

Portsmouth Municipal Building Improvements Project PD Space Reconciliation Memo

Date: 9/30/2025

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Dear Committee Members,

The design team of JSA and ADG, along with City staff and the Police Department has worked to update the Space Needs Assessment (SNA) and reconcile the differences between the original SNA and the Matrix Consulting Group Staffing and Facility Analysis.

Below are key points we wish to identify:

The Matrix SNA did not appear to include full program spaces that are a part of the Portsmouth Police Department operations identified in the ADG SNA. In the attached 9/29/2025 *Program / Spatial Needs Assessment*, sections 4.0 Records and Courts, and 8.0 Auxiliary accounted for approximately 2,100 SF not included in the Matrix report.

The following items in the Matrix report have been reviewed and confirmed with the PD. These represent 1,000-1,250 additional SF.

- Conference room for 20 people, additional 250 SF (ADG item 2.4)
- Community room sized to accommodate 75 individuals, additional 500 SF (ADG item 1.5)
- Indoor storage for found property 250-500 SF

The Matrix SNA did not account for mechanical, electrical, and plumbing (MEP) utility rooms and related infrastructure which account for an additional 1,000-2,000 SF.

Additional square footage differences were found in small rooms such as conference rooms, storage rooms, and offices. Ideally these rooms could be larger to account for future needs, growth, and flexibility.

When reconciling the differences between these two studies, and considering the items above, the adjusted Matrix SF range would be approximately 44,000-45,000. The difference in adjusted space needs between Matrix and the ADG are only approximately 7,000-8,000 SF. Of that difference, 4,050 SF has been identified as shared space between the

Municipal and Police Department operations. This shared space includes a previously identified 1,500 SF, Police-only training space.

In addition, the Matrix staffing study identified the need for additional dispatch stations to meet future needs.

The Police Department working number of 47,036 SF of dedicated space, plus 4,050 SF of shared space addresses the projected needs of the Department through 2044 and has been reconciled between both studies (see Space Needs Assessment Summary dated 9/29/2025). As noted, there are inefficiencies when re-purposing building space that may alter these working numbers during the design phase. As JSA works with the City staff to determine the space required, other opportunities for shared space or adjacencies may also impact the final numbers.

Reconciled Space Needs Assessment Summary

Portsmouth Municipal Improvements Project

JSA Project Number: 25102.00

9/30/2025

Main Building Square Footages (Seybolt, Center Wing, North Wing, Cottage Basement)			
	Existing SF/ %	Needed SF/%	Net Change
Police Department	39,772 37%	47,036	+7,264
Shared	- 0%	4,050	+4,050
Municipal	66,683 63%	TBD	TBD
Total	106,455 100%	TBD	TBD
Existing Main Building SF Available		106,455	
Apx Size of Addition(s) Needed		TBD	

Fleet Building Square Footage			
	Existing SF	Needed SF	Net Change
Police Department	2,013	8,805	+6,792

Comments
1) Space repurposed may require additional square footage due to existing conditions 2) Calculated space needs have a grossing factor applied to determine gross SF. Actual will be +/- this number 3) Municipal Spaces include campus infrastructure rooms (mechanical, sprinkler, etc.). PD specific utility space (ex. dispatch IT room) are contained with PD square footages 4) Stair and Elevator SF are included in the space that encompasses them on that floor

Program / Spatial Needs Assessment

Executive Summary

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

September 26, 2025

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR 2024	YEAR 2034	YEAR 2044	EXISTING SQUARE FOOTAGE
Red: Revisions 9/24/25. Blue: Revisions 9/26/25. Green: Revisions 9/29/25.	1.0	Public Access Areas	1,900	1,900	1,900	855
	2.0	Administration: Office of the Chief	3,869	3,869	4,040	2,440
	3.0	Administration: Personnel & Training	3,743	3,743	3,743	4,090
	4.0	Records and Courts	1,891	2,022	2,451	1,974
	5.0	Patrol	5,737	6,113	6,200	5,946
	6.0	Booking and Intake	3,411	3,411	3,525	3,160
	7.0	Communications and IT	3,086	3,543	3,657	1,881
	8.0	Auxiliary	743	743	743	1,054
	9.0	Detectives Division	6,886	7,355	7,721	6,237
	10.0	Internet Crimes Against Children	514	605	605	314
	11.0	S.E.R.T.	2,063	2,181	2,181	1,262
	12.0	Property and Evidence	3,029	3,029	3,458	2,050
	13.0	Facility Support	3,229	3,229	3,229	961
11.0: Seacoast Emergency Response Team.						

Program / Spatial Needs Assessment

Executive Summary

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes
15.0 Square footage reflects the existing firing range, which will be located in the same area with necessary renovations. This was reduced from the originally 12,611 SF that would have required a new Firing Range.
16.0 These are marked in yellow throughout the program.
17.0 This is a separate building.

Space Designation		Space Requirements (square feet)			
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
14.0	Facility Services	686	686	1,200	4,574
15.0	Firing Range	2,383	2,383	2,383	2,383
16.0	Amount of Shared Facility Spaces	4,050	4,050	4,050	
	Total	47,220	48,861	51,086	39,184
17.0	Fleet Building	8,805	8,805	8,805	2,013

Program / Spatial Needs Assessment

1.0 Public Access Areas

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes
1.0: Hookups for press located outside of building for coverage of emergency events.
1.2: Restrooms to be ADA compliant.
1.4: Associate with 1.5. - one to be dedicated PD
1.5: Capacity for 75 people. Access from secured side of the building as well as Public Lobby. Room can be partitioned into two rooms.
1.7: Double tiered lockers.
1.10: Serves as the "greeter." Two positions. One to be ADA compliant. Provide ballistic glass.
1.12: Does not include highlighted shared spaces. The total for these spaces is in Section 16.0

Space Designation		Space Requirements (square feet)			
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
1.0	Public Access Areas				
1.1	Public Lobby	600	---	---	639
1.2	Public Restrooms @ 200 SF each	(2) 400	---	---	45
1.3	Medium Interview/Meeting Room	120	---	---	
1.4	Equipment Storage Rooms @ 120 SF Each	(2) 240	---	---	248
1.5	Training / Public Accessible Meeting Room	1,500	---	---	1,331
1.6	Catering Prep Room	120	---	---	
1.7	Locker Bank	80	---	---	
1.8	A/V Control Alcove	60	---	---	
1.9	Break Room / Vending Area	120	---	---	
1.10	Front Desk Officer	120	---	---	
1.11	Recycling Bin / Paper to be Shredded Bin Storage Room	80	---	---	
1.12	Subtotal	1,520	---	---	684
1.13	Efficiency Factor @ 20%	380	---	---	171
1.14	Total	1,900	---	---	855
1.15	Cumulative Total		1,900	1,900	

Program / Spatial Needs Assessment

2.0 Administration: Office of the Chief

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)				
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE	
2.1: Accommodate up to 4 people. 2.4: Accommodate up to 20 people. 2.6: Associate with 2.5. 2.8: Use as intern / light duty workspace. 2.8: Would also serve as Chaplain and intern workspace. 2.9: If possible, provide an exterior break area. 2.12: Provide entry vestibule - One with shower	2.0	Administration: Office of the Chief					
	2.1	Reception / Waiting	80	---	---	230	
	2.2	Admin Assistant with Files (Future)	---	---	80		
	2.3	Executive Assistant with Files	120	---	---		
	2.4	Command Staff Conference Room	500	---	---	408	
	2.5	Chief of Police	200	---	---	301	
	2.6	Restroom w/Shower	---	---	---	194	
	2.7	Deputy Chief's Office	180	---	---		
	2.8	Reference Library / Police Commissioner's Temporary Office	120	---	---		
	2.9	Small Break Room	120	---	---	40	
	2.10	Secured Files Storage (Personnel)	80	---	40		
	2.11	Copy / Work Alcove	80	---	---		
	2.12	Unisex Administrative Restroom	(2) 160	---	---	227	
		Administrative Services					
	2.13	Business Manager's Office	140	---	---		227
	2.14	Business Office Assistant w/Files	120	---	---	191	
	2.15	Accounting Clerk w/Files	120	---	---		

Program / Spatial Needs Assessment

2.0 Administration: Office of the Chief

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
2.17: Associate with 2.1, 2.2, 2.3, 2.5, and 2.7. 2.18: Co-locate with bulk storage. 2.19: Locate near Quarter-master.	2.16	Part-Time Operations / Interns Work Area	48	---	---	157
	2.17	Storage Closets @ 20 SF each	(5) 100	---	---	
	2.18	Secured Archive Files Storage Room	120	---	---	
	2.19	Office Bulk Supply Storage	140	---	---	
	Professional Standards					
	2.20	Lieutenant's Office w/ Files	140	---	---	
	2.21	Accreditation Manager w/Files	140	---	---	
	2.22	Subtotal	2,708	---	120	1,708
	2.23	Efficiency Factor @ 30%	1,161	---	51	732
	2.24	Total	3,869	---	171	2,440
	2.25	Cumulative Total		3,869	4,040	

Program / Spatial Needs Assessment

3.0 Administration: Personnel & Training

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
3.0: Combine with 2.0. 3.1: If located near 2.0, can share reception / waiting room for that area and eliminate this space. 3.5: Use vertical carousel filing system. 3.7: If located near 2.0, share break alcove. 3.9: Refer to 3.12. 3.12: Locate near Patrol. 3.13: Provide 4'-0" wide door or double doors for ease of deliveries.	3.0	Administration: Personnel & Training				
	3.1	Reception / Waiting	80	---	---	189
	3.2	Operations Administrator	120	---	---	
	3.3	Training Officer / Range Master Office	140	---	---	169
	3.4	Lieutenant's Office	140	---	---	243
	3.5	Secured Personnel Files Storage Room	120	---	---	137
	3.6	Large Production / Work / Supply Room with Printers	140	---	---	
	3.7	Break Alcove	40	---	---	
	3.8	Physical Agility (Gym)	1,000	---	---	
	3.9	Defensive Tactics Lab	*	---	---	
	3.10	Defensive Tactics Lab Storage	80	---	---	2,125
	3.11	Simulator Training Room	200	---	---	
	3.12	Quartermaster Storage	480	---	---	
	3.13	Receiving Area	80	---	---	
	3.14	Subtotal	2,620	---	---	2,863
	3.15	Efficiency Factor @ 30%	1,123	---	---	1,227

3.0 Administration: Personnel & Training

Portsmouth, New Hampshire

General Notes

Program / Spatial Needs Assessment

4.0 Records and Courts

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
4.1: One window needs to be ADA compliant. 4.2: With recycling / shredding storage. 4.5: Open cubicle layout. 4.8: Mobile storage unit active files. 4.9: Archived files for Records and Courts. 4.13: Associate with 4.7.	4.0	Records and Courts				
	4.1	Public Access Service Window with Computer Terminal	(2) 80	---	---	
	4.2	Copy / Work Alcove	40	---	---	71
	4.3	Records Manager's Office	120	---	---	
	4.4	Records Clerk Workstation	---	36	---	
	4.5	Court Assistant / Intern Workstation	36	36	---	
	4.6	Prosecutor's Office with Meeting Space @ 160 SF each	(2) 320	---	160	120
	4.7	Court Office Mngr Legal Secretary / Paralegal	120	---	---	
	4.8	Victim Advocate's Office	120	---	120	447
	4.9	Records / File Storage	120	---	---	423
	4.10	Secured Archived File Storage	160	---	---	321
	4.11	Break Alcove	40	---	---	
	4.12	Restrooms @ 64 SF each	(2) 128	---	---	
	4.13	Storage Closets @ 20 SF each	(2) 40	20	20	
	4.14	Subtotal	1,324	92	300	1,382
	4.15	Efficiency Factor @ 30%	567	39	129	592

Program / Spatial Needs Assessment

4.0 Records and Courts

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
	4.16	Total	1,891	131	429	1,974
	4.17	Cumulative Total		2,022	2,451	

Program / Spatial Needs Assessment

5.0 Patrol

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
	5.0	Patrol				
5.1: Locate off staff entry.	5.1	Weapons Storage Room	60	---	---	103
	5.2	Officer's Cubby Storage Alcove	160	---	---	201
5.2: 40 + 5 + 5	5.3	Mud Room with Lockers Storage	140	---	---	77
5.4: Accommodate 6 stations.	5.4	Report Writing with Storage	(6) 180	---	(2) 60	140
5.6: Provide counter with charging stations. Accommodate up to 16 people.	5.5	Mail Room / Central Business Hub	120	---	---	61
	5.6	Roll Call Room	400	---	---	163
5.7: Shared space (14' x 24'). Provide two desks and file storage for two.	5.7	Sergeant's Office	220	---	---	117
	5.8	Shift Commander's Office	140	---	---	183
5.8: Shared space (14' x 24'). Provide one desk and file storage for two.	5.9	Shift Commander Storage Room	40	---	---	170
	5.10	Captain's Office	140	---	---	251
5.13: Associate with 5.10.	5.11	Secured Equipment Storage Room	60	---	---	35
5.14: Lockers at 11 SF each; includes locker, access space and bench. Honor Guard requires full-height lockers and is located in a separate room. Locate near gym.	5.12	Honor Guard Storage Room	120	---	---	357
	5.13	Storage @ 20 SF each	(2) 40	---	---	196
5.16: Provide one (1) double bunk bed.	5.14	Locker Rooms	(96) 1,056	(13) 143	---	1,963
5.17: Multi-purpose office.	5.15	Explorer's Room	140	---	---	
	5.16	Bunk Rooms @ 80 SF each	(2) 160	---	---	147
	5.17	Multi-purpose Office / Interview Room	140	---	---	
	5.18	K-9 Office (2 current positions with Files)	160	80	---	

Program / Spatial Needs Assessment

5.0 Patrol

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
5.19: Provide wash down area. Exterior training field. 5.20: Not included in GSF. 5.21: Include two safes (drugs and explosives). 5.23: Provide easy exterior access and a window. With ded. Storage space. 5.25: Includes bathroom + kitchen = MUH. Used by Chaplains, Mental Health professionals, new moms, etc. Locate away from main activity areas.	5.19	K-9 Kennels (2) w/ Entry	140	40	---	
	5.20	K-9 Exterior Communal Run	(120)	---	---	
	5.21	K-9 Storage Room	80	---	---	
	5.22	Crime Analyst / Patrol Support Office	120	---	---	
	5.23	Animal Control Officer Office	140	---	---	
	5.24	Exterior Storage Room	60	---	---	
	5.25	Respite Room	120	---	---	
	5.26	Subtotal	4,016	263	60	4,162
	5.27	Efficiency Factor @ 30%	1,721	113	26	1,784
	5.28	Total	5,737	376	86	5,946
	5.29	Cumulative Total		6,113	6,200	

Program / Spatial Needs Assessment

6.0 Booking and Intake

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
6.0: CCTV installed through-out. 6.1: Accommodate four vehicles with drive-thru capability. 6.3: Accommodate 2-3 motorcycles. 6.4: Refer to Section 12.0 - Property and Evidence. 6.9: Locate adjacent to Property & Evidence. 6.10: Locate off sallyport. 6.14: Secured window between bailer and defendant.	6.0	Booking and Intake				
	6.1	Vehicle Sallyport (2 vehicles)	800	---	---	488
	6.2	Decontamination / Detainee Wash-Down Area	20	---	---	198
	6.3	Motor Unit Storage	80	---	80	760
	6.4	Large Bulk Evidence Storage Rooms	*	---	---	
	6.5	Security Vestibules @ 64 SF each	(2) 128	---	---	
	6.6	Booking Room (Male & Female)	180	---	---	
	6.7	Holding Cells				544
		• Male, Padded Cell	80	---	---	
		• Male, Single Occupancy @ 80 SF	80	---	---	
		• Male, ADA Compliant @ 100 SF	100	---	---	
		• Female / Juvenile @ 80 SF	80	---	---	
		• Female / Juvenile, ADA Compliant @ 100 SF	100	---	---	
	6.8	Secured Interview Room	80	---	---	
	6.9	Property Room / Temporary Evidence Lockers	80	---	---	
	6.10	Laundry / Decon Facilities	120	---	---	
	6.11	Dedicated / Secure Release Area	120	---	---	
	6.12	Intoxilyzer Room	80	---	---	107
	6.13	Fingerprinting / Live Scan Alcove	60	---	---	115
	6.14	Bail Commissioner Room	80	---	---	

Program / Spatial Needs Assessment

6.0 Booking and Intake

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
6.15: With interior window for observation by Patrol Shift Supervisor, and access to central corridor.	6.15	Juvenile Observation Room	120	---	---	
	6.16	Subtotal	2,388	---	80	2,212
	6.17	Efficiency Factor @ 30%	1,023	---	34	948
	6.18	Total	3,411	---	114	3,160
	6.19	Cumulative Total		3,411	3,525	

Program / Spatial Needs Assessment

7.0 Communications and IT

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

Space Designation		Space Requirements (square feet)					
No.	Space Function	YEAR: 2024		YEAR: 2034		YEAR: 2044	EXISTING SQUARE FOOTAGE
7.0	Communications and IT						
	IT Department						
7.1	Secured Equipment Storage	80		---		---	193 216
7.2	IT Administrator	120		---		---	
7.3	IT Assistant's Office with Equipment	120		---		---	
7.4	Information Systems Support Assistant	---		120		---	
7.5	IT Lab	120		---		---	
7.6	Manager's Office with Meeting Space	140		---		---	
7.7	IT Assistant (Future)	---		---		80	
7.8	Server Room	160		---		---	179
7.9	Fire Suppression Tank Supply	40		---		---	
7.10	HVAC (Liebert Unit)	100		---		---	
7.11	UPS Equipment Room	80		---		---	
	Communications						
7.12	Supervisor's Office	120		---		---	628
7.13	Call Takers / Dispatch Positions @ 100 SF each	(4)	400	(2)	200	---	
7.14	Training Consoles @ 80 SF Each	(2)	160	---		---	

General Notes
7.5: Associate with 7.1.
7.14: Provide a nanawall separation.

Program / Spatial Needs Assessment

7.0 Communications and IT

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
7.16: If possible, provide an exterior break area also. Lockers: 12" x 36", single-tier. 7.18: Provide with sink and small refrigerator. 7.19: Combine with the server room in IT Unit.	7.15	Central Corridor	160	---	---	101
	7.16	Break Room with Lockers	120	---	---	
	7.17	Unisex Restroom	80	---	---	
	7.18	Lactation / Destress Room	80	---	---	
	7.19	Radio Equipment Room	80	---	---	
	7.20	Subtotal	2,160	320	80	1,317
	7.21	Efficiency Factor @ 30%	926	137	34	564
	7.22	Total	3,086	457	114	1,881
	7.23	Cumulative Total		3,543	3,657	

Program / Spatial Needs Assessment

8.0 Auxiliary

General Notes
8.0: Locate near Patrol.
8.1: Includes double-tiered lockers, 30 in total.
8.2: Uniforms and equipment.

Space Designation		Space Requirements (square feet)			
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
8.0	Auxiliary				
8.1	Auxiliary Multi-Purpose Room	320	---	---	472
8.2	Storage Room	80	---	0	133
8.3	Supervisor's Office	120	---	---	133
8.4	Subtotal	520	---	---	738
8.5	Efficiency Factor @ 30%	223	---	---	316
8.6	Total	743	---	---	1,054
8.7	Cumulative Total		743	743	

Program / Spatial Needs Assessment

9.0 Detectives Division

Portsmouth Police Department
Portsmouth, New Hampshire
ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
9.0: Locate near Patrol. 9.1: Accommodate 3-4 people. 9.2: Window to reception. 9.4: Area for departmental plotter. 9.10: Accommodate 20 people. 9.15: Locate near P&E. 9.16: Include temporary evidence lockers with underfloor access for cabling.	9.0	Detectives Division				
	9.1	Reception / Waiting	60	---	---	168
	9.2	Administrative Assistant with Files	80	---	---	124
	9.3	Break Alcove	40	---	---	131
	9.4	Copy / Work Alcove	60	---	---	123
	9.5	Outside Agency WS's @ 36 SF Each	(3) 108	---	---	
	9.6	Detective's Workstation @ 64 SF each	(10) 640	(2) 128	(4) 256	2,347
	9.7	Social Worker's WS	120	---	---	
	9.8	Captain's Office	160	---	---	247
	9.9	SIU Detective's Offices @ 120 SF Each	(2) 240	120	0	
	9.10	Conference Room	500	---	---	285
	9.11	Crime Analyst Office	120	---	---	
	9.12	Secured Files Storage Room	80	---	---	
	9.13	Sergeant's Offices @ 120 SF Each	(3) 360	---	---	201
	9.14	Lieutenant's Office	140	---	---	143
	9.15	Mobile Crime Scene Bay	240	---	---	
	9.16	Digital Forensics Lab (Not ICAC)	180	---	---	
	9.17	Cold Case Files / Work Room (2 WS's)	140	---	---	
	9.18	Vehicle Evidence Processing Bays @ 280 Each	(2) 560	---	---	

General Notes
9.20: Associate with 9.8.

Space Designation		Space Requirements (square feet)			
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
9.19	Faraday Room	100	---	---	94
9.20	Storage @ 20 SF each	20	---	---	
9.21	Crime Scene Technician Workstation (double)	128	---	---	
	Interview Suite				
9.22	Secured Waiting Area	80	---	---	78 425
9.23	Polygraph Room	80	---	---	
9.24	Interview Rooms @ 80 SF each	(2) 160	80	---	
9.25	Interviewee Restroom	64	---	---	
9.26	Observation Equipment	60	---	---	
9.27	Elevator Vestibule from Sallyport	120	---	---	
	Soft Interview Suite				
9.28	Family Waiting / Entry Area	80	---	---	
9.29	Soft Interview Room	100	---	---	
9.30	Subtotal	4,820	328	256	4,366
9.31	Efficiency Factor @ 30%	2,066	141	110	1,871

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
	9.32	Total	6,886	469	366	6,237
	9.33	Cumulative Total		7,355	7,721	

Program / Spatial Needs Assessment

10.0 Internet Crimes Against Children

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
10.0: ICAC 10.4: Provide location near a secured entrance. See Interview Suite in Section 9.0. 10.5: Double workstation. Outside agencies.	10.0	Internet Crimes Against Children				
	10.1	Lieutenant's Office	140	---	---	
	10.2	Detective's WS's @ 64 SF Each	64	64	---	108
	10.3	Secured Evidence Storage	60	---	---	112
	10.4	Evidence Viewing	*	---	---	
	10.5	Computer Examiner Workstation	96	---	---	
	10.6	Subtotal	360	64	---	220
	10.7	Efficiency Factor @ 30%	154	27	---	94
	10.8	Total	514	91	---	314
	10.9	Cumulative Total		605	605	

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
11.0: Seacoast Emergency Response Team. 11.2: Lockers: 16.5 SF each. 11.4: Measures 28' x 32'. Accommodate 2 vehicles. Provide pull-down charging and double doors (side by side). 11.5: Associate with 11.4.	11.0	S.E.R.T.				
	11.1	Commander's Office	140	---	---	
	11.2	Tactical Ready Room with Lockers	(15) 248	(5) 83	---	400
	11.3	Armory with Ammunition Storage	120	---	---	
	11.4	Vehicle Sallyport	896	---	---	483
	11.5	Secured Equipment Storage	40	---	---	
	11.8	Subtotal	1,444	83	---	883
	11.9	Efficiency Factor @ 30%	619	35	---	378
	11.10	Total	2,063	118	---	1,262
	11.11	Cumulative Total		2,181	2,181	

Program / Spatial Needs Assessment

12.0 Property and Evidence

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
12.3: Access from P&E and corridor. 12.5: Provide an exterior entrance. 12.7: Optional, depending on location in building. 12.8: Item also noted in 6.4 without square footage. 12.16: Locate with 12.8.	12.0	Property and Evidence				
	12.1	Officer's Evidence Drop	120	---	---	197
	12.2	Evidence Retrieval	140	---	---	230
	12.3	Multi-purpose Meeting/Viewing Room	120	---	---	122
	12.4	Evidence Technician Work Area	140	---	---	188
	12.5	Evidence Return / Transfer Vestibule	80	---	---	
	12.6	Storage	60	---	40	
	12.7	Unisex Restroom	80	---	---	
	12.8	Bulk Evidence Storage with Large Exterior Door	320	---	---	698
	12.9	Unsolved Homicide Storage	140	---	---	
	12.10	Cash / Valuables Vault	80	---	---	
	12.11	Weapons Vault	120	---	80	
	12.12	Narcotics Vault	120	---	60	
	12.13	Crime Scene Laboratory with Decontamination	220	---	80	
	12.14	Crime Scene Storage with Temporary Lockers	80	---	---	
	12.15	Officer Access Counter	60	---	---	
	12.16	Long Term Storage	60	---	---	
	12.17	Freezer Bank	60	---	---	

Program / Spatial Needs Assessment

12.0 Property and Evidence

General Notes
12.18: Locae off sallyport area.
12.18: Locate in storage facility. Outside of main structure.
12.19: Not included in GSF.
12.20: Items located at 9.19 and 15.2.

Space Designation		Space Requirements (square feet)			
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
12.18	Temporary Bulk Material Storage Room @ 40 SF each	(2) 80	---	40	671
12.19	Bicycle Storage	(260)	---	---	
12.20	Vehicle Evidence Processing Bays	*	---	---	
12.21	Small Break Alcove	40	---	---	
12.23	Subtotal	2,120	---	300	1,435
12.24	Efficiency Factor @ 30%	909	---	129	615
12.25	Total	3,029	---	429	2,050
12.26	Cumulative Total		3,029	3,458	

Program / Spatial Needs Assessment

13.0 Facility Support

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
13.0: Locate near Booking. 13.2: Equipment bay at RAS. 13.8: See Item 3.8. 13.9: See Item 3.13. 13.10: See Item 6.11. 13.11: See Item 3.9. 13.12: See Item 3.11. 13.14: Does not include highlighted shared spaces. The total for these spaces is in Section 16.0	13.0	Facility Support				
	13.1	Union / Police Relief Association (PRA) Office	120	---	---	167
	13.2	Secured PRA Storage Room	60	---	---	
	13.3	Employee Restrooms with Showers @ 320 SF each	(2) 640	---	---	
	13.4	Employee Restrooms @ 200 SF each	(4) 800	---	---	300
	13.5	Employee Central Break Room with covered exterior break area.	400	---	---	
	13.6	Food & Dry Goods Storage	60	---	---	
	13.7	Full Service Kitchen	180	---	---	206
	13.8	Physical Agility Room (P.A.R.)	*	---	---	
	13.9	PAR Equipment Storage Room	*	---	---	
	13.10	Laundry and Decontamination Room	*	---	---	
	13.11	Defensive Tactics Training Room	*	---	---	
	13.12	D.T. Storage Room	*	---	---	
	13.13	Historic Items Archive Storage	140	---	---	
	13.14	Subtotal	2,260	---	---	673
	13.15	Efficiency Factor @ 30%	969	---	---	288

13.0 Facility Support

Portsmouth, New Hampshire

General Notes

Program / Spatial Needs Assessment

14.0 Facility Services

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
14.7: Calculated at 1/2 actual square footage (480 SF) as this is not typically an air-conditioned enclosure. 14.9: 30 spaces for non-specialty vehicles and 5 spaces for specialty vehicles. 14.13: Does not include highlighted shared spaces. The total for these spaces is in Section 16.0	14.0	Facility Services				
	14.1	Mechanical Rooms - HVAC Equip. @ 320 SF each	(2) 640	---	---	1,946
	14.2	Electrical Equipment Room	140	---	60	482
	14.3	Telecommunications Equipment - Primary Room	120	---	---	220
	14.4	Data Communications Hubs @ 80 SF each	(2) 160	---	---	18
	14.5	Janitor's Service Closet @ 60 SF each	(2) 120	---	---	
	14.6	Exterior Maintenance Equipment Storage	140	---	---	
	14.7	Emergency Generator Enclosure	(240)			236
	14.8	Emergency Generator Supply Room	(60)	---	---	
	14.9	Rolling Assets Storage • 35+ vehicles	*	---	---	
	14.10	Maintenance Supply / Work Room / Workspace	160	---	---	
	14.11	Stair Towers	(2) 480	---	---	
	14.12	Elevators (one public and two staff)	(3) 300	---	---	
	14.13	Subtotal	480	---	360	3,202
	14.14	Efficiency Factor @ 30%	206	---	154	1,372

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
	14.15	Total	686	---	514	4,574
	14.16	Cumulative Total		686	1,200	

General Notes
15.0: Square footage reflects the existing firing range, which will be located in the same area with necessary renovations. This was reduced from the originally 12,611 SF that would have required a new Firing Range.

Space Designation		Space Requirements (square feet)			
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
15.0	Firing Range				
15.1	Total	2,383	---	---	2,383
15.2	Cumulative Total		2,383	2,383	

Program / Spatial Needs Assessment

16.0 Shared Facility Spaces

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
1.4: Associate with 1.8. - one to be dedicated PD 1.5: Capacity for 60 people. Access from secured side of the building as well as Public Lobby. 14.7: Calculated at 1/2 actual square footage (480 SF) as this is not typically an air-conditioned enclosure.	16.0	Shared Facility Spaces				
	1.4	Equipment Storage Rooms @ 120 SF Each	(2) 240	---	---	
	1.5	Training / Public Accessible Meeting Room	1,500	---	---	
	1.6	Catering Prep Room	120	---	---	
	1.8	A/V Control Alcove	60	---	---	
	13.13	Historic Items Archive Storage	140	---	---	
	14.1	Mechanical Rooms - HVAC Equipment @ 320 SF each	(2) 640	---	---	
	14.2	Electrical Equipment Room	140	---	---	
	14.3	Telecommunications Equipment - Primary Room	120	---	---	
	14.4	Data Communications Hubs @ 80 SF each	(2) 160	---	---	
	14.5	Janitor's Service Closet @ 60 SF each	(2) 120	---	---	
	14.6	Exterior Maintenance Equipment Storage	140	---	---	
	14.7	Emergency Generator Enclosure	(240)	---	---	
	14.8	Emergency Generator Supply Room	(60)	---	---	
	14.10	Maintenance Supply / Work Room / Workspace	160	---	---	

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
	17.1	Subtotal	3,240	---	---	
	17.2	Efficiency Factor @ 20%	810	---	---	
	17.3	Total	4,050	---	---	
	17.4	Cumulative Total		4,050	4,050	

Program / Spatial Needs Assessment

17.0 Fleet Building

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
17.0: Currently a separate building. 17.1: Provide heaters and hot water. Drive thru is preferable, with double doors. 14' height. Bay purpose: • Maintenance Bay w/ lift • Maintenance Bay w/ lift • Crime Scene van (9.15) • Speed trailers • Water barriers/cones/ trailers • Motorcycles (2-4) • Secured vehicle evidence storage (9.19) • One bay equipped as wash bay with hot and cold water supply. • SWAT Vehicle • Bicycle Storage (4-6) 17.11: Include in the exterior amenities. 17.13: Locate with RAS, provide shelving.	17.0	Fleet Building				
	17.1	Maintenance / Equipment Storage 6 Bays @ 18' x 50'	(6) 5,400	---	---	
	17.2	Vehicle Evidence Processing Bays (Secured) @ 18' x 30'	(2) *	---	---	
	17.3	Fleet Office	140	---	---	
	17.4	Tools Storage	60	---	---	
	17.5	Parts Storage	120	---	---	
	17.6	Tire Storage	220	---	---	
	17.7	Fluid Management System Storage	100	---	---	
	17.8	Restroom	64	---	---	
	17.9	Work Counter with Wash-Down / Eyewash	80	---	---	
	17.10	Air Compressor Room	100	---	---	
	17.11	EV Charging Stations	(10)	---	---	
	17.12	Community Policing with Bike Storage	180	---	---	
	17.13	Rear Seat Storage	160	---	---	
	17.14	Drone Team Van	280	---	---	
	17.15	Workroom w/Storage	140	---	---	

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044	EXISTING SQUARE FOOTAGE
	17.16	Subtotal	7,044	---	---	
	17.17	Efficiency Factor @ 20%	1,761	---	---	
	17.18	Total	8,805	---	---	
	17.19	Cumulative Total		8,805	8,805	2,013

Dear City of Portsmouth Department Heads,

JSA and our consultant team, are working with the City to develop concepts for the improvement of the municipal campus. This will include improvements not only for the Police Department, but the municipal and school administration operations as well.

The first step in this process is developing the spatial needs for each department. What types of spaces, how much of them, critical adjacencies (what needs to be next to each other), and the nature of each department's public interactions. This is our chance to think critically about the current facilities and workflows, and what the appropriate facilities should be to best serve the needs of the facility. We will be focused on the big picture space needs.

We will be scheduling times to meet with each department over the coming weeks. With that we have a list of questions below to help facilitate our conversations. While we appreciate any feedback in advance of our meeting, the below will act as our agenda and gives you a chance to start collecting your thoughts. We will likely have a second meeting to clarify any questions or clarifications.

1. What works well in your current space and workflow?
2. Describe how the public interacts with your operation. What does the public need, and how often does the public interact? Is it daily and frequent, or are interactions scheduled?
3. What do you need to improve customer service and optimize efficiency? In other words, what could be improved that would have the most impact on your operation and the ability to serve?
4. Are there changes that you can envision in the next 10 years that will significantly change your operation that should be considered in this design.
5. Do you have specific needs to regularly meet with or collaborate with other departments that require physical adjacency or co-located space?
6. Describe your document storage needs in both the short-term (daily and weekly needs) and long-term (monthly or less).
7. What else do we need to know?