



Bedford Police Department, New York

Needs Assessment & Facility Master Plan

Report Final Draft—December 2005

Rebanks Pepper Littlewood—Police Facility Consultants
Valus & Carpenter Architects



Bedford Police Department, New York Needs Assessment & Accommodation Plan

Report Final Draft – December 23, 2005

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Part 1 – Introduction & Executive Summary

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1.1 – Background & Study Objectives

1.1.1 – Background

The Bedford Police Department has outgrown its current facilities at 307 Bedford Road – it no longer meets the space, operational or security needs of the Department¹. The building no longer provides sufficient space for efficient operations, and there is insufficient parking to accommodate department and staff vehicles. As time progresses, and as the Department grows, the situation is becoming more critical.

Policing needs in Bedford are growing and changing. Prudent investment now in appropriate facilities will ensure the Department can meet the needs of the community efficiently and cost-effectively for many years. This is a once-in-a-career opportunity – if it is done right it will not have to be done again for a long time.

1.1.2 – Study Objectives

Objectives of this study are to determine current and long-term (25-year) facility needs for the Bedford Police Department, to identify and examine available accommodation options, and to make recommendations on how the department's facility needs can best be met.

Specific objectives are:

- To understand the Department's operations and policing strategies, and the opportunities for more effective operations that a new facility could provide.
- To understand the community of Bedford, its unique character, and the impact this has on policing operations and service needs.
- To understand how Bedford may change or grow over the projected lifespan of a new facility, so that it will be capable of supporting future policing operations effectively.
- To determine current and future space needs, based on the specific requirements of the Bedford Police Department and on standard industry practices.
- To demonstrate important internal relationships and other building and site planning criteria that would impact the building configuration and site requirements.

These objectives above have been addressed in Parts 2 and 3.

Once current and future department space needs (for the building and for the site) were established we could then identify and test various available accommodation options, compare their relative benefits and drawbacks, and make our recommendations. This is covered in Part 4.

- Determine available accommodation options and make recommendations for those that appear feasible.
- Test, evaluate and compare workable options, and summarize their benefits and drawbacks.
- Provide order-of-magnitude costs, based on typical square-foot costs for a building of this type, and any savings or additional costs each option may incur.
- Develop an implementation plan for the project, including phasing where this would be required.

This information will allow those responsible for providing suitable accommodations for the Bedford Police Department and the Town of Bedford to make informed decisions regarding new space, and to take appropriate steps towards implementation.

¹ The existing building was converted from a restaurant to a police department in 1978/1979.

1.2 – Executive Summary

1.2.1 – A 25-Year Facility Masterplan for the Bedford Police Department

The Bedford Police Department is located at 307 Bedford Road on town-owned property shared with town administration offices, courthouse, the Water Department and Parks & Recreation.

The existing 7,300 sq.ft police department building at 307 Bedford Road has long ceased to meet the department's needs effectively. The building is overcrowded and does not support efficient police operations. Many functions must share small, crowded offices, there is no room for internal training or community activities. As the department grows this problem will get worse.

The building was not originally designed as a police station (it was formerly Silvano's restaurant), nor was it designed to be expanded by adding another floor. A comprehensive renovation was done in 1978 to convert the building into a police station.

There are a number of security issues surrounding the police building, including uncontrolled vehicle access onto and through the property and the lack of a secure prisoner transfer sallyport.

1.2.2 – Policing Services in Bedford

The area currently serviced by the Bedford Police Department has a current population of just over 18,000. The Town of Bedford includes the three hamlets of Bedford Village, Katonah and Bedford Hills. The population has grown slowly but steadily since the 1960s and is anticipated to grow at a similar rate over the next 25 years. Population has grown from 15,137 in 1980 to 18,133 in 2000, or around 1 percent per year, although this rate has slowed in recent years. If this trend continues population could approach 22,000 by 2030. Other population projections (provided by the Westchester County Department of Planning) indicate a significant slowing or reversal of population growth (ref. section 2.1). For planning purposes we have used an anticipated 2030 population of 20,000.

The need for police service has increased steadily over the past two decades and is expected to continue to do so. There are a number of factors that make Bedford a unique place, and place unique demands on its police service.

The Bedford Police Department currently comprises 56 members (2005) of which 43 are sworn officers. Under the Chief of Police the department is organized into three divisions, each headed by a lieutenant.

- Administrative Services – accreditation, scheduling, training, time & attendance
- Patrol Services – uniform patrol (5 squads), emergency services, traffic, parking, dispatch, crossing guards & dog control
- Staff Services – detective bureau, youth bureau, records, crime prevention & building maintenance

The need for police service in Bedford is growing. The Police Department deals with approximately 23,000 activities per year (ref. Section 2.2 for more details).

Between 1980 and 2005 total police staffing increased by 60 percent, from 35 to 56. To meet the increasing needs of the community we have estimated that total police staffing (sworn and civilian) could reach between 75 and 80 by 2030 (an increase of between 30 and 40 percent over current levels). For planning purposes we have used an anticipated total staff of 77 by 2030.

Refer to Part 2 for more detailed information on policing services and anticipated requirements.

1.2.3 – Facility Requirements

To meet 25-year accommodation needs for a department of up to 77 members (up from 56 currently) a facility of around 22,000 square feet is required, including around 19,200 square feet of operational areas plus a 3,400 square foot police garage.

Division	Components	Usable Area (rounded)
100 – Senior Administration	Chief, admin support	960 sq.ft
200 – Administrative Services	Administrative Services Lieut.	240 sq.ft
300 – Patrol Services	Patrol, Dispatch/Front Desk	2,310 sq.ft
400 – Staff Services	Detectives, Youth Bureau, Ident & Property, Records	3,680 sq.ft
500 – Booking/Holding	Booking, detention cells, sallyport	1,780 sq.ft
600 – Common Areas	Multipurpose room, staff amenities, lockers, storage, mech/elec	6,260 sq.ft
	Subtotal – Operational Areas (Usable Area)	15,230 sq.ft
	Grossing Factor	1.25
	Gross Floor Area (excluding Garage)	19,000 sq.ft
700 – Police Garage	Police garage, storage, bicycles	2,700 sq.ft
	Total Usable Area Required (rounded)	17,850 sq.ft
	Grossing Factor (Average ¹)	1.23
	Anticipated Gross Floor Area	22,000 sq.ft

To accommodate a new building on two levels and on-grade parking for around vehicles a site of around 1.5 to 2 acres would be required. Smaller sites could possibly be used by stacking functions (to reduce the building footprint) or by providing alternate parking arrangements (e.g. deck or basement). In this report we have not examined alternate locations, but have focused on constructing a new police building at the current Bedford Road location, on the assumption that the Water and Parks & Recreation departments will be relocated², and the current buildings vacated.

Refer to Part 3 for more detailed information on building and site requirements, and Part 4 for a number of development proposals.

1.2.4 – Development Options

A number of development options are presented in this report, illustrating ways in which a new police facility could be accommodated on the current municipal property. Option X, a generic, non-site-specific solution, has been shown for comparison.

All options allow police operations to continue in the existing building during construction. This approach will involve a significant amount of disruption, and will require temporary off-site parking (across the street) for police, Town House and court functions. By relocating Water and Parks & Recreation functions off-site and demolishing the Milk Building (and Building C) prior to beginning construction, space for construction staging can be made available.

The diagrams in Section 4.3 are intended to illustrate that the building and required parking could be accommodated on the property. They are conceptual in nature and representative of many possible site layout and building configurations. In all cases the existing milk building is removed.

- Options A & A1 – New police building & parking deck facing Cherry Street
- Option B – New police building on the north side, but facing Bedford Road
- Option C – New police building facing Bedford Road
- Option D – New police building connected to the existing Courthouse
- Option X – Non-site-specific option (for comparison)

Development options are discussed in more detail in Section 4.3.

¹ Grossing factor (UA to GFA) of 1.25 used for main building, 1.10 for garage portion.

² Recommendations in report to the Town of Bedford by Lothrop Associates, Architects to relocate Water Department and Parks & Recreation functions to an off-site location.

1.2.5 – Project Costs

Construction costs could amount to around \$6.5 to \$7.0 million for a newly-constructed facility on the current municipal property. Including design fees and contingency the recommended project budget is around \$8.0 to \$8.4 million (ref. Section 4.2).

This does not include demolition costs to remove existing buildings, cleanup costs for any site contamination, costs for other site development, parking or landscaping requirements, or any costs associated with septic fields or potential new sewer system. Costs are expressed in 2005 dollars and should be escalated to the anticipated construction start date.

1.2.6 – In Summary

To support future policing operations in the Town of Bedford we recommend appropriate facilities be designed and built as soon as possible. We believe that it would be more cost-effective in the long term to construct a facility that meets 25-year program needs now, rather than a phased approach which ultimately would be more expensive and disruptive.

We have been informed that a recommendation has been made to the Town to relocate the current Water and Parks & Recreation departments to another location¹, leaving the way clear to redevelop part of the municipal property for a new police building.

The new facility should be designed to be cost-effective to maintain, and be durable enough to withstand hard 24-hour use. This need for high-quality components, and the need to design a facility that will reflect an appropriate architectural character for the community, will form a significant financial investment for the Town – however the payback in increased police efficiency and staff morale will be obvious, now and into the future. Something must be done sooner or later, and the least expensive approach would appear be to take advantage of current low interest rates and initiate this project as soon as possible.

We hope this document can help in reaching those decisions.

¹ Needs assessment and accommodation study by Lothrop Associates, 2005.

1.3 - Methodology

1.3.1 – Determining Facility Needs

Determining facility needs, and recommending a course of action to meet those needs, involves a number of steps:

- Understanding policing operations and strategies in Bedford
- Understanding the community, its growth trends and policing needs
- Determining current and anticipated service loads
- Determining staffing projections
- Determining space and facility needs
- Identifying available development/accommodation options
- Evaluating, testing and comparing the most feasible of these
- Recommending a course of action.

1.3.2 – Methodology

To understand Bedford Police Department operations and strategies, the context within which it operates, and to determine current and future facility needs we did the following:

- Conducted an on-site review of existing operations
- Conducted on-site interviews with senior staff and representatives of all functional units to discuss current and future needs
- Issued questionnaires to all department staff & obtained feedback and suggestions
- Conducted research into community trends, population history and growth, demographics, police service statistics, crime rates and other factors impacting current and anticipated operations and staffing
- Prepared a space needs analysis, based on the specific needs of the Bedford Police Department, with comparison to other local & national standards/practices
- Interviewed community and municipal representatives to understand the dynamics within the Town, its objectives, and issues surrounding the provision of new police facilities.

1.3.3 – Study Limitations

Disclaimer – limit of liability: This study is intended to provide an overview of policing needs and the resultant anticipated space requirements to support those needs over the next 25 years. Our projections are based on documented observations, perceived trends and industry practices. Changes within the Bedford Police Department, revised policing strategies and many other factors may result in staffing numbers and space requirements different from those presented in this report.

We have looked at a number of accommodation options, based on discussions with department and municipal staff, and presented conceptual illustrations of potential solutions. Other locations or development options may become available. The options presented in this report are intended to illustrate the requirements for a new police facility in general terms, in a number of potential arrangements.

The scope and depth of this study preclude examination of all factors that may affect future development as illustrated (e.g. soil conditions, contamination, development restrictions, etc.).

Costs presented are typical for buildings of this type, and do not include construction cost escalation should the project be delayed. Final costs will vary depending on construction market conditions, final program and facility design, project delivery method, and specific costs associated with a particular property.

1.4 – Acknowledgements & References

1.4.1 – Study Participants

Bedford Police Department

Chief Christian Menzel
Lieutenant John Corbett, Patrol Services Division
Lieutenant Robert Mazurak, Staff Services Division
Lieutenant Ed Collins, Administrative Services Division

D/Sgt. Peter Maffucci
Sgt. Hayes, Evidence Officer
Sgt. Frasca, Patrol
Det. DiBiase
Det. Roche
Det. Thomas Diebolt, Youth Bureau
Dominic Bueti, Dispatch
Chaoyi Tien, Administrative Assistant to Chief
Terese Dickan, Records Clerk
Stan Jacob, Parking Control
Ray Teetsel, Dog Control
Dave Hammond, Custodian

I would also like to thank all the other department members who participated in interviews (in person or by telephone), submitted questionnaires, and otherwise provided very valuable input.

Town of Bedford

Lee Roberts – Town Supervisor
Jeffrey Osterman – Director of Planning
Rick Megna – Building Inspector

Westchester County

Michael Lipkin, Associate Planner, Westchester County Department of Planning

1.4.2 – References & Information Sources

Bedford Police Department Consolidated Reports 1971 to 2004
BPD General Order Section 102-1 – Department Organization (Rev. 01/11/02)
BPD General Order Section 102-4 – Duties & Responsibilities (Rev. 01/10/03)

Town of Bedford Comprehensive Plan
Town of Bedford Website (www.bedfordny.info)
Westchester County Department of Planning

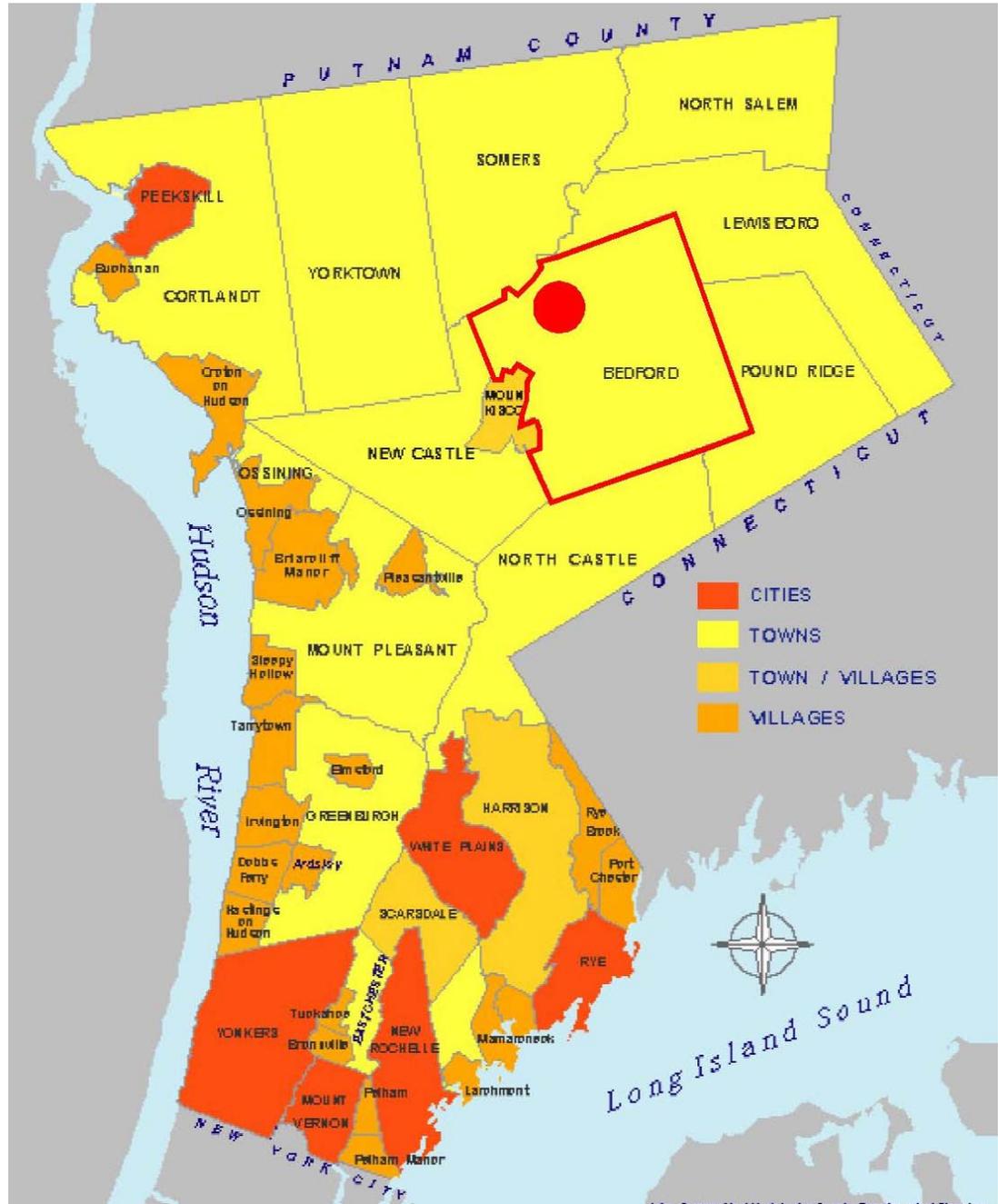
Various municipal, county and government websites
US Census Bureau

Crime in the United States, Uniform Crime Reports – Department of Justice, FBI (1990 to 2004)

Population by Municipality, 1990 to 2030, Westchester County, NY – NYSDOT/Global Insight, Dec 2003
Population Projections, 1990 to 2030, Westchester County, NY – NYSDOT/WEFA Group, 1999

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2.1 – The Town of Bedford

2.1.1 – Community Profile

The Town of Bedford, in north-central Westchester County, includes the three hamlets of Bedford Village, Katonah and Bedford Hills. The original Bedford Village was founded in 1680, and was part of Connecticut until 1700 when a royal decree settled a boundary dispute. Although a lot has changed over the years the graveyard and surrounding principal streets remain substantially as they were planned in 1681. The courthouse in Bedford Village, built in 1787 is Westchester County's oldest building.

The Town has an area of 39 square miles, and is crossed by the Sawmill River Parkway and Interstate 684. Planning objectives include maintaining the individuality of the three hamlets, and concentrating any new development in the existing hamlet centers to maintain the rural character of the remaining areas.

Bedford is roughly 40 miles from downtown New York City and is surrounded by the communities of Mount Kisco, New Castle, Somers, Lewisboro, Pound Ridge and North Castle. Nearby major population centers are Yonkers (198,000), Mount Vernon (69,000), New Rochelle (73,000) and White Plains (55,000), and Greenwich (60,000) and Stamford (120,000) in Connecticut.

Bedford is governed by a five-member Town Board made up of the Supervisor and four members elected at large. The Town Board is a legislative body responsible for setting policy, adopting the annual budget and enacting laws and resolutions.

The Town is served by both the Bedford Central School District (Bedford, Bedford Hills, Pound Ridge, Mount Kisco) and the Katonah-Lewisboro School District. A small area in the south-east is served by the Byram Hills School District. Private schools include the Rippowam-Cisqua School (2 campuses, grades PK to 9), the Harvey School (grades 6-12) and St. Patrick's School (grades K-8).

A number of museums, libraries and cultural institutions are located in the three hamlets. These include the Katonah Museum of Art, two museums operated by the Bedford Historical Society, the Bedford Hills Museum, the Caramoor Center for Music and the Arts, and the John Jay Homestead. Each hamlet is served by its own independent library.

2.1.2 – Population & Demographics

The area serviced by the Bedford Police Department has a current population of around 18,750. The population has grown slowly but steadily since the 1960s. Population grew from just over 15,000 in 1980 to over 18,000 in 2000 (just under 1 percent per year), although this rate has slowed somewhat since 1990.

Estimated Population	Population	5-Year Growth
1980 (Census)	15,137	
1985	16,022	+5.6%
1990 (Census)	16,906	+5.5%
1995	17,520	+3.6%
2000 (Census)	18,133	+3.5%
2005	18,747	+3.4%

The population in Bedford is mainly white (87%), native-born (87%) and well-educated (58% with degrees). Ninety-eight percent of the civilian labor force is employed, and the average family income is in excess of \$200,000 annually. Two-thirds of the population drove to work alone, while only 18% used public transit. Seventy-five percent of the Town's 6,000 housing units are owner-occupied, the remainder being rented. Thirty-five percent of the housing stock was built before 1950, and 68 percent prior to 1970 (source: Census 2000: Bedford Town, Westchester County Department of Planning).

Population Projections

Bedford’s population has grown slowly but steadily since the 1960s and is anticipated by many to grow at a similar rate over the next twenty-five years. Population has grown from 15,137 in 1980 to an estimated 18,747 in 2005, averaging around 1 percent per year. Over the past 15 years the growth rate appears to have slowed to around 0.7 percent per year. If this trend continues population could approach 22,000 by 2030.

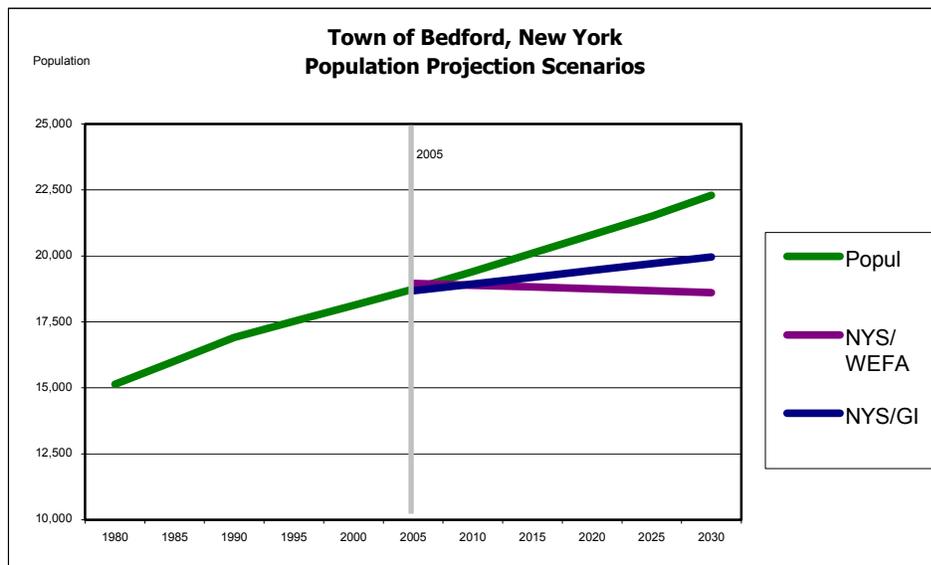
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1990 (Census)	16,906	+5.5%
1995	17,520	+3.6%
2000 (Census)	18,133	+3.5%
2005 (Total growth of 23.8% over 25 years)	18,747	+3.4%
2010 (Projections continuing recent slowing of growth rate)	19,365	+3.3%
2015	19,985	+3.2%
2020	20,605	+3.1%
2025	21,225	+3.0%
2030 (Total growth of 16.5% over 25 years)	21,840	+2.9%

NYS and Westchester County Projections

The latest available projections for population in the Town of Bedford are two reports prepared for NYSDOT and provided by the Westchester Department of Planning:

- Population Projections: 2005-2030 (NYSDOT/WEFA, 1999) 18,962 to 18,611 (-1.9%)
- Population Projections: 2005-2030 (NYSDOT/Global Insight, 2003) 18,676 to 19,962 (+6.9%)

Both these indicate a significant drop in growth rates compared to those of the past 15-25 years. Given the anticipated population growth in the County as a whole, and in adjacent communities in particular, a negative growth rate appears counter-intuitive (population projections for the communities surrounding Bedford indicate an average growth of 24 percent over the next 25 years). For this reason we have used the higher of the two projections (NYSDOT/Global Insight) as the basis for future population estimates for Bedford (+6.9% to around 19,962).



For planning purposes we have used a 2030 anticipated population of 20,000 (ref. 2.3.3). This is very close to the latest NYSDOT projection (2003 by Global Insight).

2.1.3 – Traffic Issues

Transportation systems serving (and passing through) Bedford and surrounding communities include a network of highways and streets, commuter rail line, bus routes, bicycle paths and sidewalks. Interstate 684 and the Saw Mill River Parkway pass through the Town. These heavily-traveled highways and the Metro North Railroad form the backbone of Bedford's transportation system.

Heavy traffic volumes and high speeds have negatively impacted local road systems. Route 172, Route 22, Harris Road and Cherry Street have seen significant increases in traffic volumes in recent years. Congestion and delays have shifted traffic patterns at peak times (which are getting longer and longer) to parallel collectors and residential streets, examples being Guard Hill Road, Baldwin Road, Succabone Road and Millertown Road.

This is a problem which is typical of many Westchester communities, particularly in the south. Truck traffic in the area is also increasing year by year.

The number of collisions and injuries have increased, together with concern of residents, and policing strategies have moved towards increased monitoring and enforcement.

2.1.4 – Development & Growth Patterns

With a total area of 39 square miles (of which 5 percent is covered by water) Bedford is geographically the second-largest town in Westchester County. Bedford's pattern of diverse development and land-use mix has been the backbone of development patterns in the town since the 1920s. Development has traditionally been focused in the three hamlets of Katonah, Bedford Hills and Bedford Village, and as a business center along Route 117 between Mount Kisco (population 10,000) and Bedford Hills. The majority of the Town is zoned R-4A (min. 4-acre lots) with higher densities permitted around the three hamlets and the Route 117 corridor.

The Regional Plan Association, which provides a regional land-use perspective in the 31-county New York-New Jersey-Connecticut metropolitan area, in their *Third Regional Plan – A Region at Risk*, support Bedford's own policies of strengthening the established hamlets, limiting development in the interstitial spaces, and supporting the use of rail transit. It is anticipated that development and population growth over the next 25 years will be limited by these planning strategies. However, Bedford is no longer on the 'edge' of the New York metropolitan area, it is now experiencing the pressures of a suburban town well within commuting reach of the city. Future growth and development will likely be a blend of continuing traditional development limits and creative, economically feasible strategies. For planning purposes we have assumed that development trends of the past 25 years will continue.

2.1.5 – County & State Context

As of the 2000 Census Westchester County had a population of 923,000, an increase of 5.6 percent since 1990. Published in 1996, *Patterns for Westchester: The Land and the People* proposes a set of strategies which among other things supports strengthening existing centers and development corridors.

For Bedford, two aspects of the *Patterns* strategies are significant. One is the provision of affordable housing. As of 2000 Bedford had provided 34 percent of a planned 198 affordable housing units (one example is the Doyle Building in Katonah). The other is transportation. *Patterns'* transportation strategy supports enhancing existing corridors (such as Route 117) and protecting the quality of scenic routes. Traffic growth and congestion has and will continue to be an important issue for the residents of Bedford and the police department.

Westchester County population grew 5.6 percent between 1990 and 2000 (from 874,866 to 923,459). The most recent figures available from the Westchester County Planning Department – *Population Projections 1990 to 2030 (NYSDOT/Global Insight, 2003)* predicts a county population growth of around 5.4% over the next 25 years (resulting in a population of around 983,000 by 2030).

Several factors have been identified in the *Westchester County Databook 2001* regarding population, demographics and growth & development between 1990 and 2000:

- The County is becoming more ethnically diverse, especially in the south
- Urban areas are growing more quickly than non-urban areas
- Growth is slowing in northern Westchester
- County population growth was comparable to overall state growth in the period 1990 to 2000

Population growth projections for the communities surrounding Bedford indicate an average growth of 24 percent over the next 25 years. Growth in local area traffic (in addition to through traffic) and many other factors will have an impact on police service needs in Bedford.

Westchester County Comparison

Comparison Table Bedford & Adjacent Westchester Communities ¹	1990	2005	Change	2030	Change
<u>Population Growth (Global Insight, 2003):</u>					
Westchester County	874,888	932,677	+6.6%	982,708	+5.4%
Bedford (Global Insight, 2003)	16,892	18,676	+10.6%	19,962	+6.9%
Bedford (WEFA, 1999)	16,892	18,962	+12.2%	18,611	-1.9%
<u>Surrounding Communities:</u>					
Mount Kisco	9,108	10,278	+13%	11,444	+11%
New Castle	16,693	18,242	+9%	19,285	+6%
Somers	16,213	20,665	+28%	32,441	+57%
Lewisboro	11,327	13,468	+19%	16,465	+22%
Pound Ridge	4,550	5,036	+11%	5,838	+16%
North Castle	10,081	11,206	+11%	12,041	+7%
<u>Other Statistics:</u>					
Bedford Households	5,513	5,960	+8%	6,557	+10%
Bedford Labor Force	8,684	8,297	-4.5%	11,263	+36%
County Labor Force	474,492	450,361	-5.1%	558,016	+24%
Bedford Per Capita Income	\$35,910	\$65,800		\$313,000	
County Per Capita Income	\$24,700	\$43,900		\$187,600	

By comparison, the U.S. national population is expected to grow by around 23 percent between 2005 and 2030 (from 296 million to 364 million). Population in the US Northeast region is expected to grow by around 5 percent in the same time period (+9% for New England CT, ME, MA, NH, RI, VT, and +4% for Middle Atlantic NY, NJ, PA)².

¹ All figures from NYSDOT/Global Insight 2003, unless indicated otherwise. Data provided by Westchester Department of Planning.

² U.S. Census Bureau, Interim Population Projections 2005

2.1.6 – Conclusions, Population Growth

The Town of Bedford is expected to experience modest growth over the next 25 years, but will also continue to feel the impact of general population growth and demographic changes in the County, particularly with respect to increased traffic levels and ethnic diversity. The Town has strong policies geared at limiting and controlling development in order to maintain the community’s existing character and lifestyle.

- Current Population (2005 estimate) 18,747
- 2030 Population (for planning purposes, combined estimates) 20,000

As can be seen in the following section, the need for police service has increased steadily over the past 25 years, and will continue to do so in the future, despite official predictions of a slowing of population growth in the Town.

(sources: Town of Bedford Comprehensive Plan, Town of Bedford website, Westchester Department of Planning)

2.2 – Policing Services in Bedford

2.2.1 – Policing Operations & Strategies

The Bedford Police Department is a full-time, full-service agency offering professional police, protection and law enforcement services to Bedford residents and businesses, and visitors to the Town. Functions include community-based policing and patrol, traffic enforcement and investigation, criminal investigative services and youth services (DARE program, youth court and school liaison). The department is also responsible for parking enforcement, dog control and school crossing guards.

Currently (2005) the department has 43 sworn officers and 13 civilian staff, and maintains a fleet of around 20 vehicles.

The department is the primary answering point for all 911 calls in the Town. Police, fire, medical and other emergency calls are dispatched through the county-wide 911 system.

The annual policing budget is around \$4.7 million (2005), with around \$300,000 being typically spent on overtime to maintain sufficient available resources and minimum mandated staffing levels.

Bedford has very cooperative arrangements with police departments in adjoining communities. This enables the Bedford Police Department to address law enforcement, public safety and emergency needs of the community as they occur, while keeping day-to-day staffing resources and annual policing costs at reasonable levels.

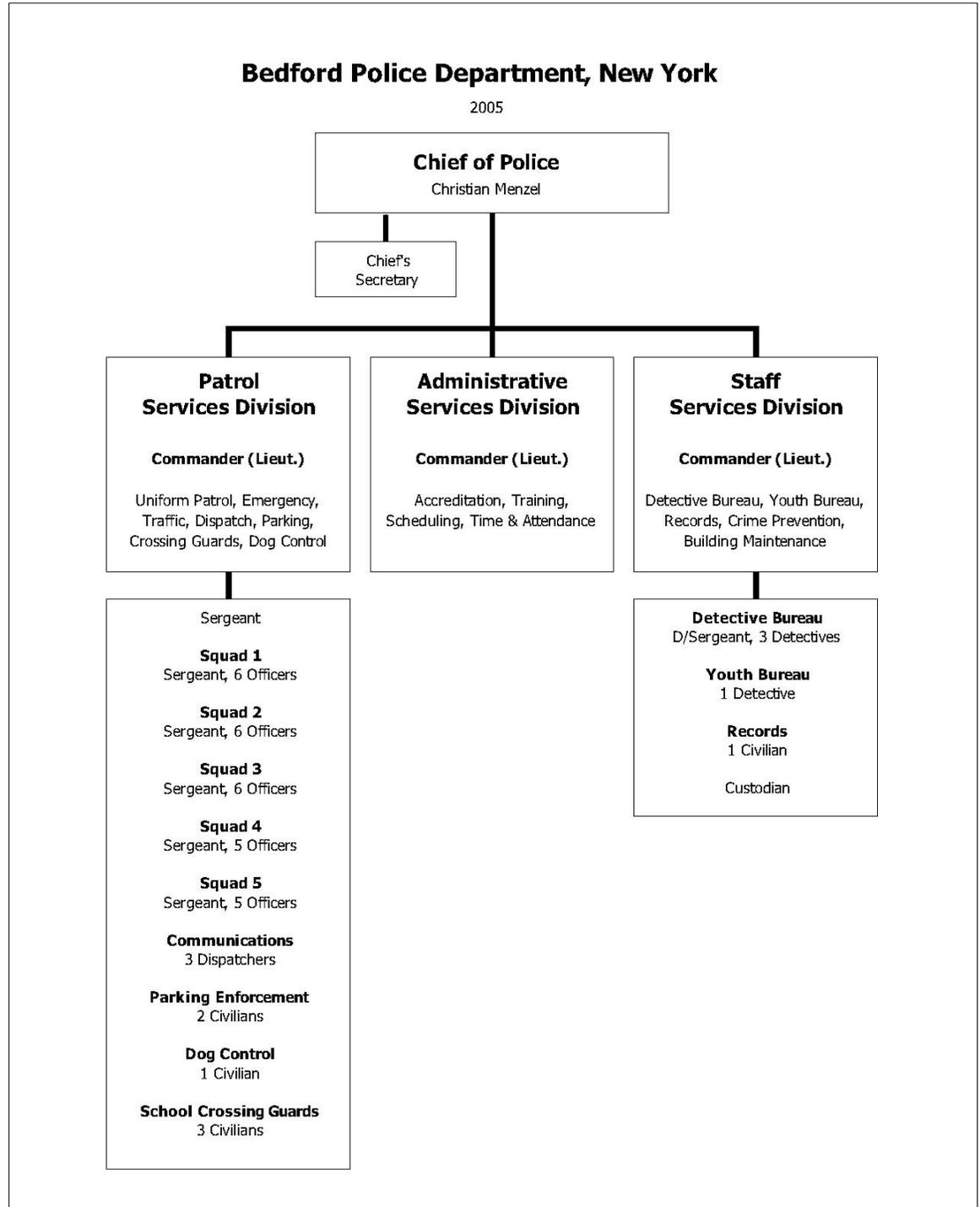
Potential cooperative initiatives include joint dispatch arrangements with County Police.

2.2.2 – Department Organization

Under the Chief of Police the Bedford Police Department is organized into three divisions.

- Administrative Services – accreditation, scheduling, training, time & attendance
- Patrol Services – uniform patrol (5 squads), dispatch, emergency services, traffic, parking, crossing guards & dog control
- Staff Services – detective bureau, youth bureau, records, crime prevention & building maintenance

Communications and 911 emergency dispatch functions are conducted out of the police station.



2.2.3 – Police Service in Bedford

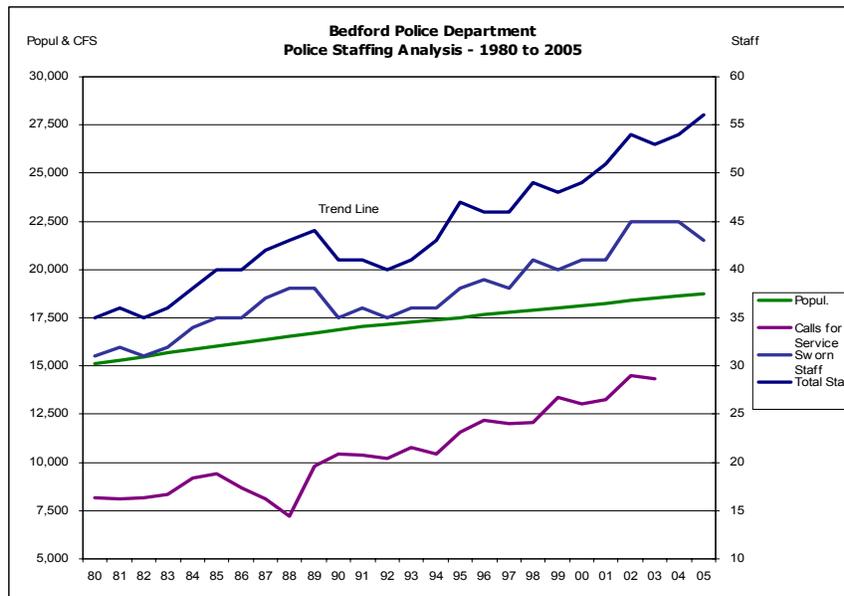
Policing in Bedford is, and always has been, community based. Activities and policing strategies are geared towards addressing law enforcement and public safety within the community, in an active and responsive manner.

Calls for Service

The Bedford Police Department deals with approximately 23,000 calls for service per year (including park checks). Over the past couple of decades the numbers of calls for service and the time spent on each call has gone up. Since 1978 the annual number of blotter entries has increased from 5,320 to 22,697 in 2004.

Differences in reporting techniques account for some of this increase¹ (for example the 2004 figure includes roughly 8,000 park checks not included in previous years). In the ten-year period from 1978 to 1988 when reporting techniques remained constant the number of entries increased by 35 percent (3.5% per year non-compounded).

In the thirteen-year period between 1990 and 2003 the number of entries increased by 37 percent (just under 3% per year non-compounded). By comparison population increased by around 9.4 percent in the same time period. These statistics indicate a service demand which is increasing at three times the population growth. This is not unusual for municipal police agencies.



Comment:

The table opposite shows periods when reporting techniques were consistent, illustrating a general upward trend.

2004 Calls for Service are not shown as they include additional categories, and would appear unfairly inflated compared to previous years.

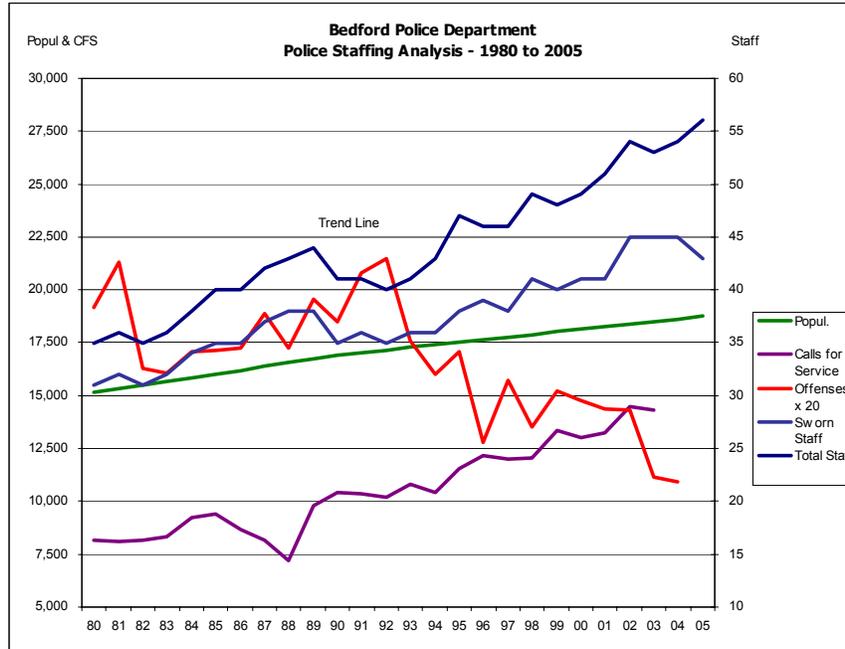
Ref. tables in 2.3.3 for source data and offense rates.

In addition to the number of calls and incidents, consideration must be given to the increased time spent on each call, due to the increasing complexity and documentation involved, and increased court time.

¹ Sources: 1978 to 1980: Consolidated Reports, 1891 to 1988: blotter entries, 1999 to present: IMPACT

Crime Rates

While the number calls for service has increased consistently, the numbers of offenses reported and cleared and the number of arrests have fluctuated, and the number of juvenile incidents has dropped significantly since the 1970s. Traffic & vehicle incidents have increased dramatically, however, illustrating a growing traffic problem in the area and an increase in the demand for enforcement. Refer to the tables in Section 2.3 for more details.



Comment:

Crime rates (offenses) are shown multiplied x 20 to show relative change compared to population, police staffing and calls for service.

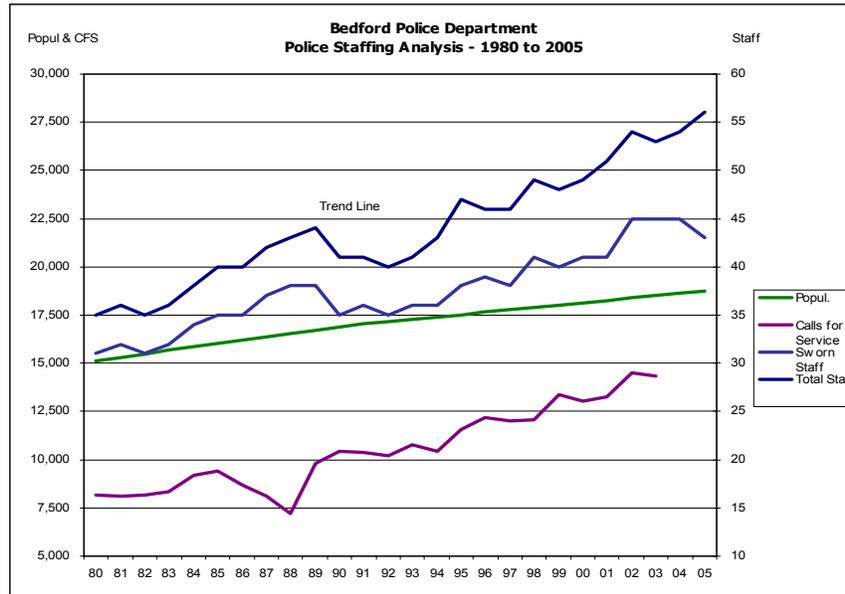
2004 Calls for Service are not shown as they include additional categories, and would appear unfairly inflated compared to previous years.

Ref. tables in 2.3.3 for source data and offense rates.

	Offenses Reported	Offenses Cleared	Charges & Arrests	Juvenile	Vehicle & Traffic
1974	498	266	355	42	645
1979	964	209	237	45	673
1984	854	250	233	29	1,279
1989	979	319	276	6	2,041
1994	801	213	161	13	1,010
1999	760	174	124	9	2,796
2004	547	319	189	7	3,636
Trend	Up/Down	Little Change	Down	Down	Up Significantly

2.2.4 – Police Staffing History in Bedford

The Bedford Police Department has grown steadily. Since 1971 the number of sworn officers has grown from 32 to 43, with a peak of 45 in 2004. The number of civilian and support staff has grown similarly, from an estimated 4 in 1980 to 13 in 2005. Numbers fluctuate from year to year, but the general trend is growth to support increased service demand. Actual staffing in the past few years has typically been 3 to 4 short of the authorized strength, with a concomitant reduction in service capacity, and stretching of available resources.



Comment:

Staffing levels in Bedford have increased at a greater rate than the population. Since 1980 population has increased by around 24%. In the same period police staffing increased by around 45%.

	Population	Sworn Staff	Sworn/1000	Total Staff	Total/1000
1980	15,137	31	2.05	35	2.31
1985	16,022	35	2.18	40	2.50
1990	16,906	35	2.07	41	2.43
1995	17,520	38	2.17	47	2.68
2000	18,133	41	2.26	49	2.70
2005	18,747	43	2.29	56	2.99

2.2.5 – Regional & National Comparisons

National population growth, crime rates and population are illustrated and compared in Table 2.3.5. Over the past 15 years the national level of law enforcement personnel (sworn and civilian) has grown at a significantly higher rate than population.

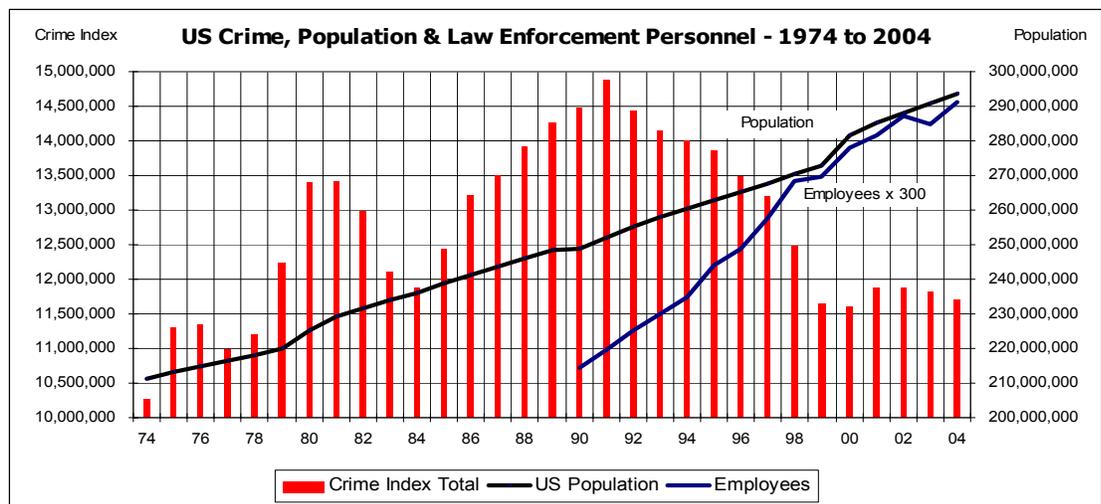
- In 1990 U.S. law enforcement personnel numbered 714,260 (2.87 per 1,000)
- In 2004 U.S. law enforcement personnel numbered 970,588 (3.31 per 1,000)
- In 1990 Bedford had 41 total staff (2.43 per 1,000)
- In 2004 Bedford had 56 total staff (2.99 per 1,000)

As is typical for smaller agencies the Bedford Police Department has a lower staff-to-population rate than the national average.

According to *Crime in the United States – 2004* published by the US Department of Justice (Uniform Crime Reports) Bedford had a ratio of 2.41 sworn officers per 1,000 population¹. This is slightly lower than the average for similar-sized Westchester County communities – refer to table 2.3.4. As every Westchester community is different it would be unfair to make statistical comparisons, but it shows that staffing levels in Bedford are roughly in line with similar-sized communities and national averages. Bedford does, however, have a high service expectation from its community, and supports a number of services not always assigned to the police (e.g. dog control, parking and crossing guards).

In the United States as a whole the downward trend in crime rates that has been evident since the early 1990s appears to be slowing or reversing (see graph below, full statistics are included in Section 2.3).

Crime rates in the United States reached a peak in 1991, and between that date and 2000 fell consistently. 2001 and 2002 UCR figures indicate this downward trend has stopped. The 2001 rate was up 2.3 percent over the 2000 low. The figures for 2002 are almost identical in terms of the number of crimes. In terms of the ratio to population the crime rate is actually lower than in 2000 (Ref: 2.3.4 - Crime Rates in the United States).



Comment: The crime rate across the United States fell consistently between 1991 and 1999. This trend flattened out in 2000, and UCR statistics from 2001 to 2002 show a modest increase, then a continued falling off of crime rates through 2004. Time will tell whether this trend will continue or reverse.

It would be imprudent to base future police service levels, staffing and space requirements on a continuation of the downward trend in the national crime rate seen over the past ten or twelve years (and in any case the trend in Bedford is very different, based on a number of factors that make Bedford unique). There was a similar peak in 1980/1981 and a fall in crime rates until 1984 – then rates climbed dramatically until the 1991 peak. Recent UCR statistics may presage a similar reversal.

2.2.6 – Police Service Projections

While future service levels and crime rates in Bedford (and elsewhere) are impossible to predict with accuracy, it is evident that the trend is upwards over the long term. Even if crime rates do not increase significantly, the need for police service will. Nationally, recent downward trends in the crime rate are seen to be reversing. While crime rates in Bedford may not increase dramatically, the trend over the past 25 years has indicated an overall increase in police service levels and the need for increased resources in the future to adequately address these.

¹ UCR statistics may vary slightly from BPD internal data, however they provide a useful comparison between communities for crime rates, population and police staff.

2.2.7 – Estimated Police Staffing Growth in Bedford

Over the past 15 years since 1990 the national level of law enforcement personnel (sworn and civilian) has grown at a significantly higher rate than population.

- In 1990 U.S. law enforcement personnel numbered 714,260 (2.87 per 1,000)
- In 1990 Bedford had 41 total staff (2.43 per 1,000)
- In 2004 U.S. law enforcement personnel numbered 970,588 (3.31 per 1,000)
- In 2004 Bedford had 56 total staff (2.99 per 1,000)
- If the national rate of change was extrapolated and applied to Bedford, the Department would have 76 total staff by 2030 (3.80 per 1,000)
- If Bedford's own rate was extrapolated Bedford would have 77 total staff by 2030 (3.85 per 1,000)

The above estimates are based on a future 2030 population of 20,000.

Considering consistent national trends over the past 15 years it is not unreasonable to expect the need for law enforcement personnel in Bedford to increase at a greater rate than population over the next 25 years.

To continue an effective pro-active and community-based policing approach in Bedford additional police officers and support staff will be required as the community grows. In attempting to forecast future staffing levels we have presented four calculation models. These each yield different results as described below. Note that these are projections of what future staffing levels may be, in order to plan appropriate facilities – these are not recommendations on future staffing.

1 – Police-to-Population Ratios

Population in Bedford has grown by around 24 percent since 1980, or just under 1 percent per year, although this rate has slowed in recent years (ref. 2.1.2). If this trend were to continue Bedford could have a population of just under 22,000 by 2030. However, population projections provided by the Westchester County Department of Planning¹ indicate a significant slowing of population growth in the Town of Bedford (ref. 2.1.2). For planning purposes we have used a 2030 population of around 20,000.

Over the past 25 years the police-to-population ratio has increased both in Bedford and nationally – we believe this trend will continue. In the United States as a whole police staffing rates (total law enforcement employees per 1,000 population) have risen from 2.87/1000 to 3.31/1000 (ref. table 2.3.5).

In estimating future police staffing levels in Bedford the following should be considered:

- Currently Bedford has 56 total police employees for a population of 18,747 (2.99/1000).
- If police staff levels in Bedford merely kept pace with anticipated population growth this would result in a 2030 total staffing level of around 60 (2.99/1000), based on a population of 20,000 – but would likely not reflect actual or perceived increases in service levels and workload.
- If changes in both the national staff/population ratio and Bedford's own ratio were extrapolated this would result in a future staffing ratio of around 3.84/1000, resulting in a total staff complement of around 77 by 2030.
- We believe that anticipated service demands and levels will result in the higher total staffing level (77 by 2030).

¹ *Population by Municipality, 1990 to 2030, Westchester County NY* – NYSDOT/Global Insight 2003 & WCDP.

For facility planning purposes we propose to use a projection of 77 total staff by 2030. This still results in a staffing growth rate lower than the past 25 years, and translates to just under one new member per year (21 new members over 25 years).

	Population	Total Police Staff	Ratio/1000
1980	15,137	35	2.31
	+24%	+60%	
2005	18,747	56	2.99
	+6.7%	+38%	
2030	20,000	77	3.84

2 – Requirements for Individual Functional Units

This is consistent with projections based on interviews with senior administration and representatives of the various functional units within the Department. The following additional staff was anticipated over the next 20 to 25 years.

Anticipated Growth – 2005 to 2030	Current Employees	56
101 – Office of the Chief of Police	No anticipated growth	0
201 – Administrative Services Division	No anticipated growth (see Admin Asst in 405)	
301 – Patrol Services Division	1 Admin Sergeant	+1
	3 Additional Patrol Sergeants (50% increase)	+3
	14 Additional Patrol Officers (50% increase)	+10
302 – Dispatch	2 Additional Dispatchers	+2
303 – Patrol Services Units	1 Additional Parking Enforcement Officer	+1
402 – Detective Bureau	1 Additional Detective	+1
	1 Additional DARE/Youth Officer	+1
405 – Records & Info Services	1 Additional Records Clerk	+1
	1 Admin Asst shared between 3 Divisions	+1
	Total Growth – 2005 to 2030	+21
	Current Department Staff	56
	Anticipated Future Total Staffing	77
	Annual Growth (< 1 position per year)	1.5%

This corresponds with anticipated staffing growth based on future higher police-to-population ratios, whereby total Department staff could reach 77 by 2030.

2.2.8 – Conclusions, Police Staffing

The projections above are based on past history, perceived trends and opinions about future policing needs in the Town of Bedford. Actual future staffing numbers will depend on a number of factors – population growth (both in Bedford and in the surrounding areas) crime rates, calls for service, traffic growth, policing strategies and effectiveness, socio-economic conditions, court-driven legislation or practices, national security threats and responses, and funding practices. Other unforeseen factors may also impact policing services and resource requirements (such as inter-agency cooperation, or regional policing initiatives).

It is prudent to plan for the future. The existing building was in use for over 40 years – its replacement should last at least as long, and every effort should be made to ensure that this is a prudent economic investment in the town's future and safety. The planning of the new building covered in the following sections is based on a reasonable projected level of growth over the next 25 to 30 years.

For facility planning purposes we have used a future 25-year staffing level of 77, consistent with projection trends and internal department estimates. Fluctuations from this number will likely mainly be in the area of field officers and supervisors, and the impact on facility requirements will be minimal.

The new facility should be designed to be flexible, to allow the department to grow and respond to new policing demands, strategies and responses. Also, we believe that variation from the projected numbers is likely to be in the area of patrol staff where the only impact on space requirements will be additional locker space. Other spaces used by patrol officers will be able to accommodate modest increases without significant loss of efficiency.

Although the new building will be theoretically planned for 25 years (per industry best practices and IACP recommendations) it is likely that, if planned correctly, it will meet the needs of the department and the residents of Bedford well beyond that horizon.

The planning of the new building covered in the following sections is based on a reasonable projected level of growth over the next 25 to 30 years to address continuing increase in service demand (from 56 to 77 total department employees by 2030, or just under one new position per year).

- Current Total Staff (2005) 56
- Future Total Staff (2030) 77
- Growth (25 years, 2005-2030) +21 positions

2.3 – Reference Data

- 2.3.1 – Bedford Police Department Service & Staffing Data
- 2.3.2 – Bedford Police Department Staffing & Shifts
- 2.3.3 – Summary History & Projections
- 2.3.4 – Comparable Westchester County Communities
- 2.3.5 – Population, Crime Rates and Law Enforcement Personnel in the US 1974-2004
Preliminary 2005 Crime Rate data (UCR)
- 2.3.6 – Town of Bedford & Westchester County Data
Town of Bedford Census 2000 Profile
Westchester County Census 2000 Profile
- 2.3.7 – US National Population Projections by Region

2.3.1 - Service & Staffing Data

Bedford Police Department

Staff/Population Ratios							BPD Consolidated Reports								
Year	Popul.	Sworn	Non-Sworn	Total Staff	Sworn per 1,000	Total per 1,000	Offenses	Offenses Cleared	Charges, Arrests	Juveniles	Vehicle & Traffic	Calls, All Events			
1971		32	a									5,428			
1972		32										5,153			
1973															
1974		34					498	266	355	42	d	645	6,141		
1975		32										618	5,334		
1976		31					391	188	247	21		598	6,192		
1977		31					571	220	259	51	d	320	7,071		
1978		30					793	180	205	29		682	5,320		
1979		30					964	209	237	45		673	6,790		
1980	15,137	31	4	a	35	2.05	2.31	957	202	251		966	8,144		
1981	15,314	32	4		36			1,066	243	243		720	8,127		
1982	15,491	31	4		35			814	196	173	15	d	961	8,175	
1983	15,668	32	4		36			803	214	233	38	d	1,496	8,321	
1984	15,845	34	4		38			854	250	233	29	d	1,279	9,211	
1985	16,022	b	35	5	a	40	2.18	2.50	856	195	207	17	d	1,601	9,385
1986	16,199		35	5		40		863	238	233	25	d	2,062	8,686	
1987	16,376		37	5		42		943	228	195	23	d	2,312	8,139	
1988	16,553		38	5		43		861	179	163	19	d	2,041	7,190	
1989	16,730		38	6		44		979	319	276	6		1,449	9,797	
1990	16,906		35	6		41	2.07	2.43	924	339	215	19		1,920	10,413
1991	17,029		36	5		41		1,041	337	260	24		1,630	10,372	
1992	17,152		35	5		40		1,075	225	225	15		1,402	10,177	
1993	17,275		36	5		41		880	200	202	13		1,233	10,788	
1994	17,398		36	7		43		801	213	161	13		1,010	10,427	
1995	17,520	b	38	9		47	2.17	2.68	853	209	166	26		2,539	11,561
1996	17,643		39	7		46		638	204	188	33		2,114	12,184	
1997	17,766		38	8		46		786	290	161	21		1,958	11,992	
1998	17,889		41	8		49		675	163	136	8		2,910	12,048	
1999	18,012		40	8		48		760	174	124	9		2,796	13,359	
2000	18,133		41	8		49	2.26	2.70	737	250	166	5		2,162	13,008
2001	18,256		41	10		51		718	290	187	7		2,536	13,264	
2002	18,379		45	9		54		715	300	189			3,697	14,480	
2003	18,502		45	8		53		557	282	151	3		3,488	14,310	
2004	18,625		45	9		54		547	319	189	7		3,636	22,506	
2005	18,747	b	43	13		56	2.29	2.99							

Notes - Staff/Population:

- a - numbers of non-sworn staff unavailable prior to 1989
- b - population numbers extrapolated from census years
- grey numbers are extrapolated from prior and succeeding years

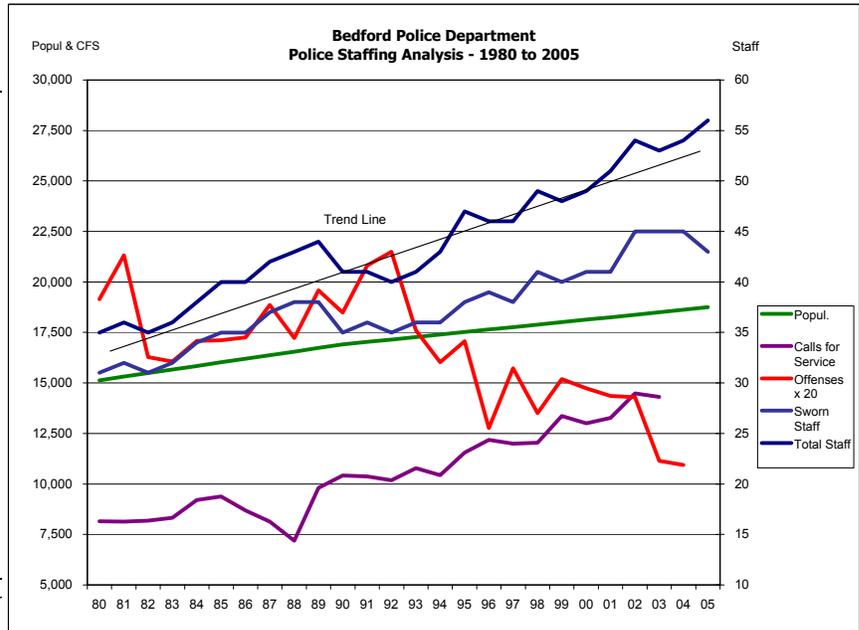
Notes - Consolidated Reports

- a - reporting/recording method changed - calls prior to 1980 referred to as 'non-criminal' calls
- b - reporting/recording method changed
- c - reporting/recording method changed (incl, park checks & others not prev. recorded)
- d - figures are for juvenile males only, female figures n/a
- e - statistics prior to 1977 unreliable due to report print quality

Staffing Analysis - 1980 to 2005

Year	Popul.	Calls for Service	Offenses	Sworn Staff	Non-Sworn	Total Staff
80	15,137	8,144	957	31	4	35
81	15,314	8,127	1,066	32	4	36
82	15,491	8,175	814	31	4	35
83	15,668	8,321	803	32	4	36
84	15,845	9,211	854	34	4	38
85	16,022	9,385	856	35	5	40
86	16,199	8,686	863	35	5	40
87	16,376	8,139	943	37	5	42
88	16,553	7,190	861	38	5	43
89	16,730	9,797	979	38	6	44
90	16,906	10,413	924	35	6	41
91	17,029	10,372	1,041	36	5	41
92	17,152	10,177	1,075	35	5	40
93	17,275	10,788	880	36	5	41
94	17,398	10,427	801	36	7	43
95	17,520	11,561	853	38	9	47
96	17,643	12,184	638	39	7	46
97	17,766	11,992	786	38	8	46
98	17,889	12,048	675	41	8	49
99	18,012	13,359	760	40	8	48
00	18,133	13,008	737	41	8	49
01	18,256	13,264	718	41	10	51
02	18,379	14,480	715	45	9	54
03	18,502	14,310	557	45	8	53
04	18,625	22,506	547	45	9	54
05	18,747	-	-	43	13	56

CFS for 2004 not included in chart, new reporting system
 Popul. projections from 2005 based on 7.3% per decade
 or around 0.7% per year

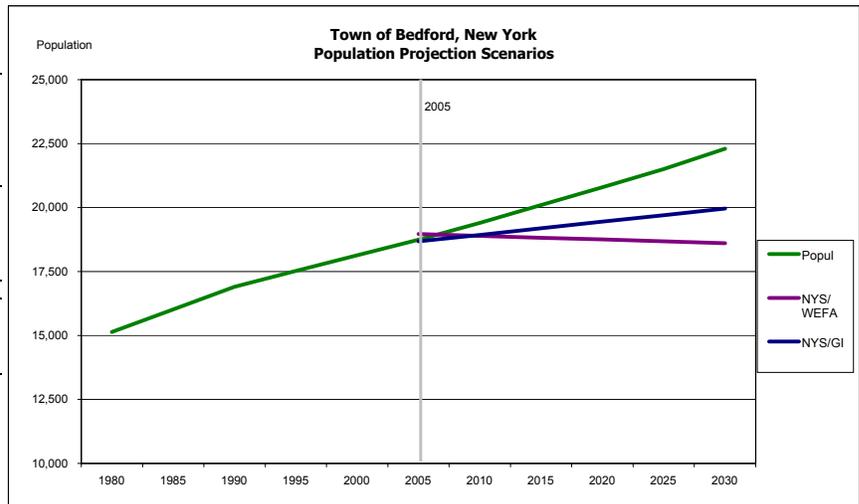


Population Projections

Year	Popul.	NYS/WEFA	NYS/GI
1980	15,137		
1985	16,022		
1990	16,906		
1995	17,520		
2000	18,133		
2005	18,747	18,962	18,676
2010	19,400	18,892	18,933
2015	20,100	18,822	19,190
2020	20,800	18,751	19,448
2025	21,500	18,681	19,705
2030	22,300	18,611	19,962
Growth	19%	-1.9%	6.9%

Growth Factors

1.035
 3.61%
 per 5-year
 0.72%
 per year



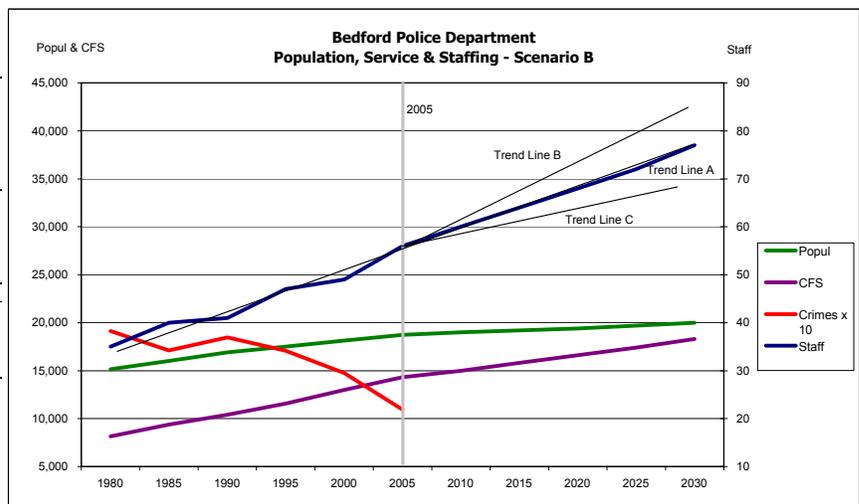
Service & Staffing Projections

Year	Popul.	Calls for Service	Offen.	Total Staff
1980	15,137	8,144	957	35
1985	16,022	9,385	856	40
1990	16,906	10,413	924	41
1995	17,520	11,561	853	47
2000	18,133	13,008	737	49
2005	18,747	14,310	547 (2004)	56
2010	19,000	15,000		60
2015	19,200	15,800		64
2020	19,400	16,600		68
2025	19,700	17,400		72
2030	20,000	18,300		77

Popul. projections from 2005 based on 19% over 25 years
 Offenses shown on a different scale for comparison

Growth Factors

1.013 1.050 Add'l Staff
 1.05% 5.33% per year
 0.21% 1.07% per year 0.80 per year



2.3.4 - Comparable Westchester County Communities - 2003/2004

UCR Reports - 2004

Westchester Cities, Villages, Town-Villages and Towns

Community	Population	Police Officers	Officers per 1000	Civilians	Total Staff	Total per 1000	Crimes	Crimes per 100,000	Crimes per Officer
Towns (9):									
Bedford	18,706	45	2.41	5	50	2.67	199	1,064	4
Eastchester	18,795	50	2.66	7	57	3.03	388	2,064	8
Greenburgh	43,659	113	2.59	28	141	3.23	976	2,236	9
Harrison	25,198	75	2.98	8	83	3.29	357	1,417	5
Mamaroneck T.	11,505	39	3.39	0	39	3.39	141	1,226	4
Mount Pleasant	26,601	46	1.73	8	54	2.03	194	729	4
North Castle	11,599	38	3.28	3	41	3.53	152	1,310	4
Ossining Town	5,704	16	2.81	0	16	2.81	-	-	-
York Town	37,211	51	1.37	8	59	1.59	-	-	-
Villages (21):									
Ardley	4,381	19	4.34	0	19	4.34	-	-	-
Briarcliff Manor	7,058	20	2.83	0	20	2.83	-	-	-
Bronxville	6,688	21	3.14	6	27	4.04	-	-	-
Buchanan	2,166	6	2.77	0	6	2.77	-	-	-
Croton-on-Hudson	7,668	19	2.48	1	20	2.61	-	-	-
Dobbs Ferry	11,062	25	2.26	2	27	2.44	126	1,139	5
Elmsford	3,829	17	4.44	0	17	4.44	-	-	-
Hastings-on-Hudson	7,696	21	2.73	1	22	2.86	-	-	-
Irvington	6,816	21	3.08	2	23	3.37	-	-	-
Mamaroneck	18,529	51	2.75	6	57	3.08	316	1,705	6
Mount Kisco	10,054	35	3.48	4	39	3.88	200	1,989	6
Ossining Village	24,276	58	2.39	7	65	2.68	337	1,388	6
Pelham Village	6,329	26	4.11	2	28	4.42	-	-	-
Pelham Manor V.	5,462	28	5.13	7	35	6.41	-	-	-
Port Chester	28,009	63	2.25	3	66	2.36	681	2,431	11
Pleasantville	7,149	26	3.64	2	28	3.92	-	-	-
Rye Brook	8,618	28	3.25	1	29	3.37	-	-	-
Scarsdale	17,964	45	2.51	4	49	2.73	249	1,386	6
Sleepy Hollow	9,241	25	2.71	0	25	2.71	-	-	-
Tarrytown	11,433	33	2.89	7	40	3.50	138	1,207	4
Tuckahoe	6,205	26	4.19	3	29	4.67	-	-	-
Cities (6):									
Mount Vernon	68,536	163	2.38	29	192	2.80	2,330	3,400	14
New Rochelle	72,722	173	2.38	66	239	3.29	1,779	2,446	10
Peekskill	23,481	57	2.43	15	72	3.07	324	1,380	6
Rye	15,095	41	2.72	4	45	2.98	277	1,835	7
White Plains	56,008	218	3.89	39	257	4.59	1,652	2,950	8
Yonkers	197,768	610	3.08	80	690	3.49	4,674	2,363	8
Totals (36)	843,221	2,348	2.78	358	2,706	3.21			
Averages	23,423	65	2.78	9.9	75	3.21			
Bedford	18,706	45	2.41	5	50	2.67	196	1,048	4
Comparable Communities									
Bedford	18,706	45	2.41	5	50	2.67	199	1,064	4
Eastchester	18,795	50	2.66	7	57	3.03	388	2,064	8
Harrison	25,198	75	2.98	8	83	3.29	357	1,417	5
Mamaroneck	18,529	51	2.75	6	57	3.08	316	1,705	6
Mount Pleasant	26,601	46	1.73	8	54	2.03	194	729	4
Rye	15,095	41	2.72	4	45	2.98	277	1,835	7
Scarsdale	17,964	45	2.51	4	49	2.73	249	1,386	6
Totals (7)	140,888	353	2.51	42	395	2.80	1,980	1,405	6

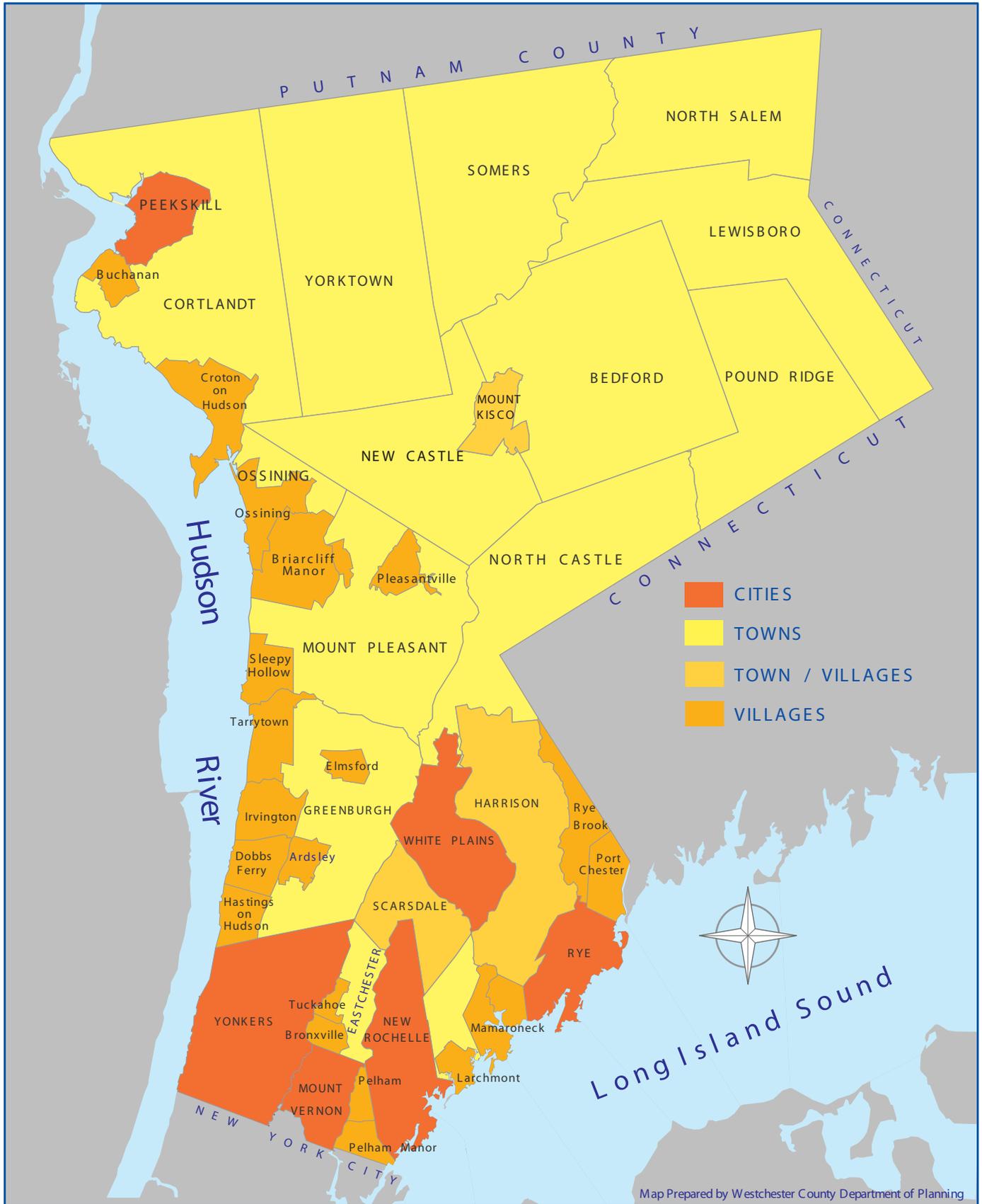
The figures above are intended to give an overall average and broad statistical comparison only. All communities will have different policing needs, services and staffing requirements.

UCR statistics are not available for Cortlandt, Lewisboro, New Castle, North Salem, Pound Ridge, Somers or Larchmont.

UCR figures from Crime in the United States, 2004. 2003 figures used where unavailable.

Population statistics from Population by Municipality (Global Insight, 2003) where not published in UCR

WESTCHESTER COUNTY, NEW YORK

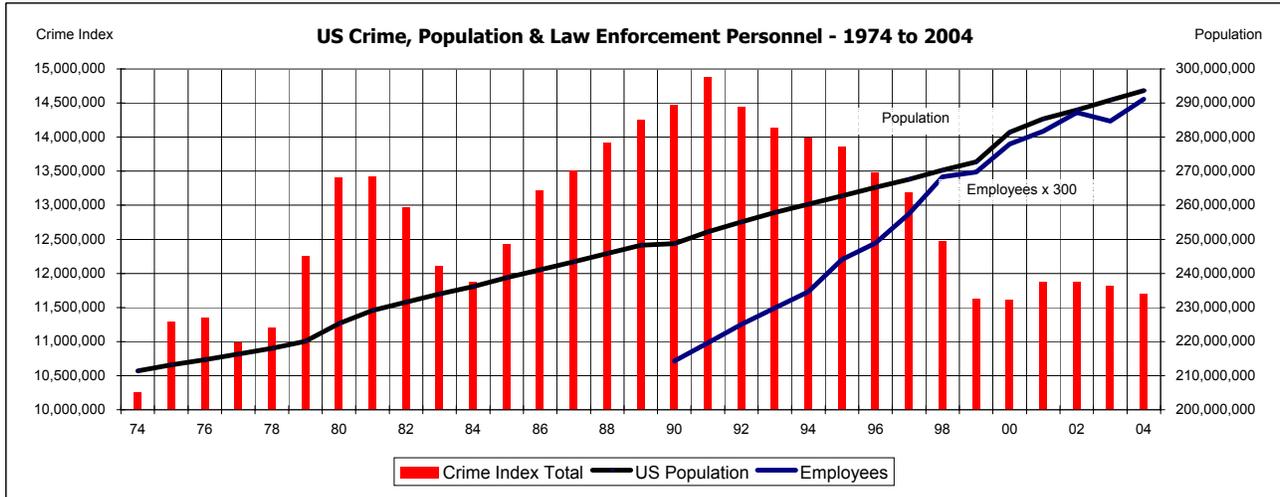


Map Prepared by Westchester County Department of Planning

2.3.5 - Crime & Law Enforcement in the United States (1974 to 2004)

Source: UCR Reports

Year	US Population	Crime Index			Total per 100,000	Violent per 100,000	Property per 100,000	Total Law Enforcement Personnel	
		Total	Violent Crime	Property Crime				Personnel	Rate per 1,000
74	211,392,000	10,253,420	974,720	9,278,700	4,850	461	4,389		
75	213,124,000	11,292,410	1,039,710	10,252,700	5,299	488	4,811		
76	214,659,000	11,349,710	1,004,210	10,345,500	5,287	468	4,820		
77	216,332,000	10,984,580	1,029,580	9,955,000	5,078	476	4,602		
78	218,059,000	11,208,950	1,085,550	10,123,400	5,140	498	4,643		
79	220,099,000	12,249,530	1,208,030	11,041,500	5,565	549	5,017		
80	225,349,264	13,408,220	1,344,520	12,063,700	5,950	597	5,353		
81 (peak)	229,146,000	13,423,720	1,361,820	12,061,900	5,858	594	5,264		
82	231,534,000	12,974,390	1,322,390	11,652,000	5,604	571	5,033		
83	233,981,000	12,108,590	1,258,090	10,850,500	5,175	538	4,637		
84	236,158,000	11,881,780	1,273,280	10,608,500	5,031	539	4,492		
85	238,740,000	12,431,400	1,328,800	11,102,600	5,207	557	4,650		
86	241,077,000	13,211,870	1,489,170	11,722,700	5,480	618	4,863		
87	243,400,000	13,508,700	1,484,000	12,024,700	5,550	610	4,940		
88	245,807,000	13,923,120	1,566,220	12,356,900	5,664	637	5,027		
89	248,239,000	14,251,440	1,646,040	12,605,400	5,741	663	5,078		
90	248,709,873	14,475,630	1,820,130	12,655,500	5,820	732	5,088	714,260	2.87
91 (peak)	252,177,000	14,872,870	1,911,770	12,961,100	5,898	758	5,140	732,000	2.90
92	255,082,000	14,438,170	1,932,270	12,505,900	5,660	758	4,903	750,000	2.94
93	257,908,000	14,140,990	1,924,190	12,216,800	5,483	746	4,737	766,126	2.97
94	260,341,000	13,991,670	1,864,170	12,127,500	5,374	716	4,658	782,110	3.00
95	262,755,000	13,867,190	1,798,790	12,068,400	5,278	685	4,593	813,536	3.10
96	265,284,000	13,473,614	1,682,278	11,791,336	5,079	634	4,445	829,838	3.13
97	267,637,000	13,194,571	1,636,096	11,558,475	4,930	611	4,319	858,532	3.21
98	270,296,000	12,475,634	1,531,044	10,944,590	4,616	566	4,049	894,535	3.31
99	272,691,000	11,635,149	1,430,693	10,204,456	4,267	525	3,742	899,118	3.30
00	281,421,906	11,608,070	1,425,486	10,182,584	4,125	507	3,618	926,583	3.29
01	285,317,559	11,876,669	1,436,611	10,412,395	4,163	504	3,649	939,030	3.29
02	287,973,924	11,877,218	1,423,677	10,455,277	4,124	494	3,631	957,502	3.32
03	290,809,777	11,816,782	1,381,259	10,435,523	4,063	475	3,588	948,942	3.26
04	293,655,404	11,695,264	1,367,009	10,328,255	3,983	466	3,517	970,588	3.31



Dec 19, 2005: Preliminary UCR data for January to June 2005 indicate that crime rates nationally are continuing a downward trend.

- Violent Crime down 0.5%
- Property Crime down 2.8%
- Arson down 5.6%

Total number of law enforcement employees shown on a scale of population x 300. Where employee and population lines cross, ratio is 3.33/1,000.

**Preliminary Semiannual Uniform Crime Report
January-June 2005**

**For Release
December 19, 2005**

As a whole, law enforcement agencies throughout the Nation reported a decrease of 0.5 percent in the number of violent crimes brought to their attention in the first half of 2005 when compared to figures reported for the first six months of 2004. The violent crime category includes murder, forcible rape, robbery, and aggravated assault. The number of property crimes in the United States from January to June of 2005 decreased 2.8 percent when compared to data from the same time period in 2004. Property crimes include burglary, larceny-theft, and motor vehicle theft. Arson is also a property crime, but data for arson are not included in property crime totals. Figures for the first half of 2005 indicated that arson decreased 5.6 percent when compared to 2004 figures.

The data presented in Tables 1 and 2 indicate the percent change in offenses known to law enforcement for the first 6 months of 2004 and 2005 by population group and geographic region, respectively. Table 3 reflects the percent change within the Nation for consecutive years (each year compared to the prior year). Table 4 presents a 2-year comparison for the first halves of 2004 and 2005 of offenses known to law enforcement for agencies having a resident population of 100,000 and over. All data in this report are preliminary.

TABLE 1

Percent Change

by Population Group

Population group	Number of agencies	Population	Violent crime	Murder	Forcible rape	Robbery	Aggravated assault	Property crime	Burglary	Larceny-theft	Motor vehicle theft	Arson
Total	10,374	224,178,014	-0.5	+2.1	-4.7	+0.6	-0.7	-2.8	-1.1	-3.5	-2.1	-5.6
Cities:												
1,000,000 and over	10	24,789,640	-2.3	+0.4	-6.2	-2.1	-2.4	-4.3	-4.1	-4.4	-4.1	-3.0
500,000 to 999,999	21	14,121,117	+4.2	-3.4	-4.8	+5.1	+4.7	-3.7	-1.1	-4.3	-4.4	-4.9
250,000 to 499,999	37	13,275,616	+1.1	+4.8	-3.3	-0.1	+2.2	-1.2	+2.4	-2.9	+0.9	-11.7
100,000 to 249,999	172	25,793,476	+1.4	+9.3	-5.1	-0.7	+3.2	-3.1	+0.1	-4.0	-3.6	-2.7
50,000 to 99,999	327	22,271,707	-0.6	+3.2	-2.2	+0.4	-0.9	-2.0	*	-2.8	-0.7	-10.1
25,000 to 49,999	607	21,092,793	-1.4	+5.9	-5.2	+0.5	-1.7	-2.1	-0.4	-2.6	-1.5	-6.3
10,000 to 24,999	1,302	20,591,977	-0.4	-16.2	-1.5	+2.2	-0.8	-2.3	+0.5	-3.1	-0.2	-3.3
Under 10,000	4,905	16,256,994	-1.0	+13.0	-1.2	-2.1	-0.9	-2.4	-1.5	-2.6	-2.0	+0.8
Counties:												
Metropolitan¹	1,242	47,741,801	-4.4	+2.3	-8.3	+6.6	-7.1	-2.9	-2.0	-3.7	-0.7	-5.9
Nonmetropolitan²	1,751	18,242,893	-3.8	-0.7	-4.0	-1.0	-4.0	-3.6	-6.1	-3.2	+3.4	-7.5

¹ Includes crimes reported to sheriffs' departments, county police departments, and state police within Metropolitan Statistical Areas.

² Includes crimes reported to sheriffs' departments, county police departments, and state police outside Metropolitan Statistical Areas.

* Less than one-tenth of 1 percent.

TABLE 2

Percent Change

by Geographic Region

Region	Violent crime	Murder	Forcible rape	Robbery	Aggravated assault	Property crime	Burglary	Larceny-theft	Motor vehicle theft	Arson
Total	-0.5	+2.1	-4.7	+0.6	-0.7	-2.8	-1.1	-3.5	-2.1	-5.6
Northeast	-0.9	+1.9	-5.7	+1.0	-1.6	-4.2	-4.8	-2.6	-11.9	-6.4
Midwest	+3.5	+4.9	-3.9	+3.0	+4.8	-3.0	+0.8	-3.6	-5.2	-7.4
South	-1.4	+2.2	-5.8	+1.3	-2.1	-3.3	-1.4	-3.6	-5.1	-2.9
West	-1.9	+0.2	-3.3	-1.9	-1.8	-1.6	-0.5	-3.6	+4.5	-7.0

TABLE 3

Percent Change

for Consecutive Years

Years	Violent crime	Murder	Forcible rape	Robbery	Aggravated assault	Property crime	Burglary	Larceny-theft	Motor vehicle theft	Arson
2002/2001	-1.7	+2.3	+1.8	-0.4	-2.8	+1.7	+4.2	+0.5	+4.2	-2.6
2003/2002	-3.1	+1.1	-4.0	-0.5	-4.4	-0.8	-1.0	-1.1	+0.9	-10.0
2004/2003	-2.0	-5.7	+1.4	-5.0	-0.9	-1.9	-2.2	-1.9	-1.6	-6.8
2005/2004	-0.5	+2.1	-4.7	+0.6	-0.7	-2.8	-1.1	-3.5	-2.1	-5.6

Bedford Town

CENSUS 2000 PROFILE FOR MUNICIPALITIES IN WESTCHESTER COUNTY
 ANDREW J. SPANO COUNTY EXECUTIVE
 GERARD E. MULLIGAN COMMISSIONER OF PLANNING

POPULATION DATA

Total population:	18,133	100%
Group quarters population:	1,974	11%
Population by race and Hispanic origin		
White:	15,824	87%
Black:	1,226	7%
American Indian:	15	0%
Asian:	364	2%
Other:	332	2%
Two or more races	372	2%
Hispanic (may be of any race) :	1,442	8%

Age		
0-5:	1,439	8%
6-17:	3,292	18%
18-34:	3,359	19%
35-64:	8,168	45%
65-84:	1,718	9%
85 and over:	157	1%

Place of birth and citizenship		
Native:	15,833	87%
Born in New York State:	11,917	66%
Born in Different State:	3,636	20%
US Citizen Not Born in US:	280	2%
Foreign Born:	2,300	13%
Naturalized Citizen:	1,148	6%
Not a citizen:	1,152	6%

Year of entry for foreign born		
Total Foreign Born:	2,300	100%
1990s:	783	34%
1980s:	535	23%
1970s:	276	12%
Entry Before 1970:	706	31%

Ability to speak English			
	households in language group	households cannot speak English well	% of language group
Total Households:	5,763	133	2%
English speaking:	4,564	0	0
Spanish speaking:	451	59	13%
Other Indo-European	617	59	10%
Asian speaking:	86	15	17%
Other Language:	45	0	0%

HOUSEHOLD DATA

Total households:	5,763
Average household size:	2.8
Family Households (families): 4,414	
Average family size:	3.3
Families with own children under 18:	2,398
Married-couple families:	3,971
Married-couples with children under 18:	2,225
Female-headed households:	355
Female-headed households with children	138
Non-family households:	1,349
Householder living alone:	1,070
Householder 65+ living alone:	440
Children under 18 living in single-parent households:	372

EMPLOYMENT DATA

Employment		
Total civilian labor force:	8,033	100%
Employed persons:	7,863	97.9%
Unemployed persons:	170	2.1%

Occupation of residents		
Total employed residents:	7,863	100%
Management:	4,451	57%
Services:	866	11%
Sales and office:	1,944	25%
Construction:	379	5%
Production and transport:	216	3%
Farming:	7	0%

Residents commuting to work		
Average travel time to work:	36	minutes
Total Workers 16 and over: ⁽¹⁾	7,795	100%
Drove to work alone:	4,886	63%
Carpooled:	595	8%
Public transportation:	1,439	18%
Other means:	263	3%
Worked at home:	612	8%

EDUCATION DATA

Educational attainment		
Total persons 25 and over:	12,165	100%
No HS Diploma:	1,853	15%
High School Graduate:	1,700	14%
Some College:	1,510	12%
Associate's:	652	5%
Bachelor's:	3,543	29%
Graduate Degree:	2,907	24%

School Enrollment		
Total persons 3 and over enrolled in school:	4,969	100%
Preschool/kindergarten:	792	16%
Elementary:	2,302	46%
High School:	836	17%
College:	1,039	21%

INCOME DATA

Household income, 1999 ⁽²⁾		
Per capita:	\$52,799	
Average household:	\$166,129	
Average family:	\$216,901	
Households by Income Range		
Total households:	5,763	100%
Less than \$15,000:	307	5%
\$15,000 to \$29,999:	490	9%
\$30,000 to \$44,999:	408	7%
\$45,000 to \$59,999:	479	8%
\$60,000 to \$74,999:	520	9%
\$75,000 to \$99,999:	676	12%
\$100,000 to \$149,999:	984	17%
\$150,000 or more:	1,899	33%

Poverty status, 1999 ⁽³⁾		
Total poverty universe:	16,243	100%
Total persons in poverty:	793	5%
Persons under 18:	177	5%
Persons 65 and over:	62	3%

HOUSING DATA

Total Housing units	6,020	100%
Housing Occupancy and Tenure		
Occupied housing units:	5,731	95.2%
Vacant units:	289	4.8%
Owner-occupied:	4,287	75%
Vacant for sale:	23	0.5%
Renter-occupied:	1,444	25%
Vacant for rent:	29	2.0%

Housing units in structure		
Total housing units:	6,020	100%
Single-family:	4,807	80%
2 - 9 units:	791	13%
10 to 19 units:	215	4%
20 or 49 units:	74	1%
50 or more units:	121	2%
Mobile homes/other:	12	0%

Year housing built		
Total housing units:	6,020	100%
1990 to 2000:	403	7%
1980 to 1989:	805	13%
1970 to 1979:	733	12%
1960 to 1969:	973	16%
1950 to 1959:	996	17%
1949 or earlier:	2,110	35%

Single-family home value		
Average house value ⁽⁴⁾	\$498,999	% of 1-family ownership units
Housing Units by Range in Value		
Total specified 1-family units:	3,686	100%
Less than \$200,000:	169	5%
\$200,000 to \$299,999:	604	16%
\$300,000 to \$399,999:	783	21%
\$400,000 to \$499,999:	610	17%
\$500,000 to \$749,999:	602	16%
\$750,000 to \$999,999:	328	9%
\$1,000,000 or more:	590	16%

Monthly renter costs		
Average rent:	\$1,004	
Housing Units by Range in Rent		
Total specified renter units:	1,398	100%
<\$500:	170	12%
\$500-800:	214	15%
\$800-1,249:	610	44%
\$1,250 - 1,499:	93	7%
\$1,500-2,000:	121	9%
\$2,000+:	69	5%
No Cash Rent:	121	3%

Cost-burdened households ⁽⁵⁾		
Total households:	5,763	100%
Total Cost-burdened households:	1,629	32%
Renters:	501	35%
Owners w/mortgage:	822	33%
Owners no mortgage:	306	26%

Overcrowded Housing Units ⁽⁶⁾		
Total housing units:	6,020	100%
Persons per Room		
Less than 1:	5,884	98%
1 to 1 1/2:	88	1%
1 1/2 to 2:	21	0%
2 or more:	27	0%

Source: US Census Bureau, SF3 Data. Notes: 1) Workers are a sub-set of employed persons. Employed persons may not have responded as being at work due to illness, layoff, etc. 2) Income and poverty values are for 1999 because the census asks for the past year's income. 3) Percent persons under 18, and 65 and over is a percent of their age group. 4) Does not include condominium or cooperative housing units. Average house value is self-reporting. House value is not comparable to housing sales statistics from the Westchester County Board of Realtors. 5) Cost-burdened is defined by the US HUD as those paying in excess of 30% of their income toward housing costs. Percents are a share of the tenure group. 6) The US HUD defines overcrowding as more than 1 person per room and severe overcrowding as more than 1.5 persons per room.

Westchester County Total

CENSUS 2000 PROFILE FOR MUNICIPALITIES IN WESTCHESTER COUNTY
 ANDREW J. SPANO COUNTY EXECUTIVE
 GERARD E. MULLIGAN COMMISSIONER OF PLANNING

POPULATION DATA

Total population: 923,459 100%

Group quarters population: 23,687 3%

Population by race and Hispanic origin

White: 659,051 71%
 Black: 128,916 14%
 American Indian: 2,633 0%
 Asian: 41,941 5%
 Other: 60,958 7%
 Two or more races: 29,960 3%
 Hispanic (may be of any race): 144,550 16%

Age

0-5: 71,378 8%
 6-17: 158,514 17%
 18-34: 187,496 20%
 35-64: 376,771 41%
 65-84: 111,921 12%
 85 and over: 17,379 2%

Place of birth and citizenship

Native: 718,030 78%
 Born in New York State: 584,946 63%
 Born in Different State: 114,997 12%
 US Citizen Not Born in US: 18,087 2%
 Foreign Born: 205,429 22%
 Naturalized Citizen: 85,546 9%
 Not a citizen: 119,883 13%

Year of entry for foreign born

Total Foreign Born: 205,429 100%
 1990s: 79,184 39%
 1980s: 54,147 26%
 1970s: 28,634 14%
 Entry Before 1970: 43,464 21%

Ability to speak English

	households in language group	households cannot speak English well	% of language group
Total Households:	337,486	22,287	7%
English speaking:	35,094	0	0
Spanish speaking:	44,957	12,636	28%
Other Indo-European:	42,920	6,301	15%
Asian speaking:	10,196	2,849	28%
Other Language:	4,319	501	12%

HOUSEHOLD DATA

Total households: 337,486

Average household size: 2.7

Family Households (families): 237,010
 Average family size: 3.3
 Families with own children under 18: 117,953
 Married-couple families: 185,344
 Married-couples with children under 18: 92,683
 Female-headed households: 39,815
 Female-headed households with children: 20,892
 Non-family households: 100,476
 Householder living alone: 86,520
 Householder 65+ living alone: 34,678

Children under 18 living in single-parent households: 42,187

EMPLOYMENT DATA

Employment

Total civilian labor force: 452,417 100%
 Employed persons: 432,600 95.6%
 Unemployed persons: 19,817 4.4%

Occupation of residents

Total employed residents: 432,600 100%
 Management: 197,251 46%
 Services: 61,725 14%
 Sales and office: 113,320 26%
 Construction: 31,221 7%
 Production and transport: 28,759 7%
 Farming: 324 0%

Residents commuting to work

Average travel time to work: 33 minutes
 Total Workers 16 and over: (1) 425,052 100%
 Drove to work alone: 261,742 62%
 Carpooled: 40,384 10%
 Public transportation: 86,735 20%
 Other means: 19,886 5%
 Worked at home: 16,305 4%

EDUCATION DATA

Educational attainment

Total persons 25 and over: 628,941 100%
 No HS Diploma: 103,456 16%
 High School Graduate: 138,814 22%
 Some College: 95,004 15%
 Associate's: 34,743 6%
 Bachelor's: 132,557 21%
 Graduate Degree: 124,367 20%

School Enrollment

Total persons 3 and over enrolled in school: 244,926 100%
 Preschool/kindergarten: 35,602 15%
 Elementary: 106,777 44%
 High School: 49,700 20%
 College: 52,847 22%

INCOME DATA

Household income, 1999 (2)

Per capita: \$36,350
 Average household: \$99,465
 Average family: \$141,632

Households by Income Range

Total households: 337,486 100%
 Less than \$15,000: 39,010 12%
 \$15,000 to \$29,999: 42,113 12%
 \$30,000 to \$44,999: 41,424 12%
 \$45,000 to \$59,999: 37,321 11%
 \$60,000 to \$74,999: 31,373 9%
 \$75,000 to \$99,999: 41,497 12%
 \$100,000 to \$149,999: 48,193 14%
 \$150,000 or more: 56,555 17%

Poverty status, 1999 (3)

Total poverty universe: 902,177 100%
 Total persons in poverty: 78,967 9%
 Persons under 18: 17,833 11%
 Persons 65 and over: 9,260 8%

HOUSING DATA

Total Housing units: 349,445 100%

Housing Occupancy and Tenure

Occupied housing units: 337,142 96.5%
 Vacant units: 12,303 3.5%
 Owner-occupied: 202,765 60%
 Vacant for sale: 2,390 1.2%
 Renter-occupied: 134,377 40%
 Vacant for rent: 4,400 3.2%

Housing units in structure

Total housing units: 349,445 100%
 Single-family: 175,348 50%
 2 - 9 units: 81,533 23%
 10 to 19 units: 14,692 4%
 20 or 49 units: 26,703 8%
 50 or more units: 50,963 15%
 Mobile homes/other: 206 0%

Year housing built

Total housing units: 349,445 100%
 1990 to 2000: 18,934 5%
 1980 to 1989: 26,075 7%
 1970 to 1979: 35,354 10%
 1960 to 1969: 52,364 15%
 1950 to 1959: 69,334 20%
 1949 or earlier: 147,384 42%

Single-family home value

Average house value (4) \$366,466 % of 1-family ownership units

Housing Units by Range in Value

Total specified 1-family units: 148,232 100%
 Less than \$200,000: 23,377 16%
 \$200,000 to \$299,999: 43,052 29%
 \$300,000 to \$399,999: 29,837 20%
 \$400,000 to \$499,999: 17,005 11%
 \$500,000 to \$749,999: 19,311 13%
 \$750,000 to \$999,999: 7,979 5%
 \$1,000,000 or more: 7,671 5%

Monthly renter costs

Average rent: \$875
 Housing Units by Range in Rent

Total specified renter units: 134,039 100%
 <\$500: 23,154 17%
 \$500-800: 44,625 33%
 \$800-1,249: 47,218 35%
 \$1,250 - 1,499: 7,048 5%
 \$1,500-2,000: 4,530 3%
 \$2,000+: 3,503 3%
 No Cash Rent: 3,961 3%

Cost-burdened households (5)

Total households: 337,486 100%
 Total Cost-burdened households: 98,495 35%
 Renters: 53,134 40%
 Owners w/mortgage: 35,404 35%
 Owners no mortgage: 9,957 22%

Overcrowded Housing Units (6)

Total housing units: 349,445 100%
 Persons per Room
 Less than 1: 329,064 94%
 1 to 1 1/2: 10,812 3%
 1 1/2 to 2: 6,402 2%
 2 or more: 3,167 1%

Source: US Census Bureau, SF3 Data. Notes: 1) Workers are a sub-set of employed persons. Employed persons may not have responded as being at work due to illness, layoff, etc. 2) Income and poverty values are for 1999 because the census asks for the past year's income. 3) Percent persons under 18, and 65 and over is a percent of their age group. 4) Does not include condominium or cooperative housing units. Average house value is self-reporting. House value is not comparable to housing sales statistics from the Westchester County Board of Realtors. 5) Cost-burdened is defined by the US HUD as those paying in excess of 30% of their income toward housing costs. Percents are a share of the tenure group. 6) The US HUD defines overcrowding as more than 1 person per room and severe overcrowding as more than 1.5 persons per room.

Population Estimates, April 1, 2000 to July 1, 2004 Westchester County, NY

Municipality		Census April 1, 2000	July 1, 2000	July 1, 2001	July 1, 2002	July 1, 2003	July 1, 2004	Percent Change, Census 2000 to July 1, 2004
Westchester County		923,459	926,029	933,241	937,892	940,561	942,444	2.1%
CITIES	Mount Vernon	68,381	68,483	68,653	68,651	68,464	68,321	-0.1%
	New Rochelle	72,182	72,295	72,444	72,459	72,880	72,985	1.1%
	Peekskill	22,441	22,543	22,868	23,095	23,467	23,782	6.0%
	Rye	14,955	14,984	15,046	15,095	15,074	15,067	0.7%
	White Plains	53,077	53,323	54,154	55,396	55,915	56,509	6.5%
	Yonkers	196,086	196,385	197,203	197,257	197,378	197,126	0.5%
TOWNS	Bedford	18,133	18,213	18,415	18,510	18,649	18,600	2.6%
	Cortlandt	28,672	28,770	29,044	29,179	29,417	29,554	3.1%
	Eastchester	18,564	18,603	18,690	18,737	18,740	18,757	1.0%
	Greenburgh	41,828	42,120	43,137	43,435	43,550	43,483	4.0%
	Harrison	24,154	24,227	24,944	25,243	25,545	25,553	5.8%
	Lewisboro	12,324	12,364	12,479	12,523	12,527	12,532	1.7%
	Mamaroneck	11,141	11,448	11,483	11,489	11,456	11,424	2.5%
	Mount Pleasant	26,151	26,207	26,278	26,471	26,515	26,529	1.4%
	New Castle	17,491	17,535	17,645	17,699	17,711	17,721	1.3%
	North Castle	10,849	10,927	11,199	11,407	11,587	11,821	9.0%
	North Salem	5,173	5,184	5,217	5,226	5,228	5,226	1.0%
	Ossining	5,514	5,540	5,625	5,646	5,660	5,666	2.8%
	Pound Ridge	4,726	4,756	4,857	4,912	4,918	4,918	4.1%
	Somers	18,346	18,449	18,800	19,204	19,403	19,621	6.9%
Yorktown	36,318	36,407	36,616	37,061	37,161	37,175	2.4%	
VILLAGES	Ardsley	4,269	4,276	4,290	4,310	4,814	4,823	13.0%
	Briarcliff Manor	7,696	7,710	7,739	7,814	7,907	7,900	2.7%
	Bronxville	6,543	6,550	6,557	6,553	6,526	6,503	-0.6%
	Buchanan	2,189	2,197	2,219	2,219	2,228	2,249	2.7%
	Croton-on-Hudson	7,606	7,628	7,687	7,699	7,808	7,862	3.4%
	Dobbs Ferry	10,622	10,673	10,844	10,957	11,044	11,136	4.8%
	Elmsford	4,676	4,685	4,706	4,725	4,728	4,735	1.3%
	Hastings-on-Hudson	7,648	7,739	7,807	7,800	7,771	7,757	1.4%
	Irvington	6,631	6,643	6,668	6,679	6,671	6,655	0.4%
	Larchmont	6,485	6,493	6,500	6,495	6,535	6,527	0.6%
	Mamaroneck	18,752	18,493	18,545	18,548	18,503	18,463	-1.5%
	Mount Kisco	9,983	10,002	10,043	10,067	10,043	10,057	0.7%
	Ossining	24,010	24,061	24,107	24,290	23,642	23,656	-1.5%
	Pelham	6,400	6,410	6,428	6,432	6,415	6,403	0.0%
	Pelham Manor	5,466	5,474	5,486	5,477	5,454	5,434	-0.6%
	Pleasantville	7,172	7,184	7,204	7,202	7,179	7,167	-0.1%
	Port Chester	27,867	27,908	27,958	27,951	27,967	27,902	0.1%
	Rye Brook	8,602	8,688	8,902	9,074	9,238	9,395	9.2%
	Scarsdale	17,823	17,857	17,926	17,960	17,937	17,888	0.4%
	Sleepy Hollow	9,212	9,226	9,250	9,253	9,233	9,903	7.5%
Tarrytown	11,090	11,149	11,346	11,451	11,419	11,402	2.8%	
Tuckahoe	6,211	6,220	6,232	6,241	6,254	6,257	0.7%	

Source: US Census Bureau, Sub-County Population Estimates, released June 24, 2005.

Prepared by the Westchester County Department of Planning.

Population by Municipality, 1990 to 2030 Westchester County, NY

Municipality		1990	1995	2000	2001	2002	2003	2004	2005	2010	2015	2020	2025	2030
Westchester Total		874,888	898,726	923,408	925,927	929,042	930,779	932,677	935,127	945,148	957,256	964,527	973,480	982,708
CITIES	Mount Vernon	70,743	71,198	71,765	71,774	71,846	71,817	71,883	71,975	72,327	72,682	72,540	72,651	72,686
	New Rochelle	67,300	69,919	72,227	72,094	72,091	72,004	71,903	71,809	71,600	71,528	71,235	71,175	71,100
	Peekskill	19,534	20,977	22,441	22,499	22,541	22,545	22,589	22,634	22,723	23,048	23,403	23,738	23,978
	Rye City	14,936	14,896	14,930	14,960	15,010	15,033	15,032	15,048	15,052	15,106	15,245	15,389	15,530
	White Plains	48,678	50,881	53,087	53,183	53,393	53,533	53,687	53,831	54,628	55,714	56,566	57,194	57,653
	Yonkers	184,501	188,690	192,873	192,815	192,798	192,663	192,622	192,691	193,532	195,224	196,279	197,788	199,394
TOWNS	Bedford	16,892	17,474	18,123	18,260	18,417	18,495	18,583	18,676	19,034	19,391	19,621	19,821	19,962
	Cortlandt	28,369	28,434	28,635	28,867	29,093	29,256	29,404	29,578	30,223	30,838	31,206	31,727	32,302
	Eastchester	18,537	18,561	18,533	18,477	18,444	18,409	18,345	18,314	18,064	17,920	17,810	17,839	17,824
	Greenburgh	41,096	41,906	42,726	42,852	43,023	43,119	43,249	43,407	44,126	45,065	45,671	46,464	47,312
	Harrison	23,310	23,632	24,138	24,177	24,208	24,225	24,253	24,273	24,317	24,480	24,651	24,940	25,223
	Lewisboro	11,327	11,801	12,304	12,570	12,821	13,040	13,253	13,468	14,330	15,078	15,498	15,913	16,465
	Mamaroneck Town	11,564	11,543	11,412	11,402	11,414	11,385	11,369	11,350	11,197	11,020	10,832	10,706	10,592
	Mount Pleasant	25,755	25,891	26,859	27,005	27,133	27,274	27,378	27,505	28,056	28,515	28,540	28,642	28,867
	New Castle	16,693	17,162	17,467	17,659	17,830	17,971	18,090	18,242	18,736	19,038	19,053	19,122	19,285
	North Castle	10,081	10,387	10,830	10,916	11,011	11,059	11,127	11,206	11,501	11,701	11,800	11,913	12,041
	North Salem	4,725	4,982	5,168	5,188	5,210	5,223	5,232	5,246	5,300	5,335	5,307	5,258	5,179
	Ossining Town	5,080	5,243	5,504	5,568	5,624	5,654	5,704	5,739	5,903	6,040	6,104	6,156	6,196
	Pound Ridge	4,550	4,641	4,717	4,787	4,859	4,927	4,975	5,036	5,300	5,525	5,664	5,760	5,838
	Somers	16,213	17,191	18,323	18,801	19,310	19,743	20,183	20,665	22,907	25,480	27,840	30,105	32,441
Yorktown	33,439	34,891	36,293	36,593	36,865	37,030	37,211	37,412	38,210	38,874	39,267	39,689	40,112	
VILLAGES	Ardsley	4,327	4,282	4,266	4,294	4,338	4,367	4,381	4,397	4,464	4,502	4,517	4,593	4,696
	Briarcliff Manor	6,507	6,628	7,014	7,017	7,033	7,036	7,058	7,084	7,111	7,125	7,090	7,098	7,147
	Bronxville	6,024	6,286	6,543	6,578	6,608	6,644	6,688	6,718	6,830	6,897	6,912	6,894	6,871
	Buchanan	1,970	2,091	2,189	2,185	2,181	2,172	2,166	2,160	2,130	2,126	2,102	2,108	2,091
	Croton-on-Hudson	7,013	7,322	7,597	7,624	7,650	7,674	7,668	7,704	7,670	7,615	7,551	7,588	7,743
	Dobbs Ferry	9,940	10,263	10,625	10,663	10,695	10,723	10,751	10,762	10,783	10,733	10,624	10,675	10,789
	Elmsford	3,374	3,571	3,729	3,753	3,784	3,813	3,829	3,852	3,952	4,071	4,190	4,322	4,491
	Hastings-on-Hudson	8,000	7,782	7,638	7,643	7,675	7,689	7,696	7,707	7,698	7,641	7,526	7,506	7,587
	Irvington	6,348	6,530	6,620	6,688	6,744	6,787	6,816	6,866	6,968	7,036	7,061	7,150	7,290
	Larchmont	6,181	6,363	6,476	6,486	6,512	6,512	6,521	6,519	6,534	6,544	6,529	6,502	6,464
	Mamaroneck Village	16,997	17,798	18,465	18,413	18,394	18,351	18,296	18,257	18,108	18,066	18,079	18,075	18,016
	Mount Kisco	9,108	9,593	9,987	10,047	10,116	10,173	10,211	10,278	10,490	10,759	11,018	11,223	11,444
	Ossining Village	22,613	23,131	24,032	24,068	24,126	24,182	24,204	24,261	24,534	24,942	25,239	25,452	25,569
	Pelham	6,390	6,357	6,381	6,370	6,376	6,350	6,329	6,310	6,221	6,135	6,034	5,948	5,850
	Pelham Manor	5,490	5,479	5,478	5,461	5,457	5,431	5,406	5,389	5,270	5,140	4,998	4,884	4,798
	Pleasantville	6,576	6,892	7,168	7,173	7,179	7,158	7,149	7,139	7,055	6,956	6,836	6,783	6,738
	Port Chester	24,728	26,457	27,923	27,971	28,050	28,097	28,143	28,223	28,631	29,370	29,890	30,196	30,428
	Rye Brook	7,765	8,120	8,593	8,595	8,613	8,608	8,618	8,623	8,602	8,614	8,648	8,718	8,770
	Scarsdale	16,992	17,447	17,806	17,939	18,032	18,096	18,167	18,256	18,503	18,518	18,406	18,428	18,621
	Sleepy Hollow	8,181	8,727	9,224	9,235	9,231	9,236	9,241	9,252	9,312	9,503	9,635	9,683	9,691
Tarrytown	10,739	10,969	11,092	11,068	11,082	11,062	11,062	11,061	11,045	11,148	11,208	11,256	11,221	
Tuckahoe	6,302	6,338	6,207	6,209	6,225	6,213	6,205	6,204	6,171	6,213	6,302	6,408	6,413	

Source: The NYSDOT, Special forecasts prepared by Global Insight, December 2003.

Prepared by the Westchester County Department of Planning. Note: Population for municipalities were built from census tracts and Westchester totals here do not match other tables.

Interim Projections of the Population by Sex for the United States, Regions, and Divisions by Sex: April 1, 2000 to July 1, 2030							
Geographic Area	Census April 1, 2000	Projections July 1, 2005	Projections July 1, 2010	Projections July 1, 2015	Projections July 1, 2020	Projections July 1, 2025	Projections July 1, 2030
BOTH SEXES							
United States	281,421,906	295,507,134	308,935,581	322,365,787	335,804,546	349,439,199	363,584,435
Northeast	53,594,378	54,802,949	55,785,179	56,565,669	57,135,437	57,470,313	57,671,068
New England	13,922,517	14,372,985	14,738,789	15,052,263	15,309,528	15,491,545	15,623,015
Middle Atlantic	39,671,861	40,429,964	41,046,390	41,513,406	41,825,909	41,978,768	42,048,053
Midwest	64,392,776	66,005,033	67,391,433	68,569,609	69,455,175	70,041,457	70,497,298
East North Central	45,155,037	46,188,274	47,041,323	47,732,177	48,208,733	48,469,671	48,638,464
West North Central	19,237,739	19,816,759	20,350,110	20,837,432	21,246,442	21,571,786	21,858,834
South	100,236,820	106,916,476	113,583,614	120,440,208	127,570,819	135,160,886	143,269,337
South Atlantic	51,769,160	55,737,197	59,791,781	64,019,354	68,442,026	73,129,056	78,093,216
East South Central	17,022,810	17,571,539	18,063,711	18,530,725	18,978,828	19,432,299	19,902,285
West South Central	31,444,850	33,607,740	35,728,122	37,890,129	40,149,965	42,599,531	45,273,836
West	63,197,932	67,782,676	72,175,355	76,790,301	81,643,115	86,766,543	92,146,732
Mountain	18,172,295	20,005,440	21,740,479	23,585,039	25,557,049	27,668,947	29,909,432
Pacific	45,025,637	47,777,236	50,434,876	53,205,262	56,086,066	59,097,596	62,237,300
MALE							
United States	138,053,563	145,113,237	151,814,973	158,489,098	165,093,306	171,722,696	178,562,747
Northeast	25,897,327	26,507,062	26,992,474	27,369,971	27,626,306	27,748,448	27,795,881
New England	6,738,103	6,957,172	7,129,858	7,274,123	7,384,952	7,453,221	7,494,768
Middle Atlantic	19,159,224	19,549,890	19,862,616	20,095,848	20,241,354	20,295,227	20,301,113
Midwest	31,555,438	32,447,174	33,202,408	33,838,025	34,302,767	34,595,754	34,811,513
East North Central	22,097,208	22,670,445	23,139,064	23,517,139	23,771,468	23,903,085	23,981,471
West North Central	9,458,230	9,776,729	10,063,344	10,320,886	10,531,299	10,692,669	10,830,042
South	49,057,320	52,395,843	55,714,686	59,114,753	62,624,852	66,338,278	70,291,272
South Atlantic	25,275,218	27,255,804	29,270,085	31,360,430	33,532,180	35,817,913	38,224,936
East South Central	8,265,701	8,549,085	8,796,732	9,026,896	9,241,766	9,455,365	9,676,902
West South Central	15,516,401	16,590,954	17,647,869	18,727,427	19,850,906	21,065,000	22,389,434
West	31,543,478	33,763,158	35,905,405	38,166,349	40,539,381	43,040,216	45,664,081
Mountain	9,104,953	10,018,502	10,881,901	11,800,477	12,780,617	13,827,967	14,936,881
Pacific	22,438,525	23,744,656	25,023,504	26,365,872	27,758,764	29,212,249	30,727,200
FEMALE							
United States	143,368,343	150,393,897	157,120,608	163,876,689	170,711,240	177,716,503	185,021,688
Northeast	27,697,051	28,295,887	28,792,705	29,195,698	29,509,131	29,721,865	29,875,187
New England	7,184,414	7,415,813	7,608,931	7,778,140	7,924,576	8,038,324	8,128,247
Middle Atlantic	20,512,637	20,880,074	21,183,774	21,417,558	21,584,555	21,683,541	21,746,940
Midwest	32,837,338	33,557,859	34,189,025	34,731,584	35,152,408	35,445,703	35,685,785
East North Central	23,057,829	23,517,829	23,902,259	24,215,038	24,437,265	24,566,586	24,656,993
West North Central	9,779,509	10,040,030	10,286,766	10,516,546	10,715,143	10,879,117	11,028,792
South	51,179,500	54,520,633	57,868,928	61,325,455	64,945,967	68,822,608	72,978,065
South Atlantic	26,493,942	28,481,393	30,521,696	32,658,924	34,909,846	37,311,143	39,868,280
East South Central	8,757,109	9,022,454	9,266,979	9,503,829	9,737,062	9,976,934	10,225,383
West South Central	15,928,449	17,016,786	18,080,253	19,162,702	20,299,059	21,534,531	22,884,402
West	31,654,454	34,019,518	36,269,950	38,623,952	41,103,734	43,726,327	46,482,651
Mountain	9,067,342	9,986,938	10,858,578	11,784,562	12,776,432	13,840,980	14,972,551
Pacific	22,587,112	24,032,580	25,411,372	26,839,390	28,327,302	29,885,347	31,510,100
New England:	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont						
Middle Atlantic:	New Jersey, New York, Pennsylvania						
East North Central:	Illinois, Indiana, Michigan, Ohio, Wisconsin						
West North Central:	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota						
South Atlantic:	Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia						
East South Central:	Alabama, Kentucky, Mississippi, Tennessee						
West South Central:	Arkansas, Louisiana, Oklahoma, Texas						
Mountain:	Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, Wyoming						
Pacific:	Alaska, California, Hawaii, Oregon, Washington						

Suggested Citation:

Table A4: Interim Projections of the Population by Sex for the United States, Regions, and Divisions: April 1, 2000 to July 1, 2030

Source: U.S. Census Bureau, Population Division, Interim State Population Projections, 2005.

Internet Release Date: April 21, 2005

Part 3 – Facility Requirements

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3.1 – Existing Facilities

3.1.1 – Existing Police Department, 307 Bedford Road

The existing Police Department is located on a triangular plot of land shared with the Bedford Town Hall, Municipal offices, the newly-constructed courthouse and two other smaller buildings. The total amount of land is around 3.3 acres, with between one-third and one-quarter of this (approx. 0.94 acres) dedicated to the police building and associated operational, staff and visitor parking.

The existing 7,265 sq.ft police building has long ceased to meet police department space needs effectively. The building is overcrowded, badly planned and working conditions do not support efficient police operations. Many functions must share small, crowded offices.

The existing building was built in the 1960s, with a flat roof, structural steel frame, concrete mat foundation and brick masonry exterior. It was renovated in 1978/1979 as a police station (Bruce P. Helmes AIA, Architect) The building was not designed to be expanded by adding another floor.

Storage – The Police Department and the Town maintain storage for archived documents, supplies and other material in the Milk Building and in a designated area in the basement of new courthouse.



Site & Parking

Although not strictly defined, the portion of the property allocated to the Police Department is around 41,000 square feet (0.95 acres), and accommodates the building footprint (7,265 sq.ft) and approximately 40 parking spaces. There is insufficient parking on site for department and personal vehicles, and the situation becomes critical at shift overlap. The area allocated is about two-thirds of that required for an efficient police facility.

Primary access to the parking lot and building is from Bedford Road (staff and visitors), Cherry Street and Park Avenue (mainly staff). Members of the public and residents are directed to certain parking areas, and the area behind the police department is supposed to be for police and municipal staff only, however there is no controlled vehicular access onto the property. This presents a security concern.

3.1.2 – Town House, Courthouse and Other Buildings

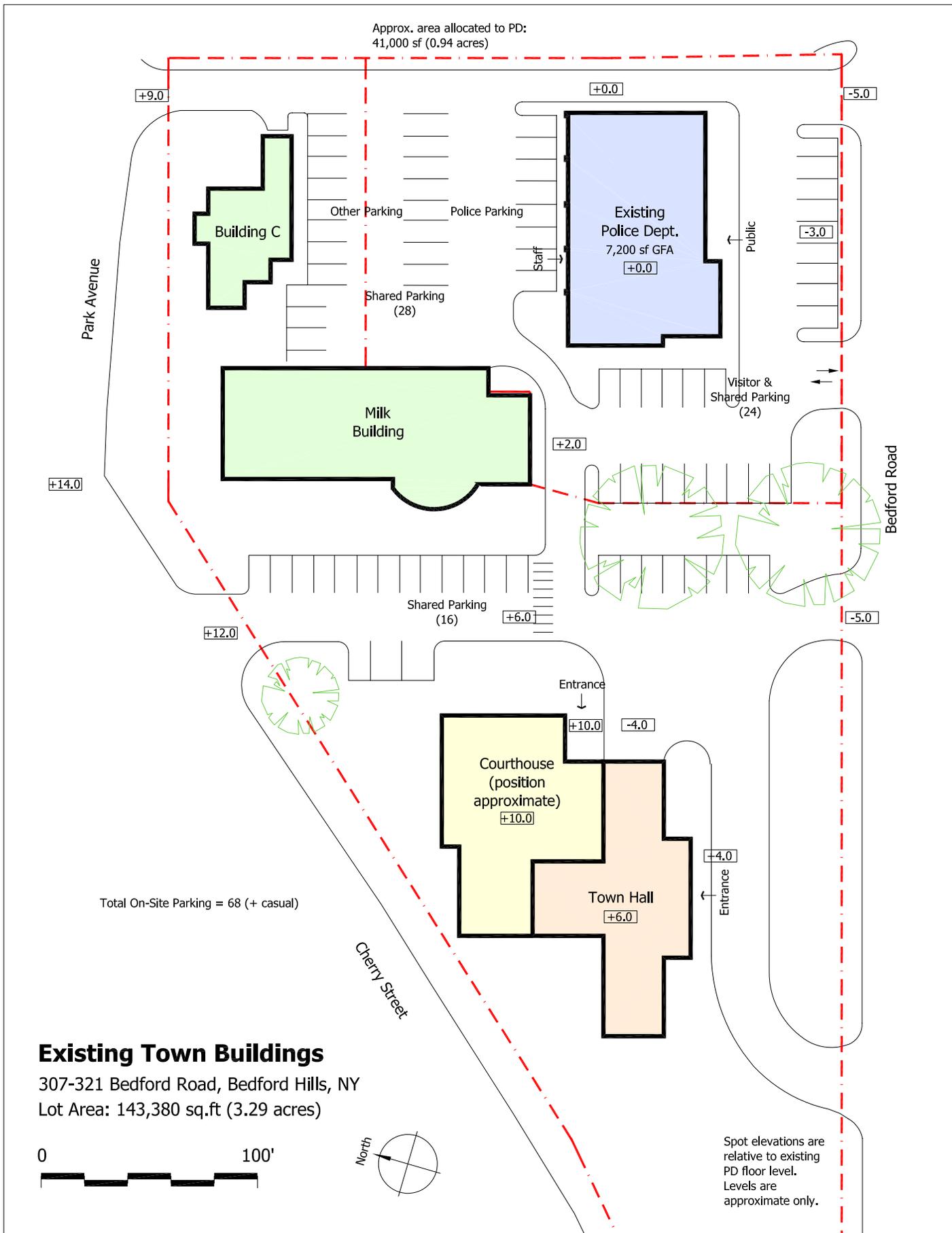
The proximity of the Police Department to the Town House and new courthouse is convenient for residents, [information redacted for security reasons]. The location on Bedford Road, close to the Saw Mill River Parkway is convenient, as these are the town’s two major traffic routes.



3.1.3 – Existing Site Plan & Floorplans

Refer to drawings on the following pages.

3.1.4 - Existing Site Plan



3.1.5 - Existing Floorplan

INFORMATION REDACTED
FOR SECURITY REASONS

3.2 – Space & Facility Requirements

3.2.1 – Space & Program Requirements

Including an indoor police garage and secure prisoner sallyport the proposed new police building will require around 22,000 gross square feet.

Space allocated to each division will be approximately as follows. Areas are rounded, and the actual space given to each may vary depending on the final building layout and internal planning adopted during the design phase. Areas represent 'usable area' and refer to the approximate amount of space each division will occupy, including internal circulation. To determine the total gross building area (upon which cost estimates and site planning are based) a grossing factor is applied to account for major internal circulation corridors, stairs and elevators, structure and the thickness of exterior walls.

Division	Components	Usable Area (rounded)
100 – Senior Administration	Chief, admin support	960 sq.ft
200 – Administrative Services	Administrative Services Lieut.	240 sq.ft
300 – Patrol Services	Patrol, Dispatch/Front Desk	2,310 sq.ft
400 – Staff Services	Detectives, Youth Bureau, Ident & Property, Records	3,680 sq.ft
500 – Booking/Holding	Booking, detention cells, sallyport	1,780 sq.ft
600 – Common Areas	Multipurpose room, staff amenities, lockers, storage, mech/elec	6,260 sq.ft
	Subtotal – Operational Areas (Usable Area)	15,230 sq.ft
	Grossing Factor	1.25
	Gross Floor Area (excluding Garage)	19,000 sq.ft
700 – Police Garage	Police garage, storage, bicycles	2,700 sq.ft
	Total Usable Area Required (rounded)	17,850 sq.ft
	Grossing Factor (Average ¹)	1.23
	Anticipated Gross Floor Area	22,000 sq.ft

Staff and space tables listing all the spaces required for each functional unit are included in Section 3.4. As demonstrated in the Staff and Space tables the difference between current needs (the department with its current staff and functions) and projected future needs is very small. The areas assigned will allow the department to be flexible and to adapt to future policing strategies and long-term growth. Providing the small amount of additional space for future growth will be a prudent investment and will enhance future flexibility.

Space per Person Ratios

Excluding garage space the department will require around 19,000 square feet of gross floor area, or roughly 250 square feet per person at planned occupancy (77 total staff). Including the garage this number is roughly 295 square feet per person.

While it is recommended that the space requirements for every agency be determined individually (to account for widely-differing facility needs) the International Association of Chiefs of Police (IACP) recognizes that around 275 square feet per person is a good average. Therefore we believe that the space requirements given above represent a reasonable estimate. The actual gross floor area may vary depending on the final building configuration.

¹ Grossing factor (UA to GFA) of 1.25 used for main building, 1.10 for garage portion.

3.2.2 – Space & Design Requirements**100 – Senior Administration**

Commander	Christian Menzel, Chief of Police
Responsibilities	Overall department administration
Staffing	Chief of Police, admin support (no anticipated growth)
Current Facilities	Office for Chief, separate area for admin assistant, files
Space Requirements	Offices for Chief, workstation for admin assistant, waiting area, confidential files (secure), conference room, resource area, printer/copier, storage.
Planning Considerations	Area should be secured after business hours. The conference room could be planned to be accessible to other divisions after hours for approved uses. Only screened/controlled visitors.

200 – Administration Services Division

Commander	Lieut. Ed Collins
Responsibilities	Accreditation, scheduling, training, time & attendance.
Staffing	1 Lieutenant, future shared admin assistant.
Current Facilities	Office
Space Requirements	Private office with space for visitor chairs, files and small storage. Shared future assistant located in 405-Records & Information Services.
Planning Considerations	Locate in reasonable proximity to Senior Administration.

300 – Patrol Services Division

Commander	Lieut. John Corbett
Responsibilities	Patrol operations, emergency services unit, traffic accident investigation unit, parking enforcement, crossing guards, dog control unit, station command and front desk/communications, detention, fleet & equipment.
Function	<u>301 – Patrol & Operational Units</u> – Patrol, community-based programs, traffic enforcement, DARE and school programs.
Staffing	1 Lieutenant, 6 Sergeants, 28 police officers. Future additional Admin Sergeant & future shared admin assistant. Number of patrol officers, community service officers anticipated to increase. Potential separate traffic enforcement unit. Total staffing growth from 35 to 53 anticipated.
Current Facilities	Office for Lieutenant, shared office for sergeants, reports/briefing in shared 'classroom'.
Space Requirements	Shared office for lieutenants, shared office for sergeants, ready room (briefing), report-writing room, interview room(s), equipment storage. Future office for ESU/Traffic, workstations for DARE and other specialized functions.
Planning Considerations	Shared future assistant located in 405-Records & Information Services. Locate on main floor, in reasonable proximity to parking lot, front desk, Records and Detective Bureau. Locate in reasonable proximity to the booking area and evidence drop lockers.
Function	<u>302 – Front Desk & Dispatch</u> – Station reception, call-taking and dispatch.
Staffing	3 full-time dispatchers, anticipated growth to 5.
Current Facilities	Front desk and small adjacent area for equipment.
Space Requirements	Front desk area (consoles and reception counter), equipment room, separate toilet room.

Planning Considerations	Locate in reasonable proximity to station commander. Secure construction to protect occupants.
Function	<u>303 – Patrol Services Units</u> – Parking enforcement, dog control, crossing guards.
Staffing	2 parking enforcement officers, 4 crossing guards, 1 dog control officer – total staffing growth from 7 to 8 anticipated.
Current Facilities	Small workstations in Records.
Space Requirements	Workstations for PEO and dog officer, small counter area for crossing guards, storage.
Planning Considerations	Locate on main floor, in reasonable proximity to front desk, Records and Patrol areas.

400 – Staff Services Division

Commander	Lieut. Bob Mazurak
Responsibilities	Investigations (Detective Bureau, Youth Bureau), Ident & Property, Records & Information Services, building maintenance.
Function	<u>401 – Staff Services Command</u> – bureau command.
Staffing	1 Lieutenant, future shared admin assistant.
Current Facilities	Office.
Space Requirements	Private office with space for visitor chairs, files and small storage. Shared future assistant located in 405-Records & Information Services.
Planning Considerations	Locate in reasonable proximity to Senior Administration.
Function	<u>402 – Detective Bureau</u> – Investigation of criminal offenses, identifications, evidence control.
Staffing	1 Detective Sergeant, 3 detectives. Anticipated growth includes 1 additional detective.
Current Facilities	Office for D/Sgt, shared office with workstations (3) for detectives.
Space Requirements	Private office for D/Sgt, shared office for detectives, interview room, monitoring/recording station, secure storage and case files.
Planning Considerations	Main floor or 2 nd floor. Should be a secure suite.
Function	<u>403 – Youth Bureau</u> – Juvenile offenders, school liaison.
Staffing	1 Youth Bureau detective, future additional detective and DARE/Youth officer.
Current Facilities	Office
Space Requirements	Office for YB Detective, workstation for DARE/Youth officer, 'soft' interview room, secure file area.
Planning Considerations	Separate from remainder of police operations, with separate entrance (NY certified space).
Function	<u>404 – Ident & Property</u> – Evidence examination and processing, fingerprinting, photography, crime scene processing
Staffing	1 Evidence officer (counted as part of Patrol), no anticipated growth.
Current Facilities	Property storage room, Ident lab, darkroom.
Space Requirements	Exhibit processing area, secure transfer lockers, identifications lab, photo lab, evidence storage and vaults (cash, jewelry, drugs, weapons).
Planning Considerations	Secure area, restricted access (card-reader) no exterior windows, locate in reasonable proximity to Detective Bureau and Patrol.
Function	<u>405 – Records & Information Services</u> – Central records, admin support.
Staffing	Supervisor, records clerks (2), firearms officer. No anticipated growth.
Current Facilities	Shared office (also used by Parking & Dog Control) with public counter.
Space Requirements	Offices for Supervisor, workstations for other staff and temporary staff, file space, resource/copier area, storage.

Planning Considerations	Main floor location. Public counter required, locate off public lobby with secure transaction window/counter. Provide separate counter for police staff.
500 – Booking/Holding	
Function	Prisoner processing (breath/sobriety tests, fingerprinting, photography), booking and short-term detention.
Staffing	None (prisoner monitors assigned)
Current Facilities	Booking hall, 2 interview rooms, 4 adult cells.
Space Requirements	Sallyport (prisoner transfer), booking area/holding cage, secure processing and interrogation/interview rooms, segregated detention cells (male, female, juvenile), washroom.
Planning Considerations	Locate away from public areas. Locate sallyport out of public view if possible. Restricted area (sworn officers and authorized monitoring staff only), controlled egress.
600 – Common Areas	
Function	<u>601 – Multipurpose Room</u>
Current Facilities	Existing 'classroom' used for different activities (briefing, training, lunch, public meetings)
Space Requirements	Large room for community meetings, training, press conferences and emergency operations.
Planning Considerations	Locate off public lobby for direct (controlled/supervised) access. Provide secondary access from the police zone.
Function	<u>602 – Shared Spaces & Staff Amenities</u>
Current Facilities	No dedicated spaces.
Space Requirements	Central copy station, law library/project room (major crimes, special operations), staff lounge/lunch room and computer server room.
Planning Considerations	Locate copy station in convenient, central location. Locate staff lounge away from senior admin and visitor areas.
Function	<u>603 – Lockers, Washrooms, Fitness</u>
Current Facilities	Undersized locker rooms.
Space Requirements	Washrooms, shower, locker rooms (24/30" wide lockers for officers, day-use lockers for civilian staff), staff lounge and first-aid room.
Planning Considerations	Direct access from locker to fitness room.
Function	<u>604 – Public-Access Areas</u> – Primary public reception point
Current Facilities	Public Lobby (front desk and records counters), public washrooms.
Space Requirements	Public lobby and washrooms
Planning Considerations	Direct access to records counter (secure) and front desk.
700 – Police Garage	
Function	Vehicle storage, limited maintenance, secure impound, large-item storage, bicycles, etc.
Current Facilities	None
Space Requirements	Garage bays, maintenance bays, large evidence storage, bicycle storage, impound garage, bicycle team area, equipment storage.
Planning Considerations	Vehicle access

3.2.3 – Parking and Outside Areas

The department currently maintains a fleet of 20 vehicles (Dec 2004), anticipated to increase to around 27 as the department grows.

Secure, dedicated parking is required for approximately 60 vehicles to accommodate current and future needs, plus 10-15 spaces for visitors. Space is also required for impounded vehicles, and others (e.g. involved in a fatal collision) that should be kept under police control, as well as vehicles waiting to be sold or new vehicles being prepared for duty.

Space is also required for vehicle fueling (covered). Ideally there should be a covered area for on-duty police cruisers. As the department has some larger-than-average vehicles some parking spaces should be larger than normal. Parking spaces for on-duty cruisers should be one to two feet wider than the minimum required.

Parking Summary – Police Department Requirements:

• Department vehicles	27 spaces
• Staff Vehicles (shift overlap)	31 spaces
• <u>Accessible Spaces</u>	<u>2 spaces</u>
• Total Department Requirements	60 spaces
• Visitors ¹ (incl. accessible spaces)	10-15 spaces

The peak demand for police parking will be at shift overlap. During other times of day the demand is less. Similarly the peak demand for court parking will only occur at certain times during the week. If the overall parking provisions on site allow for flexible use by police staff, municipal and court staff, and visitors, the requirements for dedicated police parking can be reduced. We propose between 45 and 50 dedicated spaces, with the ability to use common or shared spaces from time to time.

Visitors to the complex can be accommodated on site at off-peak times, or may use the Cherry Street parking lot across the street.

Parking Lot & Site Security

Ideally the parking area used for department vehicles and staff should be secured and separate from other publicly-accessible parking lots and driveways. Given the parking requirements for the municipal offices and courthouse, and the limited land area at the Bedford Road 'municipal campus', totally dedicated and separate police parking may not be appropriate.

While gates and fences may not be appropriate or necessary for the police parking lot, the site should be designed to control and direct members of the public away from police parking areas, and pedestrian traffic through the lot discouraged or prevented. Signs and changes in paving material can be designed to discourage vehicle and pedestrian access to the police lot, and if deemed necessary gates can be added.

On this property it would be impossible to provide the federally-recommended 100-foot buffer zone between non-controlled vehicle areas and the police building, however other measures can be taken in building and site design to minimize risk and reduce the potential for vehicles to be used to attack or harm.

The site and configuration of driveways should enable police vehicles to get off the property by at least two separate routes in case one gets blocked, either deliberately or accidentally.

¹ Assumes that additional parking spaces will be available on-site for special functions, community meetings and court dates.

3.3 – Building & Site Requirements

3.3.1 – Building Requirements

To meet the 25-year space needs of the Department a building of around 22,000 gross square feet is required. This includes around 15,000 square feet of usable area allocated to operational areas (including storage, mechanical and electrical rooms), and a further 2,700 square feet allocated to a small police garage..

Building Planning and Floor Distribution

There are a number of important adjacencies within the building, as well as separations between critical functions. In general the building should be designed according to the following zones:

- Public-Access Zone – including the front desk and public meeting room. It should be possible to expand this zone from time to time to include the Community/Multipurpose room without compromising security of the building. The Community/Multipurpose room and meeting room could be planned as a controlled zone only accessible to members of the public under control or by arrangement.
- Secure Police Zone – This is the main working part of the building, and must be secure and accessible to police staff only. Access is normally controlled by a programmable card-based access control system. Access from the public zone into the secure part of the building must be strictly controlled. Non-police personnel should only enter this zone under escort.
- Detention Zone – This zone includes the prisoner intake and processing areas, interview rooms and detention cells. Access into and out of this zone must be strictly controlled. According to department policy no firearms will be permitted and lockers should be provided to secure officer's weapons prior to entering the area. The booking/intake area should be connected directly to the secure prisoner sallyport garage.
- Restricted Zone – This includes areas restricted to authorized personnel only, such as the evidence/property room, identifications lab, and the communications area.

Floor Distribution

A police facility of this size would function well if properly planned on two or three levels. The main floor (which comprises the public-access areas and key operational components) will comprise between 40 and 70 percent of the whole, depending on the distribution of functions by floor and the number of floors. This would result in a building footprint of between 10,500 and 13,000 square feet for a two-floor structure, or around 7,500 to 9,500 square feet for a three-floor building. We have listed a number of floor distribution options that could be used on sites of different size and configuration. (Refer to the floor distribution tables in Section 3.4)

- Two floors plus basement garage
- Two floors plus a partial basement
- Two floors with no basement

In extreme cases, where the site is very restricted, the functions could be distributed differently in order to make a smaller footprint (e.g. three floors plus a basement), but this would result in some internal inefficiencies and loss of some required adjacencies.

3.3.2 – Site Requirements & Planning Considerations

Ideally, to accommodate a new police building, parking and other required outdoor spaces a site of between 1.5 and 2.0 acres would be required. This would accommodate visitor parking, driveways and landscaped areas. It may be possible to locate a new police facility on a smaller site with some compromises or loss of parking. In this case it is assumed that a new police building would be constructed on the current municipal property on Bedford Road, however for comparison in Section 4.3 we have shown the site requirements for an off-site building.

Parking Requirements – approximately 50 to 60 spaces are required for future department and staff vehicles. Any indoor parking spaces provided can be deducted from this figure. Provide accessible parking spaces as required by code.

Depending on land availability and other design considerations parking should ideally be provided on-grade (the least costly option). Restricted sites or those with significant grade changes may require construction of a parking deck. If the opportunity exists to provide inexpensive indoor parking (e.g. in a basement area) this should be considered. Provide accessible parking spaces as required by code.

Vehicle Access & Egress – to reduce the risk of emergency vehicles being blocked in (either deliberately or accidentally) we recommend providing alternate means for police vehicles to enter and/or leave the property.

Visitor Parking – Visitor parking should be kept separate from department and staff parking, close to the public entrance. Provide accessible parking spaces as required by code.

Site Security – the site should be fenced to reduce the risk of trespass and damage to department or staff vehicles. Depending on the selected location and other issues a security gate may be required.

Zoning Issues – a number of planning and zoning issues must be considered when determining the suitability of any proposed site. Considerations should include:

- Permitted use
- Coverage & Building Height
- Setbacks & Site Planning Considerations
- Landscaping & Open Areas
- Parking requirements

Refer to Part 4.0 for accommodation options.

3.3.3 – Security Requirements

A comprehensive security plan must be developed to protect building occupants, assets and policing operations. The Town must take adequate and reasonable measures to protect staff and visitors from foreseeable risks, and to take measures to maintain essential operations. Not doing so may result in potential exposure to lawsuits. There are several aspects of security to consider in a new building:

- security and safety of building occupants and detainees
- security of vehicles
- weapons security
- security of evidence and property, records and data
- security of building services
- access control
- audio-video recording & monitoring

Each area must be examined in detail during the design process, and an evaluation made of the potential threat. The measures taken must consider the degree of threat, the cost and the Town's liability.

Physical and electronic security measures must be developed in concert with policies and procedures. There is no point in providing a sophisticated access control system if doors are going to be left open, or in a video monitoring system which no-one watches.

Security and the Community-Based Philosophy

The two conflicting requirements of security and the need to present an open, friendly image to the public must be considered carefully during the design phase. The overall benefits of being able to deal with the public face-to-face, as part of an overall community-based policing philosophy, must be weighed against the potential exposure to risk.

Protection of Building Occupants and Assets

Attack From Outside - the building must be designed to resist attack from outside, and to protect the occupants. The degree of protection must be weighed against the potential threat. Secure construction is expensive and any municipally-funded building must be seen as being fiscally responsible. Areas which must be considered are:

- visibility, siting and orientation of the building
- access to and from adjacent thoroughfares
- gunfire from passing vehicle or from pedestrians
- intrusion by armed pedestrians, or persons using vehicles
- vehicle bombs, grenades, etc.

Attack from Inside - the building must also be designed to resist attack from individuals who may gain access into the building. The first priority is to limit those persons to a secure contained area. The front lobby and desk should be designed to protect occupants of other parts of the building from gunfire. Glazing, doors and partitions between the public lobby and other parts of the building should be bullet resistant, to an appropriate ballistic rating. In some cases there may be justification for provision of a metal detector at the front door.

CPTED - Principles of crime prevention through environmental design must be applied – this includes visibility, natural surveillance and selection of appropriate materials to reduce the risk of injury or damage.

Lobby Design - The public lobby must be designed to keep members of the public in full view at all times (except washrooms).

Secure Circulation, Separation of Public, Staff & Suspect Areas - Areas intended for public access must be kept separate from staff areas. Adequate separation must be maintained between victims and suspects.

Duress or 'panic' alarms should be provided at various locations within the secure detention and interview area, and where staff deal with the public. Where a staff member is likely to be alone alarms should be located at floor level, so they can be used in case of collapse or illness.

Alarms should provide immediate audio communication (and video, subject to camera coverage) with the Dispatch Center and the Front Desk/Shift Supervisor. Alarms should sound in the Report Writing and other areas where police staff can be summoned for immediate assistance. Immediate audio communication of a false alarm situation to all locations should be possible. Duress alarms should also be installed at the Front Desk and in the Forensic laboratory

The detention area should comprise a totally secure zone designed to contain detainees in a safe and secure manner. Cell construction must be designed to withstand abuse and to prevent self-injury by detainees.

Vehicle Security

Adequate measures must be made for the protection of Department and staff vehicles. Access into the parking lot should be controlled, and measures taken to prevent unauthorized vehicular or pedestrian access.

Appropriate protection should be provided to prevent driving vehicles into the building. This can be achieved by strategic placement of concrete planters, resulting in a secure solution that is esthetically pleasing.

Undercover vehicles and vehicles containing sensitive equipment should be located out of sight in a secure part of the building.

Weapons Security

Weapons must be stored in a suitably secure area, and ammunition stored according to local regulations. Areas for weapon testing & maintenance must be designed to minimize the risk of injury due to accidental discharge. Proper unloading traps (proving stations) for use to contain accidental discharge when unloading pistols, should be provided in these and other areas where officers will be unloading their weapons.

Weapons are not allowed within the detention areas. All entrances into the detention area must be equipped with handgun lockers.

Evidence and Property

Areas where evidence and property is stored must be constructed to prevent unauthorized access, and forced or surreptitious entry. Access should be controlled, and an archived record of access kept by the door controllers. Intrusion alarms should be provided.

For additional security and control items such as drugs, firearms, liquor, cash and other sensitive or valuable material should be locked in securely constructed rooms or vaults. Only authorized persons should have access to these areas.

Evidence Drop-off & Pick-up Lockers - During times when the evidence officer is not on duty, evidence and found property can be deposited in a series of drop-off lockers. These should allow items to be securely stored until evidence staff can collect them, and be designed to prevent anyone other than authorized personnel from entering the evidence room.

The lockers should have doors opening to the corridor and to the evidence room. The inner doors can only be opened from inside by the evidence officer. The outer doors should be normally unlocked, but should lock when evidence is placed inside. Lockers should also be available so that evidence required in court can be secured, but accessible to authorized staff.

Staff members should not be permitted within the secure zone. A counter should be provided for dealing with evidence personnel.

Security of Records, Data and Information

Security of files, records and computer-based data must be protected through secure construction, access control and software protection.

Access Control

Access into the building, and restricted areas within, should be controlled and monitored by a programmable access system. The system should allow different persons access to different parts of the building depending on their duties and clearance level, and can be programmed to allow access at particular times (eg. certain shifts or duty periods).

At each building access point, CCTV cameras should monitor and record persons entering, to ensure that only authorized personnel are admitted. At particularly sensitive areas such as the evidence room, identification areas and weapon storage areas key pads should supplement the card readers for an added level of security. If credentials are mislaid or stolen they can be restricted from accessing the system, and trigger a silent alarm sequence if used.

Guard Tours - could be used in the Jail area where regular inspection of prisoners can be recorded and verified by touching a sensor in each cell block or at each cell.

Computer Failure - In most systems access data is stored at the individual readers, door controllers and at the central computer. If the computer goes off-line control of access through doors is maintained, using the last set of access criteria given.

Access to the following locations should be controlled:

- staff entrances, from outside and from the public area
- doors from vehicle areas to staff areas

- Detention area
- Evidence & Property
- Records, Data Services and CPU room
- Communications Center
- Forensic suite
- Weapons storage areas

Records of access into spaces where evidence is secured must be protected, to ensure continuity of control over evidence. Adequate buffering of events at door controllers will be required to maintain an archive record of access even if the host computer goes off-line.

Remote Door Control - Vehicle doors and barriers can be operated by remote control from the control center. Vehicles and personnel from other jurisdictions, suppliers and other authorized visitors can be allowed to enter the vehicle area upon recognition.

At night the inner vestibule door to the public lobby should be controlled from the Front Desk, with intercom communication. Intercoms should be integrated with CCTV cameras at all building entrances.

Department vehicles can be equipped with remotely detectable devices which can open doors or barriers when vehicles approach. Card readers should also be provided to allow Department personnel to bring in other vehicles. Drivers of other vehicles (other jurisdictions) should communicate with the Front Desk or Dispatch Center who will open the doors remotely upon recognition (by camera & intercom/radio).

Access Zones

The building should be divided into various zones depending on the degree of access permitted to each. These zones will change during the 24-hour period according to the need for access by any class of person to each area of the building (refer to drawings).

General Public Access Zone - During daytime hours (business hours and early evening) public will be permitted without restriction to the public lobby, and from there to the public washrooms, public-access interview rooms off the lobby, and to the community/multi-purpose room.

At night public should only be permitted to the public lobby, or to other spaces by arrangement. Access into the lobby from outside should be controlled from behind the front desk - by means of an intercom and remote-controlled lock on the inner set of vestibule doors. Arrangements must be made for deliveries at various times of day.

Escorted Visitor Access - Public having business with staff members should be issued with a visitor's pass, and should only be permitted into the staff zone in the presence of a Department member.

Special visitors such as consultants, service contractors or members of other jurisdictions can be issued with short-term access devices (credentials), which can be programmed to allow access to certain zones within the building during a restricted period. When visitors, consultants, contractors, etc. leave the building they must turn in their cards at the front desk.

General Staff Zone - The general staff zone is defined as all areas except the public-access areas, vehicle areas and restricted areas. All staff members should be issued with access control 'credentials' (pass cards/keys), and should be permitted access throughout most of the building. They will gain access through one of the several access control points on the building perimeter or from the public areas.

There should be no restriction of movement within the general staff zone. Staff can freely move from floor to floor. Movement between the general staff zone and public areas of the building, and the vehicle areas, should be controlled in the same way as staff exiting or entering the building.

Restricted Areas - Several areas within the building should be accessible to certain staff only:

- Evidence storage areas
- Forensic lab
- Investigations Project room
- Dispatch Center
- Records, Data Services and CPU room
- Weapons storage areas

Access to all mechanical, electrical and telecommunications services areas should be restricted.

Detention Area

The Detention area comprises the Jail, booking area and the secure interview area. Access should be restricted, and egress controlled. Consideration must be given to local building code requirements regarding safe egress in a fire emergency situation. The building should be fitted with a two-stage alarm system, allowing the Department to make arrangements for the safe removal of detainees.

The sallyport exterior vehicle doors should be controlled from the booking station and Dispatch. Inner and outer sallyport doors should be interlocked so that both cannot be open simultaneously.

Audio-Video Recording & Monitoring

Cameras should be located at all building entrances, in the vehicle areas, in all areas where suspects or detainees may be located and in other critical locations. All cameras, except those in the cells, should be equipped with audio communication.

Monitors should be capable of displaying multiple views, although full-screen displays of selected views should be available on demand.

Monitors should also be located in the Dispatch Center and at the front desk. The number of views may be limited, but scenes from all camera locations should be displayed in sequence or as required. Video signals can also be made available on the network.

Video Recording

Three categories of recording are required:

Continuous Video Recording - Activity around the perimeter of the building, vehicle areas and the front lobby should be continuously recorded on digital video equipment. Storage should be adequate to retain video information for a pre-determined period (60 or 90 days). Information which may warrant further action can be pulled and stored.

Cameras can be programmed to record at a higher resolution should unusual activity occur at any camera location, or if a local door or duress alarm is triggered. This can include silent alarms triggered by using credentials which have been registered as stolen or lost. Depending on equipment capabilities the location of activity (e.g. attempted break-in) should be highlighted on the monitor screen.

Detention Area - Movement of suspects should be recorded (if required) as they are brought into the building, booked, interviewed and detained. Recording of suspect movement should be handled by a separate system from the rest of the building.

Interview/Statement Rooms - Cameras should be mounted in all interview rooms. Views can be displayed on any monitor as required. Each group of interview rooms should be provided with local digital recording equipment for interview procedures. The larger interview rooms should be specifically set up as statement-taking rooms with appropriate sound absorption and recording equipment. One room may be specifically set up for remote video remand if warranted.

Secure Construction

The building must be constructed to prevent unauthorized access into the building, from any direction, and to prevent unauthorized access into restricted areas.

The integrity of each zone must be maintained through appropriate construction. Measures must also be taken to reduce the risk of injury to occupants through suitable detailing, particularly where detainees are held against their will, or where there is potential for struggle. Damage to the building must also be minimized by using suitable materials and finishes.

Secure Detention Areas

The Jail, sallyport and the secure interview area comprise a totally secure envelope within which suspects can be contained. The design should provide a high level of physical security, including vents, access doors, lighting and any other openings.

All areas within the Jail must be constructed to reduce potential injury to occupants and damage to the building. All external corners must be radiused. Millwork, furniture and other installations must be detailed to eliminate sharp corners, to prevent attachment of ligatures, and other ways in which a detainee or police member may be injured, even if self-inflicted. All building elements and installations must be designed to withstand abuse.

Secure interview rooms may be used for temporary holding, and must be constructed to withstand abuse and damage, and to contain detainees in a safe and secure manner.

Interview room doors, doors between the secure areas and other staff areas, and all walls are designed and constructed to minimize sound transfer. Interview rooms or other spaces where audio recording may occur must have appropriate levels of sound attenuation.

Ducts and Service Spaces - Ducts and service spaces must be designed and constructed to prevent any potential security breach. All service access spaces must be locked, and all vents, outlets and other openings within the secure area must be constructed to prevent damage or unauthorized access. Service openings, filler caps, etc. must be locked, and any hose bibs in the detention area recessed.

Lights, CCTV cameras, electrical outlets, etc. within the secure area must be constructed to prevent damage or interference. Mechanical spaces and ducts penetrating the secure area must be designed to prevent escape. Ducts over a certain size must be provided with security bars.

Proper surveillance must be provided for the cells and other suspect areas. Cameras must be enclosed in secure housings designed for detention facilities. Cells should be provided with conduit service for installation of possible future audio intercept devices, where and when authorized.

Interview rooms must be constructed to withstand abuse and to contain suspects. Interview rooms within the detention area should be constructed of concrete or concrete block, with secure ceilings. Interview rooms where victims or persons making statements will be present can be made less intimidating by using impact-resistant gyprock backed up by plywood.

The entire detention area must be designed to be easy to clean and maintain, hose bibs and floor drains should be provided for washing down.

Secure Suites, Rooms and Storage Spaces

Unauthorized access into restricted areas must be prevented. All walls and partitions must extend from the floor to the underside of the slab/structure above. Gyprock partitions may be constructed with a secure screen above the ceiling. Metal security mesh should be installed over the studs before applying drywall sheets to restrict break-ins. Ideally areas for storing evidence should not be located on the building exterior, but where this is impractical glazing should be avoided, or kept at a high level. Security glazing should be used.

Spaces for storing particularly sensitive or valuable items (evidence, drugs, cash, jewellery, etc.) must be designed and constructed to prevent unauthorized access.

All exterior openings, including windows, access doors, hatches and panels must be constructed to prevent unauthorized access. All electrical, telecom and mechanical access and service spaces should be constructed to prevent unauthorized access or interference.

All interview rooms must be constructed to provide acoustic privacy. A sound transmission coefficient (STC) rating of 50 must be achieved for the partitions and doors. All private offices and meeting rooms requiring acoustic privacy shall (also be constructed with an STC rating of 50).

3.4 – Staff & Space Schedules

- 3.4.1 – Staff & Space Summary
- 3.4.2 – Staff & Space Schedules
- 3.4.3 – Staff Summary & Shifts
- 3.4.4 – Floor Distribution Tables

3.4.1 - Staff & Space Summary

100 - Senior Administration	Current	Future		Exist	Req'd 2005	Req'd 2030
101 - Office of The Chief of Police	2	2		475	960	960
	2	2	Usable Area	475	960	960

200 - Administrative Services Division	Current	Future		Exist	Req'd 2005	Req'd 2030
201 - Administrative Services	1	1		131	240	240
	1	1	Usable Area	131	240	240

300 - Patrol Services Division	Current	Future		Exist	Req'd 2005	Req'd 2030
301 - Patrol & Operational Units	35	48		712	1,340	1,550
302 - Front Desk	3	5		285	540	540
303 - Patrol Services Units	7	8		50	220	220
	45	61	Usable Area	1,047	2,100	2,310

400 - Staff Services Division	Current	Future		Exist	Req'd 2005	Req'd 2030
401 - Staff Services Commander	1	1		143	210	210
402 - Detective Bureau	4	5		560	930	1,300
403 - Youth Bureau	1	3		180	380	480
404 - Ident & Property	0	1		310	790	1,040
405 - Records and Information Services	1	3		271	550	650
	7	12	Usable Area	1,464	2,860	3,680

500 - Booking/Holding	Current	Future		Exist	Req'd 2005	Req'd 2030
501 - Detention Area				730	1,310	1,310
502 - Prisoner Sallyport				-	470	470
			Usable Area	730	1,780	1,780

600 - Common Areas	Current	Future		Exist	Req'd 2005	Req'd 2030
601 - Multipurpose Room				-	890	890
602 - Shared Spaces				-	570	570
603 - Lockers and Washrooms				750	2,220	2,430
604 - Public Access Areas				580	710	710
605 - Service & Storage Areas	1	1		400	1,440	1,660
	1	1	Usable Area	1,730	5,830	6,260

Staff & Space Requirements (100 to 600)	Current	Future		Exist	Req'd 2005	Req'd 2030
Staff Total excludes Outside Agencies	56	77	38% Growth	5,577	13,770	15,230
				Grossing Factor	1.30	1.25
				GFA Excluding Garage	7,265	17,200
				Space/Person excl. Garage		307
						247

700 - Indoor Vehicle & Storage	Current	Future		Exist	Req'd 2005	Req'd 2030
701 - Police Garage				-	2,700	2,700
				Subtotal - Usable Area	-	2,700
				Grossing Factor		1.10
				GFA Excluding Garage		3,000
						3,000

Total Staff & Space Requirements	Current	Future		Exist	Req'd 2005	Req'd 2030
Staff Total	56	77	38% Growth	5,577	16,470	17,930
				Grossing Factor	1.30	1.23
				Total Gross Floor Area	7,265	20,200
				Space/Person (all areas)		361
				Space/Person excl. Garage		307
						247

100 - Senior Administration

101 - Office of The Chief of Police

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Chief of Police	1	1	Office	1	1	1	234	225	225	234	225	225
			Change/Washroom	1	1	1	33	70	70	33	70	70
			Waiting Area		1	1		50	50	-	50	50
			Conference Room		1	1		225	225	-	225	225
Admin. Assistant	1	1	Workstation	1	1	1	183	100	100	183	100	100
			Confidential Files		1	1	incl.	40	40		40	40
			Resource Area		1	1	incl.	20	20		20	20
			Copier/Printer		1	1	incl.	20	20		20	20
			Storage Cabinet	1	1	1	10	20	20	10	20	20
	2	2	0% Growth							460	770	770
										1.03	1.25	1.25
										475	960	960

200 - Administrative Services Division

201 - Administrative Services

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Division Commander	1	1	Office	1	1	1	131	150	150	131	150	150
Future Assistant (in 405)			Workstation (in 405)							-	-	-
			Files	1	1	1		20	20	-	20	20
			Resource/Storage		1	1		20	20	-	20	20
	1	1	0% Growth							131	190	190
										1.00	1.25	1.25
										131	240	240

300 - Patrol Services Division

301 - Patrol & Operational Units

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Patrol Services Lieutenant	1	1	Office	1	1	1	149	150	150	149	150	150
Admin Sergeant		1	Office			1			120			120
Future Assistant (in 405)			Workstation (in 405)							-	-	-
Patrol Sergeants	6	9	Shared Office	1	1	1	89	180	225	89	180	180
Patrol Officers	28	37	Reports/Briefing	1	1	1	412	400	400	412	360	360
			Interview Room		1	1		80	80	-	80	80
Emergency Services/Traffic			Workroom/Storage		1	1		150	150	-	150	150
			Resource Workstation	1	1	2	50	50	50	50	50	100
			Resource Counter		1	1		20	20	-	20	20
			Equipment Storage	1	1	1	12	80	80	12	80	80
	35	48	37% Growth							712	1,070	1,240
										1.00	1.25	1.25
										712	1,340	1,550

302 - Front Desk

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Dispatchers	3	5	Front Desk	1	1	1	217	240	240	217	240	240
			Equipment	1	1	1	68	120	120	68	120	120
			Washroom		1	1		70	70	-	70	70
	3	5	67% Growth							285	430	430
										1.00	1.25	1.25
										285	540	540

303 - Patrol Services Units

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Parking Enforcement	2	3	Workstation	1	1	1	25	80	80	25	80	80
Crossing Guards	4	4	Use above							-	-	-
Dog Control Officer	1	1	Workstation	1	1	1	25	80	80	25	80	80
			Resource/Storage		1	1		15	15	-	15	15
	7	8	14% Growth							50	175	175
										1.00	1.25	1.25
										50	220	220

500 - Booking/Holding

501 - Detention Area

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Booking/Monitoring	1	1	1	142	160	160	142	160	160
Holding Room		1	1		100	100	-	100	100
Breath/Photo		1	1		120	120	-	120	120
Prisoner Property		1	1		10	10	-	10	10
Storage		1	1		10	10	-	10	10
Adult Cells	4	6	6	55	70	70	220	420	420
Interrogation Room	2	1	1	58	80	80	116	80	80
Washroom		1	1		70	70	-	70	70
Subtotal - Net Area							478	970	970
Internal Circulation*							1.53	1.35	1.35
Subtotal - Usable Area							730	1,310	1,310

502 - Prisoner Sallyport

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Sallyport		1	1		450	450	-	450	450
Subtotal - Net Area							-	450	450
Internal Circulation								1.05	1.05
Subtotal - Usable Area								470	470

600 - Common Areas

601 - Multipurpose Room

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Multipurpose Room		1	1		750	750	-	750	750
Storage		1	1		60	60	-	60	60
Subtotal - Net Area							-	810	810
Internal Circulation								1.10	1.10
Subtotal - Usable Area								890	890

602 - Shared Spaces

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Copy Station		1	1		60	60	-	60	60
Law Library/Project		1	1		180	180	-	180	180
Break Room		1	1		160	160	-	160	160
Computer/Server Rm		1	1		120	120	-	120	120
Subtotal - Net Area							-	520	520
Internal Circulation								1.10	1.10
Subtotal - Usable Area								570	570

603 - Lockers and Washrooms

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Male Officers	48	52		344	576	624	344	576	624
Civilian Lockers		1	1		25	25		25	25
Men's Washroom	1	1	1	120	225	225	120	225	225
Men's Showers	1	1	1	incl.	100	100		100	100
Female Officers	12	24		81	144	288	81	144	288
Civilian Lockers		1	1		40	40		40	40
Women's Washroom	1	1	1	63	150	150	63	150	150
Women's Showers	1	1	1	incl.	60	60		60	60
Women's Washroom	1	1	1	35	150	150	35	150	150
Fitness Room	1	1	1	400	400			400	400
Subtotal - Net Area							678	2,020	2,212
Internal Circulation*							1.11	1.10	1.10
Subtotal - Usable Area							750	2,220	2,430

604 - Public Access Areas

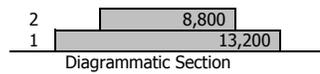
Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2005	Req'd 2030
Vestibule	1	1	1	84	60	60	84	60	60
Public Lobby	1	1	1	370	275	275	370	275	275
Report Station		1	1		20	20	-	20	20
Public Washroom	2	2	2	42	70	70	84	140	140
Meeting Room		1	1		150	150	-	150	150
Subtotal - Net Area							538	645	645
Internal Circulation*							1.08	1.10	1.10
Subtotal - Usable Area							580	710	710

1 - Meeting room accessible from Public side and Police side. Include F/P station, camera.

3.4.4 - Floor Distribution Options

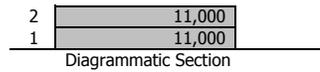
Option 2a - Two Floors

	Main Floor	Upper Floor	Total UA
101 - Office of The Chief of Police		960	960
201 - Administrative Services		240	240
301 - Patrol & Operational Units	1,550		1,550
302 - Front Desk	540		540
303 - Patrol Services Units	220		220
401 - Staff Services Commander		210	210
402 - Detective Bureau		1,300	1,300
403 - Youth Bureau		480	480
404 - Ident & Property	1,040		1,040
405 - Records and Information Services	650		650
501 - Detention Area	1,310		1,310
502 - Prisoner Sallyport	470		470
601 - Multipurpose Room	890		890
602 - Shared Spaces	100	470	570
603 - Lockers and Washrooms	200	2,230	2,430
604 - Public Access Areas	710		710
605 - Service & Storage Areas	400	1,260	1,660
701 - Police Garage	2,700		2,700
Total Usable Area	10,780	7,150	17,930
Grossing Factor	1.23	1.23	1.23
Total Gross Floor Area	13,200	8,800	22,000



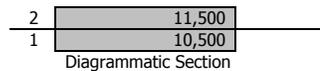
Option 2b - Two Floors

	Main Floor	Upper Floor	Total UA
101 - Office of The Chief of Police		960	960
201 - Administrative Services		240	240
301 - Patrol & Operational Units	1,550		1,550
302 - Front Desk	540		540
303 - Patrol Services Units	220		220
401 - Staff Services Commander		210	210
402 - Detective Bureau		1,300	1,300
403 - Youth Bureau		480	480
404 - Ident & Property		1,040 ^k	1,040
405 - Records and Information Services	650		650
501 - Detention Area	1,310		1,310
502 - Prisoner Sallyport	470		470
601 - Multipurpose Room		890 ^k	890
602 - Shared Spaces	100	470	570
603 - Lockers and Washrooms	200	2,230	2,430
604 - Public Access Areas	710		710
605 - Service & Storage Areas	500	1,160	1,660
701 - Police Garage	2,700		2,700
Total Usable Area	8,950	8,980	17,930
Grossing Factor	1.23	1.23	1.23
Total Gross Floor Area	11,000	11,000	22,000



Option 2c - Two Floors

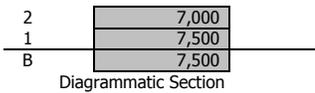
	Lower Floor	Main Floor	Total UA
101 - Office of The Chief of Police		960	960
201 - Administrative Services		240	240
301 - Patrol & Operational Units		1,550	1,550
302 - Front Desk		540	540
303 - Patrol Services Units		220	220
401 - Staff Services Commander		210	210
402 - Detective Bureau		1,300	1,300
403 - Youth Bureau		480	480
404 - Ident & Property	1,040		1,040
405 - Records and Information Services		650	650
501 - Detention Area		1,310	1,310
502 - Prisoner Sallyport		470	470
601 - Multipurpose Room		890	890
602 - Shared Spaces	400	170	570
603 - Lockers and Washrooms	2,230	200	2,430
604 - Public Access Areas	710		710
605 - Service & Storage Areas	1,460	200	1,660
701 - Police Garage	2,700		2,700
Total Usable Area	8,540	9,390	17,930
Grossing Factor	1.23	1.23	1.23
Total Gross Floor Area	10,500	11,500	22,000



3.4.4 - Floor Distribution Options

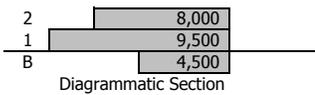
Option 3a - Three Floors

	Lower Floor	Main Floor	Upper Floor	Total UA
101 - Office of The Chief of Police			960	960
201 - Administrative Services			240	240
301 - Patrol & Operational Units		1,550		1,550
302 - Front Desk		540		540
303 - Patrol Services Units		220		220
401 - Staff Services Commander			210	210
402 - Detective Bureau			1,300	1,300
403 - Youth Bureau			480	480
404 - Ident & Property			1,040	1,040
405 - Records and Information Services		650		650
501 - Detention Area		1,310		1,310
502 - Prisoner Sallyport		470		470
601 - Multipurpose Room			890	890
602 - Shared Spaces		100	470	570
603 - Lockers and Washrooms	2,130	150	150	2,430
604 - Public Access Areas		710		710
605 - Service & Storage Areas	1,260	400		1,660
701 - Police Garage	2,700			2,700
Total Usable Area	6,090	6,100	5,740	17,930
Grossing Factor	1.23	1.23	1.23	1.23
Total Gross Floor Area	7,500	7,500	7,000	22,000



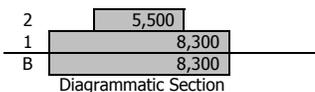
Option 3b - Three Floors

	Lower Floor	Main Floor	Upper Floor	Total UA
101 - Office of The Chief of Police			960	960
201 - Administrative Services			240	240
301 - Patrol & Operational Units		1,550		1,550
302 - Front Desk		540		540
303 - Patrol Services Units		220		220
401 - Staff Services Commander			210	210
402 - Detective Bureau			1,300	1,300
403 - Youth Bureau			480	480
404 - Ident & Property		1,040		1,040
405 - Records and Information Services		650		650
501 - Detention Area		1,310		1,310
502 - Prisoner Sallyport		470		470
601 - Multipurpose Room			890	890
602 - Shared Spaces		100	470	570
603 - Lockers and Washrooms		200	2,230	2,430
604 - Public Access Areas		710		710
605 - Service & Storage Areas	960	100	600	1,660
701 - Police Garage	2,700			2,700
Total Usable Area	3,660	7,780	6,490	17,930
Grossing Factor	1.23	1.23	1.23	1.23
Total Gross Floor Area	4,500	9,500	8,000	22,000



Option 3c - Three Floors

	Lower Floor	Main Floor	Upper Floor	Total UA
101 - Office of The Chief of Police			960	960
201 - Administrative Services			240	240
301 - Patrol & Operational Units		1,550		1,550
302 - Front Desk		540		540
303 - Patrol Services Units		220		220
401 - Staff Services Commander			210	210
402 - Detective Bureau			1,300	1,300
403 - Youth Bureau			480	480
404 - Ident & Property	1,040			1,040
405 - Records and Information Services		650		650
501 - Detention Area		1,310		1,310
502 - Prisoner Sallyport		470		470
601 - Multipurpose Room			890	890
602 - Shared Spaces		100	470	570
603 - Lockers and Washrooms	2,230	200		2,430
604 - Public Access Areas		710		710
605 - Service & Storage Areas	760	100	800	1,660
701 - Police Garage	2,700			2,700
Total Usable Area	6,730	6,740	4,460	17,930
Grossing Factor	1.23	1.23	1.23	1.23
Total Gross Floor Area	8,300	8,300	5,500	22,000



Part 4 – Accommodation Options

4.1 – Location Considerations 53
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4.3 – Development Options 56

4.1 – Location Considerations

4.1.1 – Location Considerations

The Bedford Police Department has traditionally and will continue to play an important role in life and business in the Town. Maintaining police operations at the current location has advantages of a central, accessible police presence and proximity to the courthouse and Town offices.

There are a number of benefits in having the police department stay at their current location:

- Proximity to and identification with other municipal services
- Convenient and accessible location for residents
- Proximity to the new courthouse

The Town is considering a proposal to relocate Water Department and Parks & Recreation operations to another location (ref. study by Lothrop Associates). This would free up a significant portion of the property (the Milk Building and Building 'C' could be demolished) to allow development of a new police building, while allowing current operations to continue through construction.

Other considerations important to the Town include not reducing revenue by taking privately-owned property off the tax rolls.

4.1.2 – Bedford Municipal Campus

We have prepared a number of accommodation options for the current location that will allow a new police building to be constructed before the existing is taken down (or re-assigned to other uses). These options assume that the current buildings occupied by the Water Department and Parks & Recreation will be vacated¹ and demolished.

Constructing a new police building on the current lot would require work to be carefully planned and phased. Temporary off-site location of police operations would be required if a new building were to be constructed where the existing building is, or if the building were expanded sideways. As the existing building is not designed to take an additional floor vertical expansion is not feasible. It would be inefficient to expand the building sideways.

For these reasons we have only presented options which allow a new building to be constructed while maintaining police operations in the existing building. Sample development proposals at the Bedford Road location are included in Section 4.3.

¹ Needs assessment and accommodation study by Lothrop Associates, summer 2005.

4.2 – Project Costs & Timing

4.2.1 – Project and Construction Costs

Project costs include the cost of constructing the building, furnishing and equipping it, and a number of 'soft costs' (consulting fees, permits, surveys, testing, legal costs, taxes, financing, etc.). We have excluded any potential costs for environmental cleanup costs, or any costs associated with maintaining or relocating on-site septic systems, connecting to a new sewer system, or costs to demolish the existing building.

At planning stages the project budget should include the estimated costs above, plus contingencies and allowances for construction cost escalation, unforeseen conditions and program/design changes. Other costs, such as time spent by project representatives (e.g. user representatives, project steering committee) during design and construction, moving and associated loss of personnel time, must also be considered.

Building Costs

Building costs will include all items and finishes normally included in the base building construction contract, plus furniture and fittings. This will provide space ready to occupy. The Department will only need to provide their own office equipment (copiers, faxes, phone system, communications equipment, etc.).

Typical construction costs for a building of this type vary from \$250 to over \$300 per square foot¹, plus the cost of furnishings and equipment, site development and services, and may vary significantly by geographic location. This is an average over the whole building – some areas will be more expensive (detention area) and some less expensive (garage). A police building is used 24 hours a day, 365 days a year, and must be durable and easy to maintain to reduce overall lifecycle costs.

Construction and other costs given in this report should be regarded as guidelines only. Actual costs can only be determined once more detailed designs have been developed, which is outside the scope of this study. Costs could vary significantly depending on final building configuration, number of floors, provision of a basement or parking deck, site conditions, market conditions and expected level of construction quality and materials.

Other Project Costs

Other project-related costs that should be considered when establishing a project budget include:

- Architectural & engineering fees
- Construction cost escalation if project is delayed
- Contingencies

Costs which have been excluded from project budget estimates and recommendations in this report:

- Land acquisition (not applicable)
- Demolition, site cleanup
- Surveys & testing
- Permits, legal fees, etc.
- Special site conditions resulting in higher-than-anticipated construction costs
- Financing costs
- Move & personnel costs

¹ Provided by A.M. Fogarty & Associates for new police building construction, 'above-average' quality for buildings of 7,000 to 32,000 square feet. Costs have been escalated to reflect anticipated 2006/2007 construction costs.

4.2.2 – Recommended Project Budget

A 22,000 square foot building may cost \$6 million or more to build. Depending on the development option selected (refer to the following sections) we would recommend a project budget of around \$8 million (excluding site cleanup costs if contaminated, and costs associated with sewer service or expansion/relocation of the existing septic system).

4.2.3 – Project Timing

We have been advised that the Town is considering relocating the existing Water Department and Parks & Recreation operations (currently using the Milk Building and Building 'C') to another location¹. Construction work on the police department project could take place as soon as these operations can be moved into new facilities.

Construction may also be impacted by the timing of planned sewer service to the property.

In the meantime design work (concept development, detailed design and construction documents) could proceed once the design team for the new police building has been selected.

Preconstruction Activities: The preconstruction stages of this project will include:

- | | |
|---|------------|
| • Adoption of the space recommendations made in this report | TBD |
| • Allocation of project funding and funding mechanism | TBD |
| • Design team selection | 3-4 months |
| • Concept Design & Design Development (Preliminary Design) | 3-4 months |
| • Construction Drawings & Specifications (Bid Documents) | 4-6 months |

Actual project timing will depend on Town approvals and project funding, Town scheduling objectives, site servicing issues, municipal, county and state approvals as required, potential site cleanup and/or decontamination, and relocation of existing operations.

¹ Ref. report December 2005 by Lothrop Associates, Inc.

4.3 – Development Options

4.3.1 – Development Options

We have presented several options (A through D) to illustrate a range of potential development solutions on the current municipal property. Option X, a generic, non-site-specific solution, has been shown for comparison.

All options allow police operations to continue in the existing building during construction. This approach will involve a significant amount of disruption, and will require temporary off-site parking (across the street) for police, Town House and court functions. By relocating Water and Parks & Recreation functions off-site and demolishing the Milk Building (and Building C) prior to beginning construction, space for construction staging can be made available.

The accompanying diagrams are intended to illustrate that the building and required parking could be accommodated on the property, and to give a sense of scale. They are schematic and conceptual in nature and represent only one of many possible site layout and building configurations. In all cases the existing milk building is removed.

- Options A & A1 – New police building & parking deck facing Cherry Street
- Option B – New police building on the north side, but facing Bedford Road
- Option C – New police building facing Bedford Road
- Option D – New police building connected to the existing Courthouse
- Option X – Non-site-specific option (for comparison)

In the following descriptions costs exclude demolition of the existing building, any site cleanup or decontamination, or any work associated with septic or sewer drainage systems.

4.3.2 – Options A and A1

Options A and A1 show a new 2- or 3-level police building located to the north of the property, with a parking deck and staff entrance to the east. Dedicated police parking for around 20 vehicles is provided on a parking deck with access to the prisoner sallyport and staff entrance. A further 23 parking spaces are provided underneath with access to storage and garage areas. In both cases the main public entry is from a common driveway between the Town House/Court complex and the new building. Option A shows the existing police building being retained and assigned to other uses. In Option A1 this area is redeveloped as a public park.

In Option A the building is planned on three levels with a main floor footprint of around 7,500 sq.ft. (floor distribution 3a, ref. 3.4.5).

Option A1 is planned on two levels with a larger footprint of around 11,600 sq.ft. (floor distribution 2c). Note that 2- and 3-level configurations are shown for illustration, and are not necessarily tied to either option.

• Building Area:	New Construction	22,000 sq.ft
• Site Area	PD Portion (approx.)	+/- 1.0 acres
• Parking Provided:	Police	approx. 52-54 + shared/visitor spaces
• Total Parking on Site ¹	Police, Town and Court	approx. 116 (Opt. A), 104 (Opt. A1)

Project Costs – Options A & A1

Costs would be typical for a building of this type.

• Construction Cost	22,000 sq.ft @ \$280/sf average	\$6,150,000
• Parking Deck		\$400,000
• Furniture & Equipment		\$250,000
• Building Cost		\$6,800,000
• Consulting Fees, Other Costs	8-9%	\$600,000
• Demolition, cleanup & site development/servicing		\$100,000
• Contingency	10-15%	\$900,000
• Recommended Project Budget ² (rounded)		\$8,400,000

Benefits & Drawbacks – Options A & A1

- 3-level plan (Option A) offers smaller building footprint but is marginally less efficient than 2-level plan
- 2-level plan (Option A1) offers optimal internal efficiency
- Additional cost for parking deck
- Limited police and overall on-site parking (especially Option A1)
- Police operations can remain at the existing building until the new building is ready
- Existing police building can be reassigned to other municipal or community uses, or sold/leased to offset project costs (Option A)
- Area of existing police building can be redeveloped as a public park or other community use (Option A1)
- Visitor parking can be shared with Town House and Court uses, maximizing use of available parking
- Option A1 has some security risk as uncontrolled parking spaces are located very close to the building (unless some parking spaces are lost)

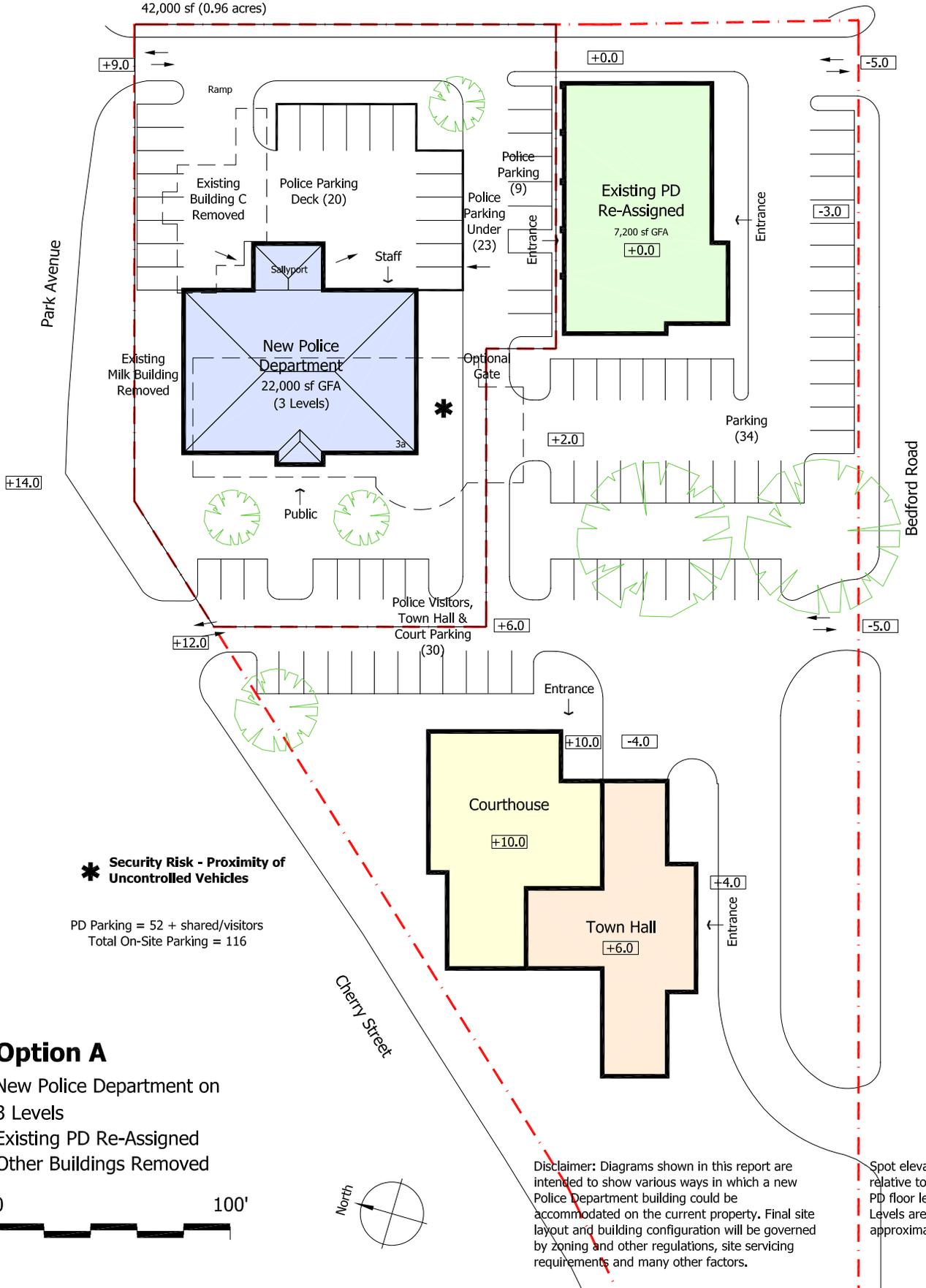
Refer to concept diagrams on the following pages.

¹ In this, as in all options presented in this report, additional informal parking is available and being used in front of the Town House.

² Project budget excludes demolition of the existing police department building, or development of the park area.

4.3.2 - Redevelopment Option A

Approx. area allocated to PD:
42,000 sf (0.96 acres)



* Security Risk - Proximity of Uncontrolled Vehicles

PD Parking = 52 + shared/visitors
Total On-Site Parking = 116

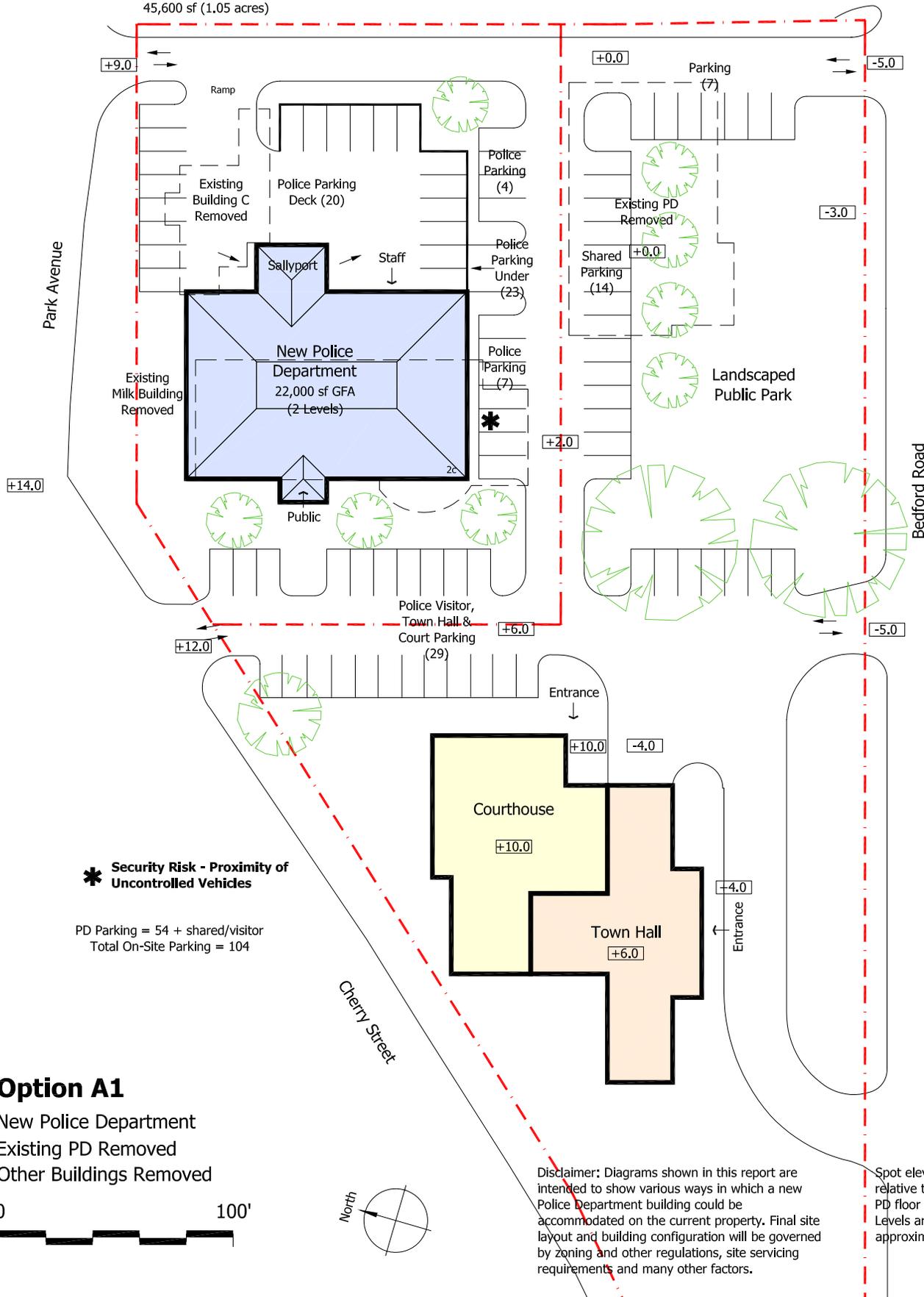
Option A
New Police Department on 3 Levels
Existing PD Re-Assigned
Other Buildings Removed

Disclaimer: Diagrams shown in this report are intended to show various ways in which a new Police Department building could be accommodated on the current property. Final site layout and building configuration will be governed by zoning and other regulations, site servicing requirements and many other factors.

Spot elevations are relative to existing PD floor level. Levels are approximate only.

4.3.2 - Redevelopment Option A1

Approx. area allocated to PD:
45,600 sf (1.05 acres)



* Security Risk - Proximity of Uncontrolled Vehicles

PD Parking = 54 + shared/visitor
Total On-Site Parking = 104

Option A1
New Police Department
Existing PD Removed
Other Buildings Removed

Disclaimer: Diagrams shown in this report are intended to show various ways in which a new Police Department building could be accommodated on the current property. Final site layout and building configuration will be governed by zoning and other regulations, site servicing requirements and many other factors.

Spot elevations are relative to existing PD floor level. Levels are approximate only.

4.3.3 – Option B

Option B shows a new 2-level police building (floor option 2b) located to the north of the property, with the public entrance facing Bedford Road. Dedicated police parking for around 41 vehicles is provided to the east of the new building. Some police visitor parking is provided near the public entrance, other on-site parking is shared between Town House and Court functions.

• Building Area:	New Construction	22,000 sq.ft
• Site Area	PD Portion (approx.)	+/- 1.3 acres
• Parking Provided:	Police	approx. 41 + 10 visitor spaces
• Total Parking on Site ¹	Police, Town and Court	approx. 82 spaces

Project Costs – Option B

Costs would be typical for a building of this type.

• Construction Cost	22,000 sq.ft @\$280/sf average	\$6,150,000
• Furniture & Equipment		\$250,000
• Building Cost		\$6,400,000
• Consulting Fees, Other Costs	8-9%	\$600,000
• Demolition, cleanup & site development/servicing		\$100,000
• Contingency	10-15%	\$900,000
• Recommended Project Budget (rounded)		\$8,000,000

Benefits & Drawbacks – Option B

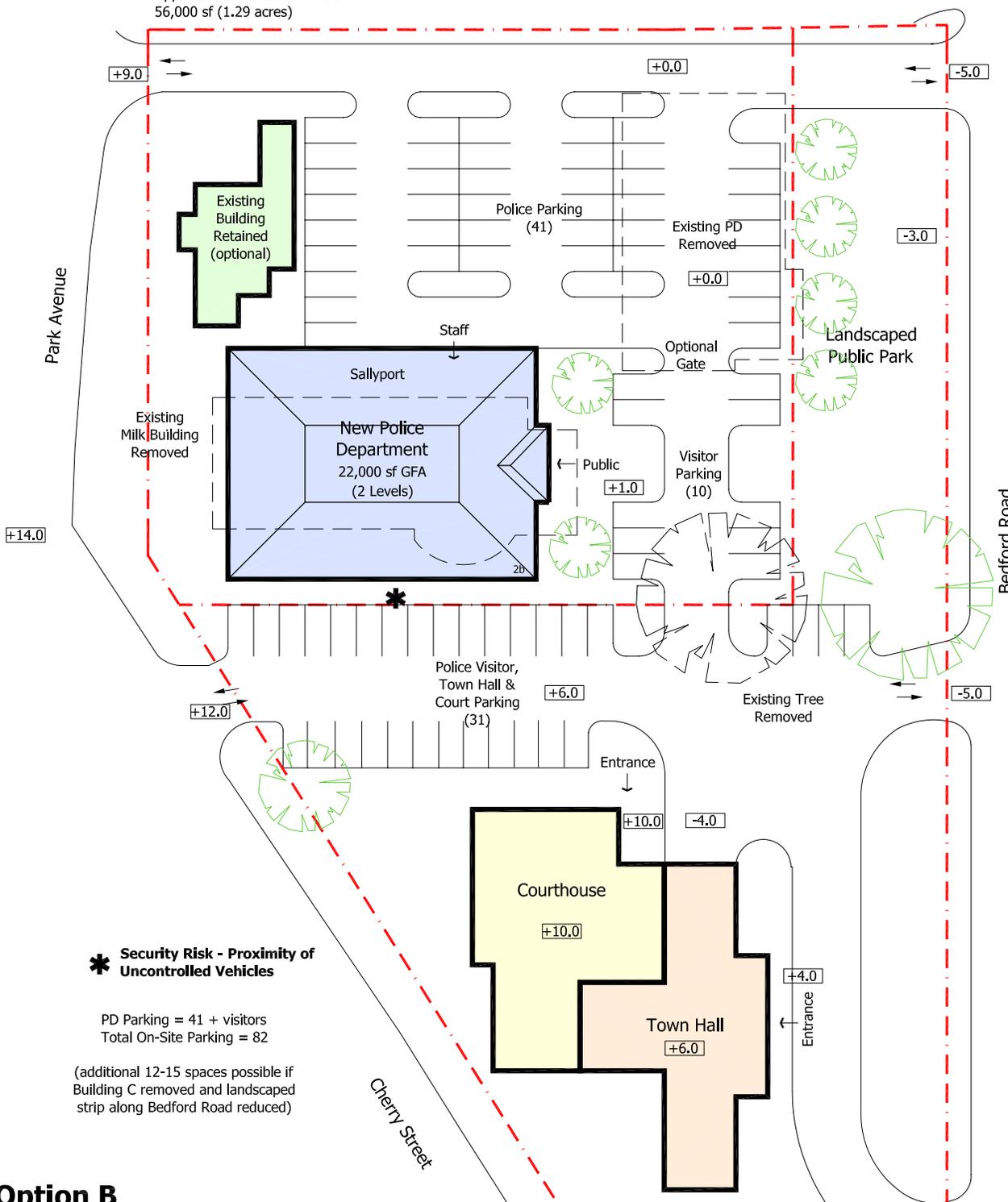
- 2-level plan offers optimal internal efficiency, but takes up more site area
- Lower overall cost than Options A or A1 (no parking deck), similar to Options C and D
- Police operations can remain at the existing building until the new building is ready
- Overall parking availability on-site is limited (fewer spaces than Options A or A1)
- Police Department parking is limited
- Visitor parking can be shared with Town House and Court uses, maximizing use of available parking
- Security risk due to proximity of uncontrolled driveway and parking spaces
- One of two large existing trees to be removed

Refer to concept diagram on the following page.

¹ An additional 12 to 15 parking spaces could be provided if existing building C is removed and the landscaped area along Bedford Road reduced.

4.3.3 - Redevelopment Option B

Approx. area allocated to PD:
56,000 sf (1.29 acres)



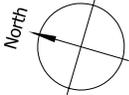
* Security Risk - Proximity of Uncontrolled Vehicles

PD Parking = 41 + visitors
Total On-Site Parking = 82

(additional 12-15 spaces possible if Building C removed and landscaped strip along Bedford Road reduced)

Option B

New Police Department
Existing PD Removed
Milk Building Removed



Disclaimer: Diagrams shown in this report are intended to show various ways in which a new Police Department building could be accommodated on the current property. Final site layout and building configuration will be governed by zoning and other regulations, site servicing requirements and many other factors.

Spot elevations are relative to existing PD floor level. Levels are approximate only.

4.3.4 – Option C

Option C shows a new 2-level police building (floor option 2a) located between the existing police building and the Town House, with the public entrance facing an extended common driveway parallel to Bedford Road. Dedicated police parking for around 41 vehicles is provided to the east of the new building, with a further 36 spaces allocated to visitors and/or Town House or Court uses. Police visitor parking is provided near the public entrance.

• Building Area:	New Construction	22,000 sq.ft
• Site Area	PD Portion (approx.)	+/- 1.0 acres
• Parking Provided:	Police	approx. 51 + visitor spaces
• Total Parking on Site	Police, Town and Court	approx. 104 spaces

Project Costs – Option C

Costs would be typical for a building of this type.

• Construction Cost	22,000 sq.ft @\$280/sf average	\$6,150,000
• Furniture & Equipment		\$250,000
• Building Cost		\$6,400,000
• Consulting Fees, Other Costs	8-9%	\$600,000
• Demolition, cleanup & site development/servicing		\$100,000
• Contingency	10-15%	\$900,000
• Recommended Project Budget (rounded)		\$8,000,000

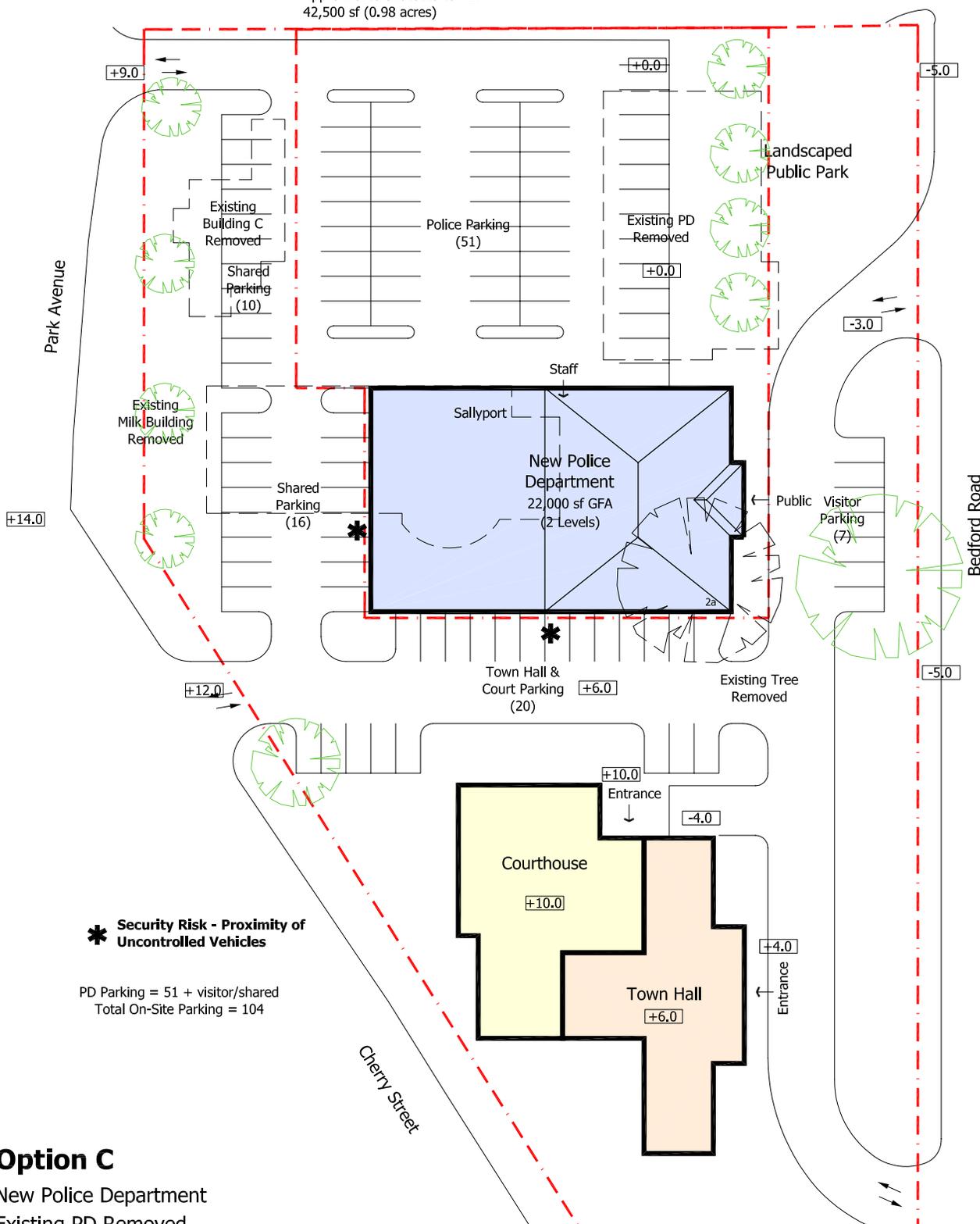
Benefits & Drawbacks – Option C

- 2-level plan offers optimal internal efficiency, but takes up more site area
- Lower overall cost than Options A or A1, similar to Options B and D
- Police operations can remain at the existing building until the new building is ready
- Overall parking availability on-site is more than Option B
- Visitor parking can be shared with Town House and Court uses, maximizing use of available parking
- Security risk due to proximity of uncontrolled driveway and parking spaces
- Large footprint places most operational areas on one level

Refer to concept diagram on the following page.

4.3.4 - Redevelopment Option C

Approx. area allocated to PD:
42,500 sf (0.98 acres)

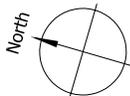


* Security Risk - Proximity of Uncontrolled Vehicles

PD Parking = 51 + visitor/shared
Total On-Site Parking = 104

Option C

New Police Department
Existing PD Removed
Milk Building Removed



Disclaimer: Diagrams shown in this report are intended to show various ways in which a new Police Department building could be accommodated on the current property. Final site layout and building configuration will be governed by zoning and other regulations, site servicing requirements and many other factors.

Spot elevations are relative to existing PD floor level. Levels are approximate only.

4.3.5 – Option D

Option D shows a new 3-level police building (floor option 3b) located to the north of the property and connected to the Courthouse. The prisoner sallyport can act as a secure route for prisoners being transferred to or from the courthouse. The public entrance is from a common landscaped plaza. Dedicated police parking for around 57 vehicles is provided to the east of the new building, with a ramp down to the police garage. A further 46 parking spaces are available on-site for Town House or Court uses, and visitors (including police visitors).

• Building Area:	New Construction	22,000 sq.ft
• Site Area	PD Portion (approx.)	+/- 1.2 acres
• Parking Provided:	Police	approx. 57 + shared visitor spaces
• Total Parking on Site	Police, Town and Court	approx. 103 spaces

Project Costs

Costs would be typical for a building of this type.

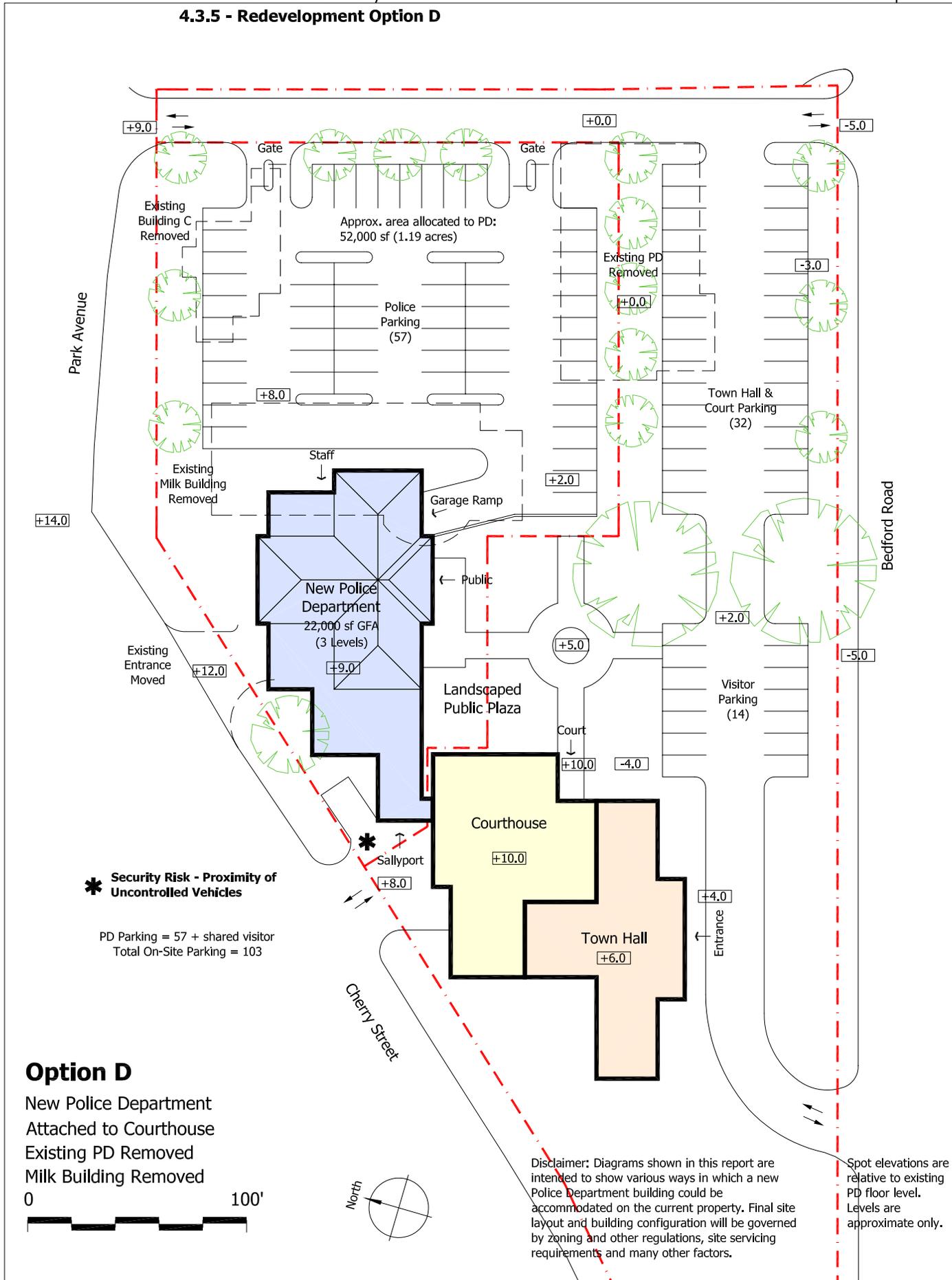
• Construction Cost	22,000 sq.ft @\$280/sf average	\$6,150,000
• Furniture & Equipment		\$250,000
• Building Cost		\$6,400,000
• Consulting Fees, Other Costs	8-9%	\$600,000
• Demolition, cleanup & site development/servicing		\$100,000
• Contingency	10-15%	\$900,000
• Recommended Project Budget (rounded)		\$8,000,000

Benefits & Drawbacks – Option D

- 3-level plan (floor option 3b) offers good internal efficiency, with garage and storage areas on lowest level
- Lower overall cost than Options A or A1, similar to Options B and C
- Police operations can remain at the existing building until the new building is ready
- Prisoner handling areas shared with and connected to Courthouse
- Overall on-site parking similar to Options A1 and C
- Visitor parking can be shared with Town House and Court uses, maximizing use of available parking

Refer to concept diagram on the following page.

4.3.5 - Redevelopment Option D



4.3.6 – Option X (Generic Site)

Option X shows a new 2-level police building on a generic 'greenfield' fully-serviced site as a comparison. Dedicated police parking for around 49 vehicles is provided to the east of the new building, with a ramp down to the police garage. A further 74 parking spaces are available on-site for Town House or Court uses, and visitors (including police visitors).

• Building Area:	New Construction	22,000 sq.ft
• Site Area	PD Only	1.4 acres
• Parking Provided:	Police	approx. 49 + 10 visitor spaces

Project Costs

Costs would be typical for a building of this type.

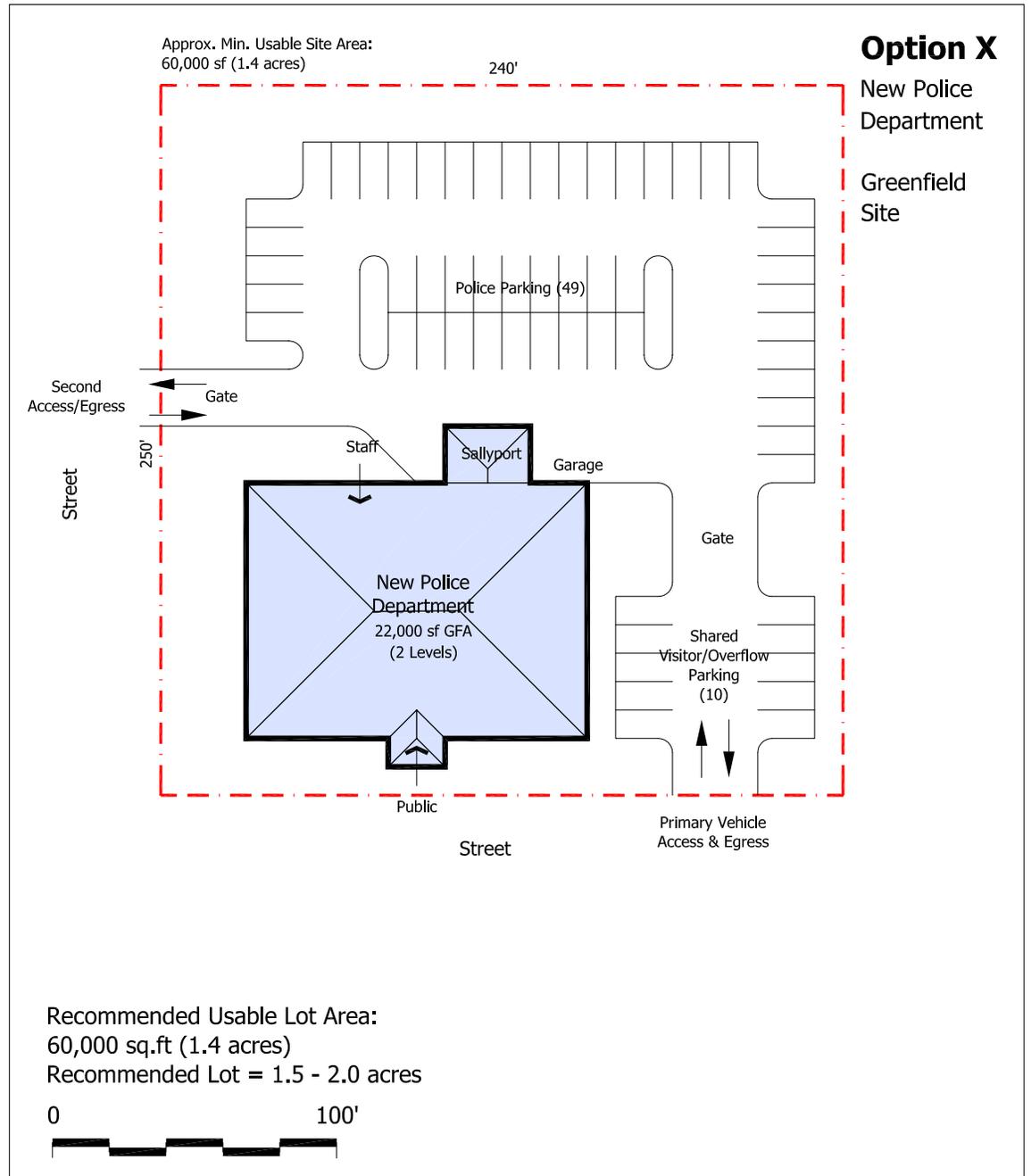
• Construction Cost	22,000 sq.ft @\$280/sf average	\$6,150,000
• Furniture & Equipment		\$250,000
• Building Cost		\$6,400,000
• Consulting Fees, Other Costs	8-9%	\$600,000
• Contingency	10-15%	\$900,000
• Recommended Project Budget (rounded, excl. land acquisition)		\$7,900,000

Benefits & Drawbacks – Option X

- 2-level plan offers optimal internal efficiency
- Similar construction cost to Options B through D
- Added expense of purchased land
- Police operations can remain at the existing building until the new building is ready
- Does not address continued use for existing PD building
- Removes police operations from other municipal functions

Refer to concept diagram on the following page.

4.3.6 - Non-Site-Specific Option



4.3.7 – Development Option Comparison

Option	Building Area	Police Parking	Total On-Site Parking	Project Budget
A 3-level building with parking deck, existing PD re-assigned	22,000 sq.ft	52 + 8 visitors	116	\$8.4 million
A1 2-level building with parking deck, public park	22,000 sq.ft	54 + 25 visitor/shared	104	\$8.4 million
B 2-level building with public park	22,000 sq.ft	41 + 10 visitor	82	\$8.0 million
C 2-level building with small public park	22,000 sq.ft	51 + 7 visitor	104	\$8.0 million
D 2-level building connected to Courthouse	22,000 sq.ft	57 + shared visitor	103	\$8.0 million
X 2-level building on undetermined fully-serviced site	22,000 sq.ft	49 + 10 visitor	59 (police & visitors)	\$7.9 million + land acquisition

Project Budget

Project budget figures given above should be considered order-of-magnitude costs for comparison purposes only. Refer to budget notes in previous sections.

Parking Spaces

Numbers of parking spaces are approximate only, subject to final site planning & building configuration, and are included for gross comparison purposes only. In most cases the total number of parking spaces on site could likely be increased beyond that shown in the foregoing diagrams.

4.3.8 – Recommendation

In our opinion Option D (a 2-level building connected to the existing Courthouse) offers the best solution of those options presented in this report. Other planning and configuration options should be explored at the conceptual design stage, considering site topography, setbacks, parking and vehicle circulation, site security, servicing and other factors.

