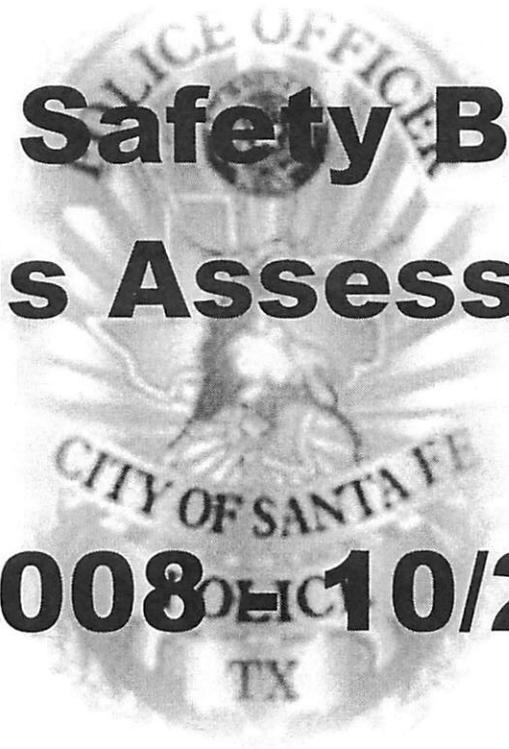


City of Santa Fe Police Department

Public Safety Building Needs Assessment

06/19/2008 - 10/25/2012



History of the Santa Fe Police Department Building

The Santa Fe Police Department Building was originally built in the 1950's as the Alta Loma Volunteer Fire Department. It served this role until the early 1980's when it was converted into City Hall and the Police Department. In 1983 the jail and west end upstairs section were added. In 1989 the municipal court and west end upstairs section were added. In 1999/2000 a major remodel was completed, this was the last major remodel of the building. In 2006 the patrol room was expanded. There is no additional remodeling that can be done to the existing building to meet the needs of the growing police department.

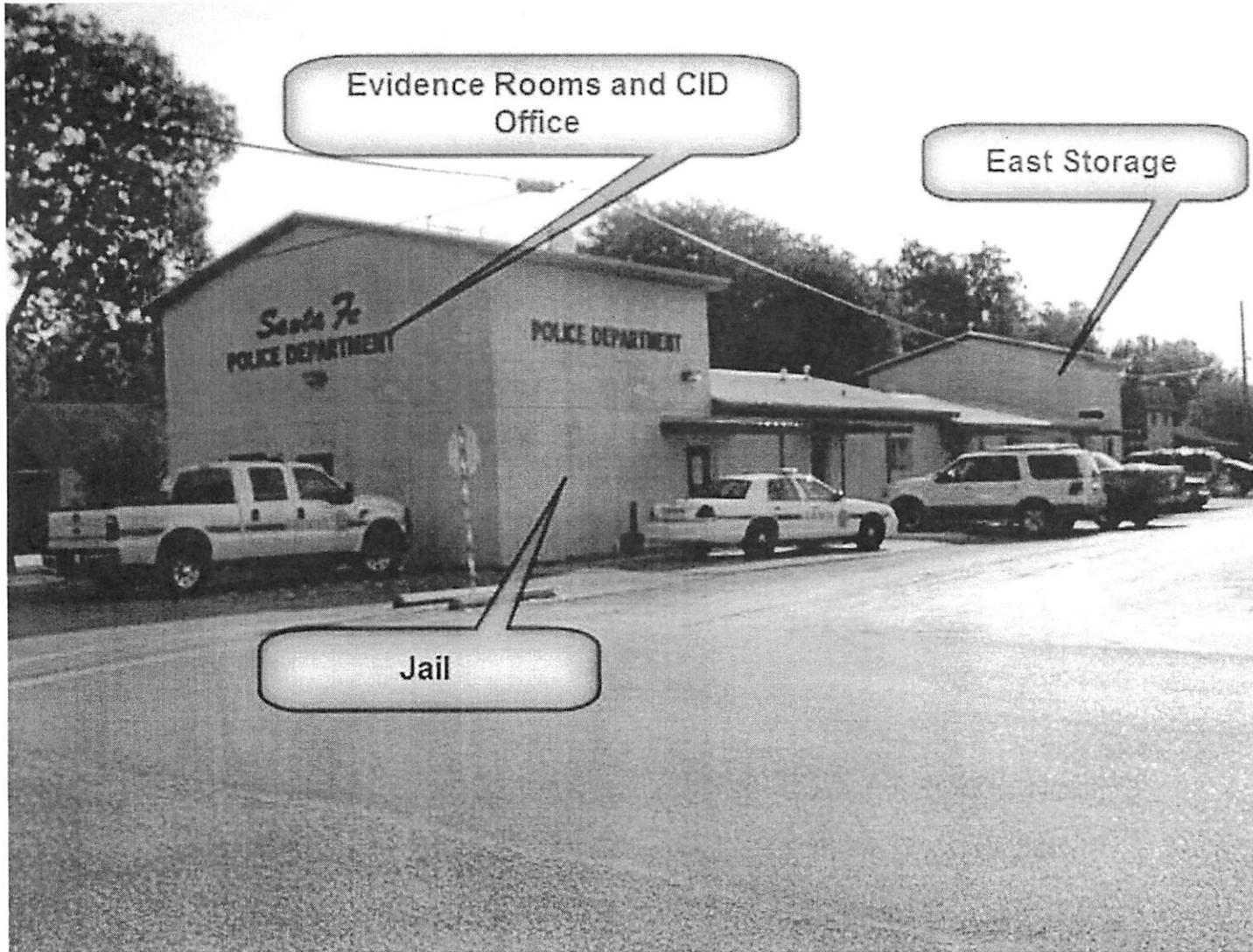
History of the Santa Fe Police Department Building



History of the Santa Fe Police Department Building



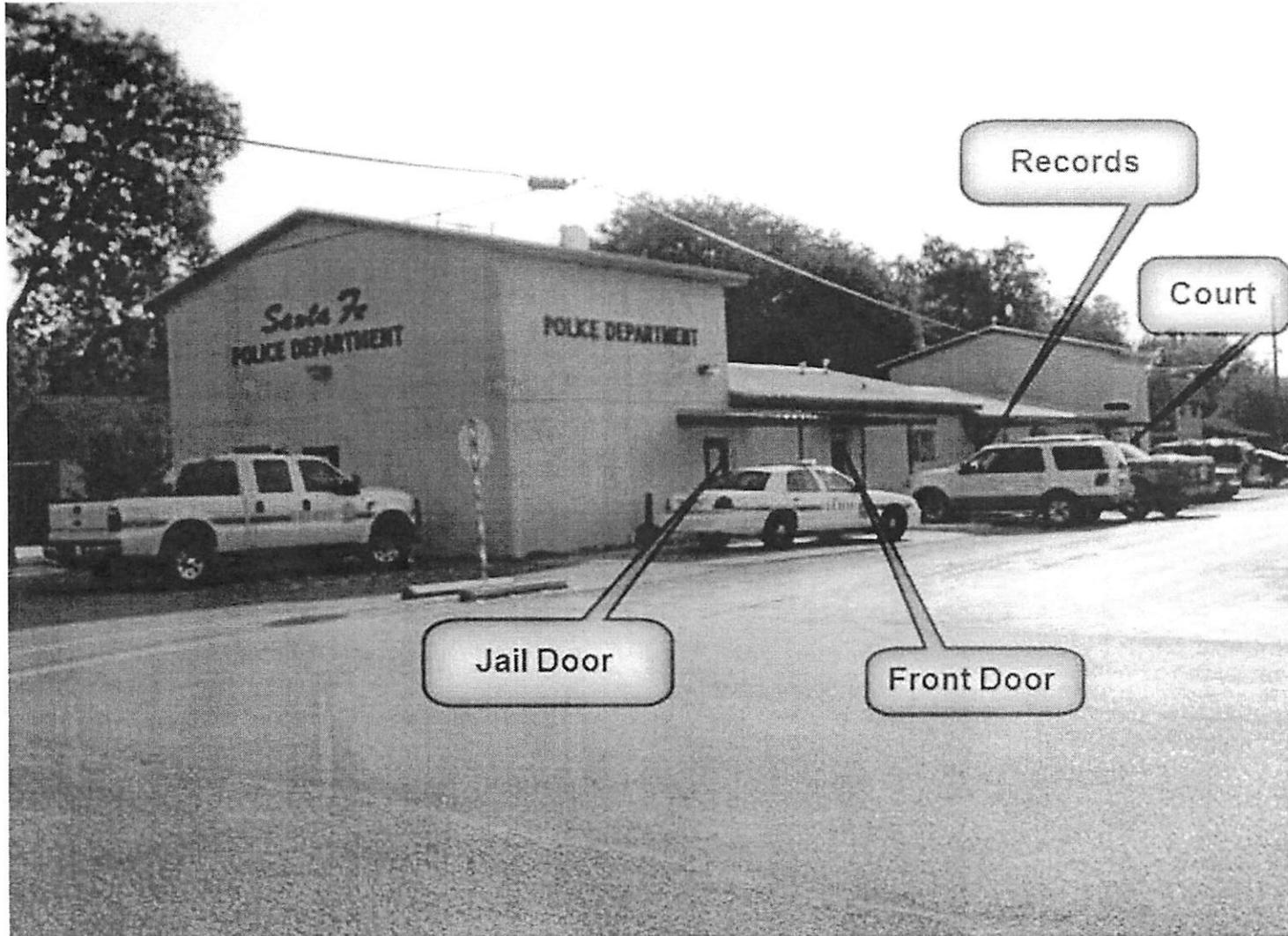
View of the building from Main Street

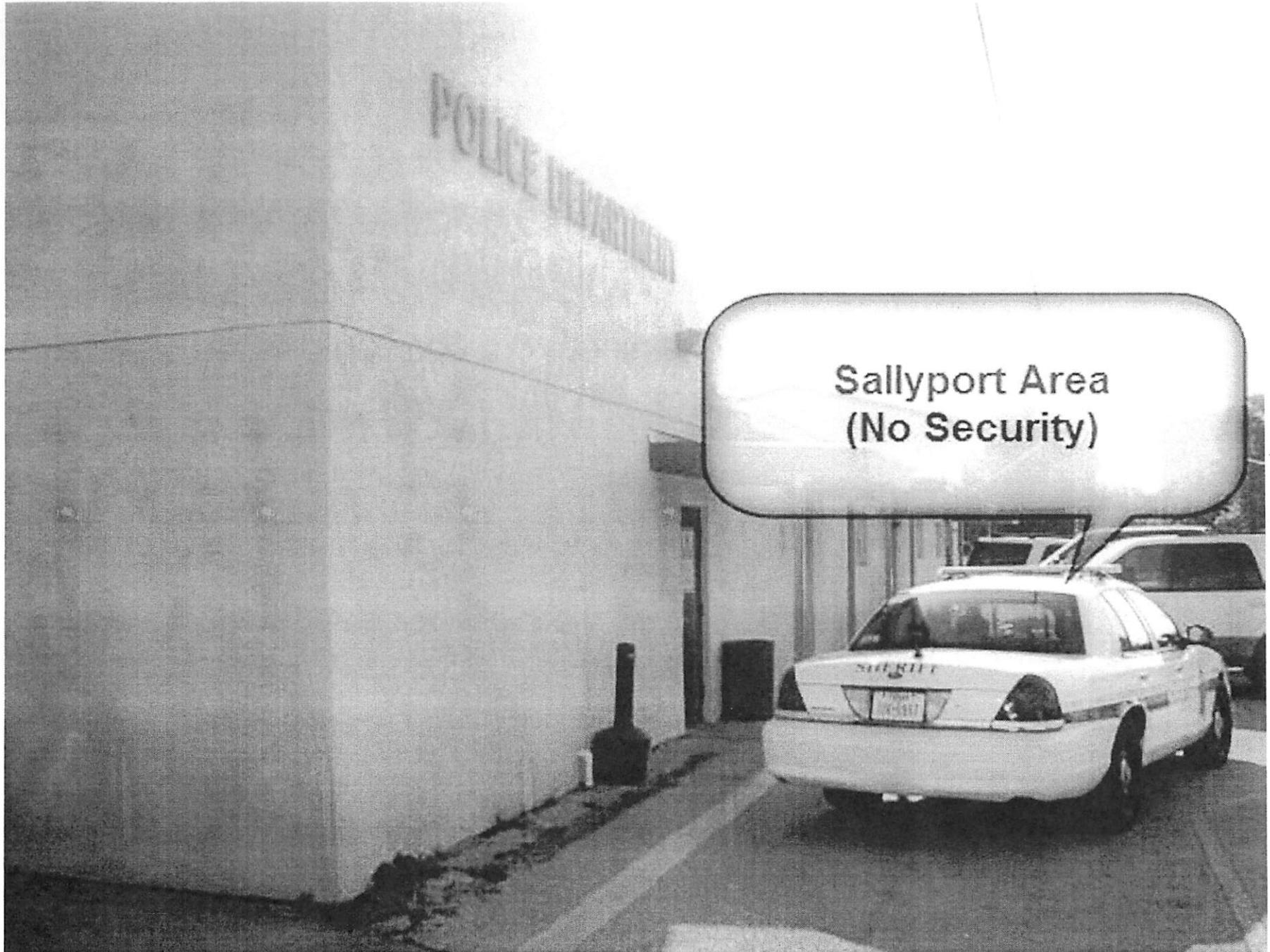


Current Issues

- Limited Parking
 - Not enough office space
 - Not enough storage or work space
- Prisoner transport area unprotected, uncovered, and unsecure
- Evidence room is raised above rest of building and is vulnerable during a storm
 - Too many access points to building

Overview of Access Points





**Sallyport Area
(No Security)**

Public Lobby

- The public lobby does not provide adequate space to accommodate the visiting public. Our present lobby is too small and too crowded when we have multiple visitors. This is a definite public safety issue. The lobby also shares the climate control system with another part of the building. In the summer it is extremely cold and in the winter it is overpoweringly hot in the lobby. Lobby door is not secure, keeping unwanted threats from breaching the rest of the police department or the dispatch area.

Public Lobby

Main Door

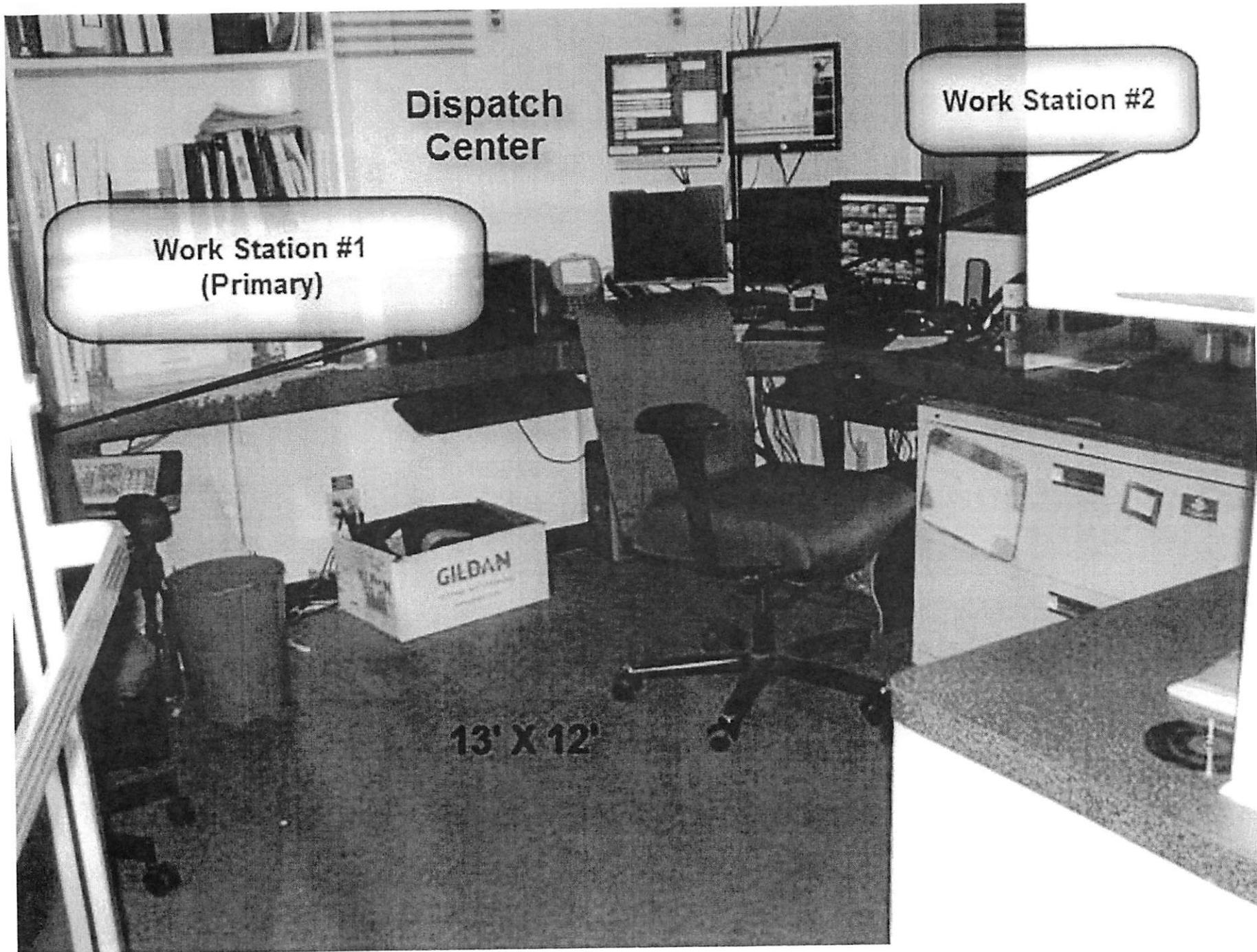
Dispatch Window

6.5' X 12'



Dispatch Center

- When the building was remodeled in 1999/2000, the dispatch center was set up for two dispatch positions. The design and space have proven to be inadequate. The dispatchers need a restroom adjacent to their workstation, presently they must go down the hall. This requires a patrolman to come in off of the street to relieve them. The dispatch window is made of thin Plexiglas, offering the dispatcher no security from an attack on the police station.

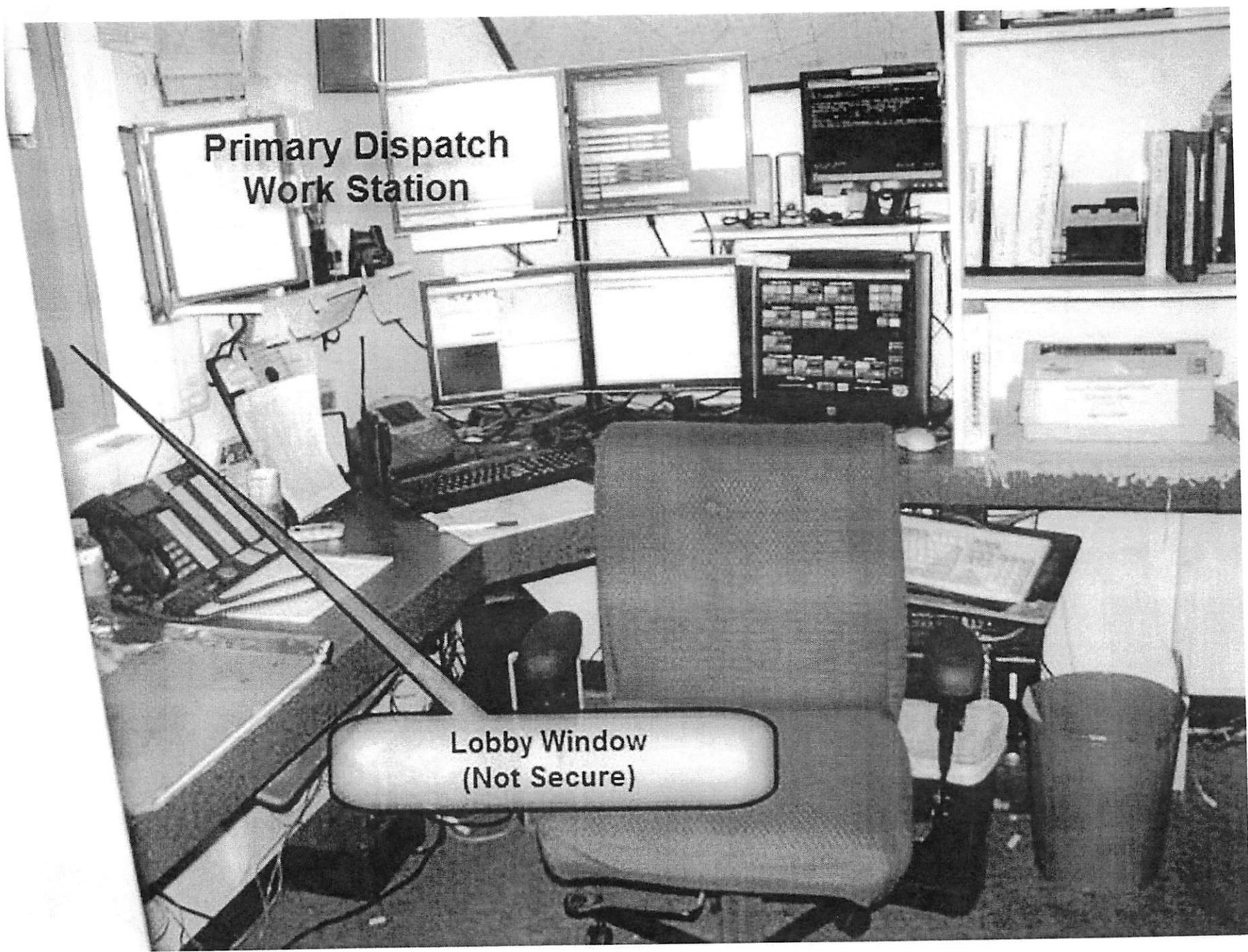


**Dispatch
Center**

Work Station #2

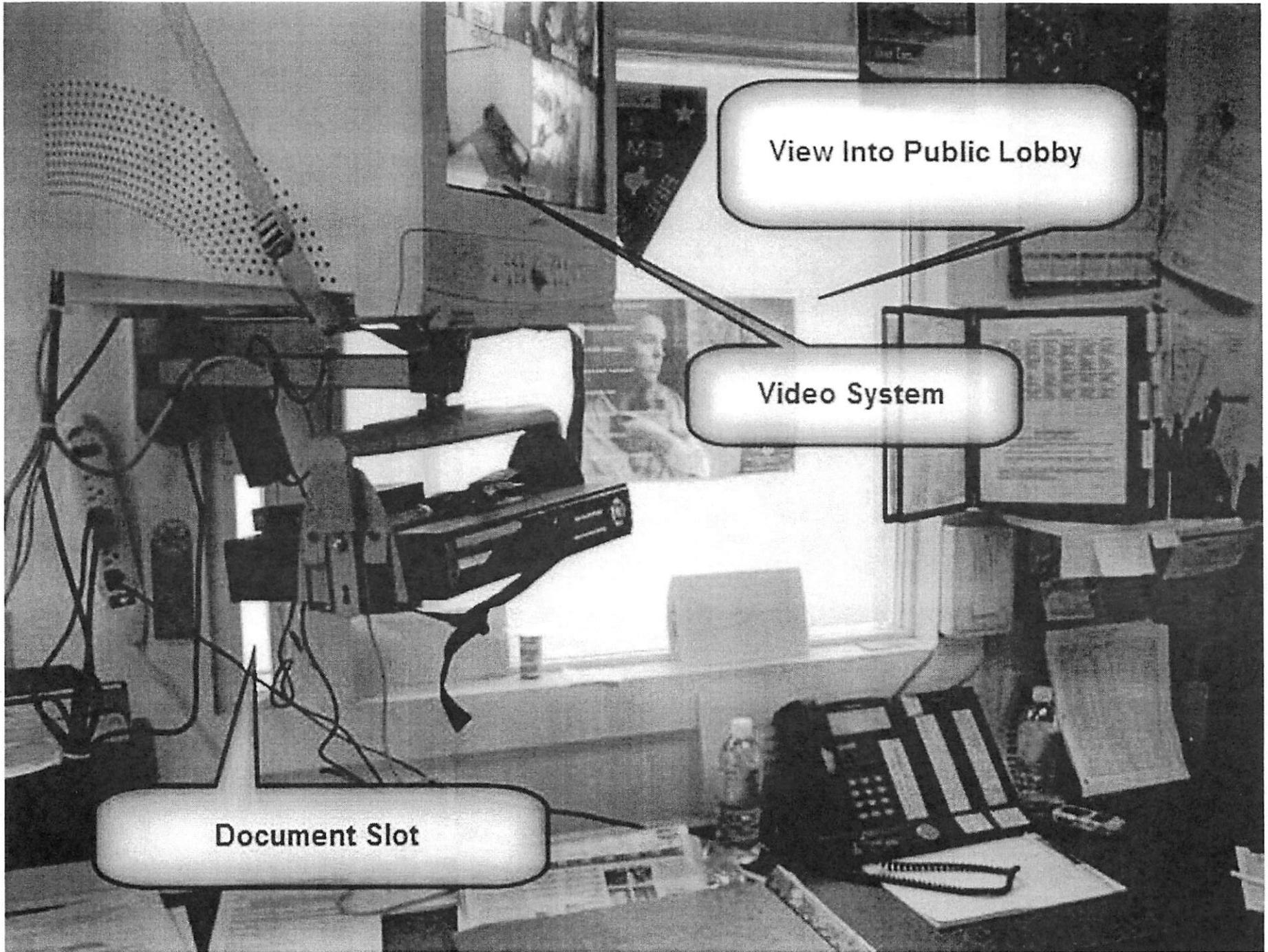
**Work Station #1
(Primary)**

13' X 12'



**Primary Dispatch
Work Station**

**Lobby Window
(Not Secure)**



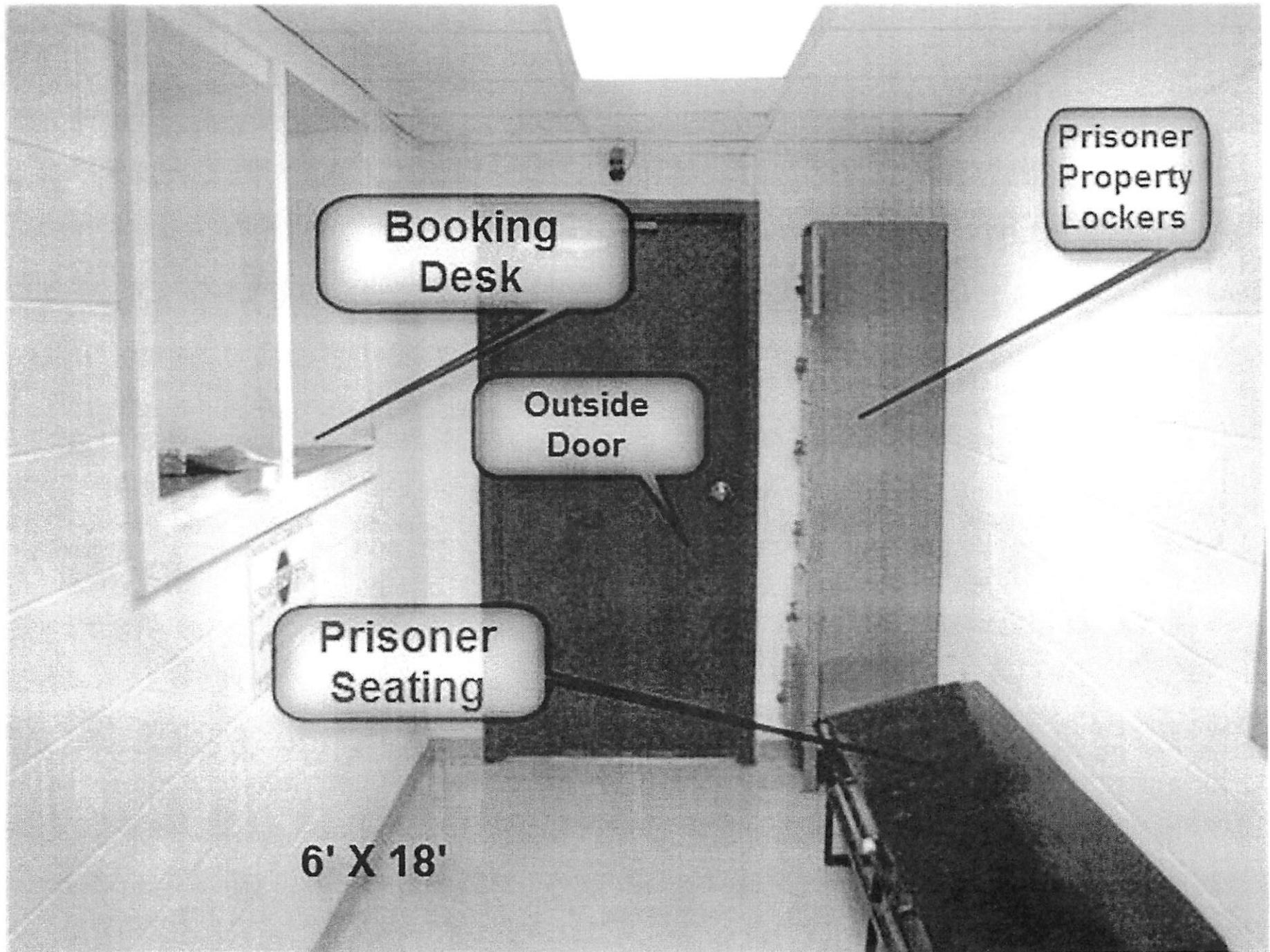
View Into Public Lobby

Video System

Document Slot

Booking Area

- Presently the booking area is too narrow and requires the officer to turn his back on the arrestee, which is a major officer safety issue. The gun locker is next to dispatch. The prisoner's property is secured in a simple metal locker, and there are often times more prisoners than lockers. This has proven to be a problem with property being mixed and property being misplaced. The fingerprint station is in between the door to the main building and the door to the jail, this is another officer safety issue, especially if there are multiple arrestees present. The booking entrance door from outside is accessible to the public and is not very secure.



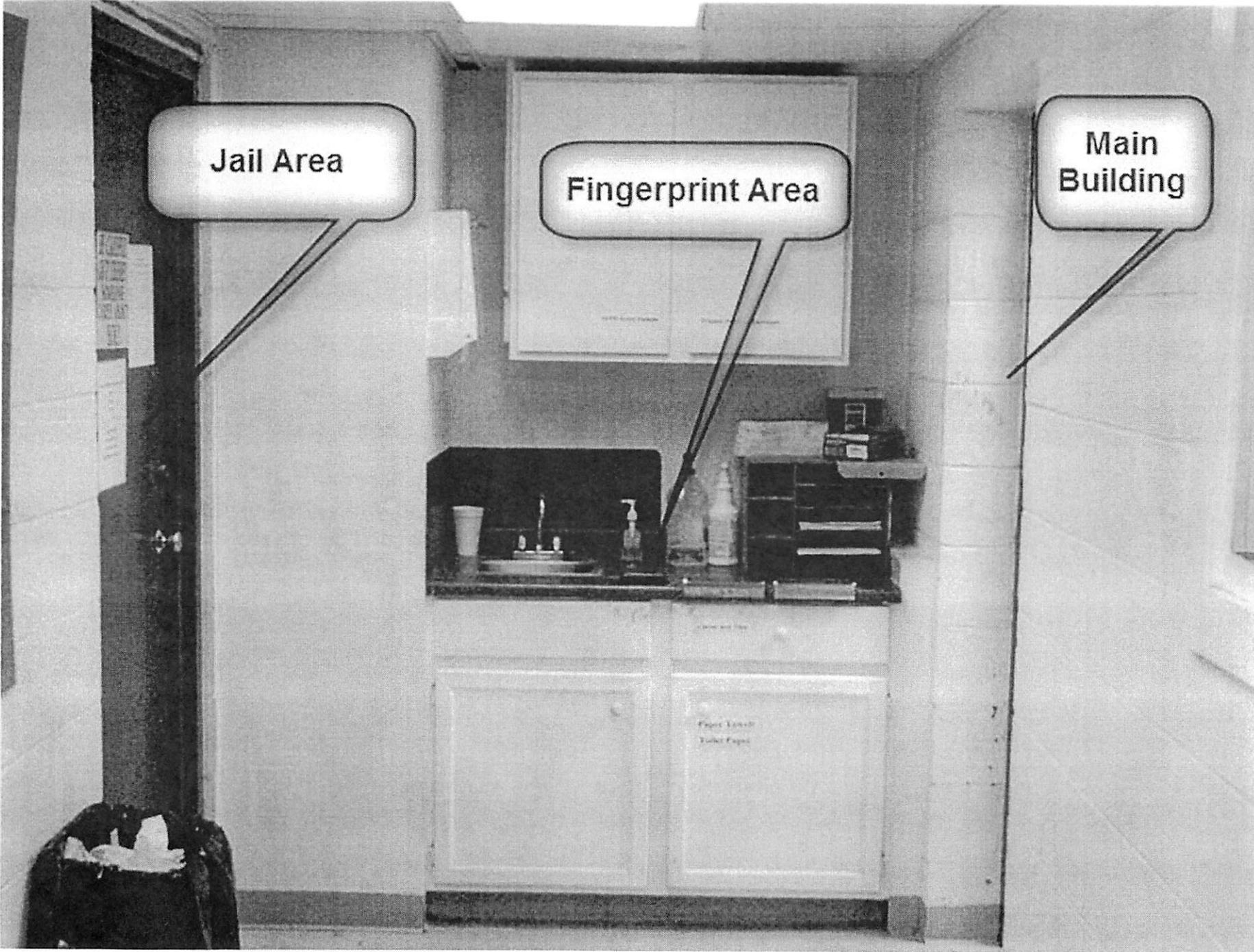
Booking
Desk

Outside
Door

Prisoner
Seating

Prisoner
Property
Lockers

6' X 18'



Jail Area

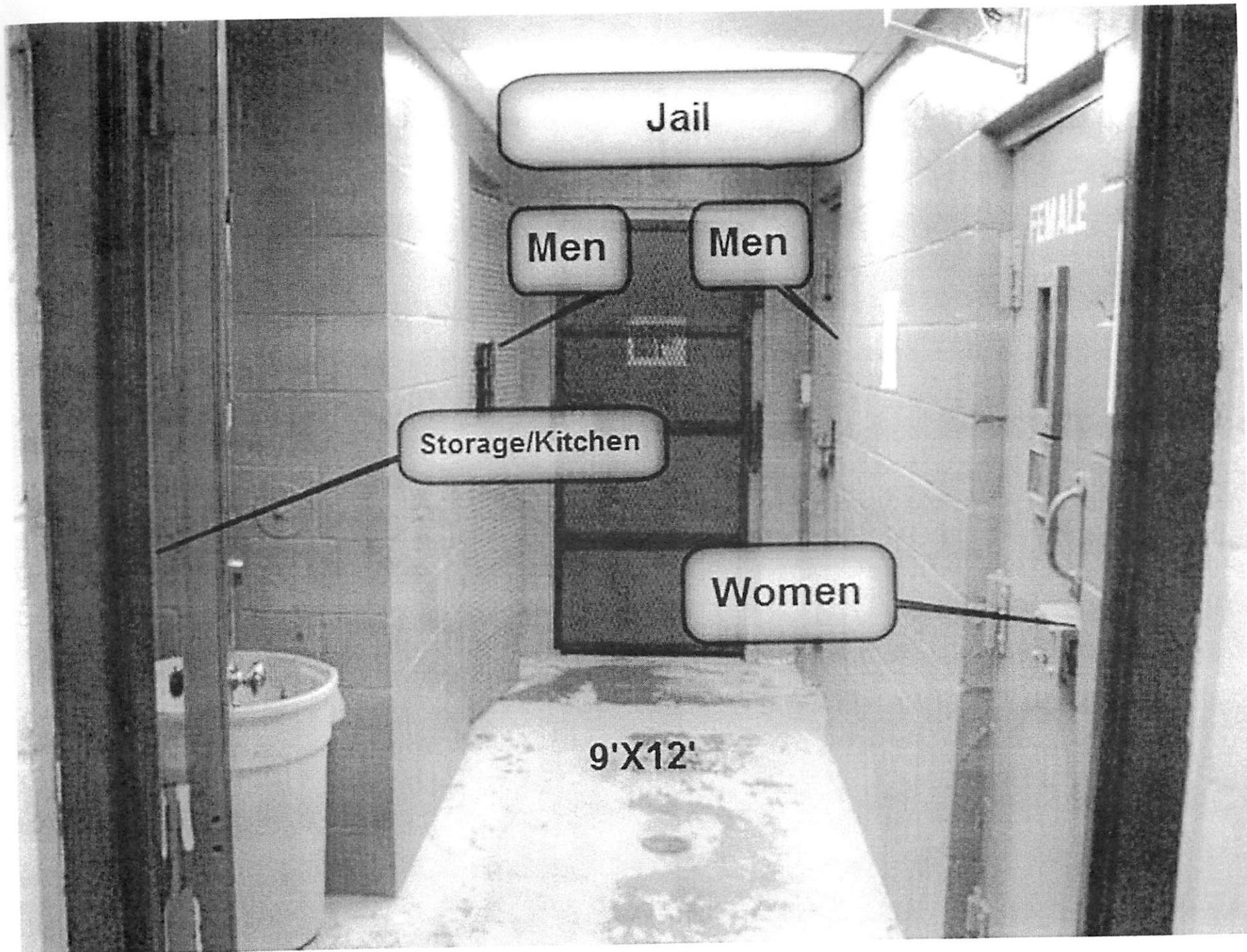
Fingerprint Area

Main Building



Jail and Prisoner Holding Area

- Currently we have three jail cells, two male and one female. The cells are designed to accommodate two prisoners per cell. More often than not we have at least four people in each cell, requiring at least two per cell to be on the floor. The jail needs to be updated in its fixtures, jail access, lighting, bunks, and size. There is no juvenile cell. The storage area in the jail triples as the jail kitchen and has an evidence cold storage refrigerator in it.



Jail

Men

Men

Storage/Kitchen

Women

9'X12'

FEMALE

Storage/Kitchen

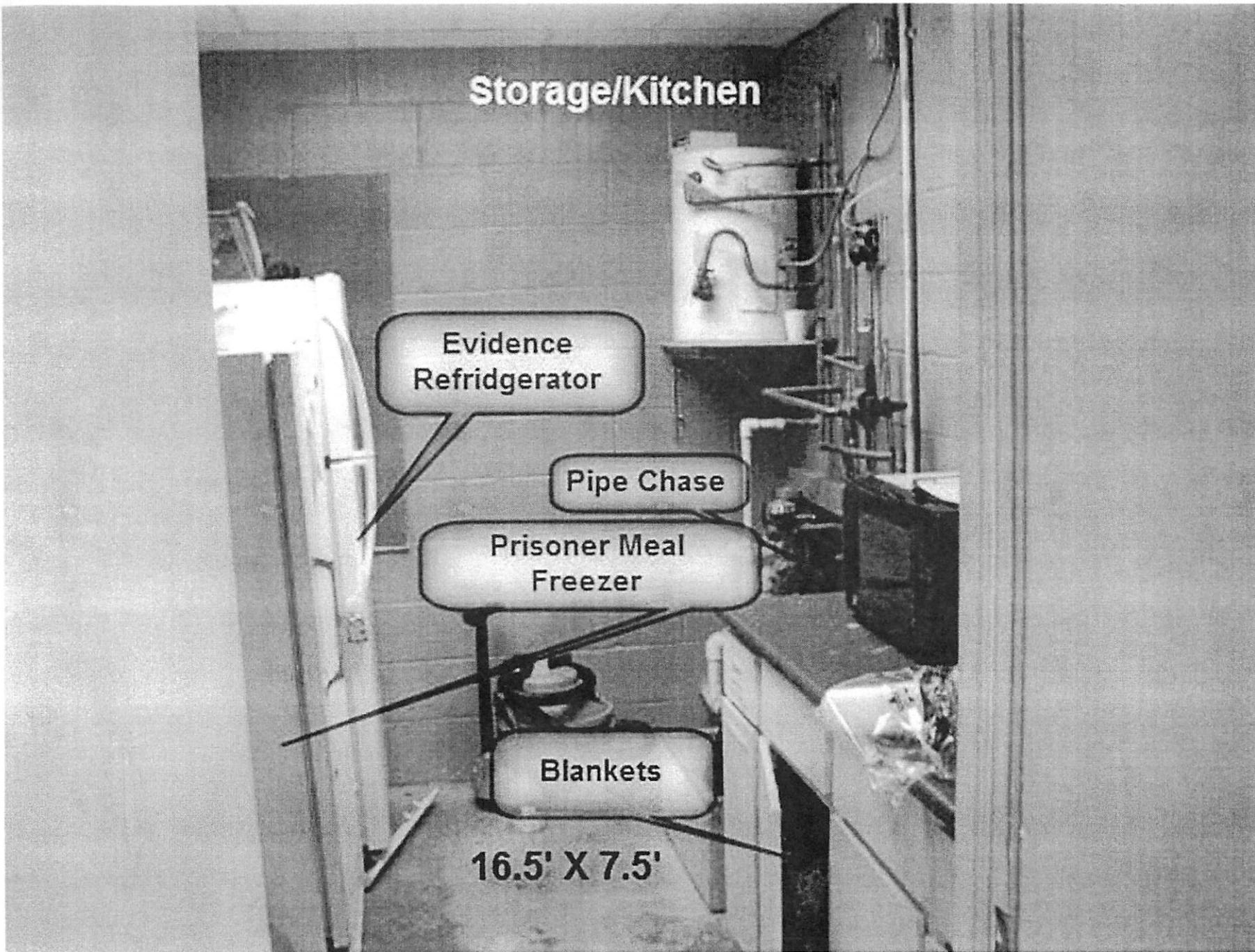
Evidence
Refridgerator

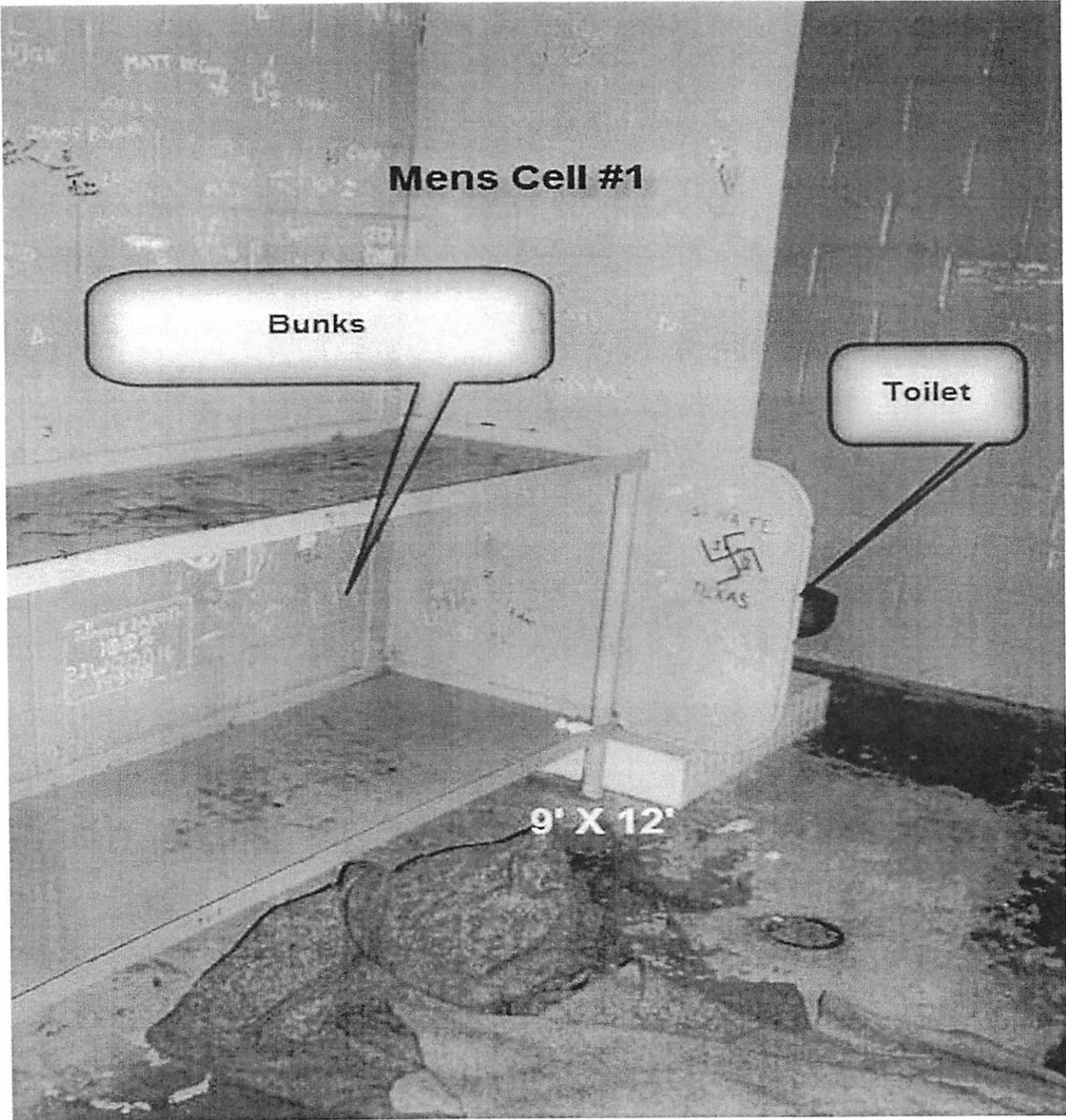
Pipe Chase

Prisoner Meal
Freezer

Blankets

16.5' X 7.5'





Mens Cell #1

Bunks

Toilet

9' X 12'

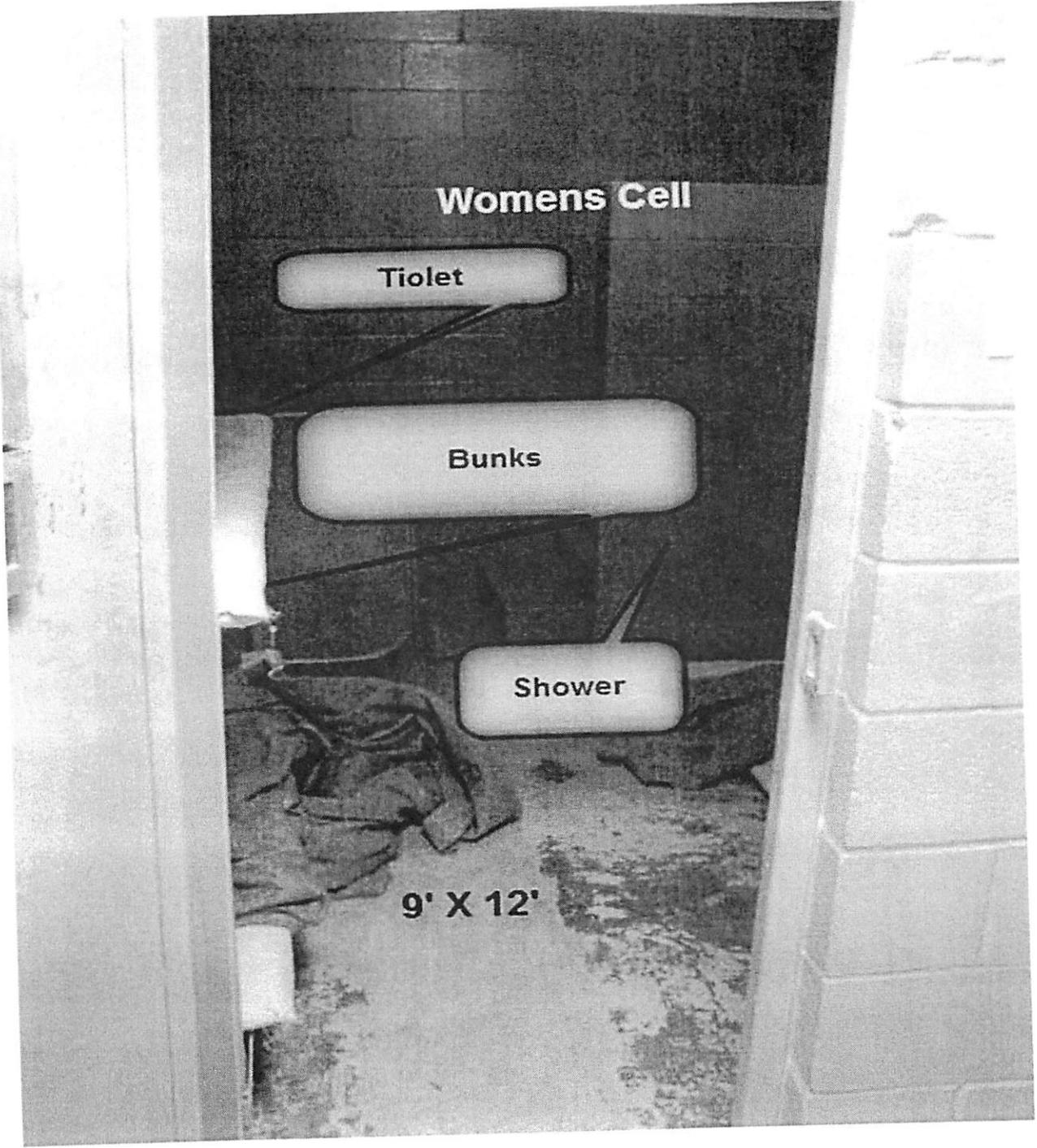
Womens Cell

Tiolet

Bunks

Shower

9' X 12'

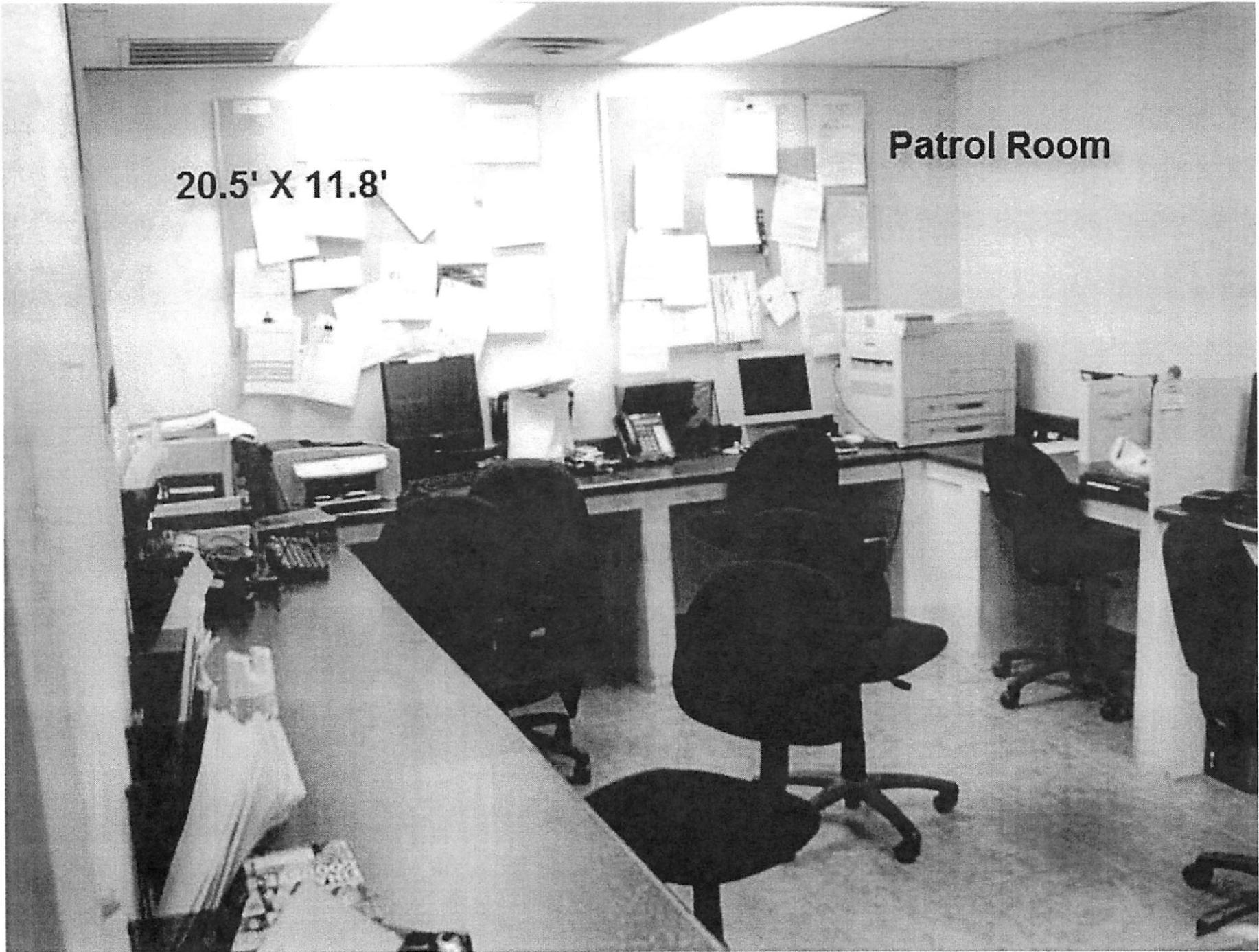


Patrol Room

- The patrol room was expanded in 2006 to accommodate the eight patrol officers. We now have sixteen and hope to have more added in the future. This was done to give each officer his own work space so they would not be on top of each other. We simply do not have enough room for officers who are investigating crimes, speaking with complainants, victims, witnesses or suspects. This could compromise a persons civil rights in certain cases.

20.5' X 11.8'

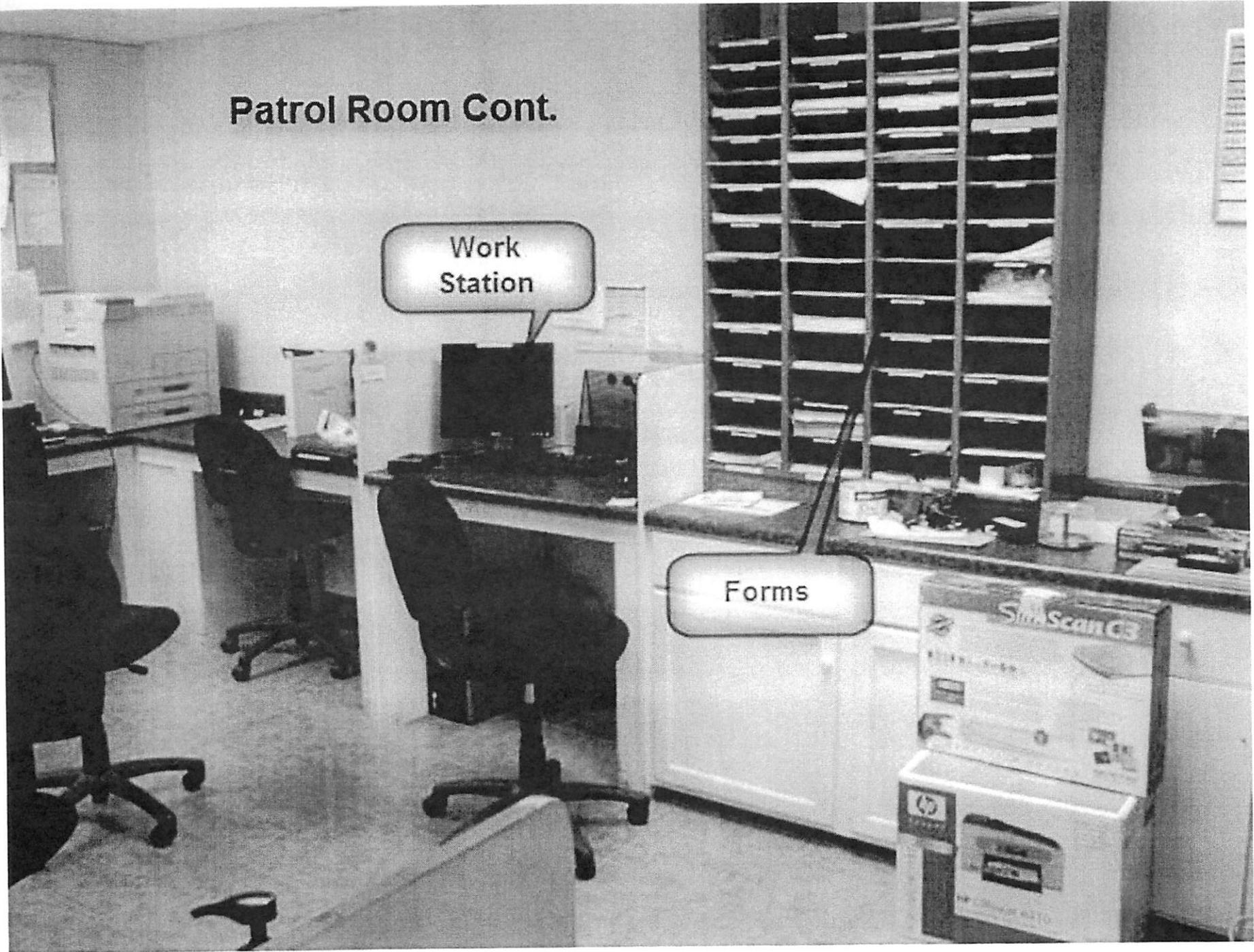
Patrol Room



Patrol Room Cont.

**Work
Station**

Forms





Patrol Room Cont.

**Officer's Personal Storage
(1 Per Officer)**

Interview Room / Juvenile Holding Room

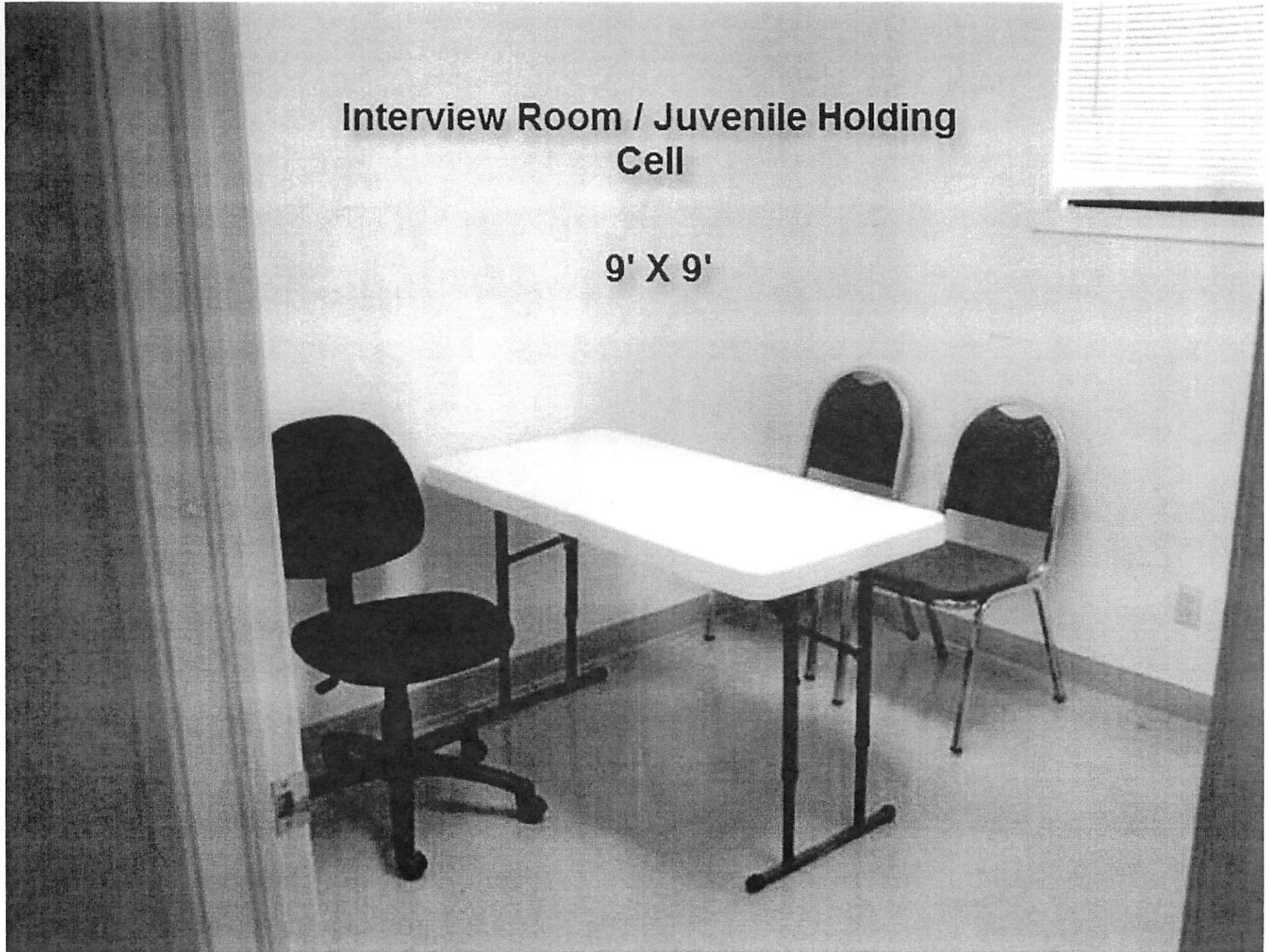
- Currently we have only one interview room which doubles as the juvenile holding room. Large incidents and investigations usually require multiple people to be interviewed at one time, and or separated into different rooms, which is not possible with the space we have now, jeopardizing the integrity and interview evidence of a case. It has a camera, with audio, and it has home made bars on the window. The only way to secure the room is to lock the door from the outside, and this is a flimsy lock at best.

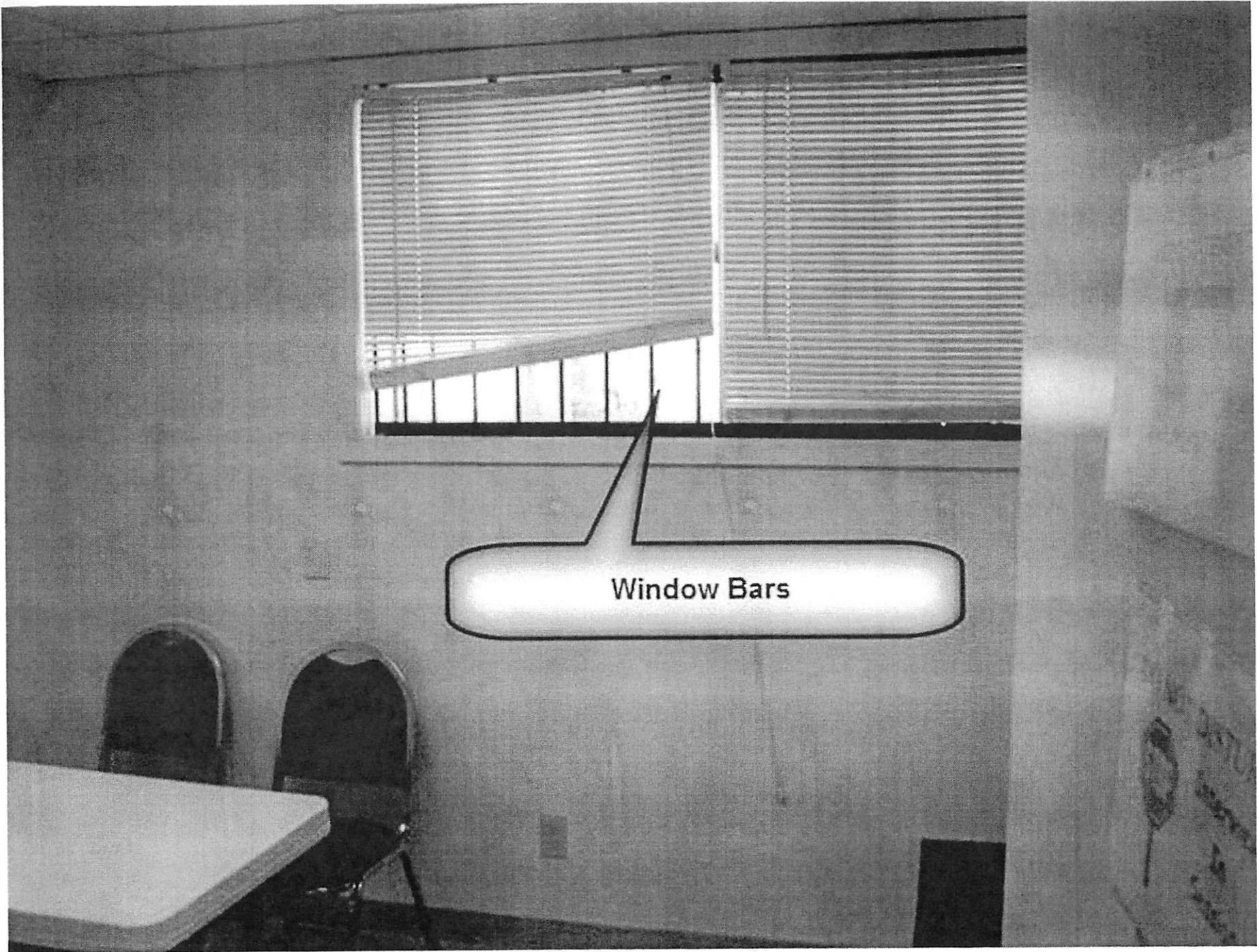
Interview Room / Juvenile Holding Room

- The storage room next to the interview room doubles as the video equipment room. If other officers need to watch an interview they must crowd into a closet. The room is nowhere near sound proof and outside conversations, passing vehicles, and trains passing make some interviews unable to be heard or taint the interview.

**Interview Room / Juvenile Holding
Cell**

9' X 9'



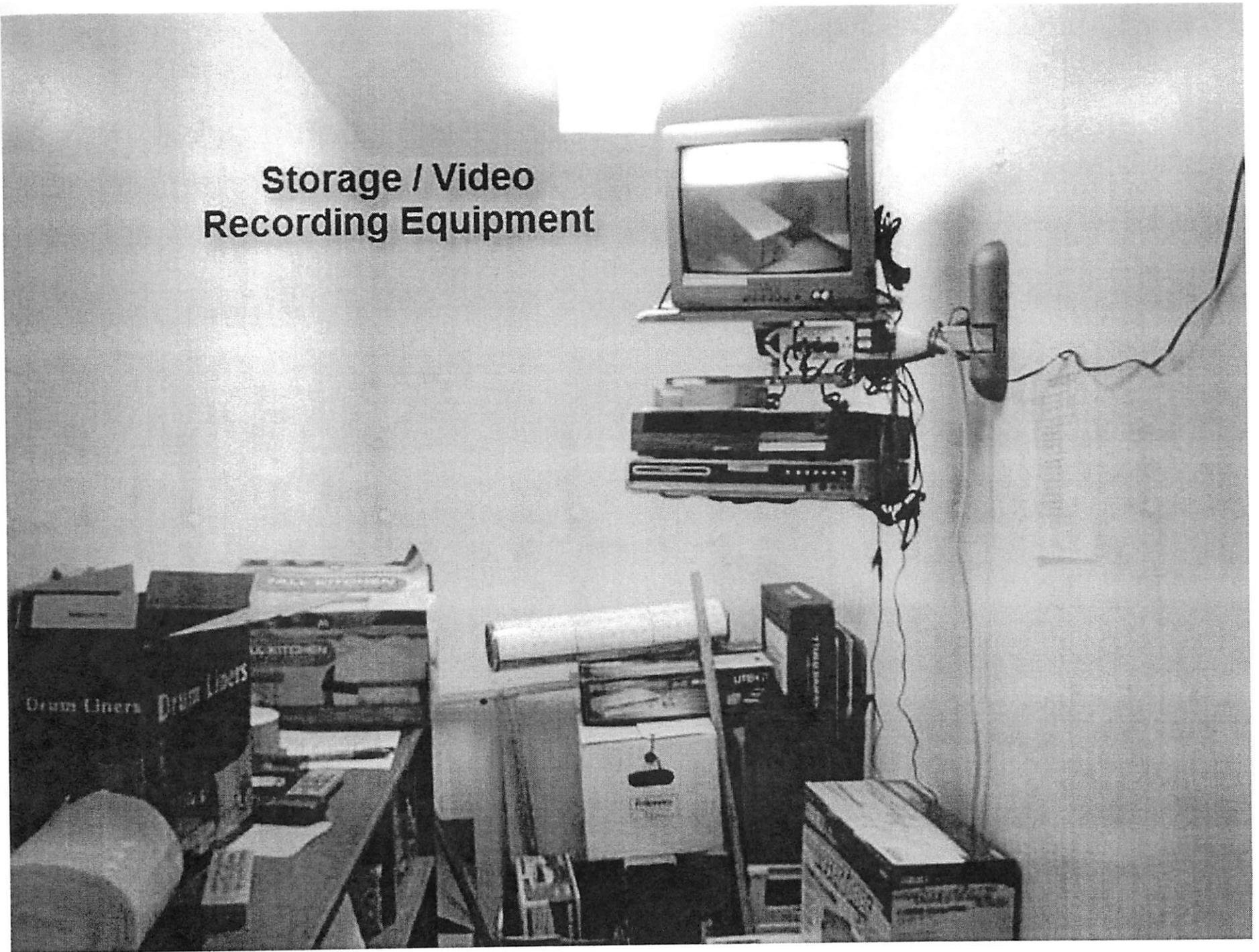


Window Bars

**Storage Room / Interview Room
Recording Room**



**Storage / Video
Recording Equipment**

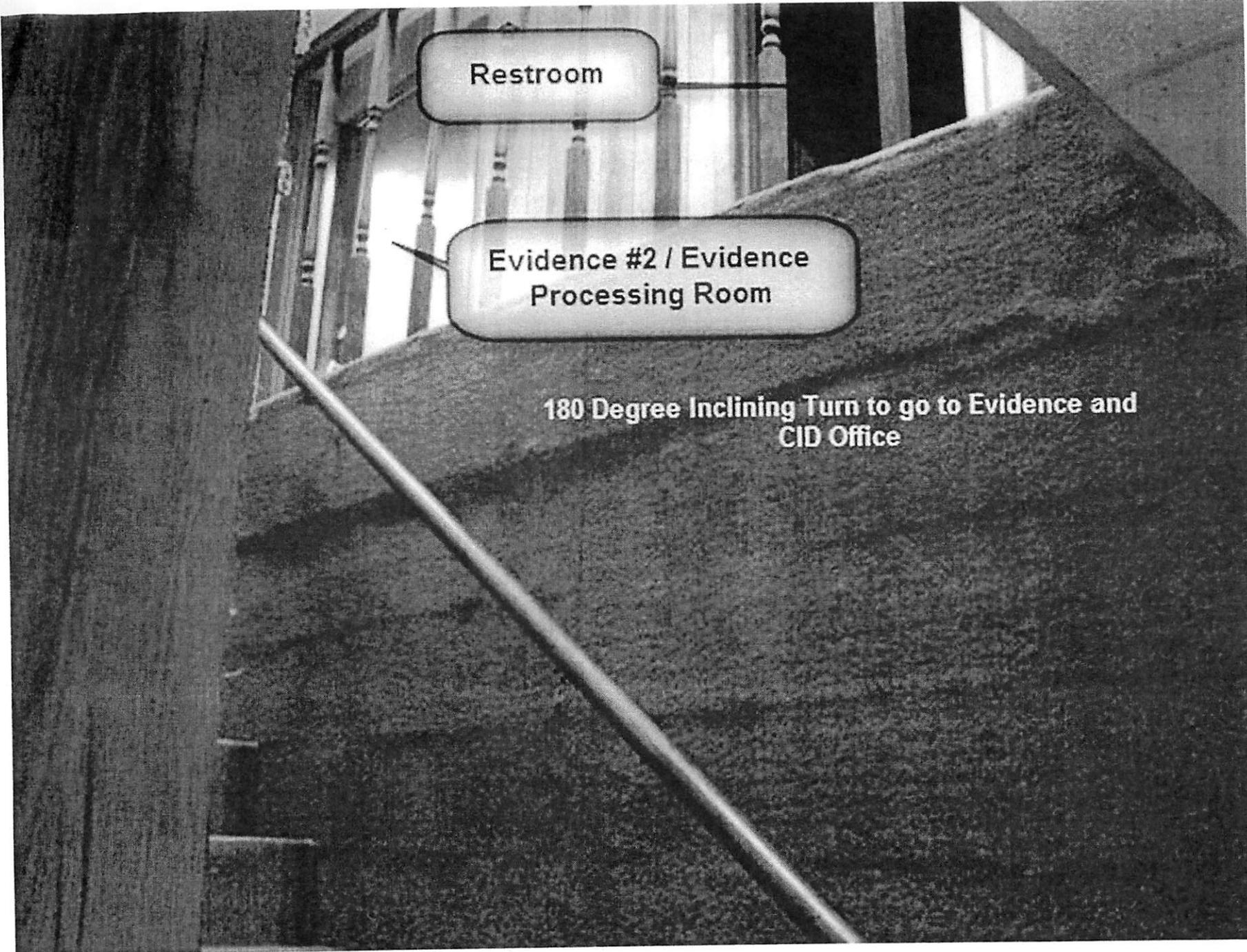


Evidence Room

- The evidence room is one of the major concerns. The evidence room is located upstairs on the west end of the building. The evidence room is only secured by a simple deadbolt lock. There is a small area in the adjacent room for processing evidence, this is no where near adequate. Storage space is very limited and the design of the evidence room is poor at best. The evidence room being on the second floor is a concern because a major storm will probably destroy that part of the building.

Evidence Room

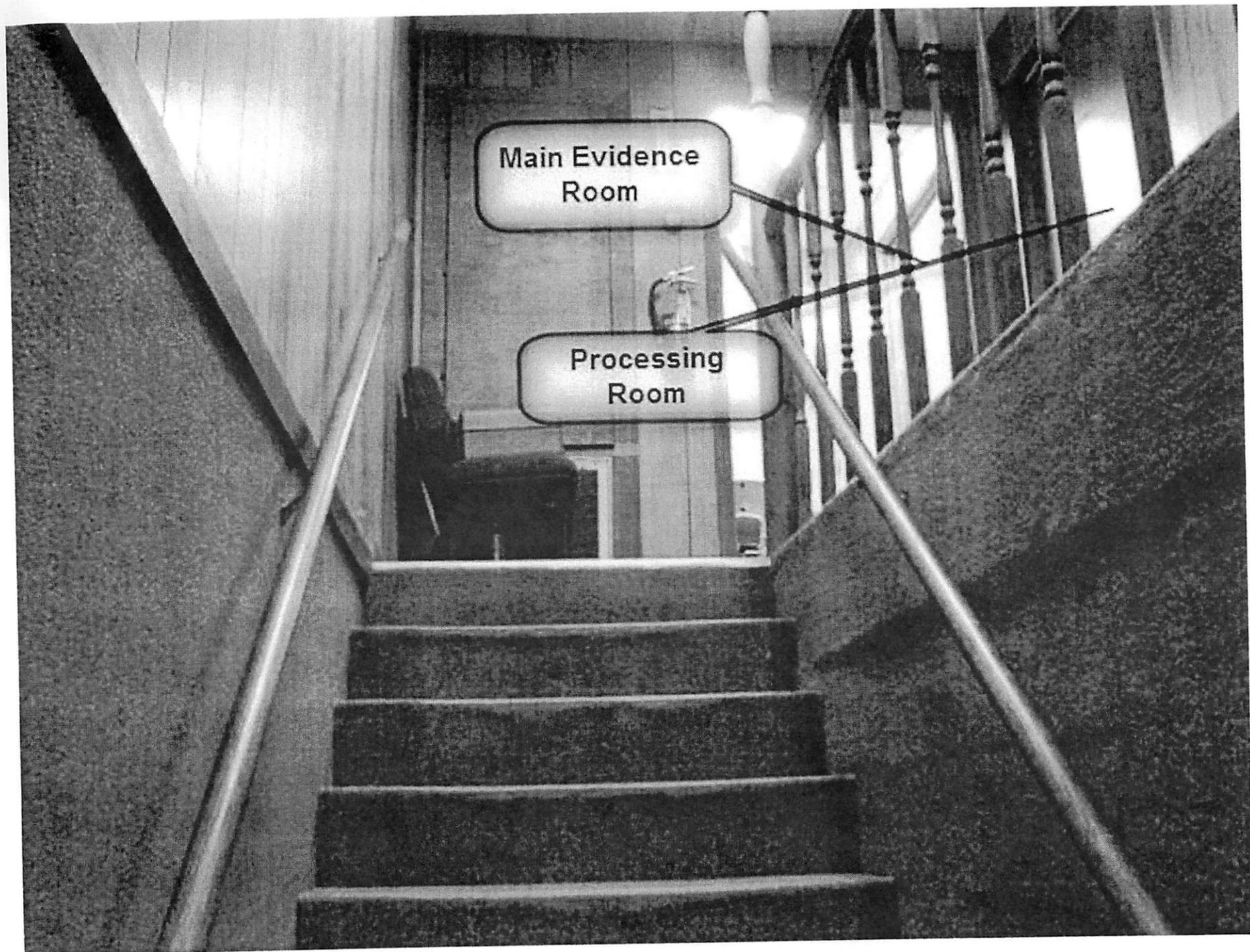
- It is impossible to carry heavy or long items up the stairs, as we learned recently with a stop sign and pole. The drop chute is too small and allows heavy evidence to crush other evidence. It is not secure and the dropped evidence can be reached from the outside. This is a grave concern when testifying to the integrity of the evidence room.



Restroom

Evidence #2 / Evidence
Processing Room

180 Degree Inclining Turn to go to Evidence and
CID Office



Main Evidence Room

Processing Room

**Evidence/CID
Landing Looking
South**

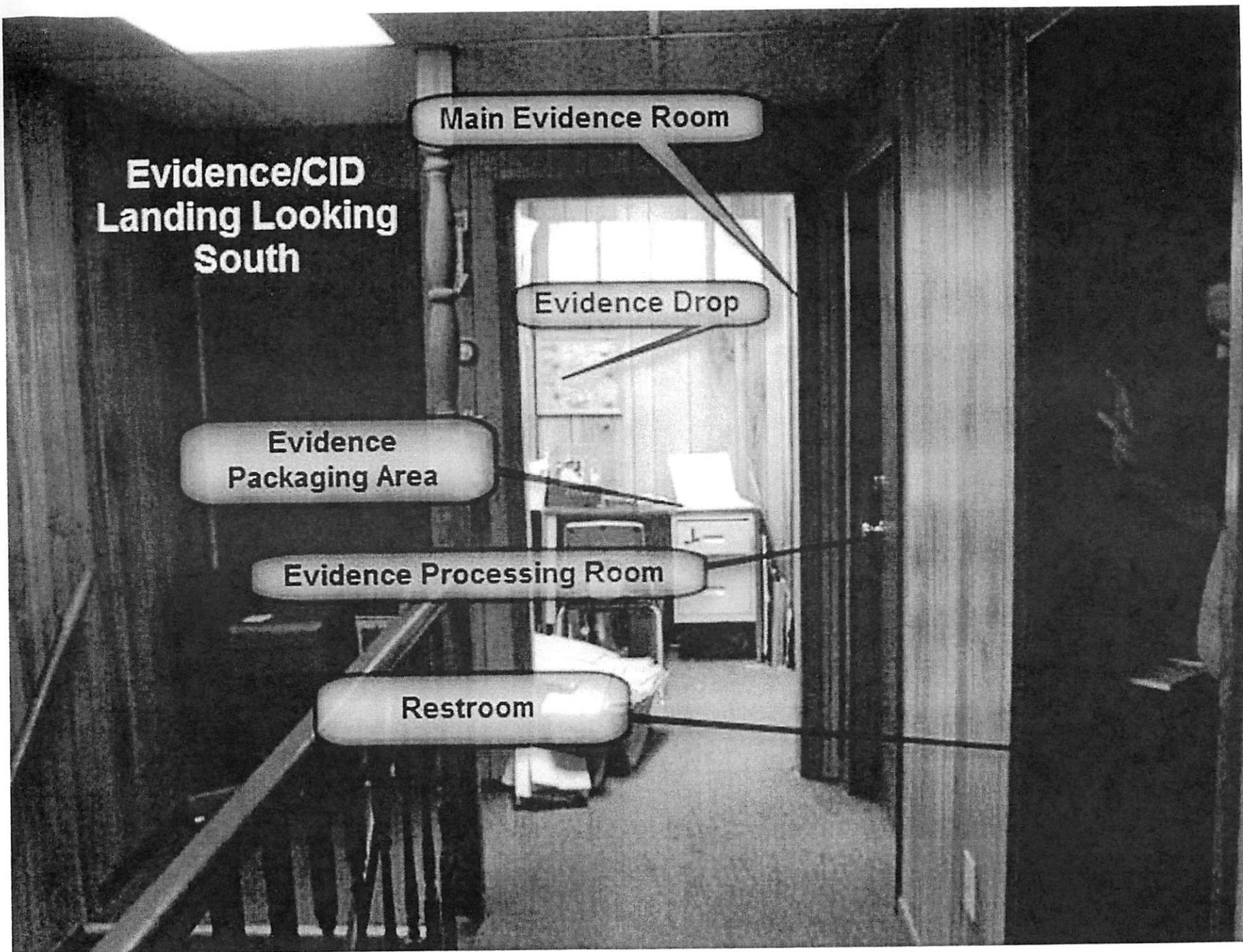
Main Evidence Room

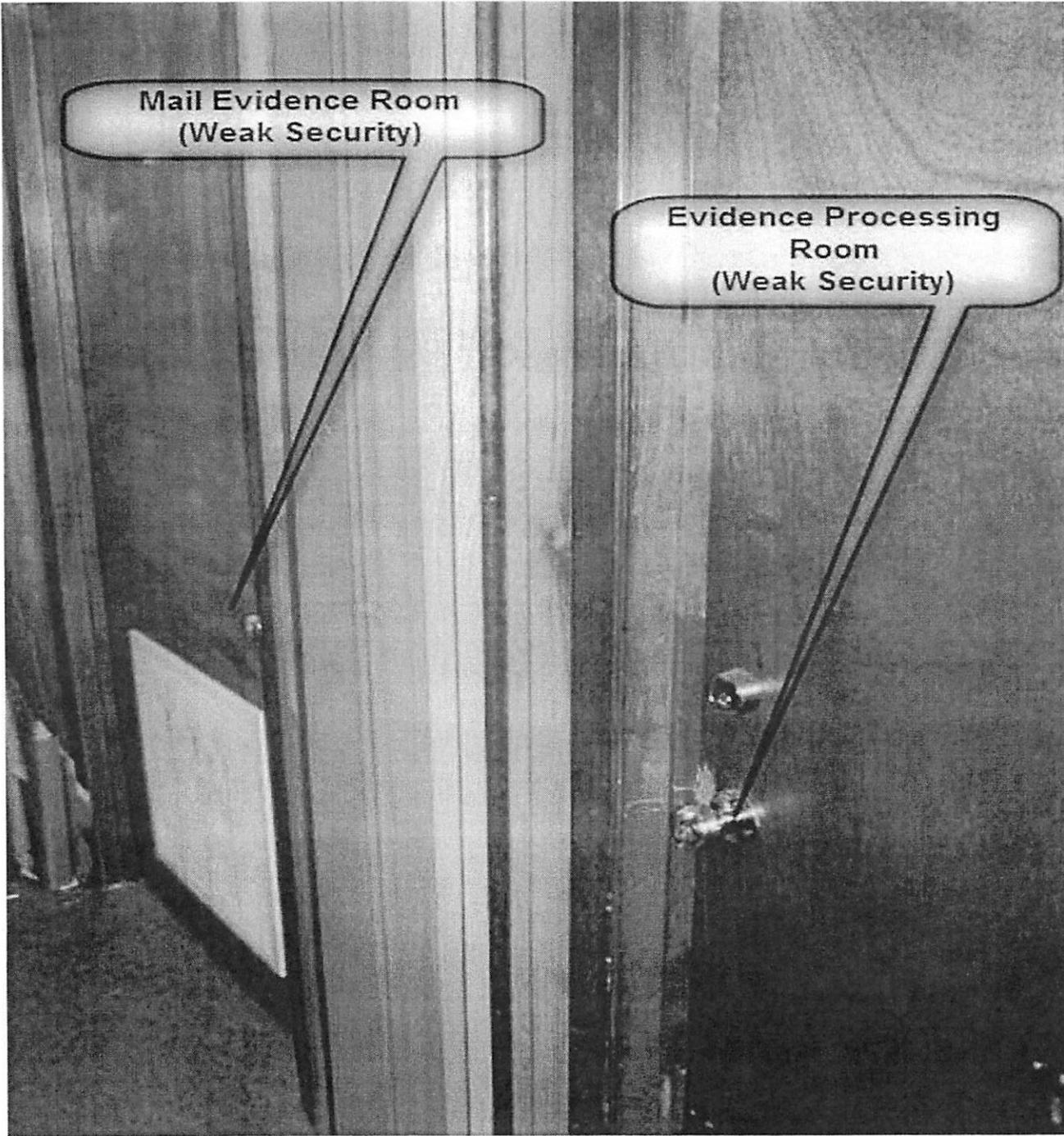
Evidence Drop

Evidence
Packaging Area

Evidence Processing Room

Restroom



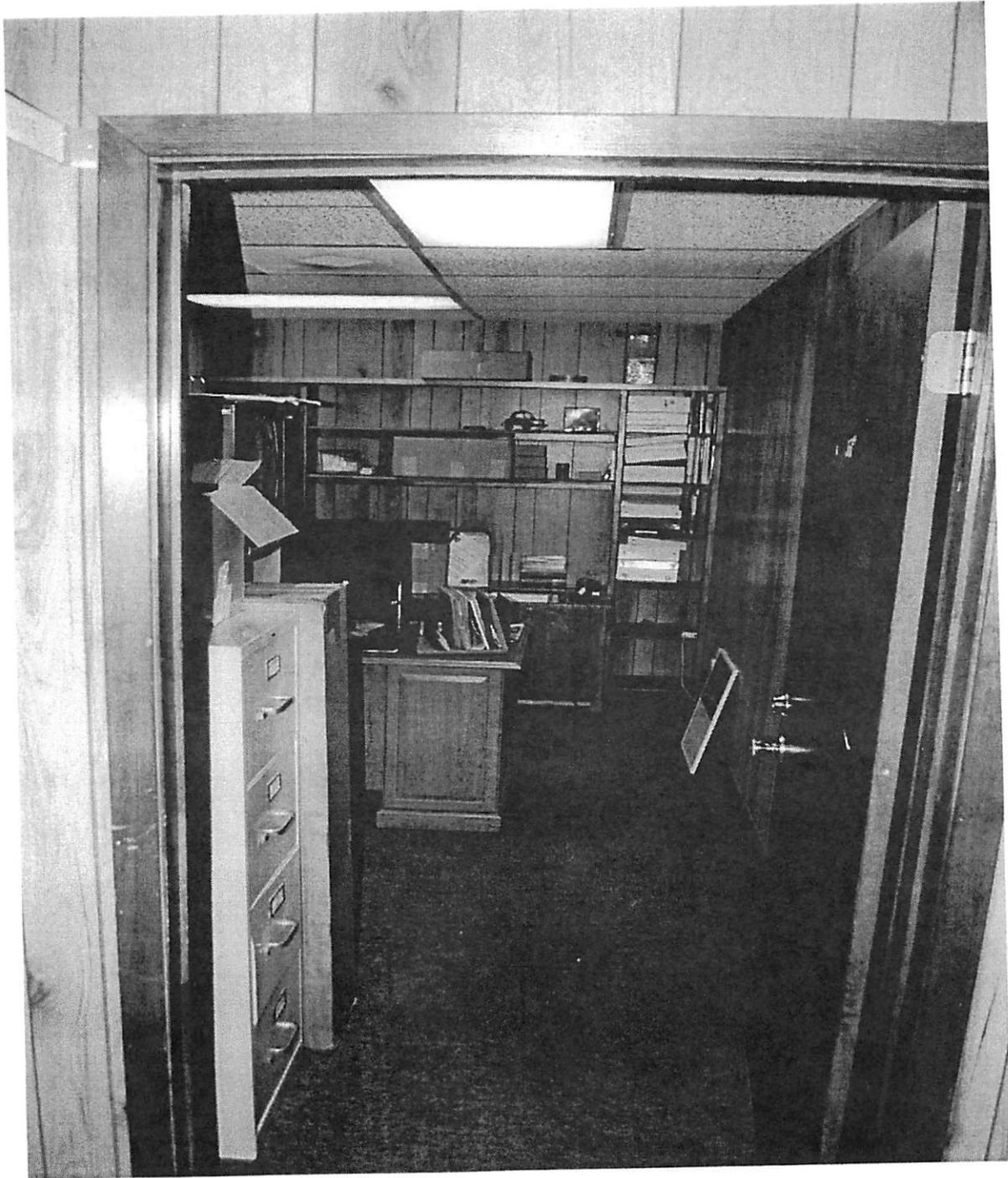


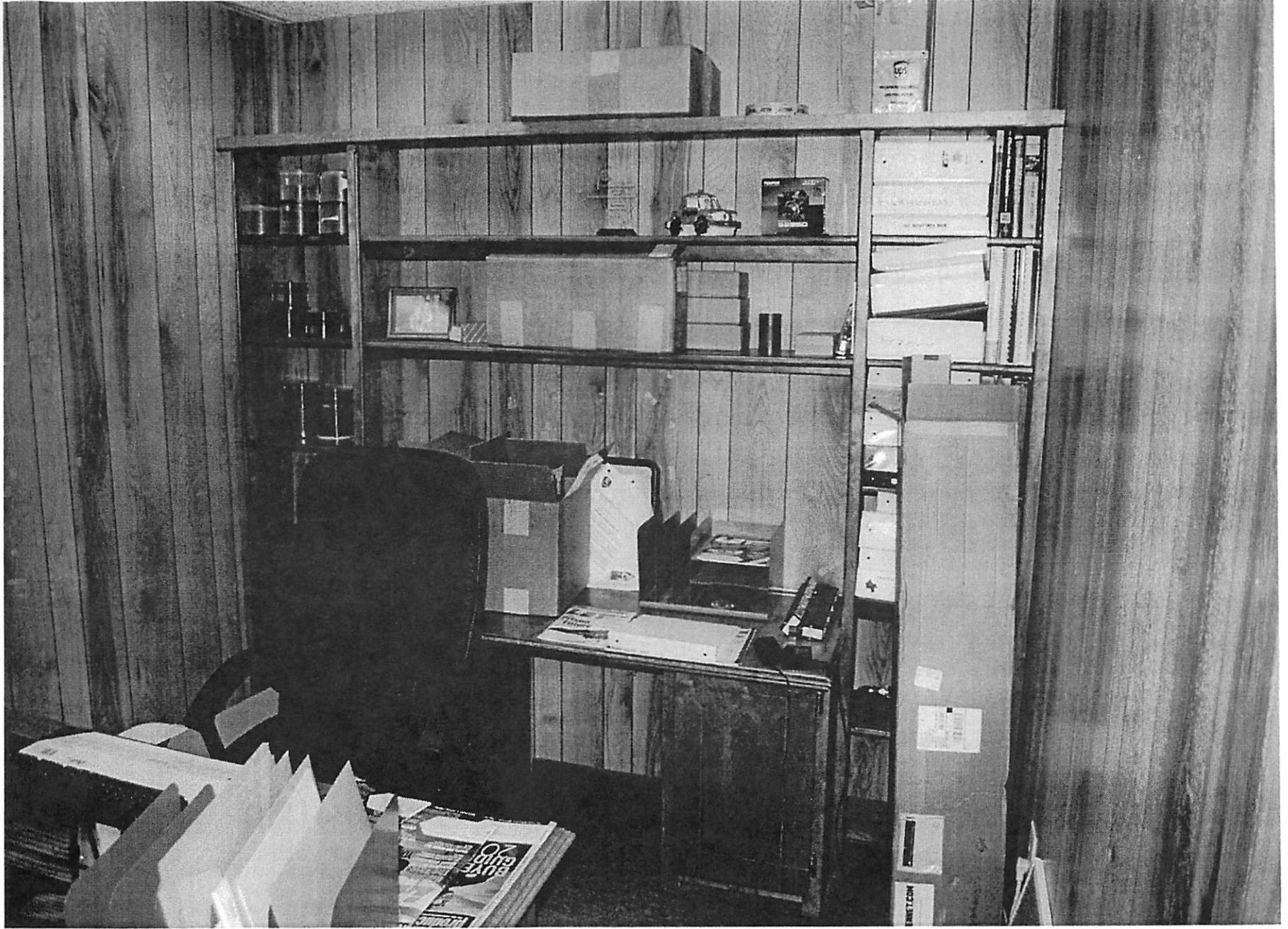
Mail Evidence Room
(Weak Security)

Evidence Processing
Room
(Weak Security)

Patrol Sergeants

- Currently our four patrol sergeants share one office, which is upstairs next to the evidence room. This does not allow adequate communication between the other patrol officers, investigators, dispatch or administration. The patrol sergeants should be in the same work area for better communication, supervision and direct knowledge of unforeseen and sensitive matters. The offices are too small to accommodate more than one or two witnesses, victims, etc.

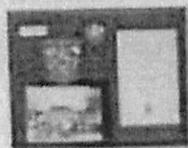




Detectives / CID

- Currently there are three Detectives with hopes of adding a fourth one in the near future due to the increase in active case loads and reports. At this time there are only two Detective office's. The current office's are too small to accommodate more than one or two witnesses, victims, etc. while working on a case.

CID Downstairs



Online Safety



AOC

8.5' X 12'

Records/File Storage

- The records office is located on the opposite end of the building from the dispatch center. Our dispatch supervisor is also the records clerk and needs to be near dispatch to assist and supervise. There is also a separate records lobby which is often times confusing to the public. Many times dispatchers have to deal with walk in complainants, giving out accident reports, and other reports left in dispatch to give to the public. It seems more feasible for the record clerk to handle this and if it is a complainant refer them to dispatch.

Records/File Storage

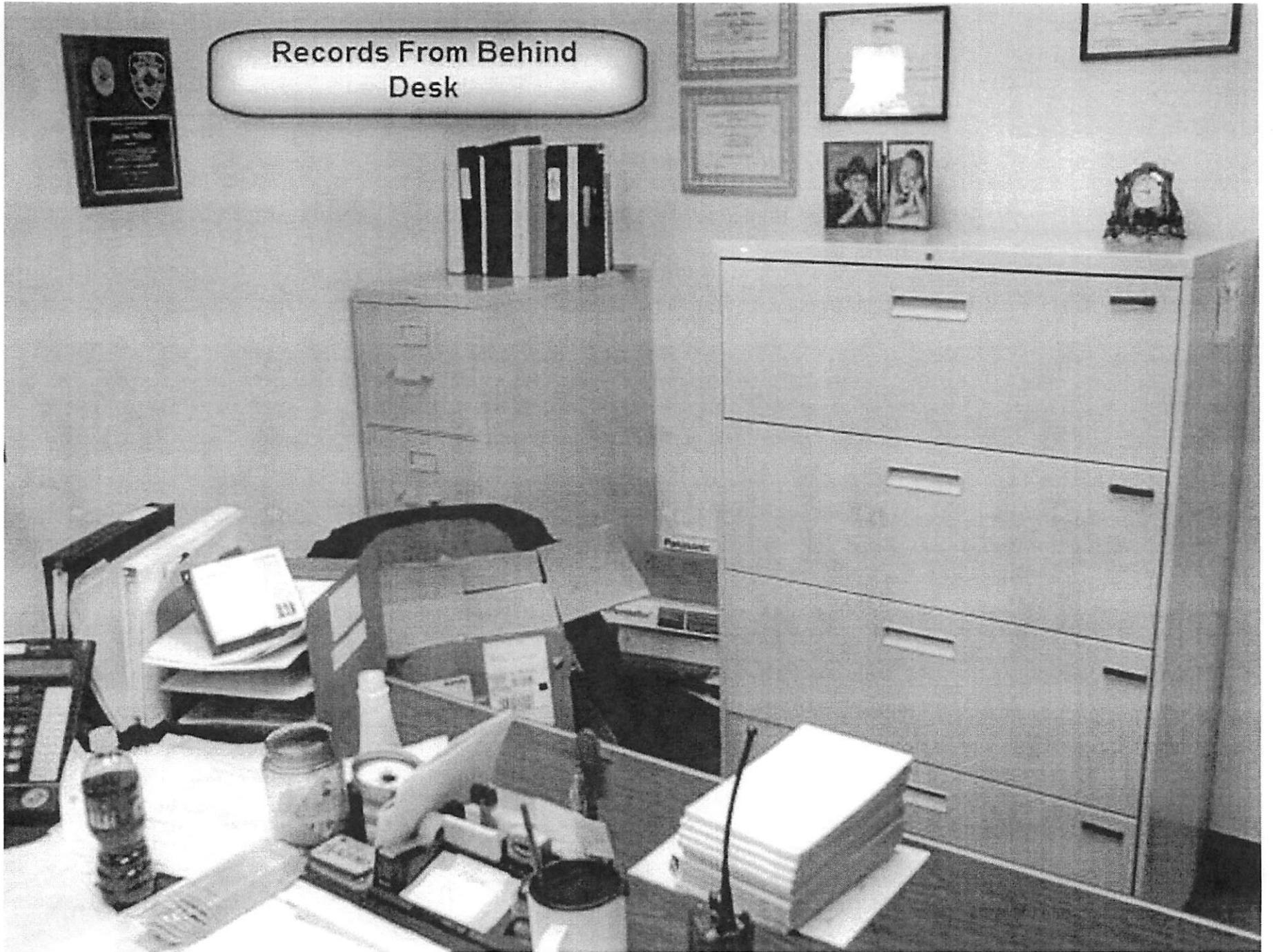
- Our current records office is not large enough, causing many records to be stored upstairs on the east end, above the municipal court. This room not only serves as archive storage but also as storage for uniforms and equipment. This room is overcrowded and is currently a disgrace. We currently have to walk through the City Marshall's office to reach this room. A centralized records storage room needs to be added. The concern is again with a hurricane this part of the building will likely be destroyed.

Records



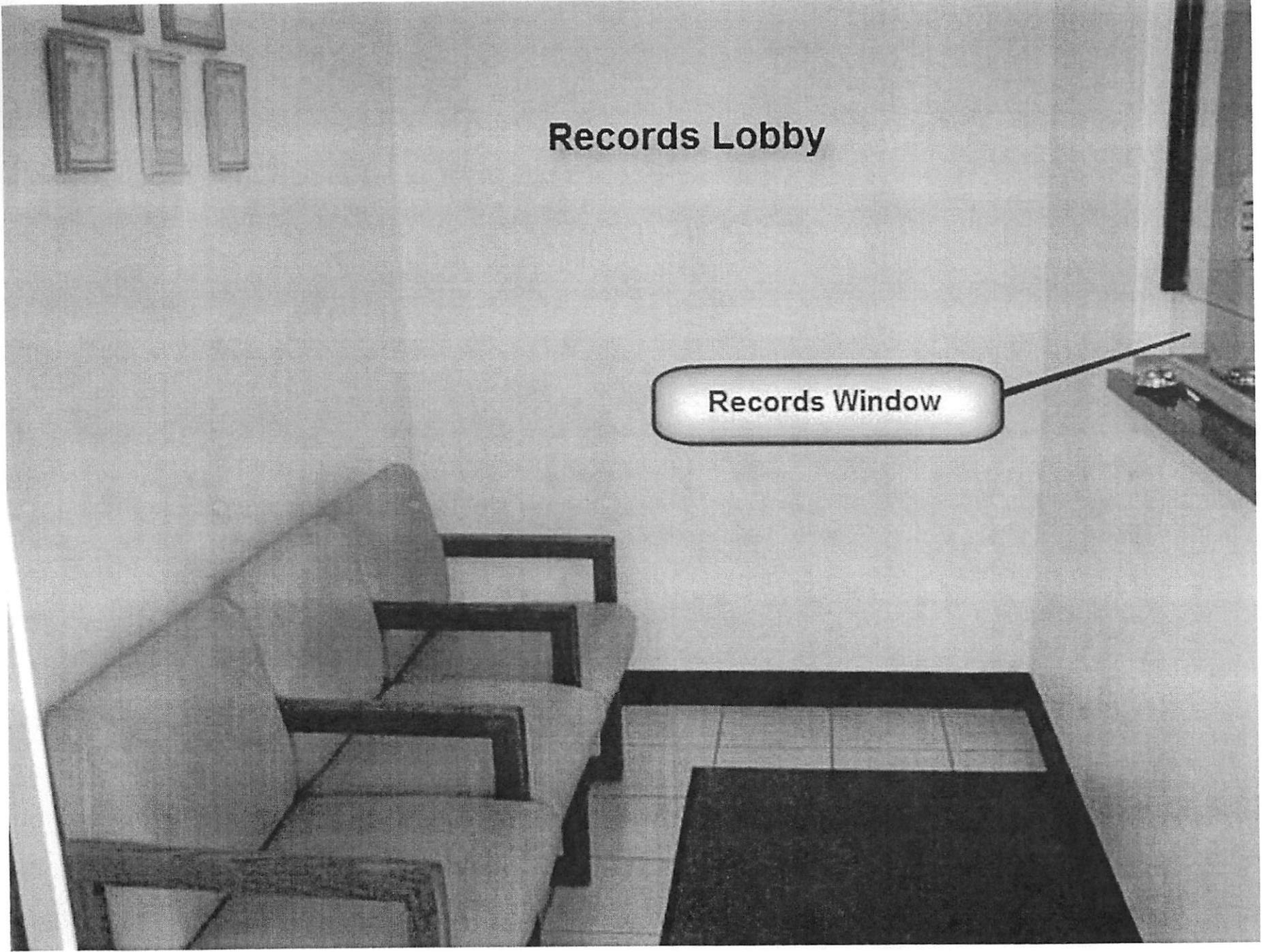
12' X 10'

Records From Behind
Desk

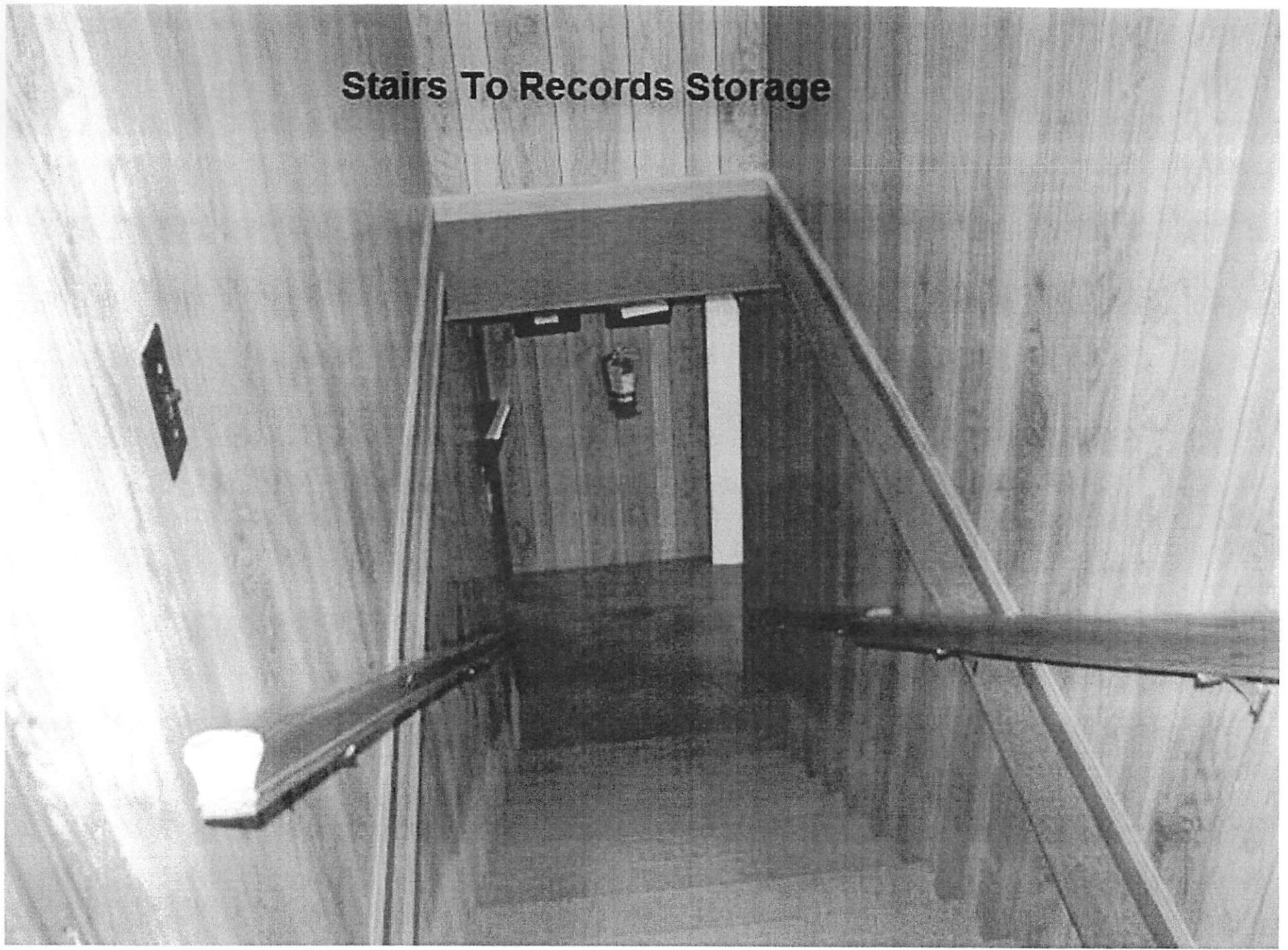


Records Lobby

Records Window

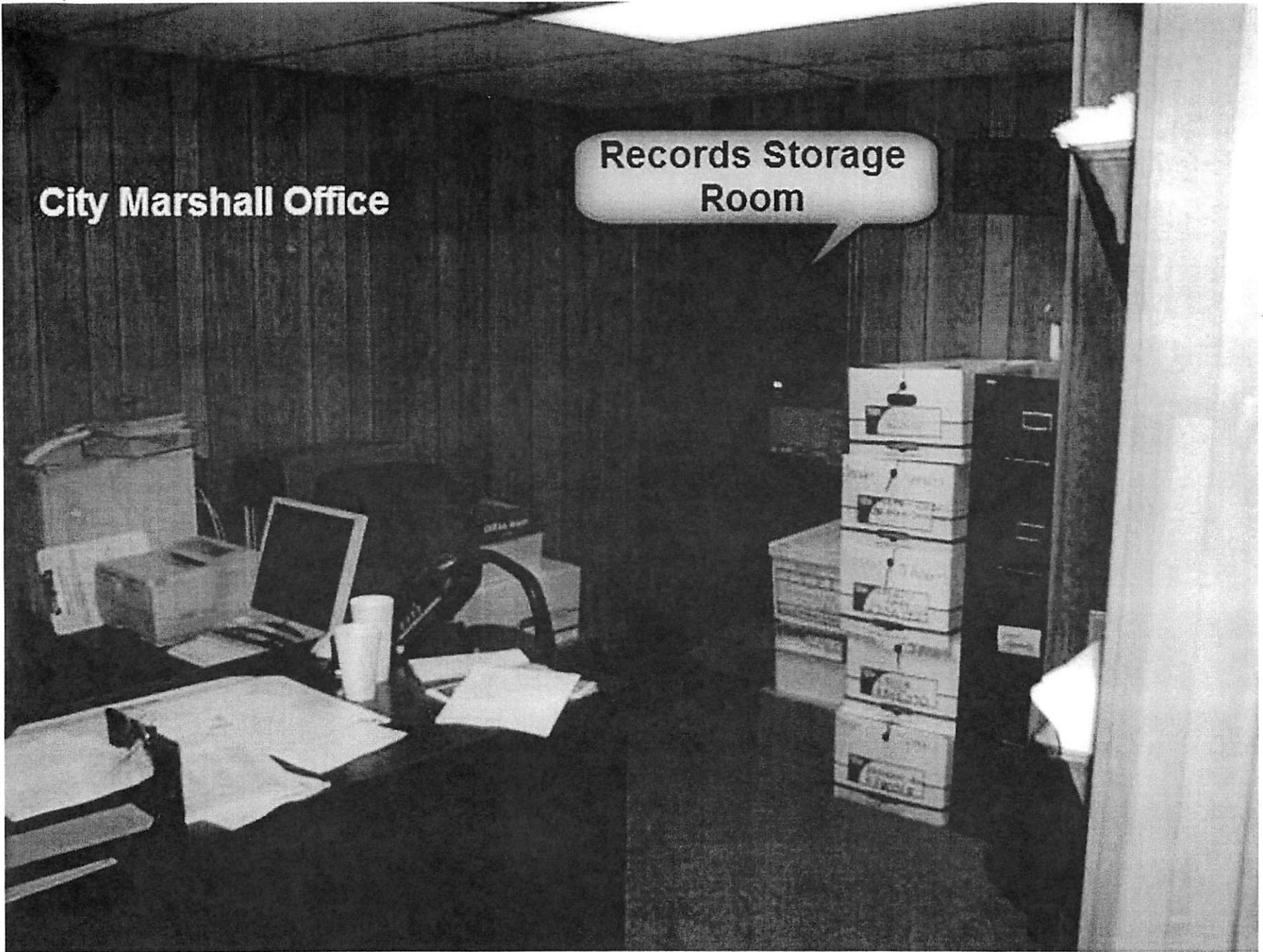


Stairs To Records Storage



City Marshall Office

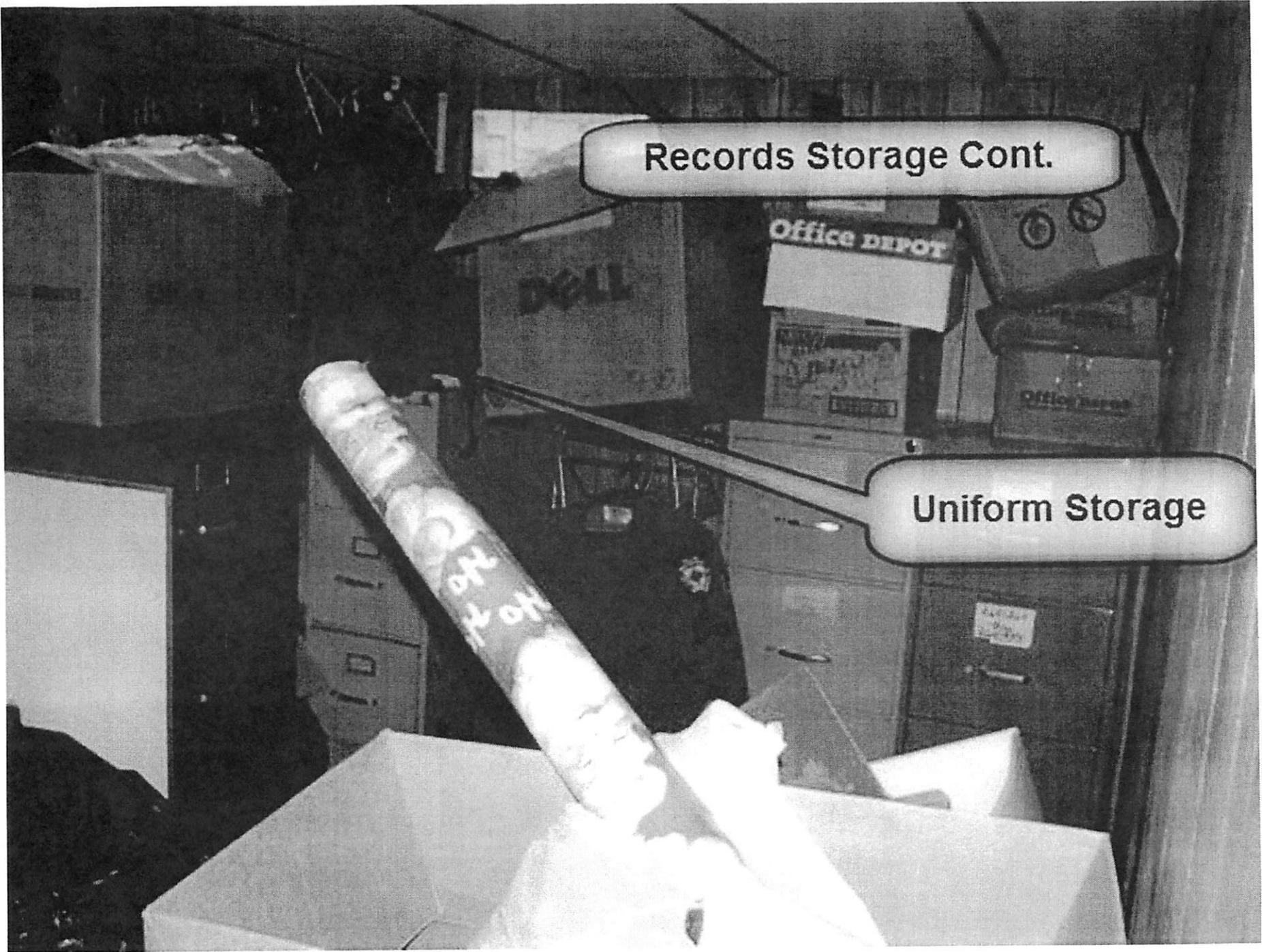
**Records Storage
Room**



Records Storage Room



15' X 15'



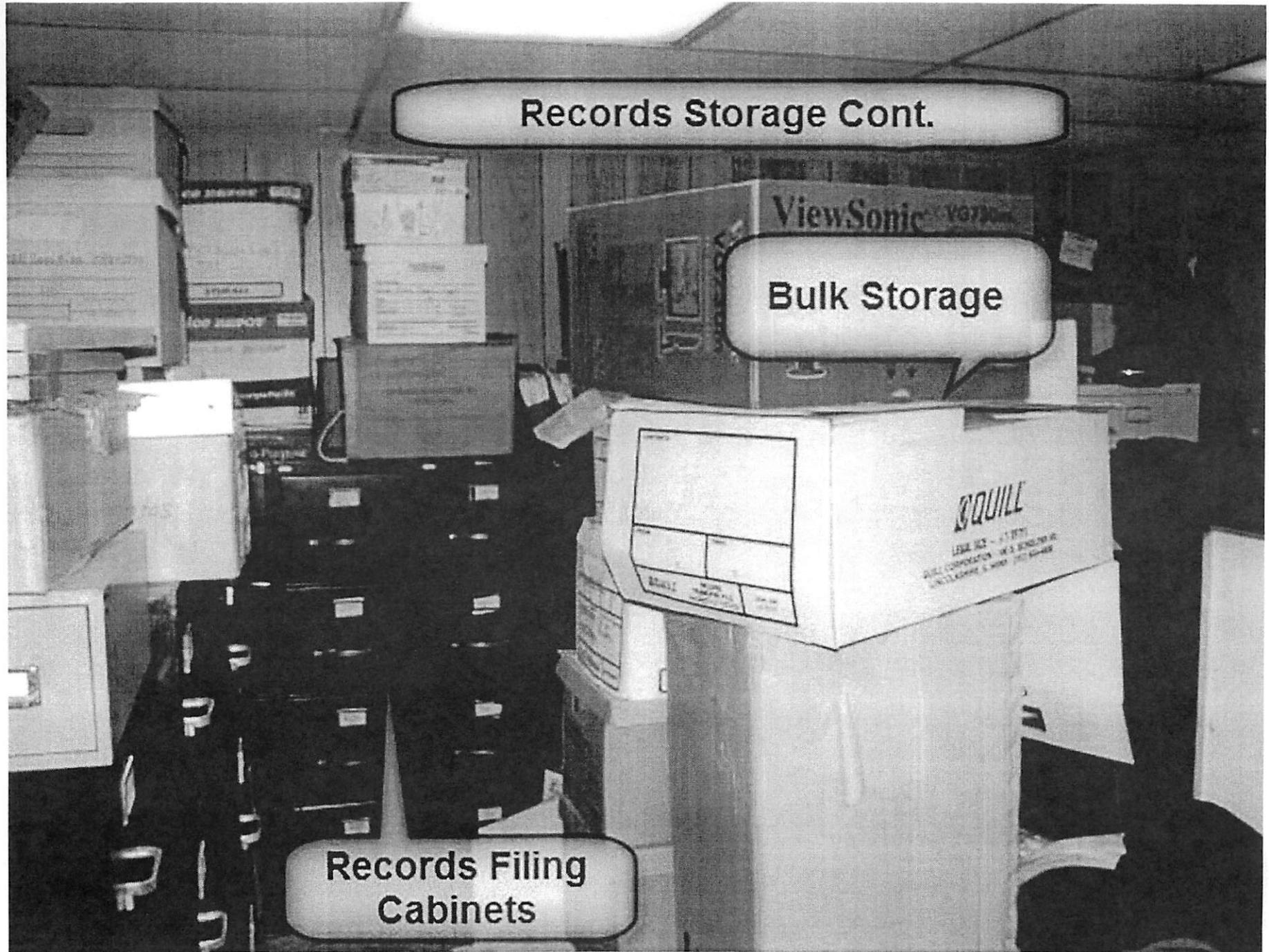
Records Storage Cont.

Uniform Storage

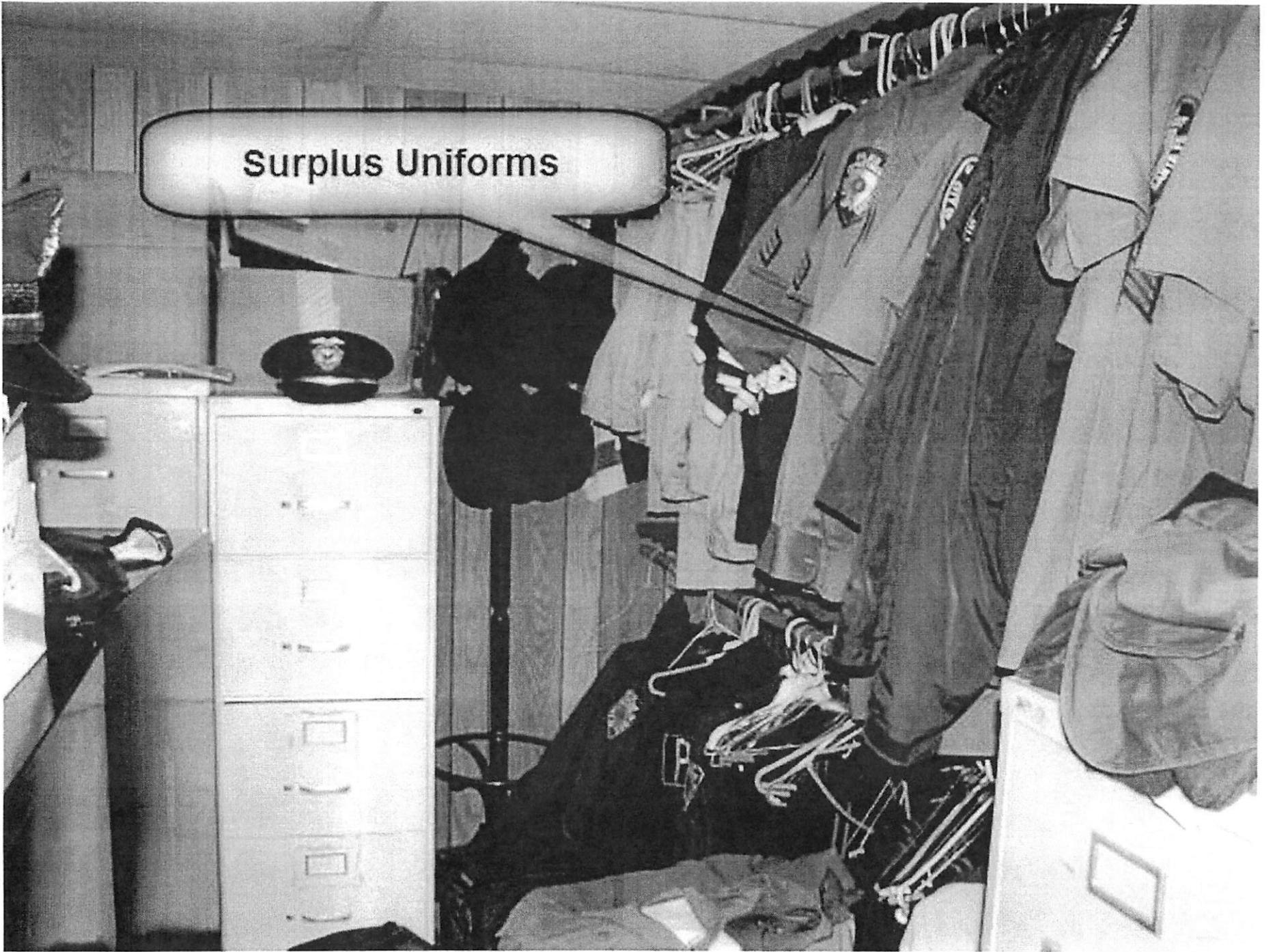
Records Storage Cont.

Bulk Storage

Records Filing
Cabinets



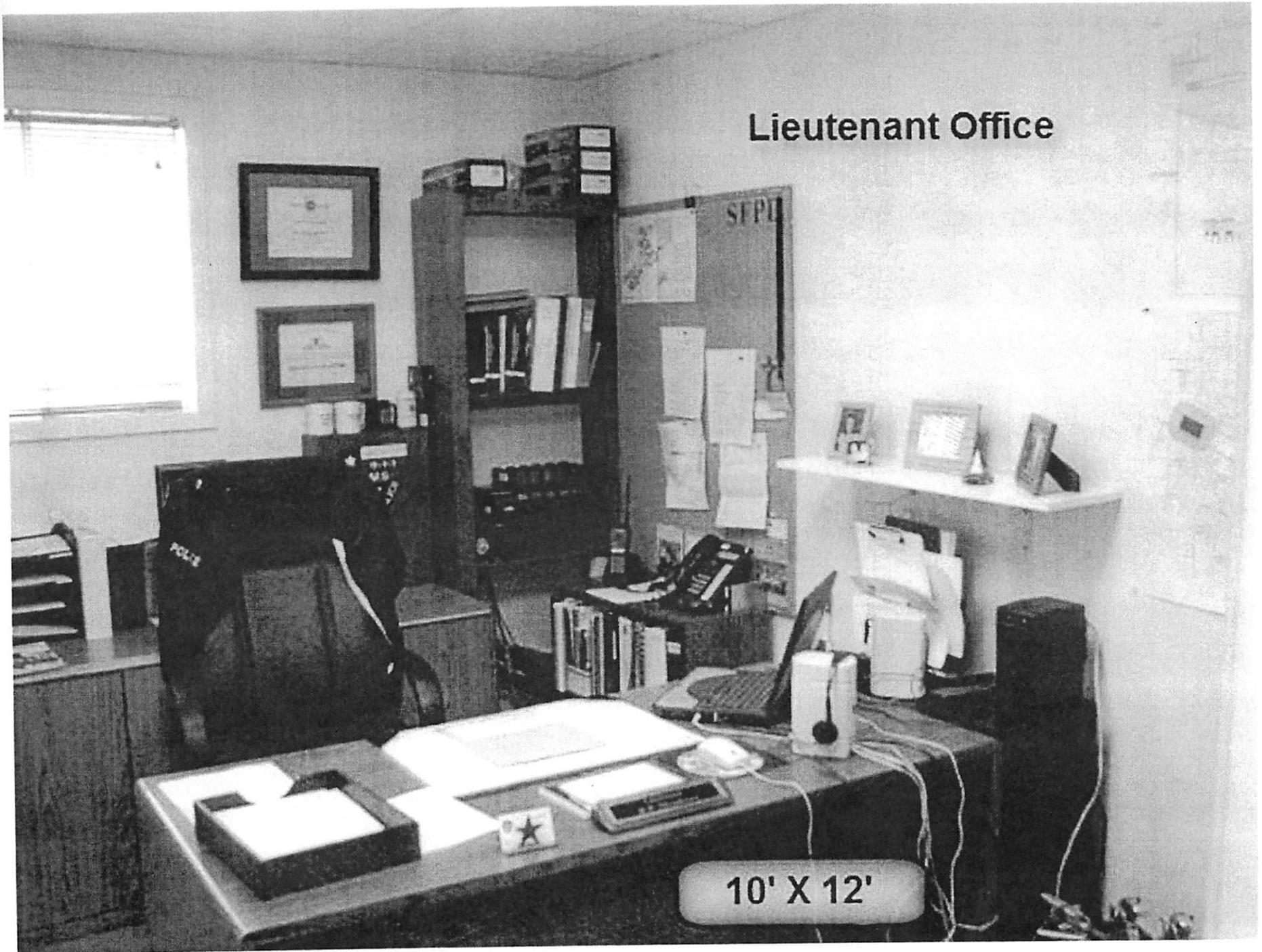
Surplus Uniforms



Lieutenants Office

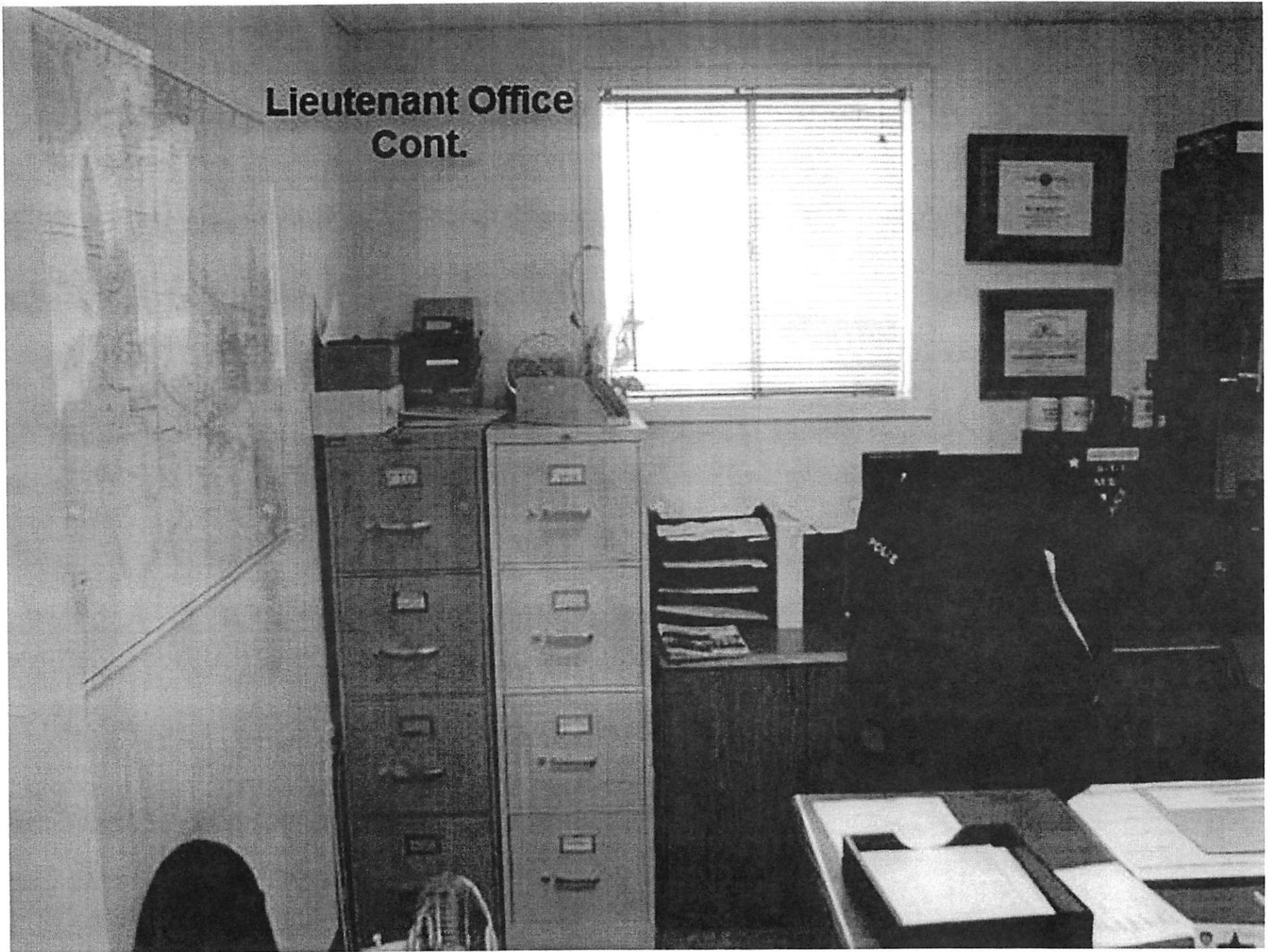
- The lieutenants office needs to be larger to meet with sergeants and officers as well as store files and equipment which is housed in his office. The Lieutenant needs more privacy while dealing with disciplinary issues. The Lieutenant is also responsible for interviewing and registering sex offenders, as well as keeping and housing the sex offenders personal files.

Lieutenant Office



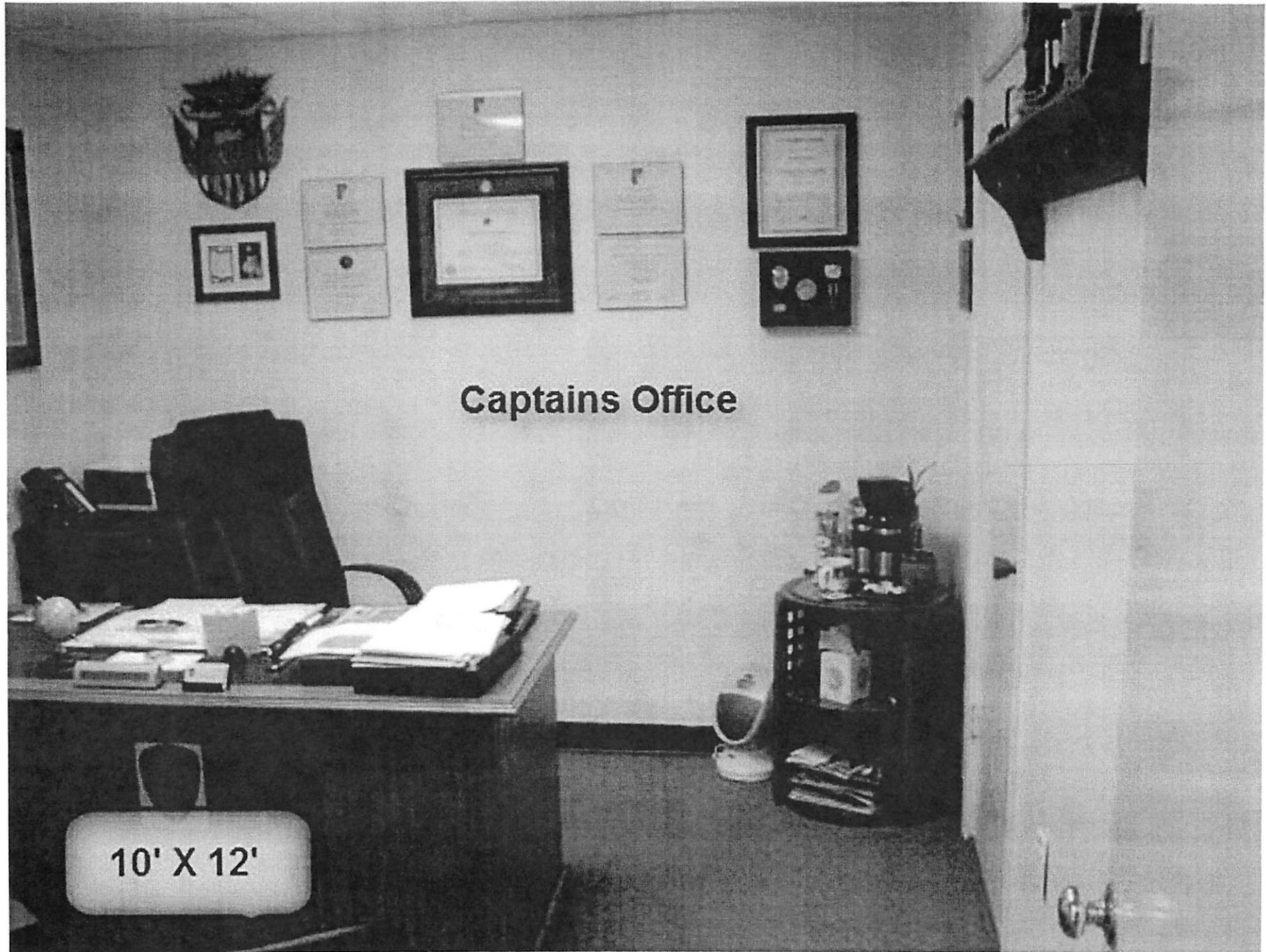
10' X 12'

**Lieutenant Office
Cont.**



Captains Office

- The Captain needs a larger office for space and storing personal files and Internal Affair files which are required to be secured and locked up. Privacy is an issue with this office as well, as the Captain deals with a lot of sensitive issues and needs privacy to speak with officers, complainants, and complete internal affair investigations.



Captains Office

10' X 12'

Police Chief's Office

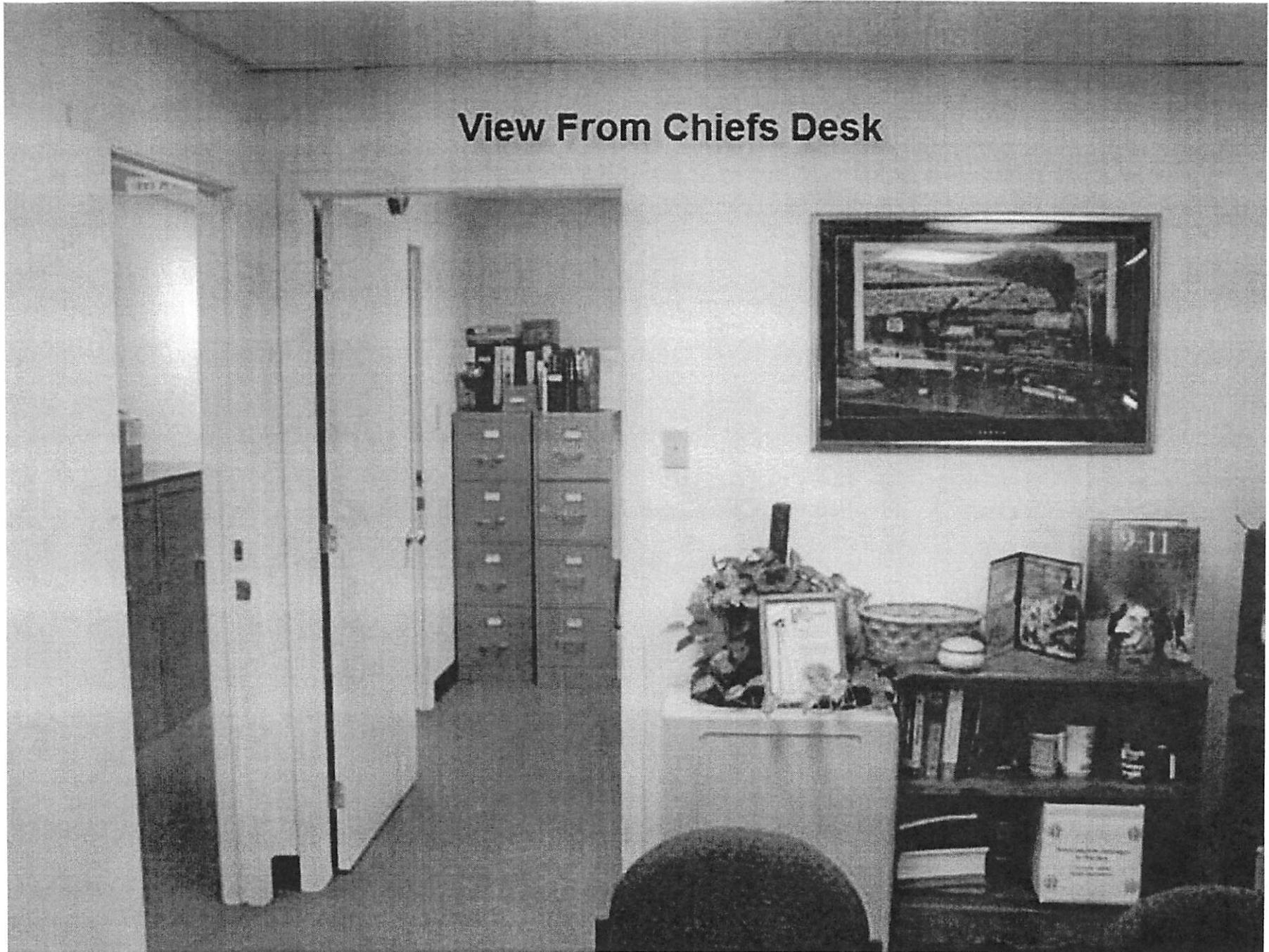
- The Chief's Office in and of itself seems to be adequate in size. There is a need for a conference area for meetings with staff, officers, and citizens. Currently there are some items being stored in the Chief's Office. When storage is addressed in any future office it will free up space in the Chief's Office.



Chiefs Office

16' X 12'

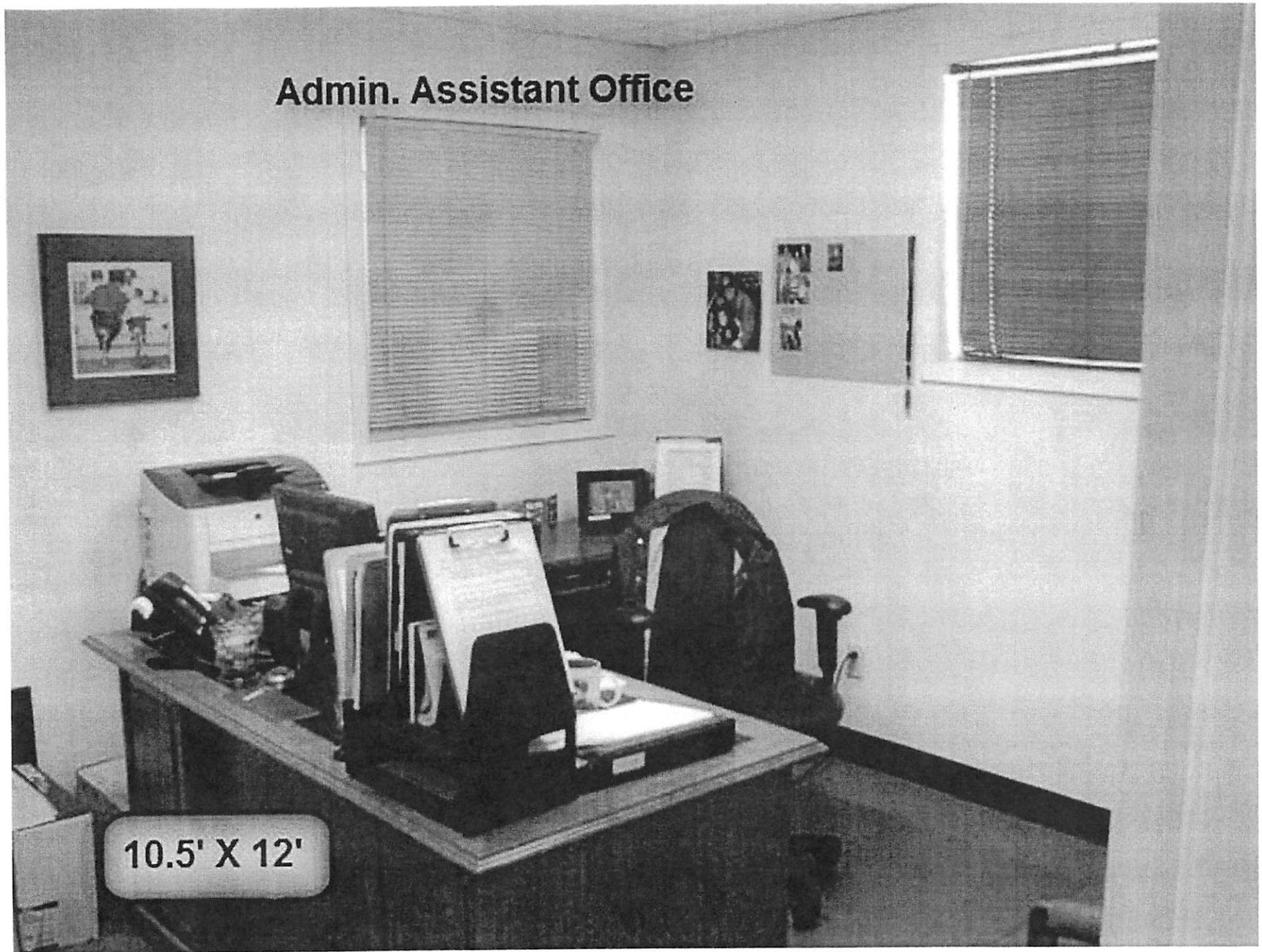
View From Chiefs Desk



Administrative Assistant

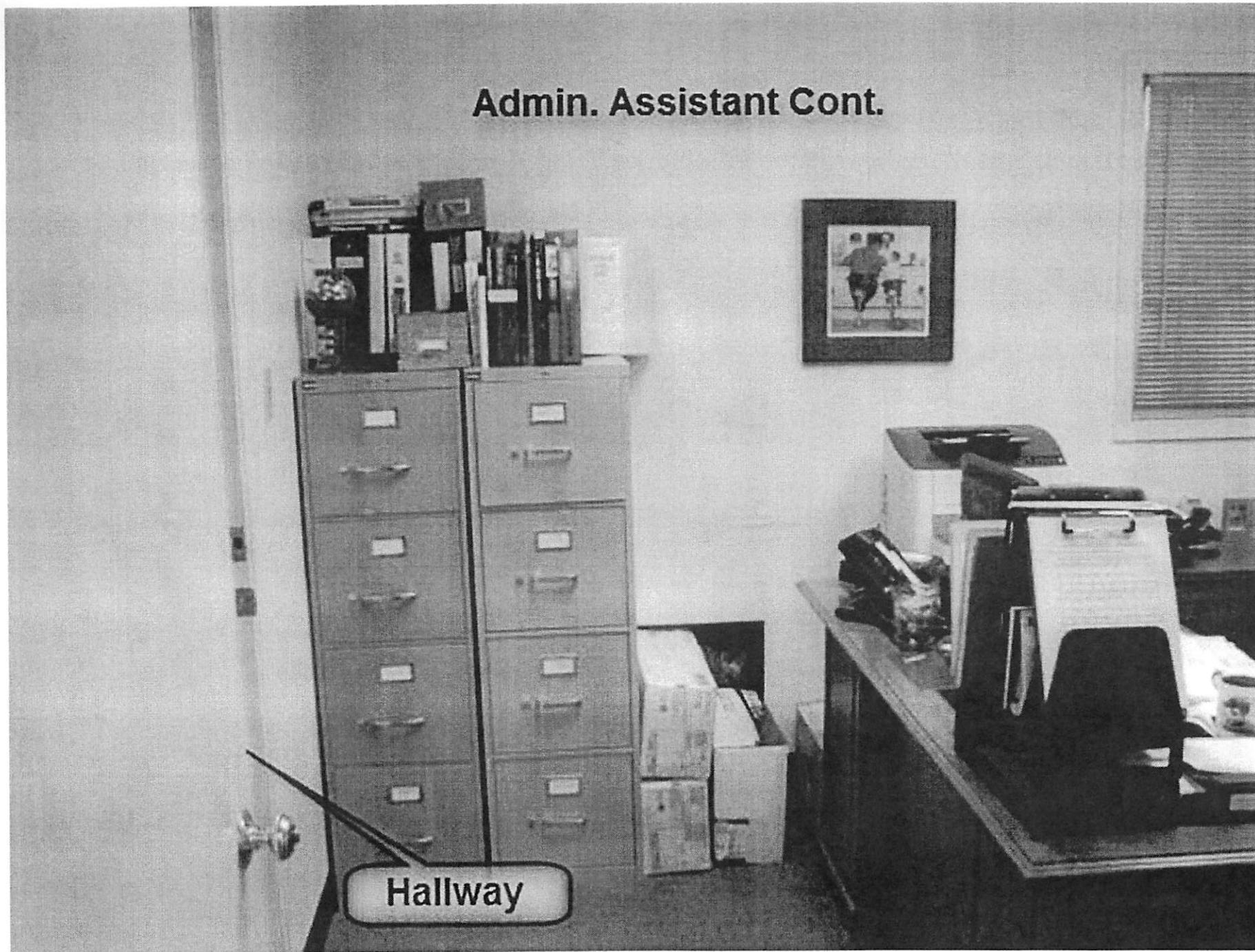
- The administrative assistant's office is also too small. The administrative assistant needs room to lay out paperwork, work on projects, and more room for filing cabinets. The administrative assistant also serves as the Chief's secretary and is responsible for UCR reporting, personal files, and all necessary paper work and projects directed by the Chief of Police.

Admin. Assistant Office



10.5' X 12'

Admin. Assistant Cont.



Hallway

Conclusions

- A suite style concept would meet the Chief's, Captains, and Lieutenants privacy needs, with the Administrative Assistant in a reception area.
- A new facility needs to have a jail "sally port" for officer safety and prisoner security.
- There is a safety issues with the upstairs offices. If there is a fire in the building there is no escape from the upstairs offices and evidence room.

Conclusions

- More office space, storage space, and officer work space.
- Bigger evidence room with proper security and monitoring system, as well as secure lockers for submitting and storing evidence till processed. The evidence room also needs to be on the ground level.
- Larger dispatch area with an adjacent restroom. The dispatch area also needs to be more secure with access to the records office.

Conclusions

- The facility should be built in a manner to accommodate future expected growth of the department.
- The building should be constructed in a way that would allow for emergency operations to continue functioning during a category 4 or greater hurricane.
- An operational emergency command center is needed to manage these large types of emergency situations.