portsmouth Police Department
 Portsmouth, New Hampshire
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
12.17: Locate with 12.9. 12.19: Locae off sallyport area. 12.19: Locate in storage facility. Outside of main structure. 12.20: Not included in GSF. 12.21: Items located at 9.19 and 15.2.	12.15	Crime Scene Storage with Temporary Lockers	80	---	---
	12.16	Officer Access Counter	60	---	---
	12.17	Long Term Storage	60	---	---
	12.18	Freezer Bank	60	---	---
	12.19	Temporary Bulk Material Storage Room @ 40 SF each	(2) 80	---	40
	12.20	Bicycle Storage	(260)	---	---
	12.21	Vehicle Evidence Processing Bays	*	---	---
	12.22	Small Break Alcove	40	---	---
	12.23	Subtotal	2,140	---	300
	12.24	Efficiency Factor @ 30%	917	---	129
	12.25	Total	3,057	---	429
	12.26	Cumulative Total		3,057	3,487

Program / Spatial Needs Assessment

13.0 Facility Support

Portsmouth Police Department
 Portsmouth, New Hampshire
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General Notes
13.0: Locate near Booking.
13.2: Equipment bay at RAS.
13.8: See Item 3.8.
13.9: See Item 3.13.
13.10: See Item 6.11.
13.11: See Item 3.9.
13.12: See Item 3.11.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
13.0	Facility Support			
13.1	Union / Police Relief Association (PRA) Office	120	---	---
13.2	Secured PRA Storage Room	60	---	---
13.3	Employee Restrooms with Showers @ 400 SF each	(2) 800	---	---
13.4	Employee Restrooms @ 200 SF each	(4) 800	---	---
13.5	Employee Central Break Room with covered exterior break area.	400	---	---
13.6	Food & Dry Goods Storage	60	---	---
13.7	Full Service Kitchen	180	---	---
13.8	Physical Agility Room (P.A.R.)	*	---	---
13.9	PAR Equipment Storage Room	*	---	---
13.10	Laundry and Decontamination Room	*	---	---
13.11	Defensive Tactics Training Room	*	---	---
13.12	D.T. Storage Room	*	---	---
13.13	Historian Storage Office	0	---	---

Program / Spatial Needs Assessment

13.0 Facility Support

Portsmouth Police Department
 Portsmouth, New Hampshire
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	13.14	Historic Items Archive Storage	160	---	---
	13.15	Subtotal	2,580	---	---
	13.16	Efficiency Factor @ 30%	1,106	---	---
	13.17	Total	3,686	---	---
	13.18	Cumulative Total		3,686	3,686

Program / Spatial Needs Assessment

14.0 Facility Services

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	14.0	Facility Services			
	14.1	Mechanical Rooms - HVAC Equipment @ 320 SF each	(2) 640	---	---
	14.2	Electrical Equipment Room	160	---	60
	14.3	Telecommunications Equipment - Primary Room	140	---	---
	14.4	Data Communications Hubs @ 80 SF each	(2) 120	---	---
	14.5	Janitor's Service Closet @ 60 SF each	(2) 120	---	---
	14.6	Exterior Maintenance Equipment Storage	140	---	---
	14.7	Emergency Generator Enclosure	240	---	---
	14.8	Emergency Generator Supply Room	60	---	---
	14.9	Rolling Assets Storage • 35+ vehicles	*	---	---
	14.10	Maintenance Supply / Work Room / Workspace	180	---	---
	14.11	Stair Towers	(2) 480	---	---
	14.12	Elevators (one public and two staff)	(2) 200	---	---

14.7: Calculated at 1/2 actual square footage (480 SF) as this is not typically an air-conditioned enclosure.

14.9: 30 spaces for non-specialty vehicles and 5 spaces for specialty vehicles.

Program / Spatial Needs Assessment

14.0 Facility Services

Portsmouth Police Department
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	14.13	Subtotal	2,480	---	60
	14.14	Efficiency Factor @ 30%	1,063	---	26
	14.15	Total	3,543	---	86
	14.16	Cumulative Total		3,543	3,629

Program / Spatial Needs Assessment

15.0 Fleet

Portsmouth Police Department
 Portsmouth, New Hampshire
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	15.0	Fleet			
15.1: Provide heaters and hot water. Drive thru is preferable, with double doors. 14' height. Bay purpose: <ul style="list-style-type: none"> • Maintenance Bay w/ lift • Maintenance Bay w/ lift • Crime Scene van (9.15) • Speed trailers • Water barriers/cones/trailers • Motorcycles (2-4) • Secured vehicle evidence storage (9.19) • One bay equipped as wash bay with hot and cold water supply. • SWAT Vehicle • Bicycle Storage (4-6) 15.11: Include in the exterior amenities. 15.13: Locate with RAS, provide shelving.	15.1	Maintenance / Equipment Storage 6 Bays @ 18' x 50'	(6) 5,400	---	---
	15.2	Vehicle Evidence Processing Bays (Secured) @ 18' x 30'	(2) *	---	---
	15.3	Fleet Office	140	---	---
	15.4	Tools Storage	60	---	---
	15.5	Parts Storage	120	---	---
	15.6	Tire Storage	220	---	---
	15.7	Fluid Management System Storage	100	---	---
	15.8	Restroom	64	---	---
	15.9	Work Counter with Wash-Down / Eyewash	80	---	---
	15.10	Air Compressor Room	100	---	---
	15.11	EV Charging Stations	(10)	---	---
	15.12	Community Policing with Bike Storage	180	---	---
	15.13	Rear Seat Storage	160	---	---

Program / Spatial Needs Assessment

15.0 Fleet

Portsmouth Police Department
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	15.14	Drone Team Van	280	---	---
	15.15	Workroom w/Storage	140	---	---
	15.16	Subtotal	7,044	---	---
	15.17	Efficiency Factor @ 20%	1,761	---	---
	15.18	Total	8,805	---	---
	15.19	Cumulative Total		8,805	8,805

Program / Spatial Needs Assessment

16.0 Firing Range

General Notes
16.0: Possibly combine with either Fleet Building or as a level in parking garage.
16.2: Also serves as the control point for those entering the range.
16.3: Accommodate 10 people at 35 SF/person.
16.6: Provide a minimum of four sinks. Can be combined with 16.9.
16.7: Provide with roll-up exterior door for palette receiving.
16.9: Provide 12 stations at 30 SF/station.
16.10: Includes "eyes & ears" protection storage racks.
16.11: 4 lanes at 4' wide; 2 lanes at 5' wide. If a 75-yard range is required, this will add 1,950 SF to the program.
16.12: 18' x 26".

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
16.0	Firing Range			
16.1	Entry Vestibule	140	---	---
16.2	Armorer's Office / Control Room	160	---	---
16.3	Training Classroom	350	---	---
16.4	Staff Restrooms @ 180 SF each	(2) 360	---	---
16.5	Utility Room (Props / Equipment Storage)	200	---	---
16.6	Wash Room	140	---	---
16.7	Armory / Ammunitions Storage	320	---	---
16.8	Range Control Room	*	---	---
16.9	Weapons Cleaning Room	360	---	---
16.10	Range Entry Vestibule	100	---	---
16.11	6-Lane Range @ 50 yards	3,900	---	---
16.12	Firing Line	468	---	---
16.13	Trap	650	---	---

Program / Spatial Needs Assessment

16.0 Firing Range

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General Notes
16.13: 25' x 26".
16.15- 16.16: Can be combined with Fleet Maintenance.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
16.14	Simunitions Training Room	480	---	---
16.15	Mechanical Room	240	---	---
16.16	Electrical Room	140	---	---
16.17	Subtotal	8,008	---	---
16.18	Efficiency Factor @ 30%	3,432	---	---
16.19	Total	11,440	---	---
16.20	Cumulative Total		11,440	11,440