



Mount Vernon

An Innovative Community; Authentically Hometown

Mount Vernon Police Station Design Report

October 5, 2023



ARCHITECTURE • ENGINEERING • PLANNING
SURVEYING • CONSTRUCTION SERVICES

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ACKNOWLEDGMENTS

This document reflects the efforts of a host of team members and the Mount Vernon Police Department who have worked together to establish a proposed program of spaces understanding their needs and day-to-day operations. The result is a comprehensive overview of the current and future department needs and how the facility could be situated relative to Sychar Road. Thank you to the following teammates:

Robert K. Morgan, Chief of Police

Brian Ball, P.E. City Engineer

Judge **John Thatcher**

Lisa Mazza, Clerk of Court

Robert Broeren Jr., Law Director

Dave Priest, Chief Probation Officer

Thomas Brown, Director of Court Security

Matt Starr, Mayor

Terry Scott, Auditor

Bruce Hawkins, City Council

Amber Keener, City Council

Mel Severns, City Council

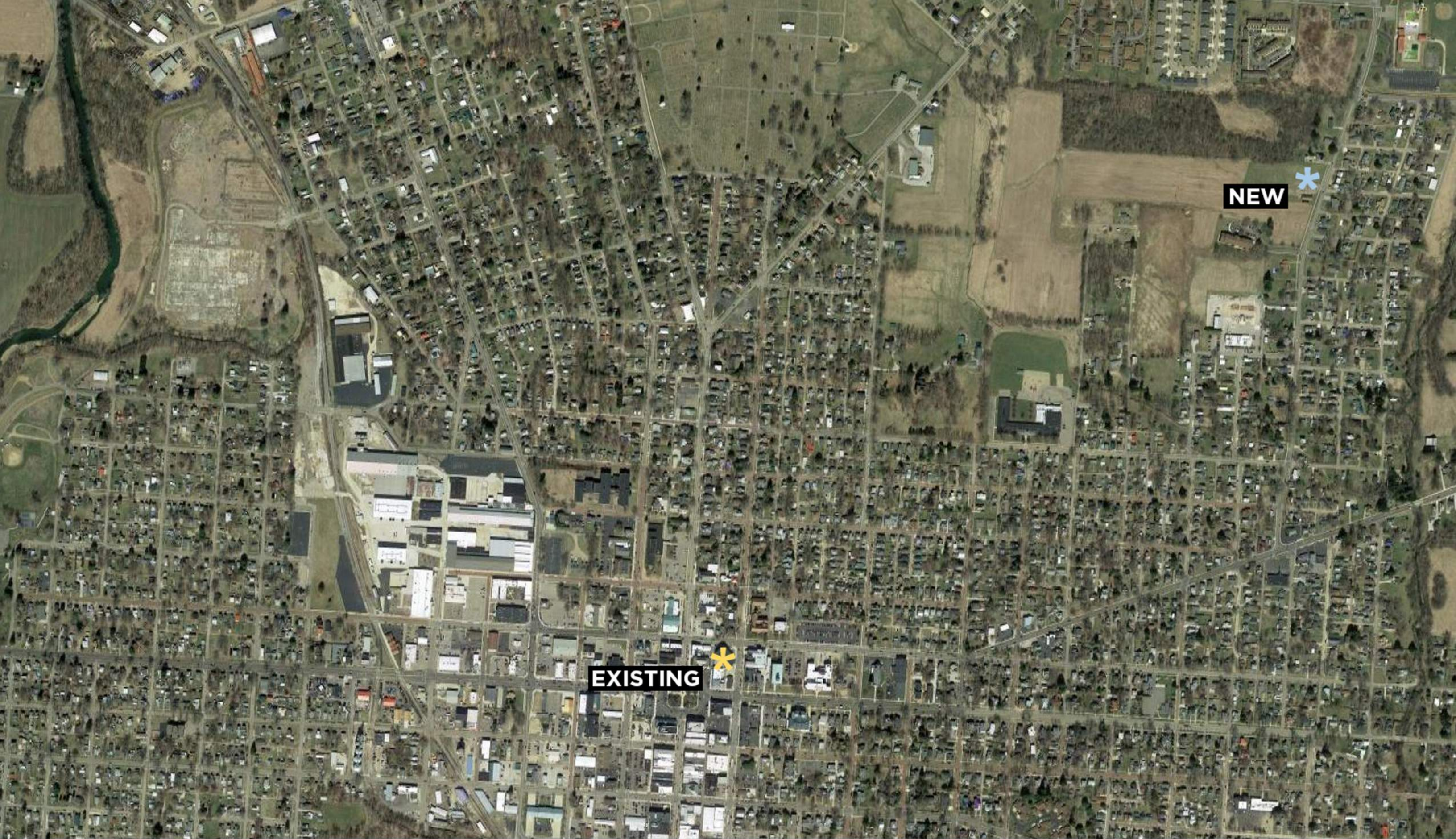
Jay Mahan, City Council

EXECUTIVE SUMMARY

The City of Mount Vernon commissioned DLZ Architecture to work with the Police Department to develop a program of space. Currently, the Department shares the facility at 5 N. Gay Street, which has exceeded its useful life. In addition to security concerns within the facility, the Police have outgrown the building, which has difficulty providing adequate working space for staff. The facility also lacks sufficient space for the public, including waiting areas, general circulation, and enough space for accessibility and ADA Compliance. Due to its age, the Gay Street facility also has multiple HVAC shortcomings affecting both staff and the visiting public and ultimately the facility will need to be replaced. Anticipating the potential for a replacement facility, the goal of this study is to define the programmatic needs of the Police Department based on current staffing and projecting probable staff needs for the next 30-year period. In addition to quantifying interior space needs, the study also identifies a potential site on Sychar Road that could be adapted to support a new facility.

Utilizing the interior programming information, baseline site requirements are identified including visitor parking, staff parking, covered cruiser parking. Sufficient area for an impound area for both enclosed and surface parking has also been included. To accommodate the impound lot and improved access to the Community Shelter, an additional 47,200 SF of property is suggested to be acquired.

AERIAL



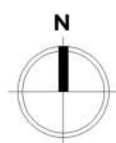
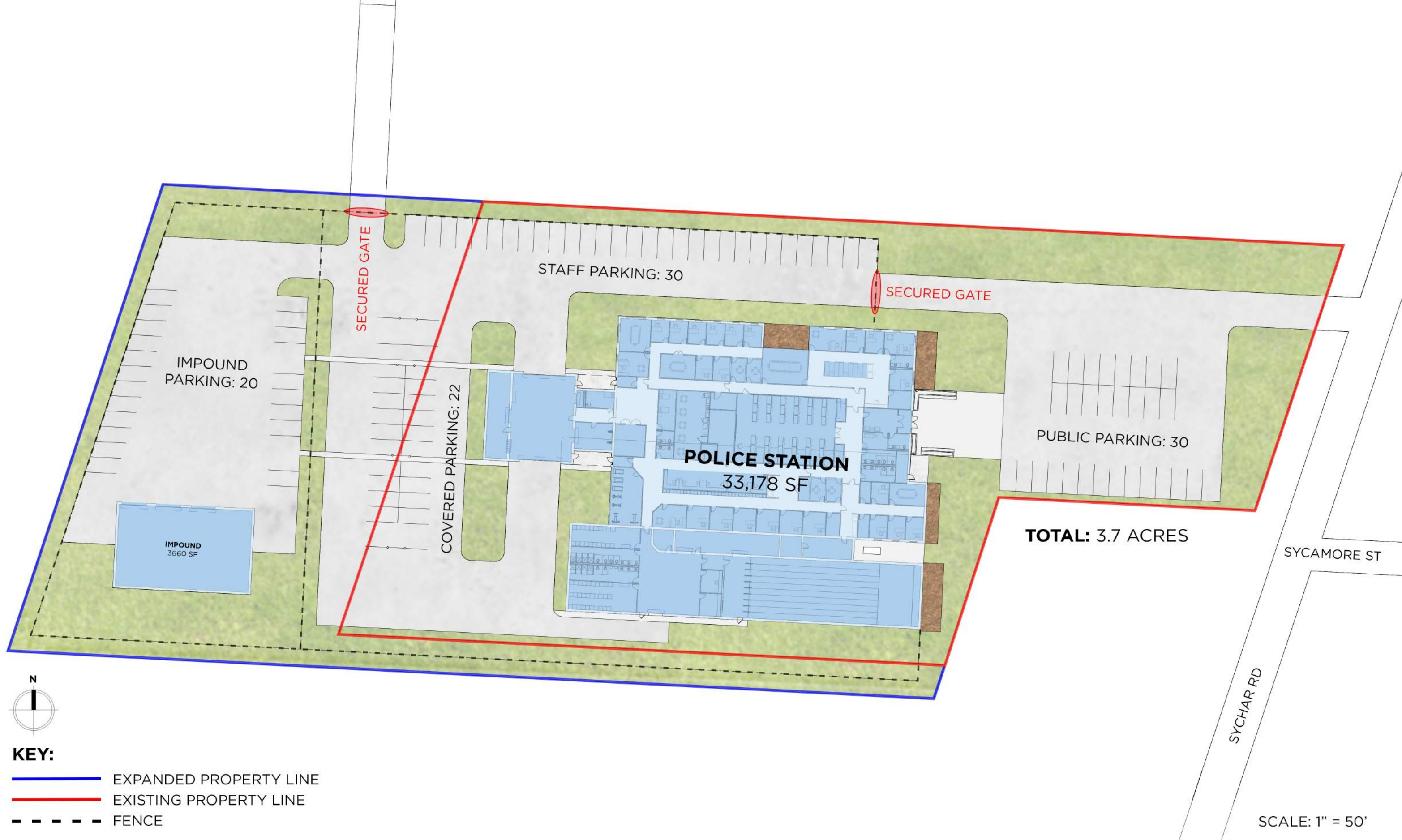
EXISTING

NEW

MOUNT VERNON POLICE STATION
AERIAL VIEW
OCTOBER 5, 2023



SITE PLAN



- KEY:**
- EXPANDED PROPERTY LINE
 - EXISTING PROPERTY LINE
 - - - - - FENCE

SCALE: 1" = 50'

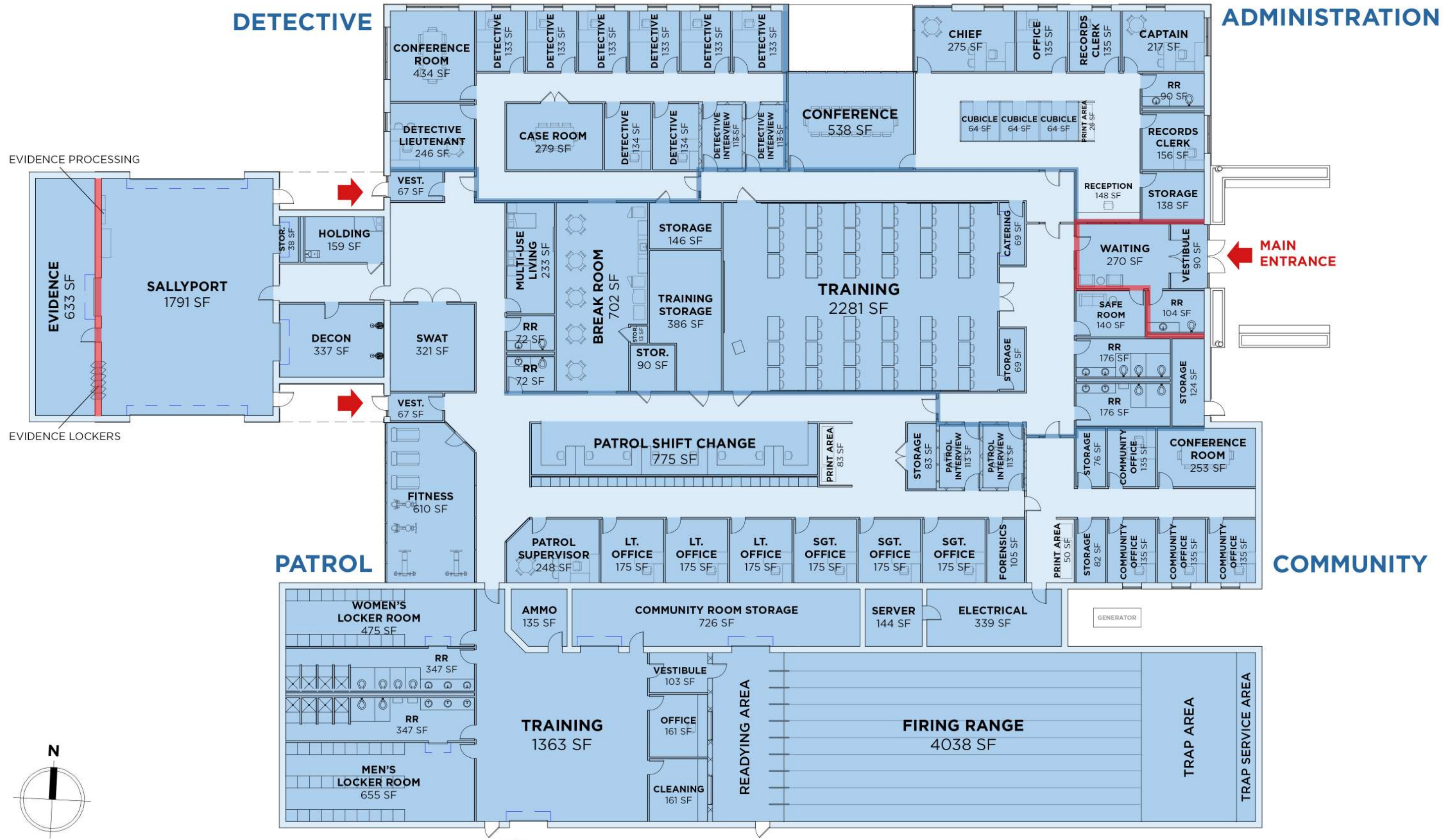




MOUNT VERNON POLICE STATION
PROPOSED EXIT SITE PLAN
OCTOBER 5, 2023



FLOOR PLANS

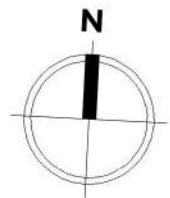
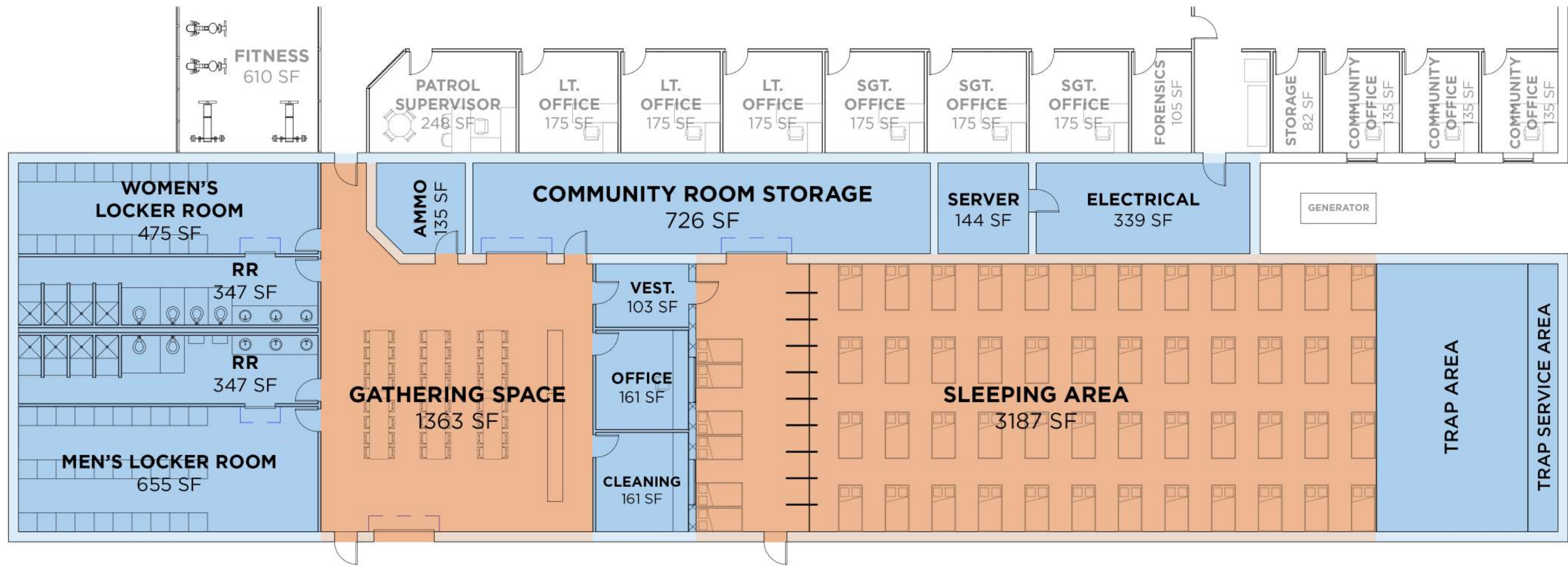


TOTAL: 34,750 SF

SCALE: 1" = 20'

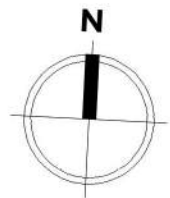
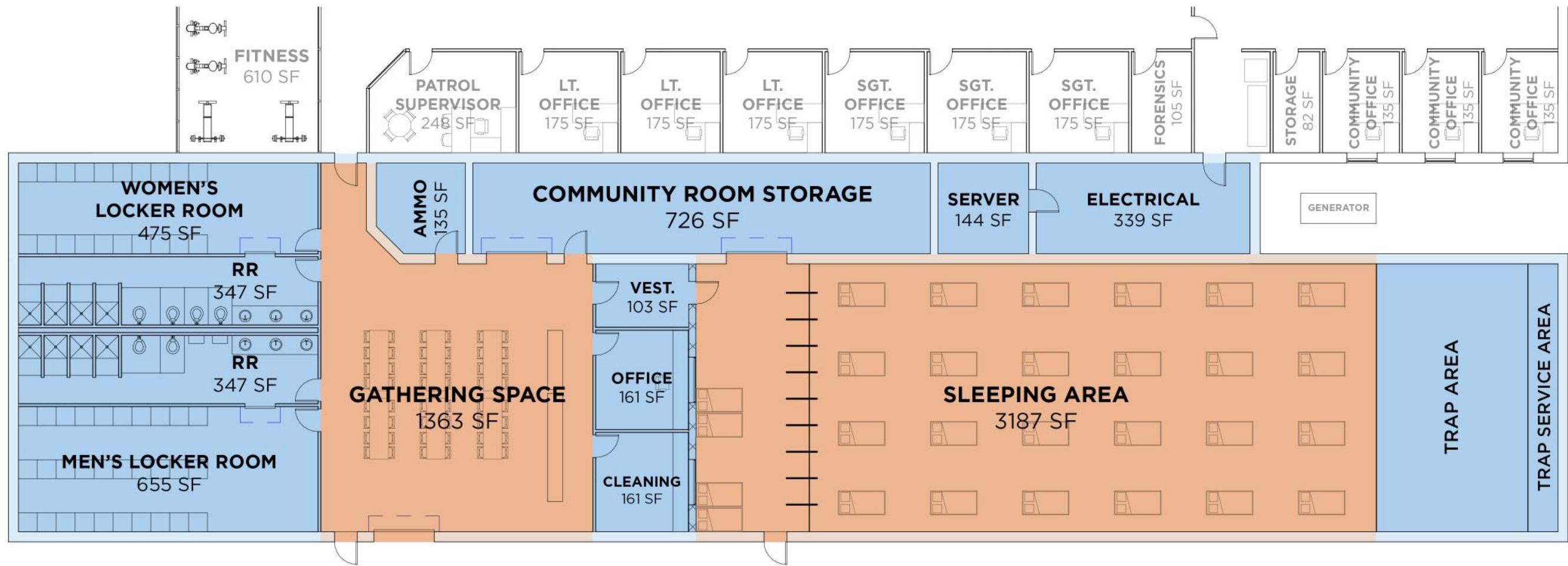
MOUNT VERNON POLICE STATION
 FIRST FLOOR PLAN
 OCTOBER 5, 2023





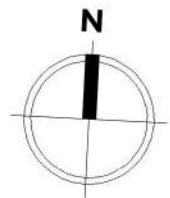
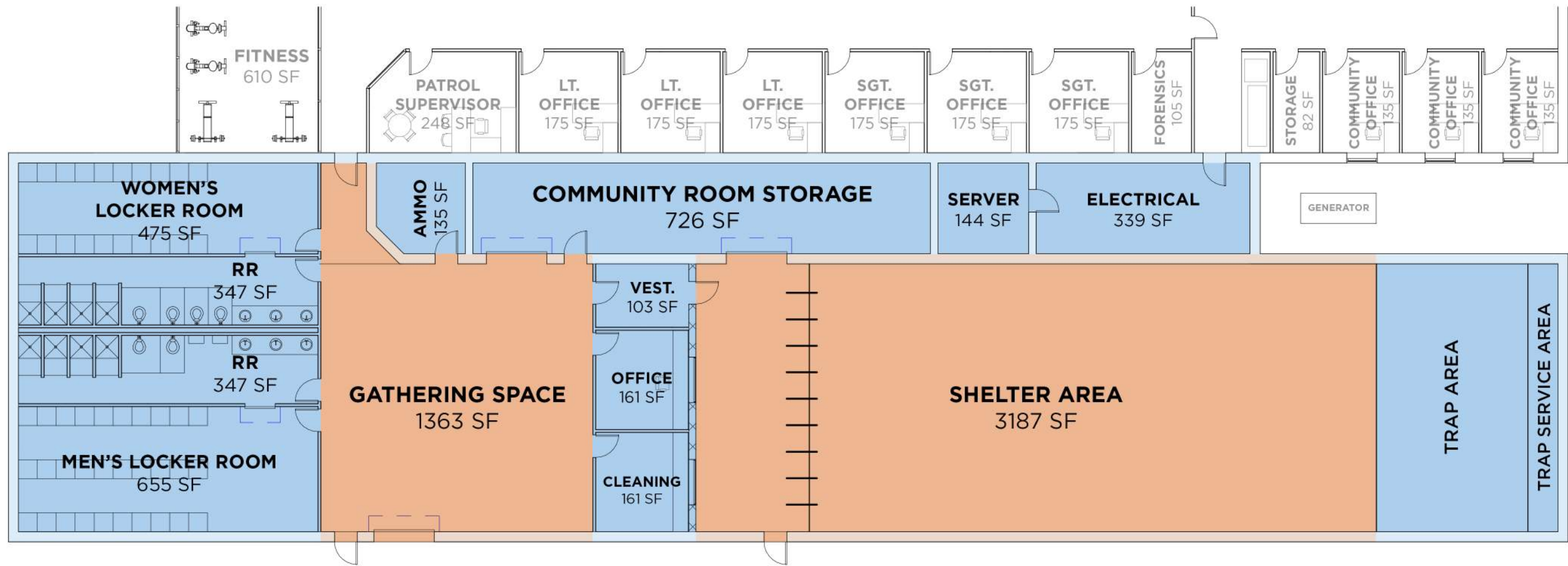
■ **COMMUNITY SHELTER** ELEMENTS

SCALE: 1" = 15'



■ **COMMUNITY SHELTER** ELEMENTS

SCALE: 1" = 15'



■ **COMMUNITY SHELTER** ELEMENTS

SCALE: 1" = 15'

FLOOR PLAN PLANNING

One of the prerequisite planning details was that Mount Vernon would prefer a one-story facility, as it eliminates elevator, stair systems, and the separation of staff and function into multiple levels. The planning includes several areas of note, including:

Public Entrance

The public entrance (main entrance) is directly accessible from the public parking area. Its response to potential visitation is addressed in multiple ways:

- A.** As shown, the Waiting Area will be monitored by Reception. Generally, it is recommended that these areas be hardened (bullet-resistant) in case a shooter enters the front door.
- B.** If a resident is in fear of their life or running from an assailant, they can enter the provided Safe Room. The room will be hardened and, once the door from the Waiting Area is closed, the only way out is if Law Enforcement opens the door to the adjacent Hallway. This prevents a potential victim from being coaxed to open the door to the Waiting Area, eliminating their potential of getting assaulted or killed.
- C.** The Training Room is organized to be flexible to facilitate training, classroom, and other uses that may come from outside the Department. Consequently, the adjacent hallways prevent the migration of outside visitors from accessing the rest of the Department functions. Public restrooms are provided.
- D.** Since residents often visit a police station for general information, the Administration and Community support are located in proximity to the Waiting Area.
- E.** To accommodate residents that come to the Station to file a formal complaint or review a situation with Law Enforcement, interviews and statements can be taken in the Interview Rooms that are accessible from the Main Entry Waiting area. These rooms are located in both the Patrol and Detective areas to provide options depending on the individual's situation.



Public Entrance Rendering

Sallyport Area

The Sallyport offers a secured entrance for law enforcement to load and unload suspects who may be coming to the station for questioning or potential arrest. Typically, a law enforcement vehicle pulls in, all doors close, and the suspect is removed from the cruiser and moved into the Station for processing. The Sallyport greatly reduces the opportunity of a suspect to resist and flee.

- A.** This proposed Sallyport includes an evidence storage area that is somewhat innovative. Potential evidence is deposited into secured processing lockers. Then, it is recorded and stored for possible legal review. All the processing is recorded on camera to ensure proper chain of custody.
- B.** While the Evidence storage area will be secured with a hardened perimeter, removing this storage to outside the station's HVAC system will reduce the opportunity for cross-contamination within the occupied areas of the Station.
- C.** Entrances for general staff, detectives, and patrol are located in this area and are completely separate from the entrance for the general public.

Firing Range / Community Shelter

The proposed firing range offers eight shooting lanes for shooting practice by the Mount Vernon team. Indoor shooting ranges have perimeter construction that prevents bullets from passing to the outside. Like the required tornado shelter, construction of an indoor range should use a concrete roof assembly. In conversations with the Mount Vernon team regarding the Ohio Building Code requirement for a tornado shelter for all on-duty staff, the suggestion to enable this area to provide an area of refuge for the community use as a disaster relief area was proposed.

- A.** Similarly to the Evidence storage area, the Firing Range will be adjacent but remote from the Station HVAC system. Firing range ventilation requires a high-volume of exhaust air flow that is not aligned with typical HVAC systems.
- B.** The demising wall between the Firing Range and the Station will be concrete/masonry, which assists with sound deadening and reducing sound transfer to the Station. In addition, proposed storage and utility rooms are strategically located to aid in sound deadening and reduce potential sound transmission to the Station.
- C.** Several rooms have been planned to support a community relief area. First, the Police locker rooms, restrooms, and shower areas have been moved to support this area. During normal operations, the Restroom doors shown will most likely be locked. Police will enter their assigned Locker Room and directly enter their supporting Restroom/Shower from there. In community relief-mode, the Restroom/Shower doors will be unlocked for community use and the openings between the Locker Rooms and their adjacent Restroom will be secured to prevent migration into the Police Locker Rooms.
- D.** To support community relief, the storage area has been enlarged to store cots, bedding, and other similar supplies. The Gathering Space has been enlarged, replacing a typically small lobby, to provide a seating area. It is anticipated that food would be delivered from off-site, and the Gathering area would facilitate warm-up of catered provisions. Food trucks will also have the ability to support the space.
- E.** While the proposed Sleeping Area shown (Option A) is for a typical disaster area (54 beds), the sleeping area could be adjusted for Covid-19 spacing (Option B, 28 beds). As a tornado shelter defined by the Ohio Building Code, the area shown (Option C) would shelter over 1000 persons.

POLICE DEPARTMENT PROGRAM

A logical and systematic programming process was implemented by the DLZ team. The project began with the identification of department needs relative to their existing facilities in the programming work sessions. Representatives included staff who understood the daily operation and function of the department and had good idea of the future needs (20 year) regarding staffing.

Police Department									
	Existing			20-Year Need			Current		
Employee Count									
	Male	Female	Total	Male	Female	Total			Remarks
	29	7	36	40	20	60			
Parking Count									
	Staff	Public	Total	Staff	Public	Total	Total	(20-Year Need) Remarks	
Car parking (open lot)		4		35	35	70	60	+Covered Parking: 20 cruisers, 3 SWAT, UTV, (2) 35' trailers	
Space Needs									
Space Description	Count	Area (SF)	Total	Count	Area (SF)	Total	Total	(20-Year Need) Remarks	
Office (Large)	3	230	690	4	225	900	986	Chief, Lt Super, Captain, Patrol	
Office (Medium)	15	110	1650	22	150	3300	3243	8-10 detective offices/2 records clerk /4 community, 6 patrol	
Open Office (Cubicles)	3	450	1350	3	100	300	192	3 admin	
Print/Copy Room	2	120	240	4	150	600	159	1 admin, 1 community, 1 patrol, <i>detective not included</i>	
Conference Room	1	300	300	3	300	900	1225	1 detective, 1 community, 1 admin	
Training Room	1	440	440	1	1400	1400	3624	<i>2 total; one near lobby that seats 72, one by firing range</i>	
Training Room Storage							386		
Community Room Storage							726		
Storage	2	80	160	4	100	400	859	<i>1 admin, 1 detective, 1 patrol, 2 community, 3 misc.</i>	
Server Room	1	85	85	1	256	256	144		
Break Room	1	200	200	1	575	575	702	common break 20 people (75 + 25 per person)	
Staff Toilet Room	5	50	250	3	75	225	234		
Lobby Toilet Room	2	65	130	1	75	75	104		
Training Toilet Rooms	2	85	170				1046	<i>4 total; 2 near each training area</i>	
Waiting Room				1	200	200	270		
Closet	5	15	75						
Locker (Women)	1	200	200	1	200	200	475		
Locker (Men)	1	200	200	1	400	400	655		
Shift Change	1	450	450	15	50	750	775		
Reception	1	140	140	1	150	150	148	<i>Includes Radio Room</i>	
Ammo Room	1	150	150	1	150	150	135		
SWAT	1	204	204	1	300	300	321	changing, weapons, meeting	
Fitness Room	1	400	400	1	400	400	610	by locker	
Evidence Room	2	200	400	1	600	600	633	Good ventilation, rollup door frame outside	
Forensic Room	1	100	100	1	100	100	105		
Interview Room	1	150	150	4	150	600	457		
Indoor Range			0	1	2400	2400	4038	9 lanes, 75' range	
Media room				1	100	100		<i>Currently not included</i>	
Multi-purpose living room				1	200	200	233		
Decon room				1	250	250	337		
Sally Port				1	1000	1000	1791		
Holding				2	100	200	159		
Catering							69		
Vestibule							327	<i>At main and back entrances</i>	
Safe Room							140		
Case Room							279	<i>In detective space</i>	
Cleaning							161	<i>In firing range area</i>	
	Total Net (SF)		8134	Total Net (SF)		16931	25748		
	Circulation			Circulation		2540	6632		
	Infrastructure			Infrastructure (7.5%)		1270	1932		
	Total Gross (SF)			Total Gross (SF)		20741	34312		

RENDERINGS



MOUNT VERNON
POLICE DEPARTMENT





Needs Assessment for 5 North Gay Street, Mount Vernon, OH

To: Brian Ball, City Engineer, Mount Vernon, OH
From: H. Abbie Erler, Kenyon College
Date: November 18, 2020
RE: Needs Assessment for 5 Gay Street

I. Introduction

Interviews were conducted with employees of the Mount Vernon Police Department, Mount Vernon Municipal Court, Mount Vernon Adult Probation Office, Mount Vernon public defender's office, and several local attorneys to assess their space needs and priorities for a new building to house the police department, municipal court, and probation office. While each stakeholder at 5 Gay Street has unique needs, there are several needs that were common to the three main departments housed in the building.

a. Security

All three departments stressed the need for increased security. This includes a working fire alarm system and fire sprinkler system as well as a functioning public announcement system that can be heard throughout the building. Employees in the building frequently complained that there are not separate and secure entrances for employees. The parking lot was mentioned multiple times as a concern. Employees would like a separate parking lot that is inaccessible to the general public. Ideally this parking lot would be covered and monitored in order to increase security.

b. Contiguity

Members of all three departments stressed the need to keep the various offices of their departments together. They did not like having their staff split across multiple floors. Similarly, members of the various offices would like to have greater control over the flow of people into their office spaces, especially those spaces that are restricted to the general public. For example, clerks with the Municipal Court complained that employees with other departments would walk through their open office space, raising potential security concerns.

c. Accessibility

Finally, the current building is neither accessible nor welcoming to citizens who have business to conduct there. There is a sparse waiting area downstairs and limited signage directing citizens where to go. There is no call box for people who need to access the police department after hours. There is only one elevator to the Municipal Court which occasionally has to be used by officers transporting inmates to hearings. There is inadequate parking for jurors and others who are coming to the Municipal Court.

I. Mount Vernon Municipal Court

a. Current Deficiencies

Entrance/Screening Area: There is only a small landing between the elevator and the screening area for entrance to the Municipal Court. This space is inadequate to accommodate the large crowd of people that gather prior to hearings. This poses a security concern as numerous people are bunched up together, including individuals who are on opposing parties in a case.

Jury Room and Lounge: Currently there is no separate entrance to the jury room. Jurors must enter through the courtroom. In addition, there is no separate bathroom for jury members. Jurors need to be kept sequestered from other court participants and visitors. They should not come into contact with witnesses or parties in the case. The Court would like to have a separate parking lot, entrance, waiting area/lounge, bathroom, and conference room for jurors.

Payment Window: The counter currently has two payment windows and there is very little room for people who are waiting in line. The Court anticipates needing an additional one to two payment windows and a larger vestibule where people can wait. This would give people increased privacy when they are conducting their business with the clerks.

Break Room: Currently the Municipal Court clerks share their breakroom with staff in the Probation Office. The clerks would like an enlarged break room with a small kitchenette for their exclusive use.

Bathroom: The Municipal Court clerks report that there are inadequate bathroom facilities to serve the needs of Court, Probation staff, and clients. They would like an additional bathroom for the sole use of clerks of the Municipal Court.

b. Anticipated Needs

Judge Thatcher and his staff at the Mount Vernon Municipal Court anticipate an increase in the volume of cases and workload of the Municipal Court over the next two decades. This will necessitate an increase in the number of court employees and accompanying space needs.

Additional Courtroom: The Court anticipates that it will need a second full courtroom to handle its increased workload. This court room will need a secure judge's box, an attached robing room, and audiovisual capabilities similar to the current courtroom. It will also need an attached juror area so that jurors can be kept separate from others.

Clerk Open Office Area: The Court will also need to add two additional clerks over the next decade to handle its increased workload. The clerk open office area will need to be expanded to accommodate approximately 7 workstations.

Holding Cells: To accommodate the increase in cases, the Court anticipates needing two additional holding cells.

Magistrate's Courtroom and Offices: The Court anticipates the addition of two full-time magistrates to assist with the future increase in caseload. Each magistrate will need a small courtroom as well as an office. Each magistrate courtroom needs a separate waiting area outside of it and a small conference room where attorneys can meet with their clients prior to their hearings.

c. Additional Wants

Conference Room Attached to Head Clerk's Office

Evidence Room: Court personnel would like an area to store evidence used during trials. This should be attached to the bailiff's office.

Law Library with Computer Station: Currently a small law library is located in the basement of the Social Service Center on East High Street. This law library is for the use of those citizens who are representing themselves in court without the help of professional legal assistance. Ideally, this law library would be located in the municipal court building so that citizens could consult its resources prior to their hearings.

Panic buttons/Silent Alarms: Employees would like a system of panic buttons installed at various places in the building, including in the Courtroom under the Judge's desk and in the Head Clerk's office.

Small Attorney-Client Consulting Rooms: Currently, individuals use the probation office waiting room to consult with their lawyers prior to their hearings. There is little privacy in the waiting area and the waiting area is often crowded and chaotic. Adding 3-4 small consulting rooms per courtroom where these meetings could be held would remedy this problem. One of these rooms could also be used for child witnesses to testify and should include a closed-circuit television so that the jury can watch the testimony.

Waiting Area: There is currently no separate waiting area for people who arrive at the Municipal Court prior to their hearing or for those who are accompanying an individual to a hearing but are not attending the hearing.

II. Knox County Adult Probation Office

a. Current Deficiencies

Breakroom: A separate breakroom with kitchen facilities for probation officers and staff.

Waiting Area: Currently the waiting area for the Probation Office is also used by individuals waiting for their hearings at the Municipal Court. This leads to quite a large crowd in the probation waiting room and a lack of privacy both for individuals consulting with their lawyers prior to their hearings as well as those waiting to see their probation officer. Staff in the Probation Office would like a waiting area separate from that used by the Municipal Court.

b. Anticipated Needs

Individual Offices and Meeting Rooms: The Probation Office anticipates the addition of 3-4 probation officers over the next decade. These officers will require individual offices. In addition, each officer would like have their own working office along with a place to meet clients separate from their offices. This could be accomplished through the addition of small meeting rooms where probation officers could meet their clients.

c. Additional Wants

Evidence Room/Storage Area: A small room for storing evidence obtained by probation officers.

Exercise Facility and Weight Room: Probation officers would like an on-site exercise room that could be used for probation training and for fitness programs run by the Probation Office.

Multipurpose Room/Classroom: A large room for activities, classes, and programs run by outside providers.

III. Mount Vernon Police Department

a. Current Deficiencies

Break Room: The break room currently lacks cooking facilities and equipment. The MVPD would like a more extensive kitchen area and more seating.

Evidence lockers: The MVPD needs space for larger evidence lockers for storing oversized items. They also need space for more evidence lockers as some evidence is stored off-site, raising concerns about chain of custody issues.

Fitness Area: The current fitness area, while a welcome addition, leaves much to be desired. The MVPD would like a more extensive fitness area with updated equipment. In addition, they need changing rooms for both male and female officers.

Improved locker rooms and storage space: Officers report that they need more places to store their equipment and gear. They would like larger lockers and the addition of decontamination showers in the locker rooms.

Parking Lot: Currently, there is no secure parking lot for officers' personal cars or their patrol cars. The parking lot needs to have a secure entrance to the building, preferably one that is not easily visible from the outside for officers bringing in confidential informants and for increased security for the officers. This secure lot also needs to be large enough to accommodate the specialized vehicles that the MVPD owns, including the SWAT vehicle.

Sergeant's Room: Needs to be expanded to accommodate at least 3 computer stations.

b. Anticipated Needs

Interrogation rooms: The MVPD will need at least two more interrogation rooms in order to accommodate an expected increase in investigative activity. These rooms need to have recording capabilities, two-way windows, and be secure enough to be able to double as holding cells.

Detective Offices: The MVPD expects to hire at least two more detectives over the next decade. These new hires will need office spaces.

c. Additional Wants

Bike Storage and Workroom: Bike patrol officers would like a secure place to both store their bike and gear as well as enough room to place bike stands and tools to service their bikes.

Indoor Shooting Range

Press Room/Space for Citizen Meetings: Currently the training room doubles as a press room. A separate small press room would make it easier to communicate with the public and could also act as a space to hold community meetings.

Smoking Lounge/Area

A. Mount Vernon Police Department

Function	Adequate	Needs Improvement	Future Expansion	Notes
Ammo Room	x			
Break Room		x		Needs cooking facilities and larger space
Captain's Office	x			
Chief's Office	x			
Conference Room	x			
Corporal's Office	x			
Data Equipment		x		
Detective Offices			x	Needs additional offices for anticipated staff increases
Drug Evidence Room	x			
Evidence Storage		x		Needs more large evidence storage secure lockers and more room for evidence
Fitness Area		x		Needs a larger space and changing rooms for both men and women
Forensic Lab	x			
Interrogation Room			x	Anticipates needing at least two more; needs recording capability and ability to double as holding cells
Lobby		x		
Men's/Women's Locker Room		x		Needs more storage and a decontamination shower
Office Supply Storage	x			
Parking Lot		x		
Radio Room	x			
Restrooms	x			
Sergeant's Office	x			
Sergeant's Room		x		Needs more room for computer stations
Shift Change Room	x			
SWAT Room	x			
Training Area/Open Office	x			
Additional Wants				
Bike Storage/Workroom				
Indoor Shooting Range				
Press Room/Community Space				
Smoking Lounge/Area				

B. Mount Vernon Municipal Court

Function	Adequate	Needs Improvement	Future Expansion	Notes
Bailiff's Office	x			
Bathroom		x		Needs a separate bathroom for use by court clerks only
Break Room		x		Needs a separate break room for use by court clerks only
Clerk Open Office Area			x	Anticipates the addition of at least two more workspaces
Courtroom			x	Anticipates needing a second courtroom
Entrance/Screening		x		Needs a larger space to accommodate public
Head Clerk Office	x			
Holding Cells			x	Anticipates the need for two more holding cells
Judge's Office	x			
Jury Box	x			
Jury Room		x		Needs a separate entrance, bathroom, and lounge area
Payment Window		x		Needs space for another window and a waiting area
Additional Wants				
Conference Room Attached to Clerk's Office				
Evidence Room				
Jury Waiting Room				
Law Library (with computer terminal)				
Magistrates' Courtrooms and Offices				
Panic Button/Silent Alarms				
Small Consulting Rooms (approximately 3-4 per courtroom) for attorney-client meetings				
Waiting Area				

C. Mount Vernon Probation Office

Function	Adequate	Needs Improvement	Future Expansion	Notes
Bathroom	x			
Break Room		x		Needs a separate break room for use by Probation Officers
Drug Screening Bathroom/Urinalysis Lab	x			
P.O. Offices			x	Anticipates the addition of 3-4 probation officers; private meeting areas apart from offices
Probation Office Conference Room	x			
Probation Waiting Room		x		
Additional Wants				
Evidence Room/Storage Area				
Exercise Facility and Weight Room				
Multipurpose Room/Classroom				