

***City of Bainbridge Island
Police and Municipal Court
Needs Analysis Study***



May 9, 2006

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Executive Summary

Overview

- Maintain high quality of life in the community
- Public services to reflect the expectation of the community
- There is economy in constructing a multi-function facility
- It is more cost effective to construct in the near-term
- Consider the option of private development
- Cost Summary
- Action Required

Executive Summary

In order to maintain a high quality of life in our community, it is necessary to construct a new Police Headquarters and Municipal Court Facility.

- *The existing facilities are inadequate.*
- *There has been significant growth in the community since the existing buildings were conceived in the early 1990's, and there are even higher growth projections for the future.*
- *Law enforcement and Justice both have to deal with the reality of crime in our community including domestic violence, drugs, driving-under-influence, theft, and other criminal offenses*
- *Kitsap County could be a pilot of a regional court system.*
- *With a new building, our police department can begin the CALEA accreditation process; a process that validates our police force with high standards.*

As the affluence in our community increases, so does the expectation for superior public services. (This is marked particularly in the areas of emergency management.)

- *It is a source of community pride in affluent communities to have municipal facilities built to a high standard that reflects the standards of the community.*
- *There have been changes in public expectation for emergency response capabilities since the 9/11 and Katrina disasters.*
- *There is increased motivation to fund services that improve security. The existing police facility would inhibit a first response in an emergency situation—it is susceptible to serious earthquake damage to its structure and to tsunami damage because of its location.*
- *The level of security in the courtroom does not reflect the standards that are expected for modern courtrooms, and fails to adequately protect the public.*

There is economy in constructing a multi-function facility.

- *The multiple agencies that are involved will share the development costs.*
- *There are shared spaces and systems that would be redundant in separate facilities*
- *The combination of multiple functions results in the construction of one large building which has a strong presence in the community. The construction of several small, individual buildings has a smaller impact on the community culture. One building that is well-received by the public is a better use of resources.*

Construction of a Police Headquarters and Municipal Court Facility in the near-term would be less expensive than constructing the same facility in the future.

- *Annual construction cost escalations are currently approximately 15%. Every year the project is postponed adds to the cost of the project. (This is a conservative estimate.)*
- *The cost of land is increasing rapidly. If land is to be acquired, it is more cost effective to purchase it in the near-term.*
- *Interest rates are low, making private financing a viable option. Traditionally, public financing is often less expensive, however, the strings that are attached (extended schedule, increased project costs) make the project more expensive upon completion, than a privately financed project.*

Consider using a private development partnership to fund and construct the project.

- *The project could be constructed in the manner of a private development rather than a public project. Traditionally, the ratio of project cost/construction cost for a private project is considerably lower than a public project:*
 - *Private project- 1.35/1*
 - *Public project- 2/1*
- *Development of the project by a private developer would allow the agency to bypass the expensive and time-consuming bond initiative process—leading to lower construction cost because the project could be constructed sooner.*
- *A private developer would have more opportunities to extract value from the existing City-owned properties that are earmarked for this project. The value the City can get from the existing property occupied by the police headquarters and the property that is earmarked for the project can be used to offset the total cost of the project.*
- *A private developer would have more opportunities to negotiate with property owners and to provide incentives for existing property owners to sell their properties. This allow the city to look at more site options and increase the likelihood of finding a site that better fits the criteria—resulting in a better project, without implementing the condemnation process.*

Summary of project costs and potential cost offsets.**

Building Construction Cost (estimated)	\$5,825,250
Site Construction Cost (hypothetical)	\$870,788***
Soft Costs	\$2,319,674
Subtotal	\$9,015,712
Potential Property Acquisition and Offsets	(\$4,693,440)
Potential Project Cost	\$4,322,272

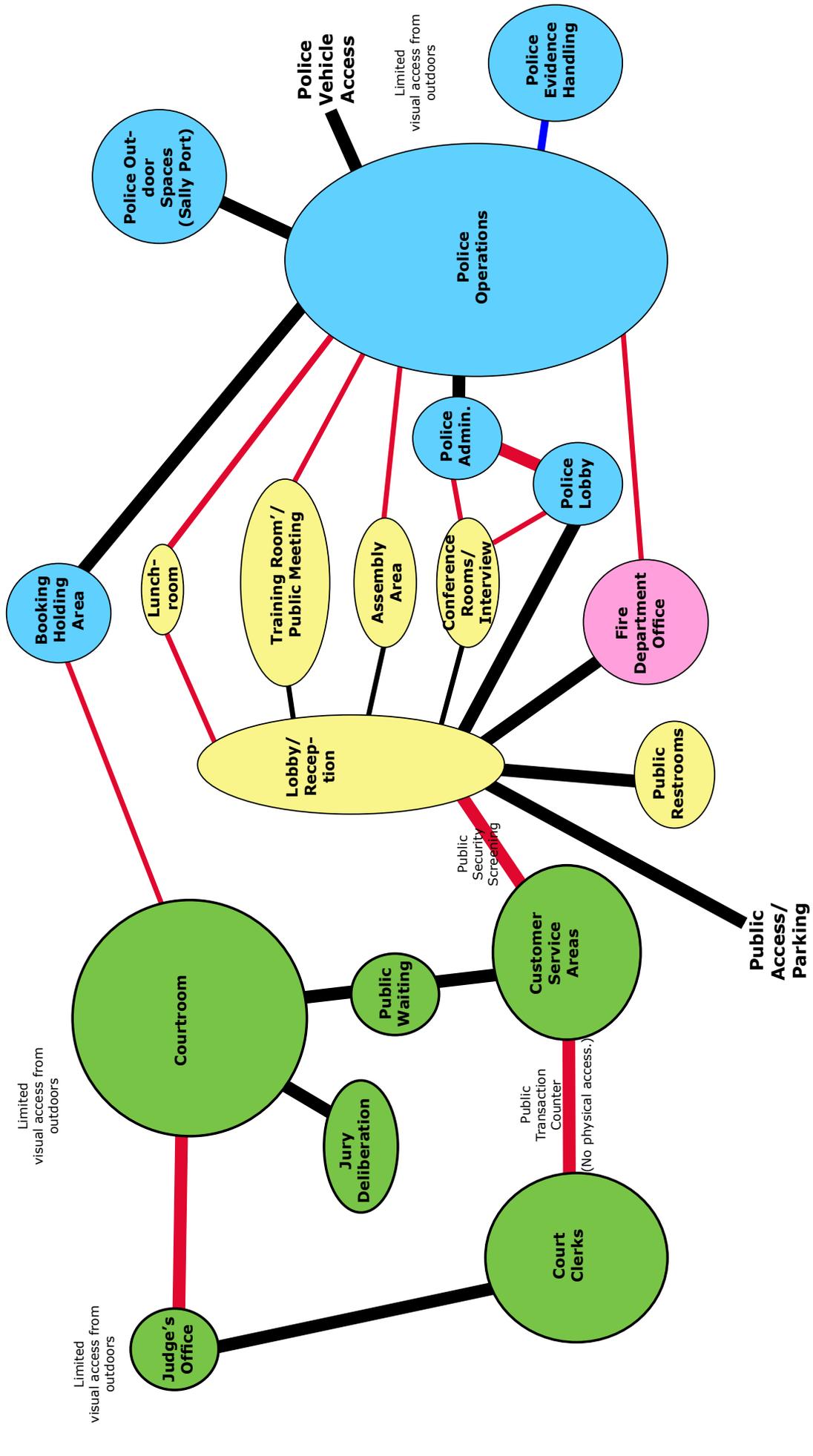
***Construction costs represent estimates of hard design and construction costs. Total cost-to-build is a factor of the development procedure and municipal project development costs. Costs represent current cost-to-build and do not include escalation projections.*

****There could be great variations on site construction cost, depending on the site that is selected.*

Action Required

It is imperative that the City of Bainbridge Island determine the process that will be used to develop this project before proceeding. There are many variables related to site selection and leveraging of assets that can be used as equity in a public/private partnership. There are numerous fiscal and legal implications that must be thoroughly researched before deciding how to proceed.

- *Define the project and proposed development method*
- *Select internal project team- representatives from the City who will oversee the management of the project*
- *Select Development and Design teams*
- *Select and acquire site*
- *Begin Design/Permitting/Construction*



Police Facility
 Court Facility
 Fire Department
 Shared Spaces/Public Spaces

Major Connection
 Minor Connection
 Major Connection (secure)
 Minor Connection (secure)

Note: Not all program spaces are included in diagram. Diagram represents major spaces with specific adjacency requirements.

Courthouse

Parking Needs

Attorney/Law	12 stalls
Enforcement Parking	10 stalls
Employee/Staff Parking	15 stalls
Public Parking	7 stalls
Jury Parking- Trial	40 stalls
Jury Parking- Jury Selection*	

*Limited occurrence, may be shared with other facilities, overlapped with shared space and police public parking or shuttled from another location.

The likelihood for the creation of a "regional" court system is high. If this occurs, the court will be used by many people traveling from North Kitsap. Easy access from the north end of Bainbridge Island would be desirable.

Worst-case parking usage will occur during jury selection. Provide adequate parking for all users and parking for jury selection participants.

Courthouse should be visible prominent location as a major community building, reinforcing sense of civic pride.

Courthouse must have adequate access to regional public transportation

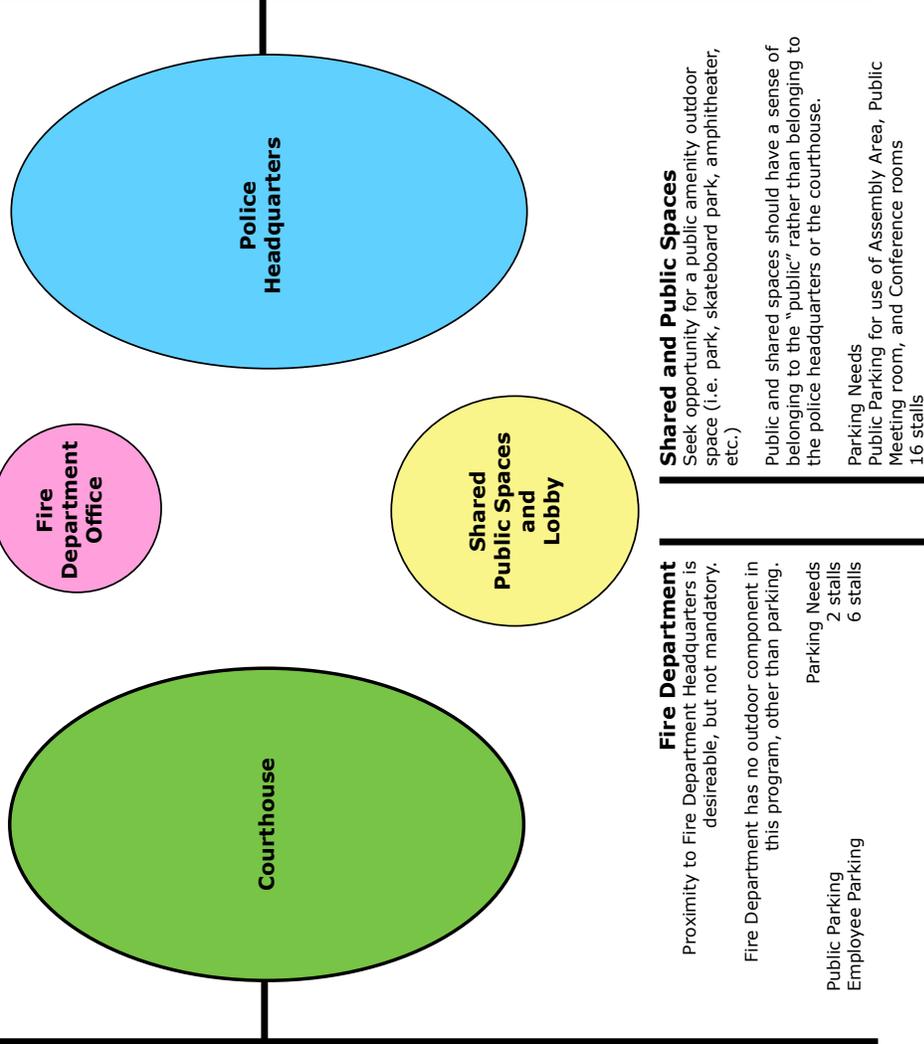
Parking should be visibly intuitive from a major street.

For security: Provide site design that accommodates the necessary massing and scale should ensure paths of approach that are direct and free of obstacles or features that allow concealment.

Give a sense of security for all users of the building from the point that they enter the site, either by vehicle or public transit, into the lobby and the courtroom.

Architectural Design Goals:

1. Facility should be easily identifiable from the street, prominent.
2. Wayfinding should be intuitive. Design should reinforce the diagram of the spaces with limited usage of wayfinding signs.
3. Design of the building and spaces needs to reinforce the psychological perception of separation of law enforcement from the judicial system. (i.e. the spaces should not promote the concept of integration of the police headquarters with the courthouse.)



Police Headquarters

Outdoor Spaces:

Sally Port	800 SF
Vehicle Processing	500 SF
Evidence Storage	250 SF
Secure Outdoor Storage	250 SF
Hazard Storage	100 SF
Emergency Generator	400 SF
Fuel Tanks (above ground)	200 SF
Trash Enclosure	200 SF
Equipment Storage	150 SF
Total	2850 SF

Parking Needs

Patrol Car Parking	27 stalls (min.)
Employee Parking	6 stalls
Crime Scene Van	1 stall
Speed Trailer Radar	1 stall
Pool Vehicles	4 stalls
Public Parking	10 stalls
Boat Trailer	1 stall 12' x 40'
Boat Trailer	1 stall 10' x 30'

Provide easy access to Highway 305 and/or other major arterial that provides access to Highway 305

Provide easy access to Winslow downtown core area

Provide vehicular access for police which is physically separated from public vehicular access to parking for courthouse and other public functions

Sally-Port and officers' entrance to police headquarters must be situated to avoid visibility from public right-of-way, adjacent properties, and public access to the building

Locate emergency power generators so noise is not a nuisance to adjacent properties.

Very few police functions lend themselves to second-story locations. Some administrative and ancillary functions may be located on an upper or lower level, but the majority of the police spaces require single-level locations.

Police Headquarters

Fire Department Office

Shared Public Spaces and Lobby

Fire Department

Proximity to Fire Department Headquarters is desirable, but not mandatory.

Fire Department has no outdoor component in this program, other than parking.

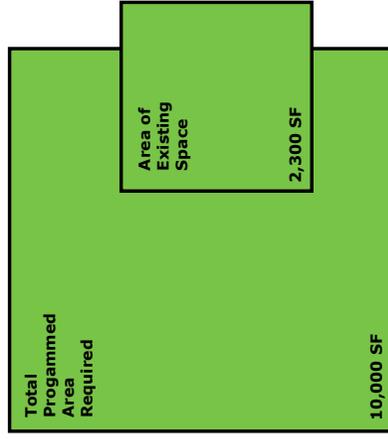
Public Parking	2 stalls
Employee Parking	6 stalls

Shared and Public Spaces

Seek opportunity for a public amenity outdoor space (i.e. park, skateboard park, amphitheater, etc.)

Public and shared spaces should have a sense of belonging to the "public" rather than belonging to the police headquarters or the courthouse.

Parking Needs	
Public Parking for use of Assembly Area, Public Meeting room, and Conference rooms	16 stalls



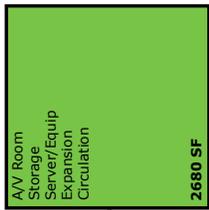
Court-house



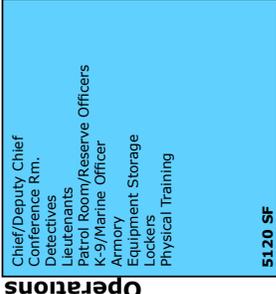
Work Processing



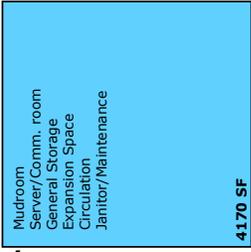
Customer Svc.



Administration



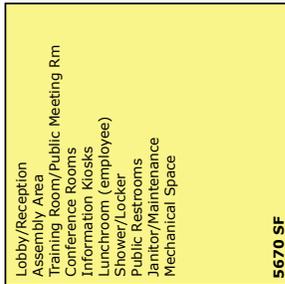
Support Services



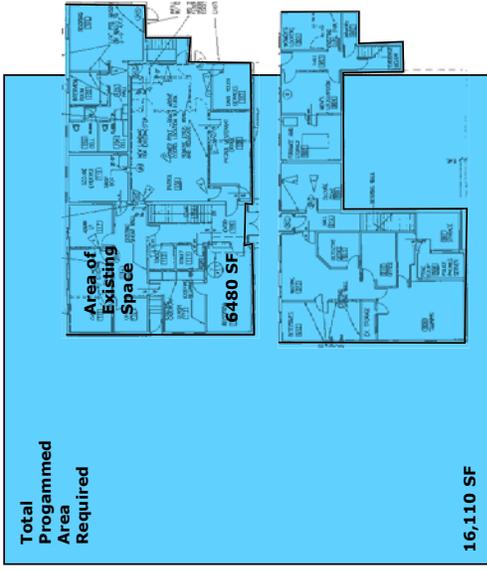
Police Headquarters



Shared Spaces



Shared Spaces



Police Headquarters

Existing Facilities- Police Department Headquarters

Description
Comparative Statistics
Inadequacies of Existing Facility
Security
Evidence Handling, Processing, Storage
Inadequate Storage Facilities
Emergency Operations
No Room for Growth
CALEA Accreditation

Description

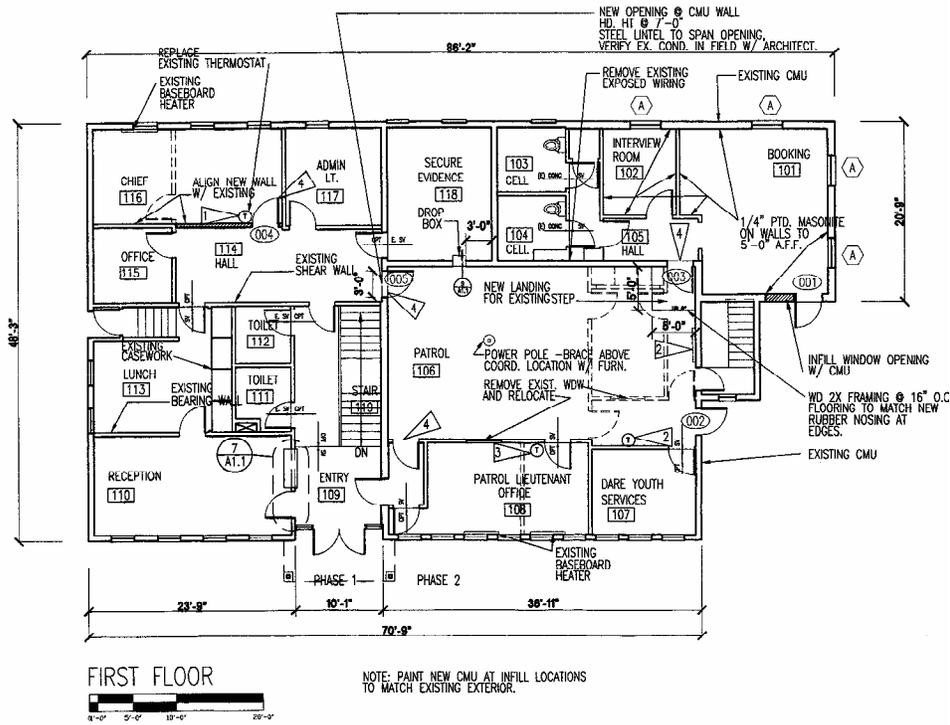
The existing police facility was constructed in 1929 as a fire station for the community of Winslow, prior to the incorporation of the City of Bainbridge Island. The facility was constructed using concrete masonry units. It is not known whether the structure is steel reinforced. The building was converted for use as City Hall and as a Municipal Court. In 2000 it was converted into the current Police Department Headquarters.

The existing facility is 6,480 SF. It serves as the police headquarters for a police force of 22 commissioned Officers, 6 Reserve Officers, 1 Community Resource Officer, 3 Detectives, Police Chief, 4 administrative staff, the Public Defender, a legal assistant, and a Civil Service Examiner.

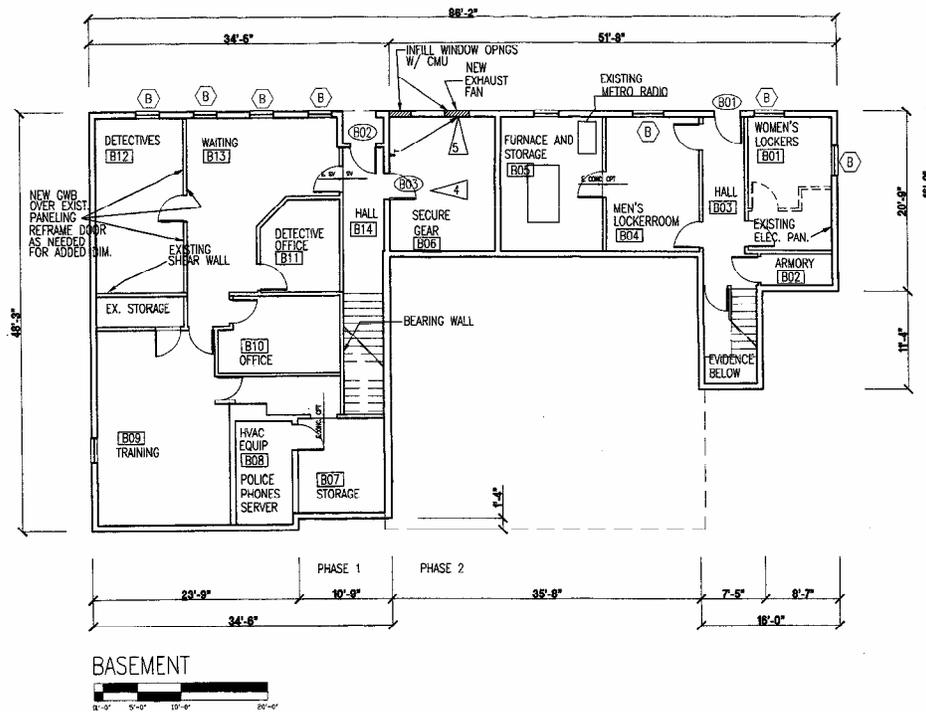
The facility is the site for all patrol operations functions, booking, in-custody holding, and storage of all records, personnel and project files, evidence processing and evidence storage.

The police use an off-site facility for large-scale storage. Space is rented from the fire department at a cost of \$2000 per year. When vehicles are impounded, they are brought to Gateway Towing, at the expense of the department of \$1200 per year (2005).

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Existing Facilities- Police Headquarters



First Floor- Existing Facility



Basement- Existing Facility

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Existing Facilities- Police Headquarters

Comparative Statistics

The existing facility is visibly inadequate to meet the needs of a police force for a community the size of Bainbridge Island. It is reasonable to compare building size with other communities comparable in population, demographics and police force.

	Bainbridge Island	Anacortes	Arlington	Mercer Island	Gig Harbor
Population	22,200	15,700	14,980	21,710	6,705
Median Income	\$70,110	\$41,930	\$46,302	\$91,904	\$54,935
Number of Commissioned Officers	22 Officers	25 Officers	22 Officers	30 Officers	14 Officers
Crime Index Offenses	9.1 incidents/1000 persons	21.8 incidents/1000 persons	33.2 incidents/1000 persons	11.1 incidents/1000 persons	36.1 incidents/1000 persons
Size of Police Headquarters	6,480 SF	14,000 SF*	22,000 SF**	Not available	9,000 SF
Year-Built	1969 (remodeled 2000)	2000	2005	1957 (remodeled approx. 1998)	2002

* Includes a small courtroom- court is held only 2 days/month.

** Includes a city council chambers room.

***Does not include spaces shared with City Hall- as a multi-function facility

Inadequacies of Existing Facility

The current police staff are to be commended for their ability to adapt the existing space to meet the needs of the facility for their short-term function—as it was intended when it was converted as an interim facility. Since the facility was originally converted the community has grown, the nature of crimes has changed and the expectation for emergency preparedness and ability of municipal services to respond in emergencies has changed. The police facility needs to respond to these changes.

The location of the existing facility is not the ideal location for a police headquarters on Bainbridge Island. Although it is a prominent location, and prominence is important in terms of public relations and community awareness, the site has several drawbacks. Ferry traffic is a nuisance for both police operations and for citizens’ access to the facility. There are high volumes of traffic cycles during the heavy commute times and on weekends in the summertime. The heavy traffic stacking at the intersection of Winslow Way East and Highway 305 blocks access to the police headquarters driveway.

The existing facility is located near the shoreline area. The Kitsap County Department of Emergency Management has determined that land that is within

25 feet above sea level or is within one mile of the shoreline is susceptible to damage by a coastal tsunami.

Proximity to the ferry is not an asset for the facility. The police have very few shared functions with Washington State Ferries and Washington State Patrol.

The property has a high commercial value because of the prominent location and could be used to leverage purchase of more appropriate, lower land-cost property. As development around the ferry increases, the demand for commercially-zoned property is increasing. It is not the highest and best use of the property as a police station. It is more cost effective to place the police headquarters on property that has less location-related value and that is more appropriate for police functions.

Security Concerns

The safety of the officers, the staff, and the general public is compromised with the existing facility. The doors that separate the public spaces from the operations space are hollow-core doors with residential-grade hardware. Forced entry into these spaces would not require inordinate strength. For the convenience of the users, these doors are often left unlocked during business hours. The staff in the building is not secure from suspects held in the booking area. The walls surrounding the booking area are not full-height walls. Access over the walls is possible by lifting the ceiling tiles and climbing over the wall. In-custody suspects have escaped on more than one occasion because of inadequacies in the building construction.

An important service the police department provides to the community is protection to persons who are vulnerable. The existing facility does not make accommodation for domestic violence victims to report crimes without being observed by a stalking perpetrator. It is also difficult to take statements from witnesses or to question persons-of-interest because the facility does not provide an environment that is both safe and confidential.

Evidence Handling, Processing, Storage

The sequence of handling evidence is gravely important in the judicial process. The legal requirements for evidence handling mandate certain types of spaces for sequential processing. The existing facility only meets the basest general guidelines for this process and relies heavily on personnel procedure to make-up for the facility inadequacies. The potential for mishandling evidence as interference in the potential conviction of someone is high. A properly-constructed facility for evidence handling, processing, and storage reduces liability that comes from the potential for mishandling evidence. It also reduces the potential for injury to police personnel handling potentially dangerous or harmful materials.

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Existing Facilities- Police Headquarters



Storage Facilities are inadequate. Basement storage space is too small and is not adequately protected. Files are stored under stairs and in the mechanical equipment room. (Note that the file storage area flooded in the rainfall in January 2006.)

Inadequate Storage Facilities

The existing building does not have adequate space for the storage of patrol-related equipment. Much of the equipment that is used by officers is stored in trunks of patrol cars. Emergency equipment, traffic control equipment and riot gear is stored in a rented facility four miles away. There is inadequate space to store seized property. There is no accommodation for storage of hazardous or malodorous items such as seized marijuana plants or biohazard items. The facility also does not provide protection for storage of seized explosive items such as fireworks or fuel.

The legal requirements for on-site record storage exceed the capability of the space to accommodate the volume of files that need to be stored. Both administrative files and case files require separate access and the facility does not accommodate this. Storage space is used wherever it can be found.

Emergency Operations

Current FEMA regulations require that essential facilities, such as police stations, are constructed to 150% of the structural seismic requirements of a standard building. The existing police facility was constructed long before seismic requirements were implemented into building codes. The earliest seismic requirements were imposed in the mid-1970's most of which were dramatically less restrictive than current standard codes, even without the 50% increase for essential facilities. The current patrol room sits in the shadow of the concrete-block (presumably un-reinforced) tower that once served as a fire station hose tower. If there were a major seismic event, there is the possibility the tower

could cause serious injury to those inside the police station. The people inside the station are those who are expected to be part of the emergency response to the community.

No Room for Growth

The existing facility does not accommodate for the growth of the police force to match the projected growth of the community. There is the expectation that there will be 3 to 5 new officers in the next few years, along with the associated administrative staff, commercial enforcement, and potentially a new boat. There is not enough “yard-space” on site for current vehicles and equipment; no outside storage is available on-site. There is no space for additional vehicles, boats with trailers, seized vehicles and boats, and marine items.

CALEA Accreditation

A reliable and credible measurement of quality of police service is CALEA Accreditation. Commission on Accreditation for Law Enforcement Agencies (CALEA) has established several levels of accreditation. An accredited police agency is one that has verified implementation of strict CALEA standards for police procedures and police facilities. The Bainbridge Island Police Department is not CALEA accredited.

There are several advantages to CALEA accreditation. The standardization of CALEA police procedures are based on careful legal compliance with the judicial process. Waterproof police procedures make the job of the public prosecutor much easier and decrease the liability of the city for civil suits. CALEA evidence procedures ensure the admissibility of evidence in court and provide confidence for juries that the evidence and procedures that lead to conviction are credible. CALEA accreditation promotes goodwill in the community by instilling confidence in the police force; it is a tangible valuation of the quality of the police service.

Insurance companies who provide liability coverage for police agencies recognize the advantages of CALEA accreditations and even offer financial incentives for accreditation reimbursement of the accreditation costs.

It is not possible to obtain CALEA accreditation at the current police headquarters facility. CALEA sets standards for facilities and the ways these facilities affect the procedures. The greatest discrepancy between the CALEA requirement and the existing facility relates to evidence-handling. The size and structure requirements for evidence intake, processing, and storage cannot be achieved in the existing facility. It would require a disproportional amount of the floor area and the structural revisions would incur an expense that would be disproportionate to the value of the building.

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Police- Administrative

The Administrative Spaces house the functions of the organizational offices that run the day-to-day business of the station.

Included in this area are:

Front Desk	Administration
Workspace #1	CRO (Community Resource Officer)
Workspace #2	Filing
Workspace #3	Office and Administrative Storage
Waiting Area	

Space

Front Desk

<i>Function</i>	Open office space with workstations. Front Desk area is the face of the police department to the public. It is the first point of contact for citizens and other visitors. Front desk controls public/visitors access to the facility.
<i>Net Area</i>	300 SF
<i>Activities</i>	Receive visitors Control access to secure portion of the station Receive incoming phone calls Conduct public-service fingerprinting Process concealed-weapon licenses Control waiting area Distribute public information
<i>Occupancy</i>	1-3 staff
<i>Equipment</i>	<i>For each:</i> Ethernet connection Telephone Computer and monitor L-shaped workstation and desk chair Telephone switchboard 1 Two-drawer file cabinet <i>For the space:</i> Radio monitor Typewriter Public counter/window Forms storage casework Fax Copier Lateral Files
<i>Critical Factors</i>	Provide one workstation with visibility to waiting area. Provide other workstations behind one-way glass, obscuring visibility into work area from the waiting area. Provide adequate audibility from waiting area to front desk, and security between waiting area and front desk
<i>Relationships</i>	Adjacencies- Waiting Area, Public Interview rooms, Administration Office, Filing Separations- physical separation from waiting area
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Create a space that is a positive reception for the public and serves public needs.

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Police- Administrative

Provide area where work can occur without being seen by visitors in the waiting area.
 Provide point of control for interview room, waiting room.

Space

Waiting Area

<i>Function</i>	Provide a space for the public to occupy while waiting for service from police staff.
<i>Net Area</i>	150 SF
<i>Activities</i>	Seating, circulation, meet-and-greet
<i>Occupancy</i>	Approximately 8- 10 occupants
<i>Equipment</i>	10 waiting room chairs with arms and/or benches 2 side tables Pamphlet racks Display case Telephone Public Counter (in conjunction w/ Front Desk) with room for writing CCTV camera
<i>Critical Factors</i>	Needs to be monitored by Front Desk Portions of the waiting area should not be visible from the street
<i>Relationships</i>	Adjacencies: Front Desk, Public Interview Room, Public Restroom, exterior entrance or lobby with access to exterior entrance Separations: Should not be visible from the secure lobby of courthouse, separate from Evidence Pick-Up.
<i>Security</i>	Outside the Police-Restricted area
<i>Goals</i>	Safe space to wait for police service and to receive information.

Space

Administration

<i>Function</i>	Private Offices for Confidential Secretary and 2 Office Specialists
<i>Net Area</i>	400 SF
<i>Activities</i>	Office Work
<i>Occupancy</i>	3 staff
<i>Equipment</i>	<i>For each:</i> U-Shaped desk workstations Computers and monitors Ethernet Connection Telephone Radio monitoring (share copy/fax w/ Front Desk) 2 Two-drawer file cabinets-each workstation Shelving above desk <i>For Confidential Secretary only:</i> Laptop docking station (future) Inkjet printer at desk 1 Four-drawer file cabinet-lockable

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Police- Administrative

	1 Four-drawer file cabinet –lockable, fireproof
<i>Critical Factors</i>	Acoustic Isolation (Confidential Secretary) Functions with Chief, Deputy Chief and Front Desk
<i>Relationships</i>	Adjacencies: Chief, Deputy Chief, Front Desk, Filing
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Assisting the Chief/Deputy Chief, and providing personnel oversight to office staff.

Space **CRO (Community Resource Officer)**

<i>Function</i>	Provide outreach and training to the community.
<i>Net Area</i>	100 SF
<i>Activities</i>	Office work, Storage of curriculum material
<i>Occupancy</i>	1 staff
<i>Equipment</i>	Ethernet connection Computer and monitor Telephone U- or L-shaped workstation 2 two-drawer filing cabinets Full-height storage cabinets with adjustable shelving
<i>Critical Factors</i>	Space may be shared or combined with other functions (i.e., K-9 and/or Marine Officer)
<i>Relationships</i>	Adjacencies:
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide office and storage space for the officer who conducts training and outreach programs to the community.

Space **Filing**

<i>Function</i>	Storage of general office filing, project files, etc.
<i>Net Area</i>	50 sf (approx)
<i>Occupancy</i>	None
<i>Equipment</i>	Mobile-track, space-saving filing system Counter/layout area Telephone
<i>Critical Factors</i>	Floor design shall accommodate additional loading for files
<i>Security</i>	Within the Police-Restricted area
<i>Relationships</i>	Accessible from Administrative area

Space **Office/Admin Storage**

<i>Function</i>	Storage of general office equipment and supplies
<i>Net Area</i>	50 sf (approx)
<i>Occupancy</i>	None
<i>Equipment</i>	Open Shelving

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Police- Administrative

	Full-height storage cabinets with adjustable shelving Layout counter w/ storage below Telephone
<i>Critical Factors</i>	May be combined with functions of Front Desk and Administration to create a workspace/storage space for printers, copiers, fax, etc.
<i>Security</i>	Within the Police-Restricted area
<i>Relationships</i>	Adjacencies: Front Desk, Administration

Space

Restrooms

<i>Function</i>	One each men's and women's restroom, with single toilet/sink each
<i>Net Area</i>	35f (approx)
<i>Occupancy</i>	N/A
<i>Critical Factors</i>	These toilet facilities not required if the toilet/shower room is adjacent to Administrative spaces.
<i>Security</i>	Within the Police-Restricted area
<i>Relationships</i>	Adjacencies: Front Desk, Administration

General:

Administrative areas need to be near primary entrance.

Administration area should have its own heating zone as it will be used at hours that do not necessarily coincide with other spaces in the building.

Office areas should be separate from patrol activities, to be more professional, private and quiet.

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The Administrative Spaces house the functions of the organizational offices that run the day-to-day operations of the station.

Included in this area are:

- | | |
|--------------------------------------|------------------|
| Chief's Office | Patrol Room |
| Deputy Chief Office | Reserve Officers |
| Operations Conference Room | K-9 Unit Office |
| Detectives | Marine Office |
| Lieutenants | Armory |
| Equipment Storage | Uniform Storage |
| Lockers | Toilet/Showers |
| Physical Training | Mail Area |
| Interview Room (Public Area, "Soft") | |

Space

Chief's Office

<i>Function</i>	Private Office for office work and small meetings.
<i>Net Area</i>	200 SF
<i>Activities</i>	Office work Small meetings Personnel interviews
<i>Occupancy</i>	1-3 persons
<i>Equipment</i>	Ethernet connection Telephone U-shaped workstation and desk chair Computer and monitor Laptop docking station (future) Radio monitor 2 guest chairs (soft) 2 Two-drawer lateral filing cabinets- locking 1 Four-drawer lateral filing cabinet Safe Acoustic door seals Floor-to-structure walls
<i>Critical Factors</i>	Visibility to office spaces- interior window, w/ blinds that can close Provide exterior windows, but no visibility into space from outside the building. Acoustic isolation required
<i>Relationships</i>	Adjacencies- Confidential Secretary, Operations Conference Room, Deputy Chief's Office Separations- Separate from public access, Front Desk
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide a working environment for the Chief that reinforces an "open" atmosphere, but is also conducive to productivity.

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<i>Space</i>	Deputy Chief Office
<i>Function</i>	Private Office for office work and small meetings.
<i>Net Area</i>	200 SF
<i>Activities</i>	Office work Small meetings Personnel interviews
<i>Occupancy</i>	1-2 persons
<i>Equipment</i>	Ethernet connection Telephone U-shaped workstation and desk chair Computer and monitor Laptop docking station (future) Radio monitor 1 guest chair (soft) 2 Two-drawer lateral filing cabinets- locking Acoustic door seals Floor-to-structure walls
<i>Critical Factors</i>	Visibility to office spaces- interior window, w/ blinds that can close Provide exterior windows, but no visibility of space from outside the building. Acoustic isolation required
<i>Relationships</i>	Adjacencies- Confidential Secretary, Operations Conference Room, Chief's Office Separations- Separate from public access, Front Desk
<i>Security Goals</i>	Within the Police-Restricted area

<i>Space</i>	Operations Conference Room
<i>Function</i>	Space where the Chief and Deputy Chief can go with individuals or small groups for conferences and meetings.
<i>Net Area</i>	250 SF
<i>Activities</i>	Meetings
<i>Occupancy</i>	8-10 persons
<i>Equipment</i>	Conference Table 10 conference chairs Ethernet Connection Telephone Table or built-in casework White Board Acoustic Door Seals Floor-to-structure walls
<i>Critical Factors</i>	Acoustic Isolation
<i>Relationships</i>	Adjacencies: Chief, Deputy Chief, proximity to waiting area public access.
<i>Security Goals</i>	Provide a space where the chief and deputy chief can hold

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Police- Operations

meetings/conferences of confidential nature outside of their offices.

Space

Detectives

<i>Function</i>	Open office space with workstations for 3 detectives
<i>Net Area</i>	450 SF
<i>Activities</i>	Office work
<i>Occupancy</i>	3 detectives
<i>Equipment</i>	<i>For each:</i> Ethernet connection Computer and monitor Laptop docking station (future) Telephone Guest chair U- or L-shaped workstation and desk chair 2 Two-drawer filing cabinets (locking) 1 Four-drawer filing cabinets Full-height storage cabinets with adjustable shelving (locking) Radio monitoring <i>For the room:</i> Small table with two chairs Table or counter "layout" space Bookshelves Color printer
<i>Critical Factors</i>	Detectives need to share reference material, need easy access to data terminals in patrol room, easy access to "soft" interview rooms near public areas.
<i>Relationships</i>	Adjacencies: Patrol Room
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide working space for detectives with space to meet with one or two persons.

Space

Lieutenants

<i>Function</i>	Open office space with workstations for 5 lieutenants. Supervise patrol functions and patrol officers. Pull-out space for small, private meetings.
<i>Net Area</i>	320 SF
<i>Activities</i>	Office work
<i>Occupancy</i>	5 lieutenants (occupancy of space rotates by shifts)
<i>Equipment</i>	<i>For each:</i> Ethernet connection Computer and monitor Telephone L-shaped workstation and desk chair 2 two-drawer filing cabinets (locking) Shelving above desk

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For the room:
 Radio monitoring
 Radio chargers
 Bookshelves
 Printer
For Pull-Out space:
 Small Table
 3 Chairs

<i>Critical Factors</i>	Lieutenants need visual and physical access to the patrol room. Provide acoustic separation for a pull-out space.
<i>Relationships</i>	Adjacencies: Patrol Room.
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide working space for lieutenants.

Space

Reserve Officers

<i>Function</i>	Open Office space for Reserve Officers
<i>Net Area</i>	100 SF
<i>Activities</i>	Office work
<i>Occupancy</i>	6 officers (occupancy of space rotates – Space occupied by one officer at a time.) Could be an alcove within the patrol room.
<i>Equipment</i>	Ethernet connection Computer and monitor Telephone L-shaped workstation and desk chair 2 Two-drawer filing cabinets Shelving above desk Radio chargers Bookshelves
<i>Critical Factors</i>	Need visual and physical access to the patrol room.
<i>Relationships</i>	Adjacencies: Patrol Room, Lieutenants
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide working space for Reserve Officers and storage for training manuals/materials.

Space

K-9 Officer Space

<i>Function</i>	Space for special functions associated with K-9 officers. May be shared with Marine Officer and/or CRO officer.
<i>Net Area</i>	75 SF
<i>Activities</i>	Office work, storage
<i>Occupancy</i>	1 officer (occupancy of space is minimal. Primary use of space is for equipment/functions associated w/ K-9
<i>Equipment</i>	Ethernet connection Computer and monitor Telephone L-shaped workstation and desk chair

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	2 two-drawer filing cabinets (locking) Tall, Deep shelving units w/ open shelves Full-height storage cabinets with adjustable shelving (locking) Bookshelves
<i>Critical Factors</i>	Need visual and physical access to the patrol room, near to operations entrance. Space may be shared.
<i>Relationships</i>	Adjacencies: Patrol Room
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide working space for K-9 Officer and storage for K-9 equipment.

Space

Patrol Room

<i>Function</i>	Space for Patrol Officer functions: shared workspace, conferencing space, storage
<i>Net Area</i>	1600 SF
<i>Activities</i>	Report-writing, Data research, conferences/meetings, training, information distribution, storage
<i>Occupancy</i>	27 officers (Alternating shifts, with normal occupancy of 6 officers)
<i>Equipment</i>	6 shared workstations, <i>for each</i> : L-shaped workstation w/ chair Ethernet connection Computer and monitor Telephone 3 Data System terminals, <i>for each</i> : Rectangular desk w/ chair Computer and monitor Conference Table, sized for 12 persons- Telephone at conference table 12 conference chairs Whiteboard Wall-Mounted Television/VCR/DVD combination (Option, remote VCR/DVD cable fed to TV) Storage for training videos/DVD's Layout Counter, with storage above and below Telephone at Layout Counter Tall, Deep shelving units w/ open shelves Full-height storage cabinets with adjustable shelving (locking) Bookshelves Individual "personal items" drawers Radio charging stations Flashlight charging stations Notice Boards CCTV monitors
<i>Critical Factors</i>	Acoustic design needs to minimize distraction with multi-functions within the space. Need visual and physical access to the lieutenants, near to Operations entrance. Physical Relationship to Patrol Room Support Spaces. Patrol room should not be visible from exterior of building. Provide acoustic/visual separation between workstations.
<i>Relationships</i>	Adjacencies: Lieutenants Office, Operations Entrance

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	Separations: Should not be visible from Waiting Area, Booking Area, or any other public access.
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide working/gathering space for Officers and storage for patrol equipment; space for meeting, training, communication.

Space **Patrol Room Support Spaces**

<i>Function</i>	Storage and equipment related to patrol, but not required to be within the patrol room space Clean Uniform Storage Soiled Uniform Storage Gear-bag storage Mail area
<i>Net Area</i>	150 SF
<i>Occupancy</i>	None
<i>Equipment</i>	Custom-designed casework.
<i>Critical Factors</i>	Should be easy to access, organized, tidy, convenient to patrol room. Should be located on the path of travel between operations entrance and patrol room.
<i>Relationships</i>	Adjacencies: Patrol Room, Shower/Locker space Separations: Should not be visible from waiting area, booking area, or any other public access.
<i>Security</i>	Within the Police-Restricted area

Space **Equipment Storage**

<i>Function</i>	Storage of operations equipment and supplies (non-hazardous)
<i>Net Area</i>	150 sf (approx)
<i>Occupancy</i>	None
<i>Equipment</i>	Tall, Deep shelving units w/ open shelves Full-height storage cabinets with adjustable shelving Layout counter w/ storage below Telephone
<i>Critical Factors</i>	Design for flexibility of equipment that can be accommodated. Strong, sturdy, adjustable open shelving. Clear floor area for larger items. Secure space with locked door, lockable casework within the space. Easy access from exterior operations entrance. May be integrated with Mudroom.
<i>Relationships</i>	Adjacencies: Patrol Room
<i>Security</i>	Within the Police-Restricted area

Space **Lockers**

<i>Function</i>	Provide separate male and female locker and changing spaces.
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<i>Net Area</i>	500 SF
<i>Activities</i>	Lockers to store uniforms, streetclothes, etc., space for dressing and grooming.
<i>Occupancy</i>	40 lockers total, in separate locker rooms.
<i>Equipment</i>	Custom locker fabrications, w/ integrated benches, ventilated doors, and mirrors. Full-height wall mirrors Wall-mounted dryers Vanity countertop
<i>Critical Factors</i>	Integrated with shower/toilet area. Careful line-of-sight analysis to avoid visibility from spaces outside the room.
<i>Relationships</i>	Adjacencies: Patrol Room, Physical Training area, Daybed Room
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide clean, secure space for storage of streetclothes and/or uniforms and space for grooming before and after shifts.

Space

Toilet/Showers

<i>Function</i>	Separate male and female toilets and showers associated with operations functions
<i>Net Area</i>	400 sf (approx)
<i>Occupancy</i>	Co-occupancy with locker space- occupancy of space rotates by shifts
<i>Equipment</i>	For each: Shower Toilets/Urinals Lavatories
<i>Critical Factors</i>	The number of fixtures shall be determined by code. Facilities shall meet accessibility requirements as mandated by code. Careful line-of-sight analysis to avoid visibility from spaces outside the room.
<i>Relationships</i>	Adjacencies: Located within locker areas.
<i>Security</i>	Within the Police-Restricted area

Space

Physical Training

<i>Function</i>	Space for police training functions,
<i>Net Area</i>	500 SF
<i>Activities</i>	Training exercises including one-on-one and small group training; space for physical strength and endurance training using weights and machines.
<i>Occupancy</i>	5-10 persons
<i>Equipment</i>	Wall and floor mats Mat storage closets Freeweight racks 2 exercise bicycles 2 treadmills 2 benches and barbells Wall-mounted television/VCR/DVD combo for training videos

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<i>Critical Factors</i>	Ventilation should be designed for physical activity- separate zone from office activities. Provide acoustic separation if adjacent to office spaces, interview rooms, etc.
<i>Relationships</i>	Adjacencies: Locker and Shower areas
<i>Security</i>	May be outside the police secure area if shared with Court employees. Should secure, not accessible by the public.
<i>Goals</i>	Provide space for physical training functions for police.

General:

Operation areas need to be easily accessible from Operations entrance. The Operations entrance shall be a secure entrance used only by patrol officers, not accessible to the general public or court users/employees.

Operations spaces shall have their own heating zones, as they will be occupied outside of daily business hours.

Open spaces in operations areas shall be acoustically designed for clear communication between individuals, while officers can work without distraction. Layout of spaces shall be designed with the intent of providing an open, collaborative atmosphere.

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Police- Support Services

The Support Services house the functions required to support the operations of the station: including booking/holding facilities, evidence processing and storage, and records. All spaces and security shall be designed to meet CLEA standards.

Property and Evidence staff are responsible for the receipt, processing, and secure storage of stolen or seized property. The design of the receiving, processing, and storage areas must ensure that the "chain of evidence" is maintained and that practice and policy can demonstrate that evidence was properly handled.

Included in this area are:

- | | |
|---------------------------------|---|
| Evidence Storage | Lab/Processing areas |
| General Evidence | Evidence Drop |
| Weapons | Investigative Assistant/Evidence Technician |
| Narcotics | Records Areas |
| Public Counter/Property pick-up | Bio-Dry Locker |
| Booking Area | Armory |
| Booking | Daybeds |
| Interview | Warehouse Storage |
| Holding Cells | |

Space

Investigative Assistant/ Evidence Technician

<i>Function</i>	Private Office
<i>Net Area</i>	150 SF
<i>Activities</i>	Office work
<i>Occupancy</i>	1 persons
<i>Equipment</i>	Ethernet connection Telephone U-shaped workstation and desk chair Computer and monitor Laptop docking station (future) 2 Two-drawer lateral filing cabinets- locking 1 Four-drawer lateral filing cabinet Printer Fax/copier Floor-to-structure walls
<i>Critical Factors</i>	All areas surrounding evidence storage, evidence drop, evidence processing shall have floor-to-structure CMU or other solid structure walls. Investigative Assistant office shall be secure, and shall not be accessible by patrol personnel.
<i>Relationships</i>	Adjacencies- Evidence Storage, Lab/Processing Area, Evidence Drop, Public Counter/Property pick-up, Booking Separations- Patrol Room, Waiting Area and public access.
<i>Security</i>	Within the Police-Restricted area, additional security within the police restricted area, restricting access of patrol personnel.
<i>Goals</i>	Provide a secure space for preparing the paperwork associated with processing of evidence.

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Police- Support Services

Space

Evidence Drop

<i>Function</i>	Space where evidence can be handled where it passes from the detectives and/or patrol officers to the Evidence Technician, maintaining all legal documentations and procedures.
<i>Net Area</i>	100 SF
<i>Activities</i>	Storage of evidence before processing
<i>Occupancy</i>	N/A
<i>Equipment</i>	Secure lockers of various sizes, designed specifically to meet the legal requirements of the function.
<i>Critical Factors</i>	Security of the stored items. Need direct access from Evidence Drop into the Evidence Storage areas.
<i>Relationships</i>	Adjacencies- Lab/Processing Area, Evidence Storage Area, Evidence Tech space, and minor adjacency to Booking Area. Separations- Separate from public access, Front Desk
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Meet all legal and CLEA requirements for evidence drop.

Space

Lab/Processing Area

<i>Function</i>	Space where evidence is processed for distribution and storage.
<i>Net Area</i>	400 SF
<i>Activities</i>	Preparation and analysis of evidence for storage
<i>Occupancy</i>	1-2 persons
<i>Equipment</i>	Stainless steel countertops/table tops Eyewash station Secure supply storage cabinets Secure Evidence lockers Fume hood Ethernet Connection Telephone Table or built-in casework White Board 2- Stainless Steel sinks Other specialized equipment (TBD) Floor drain 2 chairs, for sitting at 36" counter-height table Floor-to-structure walls
<i>Critical Factors</i>	All areas surrounding evidence storage, evidence drop, evidence processing shall have floor-to-structure CMU or other solid structure walls.
<i>Relationships</i>	Adjacencies: Evidence Technician, Evidence Storage, Booking
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	

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Space

Evidence Storage

<i>Function</i>	Secure space for long-term evidence storage
<i>Net Area</i>	1200 SF
<i>Activities</i>	Space for Evidence Storage; with space for general evidence storage (1000 SF), Weapons Storage (100 SF), and Narcotics storage (100 SF).
<i>Occupancy</i>	N/A
<i>Equipment</i>	<p><i>For General Evidence Storage:</i> Mobile-Track Filing systems Layout Counter with lockable storage casework above and below Telephone Ethernet connection Computer and monitor Countertop-height chair Full-Height cabinets with adjustable/removable shelves</p> <p><i>For Weapons Storage:</i> Lockers or cabinets sized and designed for firearms storage Deep, open shelving</p> <p><i>For Narcotics Storage:</i> Full-Height cabinets with adjustable shelving</p>
<i>Critical Factors</i>	All areas surrounding evidence storage, shall have floor-to-structure CMU or other solid structure walls. Weapons and Narcotics storage areas shall be separated with solid full-height walls and secured from general evidence storage.
<i>Relationships</i>	Adjacencies: Evidence Drop, Lab/Processing Area, Evidence Technician
<i>Security</i>	Within the Police-Restricted area, additionally restrictive security accessed by evidence technician.
<i>Goals</i>	Provide secure storage for evidence, and stolen/seized property.

Space

Public Counter/Property Pick-up

<i>Function</i>	Public counter for receipt of property that has been confiscated or recovered.
<i>Net Area</i>	100 SF
<i>Activities</i>	Passage of property, processing of documents.
<i>Occupancy</i>	1-2 persons
<i>Equipment</i>	Counter deep enough for writing, wheelchair accessible Window w/ bullet-proof glass and audio transmission Pass-through locker accessed between the property pick-up counter and the Evidence Technician office. CCTV Intercom 1 chair
<i>Critical Factors</i>	Secure exchange of property between the Evidence Technician and the public. Outdoor entrance access should be separate from the general public access and securely separate from the Operations entrance to the building. CCTV monitor inside space and outside door.

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<i>Relationships</i>	Adjacencies: Evidence Technician, outdoor access Separations: Property pick-up should not be visible or adjacent to any courtroom access areas.
<i>Security</i>	Outside the police-restricted area.
<i>Goals</i>	Provide safe distribution of seized or stolen property. Provide a space for distribution that is not associated with the public waiting area, the building lobby, or the court spaces.

Space

Records Areas

<i>Function</i>	Space for retrievable archive files of cases required to be stored on-site
<i>Net Area</i>	500 SF
<i>Activities</i>	storage
<i>Occupancy</i>	N/A
<i>Equipment</i>	Telephone Mobile-Track Filing systems, lockable Layout counter with casework above and below Full-Height cabinets with adjustable shelving, lockable Copier Heavy-duty shredder
<i>Critical Factors</i>	
<i>Relationships</i>	Adjacencies: Administration, Front Desk
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide space for records that is accessible by administration for operational needs and by Front Desk for public access.

Space

Booking

<i>Function</i>	Space for booking and holding detainees prior to transfer or court appearance.
<i>Net Area</i>	1200 SF
<i>Activities</i>	Booking, Fingerprinting, Blood-Alcohol testing, Photo-identification processing, Holding cells, interviewing detainees,
<i>Occupancy</i>	5-6 persons
<i>Equipment</i>	<i>Booking space:</i> Blood-Alcohol testing equipment Fingerprinting equipment Camera Telephone Stainless steel countertops with locking cabinets above and below Stainless steel sink Hose bib Concrete bench w/ handcuff rail CCTV Floor drains Firearm locker (outside space) <i>Interview Rooms, for each:</i>

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	<p>Table 3 chairs Handcuff ring CCTV Audio equipment One-way window <i>Observation room:</i> 2 chairs Audio recording device <i>Holding Cells, for each:</i> Stainless Steel detention-rated toilet Stainless Steel detention-rated lavatory Bench Handcuff rail</p>
<i>Critical Factors</i>	All areas surrounding Booking areas, shall have floor-to-structure CMU or other solid structure walls. Holding cells shall have floor-to-structure CMU or concrete walls. Accommodation shall be made for compliance with regulations for holding juveniles. Booking areas shall not have any visibility from the waiting area or any public access spaces in the police station. Booking areas shall not be visible from outside the building.
<i>Relationships</i>	<p>Adjacencies: Sally-Port, Operations Entrance, Evidence Drop. Booking area shall have secure access to courtroom without passing through public spaces.</p> <p>Separations: Booking areas shall not be adjacent to any public access areas or waiting areas.</p>
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide a secure space for booking and detaining arrestees and holding prisoners prior to a court appearance.

Space

Warehouse Storage

<i>Function</i>	Space for storage of large items.
<i>Net Area</i>	2000 SF
<i>Activities</i>	Storage of large-scale operations equipment. Large items of stolen property, traffic control equipment, patrol car accessories, riot gear. Bicycles, automobiles that have already been processed for evidence, etc.
<i>Occupancy</i>	N/A
<i>Equipment</i>	<p>Large Heavy-Duty rack shelving Wall-mounted bicycle racks Roll-up door</p>
<i>Critical Factors</i>	Full-height floor-to-structure CMU or concrete walls.
<i>Relationships</i>	<p>Adjacencies: Access to outdoor secure, police-only area.</p> <p>Separation: Open door shall not be visible from public access spaces of facility</p>
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	

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Police- Support Services

Space

Armory

<i>Function</i>	Storage of firearms
<i>Net Area</i>	150 SF
<i>Occupancy</i>	None
<i>Equipment</i>	Racks and casework Workstation for firearm cleaning Storage of firearm cleaning materials
<i>Critical Factors</i>	Should be secure. Easily accessible from Operations Entrance
<i>Relationships</i>	Adjacencies: Operations Entrance, Patrol Room Separations: No visibility into the space from public access areas.
<i>Security</i>	Within the Police-Restricted area

Space

Bio-Dry Locker

<i>Function</i>	Drying items with biological contamination
<i>Net Area</i>	20 sf
<i>Occupancy</i>	None
<i>Equipment</i>	Exhaust fan Adjustable stainless steel wire shelving Horizontal pole and hooks Floor drain
<i>Critical Factors</i>	Provide concrete curb around bio-locker- curb continuous at door sill. Provide intake louvers. May be integrated into Outdoor Protected Space or Sally-Port
<i>Relationships</i>	Adjacencies: Sally-Port, Outdoor protected space, Evidence Drop
<i>Security</i>	Within the Police-Restricted area

Space

Daybeds

<i>Function</i>	Provide a space where officers can rest between shifts and/or court appearances.
<i>Net Area</i>	150 SF
<i>Activities</i>	Sleeping
<i>Occupancy</i>	2 officers
<i>Equipment</i>	2 daybeds Small table at each bed 2 Alarm clocks Telephone Hospital-style curtain, separating beds
<i>Critical Factors</i>	Acoustical separation
<i>Relationships</i>	Adjacencies: Patrol Room, locker room, toilet/shower space
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide quiet room for resting/sleeping.

General:

Property and Evidence staff are responsible for the receipt, processing, and secure storage of stolen or seized property. The design of the receiving, processing, and storage areas must ensure that the "chain of evidence" is maintained and that practice and policy can demonstrate that evidence was properly handled.

Booking and Holding spaces are for processing and holding in-custody persons. Spaces should be designed for the safety of officers and to insure that all detention regulations can be carefully followed.

Secure access from the holding area to the courtroom should be provided without bringing detainees through public spaces.

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Police- Ancillary

The Ancillary spaces listed below are spaces that are specific to the Police area. Ancillary spaces that are shared with the Courts and with general public spaces are included in the shared spaces program.

Included in this area are:

- | | |
|-----------------|---|
| Mudroom | Server room/Electrical and Communications |
| General Storage | Expansion Space |
| Circulation | Janitors Closet/Maintenance Space |

Space

Mudroom

<i>Function</i>	Provide an intermediate space between the outdoors and the operations area at the operations entrance.
<i>Net Area</i>	200 SF
<i>Activities</i>	Cleaning and drying of clothing and equipment.
<i>Occupancy</i>	N/A
<i>Equipment</i>	Stainless Steel wire shelving and pole over floor drain Floor drain w/ small curb and hand-held spray hose. Shelves, poles and hooks for hanging wet clothing Boot-brushes Utility sink Clothes washer/dryer Deep open shelving Walk-off mats between outside and mudroom and between mudroom and entrance to operations area
<i>Critical Factors</i>	Provide cleanable-surface walls and slip-resistant floors
<i>Relationships</i>	Adjacencies- Operations entrance, Patrol room Separations- Separate from public access, Front Desk
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide a transition space from the outdoors, a space where clothing and equipment can be cleaned to minimize the wear-and-tear on the operations spaces.

Space

Server Room/Electrical and Communications

<i>Function</i>	Space for equipment
<i>Net Area</i>	150 SF (approx)
<i>Activities</i>	Service of electrical and communications panels and server
<i>Occupancy</i>	N/A
<i>Equipment</i>	Determined by system design
<i>Critical Factors</i>	Provide adequate mounting structure for panels, clearances for service of panels, and adequate ventilation.
<i>Relationships</i>	
<i>Security</i>	Within the Police-Restricted area, locked space.
<i>Goals</i>	

Space

General Storage

<i>Function</i>	General storage of office supplies and equipment.
<i>Net Area</i>	250 SF
<i>Occupancy</i>	N/A
<i>Equipment</i>	Open Shelving, adjustable Full-height cabinets with adjustable shelving
<i>Critical Factors</i>	
<i>Relationships</i>	Adjacencies: Administrative, Front Desk, Patrol Room
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	

Space

Expansion Space

<i>Function</i>	Provide space to accommodate future growth
<i>Net Area</i>	1500 SF
<i>Activities</i>	Office work
<i>Occupancy</i>	To be determined
<i>Critical Factors</i>	As the community grows, and the number of patrol officers grows additional staff is required to support the officers. This expansion space shall be designed for an interim use, with infrastructure in place to divide the space as required for future offices.
<i>Relationships</i>	Adjacencies: Patrol Room, Administration, Chief, Deputy Chief
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Provide flexible space that will allow for future expansion.

Space

Circulation

<i>Function</i>	Circulation space to connect program functions within the police facility.
<i>Net Area</i>	2000 SF
<i>Occupancy</i>	N/A
<i>Critical Factors</i>	This is circulation for the police facility; additional circulation space is included in the Court Facility and Shared program functions. The amount of circulation space that is required shall be determined by the efficiency of the design of the spaces.

Space

Janitors' Closet/Maintenance

<i>Function</i>	Provide space for cleaning mops, storing cleaning supplies, etc.
<i>Net Area</i>	70 SF
<i>Activities</i>	storage
<i>Occupancy</i>	N/A

General:

Ancillary space adjacencies and sizes will be mostly determined by the layout of primary program spaces.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Police- Outdoor Spaces

The Outdoor Spaces listed below are spaces that are within a secure police area outside the building.

Included in this area are:

- | | |
|------------------------|--------------------------------|
| Outdoor Storage | Sally Port |
| Vehicle Processing | Hazard Storage |
| Evidence Storage | Emergency Generator |
| Secure Outdoor Storage | Emergency Generator Fuel Tanks |
| Operations Parking | Trash Enclosure |
| Marine Operations | |

<i>Space</i>	Outdoor Storage
<i>Function</i>	Storage of items that need to be secure, and protected from rain, but are not required to be indoors. Provide three separate spaces: Vehicle Processing, Evidence Storage, and Secure Outdoor Storage.
<i>Net Area</i>	1000 SF
<i>Activities</i>	Storage and vehicle processing
<i>Occupancy</i>	1-3 persons
<i>Equipment</i>	<i>For each space:</i> Open, Deep, steel shelving, with adjustable shelves. Hose bibs and floor drains 2 Roll-up exterior doors
<i>Critical Factors</i>	Outdoor storage space should be open-air, ventilated.
<i>Relationships</i>	Adjacencies- Evidence Drop, Patrol Room Separations- Minimize visibility from public outdoor spaces.
<i>Security</i>	Within the Police-Restricted area, additional security required for evidence storage.
<i>Goals</i>	

<i>Space</i>	Sally Port
<i>Function</i>	Enclosed area where prisoners can be safely moved from vehicles into the booking/holding area.
<i>Net Area</i>	1000 SF
<i>Activities</i>	Transfer of Detainees from vehicle into the police facility.
<i>Occupancy</i>	n/a
<i>Equipment</i>	Large firearms lockers. Hose bib and drains CCTV 2 Roll-up exterior doors
<i>Critical Factors</i>	The space should be designed with "delay-locks" at the emergency exit doors. The area should be designed to permit vehicles to drive through the space, rather than pull in and back out. Adequate clearance around the vehicle should be provided.
<i>Relationships</i>	Adjacencies- Booking Area, Evidence Drop Separations- Separation from Waiting Area or any other public access space.
<i>Security</i>	Within the Police-Restricted area

Space

Hazard Storage

<i>Function</i>	Storage of explosives, fireworks, etc.
<i>Net Area</i>	100 SF
<i>Equipment</i>	Steel Shelving
<i>Critical Factors</i>	Provide code-mandated physical separation between Hazard Storage and other building spaces. Access space from exterior of building only.
<i>Relationships</i>	Adjacencies- Evidence Drop Separations- Minimize visibility from public outdoor spaces, separate from public access entrance.
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	Meet all code requirements for hazardous materials.

Space

Emergency Generator

<i>Function</i>	Outdoor space for emergency power generator.
<i>Net Area</i>	400 SF
<i>Equipment</i>	Generator sized to operate all functions of the police facility.
<i>Critical Factors</i>	Place generator to minimize the sound impact on adjacent properties/functions. Screen from view as much as possible.
<i>Relationships</i>	Adjacencies: Fuel Tanks.
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	

Space

Fuel Tanks

<i>Function</i>	Fuel to power the emergency generator
<i>Net Area</i>	400 SF
<i>Equipment</i>	Fuel tanks to store enough fuel to power the station for 5 days.
<i>Critical Factors</i>	Provide underground tank storage.
<i>Relationships</i>	Adjacencies: Emergency Generator Separations: If tanks are above-ground, the required separations from buildings will need to be maintained.
<i>Security</i>	Within the Police-Restricted area
<i>Goals</i>	

Space

Trash Enclosure

<i>Function</i>	Screen and secure trash.
<i>Net Area</i>	200 SF
<i>Equipment</i>	Dumpsters and recycling bins

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Police and Municipal Courts Needs Analysis Study
Police- Outdoor Spaces

<i>Critical Factors</i>	Provide screening and a locked door
<i>Relationships</i>	Adjacencies: Parking lot, with access for trash truck.

Space

Operations Parking (secured)

<i>Function</i>	Secure parking for police vehicles and equipment.
<i>Net Area</i>	Determined by layout
<i>Activities</i>	Patrol Car Parking- 27 stalls Employee Parking- 6 stalls Crime scene van – 1 stall Speed Trailer Radar – 1 stall Pool vehicles – 4 stalls Total stalls- 39 stalls
<i>Occupancy</i>	N/A
<i>Equipment</i>	Card reader access to secure area
<i>Critical Factors</i>	In addition to parking stalls, provide a screened outdoor area for large equipment and impounded vehicle storage for three vehicles.
<i>Relationships</i>	Adjacencies: Operations Entrance
<i>Security</i>	Within the Police-Restricted area,

Space

Marine Operations

<i>Function</i>	Storage of equipment associated with Marine Operations
<i>Net Area</i>	Determined by layout
<i>Activities</i>	Boat/Trailer Parking – 2 spaces 12' x 40' with back-up space 10' x 30' with back-up space Storage of confiscated marine equipment
<i>Equipment</i>	Hose bib and drains for cleaning equipment
<i>Critical Factors</i>	
<i>Relationships</i>	Adjacencies: Operations Entrance
<i>Security</i>	Within the police-restricted area.

General:

Outdoor spaces are to protect police equipment and to provide operational space for police functions. The outdoor spaces shall be situated so that visibility into the spaces from public outdoor spaces is minimized. It is preferred to use open, steel fencing, rather than opaque fencing. Opaque fencing may be used in certain places that visibility must be obscured.

All parking and outdoor vehicle storage spaces shall be paved surfaces with adequate drainage.

Police outdoor spaces shall have gates operated by a card reader for incoming and exiting vehicles. Incoming vehicles will require a card to enter and a trip-beam to exit. Exit electronics shall be set to remain open during daytime, weekday business hours.

Municipal Court

Existing Facilities- Municipal Court

Description
Inadequacies of Existing Facilities
Security
Acoustics
Growth and Expansion
Regional Court Facility

Description

The existing courthouse is a rented facility constructed as a mini-warehouse converted to a court in 1991, and remodeled in its current configuration in 1999. The facility is approximately 2300 SF. It consists of a courtroom, clerks' office, court administrator office, storage, jury room, judge's office, domestic violence advocate's office, and a meeting room for the prosecutor/defense attorney to meet with clients. The parking is shared with the other businesses on the property. It is located in one of the neighborhood centers, 3 ½ miles from city hall and 1 ½ miles from Highway 305.

The court serves as a "limited jurisdiction" municipal court. Court convenes 3 days per week. The highest volumes of cases that are heard are parking and traffic violations. The most amount of court time is spent on domestic violence and driving-under-the-influence cases.

The courtroom handles jury trials with a jury of seven. The number of jury trials varies and has fluctuated between 5 and 10.

Inadequacies of Existing Facility

The existing courtroom was relatively appropriate for its function as an interim facility when it was first converted to a courtroom in 1991. However, it is inadequate for providing the increased level of service and security that is expected for the current population. The courtroom seats approximately 20 spectators, with space in the waiting area for 6-8 persons. A courtroom for a jurisdiction this size should accommodate 45 spectators. There are not enough parking stalls for jurors during jury selection, when up to 40 people are called.

Within the secure court personnel space of the courthouse, the path of travel between the judge's office and the clerks' office passes **through** the jury room and **through** the jury/personnel **restroom**. If the jury room is occupied, or if the toilet is occupied, the judge must pass through the public area of the courthouse in order to communicate with the clerks.

The facility is not on a major public transit route, nor is it within walking distance of any regional transit. The court calendar is often adjusted to accommodate access to transportation for persons who do not own vehicles. When jurors are summonsed who do not own their own vehicle, they must arrive by taxicab at their own expense.

The courtroom location, 3 ½ miles remote from Winslow, is not ideal for such a facility. A courtroom should be in a prominent, visible location that is easy to access from main thoroughfares and public transit.

The construction of a court should reflect the gravity of the decisions that are made there. These are decisions that have a great impact on the lives of the people who are involved: both victims and defendants. The design and finishes of the space should be respectful of the issues that are at stake. The character of the existing facility, while not inappropriate for an interim facility, does not exude dignity to the users.

Security Concerns

Since the building was constructed as a mini-warehouse, it does not have the built-in security components that are current practice for a new courtroom. "Courthouse Public Safety Standards- 1996", guidelines for courthouses in Washington State, describes the reasoning for secure courtrooms to protect citizens:

"People who are sued, or are divorcing or want a name change, or are subpoenaed to testify have no choice. The only place they can do that business is the courthouse. The system owes it to these people—whose attendance is compelled—to provide them a safe place to seek justice."

"Domestic violence victims are afraid to go to hearings and won't file a protection order because they are afraid to be in the presence of their abuser, even though it's in a courthouse."

The two major factors affecting security in a courthouse are security screening at the entrance and prohibition of weapons in the courthouse. At the entrance to the courthouse, all employees, visitors, deliveries and packages should be screened before entering the building. Minimum current standards of security include magnetometers, x-ray machines and secure storage lockers for weapons. (Courthouse Public Safety Standards) The courtroom has no security screening, nor does it have the space to implement any security screening equipment.

The effectiveness of the justice system depends on the participation of witnesses, victims, experts, attorneys, and court personnel. The persons participating in the system need to feel comfortable that they are safe and protected when they are in the courthouse. Statistics show increasing trends of incidents of courthouse violence and threats of violence in courtrooms, including small communities such as Bainbridge Island.

Like the police headquarters, the doors that separate the public spaces of the courtroom from the restricted area for court personnel are hollow-core doors with residential-grade hardware. A violent person reacting to a negative judgment is unlikely to be deterred by this level of security.

Acoustics

There are acoustical issues with the existing facility. It is important that attorneys who are facing the judges, with their backs to the spectators, can be heard from the back of the courtroom without audio enhancement. In the existing courtroom, it is difficult to hear the attorneys from the rear of the courtroom. (Enhancement is available for the attorneys to use.)

The wall that separates the domestic violence advocates’ room and the small office that is used for client conferences by the public prosecutor does not have acoustical separation. In the current configuration, it is possible to discern conversations from one room to the other. It is not appropriate for the victim of domestic violence to occupy a space where conversations can be heard from the room occupied by their abusers as they consult with their attorney.

Growth and Expansion

The number of people accommodated in the courtroom is too small for the existing case load, much less the load for the population projections in the next 10-20 years. Below is a chart of the island population growth from the time the court was built, projected to 2020.

	1991	1999	2005	2010 (projected)*	2020 (projected)*
Population	16,343	19,840	22,200	23,450	26,920

* Projections are an average of linear projection and Puget Sound Regional Council Small Area Forecasts.

Source: City of Bainbridge Island

The population projections are linear, based on historic documentation and regional growth projections. It would be wise to take into account the dynamics of the proximity to Seattle and the effect of the Growth Management Act on Bainbridge Island as an incorporated area. If the population projections are a straight-line projection of pre-GMA growth, the actual growth line could be expected to have an upward curve at the point the GMA mandated growth to focus on incorporated areas. This could shift the projected population to even larger numbers than those shown above.

Regional Court Facility

There are currently discussions within the judicial system and the House Judiciary Committee to regionalize the courts of limited jurisdiction. There is some

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Existing Facilities- Municipal Court

probability that the courts of limited jurisdiction will be “regionalized” sometime in the future. This will result in a heavier load for the Bainbridge Island Courthouse. The court will shift from a part-time court to a full-time court. There will be a higher volume of cases heard in city courts.

The effect this would have on the current facility is that an increased number of cases and higher profile cases will be heard, requiring more spectator space in the courtroom, more parking, and more public facilities such as restrooms. More administrative staff would be required to handle the paperwork associated with the increased load. The need for additional security would be augmented because the changes in the volume and nature of the cases that are heard.

There would be a higher number of people using the courtroom who do not live on Bainbridge Island, who are traveling from North Kitsap. The existing facility is not located on or easily accessible from any main arterials. The absence of Public Transit to the facility would become more acute. (The facility is currently served by Kitsap Transit as a commuter bus serving the Bainbridge Ferry Terminal. There is bus access from this location in the morning, traveling **to** the ferry terminal and in the evening, traveling **from** the ferry terminal.)

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Police and Municipal Courts Needs Analysis Study
Municipal Court- Adjudication Areas

Adjudication spaces bring together judges, litigants, legal counsel, jurors, other involved parties, witnesses and spectators. These are the spaces where the fact finding and decision making are carried-out. Safety and accessibility are key features

Included in this area are:

- | | |
|-------------------|----------------------------|
| Courtroom | Chambers |
| Judge | Public Waiting |
| Court Clerk | In-Custody Holding |
| Legal Counsel | Attorney/Client Conference |
| Witness Stand | Jury |
| Jury Box | Deliberation Room |
| Spectator seating | Restrooms |

<i>Space</i>	Courtroom
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<i>Function</i>	Column-free, rectangular space organized around the litigation area where all parties involved in a dispute come together with the judge, legal counsel, witnesses, and others.
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<i>Net Area</i>	2800 SF
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<i>Activities</i>	Judicial proceedings, including hearings, arraignments, trials, etc.
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<i>Occupancy</i>	1 judge 1 clerk 4 legal counsel/litigants 6 jury 40 spectators
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<i>Equipment</i>	<p><i>For Judge's bench:</i> Ethernet connection Telephone Audio/Video controls L-shaped desk and chair Microphone transmitter Computer and flat screen monitor Judge's bench shall be (approx) 18" higher than courtroom floor</p> <p><i>For clerk's station:</i> Ethernet connection Telephone "panic button" with direct connection to police department L-shaped workstation and desk chair Audio/Video controls (teleconferencing) Computer and flat screen monitor Printer/copier/fax Shelving for storage of forms (built-in, top-access hanging files) Public counter- space at public side for signing documents (Provide accessible writing space) Clerk's desk shall be (approx) 6" higher than courtroom floor</p> <p><i>For Jury box:</i> 7 jurors' chairs- solidly attached to floor. Rail in front of jurors' chairs Space behind rail for one wheelchair accessible space If jury is placed in two rows, the first row should be placed 6" higher</p>
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City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Adjudication Areas

than the general floor level and the second row should be placed 12" higher than floor level.

For Legal Counsel:

2 rectangular desks for two-persons, each desk (may be separate desks, or one single unit to seat four persons, depending on layout)
 4 chairs (chairs may need to be attached to floor)

4 Microphone transmitters

For Witness Stand:

1 chair, solidly attached to floor
 1 microphone

Rail between chair and litigation well

For Spectators seating:

Bench or chair seating for approximately 40 persons, solidly attached to the floor.

Accessible seating for the mobility impaired

Rail between spectator seating and litigation well. Do not provide a door at the rail.

For the Courtroom:

Videoconferencing monitor for feed from county detention facility and county courthouse- placed for viewing by jury, legal counsel, court clerk, judge, witness. Provide multiple monitors, if required.

Flag stands

Calendar

Large, visible digital clock

Easel with large pad of paper

Critical Factors

Good visibility between judge and legal counsel, judge and jury, jury and witness. Acoustics should accommodate clear transmission of the proceedings throughout the courtroom. Clerk should be within reach of the judge for passing documents. Provide space for the clerk to process paperwork with defendant/litigant at the front of the courtroom without disruption to the proceedings. Public entrance into the courtroom shall be toward the rear of the spectator seating area, to avoid disruption of the proceedings. Jurors need to enter/exit the courtroom without having to cross the room.

Relationships

Adjacencies- Public/Secure waiting area, Judge's chambers, jury deliberation space

Separations- Courtroom proceedings should not be visible from outside the building. No visibility between courtroom and any portion of the police facility.

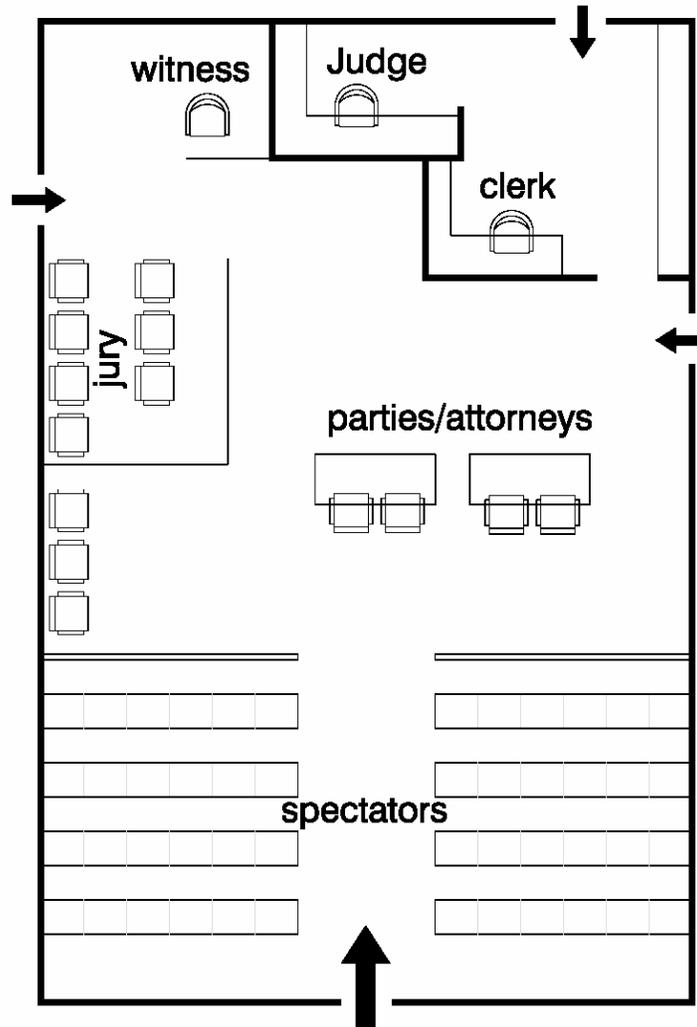
Security

Courtroom is within the public/secure area of the court. No item should be placed in the courtroom that could be used as a potential weapon. Provide a separate entrance for jury and judge. Judge's entrance door should contain a peephole into the courtroom. The public doors into the court should have a window in them.

Goals

Provide a safe, unbiased atmosphere for all parties involved in court proceedings.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Adjudication Areas



Courtroom- Plan Diagram

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Adjudication Areas

<i>Space</i>	Chambers
<i>Function</i>	Judge's office and location of small meetings.
<i>Net Area</i>	250 SF
<i>Activities</i>	Office work, library, small meetings
<i>Occupancy</i>	1-3 persons
<i>Equipment</i>	Ethernet connection Telephone U-shaped desk and chair Computer and monitor 2 Two-drawer filing cabinets (locking) 2 Four-drawer filing cabinets (locking, fireproof) Full-height bookshelves Wardrobe- with shelf and pole for hanging robes. Small table 2 guest chairs Comfortable reading chair
<i>Critical Factors</i>	Judge needs secure path from chambers into the courtroom, without passing through public space. Judge's chambers should not be visible from outside the building.
<i>Relationships</i>	Adjacencies- Courtroom, Court Administrator, Separations- Separate from public/secure area of the court, front desk. Separate from Jury Deliberation room.
<i>Security</i>	Within the court personnel-restricted area
<i>Goals</i>	Provide a secure office space for judge.

<i>Space</i>	Public Waiting Area
<i>Function</i>	Space where the public can gather while waiting for their time in court.
<i>Net Area</i>	500 SF
<i>Activities</i>	Waiting area, short legal consultations before and after court appearances.
<i>Occupancy</i>	12-18 persons (approx)
<i>Equipment</i>	Fixed benches or chairs, securely attached to the floor Stand-up writing counter Drinking fountain Clock Notice Boards Display Cases
<i>Critical Factors</i>	Public must pass security screening before entering the waiting area. Size of public waiting area is a factor of court scheduling. Scheduling must accommodate waiting area size to not overload the waiting area. No fixtures shall be placed in the waiting area that could be used as a weapon. Lighting controls shall be outside the room, without access by the public.
<i>Relationships</i>	Adjacencies: Courtroom, Court Clerk,
<i>Security</i>	Within the public/secure court area. Security guard desk shall be located within the public waiting area.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Adjudication Areas

<i>Goals</i>	Provide adequate, secure waiting area for people who are waiting for courtroom time.
<i>Space</i>	In-Custody Holding
<i>Function</i>	Holding area for in-custody defendants waiting for their court appearance.
<i>Net Area</i>	80 SF
<i>Activities</i>	Detention of in-custody defendants in two holding cells.
<i>Occupancy</i>	1-3 detainees
<i>Equipment</i>	<i>In each:</i> Bench, securely bolted to the floor Handcuff bar
<i>Critical Factors</i>	All areas surrounding holding, shall have floor-to-structure CMU or other solid structure walls. Holding area is not required if the court is constructed in a facility that is shared with the police department and a provision is made to hold detainees in the police holding area with secure conveyance to the courtroom.
<i>Relationships</i>	Adjacencies: Courtroom Separations: Jury Deliberation, Public Waiting Area
<i>Security</i>	The holding area should be within the area that is only accessed by court personnel. In-custody defendants should not be seen by the jury while handcuffed and/or shackled. In-custody defendants should not be brought through the public areas to enter the courtroom.
<i>Goals</i>	Hold in-custody defendants in complete security and with the ability to separate defendants by gender or other factors.

<i>Space</i>	Attorney/Client Conference
<i>Function</i>	Two private offices for brief, court-related legal consultations between attorneys and their clients.
<i>Net Area</i>	200 SF (100 SF each)
<i>Activities</i>	Legal consultation meetings
<i>Occupancy</i>	2-4 persons
<i>Equipment</i>	Small table 4 chairs
<i>Critical Factors</i>	Acoustic isolation between conference rooms is required. Acoustical seals at doors are required. No visual access into the conference room from the public waiting area.
<i>Relationships</i>	Adjacencies: Public Waiting Area, Courtroom Separations: Holding Area, Jury deliberation
<i>Security</i>	Within the public/secure courtroom area, but outside the courtroom personnel secure area.
<i>Goals</i>	Provide discreet place for confidential discussions between attorneys and their clients.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Adjudication Areas

<i>Space</i>	Jury
<i>Function</i>	Space for confidential jury deliberation.
<i>Net Area</i>	300 SF
<i>Activities</i>	Conference room, 1 unisex restroom
<i>Occupancy</i>	6 jurors
<i>Equipment</i>	Telephone Table to seat 6 persons 6 comfortable conference chairs White board Easel with large pads of paper Countertop and sink
<i>Critical Factors</i>	Careful acoustic design so that deliberations cannot be heard outside the space. Jury deliberation room must provide access to restroom without passing through other spaces.
<i>Relationships</i>	Adjacencies: Courtroom
<i>Security</i>	Within the public/secure area.
<i>Goals</i>	Provide a space that does not compromise the integrity of the deliberative process.

General:

The arrangement of the courtroom is governed by principles involving sight lines, acoustics, and proper distances. The distance between a defendant and a victim should not be so close that they are fearful, yet distances should not be so great that body language is not visible.

The overarching concern in the courtroom design is generally security. The intricate relationship between the persons involved in the court proceedings and the high stakes of the decisions that are made mandate that all precautions must be taken to protect everyone in the courtroom.

The spaces must be arranged in a way that emanates a sense of impartiality. A courthouse that is too intertwined with an adjacent police facility or that is too embedded with the prosecutors or defenders office is one that may give the parties an impression that the process is inherently biased. The courts spaces must reinforce the impartiality of the system through the programming of the spaces.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- DV Victims' Advocate

The Domestic Violence Advocate serving the court is the YWCA. Their spatial needs are minimal, but their security requirements in order to insure safety for the victims they assist are important.

Included in this area are:

Domestic Violence Advocates Office (YWCA) DV conference room

Space

DV Victims' Advocates Office (YWCA)

<i>Function</i>	Office and meeting space for the group who serves victims of domestic violence.
<i>Net Area</i>	250 SF
<i>Activities</i>	General office work Small meetings with DV victims and their families Distribution of resource information to DV victims
<i>Occupancy</i>	3 staff, 1-3 victims/family members
<i>Equipment</i>	3 rectangular desks and chairs 1 guest chair Telephone Printer Ethernet connection 2 Two-drawer file cabinets (lockable) 1 Four-drawer file cabinet (lockable) Full-height bookshelf Pin-up board for notices "panic button" with direct connection to police department
<i>Critical Factors</i>	Space must have acoustic isolation for privacy. If the space has windows, either exterior or interior, the windows should have blinds that can provide complete privacy.
<i>Relationships</i>	Adjacencies: DV Conference Room, Court Clerks Separations- DV Office should not be visible from the Attorney/Client conference rooms. DV office should not be visible from the Security Screening area.
<i>Security</i>	Office shall be located within the public/secure area.
<i>Goals</i>	Provide office space for advocates of domestic violence victims.

Space

DV Conference Room

<i>Function</i>	Small, private conferences
<i>Net Area</i>	200 SF
<i>Activities</i>	Conferences
<i>Occupancy</i>	3-5 persons
<i>Equipment</i>	Table 5 chairs Telephone

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- DV Victims' Advocate

<i>Critical Factors</i>	Conference room shall be acoustically isolated. If a window into the space is provided, it shall have blinds that provide complete privacy.
<i>Relationships</i>	Adjacencies- Domestic Violence Victims' Advocates office Separations- DV Conference Room should not be visible from the Attorney/Client conference rooms. DV office should not be visible from the Security Screening area.
<i>Security</i>	Conference Room shall be located within the public/secure area.
<i>Goals</i>	Provide a safe place for victims of domestic violence to consult advocates without feeling threatened.

General:

Victims of domestic violence are often stalked by their perpetrators and are in need of a safe place to consult a trusted advocate. They are often reticent to seek help and need to be assured that they are able to meet with the advocates under secure, anonymous conditions where they will not be confronted by their perpetrators.

Domestic Violence victims' time in courtrooms should be minimized, and may need to be escorted into the courtroom by an entrance separate from the general public entrance into the courtroom space. DV victims may need police escort to and from the facility.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Customer Service Areas

Customer Service areas provide the interaction between the court and the public. The screening process should be designed to give the building occupants a sense of security without appearing overly invasive. The public counter transaction areas should be both secure and friendly.

Included in this area are:

- Security Screening
- Security Booth
- Public Counter/Transaction Area

Space

Security Screening

<i>Function</i>	Screen all persons, general public and employees, who enter the courtroom. Screening shall be for the purpose of finding weapons or anything that could be used as a weapon.
<i>Net Area</i>	500 SF
<i>Activities</i>	Security screening of public and court personnel.
<i>Occupancy</i>	1 security guard
<i>Equipment</i>	Magnetometer/walk-through metal detector Hand-held screening wand Firearms depository- for law enforcement officers Depository of non-lethal items restricted from the courtroom Depository for confiscated weaponry to be destroyed X-ray conveyor
<i>Critical Factors</i>	Space entering the screening area shall be adequately constricted for one person to control entry into the court area.
<i>Relationships</i>	Adjacencies: Court Clerks, Courtroom Separations- No portion of the courtroom space or any entrance to the courtroom shall be visible from the security screening area.
<i>Security</i>	At the point-of-entry into the public/secure court area. All persons entering the court area should be screened.
<i>Goals</i>	Provide a central point of security control for access to court areas.

Space

Security Booth

<i>Function</i>	Desk space, central location for security personnel
<i>Net Area</i>	30 SF
<i>Activities</i>	Security desk
<i>Occupancy</i>	1 security guard
<i>Equipment</i>	Telephone Built-in desk Chair Shelving File drawer (locking) Key cabinet (locking) Cabinet (locking) "panic button" with direct connection to police department

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Customer Service Areas

<i>Critical Factors</i>	Security booth shall have full visibility of the screening area. Booth shall be separated from public access area by a tall counter, designed so public cannot reach into the booth space.
<i>Relationships</i>	Adjacencies- Security Screening, Public Waiting Area
<i>Security</i>	Booth shall be located within the public/secure area.
<i>Goals</i>	Provide a "base" for the security personnel, either in conjunction with the police department or with a private security firm.

Space

Public Counter/Transaction Area

<i>Function</i>	Space where the public interfaces with the Court Clerks. Public transaction with court documentation
<i>Net Area</i>	240 SF
<i>Activities</i>	Public transactions Information distribution kiosk Public data research terminal
<i>Occupancy</i>	3-4 persons
<i>Equipment</i>	<i>For Public Counter:</i> Transaction counter approx. 44" high and 30" deep. (Depth is required for additional security) Provide separation screens between service spaces for acoustic and visual privacy separations between multiple transactions. Alternate: provide a private transaction "booth" for confidential transactions. <i>Kiosk:</i> Provide for public display of notifications, information, distribution of pamphlets, etc. <i>Public Research Terminals:</i> Computer desk and chair Computer and monitor
<i>Critical Factors</i>	Provide additional transaction space for wheelchair access to public counter. Public counter area may be contiguous with Public Waiting Area, if acoustic mitigation for privacy is provided. Provide the public data research terminals in a space that is visually separated from the public counter/transaction area and the public waiting area, but can be visually monitored by the Court Clerks.
<i>Relationships</i>	Adjacencies: Court Clerks, Public Waiting Area Separations: Must have physical separation (counter) from Court Clerks area.
<i>Security</i>	Within the public/secure court area.
<i>Goals</i>	Provide adequate visibility for public way-finding within the public areas. Provide space where customer service transactions can be conducted professionally and efficiently.

General:

Once the public has passed-through the security screening, the way-finding should be intuitive. A public information counter and kiosk should be available and signage should be visible. Architectural design of the space should facilitate way-finding with minimal use of signage.

All light switches in public access areas should be key-controlled or locked.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Work Processing Areas

Work processing areas provide the support to the courtroom. They are responsible for documentation, record keeping, evidence handling, preparing court calendars, as well as interfacing with the public for payment of fines and fees and managing jury selection.

Included in this area are:

- | | |
|---------------------------|-------------------|
| Court Administrator | Expansion Office |
| Court Clerks | Filing |
| Storage | Equipment Storage |
| Workspace- General Office | |

Space

Court Administrator Office

<i>Function</i>	Office area for the person who oversees the daily functions and personnel of the courtroom.
<i>Net Area</i>	150 SF
<i>Activities</i>	Private office
<i>Occupancy</i>	1 staff
<i>Equipment</i>	Ethernet connection Telephone U-shaped workstation and chair Computer and monitor 2 Two-drawer file cabinets 1 Four-drawer lateral file cabinet Bookshelves 2 Guest chair-
<i>Critical Factors</i>	Court Administrator needs to be secure beyond the public/secure area.
<i>Relationships</i>	Adjacencies: Court Clerks, Courtroom, Filing
<i>Security</i>	Within the public/secure court area. Access to space by court personnel or escorted visitors only.
<i>Goals</i>	Provide a space where the Court Administrator has easy access to the Court Clerks and to the courtroom.

Space

Expansion Office

<i>Function</i>	Private office- for future staff
<i>Net Area</i>	100 SF
<i>Activities</i>	Private office
<i>Occupancy</i>	1 staff
<i>Equipment</i>	Ethernet connection Telephone U-shaped desk and chair (future) Computer and monitor (future) 2 Two-drawer filing cabinets (future) 1 guest chair (future)
<i>Critical Factors</i>	Space shall be used for storage, or as attorney/client conference room until it is needed as an expansion office- depending on final layout adjacencies.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Work Processing Areas

<i>Relationships</i>	Adjacencies- Court Administrator, Court Clerks
<i>Security</i>	Within the public/secure court area. Access to space by court personnel or escorted visitors only. (door may be re-arranged at a later date.)
<i>Goals</i>	Provide for future expansion.

Space

Court Clerks

<i>Function</i>	Space where the court clerks can process court documents and where they can interact with the public for transactions involving citizens.
<i>Net Area</i>	500 SF
<i>Activities</i>	General office functions, public service interactions
<i>Occupancy</i>	4-5 staff
<i>Equipment</i>	5 workstations <i>For each:</i> L-shaped desk and chair Computer and monitor Ethernet connection Telephone (main switchboard at one desk) 2 Two-drawer locking file cabinets Overhead storage/bookshelf above desk
<i>Critical Factors</i>	Space must be designed so workstations have some visual and acoustic separation using furnishings. Workstations must have good visibility to public counter to share counter service responsibilities.
<i>Relationships</i>	Adjacencies: Workspace, Court Administrator Separations: Must have physical separation (counter) from public area.
<i>Security</i>	Within the public/secure court area. Access to space by court personnel or escorted visitors only.
<i>Goals</i>	Provide sufficient workspace, ergonomics, lighting and acoustics for clerks to provide their services comfortably and efficiently.

Space

Workspace- General Office

<i>Function</i>	Space serving the office functions used for central copy/fax machines, printers, layout space, etc.
<i>Net Area</i>	500 SF
<i>Activities</i>	Printing, copying, and faxing; assembling documents, mailing; etc.
<i>Occupancy</i>	3-4 staff
<i>Equipment</i>	Telephone Printer Copier Fax machine Shredder Postage supplies Layout countertop with storage above and below
<i>Critical Factors</i>	May be contiguous with Court Clerk's space. Acoustics shall be designed so that workspace does not disrupt work in the Clerks area. Visibility from public counter area should be minimized.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Work Processing Areas

<i>Relationships</i>	Adjacencies: Court Clerks, Court Administrator, Filing, Storage Separations: Must have physical separation (counter) from public area.
<i>Security</i>	Within the public/secure court area. Access to space by court personnel or escorted visitors only.
<i>Goals</i>	Provide sufficient workspace to serve the functions of the Court Clerks.

Space

Filing

<i>Function</i>	Storage of case files that are required to be kept on-site.
<i>Net Area</i>	400 SF
<i>Activities</i>	Storage of files, access to files.
<i>Occupancy</i>	N/A
<i>Equipment</i>	Mobile-track file storage system Verify if Microfilm reader/Microfilm storage is required Telephone Layout table or counter Shredder Safe- for evidence storage
<i>Critical Factors</i>	Space must have convenient access to Court Clerks for retrieving records for public information. Provide adequate storage space in anticipation of potential increased caseload.
<i>Relationships</i>	Adjacencies: Court Clerks, Workspace Separations: Must be enclosed in a physical room which can be secured if required. Filing room should not be visible from the public counter.
<i>Security</i>	Within the public/secure court area. Access to space by court personnel only.
<i>Goals</i>	Provide sufficient storage space to satisfy legal requirement for document storage on-site.

Space

Storage

<i>Function</i>	Storage Space for general office supplies
<i>Net Area</i>	250 SF
<i>Equipment</i>	Large, deep open shelving Full-height cabinets with adjustable shelving Counter with cabinets above and below
<i>Critical Factors</i>	
<i>Relationships</i>	Adjacencies: Workspace, Court Clerks Separations: Should be a physically separate room from the workspace.
<i>Security</i>	Within the public/secure court area. Access to space by court personnel only.

Space

Equipment Storage

<i>Function</i>	Storage of special office equipment
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City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Work Processing Areas

<i>Net Area</i>	100 SF
<i>Activities</i>	Storage of valuable equipment and supplies.
<i>Occupancy</i>	N/A
<i>Equipment</i>	Large, deep open shelving Full-height cabinets with adjustable shelving
<i>Critical Factors</i>	Must be a physically separate, lockable room, with flexible storage of various-sized items.
<i>Relationships</i>	Adjacencies: Court Clerks, Workspace Separations: Must be enclosed in a physical room which can be secured
<i>Security</i>	Within the public/secure court area. Access to space by court personnel only.

Space

Staff Restrooms

<i>Function</i>	Restroom space for court personnel staff.
<i>Net Area</i>	40 SF (determined by layout)
<i>Occupancy</i>	N/A
<i>Equipment</i>	Toilet Lavatory
<i>Critical Factors</i>	Provide one or two unisex toilet rooms, as required by code.
<i>Relationships</i>	Adjacencies: Court Clerks Separations: Must be enclosed in a physical room which can be secured
<i>Security</i>	Within the public/secure court area. Access to space by court personnel only.

General:

The Court Clerks space and its relationship with the public service counter should present a friendly, professional atmosphere to the public. The feeling of security and privacy should be reinforced by the design relationships.

The public access to the Clerks should be controlled and limited so that the public waiting area does not provide a distraction to the work in the Clerks office and so that the public is served in an orderly manner.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Ancillary

The Ancillary spaces listed below are spaces that are specific to the Municipal Court area. Ancillary spaces that are shared with the Police and with general public spaces are included in the shared spaces program.

Included in this area are:

- | | |
|-------------------|-----------------|
| Audio/Visual Room | Storage |
| Server/Equipment | Expansion Space |
| Circulation | |

<i>Space</i>	Audio/Visual Room
<i>Function</i>	Space integral with courtroom that houses the units to control the audio/visual components of the space.
<i>Net Area</i>	100 SF (determined by layout)
<i>Activities</i>	Audio / Visual controls
<i>Occupancy</i>	N/A
<i>Equipment</i>	Specialty design of equipment required for: Video Conferencing Audio Enhancement Assistance for the hearing impaired Video projection
<i>Critical Factors</i>	Space shall be accessed from the courtroom. Provide adequate space and ventilation for the components as required.
<i>Relationships</i>	Adjacencies- Courtroom Separations- Entrance to A/V room should be placed so its access is only minimally disruptive to courtroom.
<i>Security Goals</i>	Within the public/secure court area

<i>Space</i>	Storage
<i>Function</i>	Storage space for miscellaneous items.
<i>Net Area</i>	250 SF
<i>Activities</i>	Storage
<i>Occupancy</i>	N/A
<i>Equipment</i>	Deep adjustable shelving
<i>Critical Factors</i>	Provide locked door to space.
<i>Security</i>	Storage shall be located within the public/secure area.

<i>Space</i>	Server/Equipment Room
<i>Function</i>	Space for the computer server and communications equipment serving the court facility.
<i>Net Area</i>	30 SF (approx. Actual space as required by equipment.)
<i>Activities</i>	N/A
<i>Occupancy</i>	N/A

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Municipal Court- Ancillary

<i>Equipment</i>	As required by systems design.
<i>Critical Factors</i>	Server/Equipment Room shall be secured and accessed only by authorized personnel. Provide adequate ventilation for the function of the equipment.
<i>Security</i>	Within the public/secure court area.

Shared Spaces

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Fire Department- Administrative

A portion of the administrative spaces for the Fire Department will co-locate with the Police and Municipal Court facility. Fire Department spaces will share a public lobby and restrooms with the Municipal Court but will be outside of the secure public areas of the court and outside of the secure areas of the police facility.

Included in this area are:

- | | |
|----------------|------------------------|
| Chief's Office | Fire Marshall |
| Finance | Administrative Offices |
| Circulation | Filing |
| Storage | |

<i>Space</i>	Chief's Office
<i>Function</i>	Private Office for work and small meetings.
<i>Net Area</i>	250 SF
<i>Activities</i>	Office work Small meetings Personnel interviews
<i>Occupancy</i>	1-3 persons
<i>Equipment</i>	Ethernet connection Telephone U-shaped workstation and desk chair Computer and monitor Laptop docking station (future) Radio monitor 2 guest chairs (soft) 2 Two-drawer lateral filing cabinets- locking 1 Four-drawer lateral filing cabinet Acoustic door seals Floor-to-structure walls (for acoustics)
<i>Critical Factors</i>	Visibility to office spaces- interior window, w/ blinds that can close Provide exterior windows.
<i>Relationships</i>	Adjacencies- Fire Marshall, Administrative Offices Separations- Chief's office should not be directly visible from public entry into the Fire Department offices.
<i>Security</i>	Not located within restricted court and/or police areas of the building.
<i>Goals</i>	Provide a working environment for the Chief that reinforces an "open" atmosphere, but is also conducive to productivity.

<i>Space</i>	Fire Marshall
<i>Function</i>	Private Office for work and small meetings.
<i>Net Area</i>	150 SF
<i>Activities</i>	Office work Small meetings
<i>Occupancy</i>	1-2 persons
<i>Equipment</i>	Ethernet connection

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Fire Department- Administrative

Telephone
 U-shaped workstation and desk chair
 Computer and monitor
 1 guest chair
 1 Two-drawer lateral filing cabinets- locking
 1 Four-drawer lateral filing cabinet

Critical Factors

Relationships Adjacencies- Fire Chief, Administrative Offices

Security Not located within restricted court and/or police areas of the building.

Goals

Space

Finance

Function Private Office for work and small meetings.

Net Area 150 SF

Activities Office work
 Small meetings

Occupancy 1-2 persons

Equipment Ethernet connection
 Telephone
 U-shaped workstation and desk chair
 Computer and monitor
 1 guest chair
 1 Two-drawer lateral filing cabinets- locking
 1 Four-drawer lateral filing cabinet

Critical Factors

Relationships Adjacencies- Fire Chief, Administrative Offices

Security Not located within restricted court and/or police areas of the building.

Goals

Space

Administrative Offices

Function Open office space for Administrative Staff

Net Area 250 SF

Activities Office Work

Occupancy 2 staff

Equipment *For each:*
 L-Shaped desk workstations
 Computers and monitors
 Ethernet Connection
 Telephone
 1 Two-drawer file cabinets-each workstation
 Shelving above desk
For the space:
 Radio monitoring
 Printer

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Fire Department- Administrative

	Copier Fax Shredder
<i>Critical Factors</i>	Acoustic design needs to minimize distraction with multi-functions within the space. Arrange space so administrative staff can greet visitors.
<i>Relationships</i>	Adjacencies: Fire Chief, Fire Marshall, Filing
<i>Security</i>	Not located within restricted court and/or police areas of the building.

Space

Filing

<i>Function</i>	Storage of general office filing, project files, etc.
<i>Net Area</i>	50 sf (approx)
<i>Occupancy</i>	None
<i>Equipment</i>	4-drawer lateral file cabinets Counter/layout area
<i>Critical Factors</i>	Floor design shall accommodate loading for files. Space may be integrated with the Administrative Offices.
<i>Security</i>	Not located within restricted court and/or police areas of the building.
<i>Relationships</i>	Adjacencies: Administrative Offices

Space

Storage

<i>Function</i>	Storage of general office equipment and supplies
<i>Net Area</i>	100 sf (approx)
<i>Occupancy</i>	None
<i>Equipment</i>	Open Shelving Full-height storage cabinets with adjustable shelving Layout counter w/ storage below
<i>Critical Factors</i>	Adjacent to and easily accessible by the Administrative Office
<i>Security</i>	Not located within restricted court and/or police areas of the building.
<i>Relationships</i>	Adjacencies: Administrative Office

General:

Fire Department Administrative Offices will not be located within the secure perimeter of the police area, nor will visitors to the Fire Department offices be subject to the court security screening. Access to the Fire Department Offices will be separate from access to the court secure areas.

Fire Department offices will have the ability to secure their own space, but will not require special security during normal business hours.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Shared Spaces

A portion of the administrative spaces for the Fire Department will co-locate with the Police and Municipal Court facility. Fire Department spaces will share a public lobby and restrooms with the Municipal Court but will be outside of the secure public areas of the court and outside of the secure areas of the police facility.

Included in this area are:

- | | |
|-------------------------------------|-----------------------|
| Lobby/Reception Area | Assembly Area |
| Training Room/Public Meeting | Conference Rooms |
| Information Kiosks/Terminals | Lunchroom (employees) |
| Shower/Locker Areas | Public Restrooms |
| Janitors' Room/Building Maintenance | Mechanical Space |

Space

Lobby/Reception Area

<i>Function</i>	Public Lobby entrance to the building.
<i>Net Area</i>	500 SF
<i>Activities</i>	Lobby, waiting area, informational kiosk
<i>Occupancy</i>	8-10 persons
<i>Equipment</i>	<i>Seating for 8-10 persons:</i> 10 Chairs and 2 side tables Information Kiosk Drinking Fountains Trash Receptacles Display Cases
<i>Critical Factors</i>	Provide a community space as a grand entrance to the police, court and fire functions. Opportunities for community art and historic displays in the space.
<i>Relationships</i>	Space should be architecturally prominent at the front of the building. Clearly visible from the street and from parking areas.
<i>Security</i>	Persons entering lobby will not need to pass through security.
<i>Goals</i>	Provide a welcoming, civic space that invites the public to the police and municipal court facility

Space

Assembly Area

<i>Function</i>	Upscale conference room used by the court, police department, and the community.
<i>Net Area</i>	400 SF
<i>Activities</i>	Conferences, community meetings, training sessions
<i>Occupancy</i>	15-18 persons
<i>Equipment</i>	<i>Seating for 15-20 persons:</i> 15 Conference Chairs and 6 stacking chairs Conference Table Built-in Casework Retractable screen- ceiling mounted Teleconferencing infrastructure Telephone Ethernet connection Whiteboard (with closeable leaves)

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Shared Spaces

	Display Cases
<i>Critical Factors</i>	Provide an upscale conference space that can be used for conferences related to the court, police, or other city functions. Space should be well-lit, appropriate for video conferencing, and should have comfortable seating for long conferences.
<i>Relationships</i>	Adjacencies: Lobby/Reception Area. Secondary access to the space may be through the police secure area, provided security is not compromised into the police space.
<i>Security</i>	Persons using the Assembly area will not be screened by security.
<i>Goals</i>	Provide a high-end, multi-function space for meetings and conferences.

Space

Training Room/Public Meeting

<i>Function</i>	Training Room for police all-hands training meetings; flexible, divisible space for community gatherings.
<i>Net Area</i>	1600 SF
<i>Activities</i>	Police physical training- large group Community meetings Conferences banquets
<i>Occupancy</i>	45 persons- (divisible into two 22-person spaces)
<i>Equipment</i>	<i>For each side of divisible space:</i> Kitchenette (under-counter refrigerator, countertop, sink, casework above and below counter) Ethernet connection Telephone Wall-mounted television/monitor (fed via cable to A/V room) Storage Closets- Sized to accommodate all police training mats, chairs, and tables. (Approx. 3' x 16') Flush-mounted floor receptacles- 10' o.c. in space. Whiteboard <i>For the entire space:</i> Tables and chairs, assembled in rows, classroom-style to seat 45 persons. Audio/Visual Room- locked, adjacent to training space (12' x 14') Storage room- locked <i>For use as ECC Emergency Communications Center:</i> Ethernet connections, telephone connections, and power feeds to function as an ECC, Emergency Communications Center (Coordinate with roof-mounted antennae/radio pack, and other required ECC equipment.)
<i>Critical Factors</i>	Provide exiting for the divided spaces to function as separate, assembly-occupancy rooms. Room division mechanism shall function as acoustic barrier between spaces. Provide infrastructure for broadcast of video/dvd presentations on television monitors. Provide finishes that are rugged for heavy, physical use.
<i>Relationships</i>	Adjacencies- Lobby/Reception, Police Operations.
<i>Security</i>	Not located within restricted court and/or police areas of the building.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Shared Spaces

	Provide security between the Training Room and the police (and/or court) functions of the facility.
<i>Goals</i>	Provide a space large enough for "all-hands" police department training sessions and meetings. Provide a multi-purpose space that can be shared with the community or used for emergency management if required.

Space

Conference Rooms

<i>Function</i>	Police "soft" interview rooms which can be shared with other public uses.
<i>Net Area</i>	400 SF (200 SF each)
<i>Activities</i>	Interviews with victims, "persons-of-interest" or small police or court-related conferences. May be used by public defenders/prosecutors to meet confidentially (or securely) with their clients.
<i>Occupancy</i>	2-4 persons (each room)
<i>Equipment</i>	<i>For each room:</i> Table 4 chairs Infrastructure for audio monitoring <i>For one of the rooms:</i> Fingerprinting Station Countertop with sink, storage below
<i>Critical Factors</i>	Rooms shall be designed to the security standards of interview rooms in the booking area: full-height walls, locked lighting controls, etc. Finishes and lighting shall be more inviting than in the booking interview rooms. (No handcuff ring shall be provided in this space.) Provide acoustic isolation. Spaces controlled by police front desk personnel. Secondary access to interview rooms shall be provided from police secure area. Provide access to conference rooms through alternative path that does not require passage through the main reception/lobby.
<i>Relationships</i>	Adjacencies- Police Waiting Area, Police Front Desk.
<i>Security</i>	Not located within restricted court and/or police areas of the building.
<i>Goals</i>	Provide interview rooms as an alternative to the "hard" interview rooms in the booking area. Rooms may be used for interviewing victims or "persons-of-interest" who would not be appropriate to interview in the booking area, but security is required. Spaces should not be so institutional that they cannot be shared with court uses.

Space

Information Kiosks/Terminals

<i>Function</i>	Provide public information for the Police, Courts, Fire Department, and other civic functions.
<i>Net Area</i>	100 SF
<i>Activities</i>	Information distribution in the form of flyers, posters, and computer terminals. Public research at public computer terminals.
<i>Occupancy</i>	2-5 persons
<i>Equipment</i>	Display space

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Shared Spaces

	computer desks (2) Ethernet connections (2)
<i>Critical Factors</i>	Provide information for the general public.
<i>Relationships</i>	Adjacencies- Lobby/Waiting Area
<i>Security</i>	Not located within restricted court and/or police areas of the building.
<i>Goals</i>	Provide public information and access to internet for the general public.

Space

Lunchroom

<i>Function</i>	Shared lunchrooms for the Police, Court, and Fire Department staff.
<i>Net Area</i>	400 SF
<i>Activities</i>	Office Work
<i>Occupancy</i>	24 staff
<i>Equipment</i>	6 round tables w/ 4 chairs each Wall-mounted television w/ Cable TV connection Full-size refrigerator Dishwasher 2 microwave ovens Double-sink
<i>Critical Factors</i>	Space shall be adjacent to secured outdoor space for outdoor eating/smoking area. Space shall be accessible to employees only. Police employees shall not need to go through court security screening to access lunchroom space.
<i>Relationships</i>	Adjacencies: As near as possible to both court and police spaces.
<i>Security</i>	Not located within restricted court and/or police areas of the building.

Space

Shower/Locker Areas

<i>Function</i>	Shared shower/locker space for court, and fire department employees. Separate male/female shower, changing spaces
<i>Net Area</i>	300 SF
<i>Activities</i>	Showering, dressing, grooming
<i>Occupancy</i>	N/A
<i>Equipment</i>	For each space: ADA Accessible
<i>Critical Factors</i>	Space shall be adjacent to secured outdoor space for outdoor eating/smoking area. Space shall be accessible to employees only. Police employees shall not need to go through court security screening to access lunchroom space.
<i>Relationships</i>	Adjacencies: As near as possible to both court and police spaces.
<i>Security</i>	Not located within restricted court and/or police areas of the building.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Shared Spaces

Space

Public Restrooms

<i>Function</i>	Restroom facilities serving the public users of the court, lobby, training and conference rooms, police station, and fire department. Also serving the employees of the court and fire department.
<i>Net Area</i>	400 SF (Determined by layout)
<i>Equipment</i>	Toilets/Urinals Lavatories
<i>Critical Factors</i>	Fixture counts determined by code requirements
<i>Security</i>	Not located within restricted court and/or police areas of the building.
<i>Relationships</i>	Adjacencies: Lobby, entrance to court

Space

Janitors' Closet/Maintenance

<i>Function</i>	Provide space for cleaning mops, storing cleaning supplies, etc.
<i>Net Area</i>	70 SF
<i>Activities</i>	storage
<i>Occupancy</i>	N/A

Space

Mechanical Space

<i>Function</i>	Provide space for the mechanical equipment serving the building.
<i>Net Area</i>	1500 SF (approx. To be determined by equipment design)
<i>Critical Factors</i>	Provide mechanical space that is secure, not accessible by the public. Adjacent to exterior walls/roofs as required by design. Provide acoustic isolation- no noise transmission to adjacent spaces. Locate the exterior openings so noise from the spaces does not affect surrounding properties.
<i>Occupancy</i>	N/A

General:

The shared spaces will be located so they do not require special security access to any of the secure spaces of the police or the court facility.

Site Selection Criteria

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Site Selection Criteria

Site selection should be carefully considered using the weighted criteria to determine the appropriate site. Selection process should not be limited to consideration of only properties currently owned by the city or offered for sale to the city. All potential sites should be considered.

- List of Weighted Criteria-Summary
- Criteria Breakdown
 - Location
 - Size
 - Physical Features
 - Adjacencies
- Acquisition Considerations

Weighted Selection Criteria-Summary

The evaluation of an individual site relative to the selection criteria is a subjective process. The criteria have been assigned relative importance ratings. These are intended to avoid letting less-important criteria drive the selection process.

Relative Importance

- ***** High
- * Low

Location

*****	Proximity to arterial- Highway 305
*****	Located within zone that allows government use
****	Easy access to downtown core
****	High-visibility, public prominence
***	Direct access to regional public transit
***	Lack of functional nuisances
**	North-End location for proximity to Kitsap Peninsula (Court users)

Property Size

*****	Sized to accommodate building coverage mandated by zoning
****	Accommodate multiple parking areas with separate circulation/access points
****	Property size should accommodate all outdoor programmed areas after required setbacks have been calculated
*	Sized to allow space for public benefit feature on-site

Physical Features

*****	Relatively flat site
*****	Situated for law enforcement functions to occur on the ground floor
***	Free from environmental and physical hazards
***	Free from environmental contamination
***	Geotechnically adequate for the proposed construction

Adjacencies

****	Adjacent to, or near, other governmental agencies
***	Avoid proximity to residential zone (relative importance decreases for properties within downtown core.)
***	Shall not be immediately adjacent to a school
**	Located in an area where adequate fire flow is available in waterlines

Location

- **Proximity to Arterial- Highway 305**

Highway 305 is the primary arterial serving a large portion of the island, including the downtown core and both routes onto and off of the island. It is critical that the police headquarters have access to this arterial with minimal impediment. It is also beneficial for the courthouse to be near Highway 305 providing easy access for courthouse users and facilitating transportation within the Kitsap County court system.

- **Located Within a Zone That Allows Government Use**

The site that is selected shall be zoned to allow Government uses. A site that is not zoned for government use would need to be re-zoned. There is no guarantee that this can be achieved; a property that is not zoned for Government use presumes that a Government use is not appropriate on that property.

- **Easy Access to Downtown Core**

As the downtown core grows and increases in density, it becomes more important as the center-of-gravity in the community. It is good for the police headquarters and municipal court to have a positive presence in the community and this can be more easily achieved closer to the core.

- **High Visibility, Public Prominence**

The facility shall be located where the entrance to the building is visible from the street with an attractive edifice that can be a source of community pride. The ideal site would be one which is seen by a large number of people on a daily basis.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Site Selection Criteria

• **Direct Access to Public Transit**

Regional public transit shall be available to the site for the many court users who do not have access to an automobile. The site location may be coordinated with Kitsap Transit to ensure that regional bus, not just ferry commuter bus, lines can be routed to the site.

• **Lack of Functional Nuisances**

A functional nuisance would be something that is detrimental to the function of the site even if it is not constant or easily quantified. For example, access to the existing police facility is often blocked by ferry traffic that is backed-up at the stoplight. This would be considered a functional nuisance.

• **North-End Location for Proximity to Kitsap Peninsula**

In anticipation of a future "regional" court system (See 3a-3, for explanation), the site selection shall consider that in the near future many courthouse users will be coming from Kitsap Peninsula. This would make a site that is easily accessed from the north more efficient for these users and would minimize the impact of this traffic on local streets.

Property Size

• **Sized to Accommodate Building Coverage Mandated by Zoning**

Many of the zones in the Land Use Ordinance mandate maximum lot coverages for specific building types. The property must be large enough that the required building area does not exceed the maximum allowed, as a percentage of the lot size.

Zoning Designation	Government Facility-Permitted	Government Facility-Conditional Use	Maximum FAR	Maximum Lot Coverage	Required Lot Coverage Reduction for CUP	Allowable Lot Coverage*	Targeted Lot Size- Upper Range	Targeted Lot Size- Lower Range
R-14			n/a	25%		25%	135,920 SF	3.1 AC
R-8			n/a	25%	50%	12.5%	271,840 SF	6.2 AC
R-6			n/a	no maximum	50%	no maximum	SF	AC
R-5			n/a	25%	50%	12.5%	271,840 SF	6.2 AC
R-4.3			n/a	25%	50%	12.5%	271,840 SF	6.2 AC
R-3.5			n/a	25%	50%	12.5%	271,840 SF	6.2 AC
R-2.9			n/a	25%	50%	12.5%	271,840 SF	6.2 AC
R-1			n/a	15%	50%	7.5%	453,067 SF	10 AC
R-0.4			n/a	10%	50%	5%	679,600 SF	16 AC
Central Core			0.6	100%		100%	33,980 SF	0.8 AC
Madison Avenue			0.4	35%		35%	97,086 SF	2.2 AC
Ericksen			0.3	35%		30%	113,267 SF	2.6 AC
Gateway			0.15	35%		15%	226,533 SF	5.2 AC
Ferry Terminal			0.1	75%		10%	339,800 SF	7.8 AC
High School Rd I & II			0.3	50%		30%	113,267 SF	2.6 AC
Light Manufacturing**		Professional Service- CUP	n/a	35%	not required	35%	97,086 SF	2.2 AC

*Where FAR is more restrictive than maximum lot coverage, the lower number is used.

**Light Manufacturing has more restrictive open space requirements, therefore a larger site is required.

Programmed Building Area- Footprint
 Single-Level Construction 33,980 SF
 Multi-Level Construction (30% upper/lower) 22,427 SF

(The lot sizes above are specifically intended to meet zoning coverage requirements. They do not necessarily reflect the space required for outdoor functions. In the case of "R" zoned properties, the space required for outdoor functions would not need to be added to the lot sizes stated above, as they can occur in the non-building areas. In the case of the denser zones, the space for outdoor program functions would need to be added to the targeted lot size in order to determine the size of site that is required.)

- **Accommodate Multiple Parking Areas with Separate Circulation/Access Points**

The logistics of accommodating the access and security requirements for both the police and court functions require more vehicular circulation than would be necessary in a standard commercial development. On a more densely-zoned property, a lot that is larger than the size dictated by lot coverage calculations may be required to accommodate the additional circulation. In some cases the zoning code restricts the number of curb-cuts on a property to a single curb-cut. It is likely that special permission will be required to allow multiple curb cuts.

- **Accommodate All Outdoor Programmed Areas After Required Setbacks Have Been Calculated**

On a more densely-zoned property, a lot that is larger than the size dictated by lot coverage calculations may be required to accommodate all the outdoor programmed areas. The outdoor programmed areas cannot occur within the landscape setbacks that are required in many of the zones, so additional space may be required. Certain zones, such as light manufacturing, have more restrictive open space requirements and a larger site would be needed.

- **Sized to Allow Space for Public Benefit Feature On-Site**

A civic building of this magnitude is a good opportunity to provide a public benefit feature such as an artistic fountain, a playground, an amphitheater, skateboard park, etc. If it is possible, it would be good to allow enough space on the property to provide a public benefit feature.

Physical Features

- **Relatively Flat Site**

It would be more cost effective to select a flat or gently-sloping site. The more the site is sloped, the greater the cost to construct the building.

- **Situated So That All Law Enforcement Functions Can Occur on the Ground Floor**

Many of the law enforcement functions require direct access to the patrol entrance to the building. The site should not be situated so that it requires too many levels.

- **Free from Environmental and Physical Hazards**

Potential hazards such as ponds, steep slopes, or large boulders could be liability issues and should be avoided.

- **Site Shall be Free from Environmental Contamination**

There shall be no environmental contamination or waste on the site. Any contamination should be completely removed and monitored according to all regulatory requirements.

- **Geotechnically Adequate for the Proposed Construction**

The geotechnical conditions should be such that standard foundations can be constructed without inordinate engineering or special construction. Removal of soil and import of structural fill and special foundation construction to accommodate poor soils conditions will affect the cost of construction. If the site is not in a location with City sewer availability, then it must appropriately accommodate a septic system.

Adacencies

- **Adjacent to, or Near, other Governmental Agencies**

There are efficiencies in inter-departmental communications by having governmental facilities adjacent to one another.

- **Avoid Proximity to Residential Zone**

There are aspects of the police and municipal court functions that may be undesirable to residential neighbors. The police facility is a 24/7 operation with vehicles entering and leaving on a regular basis. In the event of an emergency, the generator would create a noise nuisance. (This can be mitigated by locating the generator away from any adjacent residences.)

- **Shall not be Immediately Adjacent to a School**

There are persons who are taken-in for questioning and who are otherwise required to report to the courthouse or police station who are prohibited from being near schools. Requiring them to report the courthouse would force them to be in violation of orders. There are aspects of the function of both the police and the court that are not desirable adjacent to a school. For example, weapons registration occurs at the police station. Many parents in this community would not like the idea of having civilian weapons close to a school on a regular basis. The transfer of persons-in-custody from the County Jail to the courthouse is probably best if it is not in view of a school.

- **Located in an Area Where Adequate Fire Flow is Available in Waterlines**

The minimum fireflow that will be required for a facility this size and occupancy will be significant. If the water service to the area does not provide adequate fireflow, then a pump and generator system will need to be constructed, or the water system will need to be upgraded.

The Bainbridge File Marshall at the time of this research, Earl Davis, has generally indicated some guidelines that may affect the selection of a site in an area with adequate fireflow.

Some areas that he suggested are likely to have adequate fireflow are:

- *Sportsman Club/New Brooklyn/Madison Fire Station Area- This area and the areas nearby generally have very good fireflow and can easily accommodate a facility of the proposed size and construction type.*
- *Day Road Industrial Area- The water system around the Day Road industrial area could adequately serve the facility*

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Site Selection Criteria

- *High School Road- The properties around High School Road, especially in the vicinity of Highway 305 and west of Ferncliff have reasonable availability.*

The areas that may have enough fireflow to serve the facility, especially if adjustments are made to the construction type would be:

- *Winslow Way- In the vicinity of the ferry terminal and Highway 305, the water service may be adequate. More detailed calculations and perhaps modifications to the construction may determine this is feasible.*
- *Lynnwood Center- It is questionable but possible that the fireflow in the area is adequate.*

The areas that do not currently have adequate fireflow and would require substantial upgrades to the system would be:

- *Rolling Bay- Although it is a Neighborhood Service Center, the PUD does not provide adequate flow in this area for this type of facility.*
- *North Madison Avenue- Other large projects have been denied approvals for construction due to inadequate fireflow.*
- *Moran Road/Ferncliff- Areas served by the former North Bainbridge Water District, east of Highway 305. Until the Municipal water system is enlarged to serve this area, it will likely remain inadequate.*

Acquisition Considerations

Leverage the Value of the Existing Police Station Property (Winslow Way and Highway 305)

The property where the existing police station is located has high commercial value. The various constraints and the limited size make it inappropriate for the proposed facility, but it should be considered as an asset that can be leveraged toward the purchase of a new site. The property value is significant in light of the new development around the ferry terminal including the mixed-use development under construction (winter 2006) and the proposed improvements by Washington State Ferries to the Bainbridge Ferry Terminal. As a commercial property, it has a great deal of visibility and it has value as a walking destination for ferry passengers.

The small parcel of private property that is surrounded by the police property is a liability to the development potential of the property. If that property were acquired and merged with the police property, the added value would greatly exceed the cost of the property acquisition. (That small parcel by itself has very little value associated with development potential. It would not be economical to re-develop it under current zoning restrictions.)

Retain Existing Police Property under Public/Private Development Partnership

The primary reason that the existing property is valuable is for its development potential. This translates into the fact that there is potential for profit for the entity that develops the property. If the city were to retain the property and become partners with a private developer on the property, the income could be used to pay the capital costs on the new facility.

Leverage the Values of Existing City Property Acquired for Police Station (New Brooklyn and Sportsman Club Road)

If, through the selection criteria process, it is determined that the property that is currently owned by the City of Bainbridge Island for the construction of the proposed facility is not appropriate, then that property can be used as leverage for acquisition of a new site.

The property may be sold and the proceeds used to offset the cost of another property. This property may also be used in other ways. If the selected site is one that is owned by another entity, the existing properties could be used to come to a creative arrangement that may involve relocation of an existing use to a new property. This would help avoid the condemnation process to acquire property.

Contract with a Developer to Construct the Facility

It is becoming increasingly popular for jurisdictions to partner with developers to construct capital projects using private capital. The banking climate over the past few years has been such that private financing is competitive with public financing costs. This has been done successfully with many local agencies including the City of Seattle, King County, and the State of Washington.

There are variations in the way the process may work; it can be tailored to meet the specific requirements of the project. The basic concept is that the developer purchases the land, designs and constructs the project to meet the precise requirements of the users, leases the facility to the City for a specified period, and the City takes ownership of the facility at the end of the lease period.

There are numerous advantages with this type of development. (Legal consultation is required to insure that the development agreements are in accordance with state law.)

- Funding the project as a lease does not require expensive and time-consuming bond initiatives.
- Because the project is constructed by a private developer, the project is not encumbered by many of the regulations imposed on public development that add to the project cost and schedule.
- A project can be constructed more quickly and with less cost. Traditionally, the ratio of total project cost to construction cost is much lower on a private development than it is on public development. This allows a public project to be constructed using the lower project costs of a private development.

Recommendations

Alternatives- Existing Facility/Site

Viability of Existing Facility

The existing police building is functioning at its maximum capacity as the current police headquarters.

The site is constrained by heavy traffic arterials. Re-working of the site to improve access within and onto the site would be difficult. (Site could not be permitted as it now exists if it were to be built new.)

Upgrades to the ferry terminal by WSF and requirements for transit will result in additional right-of-way acquisition at the Highway 305/Winslow Way intersection. The Unocal site was purchased by Kitsap Transit and the City of Bainbridge Island with the intent that a portion of the property would be dedicated for transportation use, including provision for additional right-of-way. The State Department of Transportation has indicated that additional right-of-way will likely be required to be dedicated from the site currently occupied by the existing police headquarters because of issues related to alignment of the intersection.

The existing facility is not large enough for the police needs. The most recent upgrade resulted in an efficient use of the existing facility; it would be difficult to improve upon the use of the existing spaces. Enlarging the building would reduce the parking area. The facility is already deficient in meeting the requirements for outdoor spaces.

If the building were remodeled or enlarged, installation of fire sprinklers would be required. Additionally, the facility would need to be structurally designed to a seismic strength of 150% of standard construction. This would make the project significantly more expensive than could be justified by the gain.

The cost-per-square-foot for remodel construction is generally higher, in terms of return on investment, than the cost-per-square-foot for new construction. If the existing police station were enlarged, the costs relative to the benefit would not justify doing the project.



Context of Existing Police Facility Property

Irregular shape and traffic requirements make construction of a new facility unfeasible.

Zoning Analysis of Existing Property

Zone	Mixed-Use Town Center, Central Core Overlay
Property Size	.82 AC- 35,719.2 SF
Allowable Coverage- FAR	0.6 FAR 21,432 SF
Setbacks	- Front- 5' Maximum from sidewalk - Side/Rear- 0'
Parking	It is assumed that parking requirements shall be negotiated based on building function and documented programmed parking requirements by function.

Mathematically, the programmed building areas of the Police Headquarters only (not the Municipal Court or Shared Spaces) could fit on the site area. Practically, however, given the shape of the site and the extreme functional isolation of the site because of the traffic issues, it would not be advisable to try to construct a new police headquarters on the site. The programmatic compromises that would be required to fit the project on this site would diminish the effectiveness of the facility. There would be very little cost savings to construct a facility on this property. This property has the potential for a high commercial land value. It is more cost effective to leverage the value of the land to purchase more functional land for a multi-use facility.

Recommendations

The findings of this report indicate that it is not advisable to enlarge the existing facility or to re-build on the existing site. The property value should be leveraged toward the purchase of a more appropriate site. Another option would be to co-develop the property as an equity partner and to utilize the proceeds to offset the capital costs of a new police and municipal court facility.

Alternatives- Sportsman Club/New Brooklyn Site

Viability of Sportsman Club/New Brooklyn Site

The size of the site exceeds the required size by approximately 200%. The site size would be large enough for constructing a police and court facility, however there are many drawbacks related to the location of the site.

The site is across the street from Woodward Middle School. It is not uncommon that the municipal court and police station provide services for persons who should not be near a school. There are convicted felons who may be attending court on other misdemeanor issues who may be prohibited from being within 500' of a school. There are also a large number of custody and domestic protection issues that are handled by both the court and the police. Requiring them to appear in court would force them to be in violation of restraining orders if their children attend the school.

There may also be sex offenders or other convicted felons who are attending court on unrelated misdemeanor charges but who are prohibited from being near schools. Appearing in court or attending someone who is required to appear in court would force them to be in violation of such terms.

The adjacency to the schools presents circulation issues for the police. There are two "school zones" located within one mile of the site: Sportsman Club Road north of New Brooklyn, and Madison Avenue south of New Brooklyn. These zones have a speed limit of 20 mph from 7 am to 5 pm. Police work may be impaired if they comply with this regulation. If they do not comply with this regulation, they could inadvertently endanger children and they would not be presenting a good image to the community.

The site is adjacent to many single-family residences. The police need to be able to exit the facility using their sirens on a 24-hour basis. Their automobiles and sirens would be a nuisance to the established residential neighborhoods that already exist there.



Context of Sportsman Club/New Brooklyn Property
 Middle-School and Intermediate School directly north of site.
 Great number of single-family residences adjacent to site.

Zoning Analysis of Sportsman Club/New Brooklyn Property

Zone	R-2
Property Size	15 AC- 653,400 SF
Allowable Coverage- FAR	20%- reduced to 10% for governmental uses 65,340 SF
Setbacks	- Front- 25' - Side 5' min, 15' combined - Rear 15'
Parking	It is assumed that parking requirements shall be negotiated based on building function and documented programmed parking requirements by function.

Recommendation

The Sportsman Club/Highway 305 site would not be the best location for the Police Headquarters and Municipal Court facility. The site is a valuable property for its residential development potential. The City of Bainbridge Island should sell the site and use the equity to purchase a site that would be more appropriate.

The site can be subdivided into approximately 30 single-family lots. Assuming each lot is 20,000 SF, relatively flat, with all utilities available, the properties may sell for approximately \$150,000 (current market at time of study). After subtracting the cost of subdividing the property, it would offset the cost of developing a project on another site by approximately \$4 million.

Alternatives- Winslow Downtown Area

Viability of a Property in Winslow Downtown Area

For the purpose of this study, the Winslow Downtown is assumed to be the portion of the city bounded by Eagle Harbor, Madison Avenue, High School Road, and Highway 305.

There are several advantages to developing in the Winslow Core. The site development would be more efficient. The zoning code allows more building lot coverage which means excess land would not need to be purchased as would be required for developments in areas outside the core.

Depending on circulation and specific location, the lot in a Winslow Core would need to accommodate a minimum size building footprint of approximately 23,000 SF. The outdoor spaces and parking would require approximately 64,

Core Development

Building Footprint	23,000 SF- two-story construction
Parking stalls	124 stalls @180 SF each= 22,320 SF
Circulation @ 100% of parking stall area	22,320 SF
Subtotal	67,640 SF
Ancillary Site functions @ 10% of program areas	6,764 SF
Total Area Required	64,404 SF , 1.7 AC

The area indicated is in areas that do not have FAR and lot coverage requirements that further restrict the size of the building. (See Selection Criteria)

Advantages

A police and municipal court facility in the downtown core has the advantage of having public prominence and can be a source of civic pride.

Within the core, there is easy access to other governmental agencies that interact with the department including city hall and fire headquarters.

Because the core area has the highest concentration of the city's population, a facility located in the core would be the most convenient for the most number of users. Regional and local transit is available. Parking could be shared with other civic or commercial uses.

In the downtown area, there is more diversity of land uses. There are likely to be more opportunities for shared parking or public benefit features.

Disadvantages

Because of the commercial development potential in the Winslow downtown area, the land is more expensive. As changes in the area occur, and density increases, there will be other dynamics that will affect the selection of a site in the downtown area. Property values in the core, because of the higher density, are likely to increase in value more quickly than the properties in the outlying areas.

The downtown core areas will have more adjacency and site-related relational considerations than a site that is selected outside the downtown area.

Because the program calls for a large building and there are few large lots available in the downtown core, it is more likely that multi-level construction will be required. Multi-level construction for this facility is possible, but there will be many functional constraints that will determine which functions can occur on levels other than ground level.

Recommendation

A site in the Winslow Core would be a good site for a new Police Headquarters and Municipal court facility. Each site that is considered would have to be evaluated on a case-by-case basis relative to the selection criteria and to the adjacent property uses.

Alternatives- Outside Downtown Area

Viability of a Property Outside the Downtown Area

The program requirements for the facility tend to make selection of a site outside the downtown area a preferred option. The adjacency and security requirements function better with more of the program area on the ground level, leading to a

larger footprint. There is a large amount of programmed outdoor space that is non-public space associated with the police functions. These spaces should be screened and secure. This can be done more cost effectively on a larger site where topography, landscaping, and less-decorative fencing can be utilized.

The site will require dual-vehicular circulation paths; the police functions vehicular circulation should be separated from the public vehicular circulation. This requires a larger property in order for this to occur effectively. The zoning regulations on the less-dense properties outside the downtown area limit building coverage, leaving more property, proportionally, for outdoor spaces and vehicular circulation.

Advantages

The advantage of a site outside the downtown core is that there tends to be more, larger lots available. There are also more likely to be sites that have better access to Highway 305 and to regional public transit.

The zoning regulations in the less-dense zones are more consistent with the program proportions for the building size relative to the site requirements.

Disadvantages

Outside the core it is more of a challenge to find a site that is not encumbered by critical areas such as wetlands or geotechnical issues. Site selection outside the core will also be limited by fireflow (water availability) and by sewer availability.

Recommendations

A site in outside the Winslow Downtown would be a good site for a new Police Headquarters and Municipal court facility. Each site that is considered would have to be evaluated on a case-by-case basis relative to the selection criteria and to the adjacent property uses.

It is not recommended to consider any site on the south end of Bainbridge Island. Any site that is West of Madison Avenue/South of Wyatt Way does not provide adequate access to Highway 305 as the primary arterial.

City of Bainbridge Island
Police and Municipal Courts Needs Analysis Study
Recommendations

A suggested location for a Police and Municipal Court facility might be in the vicinity of the Fire Station Headquarters at the intersection of Madison Avenue and Highway 305. This area has easy access (vehicular and pedestrian) from the downtown core and Highway 305. It can be accessed by vehicle from Highway 305 without burdening the downtown streets with additional off-island traffic, when the Bainbridge Island court is integrated into a regional court system. It is conveniently located near the Fire Station and easily accessed from City Hall.



Cost Analysis



City of Bainbridge Island
Preliminary Cost Analysis
Police and Municipal Courts
Needs Analysis Study

	Area	Cost
Police		
Building Cost and Area	16,110 SF	\$2,899,500
Municipal Court		
Building Cost and Area	10,000 SF	\$1,783,500
Fire Department		
Building Cost and Area	1,100 SF	\$192,500
Shared Spaces		
Building Cost and Area	6,770 SF	\$929,750
Total Area	33,980 SF	
Construction Costs**		
Building		\$5,805,250
Sitework (estimate based on 15% of construction cost- will vary based on specific site conditions)		\$870,788
Furnishings, Fixtures, and Equipment (estimate 5% of building cost)		\$290,263
Design Fees (estimate based on 12% of site and building construction costs)		\$801,125
Permitting		
Planning- Conditional Use Permit, w/ Hearing Examiner Review		\$9,900
Building- Plancheck, Building Permit, etc.		\$9,400
Building Permit		\$5,600
Building- Planning Fees		\$1,700
Public Works- Connection fees		TBD
Construction Management (estimate- 3% of construction cost)		\$200,281
Contingency (15% of construction cost)		\$1,001,406
Total Construction Costs		\$8,995,711
Property Acquisition/Offsets		
Purchase of Residential-zoned land- 5 Acres @ \$100K/acre		\$500,000
Sale/Trade of existing Police Station Site		-\$1,000,000
Subdivide property at Sportsman Club/New Brooklyn- sell residential lots		-\$4,000,000
Lease offset- Cost of existing lease for 5 years. \$3224/Mo @ 60 mos. TBD		-\$193,440
Financing, Transaction fees, legal costs, etc - TBD		
Subtotal		-\$4,693,440
		\$4,302,271

Preliminary Project Budget

** Construction costs represent hard design and construction costs. Total cost-to-build is a factor of the development procedure and municipal project development costs. Costs represent current cost-to-build and do not include escalation projections.

City of Bainbridge Island
Area Requirements
City Offices/
Joint spaces



	Min Dim.	Total Area	Shared	Requirements	Security	Assigned Cost/SF
Fire Department						
Chief's Office	12'	250 SF		Private Office	Public	\$175
Fire Marshall	10'	150 SF		Private Office	Public	\$175
Finance	10'	150 SF		Private Office	Public	\$175
Administrative Offices	10'	250 SF		Open Office w/ workstations	Public	\$175
Circulation		150 SF			Public	\$175
Filing		50 SF			Public	\$175
Storage		100 SF			Public	\$175
Total		1,100 SF				

Construction Costs- Fire Department Building only **\$192,500**

	Min Dim.	Total Area	Shared	Requirements	Security	Assigned Cost/SF
Shared Space						
Lobby/Reception		500 SF	Seating for 8-10 persons		Public	\$200
Assembly area		400 SF	Use training/community room	Conference room for Courthouse activities, community room.	Public	\$175
Training Room/Public Meeting	30'	1,600 SF		45 person capacity-30 sf/person divisible, storage A/V	Public	\$175
Conference Rooms	12'	400 SF		(2) rooms- incl. fingerprinting	Public	\$175
Information Kiosks/Terminals		100 SF		Public information areas for agencies and advocates. Computer terminals for public access.	Public	\$175
Lunchroom (employees)		400 SF	shared between police, fire and courts		Court/Police	\$175
Shower/Locker Areas		300 SF	shared between court and fire dept.		Court/Police	\$175
Restrooms		400 SF	may be public, shared w/ other agencies		Public	\$175
Janitors room/Bldg maintenance		70 SF	shared between police, fire and courts		Public	\$175
Mechanical space		1,500 SF			Police	\$125
Subtotal Shared Space		5,670				
Construction Costs- Shared Space Building only		6,770 SF				\$929,750

Construction Costs- Shared Space Building only **\$929,750**

Area Requirements
Police Headquarters

City of Bainbridge Island
Area Requirements
Police Headquarters



Min Dim. Total Area Requirements Security Cost/SF

Administration	Min Dim.	Total Area	Requirements	Security	Cost/SF
Front Desk		300 SF	3 desks, storage, files	Police	\$175
Administration		400 SF	3 offices, 150 sf/office	Police	\$175
CRO	10'	100 SF	1 office, storage	Police	\$175
Filing		50 SF		Police	\$175
Office/Admin Storage		50 SF		Police	\$175
		900			

P O L I C E

Operations	Min Dim.	Total Area	Requirements	Security	Cost/SF
Chiefs Office	12'	200 SF	Private office	Police	\$175
Deputy Chief Office	12'	150 SF	Private office	Police	\$175
Operations Conference Rm	12'	250 SF	Seating for 8-10 persons	Police	\$175
Detectives	10'	450 SF	Open office- 3 detectives- 150 sf/ea	Police	\$175
Lieutenants	12'	320 SF	Open office- 5 Lieutenants- 64 sf/ea	Police	\$175
Patrol Room			6 workstations, 3 data terminals, worktable, personal storage, supply storage, flashlight and radio chargers, etc.	Police	\$175
Reserve Officers	10'	1,600 SF		Police	\$175
K-9 Unit Office/Marine Office	10'	150 SF	alcove	Police	\$175
Armory	8'	150 SF	secure storage	Police	\$175
Equipment Storage	8'	150 SF	secure storage	Police	\$150
Uniform storage		100 SF	closet	Police	\$150
Lockers	8'	500 SF	40 lockers 10 sf/locker	Police	\$175
Toilet/Showers		400 SF		Police	\$175
Physical Training	15'	500 SF	physical training, mats for instructional training	Police	\$175
Mail Area		50 SF		Police	\$175
		5,120			

P O L I C E

Support Services	Min Dim.	Total Area	Requirements	Security	Cost/SF
Investigative Assistant/Evidence Technician	10'	150 SF	Private office	Police	\$175
Evidence Drop		100 SF	Secure lockers	Police	\$175
Lab/Processing areas		400 SF	SS countertops, sink, fume hood, eyewash, locking cabinets	Police	\$175
Evidence Storage					
General Evidence		1,000 SF	Use mobile track filing systems/ heavy floor load	Police	\$175
Weapons		100 SF		Police	\$175
Narcotics		100 SF		Police	\$175
Public Counter/Property pick-up		100 SF		Public	\$175
Records Areas		500 SF	Use mobile track filing systems	Police	\$175

P O L I C E

**Area Requirements
Police Headquarters**

Min Dim.	Total Area	Requirements	Security	Cost/SF
	400 SF	BAC, Booking Photo, fingerprinting, storage, etc.	Police	\$175
	600 SF	2 rooms, w/ observation room and vestibule between "hard" rooms	Police	\$175
	150 SF	2 holding cells	Police	\$175
14'	2,000 SF	1 Automobile, Traffic Control items, vehicle accessories, Bicycles, etc.	Police	\$125
	150 SF		Police	\$175
	20 SF		Police	\$175
	150 SF		Police	\$175
	5,920			
Ancillary				
	200 SF		Police	\$175
	150 SF		Police	\$175
	250 SF		Police	\$125
	1,500 SF	Placeholder unit- program function and shared use	Police	
		TBD		\$175
	2,000 SF		Police	\$175
	70 SF		Police	\$125
	4,170			

Total Building Area 16,110 SF

Min Dim.	Total Area	Requirements	Security	Cost/SF
	800 SF		Police	\$100
	500 SF		Police	\$100
	250 SF		Police	\$100
	250 SF		Police	\$100
	100 SF	Fireworks, explosives, etc.	Police	\$225
	400 SF		Police	
	400 SF	May be underground- depending on site costs	Police	
	200 SF		Police	
	27 stalls	includes potential for 5 new patrol vehicles	Police	
	6 stalls		Police	
	1 stalls		Police	
	1 stalls		Police	
	4 stalls		Police	
	39 stalls		Police	
	10 stalls	Peak visitors 5/hour	Public	
	150 SF		Police	
	2 space	12 x 40 and 10 x 30, w/ back-up space	Police	

Construction Costs Building \$2,899,500

**City of Bainbridge Island
Area Requirements
Court Facility**



COURT

Min Dim.	Total Area	Requirements	Security	Assigned Cost/SF
36'	2,800 SF	Judge, clerk, 7 jury seats, 40 spectators	screened	\$200
12'	250 SF	Private Office w/ meeting space-	Court	\$175
10'	200 SF	Two private offices	screened	\$175
	500 SF	Size is factor of scheduling process.	screened	\$175
8'	80 SF	Will be eliminated w/ adjacency to police facility	Court/Police	\$175
		Jury		
12'	300 SF		screened	\$175
	70 SF		screened	\$175
	4,200			

COURT

Min Dim.	Total Area	Requirements	Security	Assigned Cost/SF
12'	150 SF	Private Office	Court	\$175
10'	100 SF	Expansion office- future	Court	\$175
	400 SF	Open office- w/ 4 workstations	Court	\$175
	400 SF	Use mobile track filing systems/ heavy floor load	Court	\$175
	250 SF	General storage, office supplies, etc.	Court	\$125
	100 SF		Court	\$125
	500 SF	Open office area for copy/fax, office machines, printing, layout space, etc.	Court	\$175
	1,900			

COURT

Min Dim.	Total Area	Requirements	Security	Assigned Cost/SF
20'	500 SF	Includes metal detector, and x-ray machine	screened	\$175
	30 SF	Private booth, open w/ locked cabinets for security personnel.	Security Personnel	\$175
	240 SF	w/ vestibule for privacy	Public	\$175
	770			

COURT

Min Dim.	Total Area	Requirements	Security	Assigned Cost/SF
12'	250 SF	3 workstations, filing, info kiosk- provide "back door"	screened	\$175
12'	200 SF	Seating for 3-4 persons, private	screened	\$175
	450			

COURT

Min Dim.	Total Area	Requirements	Security	Assigned Cost/SF
8'	100 SF	Storage of AV equip, adj court.	Court	\$125
10'	250 SF		Court	\$125
6'	30 SF	Computer server, sound system controls, video conferencing equipment	Court	\$125
	1,000 SF	Placeholder unit- program function and shared use TBD	varies	\$175
	1,300 SF		varies	\$175
	2,680			
	10,000 SF			

COURT

Min Dim.	Total Area	Requirements	Security	Assigned Cost/SF
	15	Stall/1 stall/4 seats plus public service		
	12	Stalls		
	10	Stalls		
		TBD- community opportunities		

Construction Costs
Building only
\$1,783,600