



Village of Croton-on-Hudson Police Department & Village Court Croton-on-Hudson, NY

Needs Assessment & Facility Master Plan

Final Draft Report—January 2008

**Rebanks Pepper Littlewood—Police Facility Consultants
The VCA Group—Architects**



Village of Croton-on-Hudson, New York Police Department & Village Court Space Needs Assessment & Accommodation Plan

Final Draft Report – January 15, 2008

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Part 1 – Introduction & Executive Summary

1.1 – Background & Study Objectives

1.1.1 – Background

The Croton-on-Hudson Police Department has outgrown its current facilities. The department occupies around 4,800 sq.ft in the Village Hall, plus another 1,300 sq.ft for the village court. This no longer meets the space, operational or security needs of the Department or court, and is not properly accessible. The space allocated 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 Croton-on-Hudson 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, to 2032) facility needs for the Croton-on-Hudson Police Department and Village Court, to identify and examine available accommodation options, and to make recommendations on how the department's facility needs can best be met, and to examine a number of potential properties as potential locations.

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 Croton-on-Hudson, its unique character, and the impact this has on policing operations and service needs.
- To understand how Croton-on-Hudson 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 Croton-on-Hudson 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.
- Identify and review potential locations for a new police/court building.
- 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 Croton-on-Hudson Police Department and the Village of Croton-on-Hudson to make informed decisions regarding new space, and to take appropriate steps towards implementation.



1.2 – Executive Summary

1.2.1 – A 25-Year Facility Masterplan for the Croton-on-Hudson Police Department & Court

The Croton-on-Hudson Police Department is currently located in the Stanley H. Kellerman Municipal Building at 1 Van Wyck Street, near the village center. The building is shared with Village administration offices and municipal court.

The existing area allocated to the police department and court within the Village Hall has long ceased to meet the department's needs effectively or securely. The building is overcrowded and does not support efficient police operations. Many functions must share small, crowded offices. There are no proper, secure facilities for safe handling of prisoners and arrested persons, and there is no room for internal training or community activities. As the department grows and service demands increase these problems will get worse.

The building was not originally designed as a police station (it was formerly a school), nor was it designed to be expanded. The police department was given more space when the Town of Cortlandt offices moved out of the building in the early 1990s.

There are a number of security and access issues surrounding the police building, including uncontrolled vehicle access onto and through the property, uncontrolled public access into the building, and the lack of a secure prisoner transfer sallyport. A security assessment report was carried out in 2006 by the NY Department of Public Safety with respect to court facilities which identified several security concerns (refer to Section 3.1 for further details).

1.2.2 – Policing Services in Croton-on-Hudson

The area serviced by the Croton-on-Hudson Police Department has a current population of around 7,900 extrapolated from the 2000 Census, although the actual population may be higher. The population has grown slowly but steadily since the 1960s and is anticipated to grow at a similar rate over the next 25 years. If this trend continues population could approach 8,200 by 2032, an increase of just under 4 percent. For planning purposes we have used an anticipated 2032 population of 8,200.

- | | |
|---------------------------------|-------------------|
| • Current (2007) population | 7,900 |
| • Anticipated (2032) population | 8,200 |
| • 25-year growth | 3.8% (0.15%/year) |

The need for police service has increased steadily over the past two decades and is expected to continue to do so. The Police Department deals with approximately 5,500 to 6,000 calls for service, makes just under 200 arrests, and issues 1,600 to 2,000 tickets per year (all numbers that are increasing steadily – ref. Section 2.2 for more details).

The Croton-on-Hudson Police Department currently comprises 22¹ police members (2007) plus 'support units' (2 parking enforcement officers, 5 crossing guards and 2 seasonal park rangers). The department also maintains a 4-member auxiliary police unit which carries out traffic control duties and support at various events.

Under the Chief of Police the department is organized into two divisions, each headed by a Lieutenant:

- Patrol Division– uniform patrol (5 squads), dispatch, traffic, parking enforcement, crossing guards & seasonal park rangers
- Detective Division – detective bureau, youth bureau, records, crime prevention

Administrative and planning functions are carried out by one of the Patrol sergeants but it is anticipated that this may become a dedicated position of Administrative Sergeant in future.

¹ For planning purposes the department currently consists of 21 sworn police members, plus 1 civilian police dispatcher.



To meet the increasing needs of the community we have estimated that total police staffing (sworn and civilian, excluding 'support units') could reach between 29 and 33 members by 2032 (an increase of between 32 and 50 percent over current levels). For planning purposes we have used an anticipated total staff complement of 33 by 2030.

- | | |
|----------------------------|---|
| • Current (2007) staff | 22 plus support units |
| • Anticipated (2032) staff | 29-33 plus support units |
| • 25-year growth | 32 to 50% (one position every 2.5 to 3.5 years) |

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

1.2.3 – Court Functions

The current court setup has many security issues and space shortages. It is anticipated that court staff (excluding the judge) could increase from four to six over the next 25 years. Around 4,300 square feet GFA is required to accommodate court functions and associated public areas.

1.2.4 – Facility Requirements (Police Department & Court)

Police Department: To meet 25 to 30-year accommodation needs for a department of up to 33 members plus support units a facility of around 13,700 square feet GFA is required (around 12,000 square feet of operational areas plus a 1,700 square foot police garage).

Village Court: It is anticipated that court staff (excluding the judge) could increase from four to six over the next 25 years. Around 4,300 square feet GFA is required to accommodate court functions and associated public areas.

To accommodate a new building of 18,000 square feet GFA on two levels and on-grade parking for around 50 vehicles (plus 30 to 40 visitors) 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).

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

1.2.5 – Accommodation Options & Site Review

A number of development options are presented in this report, illustrating ways in which a new police facility could be accommodated. Option X, a generic, non-site-specific solution, has been shown for comparison. A number of locations were considered, but only the following were considered feasible:

- Maple Street & Municipal Place (Katz Property)
- S. Riverside Avenue & Municipal Place (Skate Park)

Development options are discussed in more detail in Section 4.3. Several other locations were considered but rejected as being too small to accommodate a new police/court building.

1.2.6 – Project & Construction Costs

Construction costs could amount to around \$6.5 to \$7.0 million or more for a newly-constructed police/court facility. 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 property acquisition costs, demolition costs to remove existing buildings, cleanup costs for any site contamination, or any costs associated with any required upgrade to municipal services or utilities. Costs are expressed in 2008 dollars and should be escalated to the anticipated construction start date. Other 'soft' costs for legal costs, permits or move expenses are not included.



1.2.7 – In Summary

To support future policing and court operations in the Village of Croton-on-Hudson 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 to 30-year program needs now, rather than a phased approach which ultimately would be more expensive and disruptive.

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 Village – 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 financing rates and initiate this project as soon as possible.

We hope this document can help in reaching those decisions.



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 police and court operations in Croton-on-Hudson
- 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 & properties
- Evaluating, testing and comparing the most feasible of these
- Recommending a course of action.

1.3.2 – Methodology

To understand Croton-on-Hudson 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 police & court 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 Croton-on-Hudson Police Department, with comparison to other local & national standards/practices, and those of the village court

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 Croton-on-Hudson 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 on sample properties. 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, existing services, 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

Croton-on-Hudson Police Department

- Chief Dennis Coxen
- Lieutenant Russel Harper, Patrol Division
- Lieutenant Anthony Tramaglini, Detective Division
- Sergeant Richard Corvinus

Other members participated by completing a police service and facility needs questionnaire:

- Sgt. Daniel V. Turner
- PO Aaron Bernhardt
- PO Marc Leuzzi
- PO John Barirde
- PO Paul Camillieri
- PO David Wingfield
- PO Daria Murtagh
- Cari Daddio, dispatcher

Court Office:

- Connie Fay, Court Clerk

Village of Croton-on-Hudson

- Dan O'Connor, Village Engineering

Westchester County

- Michael Lipkin, Associate Planner, Westchester County Department of Planning

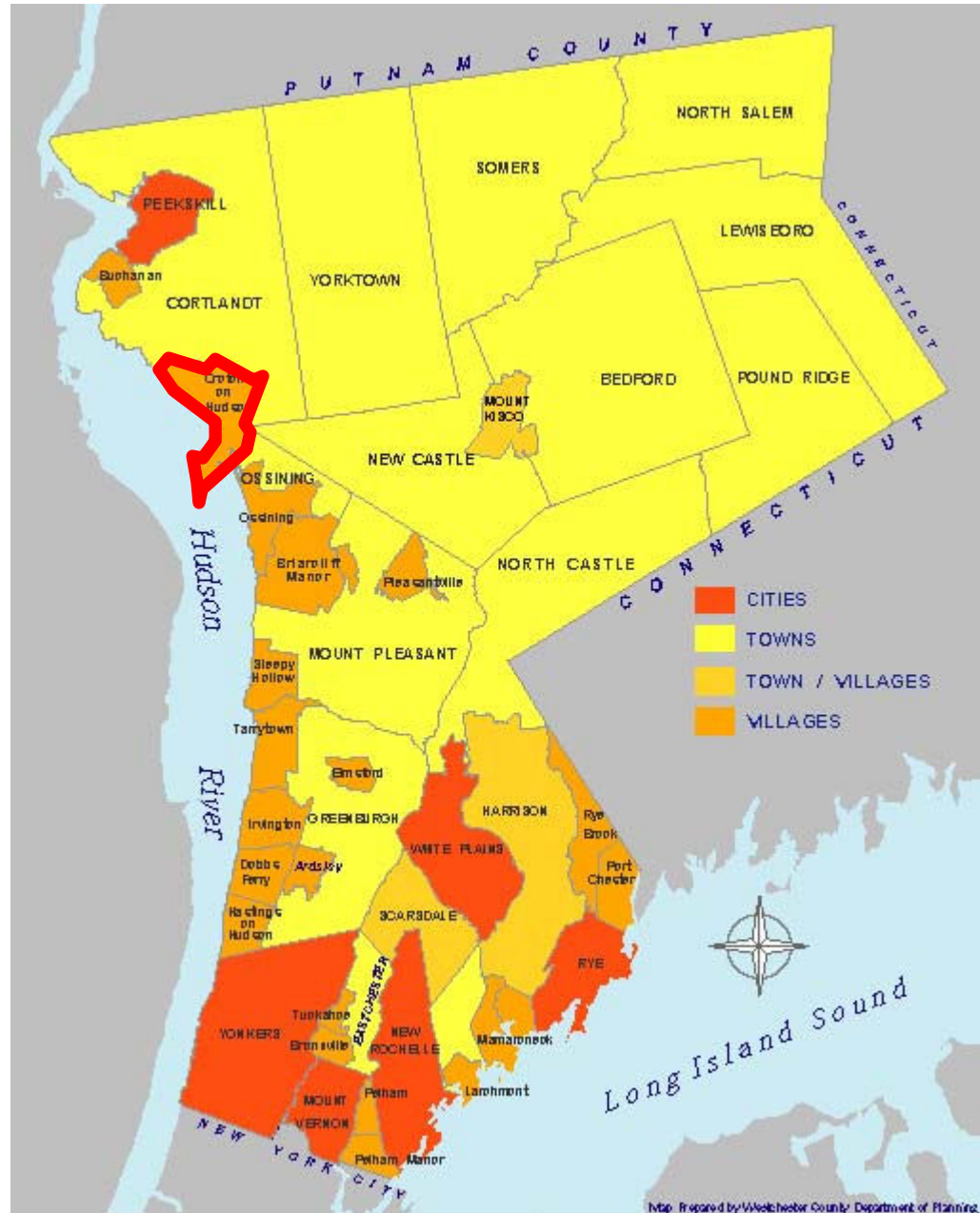
1.4.2 – References & Information Sources

- Croton-on-Hudson Police Department Calls for Service & Crime Rate reports
- Village of Croton-on-Hudson Website
- 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 2006)
- *Population by Municipality, 1990 to 2030, Westchester County, NY* – NYSDOT/Global Insight, 2003
- *Population Projections, 1990 to 2030, Westchester County, NY* – NYSDOT/WEFA Group, 1999



Part 2 – Policing & Court Services in Croton-on-Hudson

2.1 – The Village of Croton-on-Hudson



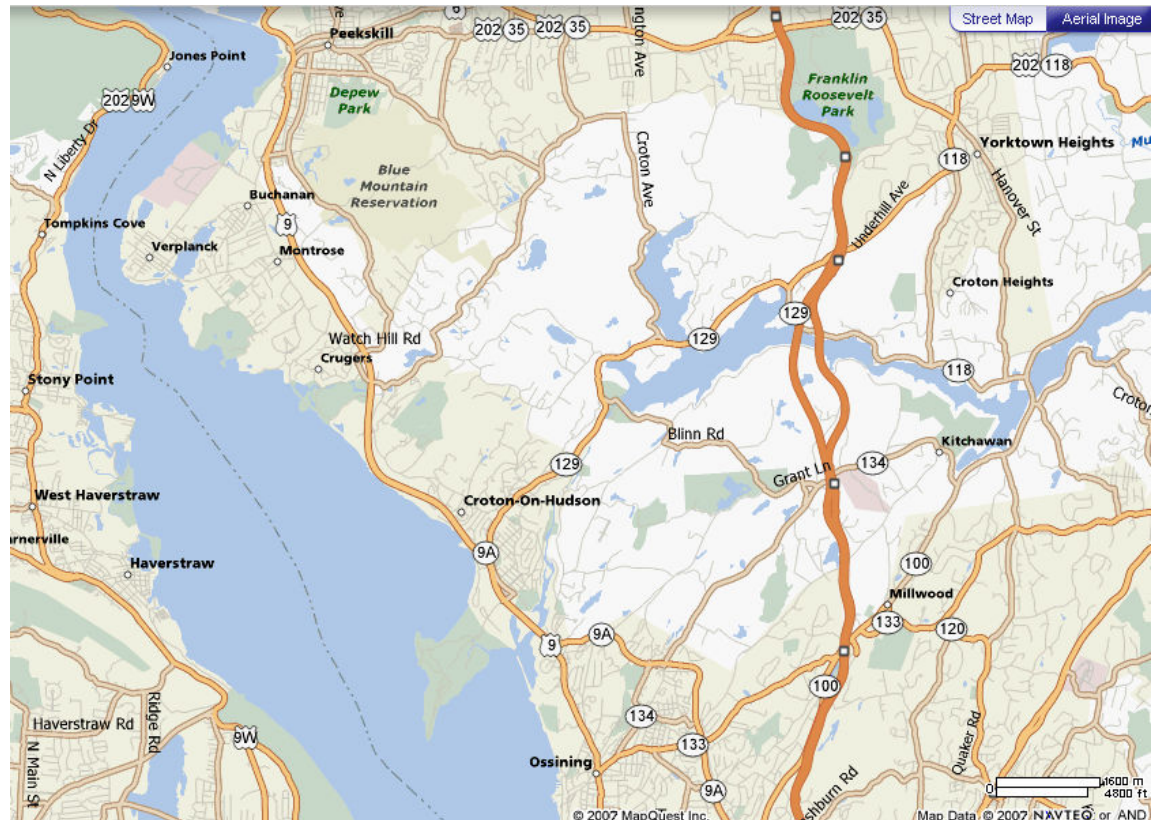
2.1.1 – Croton-on-Hudson Community Profile

The Village of Croton-on-Hudson is located in north-western Westchester County, on the eastern shore of the Hudson River, at the intersection of US Rte 9 and NY 129. The village is roughly 40 miles from downtown New York City and is surrounded by the communities of Cortlandt and Ossining. Nearby population centers are Ossining to the south (24,000, 2 miles), Peekskill to the north (25,000, 5 miles), Yonkers (198,000, 16 miles), Mount Vernon (69,000, 17 miles), New Rochelle (73,000, 17 miles) and White



Plains (55,000, 10 miles). Across the state line are and Greenwich (60,000) and Stamford (120,000) in Connecticut.

The Village has an area of just under 5 square miles (3,045 acres) of which 1,288 acres or around 42% is considered 'open space' (2004), and has an average density ranging from 500 to 10,000 persons per square mile. The village is served by the Metro North commuter rail line (Croton-Harmon Station).



2.1.2 – Population & Demographics

The area serviced by the Croton-on-Hudson Police Department has a current population of around 7,900 extrapolated from the 2000 Census¹, although it is felt that the actual population is more than that. The population has grown slowly since the 1960s.

Estimated Population	Population	Annual Growth
1960 (Census)	6,812	
1970 (Census)	7,523	+0.44%
1980 (Census)	6,889	-0.84%
1990 (Census)	7,018	+0.19%
2000 (Census)	7,606	+0.84%
2007 (est.)	7,902	+0.52%

The population in Croton-on-Hudson is mainly white (92%), native-born (89%) and well-educated (55% with degrees). Ninety-eight percent of the civilian labor force is employed, and the average family income is in excess of \$140,000 annually. Two-thirds of the population drove to work alone, while only 24% used public transit. Seventy-six percent of the Village's 2,800 housing units are owner-occupied. Sixty-two percent of the housing stock was built before 1950, and 84 percent prior to 1970. (source: *Census 2000: Croton-on-Hudson Village, Westchester County Department of Planning*)

¹ July 2000 Census figure of 7,606, estimated by Westchester Department of Planning to reach 7,803 by July 2005 (39.4p/yr), if extrapolated, would result in an estimated December 2007 population of 7,902, or 8,000 by 2010.



2.1.3 – Population Projections

Croton-on-Hudson'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 to thirty years. This is supported by 2000 to 2005 estimates by the Westchester Department of Planning. Population has grown from 6,800 in 1960 to an estimated 7,900 in 2007.

1 – Continuation of Current Growth Trend:

If this trend continues population could approach 9,000 by 2032 (adding roughly 40 people per year), however there are many factors which could impact this growth:

<u>Estimated Population</u>	<u>Population</u>	<u>Annual Growth</u>
1960 (Census)	6,812	
1970 (Census)	7,523	+0.44%
1980 (Census)	6,889	-0.84%
1990 (Census)	7,018	+0.19%
2000 (Census)	7,606	+0.84%
2005 (est. +1013 persons over 25 years)	7,822	+0.52%
2007 (est.)	7,902	+0.52%
2020 (est.)	8,400	+0.52%
2030 (est. +1000 persons over 25 years)	8,900	+0.52%
2032 (est., rounded)	9,000	+0.52%

2 – Westchester County/NYSDOT-Global Insight Projections:

A population study done for the Westchester Department of Planning in 2001 by NYSDOT/Global Insight indicated a slowing of population growth in Croton-on-Hudson, projecting zero growth from 2005 onwards (remaining at a level around 7,700), however this appears to be contradictory to recently-experienced population growth and to community expectations. For this reason we have not used this projection as a reasonable indication of future population levels in Croton-on-Hudson.

3 – Projections Based on Percentage of Westchester County Growth:

The Westchester Department of Planning estimates county population to increase from 923,000 in 2000 to almost 983,000 by 2030, or around 6.4% over 30 years. This can be extrapolated to around 986,350 by 2032. Since 1980 the population of Croton-on-Hudson, as a percentage of total county population, has gradually but consistently increased, nearing its prior level of the 1950s and 1960s. If this trend were to continue, based on projected county population levels, the population of the village could grow to almost 8,500 by 2032, however there are many factors which could impact this.

<u>Year</u>	<u>County Popul.</u>	<u>Percentage</u>	<u>Village Population</u>
1900	184,257	0.83%	1,533
1950	625,816	0.77%	4,837
1960	808,891	0.84%	6,812
1970	894,104	0.84%	7,523
1980	866,599	0.79%	6,889
1990	874,866	0.80%	7,018
2000	923,459	0.82%	7,606
2004 (est.)	942,444	0.83%	7,862
2007 (est.)	943,809	0.84%	7,902
2010	945,174	0.84%	7,939
2020	964,583	0.85%	8,199
2030	982,666	0.86%	8,451

Even if Croton-on-Hudson were to retain its current percentage of total county population (0.837%), population in the village would rise to around 8,230 by 2030, or maybe 8,300 by 2032 to use round numbers. This is significantly lower than if recent growth is extrapolated.



For planning purposes we have combined the analyses above to predict a 2032 anticipated population of somewhere between 8,300 and 9,000, with a high probability that it be in the high end of this range.

2.1.4 – County & National 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. 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, and especially Hispanics
- 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

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)¹.

2.1.5 – Conclusions, Population Growth

The Village of Croton-on-Hudson is expected to experience modest growth over the next 25 to 30 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.

- | | | |
|----------------------|--------------------------------|----------------|
| • Current Population | (2007 estimate) | 7,900 |
| • 2032 Population | (for planning purposes, range) | 8,300 to 9,000 |

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, at a rate greater than the population of the Village.

¹ U.S. Census Bureau, Interim Population Projections 2005



2.2 – Policing & Court Functions & Staffing

2.2.1 – Policing Operations & Strategies

The Croton-on-Hudson Police Department is a full-time, full-service agency offering professional police, protection and law enforcement services to Croton-on-Hudson residents, businesses and visitors. Functions include community-based policing and patrol, traffic enforcement and investigation, criminal investigative services and youth services. The department is also responsible for parking enforcement, school crossing guards, seasonal park rangers and police auxiliary.

Policing in Croton-on-Hudson 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.

Currently (2007) the department has 21 sworn officers and 1 civilian dispatcher, as well as 9 support personnel and a police auxiliary. The department maintains a fleet of around 12 vehicles.

The department is the primary answering point for all 911 calls in the Village. 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, and around \$60,000 on the boat patrol, to maintain sufficient available resources and minimum mandated staffing levels. This exceeds the annual overtime budget of \$275,000 and is an indication of how short of personnel the department is. Younger members are less willing to put in large amounts of overtime due to family commitments and commuting town involved, among other reasons.

Croton-on-Hudson has very cooperative arrangements with police departments in adjoining communities. This enables the 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.

2.2.2 – Police Department Organization

Under the Chief of Police the department is organized into two divisions, each headed by a lieutenant.

- Patrol Division– uniform patrol (5 squads), dispatch, traffic, parking enforcement, crossing guards & seasonal park rangers
- Detective Division – detective bureau, youth bureau, records, crime prevention

Administrative and planning functions are carried out by one of the Patrol sergeants but it is anticipated that this may become a dedicated position of Administrative Sergeant in future. Communications and 911 emergency dispatch functions are conducted out of the police station.



2.2.3 – Current and Past Police Department Staffing

The Croton-on-Hudson Police Department currently comprises 22 members (21 sworn plus civilian dispatcher) plus 'support services' (2 parking enforcement officers, 5 crossing guards and 2 seasonal park 'rangers'). The department also maintains a 4-member auxiliary police unit which carries out traffic control duties and support at various events.

The Croton-on-Hudson Police Department has grown slowly over the past 27 years. Since 1980 the number of sworn officers has grown from 18 to 21. Current staff includes one civilian dispatcher. Numbers are considered low to support increased service demand, with a concomitant reduction in service capacity, and stretching of available resources.

1980	18 sworn	0 civilians	18 total
1985	19 sworn	0 civilians	19 total
1990	19 sworn	0 civilians	19 total
1995	18 sworn	0 civilians	18 total
2000	19 sworn	2 civilians	21 total
2005	20 sworn	1 civilian	21 total
2007	21 sworn	1 civilian	22 total

2.2.4 – Police Service in Croton-on-Hudson

The need for police service has increased steadily over the past two decades and is expected to continue to do so. The Police Department deals with approximately 5,500 to 6,000 calls for service, makes just under 200 arrests, and issues 1,600 to 2,000 tickets per year (all numbers that are increasing steadily – ref. Section 2.2 for more details).

Calls for Service: The number of calls for service has increased consistently since 1993 (first year of current reporting system) with minor fluctuations, at a rate much higher than population increase. The number of calls for service increased 66 percent from 3,621 in 1993 to an estimated 6,000 in 2007. In the same period population increased by between 10 and 12 percent.

1993	3,621
1994	3,984
1995	4,058
1996	4,425
1997	4,413
1998	5,012
1999	5,003
2000	4,863
2001	5,330
2002	5,687
2003	5,962
2004	5,578
2005	5,395
2006	5,524
2007	6,000 (est. extrapolated from 4,013 for first 8 months)

Arrests: The number of arrests have increased over the years since 1993, to a high of 246 in 2002. While this number will likely fluctuate it is felt that the numbers will generally increase over time.

1993	111 (est. extrapolated from 65 for last six months)
1994	179
1995	159
1996	175
1997	183
1998	181
1999	200



2000	174
2001	238
2002	246
2003	186
2004	200
2005	188
2006	195
2007	219 (est. extrapolated from 146 for first 8 months)

Tickets: The number of tickets issued has increased dramatically since 1993. Even discounting the low number in 1993 the rate has more than doubled since 1994.

1993	426
1994	851
1995	913
1996	972
1997	649
1998	881
1999	1,147
2000	1,413
2001	1,669
2002	1,953
2003	1,378
2004	1,414
2005	1,823
2006	2,047
2007	1,620 (est, extrapolated from 1,080 for first 8 months)

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.

While the number calls for service has increased consistently, the numbers of offenses reported and cleared and the number of arrests have fluctuated. Traffic & vehicle incidents have increased dramatically, however, illustrating a growing traffic problem in the area and an increase in the demand for enforcement.

Traffic Issues: Transportation systems serving (and passing through) Croton-on-Hudson and surrounding communities include a network of highways and streets, Metro North commuter rail line, bus routes, bicycle paths and sidewalks. Route 9 passes through the Village. These heavily-traveled highways and the commuter rail line form the backbone of Croton-on-Hudson's transportation system. Heavy traffic volumes and high speeds have negatively impacted local road systems.

This is a problem which is typical of many Westchester communities. Truck traffic in the area is also increasing year by year. The number of collisions and injuries has increased, together with concern of residents, and policing strategies have moved towards increased monitoring and enforcement.

2.2.5 – Police Department Questionnaire & Interviews

As part of the information-gathering phase of this project we conducted an on-site review of current police operations and existing facilities, general discussions on current and future policing operations in the Village, interviewed representatives of the various functional units within the Department, and issued questionnaires to elicit opinions from staff members.

Information regarding the shortcomings of the current facilities is covered in Part 3.



2.2.6 – Police Staffing, Regional & National Comparisons

National population growth, crime rates and population are illustrated and compared in the table at the end of this section. Over the past 15 years or more 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 2006 U.S. law enforcement personnel numbered 987,125 (3.30 per 1,000)
- In 1990 Croton-on-Hudson had 19 total staff (2.71 per 1,000)
- In 2006 Croton-on-Hudson had 22 total staff (2.78 per 1,000)

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

According to *Crime in the United States – 2006* published by the US Department of Justice (Uniform Crime Reports) Croton-on-Hudson had a ratio of 2.78 sworn officers per 1,000 population¹. This is slightly lower than the average for similar-sized Westchester County communities. As every Westchester community is different it would be unfair to make statistical comparisons, but it shows that staffing levels in Croton-on-Hudson are lower than similar-sized communities and national averages. Croton-on-Hudson 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 on following page). 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).

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 decade and a half (and in any case the trend in Croton-on-Hudson is very different, based on a number of factors that make Croton-on-Hudson 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.

2.2.7 – Police Service Projections

While future service levels in Croton-on-Hudson (and elsewhere) are impossible to predict with accuracy, it is evident that the trend for service (and the time involved) 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 Croton-on-Hudson 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.

2.2.8 – Estimated Police Staffing Growth in Croton-on-Hudson

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

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



1 – Requirements for Individual Functional Units

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 25 years or beyond. We have anticipated no growth in the number of staff in support units (parking enforcement, crossing guards, seasonal park rangers, auxiliary police), however any future fluctuation from the current number would have little or no impact on building space requirements.

Anticipated Growth – 2007 to 2032 Current Employees (incl. Dispatcher, excl. support units) 22

Administration:

101 – Senior Administration	One future administrative assistant	+1
	Designated Administrative Sergeant position	+1
102 – Records & Information Services	One future civilian clerical position	possible +1
	Subtotal – Administration	+2 to 3

Patrol Services:

201 – Patrol & Operational Units	Four additional patrol officers ¹	+4
202 – Front Desk/Dispatch	One additional dispatcher	+1
203 – Support Units	No anticipated staff growth	
	Subtotal – Patrol Services	+5

Investigative Services:

301 – Detective Bureau	One dedicated Sergeant, one add'l detective	+1 to 2
302 – Youth Bureau	Dedicated investigator	+1
303 – Ident & Property	No staff, responsibility assigned from above	
	Subtotal – Investigative Services	+2 to 3

Total Growth – 2007 to 2032	+9 to 11
Current Department Staff (excl. support units)	22
Anticipated Future Total Staffing	31 to 33
25-Year Growth	+40-50%
Annual Growth (1 position every 2 ½ years)	1.5 to 2%

This broadly corresponds with anticipated staffing growth based on future higher police-to-population ratios, whereby total Department staff could reach 29-30 by 2032 (excl. support units). In our experience small to medium-sized police departments are undergoing a degree of specialization requiring designated, trained personnel in areas such as family violence/youth crime and specialized investigations and increased documentation of incidents and court case preparation.

2 – Police-to-Population Ratios

Since 1990 the level of law enforcement personnel across the U.S. (sworn and civilian) has grown at a significantly higher rate than population (ref. table 2.3.5 at the end of this section).

- In 1990 U.S. law enforcement personnel numbered 714,260 (2.87 per 1,000)
- In 1990 Croton-on-Hudson had 19 total staff (2.71 per 1,000)
- In 2006 U.S. law enforcement personnel numbered 987,125 (3.30 per 1,000)
- In 2006 Croton-on-Hudson had 22 total staff² (2.78 per 1,000)
- In 2006, if Croton-on-Hudson's police staff had grown at a similar rate as nationally, police staff would have totaled 24 (3.1 per 1,000)
- If the national rate of change was extrapolated and applied to Croton-on-Hudson's current staffing, the Department would have 29-30 total staff by 2032 (3.35 per 1,000)

¹ Additional patrol officers over that noted above will have little impact on building space requirements, other than locker space, which has been sized to accommodate fluctuations in the male/female officer ratio.

² Excluding support units (parking enforcement, crossing guards, seasonal park rangers and auxiliary police).



The above estimates are based on a future 2032 population (for planning purposes) of 8,300 to 9,000.

Considering consistent national trends over the past 17 years it is not unreasonable to expect the need for police staff in Croton-on-Hudson to increase at a greater rate than population over the next 25 years.

2.2.9 – Conclusions, Police Staffing

The projections above are based on past history, perceived trends and opinions about future policing needs in the Village of Croton-on-Hudson. Actual future staffing numbers will depend on a number of factors – population growth (both in Croton-on-Hudson and in the surrounding areas) crime rates, calls for service, traffic growth, policing strategies and effectiveness, socio-economic conditions, court-driven legislation, 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 – and every effort should be made to ensure that this is a prudent economic investment in the Village’s future and safety. 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 likely meet the needs of the department and the citizens of Croton-on-Hudson 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 continually increasing police service demand. For facility planning purposes we have used a future 25-year staffing level of 33 (from 56 now), or just under one new position per year). 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.

• Current Total Staff	(2007, incl. civilian dispatcher, excl. support units)	22
• Future Total Staff	(2032, incl. civilians, excl. support units)	29 to 33
• Growth	(25 years, 1 position every 2-3 years)	+7 to 11 positions

2.2.10 – Court Functions

The Village Court occupies space on the first floor (courtroom, small holding area, jury room and offices for the Court Clerk and judge. Excluding the judge there are 4 court employees (Clerk and 3 clerical staff). A public counter is provided for public enquiries, fines payment and to get criminal records.

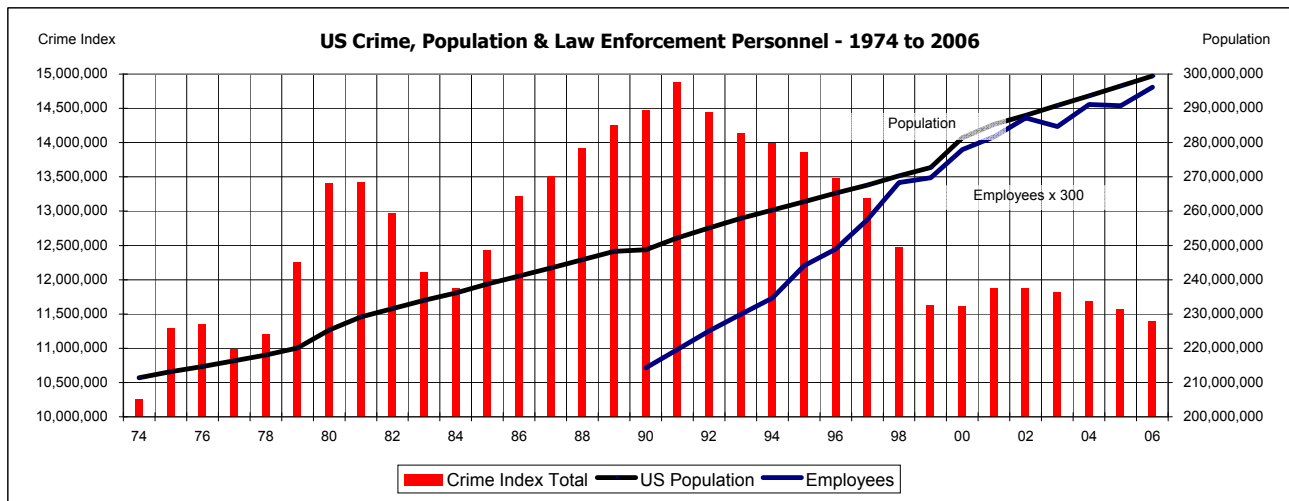
A security report was carried out in 2006 by the New York Department of Public Safety with respect to court facilities which identified several security concerns. These are outlined in Section 3.1.

Court staff is anticipated to increase by up to 2 additional clerical staff (Refer to Staff & Space Schedules in Section 3.4).

2.3.5 - Crime & Law Enforcement in the United States (1974 to 2006)

Source: UCR Reports

Year	US Population	Crime Index Total	Violent Crime	Property Crime	Total per 100,000	Violent per 100,000	Property per 100,000	Total Law Enforcement 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	293,656,842	11,679,474	1,360,088	10,319,386	3,977	463	3,514	970,588	3.31
05	296,507,061	11,565,499	1,390,745	10,174,754	3,901	469	3,432	969,070	3.27
06	299,398,484	11,401,313	1,417,745	9,983,568	3,808	474	3,335	987,125	3.30



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.



Part 3 – Facility Requirements

3.1 – Existing Facilities

3.1.1 – Existing Police Department & Village Court

The existing space assigned to the police department within the Village Hall (approx. 4,800 sq.ft, including police garage and archived records storage) is totally inadequate and has long ceased to meet police department space needs effectively. The space is overcrowded, badly planned and working conditions do not support efficient or safe police operations. Many functions must share small, crowded offices. The area allocated is about half that required for an efficient police facility.

Current Police Department:

First Floor	Public lobby, front desk, interview room, holding room, bathroom, chief's office, men's & women's locker rooms, pantry/coffee area, records room, sergeants & lieutenant offices, youth division – 2,505 sq.ft. Detective office, evidence storage & exercise room – 875 sq.ft. Storage room (near jury room) – 160 sq.ft. Police auxiliary office & storage – 220 sq.ft.
Basement	Police garage & storage – 940 sq.ft. Police records – 100 sq.ft.

The court occupies around 2,200 sq.ft on the first floor – courtroom, jury room, small holding area for prisoners, open office for court clerk and administrative staff, an adjacent break room that doubles as the judge's chamber, and a small 100 sq.ft area in the basement for archived files and records.

The space allocated is inadequate for court functions, but a far more serious concern is the planning and layout imposed by the existing building. There is no way to screen members of the public attending court, and no way to separate prisoners and members of the public or opposing litigants. Security concerns are addressed below.

Current Court:

First Floor	Courtroom, prisoner holding room, jury room – 1,300 sq.ft. Court offices & public counter, judge's chamber/break room – 900 sq.ft.
Basement	Court records/archived files – 100 sq.ft.

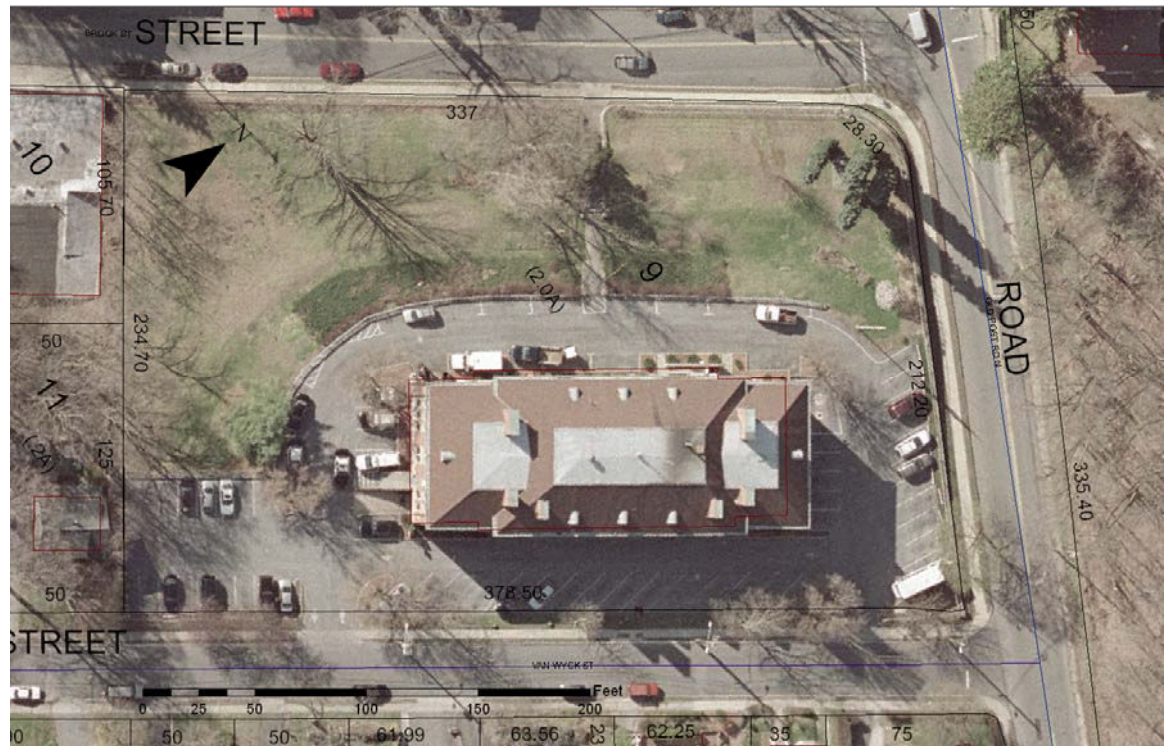
The entire building is serviced by an exterior emergency generator installed in 2007.

It has been over thirty years since a formal review of police operations and facilities has been conducted.



3.1.2 – Site & Parking

The Village Hall occupies a property of just under 2 acres at the intersection of Van Wyck Street and Old Post Road, although almost of that is unusable due to site grades (it slopes steeply down to Brook Street to the west). There are two vehicle access points off Van Wyck Street to the east. There is insufficient parking on site for department and personal vehicles for police and court staff. The situation becomes critical at shift overlap and on court dates. Six parking spaces are allocated to the police department, which is inadequate to accommodate the number of operational and personal vehicles. Visitor spaces depend on availability, and street parking is often the only option, particularly on court days.



3.1.3 – Space, Security & Other Concerns

There are a number of security concerns and access issues surrounding the police department portion of the building and the Village Hall as a whole, including:

- Uncontrolled vehicle access onto and through the property, allowing vehicles to be parked or come very close to the building.
- Lack of physical protection (e.g. fences).
- Propane tank for emergency generator not secured.
- Inadequate site lighting and landscape features which interfere with natural surveillance & safety.
- Uncontrolled public access into the building (court, main corridors and village offices), lack of security screening.
- Poor security at the police department front desk/dispatch area.
- Lack of a secure prisoner transfer sallyport.
- No proper secure area for transferring or holding prisoners, or for separating suspects and victims/witnesses.
- Inadequate facilities for proper interviewing of youth, and separation from adults (the youth office is designated by the state but does not meet typical operational standards).
- Lack of privacy for sensitive interviews and conversations.
- No area for mail or delivery screening.



- Inadequate locker space and support areas (showers, bathrooms, etc.), particularly for female officers, and no dedicated female bathroom within the department space.

A security report was carried out in 2006 by the NY Department of Public Safety with respect to court facilities which identified several security concerns in addition to those listed above:

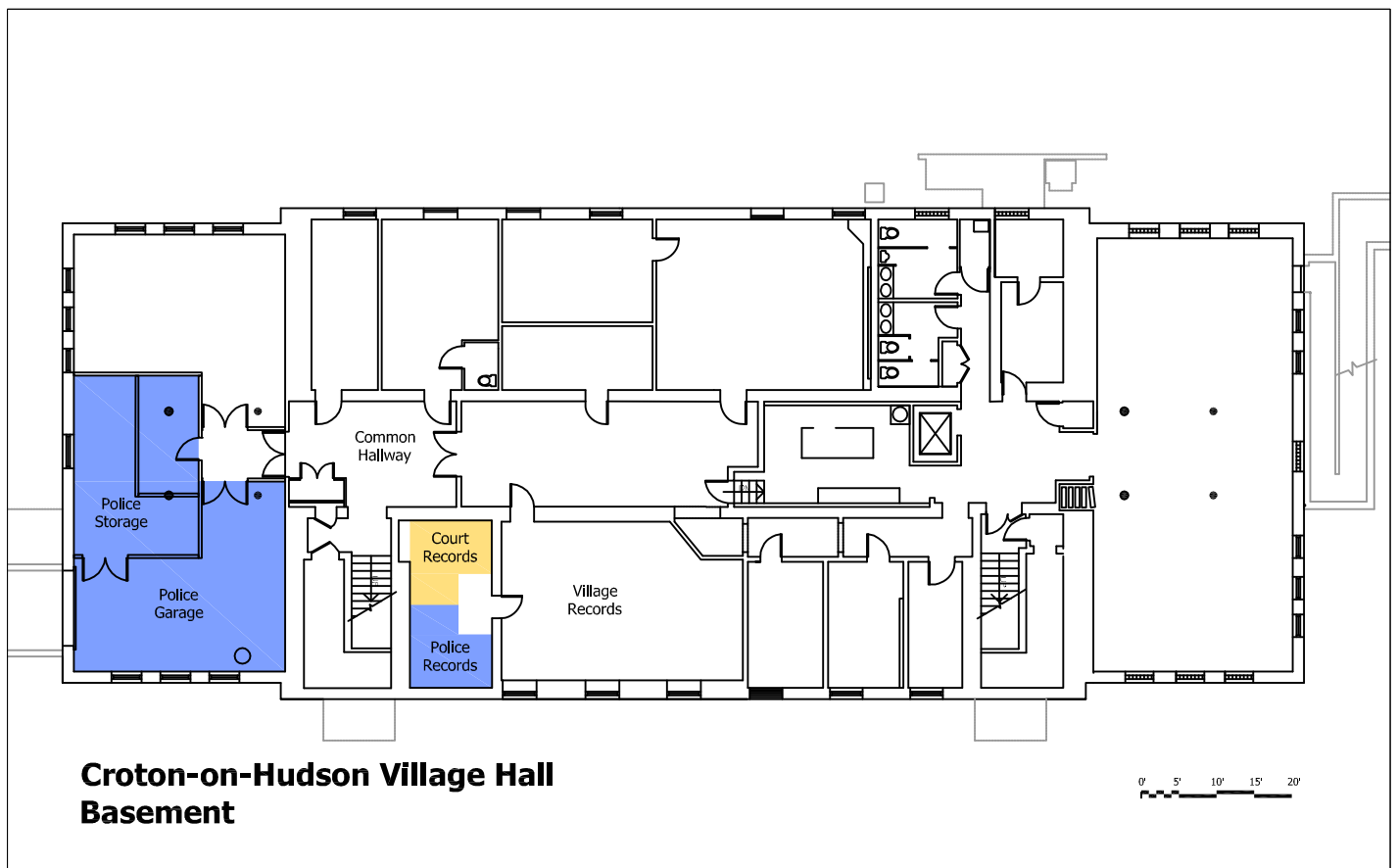
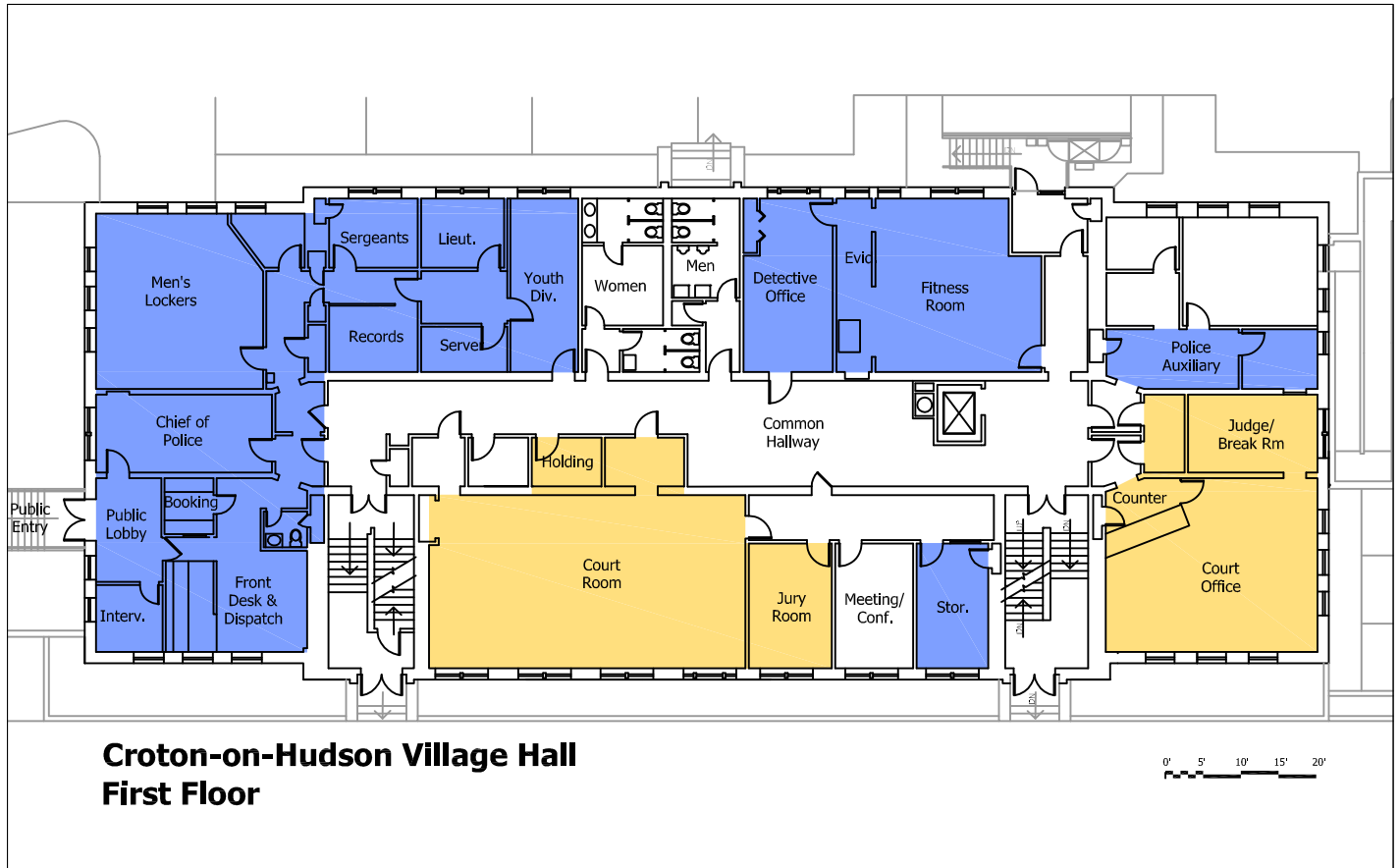
- No access control or security screening for court attendees.
- No separate access or circulation for judicial staff – judges must use public corridor.
- Lack of separation between members of the public and arrested persons, and between opposing litigants.
- Loose furniture in the courtroom and lack of physical security features to protect judge and court personnel.

All the security concerns mentioned above and included in the NYDPS report could be addressed and incorporated into the design of a new police/court building.

3.1.4 – Existing Floorplans

Refer to drawings of the first and second floors on the following pages.

3.1.4 - Existing Village Hall Floorplans





3.2 – Police & Court Space & Facility Requirements

3.2.1 – New Police/Court Building

A new police/court building to accommodate up to 42 police personnel (33 police plus support units) and up to 6 court staff, including indoor police garage and secure prisoner sallyport will require around 18,000 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, service spaces, structure and the thickness of exterior walls.

Division	Components	Usable Area (rounded)
100 – Senior Administration	Chief, admin support, Records	1,650 sq.ft
200 – Patrol Services	Patrol, Dispatch/Front Desk, Support Units	1,600 sq.ft
300 – Investigative Services	Detectives, Youth Bureau, Ident & Property	1,380 sq.ft
400 – Booking/Holding	Booking, detention cells, sallyport	1,420 sq.ft
500 – PD Common Areas	Multipurpose room, staff amenities, lockers, storage, mech/elec	3,500 sq.ft
600 – Police Garage	Police garage, storage, bicycles	1,440 sq.ft
Subtotal – Police Department (Usable Area)		10,990 sq.ft
Grossing Factor		1.25
Gross Floor Area – PD (including Garage)		13,700 sq.ft
700 – Municipal Court	Courtroom, court offices, public amenities	3,440 sq.ft
Grossing Factor		1.25
Gross Floor Area – Court		4,300 sq.ft
Total Gross Floor Area		18,000 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 police department needs (the department with its current 2007 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.

3.2.2 – Space per Person Ratios

To accommodate a future police staff complement of around 42 (33 police + support units) 11,940 square feet of gross floor area has been assigned to the police portion of the building (excluding the garage), or roughly 292 square feet per person at planned occupancy.

While it is recommended that the space requirements for every agency be determined individually (to account for widely-differing facility needs, particularly with smaller agencies) the International Association of Chiefs of Police (IACP) recognizes that around between 250 and 300 square feet per person is a reasonable average. Therefore we believe that the space requirements given above represent a reasonable estimate for a department of this size. The actual gross floor area may vary depending on the final building design and configuration.



3.2.3 – Requirements for Functional Units

100 – Senior Administration

Commander	Dennis Coxen, Chief of Police
Responsibilities	Overall department administration/command, records.
Staffing	Chief of Police, Patrol & Detective Division commanders (2 Lts), future dedicated Admin Sergeant, future admin support, future dedicated Records clerk
Current Facilities	Office for Chief, (Lts. offices located close to units) separate area for records/files
Space Requirements	<u>101 – Senior Administration:</u> offices for Chief, Lieutenants, future dedicated Admin Sgt., workstation for admin assistant, waiting area, confidential files (secure), access to common conference room, resource area. <u>102 – Records:</u> Workstation for future clerk & temporary staff, central file/records storage, printer/copier, computer/server room, supplies storage.
Planning Considerations	Area should be secured after business hours. The copier area should be planned to be accessible to other divisions after hours. Only screened/controlled visitors.

200 – Patrol Services Division

Commander	Lieut. Russ Harper (office located in 101 above)
Responsibilities	Patrol operations, station command and front desk/communications, traffic enforcement, support units (parking enforcement, crossing guards, seasonal park rangers, auxiliary), detention, fleet & equipment.
Staffing	Patrol Sergeants (5), patrol officers (growth from 12 to 16), dispatchers (growth from 1 to 2), support units (9 plus aux.).
Current Facilities	Sergeants' office (shared), inadequate briefing & report-writing area, combined dispatch/front desk counter (insecure), one interview room, workroom for Auxiliary.
Space Requirements	<u>201 – Patrol Units:</u> Shared Sergeant's office, briefing/reports area, interview room, resource area. <u>202 – Front Desk/Dispatch:</u> front desk counter, dispatch console, dedicated washroom. <u>203 – Support Units:</u> workstations and storage for support units.
Planning Considerations	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.

300 – Investigative Services Division

Commander	Lieut. Tramaglini (office located in 101 above).
Responsibilities	Investigations (Detective Bureau, Youth Bureau), Ident & Property.
Staffing	1 Detective (growth to 2, plus Det/Sgt), one future dedicated YB detective.
Current Facilities	Office for youth bureau, small evidence storage room, small photo lab.
Space Requirements	<u>301 – Detective Bureau:</u> Office for future D/Sgt, shared office for detectives, interview room with recording equipment, file/storage area. <u>302 – Youth Bureau:</u> Office, 'soft' interview room, secure files. <u>303 – Ident & Property:</u> Secure exhibit intake area, small ident lab (fingerprints, chemical work), drying cabinets, secure exhibit storage (restricted access) with separate firearms & drug vaults.
Planning Considerations	Locate in reasonable proximity to Patrol Services. <u>302 – Youth Bureau:</u> Separate YB from remainder of police operations, with separate entrance (NY certified space).

400 – Booking/Holding

Function	Prisoner processing (breath/sobriety tests, fingerprinting, photography), booking and short-term detention.
Staffing	None
Current Facilities	Small booking area, 1 holding room.
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.

500 – Common Areas

Function	<u>501 – 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>502 – Lockers, Washrooms, Fitness</u>
Current Facilities	Undersized locker rooms, fitness room
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>503 – 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.

600 – 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

700 – Village Court

Function	Municipal court (presided over by Hon. Sam R. Watkins Jr.) Criminal, Civil and VTL courts.
Current Facilities	Courtroom, jury room, small holding area for prisoners, open office for court clerk and administrative staff, an adjacent break room that doubles as the judge's chamber, and a small area in the basement for archived files and records.
Space Requirements	As above, plus additional/larger spaces, proper prisoner holding area, separate public lobby and bathrooms (not shared with other functions/uses), attorney/prisoner conference room, proper private office for judge.
Planning Considerations	Separate public entrance & hallway with screening area, separate secure prisoner transfer/holding area, properly planned and secure area per NY Dept. of Public Safety and industry standards.



3.2.4 – Parking and Outside Areas

The department currently maintains a fleet of 12 vehicles (Dec 2007), anticipated to increase to around 15 to 18 as the department grows.

Secure, dedicated parking is required for approximately 50 vehicles to accommodate current and future needs for police operational vehicles and police & court staff, plus 30 to 40 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. Department vehicles are fuelled off-site.

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. Ideally cruiser parking should be covered.

Parking Summary:

• Department vehicles	16 spaces
• Police Staff Vehicles (shift overlap)	27 spaces
• Court Staff (incl. judge)	7 spaces
• <u>Accessible Spaces</u>	<u>2 spaces</u>
• Total Department Requirements	52 spaces
• Visitors (incl. accessible spaces)	30-40 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 around 50 dedicated spaces for police & court, between 30 and 40 visitor spaces (depending on the availability of nearby street or other parking), plus required accessible spaces.

3.2.5 – Parking Lot & Site Security

Ideally the parking area used for department & court vehicles and staff should be secured and separate from other publicly-accessible parking lots and driveways. 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 prevented. If deemed necessary gates can be added at later date.

On all the properties examined in this study (ref. Part 4) 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.



3.3 – Building & Site Requirements

3.3.1 – Building Planning and Floor Distribution

There are a number of important adjacencies within the building, as well as separations between critical functions. In general a new police/court 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 in a controlled manner to include the Community/Multipurpose room (courtroom) without compromising security of the building.
- 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, secure 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 and have a secure route to the court holding area.
- Restricted Zone – This includes areas restricted to authorized personnel only, such as the evidence/property room, identifications lab, and the communications area.
- Court Zone – separate public entrance, with secure separation between this, prisoner areas and court staff areas. Under the plan envisioned for a combined police/court building the courtroom should be planned to allow controlled public access and use without compromising overall building security.

3.3.2 – Floor Distribution

A police/court 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. 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.

3.3.3 – Site Requirements & Planning Considerations

Ideally, to accommodate a new police building, parking and other required outdoor spaces a site of between 2 and 3 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.

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

3.3.4 – Generic Site Requirements

Refer to the diagram on the following page for an illustration of one possible way to accommodate a new police/court building on a generic, undetermined site. This is intended to show the approximate size property required to accommodate a new building, however final site and building configuration will be determined by many factors during design once a site has been selected.

- | | |
|-------------------------------------|------------------|
| • Minimum usable area | 1.8 to 2.0 acres |
| • Recommended minimum property area | 2.0 to 2.5 acres |

The actual site area required will depend on site shape, topography, features, setback and zoning requirements and many other factors. Any site under consideration should be examined in detail and tested as to whether it can meet all program and physical requirements, is adequately serviced, is appropriately zoned, and has acceptable soil conditions.

Refer to Part 4.0 for accommodation options.



3.4 – Staff & Space Schedules

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

3.4.1 - Staff & Space Summary

Croton-on-Hudson Police Department & Court

Revision 3 - December 6, 2007

100 - Administration	Current	Future		Exist	Req'd 2007	Req'd 2032
101 - Senior Administration	3	5		-	800	1,050
102 - Records and Information Services	0	1		-	530	600
	3	6	Usable Area	-	1,330	1,650

200 - Patrol Services	Current	Future		Exist	Req'd 2007	Req'd 2032
201 - Patrol & Operational Units	17	21		-	930	990
202 - Front Desk/Dispatch	1	2		-	360	360
203 - Support Units	9	9		-	250	250
	27	32	Usable Area	-	1,540	1,600

300 - Investigative Services				Exist	Req'd 2007	Req'd 2032
301 - Detective Bureau	1	3		-	480	570
302 - Youth Bureau	0	1		-	250	250
303 - Ident & Property	0	0		-	510	560
	1	4	Usable Area	-	1,240	1,380

400 - Booking/Holding				Exist	Req'd 2007	Req'd 2032
401 - Detention Area				-	970	970
402 - Prisoner Sallyport				-	450	450
			Usable Area	-	1,420	1,420

500 - Common Areas				Exist	Req'd 2007	Req'd 2032
501 - Common/Shared Areas				-	670	670
502 - Lockers and Washrooms				-	1,440	1,590
503 - Public Access Areas				-	520	520
504 - Common Service & Storage Areas	0	0		-	620	720
	0	0	Usable Area	-	3,250	3,500

600 - Indoor Vehicle & Storage				Exist	Req'd 2007	Req'd 2032
601 - Police Garage				-	1,440	1,440
			Subtotal - Usable Area	-	1,440	1,440

Staff & Space Requirements (Police)	Current	Future		Exist	Req'd 2007	Req'd 2032
Staff Total (incl. support units)	31	42	35%		10,220	10,990
Police Total (excl. support units)	22	33	Growth		1.25	1.25
Current police staff = 21 sworn + 1 dispatcher					12,800	13,700
					413	326
					366	292

700 - Municipal Court				Exist	Req'd 2007	Req'd 2032
701 - Municipal Court	1	1		-	2,200	2,200
702 - Court Office	4	6		-	1,070	1,240
Court Staff Total	5	7		-	3,270	3,440
			Subtotal - Usable Area	-	3,270	3,440
			Grossing Factor	#DIV/0!	1.25	1.25
			GFA		4,100	4,300

Total Staff & Space Requirements	Current	Future		Exist	Req'd 2007	Req'd 2032
Building Total (Police, Support & Court)	36	49	Total Gross Floor Area		16,900	18,000

3.4.2 - Staff & Space Schedules

Croton-on-Hudson Police Department & Court

Revision 3 - December 6, 2007

100 - Administration

101 - Senior Administration

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Chief of Police	1	1	Office	1	1	1		250	250	-	250	250
			Change/Washroom		1	1		50	50	-	50	50
Future Admin. Assistant		1	Workstation			1			80	-	-	80
			Confidential Files		1	1	incl.	20	20		20	20
Patrol Division Commander	1	1	Office	1	1	1		150	150	-	150	150
Detective Div. Commander	1	1	Office	1	1	1		150	150	-	150	150
Admin Sergeant		1	Office			1		120	120	-	-	120
			Resource Area		1	1	incl.	20	20		20	20
	3	5	67% Growth									
							Subtotal - Net Area			-	640	840
							Internal Circulation*			#DIV/0!	1.25	1.25
							Subtotal - Usable Area				800	1,050

102 - Records and Information Services

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Records Clerk		1	Workstation			1		80	80	-	80	80
			Temp Workstation			1			60	-	-	60
			Central Files	1	1	1		100	100	-	100	100
			Resource Area	1	1	1		10	10	-	10	10
			Copy Stn. (common)	1	1	1		100	100	-	100	100
			Supplies Storage	1	1	1		25	25	-	25	25
			Computer/Server Rm			1		120	120	-	120	120
			Public Counter	1	1	1		25	25	-	25	25
	0	1	#DIV/0! Growth									
							Subtotal - Net Area			-	460	520
							Internal Circulation*			#DIV/0!	1.15	1.15
							Subtotal - Usable Area				530	600

200 - Patrol Services

201 - 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 2007	Req'd 2032
Patrol Sergeants	5	5	Shared Office	1	1	1		180	180	-	180	180
Patrol Officers	12	16	Reports/Briefing	1	1	1		400	400	-	400	400
			Interview Room	1	1	1		80	80	-	80	80
			Resource Workstation	1	1	2		50	50	-	50	100
			Resource Counter			1		20	20	-	20	20
			Equipment Storage	1	1	1		80	80	-	80	80
	17	21	24% Growth									
							Subtotal - Net Area			-	810	860
							Internal Circulation*			#DIV/0!	1.15	1.15
							Subtotal - Usable Area				930	990

202 - Front Desk/Dispatch

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Dispatchers	1	2	Front Desk	1	1	1		120	120	-	120	120
			Dispatch Console	1	1	1		120	120	-	120	120
			Washroom		1	1		70	70	-	70	70
	1	2	100% Growth									
							Subtotal - Net Area			-	310	310
							Internal Circulation*			#DIV/0!	1.15	1.15
							Subtotal - Usable Area				360	360

203 - Support Units

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Parking Enforcement	2	2	Workstation	1	1	1		80	80	-	80	80
Crossing Guards	5	5	Use above							-	-	-
Seasonal Park Rangers	2	2	Use above									
Auxiliary Police			Office/Workroom	1	1	1		120	120	-	120	120
			Resource/Storage			1		15	15	-	15	15
Excl. Auxiliary Police	9	9	0% Growth									
							Subtotal - Net Area			-	215	215
							Internal Circulation*			#DIV/0!	1.15	1.15
							Subtotal - Usable Area				250	250

300 - Investigative Services**301 - Detective Bureau**

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Detective Sergeant		1	Office	1	1	1		120	120	-	120	120
Detectives	1	2	Shared Office	1	1	1		150	225	-	150	225
			Interview Room		1	1		100	100	-	100	100
			Files/Storage		1	1		40	40	-	40	40
			Resource Area		1	1		10	10	-	10	10
	1	3	200% Growth							-	420	495
											1.15	1.15
											480	570

302 - Youth Bureau

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Youth Bureau Detective		1	Office/Files	1	1	1		150	150	-	150	150
			Soft Interview		1	1		100	100	-	100	100
	0	1	#DIV/0!							-	250	250
			Growth								1.00	1.00
											250	250

303 - Ident & Property

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Evidence Officer			Evidence Intake		1	1		40	40	-	40	40
(incl. in above units)			Drying Cabinets (3)		1	1		50	50	-	50	50
			Evidence Storage	1	1	1		250	300	-	250	300
			Identification Lab.	1	1	1		120	120	-	120	120
			Photo Lab	1						-	-	-
	0	0								-	460	510
											1.10	1.10
											510	560

3.4.2 - Staff & Space Schedules

Croton-on-Hudson Police Department & Court

Revision 3 - December 6, 2007

400 - Booking/Holding

401 - Detention Area

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Booking/Monitoring	1	1	1		160	160	-	160	160
Holding Room		1	1		150	150	-	150	150
Breath/Photo		1	1		120	120	-	120	120
Pris. Property/Storage		1	1		10	10	-	10	10
Adult Cells		2	2		70	70	-	140	140
Interrogation Room		1	1		80	80	-	80	80
Washroom		1	1		60	60	-	60	60
Subtotal - Net Area							-	720	720
Internal Circulation*							#DIV/0!	1.35	1.35
Subtotal - Usable Area								970	970

402 - Prisoner Sallyport

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Sallyport (1 car)		1	1		450	450	-	450	450
Subtotal - Net Area							-	450	450
Internal Circulation								1.00	1.00
Subtotal - Usable Area								450	450

500 - Common Areas

501 - Common/Shared Areas

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Multipurpose Room		1	1		450	450	-	450	450
Break Room		1	1		160	160	-	160	160
Subtotal - Net Area							-	610	610
Internal Circulation								1.10	1.10
Subtotal - Usable Area								670	670

502 - Lockers and Washrooms

	Current	Future	Space Type	Number of Spaces			Space Size			Area Allocated		
				Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Male Officers	20	25	Male Officer Lockers	1	1	1	240	300	-	240	300	300
	7	10	Civilian/Aux. Lockers		1	1	20	25	-	20	25	25
			Men's Washroom A	1	1	1	180	180	-	180	180	180
			Men's Showers	1	1	1	100	100	-	100	100	100
Female Officers			Men's Washroom B	1	1	1	80	80	-	80	80	80
	1	5	Female Officer Lockers	1	1	1	12	60	-	12	60	60
	3	6	Civilian/Aux. Lockers		1	1	20	40	-	20	40	40
			Women's W'room A	1	1	1	120	120	-	120	120	120
			Women's Showers	1	1	1	60	60	-	60	60	60
			Women's W'room B	1	1	1	80	80	-	80	80	80
			Fitness Room	1	1	1	400	400	-	400	400	400
(total for lockers, not staff)							Subtotal - Net Area			-	1,312	1,445
(staff included in units above)							Internal Circulation*			#DIV/0!	1.10	1.10
							Subtotal - Usable Area				1,440	1,590

503 - Public Access Areas

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Vestibule	1	1	1		60	60	-	60	60
Public Lobby	1	1	1		240	240	-	240	240
Public Washroom		2	2		60	60	-	120	120
Meeting Room		1	1		100	100	-	100	100
Subtotal - Net Area							-	520	520
Internal Circulation*							#DIV/0!	1.00	1.00
Subtotal - Usable Area								520	520

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

504 - Common Service & Storage Areas

		Number of Spaces			Space Size			Area Allocated		
	Space Type	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Custodian	Generator	1	1	1	(outside)					
	Elec/Tel/Mech	1	1	1	(in grossing factor)					
	General Storage (PD)		1	1	100	100	-	100	100	
	Police Archives		1	1	150	200	-	150	200	
	Court Archives		1	1	150	200	-	150	200	
	Bldg. Maintenance		1	1	100	100	-	100	100	
	Janitor	1	2	2	60	60	-	120	120	
	0	0			Subtotal - Net Area			-	620	720
				Internal Circulation*			#DIV/0!	1.00	1.00	
				Subtotal - Usable Area				620	720	

600 - Indoor Vehicle & Storage

601 - Police Garage

Space Type	Number of Spaces			Space Size			Area Allocated		
	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd 2007	Req'd 2032
Police Garage	1	1		900	900	-		900	900
Impound Garage	1	1		240	240	-		240	240
Large Evidence	1	1		150	150	-		150	150
Bicycle Storage	1	1		150	150	-		150	150
Subtotal - Net Area							-	1,440	1,440
Internal Circulation								1.00	1.00
Subtotal - Usable Area								1,440	1,440

700 - Municipal Court

701 - Municipal Court

			Number of Spaces			Space Size			Area Allocated					
	Current	Future	Space Type	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd	2007	Req'd	2032
1	1		Courtroom	1	1	1		900	900	-		900		900
			Jury Room/Meeting	1	1	1		180	180	-		180		180
			Judges Chamber	1	1	1		150	150	-		150		150
			Holding Area (M/F)	1	1	1		240	240	-		240		240
			Attorney/Prisoner		1	1		80	80			80		80
			Security Screening		1	1		50	50			50		50
			Hallway		1	1		400	400	-		400		400
1	1		Subtotal - Net Area						-		2,000		2,000	
			Internal Circulation								1.10		1.10	
			Subtotal - Usable Area								2,200		2,200	

702 - Court Office

				Number of Spaces			Space Size			Area Allocated			
	Current	Future	Space Type	Exist	Req'd	Future	Exist	Req'd	Future	Exist	Req'd	2007	Req'd 2032
Court Clerk	1	1	Office		1	1		150	150	-		150	150
Admin Support	3	5	Open office	1	1	1		450	600	-		450	600
			Break room	1	1	1		100	100	-		100	100
			File storage (note #)	1	1	1		100	100	-		100	100
			Copy Station/Room	1	1	1		80	80	-		80	80
			Resource area		1	1		20	20			20	20
			Public Counter		1	1		30	30	-		30	30
	4	6						Subtotal - Net Area			-	930	1,080
								Internal Circulation				1.15	1.15
								Subtotal - Usable Area				1,070	1,240

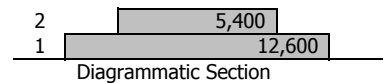
Notes:

Internal Circulation, Existing Space - some existing areas include internal circulation, therefore comparison of net/usable ratios is not possible between existing and proposed space.

Option A - Two Floors

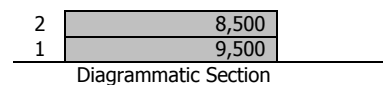
	Main Floor	Upper Floor	Total UA
101 - Senior Administration		1,050	1,050
102 - Records and Information Services	600		600
201 - Patrol & Operational Units	990		990
202 - Front Desk/Dispatch	360		360
203 - Support Units	250		250
301 - Detective Bureau		570	570
302 - Youth Bureau		250	250
303 - Ident & Property	560		560
401 - Detention Area	970		970
402 - Prisoner Sallyport	450		450
501 - Common/Shared Areas	100	570	670
502 - Lockers and Washrooms	200	1,390	1,590
503 - Public Access Areas	520		520
504 - Common Service & Storage Areas	200	520	720
601 - Police Garage	1,440		1,440
Subtotal - Police (Usable Area)	6,640	4,350	10,990
701 - Municipal Court	2,200		2,200
702 - Court Office	1,240		1,240
Subtotal - Court (Usable Area)	3,440	-	3,440
Total Usable Area	10,080	4,350	14,430
Grossing Factor	1.25	1.25	1.25
Total Gross Floor Area	12,600	5,400	18,000

2 Floors - Public, Staff, Court
& Vehicle access at main
floor level.


Option B - Two Floors

	Main Floor	Upper Floor	Total UA
101 - Senior Administration		1,050	1,050
102 - Records and Information Services	600		600
201 - Patrol & Operational Units	990		990
202 - Front Desk/Dispatch	360		360
203 - Support Units	250		250
301 - Detective Bureau	570		570
302 - Youth Bureau	250		250
303 - Ident & Property	560		560
401 - Detention Area	970		970
402 - Prisoner Sallyport	450		450
501 - Common/Shared Areas	250	420	670
502 - Lockers and Washrooms	200	1,390	1,590
503 - Public Access Areas	520		520
504 - Common Service & Storage Areas	200	520	720
601 - Police Garage	1,440		1,440
Subtotal - Police (Usable Area)	7,610	3,380	10,990
701 - Municipal Court		2,200	2,200
702 - Court Office		1,240	1,240
Subtotal - Court (Usable Area)		3,440	3,440
Total Usable Area	7,610	6,820	14,430
Grossing Factor	1.25	1.25	1.25
Total Gross Floor Area	9,500	8,500	18,000

2 Floors - Public, Staff &
Vehicle access at main floor
level. Court on upper floor.

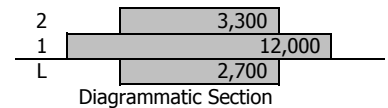


The floor distribution tables above represent a number of possible ways in which functions could be arranged by floor. Other configurations may be possible to meet specific site factors and/or internal planning considerations.

Option C - Three Floors

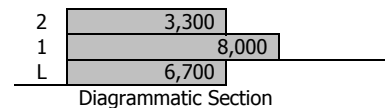
	Lower Floor	Main Floor	Upper Floor	Total UA
101 - Senior Administration			1,050	1,050
102 - Records and Information Services		600		600
201 - Patrol & Operational Units		990		990
202 - Front Desk/Dispatch		360		360
203 - Support Units	250			250
301 - Detective Bureau			570	570
302 - Youth Bureau			250	250
303 - Ident & Property		560		560
401 - Detention Area		970		970
402 - Prisoner Sallyport		450		450
501 - Common/Shared Areas		100	570	670
502 - Lockers and Washrooms	1,190	200	200	1,590
503 - Public Access Areas		520		520
504 - Common Service & Storage Areas	720			720
601 - Police Garage		1,440		1,440
Subtotal - Police (Usable Area)	2,160	6,190	2,640	10,990
701 - Municipal Court		2,200		2,200
702 - Court Office		1,240		1,240
Subtotal - Court (Usable Area)	-	3,440	-	3,440
Total Usable Area	2,160	9,630	2,640	14,430
Grossing Factor	1.25	1.25	1.25	1.25
Total Gross Floor Area	2,700	12,000	3,300	18,000

3 Floors - Public, Staff, Court & Vehicle access at main floor level.


Option D - Three Floors

	Lower Floor	Main Floor	Upper Floor	Total UA
101 - Senior Administration			1,050	1,050
102 - Records and Information Services		600		600
201 - Patrol & Operational Units		990		990
202 - Front Desk/Dispatch		360		360
203 - Support Units	250			250
301 - Detective Bureau			570	570
302 - Youth Bureau			250	250
303 - Ident & Property	560			560
401 - Detention Area	970			970
402 - Prisoner Sallyport	450			450
501 - Common/Shared Areas		100	570	670
502 - Lockers and Washrooms	1,190	200	200	1,590
503 - Public Access Areas		520		520
504 - Common Service & Storage Areas	520	200		720
601 - Police Garage	1,440			1,440
Subtotal - Police (Usable Area)	5,380	2,970	2,640	10,990
701 - Municipal Court		2,200		2,200
702 - Court Office		1,240		1,240
Subtotal - Court (Usable Area)	-	3,440	-	3,440
Total Usable Area	5,380	6,410	2,640	14,430
Grossing Factor	1.25	1.25	1.25	1.25
Total Gross Floor Area	6,700	8,000	3,300	18,000

3 Floors - Public, Staff & Court access at main floor level. Vehicle (& Detention) access at lower level.



The floor distribution tables above represent a number of possible ways in which functions could be arranged by floor. Other configurations may be possible to meet specific site factors and/or internal planning considerations.



Part 4 – Development & Location Options

4.1 – Development Options

4.1.1 – Development Options

Two options were discussed and evaluated during this study:

1. Construction of a new police/court facility on another property – leaving the vacated space in the Village Hall for renovation into a community centre and additional space for the historical society.
2. Improving the current layout within the Village hall to address accessibility, security, circulation and proximity issues, and space shortages.

Given the layout and configuration of the current village hall and its main circulation corridors there appears to be no way to reconfigure the first and second floors in a suitable manner. Option 2 above was not considered feasible.

4.2 – Location Considerations

4.2.1 – Location Considerations

The Croton-on-Hudson Police Department has traditionally and will continue to play an important role in life and business in the Village. Maintaining police operations and the court in or close to the village core has advantages of a central, accessible police presence, court and proximity to Village offices.

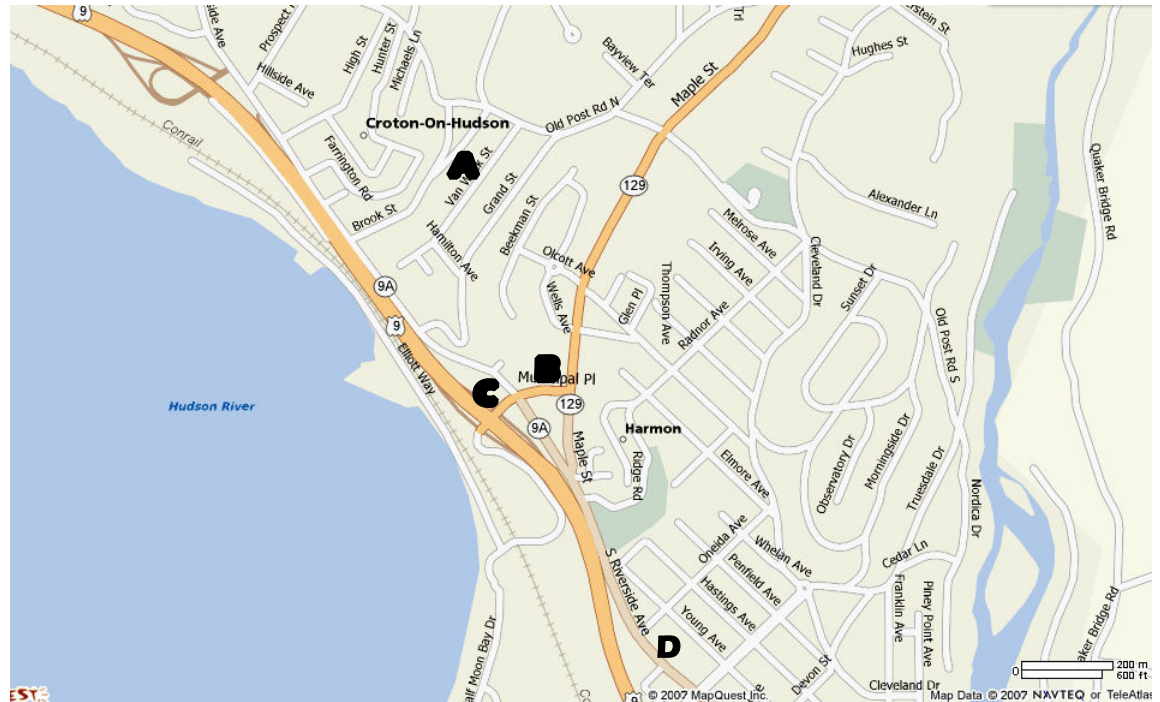
Accommodating future police and court space requirements at the current Village Hall location is not feasible:

- There is no additional space available in the current building, and it's layout and structure is not suitable for renovation or adaptation
- There is insufficient parking for current needs, and no room for growth
- Moving police and court functions to another location would allow vacated space within the Village Hall to be converted to use as a community center or other village use.

Potential Locations

- A. Existing Village Hall, Police Department & Municipal Court
- B. Maple Street & Municipal Place (Katz Property)
- C. S. Riverside Avenue & Municipal Place (Skate Park)
- D. S. Riverside Avenue & Oneida Avenue (Riverside Four, see note below)

The Riverside Four property only includes the restaurant property, and as such would be too small to accommodate a new police/court building. The only potential solution at that location would be to develop all four properties noted as 60 through 63, a strategy that was seen as impractical and not financially feasible. Two other properties at S. Riverside Avenue, north & south of Benedict Blvd. (Croton Dodge & Ronnie's) were identified but were too small to accommodate a police/court building.



4.2.2 – Location B – Katz Property (Maple Street/Municipal Place)

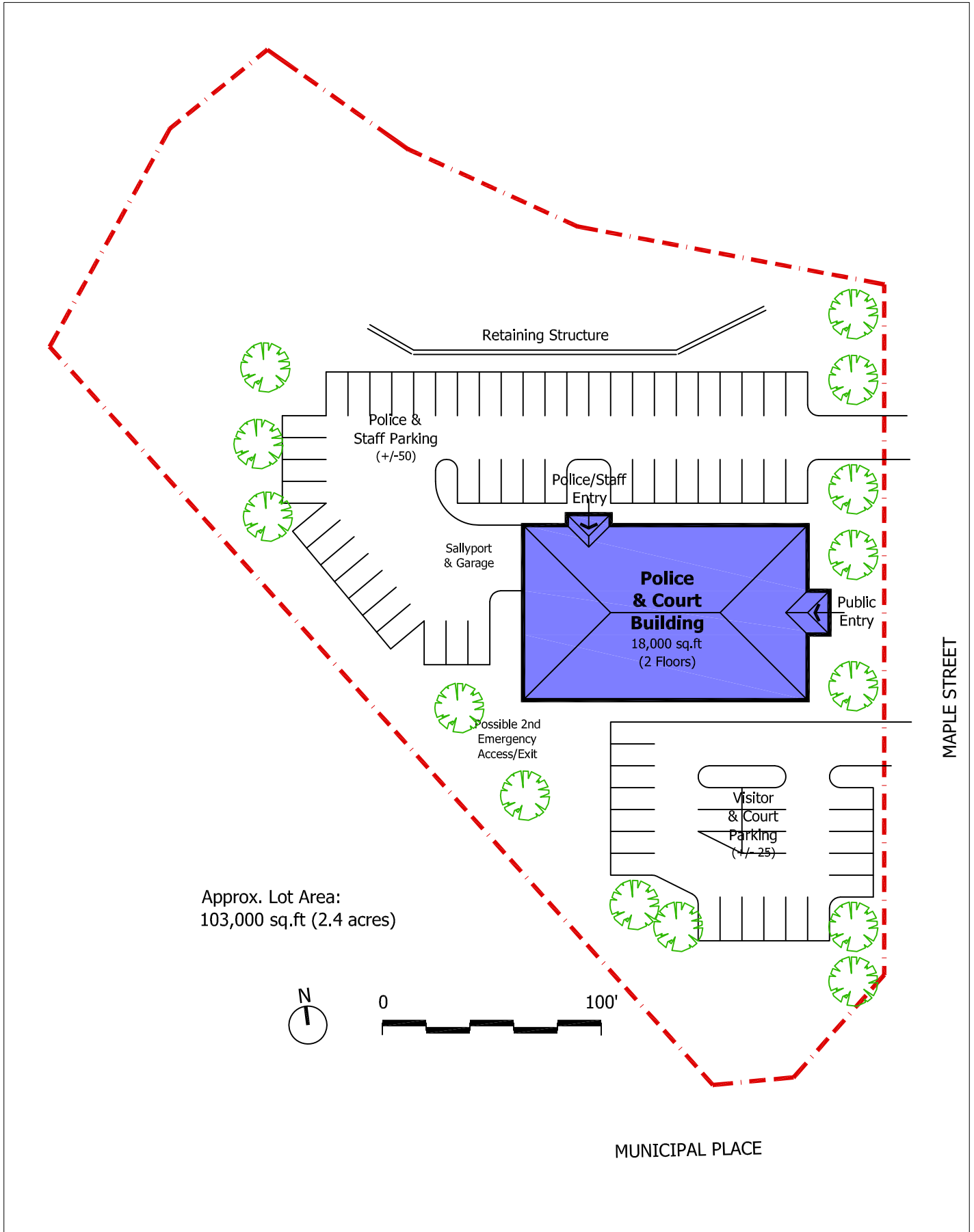
Option B shows a new 2-level police/court building on two equal floors (i.e. floor option 2, court on upper level). Staff and operational vehicle parking (around 50 spaces) is located on the north side of the building, however site configuration makes provision of a second entry/egress point difficult. Public parking (around 25 spaces) for police and court visitors is located to the south. To accommodate grade differences a potentially expensive retaining structure will be required.

• Site Area:	103,000 sq.ft	+/- 2.36 acres
• Building Area:	Police/Court	18,000 sq.ft
• Staff Parking Provided:	Police/Court Staff	approx. 50 spaces
• Public/Visitor Parking:	Police/Court	approx. 25 spaces

Benefits & Drawbacks – Option B

- 2-level plan requires court to be located on 2nd floor, requiring secure stair & elevator access
- Adequate parking for police/court staff & operational vehicles
- Limited public/visitor parking
- Expensive retaining structure required to provide appropriate grading.
- Close to street (security consideration)
- Security concerns due to overlooking buildings to north
- Second emergency vehicle access/egress difficult to achieve

Refer to concept diagram on the following page.

4.2.2 - Site B (Maple/Municipal)



4.2.3 – Location C – Skate Park (Riverside Avenue/Municipal Place)

Option C shows a new 2-level police/court building on two equal floors (i.e. floor option 2, court on upper level). Staff and operational vehicle parking (around 50 spaces) is located on the north side of the building, however site configuration makes provision of a second entry/egress point impossible. Public parking (around 25 spaces) for police and court visitors is located to the south.

• Site Area:	67,100 sq.ft	+/- 1.5 acres
• Building Area:	Police/Court	18,000 sq.ft
• Staff Parking Provided:	Police/Court Staff	approx. 46 spaces
• Public/Visitor Parking:	Police/Court	approx. 30 spaces

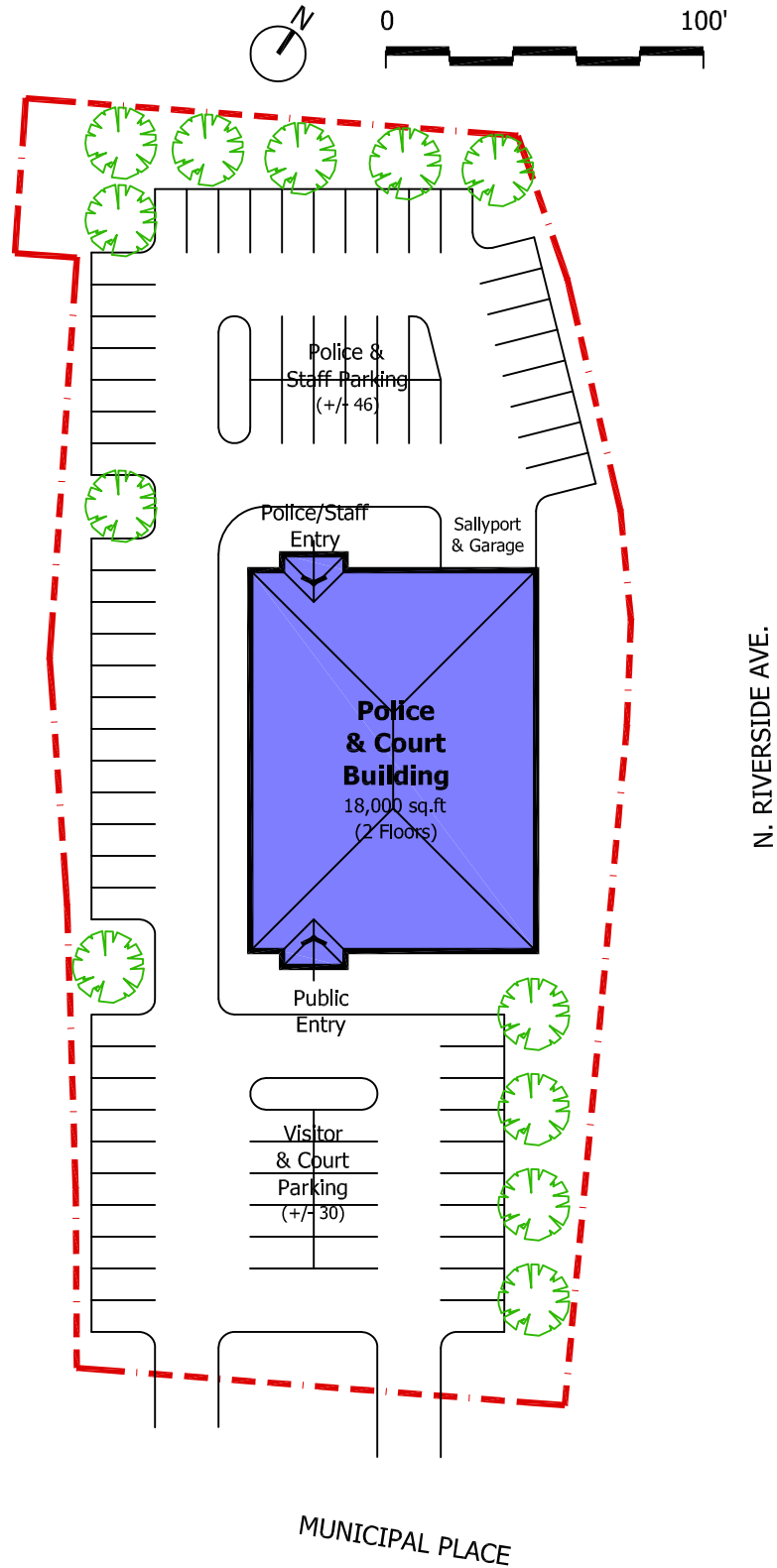
Benefits & Drawbacks – Option C

- 2-level plan (larger 1st floor) with court on main floor (more secure/convenient public access)
- Parking limited to around 90% of required spaces (police/court/public)
- Close to adjacent street and Route 9 (security consideration)
- No alternate vehicle emergency egress
- Possible nearby parking lot

Refer to concept diagram on the following page.

4.2.3 - Site C (Skate Park)

Approx. Lot Area:
67,100 sq.ft (1.54 acres)





Recommendations

In our opinion both Options B and C appear feasible at this level of detail and investigation, although both have a number of drawbacks. 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.



Part 5 – Project Costs

5.1 – Project & Construction Costs

5.1.1 – Project 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, major siteworks or regarding, or any costs associated with providing or relocating any utilities or municipal services, or costs to demolish any existing buildings.

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.

5.1.2 – Building Construction 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 in this part of the United States vary from \$300 to \$400 per square foot¹, plus the cost of furnishings and equipment, site development and services, and may vary significantly by geographic location or site topography. 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, expected level of construction quality and materials, and project delivery method.

Adoption of sustainable design (e.g. LEED) or other energy-saving initiatives may add to the construction costs but may result in long-term energy cost savings and other benefits.

5.1.3 – Other Project Costs

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

- Architectural & engineering fees
- LEED or other sustainable design measures or strategies
- 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

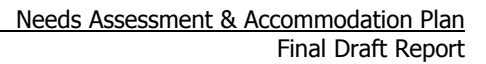
¹ Provided by A.M. Fogarty & Associates for new police building construction, 'above-average' quality for buildings of 7,000 to 32,000 square feet. Costs have been escalated to reflect anticipated 2008/2009 construction costs.



- Move & personnel costs

5.1.4 – Recommended Project Budget

An 18,000 square foot police/court building may cost \$6.5 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 acquisition or cleanup costs if contaminated).

[illegible]