

## **Facility Committee – Village of Minerva Park**

### **Background Work and key Insights as of 8-2018**

**Site visits:** Team members visited a few villages and a city police department and village administration buildings to get ideas for our project. We asked questions such as what they liked and did not like about their facilities and what would they change if they could.

We also reviewed village websites, internet report services and called villages for information. We then completed comparison charts. The objective was to see how we compare to other villages of similar size and general operating budget.

**Key Insights:** Administrative buildings were not at all expansive. Similarly, sized villages had a fiscal officer and clerk sharing office space, and office space for the administrator and the mayor. The places we did visit managed utilities which requires an administrator. In those cases, there was also a separate area for utilities clerical support and bill payment.

Two sites had separate buildings and locations for police and village administration – both remodels. The third in Hebron, build a municipal building that includes both. This build was in 2007 and we found it very helpful when thinking about total size.

Minerva Park is very similar to the Village of Brewster who also had a multipurpose room for council meetings, eating lunch and informal business meetings. This is a very challenging setup. One Village (Hebron) had the multipurpose council chambers, mayors court and community room in between the Village Administration and the Police Department. All sites visited considered separate entrances for the police versus the administration very important.

We did notice the use of secure lobbies for the police and not for administration. If you have a secure entrance, then staff must be available to manage access.

The IACP Police Facility Planning Guidelines is one tool that speaks to the typical planning and construction of a police facility. Big or small, police departments have common elements. As we toured a few facilities from similarly sized villages and larger cities, these common themes were evident. The difference in execution was mostly a matter of budget constraints but not entirely. By asking the chief's what they liked and did not like about their facilities, what they wished they could fix, what was on the horizon to fix or add – we acquired some excellent insights.

The small police departments had to use some ingenuity to create secure spaces for property and evidence. We noticed some cleverly designed lockers and cost-effective processes for logging in evidence and storing property. In every case there was more than one entrance into the police department. Worthington police had a Sally Port. The villages had to make the best of their situation to create a safe entry and walk way for suspects. We did ask everyone including Worthington what they do with violent suspects and they all stated for the safety of everyone, the offender was take straight to the county jail.

Processing a suspect was done in a room where the police officer and suspect could sit down and complete paperwork. . In all cases they wished a toilet and sink were available within the processing area. Felt this was a huge design mistake.

Brewster has a bench with an iron pipe for attachment of a handcuff. In addition to a simple bench (), Worthington has a 4x4 room with glass viewing and a chair and writing surface. () The Chief was very clear that this was used only as a four-hour temporary hold. Their policy is to release suspects pending court appearance.

Hebron and Worthington both wanted to show the amount and configuration of record storage during the tour. Worthington discussed their very disciplined process of record retention monitoring to make sure they are keeping up with moving to long term storage and/or shredding as allowed.

Worthington does have their own three lane gun/taser practice area. The chief talked about how expensive it is to follow regulations for an indoor area. The walls floors become hazardous waste collectors (lead) and the rules about cleaning and remove of materials and spent ammunition may make an indoor range not a cost-effective alternative to renting time at a facility.

Worthington's sally port is very technical. There are cameras, doors with different locks, an area to lock a gun, a washing station for a suspect to wash off a spray and a drain to drain away snow and water. The chief stated it was very important to have the drain – it is a single garage. He also mentioned the contractor did not give them enough car length to be able to close the garage door so he was happy when they switched to smaller SUVs.