

North Castle Court and Police Facility Assessment

A Survey of Conditions at 15 Bedford Road

February, 2025

Prepared for
Town of North Castle, New York

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Summary

The Town of North Castle Town Hall at 15 Bedford Road houses several key departments for the Town including supervisor, clerk, administrator, police department and the court. These latter two departments have reported inadequacies in their current spaces that are unable to be rectified in the confines of the current building. The Town has sought the services of an outside consultant to review the two department's space to identify shortcomings.

CGR was engaged through an agreement with the Town's architectural firm, Arconics Architecture, P.C, to conduct a review of the two departments' operations and spaces. As part of the project, CGR conducted interviews with eight town staff, conducted a tour of the facility and observed the court in session for several hours. CGR reviewed the Town Hall Complex Strategic Concept Plan from 2007. CGR also used the International Association of Chiefs of Police *Police Facilities Planning Guidelines*, New York State *Minimum Standards and Regulations for Management of City Jails, Town and Village Lockups*, and the *Guidelines for New York State Court Facilities* as reference documents. This report will examine the current facilities and identify areas which do not meet established standards or best practices.

The North Castle Town Hall last underwent substantial renovation in the late 1980s. Since that time, the size of the police department has increased from about 25 to 35 budgeted officers. The technology required to operate a police department has also changed dramatically including the advent of body worn cameras, computerized record keeping, electronic fingerprinting and the use of patrol rifles to name a few. The volume of cases handled in the Town Court has also increased substantially over the last four decades. While there has been a less dramatic transition in court technology, the types of cases heard more frequently involve individuals in custody and the use of interpreters during cases has become routine.

In general, the police and court facilities are well maintained and clean. There have been periodic upgrades and repairs that allow the spaces to function, but the space they occupy requires both departments to operate in suboptimal manners because of the constraints presented by the physical environment. The list of observations below is intended to serve as illustrative of the challenges faced by the two departments rather than an exhaustive compilation of the flaws in the spaces. More detailed description of the spaces is included in the body of the report.

Court Facilities:

- The court space is primarily laid out as a meeting room, and it is used by multiple boards and committees. However, this creates multiple problems when it is used as court related to lack of adequate space and fixed layout.
- There is no space for attorneys to meet with clients or defendants.
- There is no dedicated room for a jury to meet.
- The current flow of traffic requires judges, court staff, attorneys, defendants and the public to interact when they enter the court room, in the hallway or if they need to use the restroom.

- The judges lack a dedicated conference room.
- There is limited storage space for the court files in the Clerk's Office
- The space for security screening is cramped

Police Facilities

- Nearly every space is cramped requiring suboptimal operating procedures.
- Workflow for a patrol officer is inefficient.
- The communications area should have two full consoles and more efficiently designed workspace.
- The locker room facilities are deficient in multiple domains.
- There are an inadequate number of bathroom facilities for the workforce.
- The training room can only be used for classroom type activities.
- The facility lacks dedicated space for interviews.
- There should be climate control for evidence and other storage.
- The lieutenants' and detectives' offices are too small for the number of staff who work in them.
- The armory lacks sufficient space to conduct its work.
- There should be a sally port for the transfer of people in custody.

Conclusions

The existing spaces for the Court and Police Department at the Town Hall are not adequate for the modern operations and community expectations of the respective departments.

The Town should consider relocating the courtroom, police department and supporting areas to a new facility that can properly serve the community and provide a safe and efficient work environment. **This recommendation is not made lightly as there will be a significant cost and personnel effort to relocate the court and police department.** There are a number of specific deficiencies in the current space that lead to the conclusion that it is not adequate. As part of any relocation, a thorough program planning exercise should be completed and it should consider reasonable growth for the next several decades.

Acknowledgements

During our engagement, CGR had conversations with the following North Castle staff and representatives:

- Kevin Hay – Town Administrator
- Peter Simonsen - North Castle Chief of Police
- Lt. Hufnagle – North Castle Police Department
- Nancy Hall – Chief Court Clerk
- Judge Elyse Lazansky – Town Justice
- Judge Ira Schulman – Town Justice
- Jose Berra – Town Councilman
- Gary Gianfrancesco – Town Architect, Arconics Architecture, P.C

We would like to thank them for their generosity with their time.

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Introduction

The Town of North Castle Town Hall at 15 Bedford Road houses several key departments for the Town including supervisor, clerk, administrator, police department and the court. These latter two departments have reported inadequacies in their current spaces that are unable to be rectified in the confines of the current building. The Town has sought the services of an outside consultant to review the two department's space to identify shortcomings.

CGR was engaged through an agreement with the Town's architectural firm, Arconics Architecture, P.C., to conduct a review of the two departments' operations and spaces. As part of the project, CGR conducted interviews with eight town staff, conducted a tour of the facility and observed the court in session for several hours. CGR reviewed the *Town Hall Complex Strategic Concept Plan* from 2007. CGR also used the *International Association of Chiefs of Police Police Facilities Planning Guidelines*, *New York State Minimum Standards and Regulations for Management of City Jails, Town and Village Lockups*, and the *Guidelines for New York State Court Facilities* as reference documents. This report will examine the current facilities and identify areas which do not meet established standards or best practices.

Key Observations

The North Castle Town Hall last underwent substantial renovation in the late 1980s. Since that time, the size of the police department has increased from about 25 to 33 officers (35 are budgeted). The technology required to operate a police department has also changed dramatically including the advent of body worn cameras, computerized record keeping, electronic fingerprinting and the use of patrol rifles to name a few. The volume of cases handled in the Town Court has also increased substantially over the last four decades. While there has been a less dramatic transition in court technology, the types of cases heard more frequently involve individuals in custody, and the use of interpreters during cases has become routine.

In general, the police and court facilities are well maintained and clean. There have been periodic upgrades and repairs that allow the spaces to function, but the space they occupy requires both departments to operate in suboptimal manners because of the constraints presented by the physical environment. The list of observations below is intended to serve as illustrative of the challenges faced by the two departments rather than an exhaustive compilation of the flaws in the spaces.

Court Facilities

- The court space is primarily laid out as a meeting room, and it is used by multiple boards and committees. However, this creates multiple problems when it is used as court including:
 - Inadequate physical separation of judge and their staff from litigants and the public.
 - The attorneys lack an appropriate desk or table for their materials.
 - There is no way to keep a jury separate from the litigants or the public.

- Persons in custody are kept in the same space as the general public.
- The general public entering/exiting the court room must walk past persons in custody.
- There are not enough seats in the court room during typical court sessions. The space is only authorized for 60 people and there are regularly court sessions with more than 80 cases.
- There is virtually no space for a person in a wheelchair to observe the proceedings or if a person brings a service animal with them.
- There is no space for attorneys to meet with clients or defendants.
 - Currently, if an attorney needs to speak with a client or defendant, they stand in the hallway or vestibule. This becomes most problematic during the traffic calendar when the prosecuting attorney has to conference with dozens of defendants or when a defense attorney needs to speak with their client through an interpreter.
- There is no dedicated room for a jury to meet.
 - Jury trials occur approximately once a month. The six jurors must have a private space in which to deliberate. The only current alternatives are to use the employee breakroom or the judges' chambers, if not occupied. Both spaces have substantial drawbacks.
 - Juries should also be able to enter or leave the courtroom without interacting with the defendant or members of the public. This cannot be accomplished in the current set up.
- The current flow of traffic requires judges, court staff, attorneys, defendants, and the public to interact when they enter the court room, in the hallway or if they need to use the restroom.
 - This situation creates the opportunity for confrontation between the parties and is contrary to best practice.
- The judges lack a dedicated conference room.
 - While their chambers are suitable to allow a few people to gather (or the jury to deliberate when needed), court guidelines recommend the judge to have a separate space for judicial conferences.
- There is limited storage space for the court files in the Clerk's Office
 - The court clerks have space only for a single year of case files in the office and must move all previous years files to an attic storage space or offsite storage
- The space for security screening is cramped
 - Screening for court is available about 45 minutes before the court session begins. Two NCPD officers are dedicated to the screening process that involves everyone passing through a magnetometer. The lobby is only about 450 sq. feet, and it gets crowded with some individuals needing to wait outside. Anyone accessing the men's bathroom needs to cross through the screening area.

Police Facilities

- Nearly every space is cramped requiring suboptimal operating procedures. Some examples include:
 - Escorting persons in custody requires a modified technique that increases risk for an adverse event.
 - Two people can not pass each other in the hallway without one turning to the side.
 - Audio privacy cannot be maintained if more than one person is on the phone in the detectives' or lieutenants' offices.
 - Only one officer at a time can be in the sergeant's office to gather their necessary equipment.
 - The firearm temporary locker for the holding cell is located in the copier room twenty feet away.
 - If an officer needs to write a report at the station, as they commonly do, they need to use a computer in the corner of the break room or in the interview and processing room.
- Workflow for a patrol officer is inefficient.
 - At the start and end of tour of duty, a patrol officer needs to stop into a minimum of four different spaces to be prepared for their shift.
- The Communications area should have two full consoles and more efficiently designed workspace.
 - The communications officers have a corner workstation that requires them to switch between several stations to complete their tasks. A more modern design is a single cockpit style workstation. When a second communicator is needed during busy times, they need to use an improvised workstation that does not have all functions.
- The locker room facilities are deficient in multiple domains.
 - There have been multiple incidents of sewer back ups and overflows that have been the subject of extensive retrofitting and repairs, but there remains a risk they will reoccur leading to flooding in the locker rooms.
 - There is no fresh air circulation in the locker rooms.
 - There are not enough lockers for the men. Each has a 16-inch locker assigned to them and there are a few spares, but there is not enough room in the lockers for their equipment.
 - The lockers have no ventilation leading to retention of moisture on the articles that are kept in them. It is common practice to leave boots on top of the lockers for the limited air circulation.
 - The four lockers in the women's locker room are sufficient for the two current female officers but would not be adequate if any others joined the force.
- There are an inadequate number of bathroom facilities for the workforce.
- The training room can only be used for classroom type activities.

- It is common practice for police departments to train using role plays and interactive scenarios that allow for practice of higher risk interventions such as defensive tactics. The current space, with the dormer roof and limited size, is not appropriate for this type of training.
- The primary police server is kept in the training room.
 - A recommended practice would be for the server to be kept in a secured, climate-controlled closet with a redundant power supply.
- The facility lacks dedicated space for interviews.
 - While there is dedicated space for a single juvenile interview and a room for processing an arrest, the police lack a dedicated room to conduct interviews or meet with the public about police matters.
- There should be climate control for evidence and other storage.
 - The department makes the best of its available space to store evidence, spare equipment, and special items. However, there is limited climate control (and in some instances no climate control), and the items are packed into their space.
- The lieutenants' and detectives' offices are too small for the number of staff who work in them.
 - Two lieutenants share an office that is 148 sq. ft. and three detective staff share an office that is 213 sq. ft. Neither is adequate for the materials, audio privacy and tasks required of those personnel.
- The armory lacks sufficient space to conduct its work.
 - The armorers in the department operate out of a converted broom closet and use a folding wooden shelf in the hallway to service and maintain the firearms.
- There should be a sally port for the transfer of people in custody.
 - The current process of taking a person in custody in and out of a patrol vehicle while it is in the parking lot and then going up the stairs and through two doors presents several opportunities for adverse events.

Conclusions

The existing spaces for the Court and Police Department at the Town Hall are not adequate for the modern operations and community expectations of the respective departments.

The Town should consider relocating the courtroom, police department and supporting areas to a new facility that can properly serve the community and provide a safe and efficient work environment. **This recommendation is not made lightly as there will be a significant cost and personnel effort to relocate the court and police department.** There are a number of specific deficiencies in the current space that lead to the conclusion that it is not adequate. As part of any relocation, a thorough program planning exercise should be completed, and it should consider reasonable growth for the next several decades.

Court Facilities Profile

Safety

During stakeholder interviews, safety was identified as an area for improvement in the court facilities. The main safety concerns include:

- **Overcrowding creates an unsafe environment.**
 - Interviewees expressed concerns about overcrowding. It was stated that depending on the court calendar, approximately 100 people could be in and around the courtroom at a time. The maximum capacity as approved by the Buildings Department is only 60 people for the courtroom. The overflow of people outside of the courtroom also poses a security risk as people who have not been screened yet are adjacent to the courtroom entrance.

Accessibility

NYS Standards state that court facilities should be accessible to the physically handicapped as required by Article 15 of the State's Executive Law and accepted architectural standards. Interviewees had concerns that the current court facilities may not be compliant with ADA standards.

- **The courtroom does not have adequate space to allow members of the public with mobility aids or service animals to sit comfortably.**
 - The courtroom is small, and there is not enough space for a person with a wheelchair, crutches, other mobility aids or a service animal to be able to sit comfortably while people maneuver around the courtroom. There is not adequate space for there to be two or more members of the public with these aids to sit comfortably.
- **Lack of space makes it difficult for members of the public with mobility aids to be screened properly.**
 - Interviewed staff expressed concerns that the screening area outside the courtroom is too small which makes it difficult to screen people with wheelchairs, crutches, or other mobility aids to be screened properly before entering the courtroom.

Environment

As stated in the NYS guidelines, the overall appearance and environment of court facilities affects the attitude of litigants, attorneys, the public, and court employees. Therefore, court facilities should be well maintained. Interviewees often brought up concerns about the environment of the court facilities, including:

- **The lighting in the courtroom is dim and may not comply with the standards set by NYS guidelines.**

- The fluorescent lighting in the courtroom is dim and there is not adequate lighting throughout the room.
- **The size of the courtroom and overcrowding can create a louder environment.**
 - The courtroom is small and the lack of space for attorneys to meet with clients means other conversations happen within the courtroom during a case deliberation, creating a loud environment.
- **The heating and ventilation system does not meet current standards.**
 - The courtroom is heated with radiators along the back wall and exterior wall. There is no air exchange during the heating season. The room has roof top air conditioning units with four diffusers and only one return. These conditions lead to inadequate air exchanges.

Signs and Public Information

NYS recommends that there is clear signage throughout court facilities that can help direct the public. During interviews, CGR heard the following concerns about signage:

- **The public often needs to be directed on how to get to court facilities.**
 - During interviews, CGR found that although there is public signage, its placement is not ideal, and people often get confused on which building to enter to reach court facilities.
- **Signage is displayed only in English.**
 - There is demand for signage to be displayed in other languages, especially Spanish. NYS section 34.0 recommends that all signage should be bilingual where appropriate.

Design Guidelines

In Section 34.0, NYS outlines some of the criteria needed to consider building a new courthouse. Some of the issues brought up during interviews that may qualify as reasons to look for new court facilities include:

- **The existing needs for court facilities exceed those that can be accommodated in the existing structure.**
 - Several interviewees stated the courtroom space is too small to accommodate the needs of the court. Interviewees also believe that there are no renovations that could be made to the existing space to satisfy current needs. The courtroom was designed as a meeting room and is also used for Town Council to meet.
 - NYS guidelines suggests that if current needs of the court exceed what the current structure can accommodate, then a municipality should consider building or finding new courthouse facilities.
- **There are no secure attorney/defendant conference rooms within the court facilities.**

- The current court facilities do not have a dedicated attorney defendant conference room. Instead, attorneys meet with clients in the hallway outside the courtroom or in the kitchenette. Oftentimes there are multiple attorneys and defendants in these areas at the same time. This jeopardizes confidentiality for clients and attorneys.
- **There is no jury deliberation room within the court facilities.**
 - The current court facilities do not have a dedicated jury deliberation room. Instead, a jury meets in the judge's chamber, if vacant, or in the kitchenette. This displaces the judge during deliberations and does not allow other Town Staff to use the kitchenette during these times.

Security

- **The layout of Town Hall does not allow for separate circulation patterns for judges, jurors, incarcerated persons, and the public.**
 - The Judges, court staff, jurors, witnesses, incarcerated persons and the public all access the courtroom from the same hallway. NYS guidelines state that there should be three separate "patterns of circulation": the first for judges, impaneled jurors, and court staff; the second for incarcerated persons; and the third for the public. Having separate circulation patterns avoids the crossing of paths of these separate groups and minimizes conflicts and provides some privacy for judges, jurors, and staff.
- **There is not enough space in the lobby to conduct safe and effective screenings.**
 - The security screening area for the courthouse can be found inside the main entrance of the facility. The area used is small and often becomes overcrowded when court is in session. Staff and police officers stated in interviews that the environment is not ideal for safe screenings and that unscreened individuals wait in the same hallway that judges, court staff and incarcerated persons walk through to enter the courtroom. Officers also feel that the space is too small to be able to properly act in the event of an emergency. There is not enough "reaction distance" for Police Officers to protect themselves and the public should a disruption occur during screening.
- **There is no secure entrance to the courtroom to bring incarcerated persons into the courtroom.**
 - As stated above, incarcerated persons enter the courtroom through the same entrance as the public. CGR observed that during court sessions, incarcerated persons are brought into the courtroom by a police officer and wait against the rooms back wall for their case to be called. Members of the public and other defendants walk past the incarcerated person to exit the courtroom, talk to their attorney, or use the restroom.

Courtroom

The courtroom is the focal point of court facilities and can be one of the most complex spaces to properly design. NYS has specific guidelines for the size and layout of different type of

courtrooms in Section 34.0. The Town of North Castle's courtroom is misaligned with NYS recommendations in the following ways:

- **There is no separation between a well area and the public area.**

- There is no designated well area for attorneys, defendants, and other active participants to use that is separate from the public seating area.

Currently, the prosecutor stands at a small table towards the side of the bench and the defense attorneys and defendants stand at a small podium placed in a small isle between the public seating.

- NYS guidelines state that all public courtrooms should have two major functional areas: the well and the public area.

- **There is no jury box.**

- North Castle Town Court does conduct jury trials on occasion. There is no jury box in the current courtroom. A six-person jury sits in the second to last row of public seating during a jury trial with two alternatives sitting behind them in the last row.
- NYS Section 34.0 states that a misdemeanor trial



Figure 1- Front of Courtroom

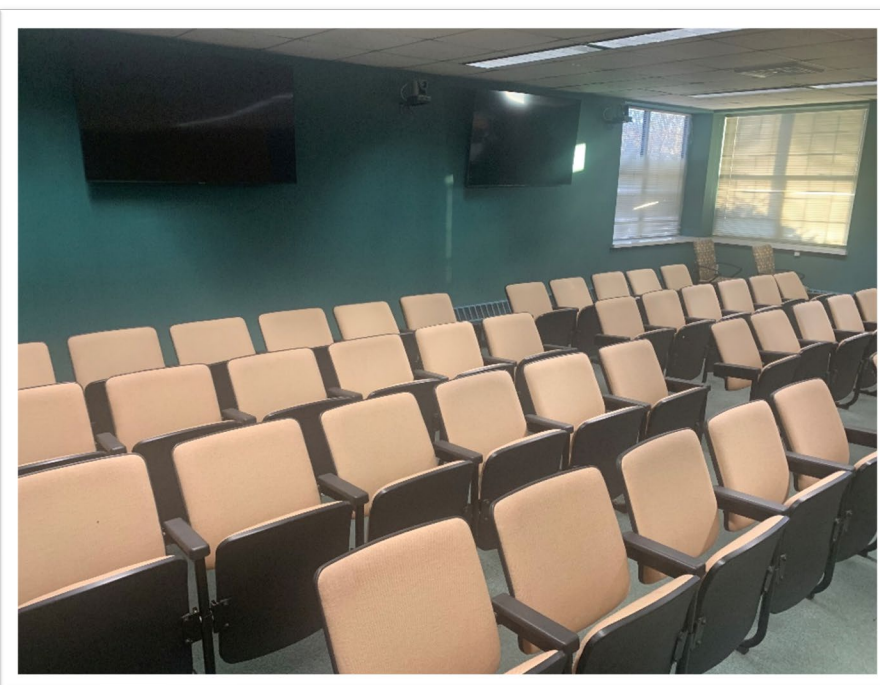


Figure 2- Rear of Courtroom

courtroom should have an eight-person jury box with seating for six jurors and two alternates in comfortable swivel chairs. The jury box should also have a rail that is at least three feet from both the nearest attorney table and the rail separating the spectator area and the public.

- **There is no entrance for jurors that allows them to avoid mixing with the public.**
 - The jurors must use the same entrance/exit to the courtroom that the public uses. This makes it difficult to separate defendants and jurors. Jurors should also have access to a separate bathroom for use during their deliberations.
- **The court room is 788 square feet.**
 - NYS guidelines state that a misdemeanor trial courtroom should be a minimum of 1,200 sq. ft.

Judge's Facilities

The Judges' Chambers are located off of the Court Clerk's office in the North Castle Town Hall. During interviews, the following concerns about the Judge's Chambers were expressed:

- **The Judge's Chambers is a small room (187 sq. ft.).**
 - The Judge's Chamber is currently used by two judges who share a single desk. The chambers are also used as a Jury deliberation room at times.
 - According to NYS Section 34.0, the Judge's Chamber should be at least 200 sq. ft. and have space in the office or in an adjacent conference room with at least 20 sq. ft. per person. For an eight person conference space, about 160 sq. ft. are needed.
- **The Judge's Chamber is not adjacent to the courtroom.**
 - The location of the Judge's chambers does not allow the judge to enter the courtroom without going through public areas.
- **The Judge's Chamber does not have a private bathroom.**
 - Judges do not have a private bathroom. NYS guidelines state that a Judge's Chamber should have a private restroom or access to a private judge's restroom.

Juror Facilities

- There are no designated facilities for jurors.
 - NYS Section 34.0 recommends that court facilities have a six person Jury deliberation room that is a minimum of 200 sq. ft. Both the Judge's Chamber and the staff breakroom that are sometimes used to host jury deliberations are inadequate.



Figure 3 - Staff breakroom

Clerical Facilities

NYS Section 34.0 states that the clerk's office is generally the most visible heavily used part of the courthouse and should be located near the main entrance of the building. There are specific recommendations for clerical facilities made by NYS. The Town of North Castle clerical facilities are not fully up to these standards in the following way:

- The Chief Clerk does not have their own office
 - Although there are currently only two clerks working in the clerical office space, they share one room. The chief clerk does not have their own office. NYS guidelines recommend that the chief clerk have a private office of at least 200 sq. ft.



Figure 4 - Court Clerk's Office



- Clerical staff should be able to access the court without crossing into public areas.
 - As noted above under Security, the clerks should be able to travel between their offices and the court room without going into public areas.
 - Court clerks collect fines and conduct other public facing transactions through a service window.



Figure 5 - Court clerk's service window

- Court records are kept in an attic area with minimal climate control.

Attorney Facilities

- There are no attorney/defendant conference rooms within the court facilities.
 - The current court facilities do not have a dedicated attorney defendant conference room. Instead, attorneys meet with clients in the hallway or wherever they can find space in public areas. This jeopardizes confidentiality for clients and attorneys.



Figure 6- Attic Storage for court records

- There is no table for defense attorneys in the courtroom.
 - Defense attorneys need to be able to place their files on a table while in court. They currently either hold their papers or use a very small podium.

Public Spaces

- **The public waiting area adjacent to the courtroom is too small.**
 - It was expressed during interviews that the public waiting area outside of the courtroom is too small. Interviewees stated that the area often gets overcrowded when court is in session.
 - NYS Section 34.0 states that the public waiting area should be at minimum 12 sq. ft. per person. For fifty people, this equals a space of 600 sq. ft.

Police Department Profile

Safety

- **Narrow hallways present an increased risk while escorting a prisoner**
 - When an officer is escorting a person in custody, they typically walk behind and off to the side to be able to assert control if necessary. There are several pinch points where an officer must walk directly behind the person in custody which is a less desirable option.
- **The firearms locker for the holding cell is poorly placed.**
 - An officer should never have their firearm in the holding cell, and it is standard practice to lock the firearm in a safe. The safe is in another room about twenty feet away from the holding cell.
- **The police station lacks a sally port.**
 - A sally port is a secure garage that can be used to transfer a person in custody from the vehicle to the building. Currently, the arresting officer needs to take a person in custody out of the vehicle outside the station and then bring them into the building which presents several opportunities for the person in custody to become uncooperative and potentially flee.

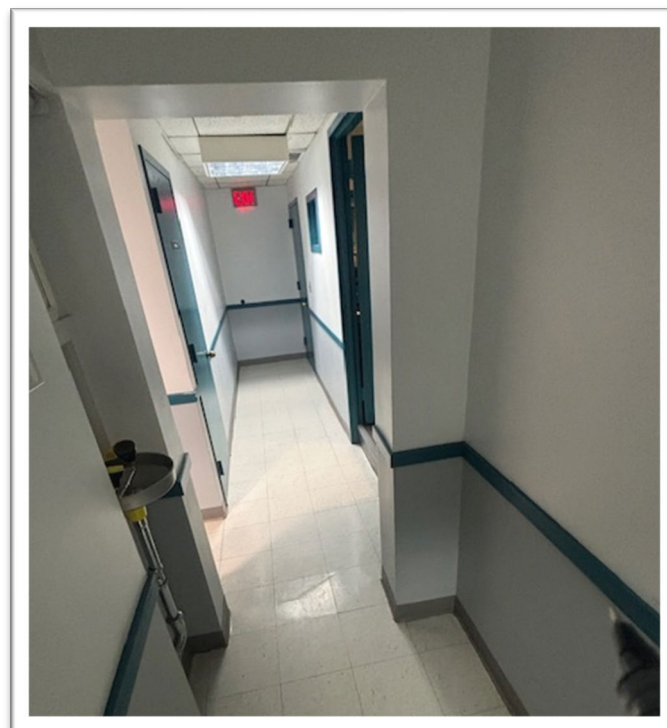


Figure 7 - Pinch point in hallway of police area

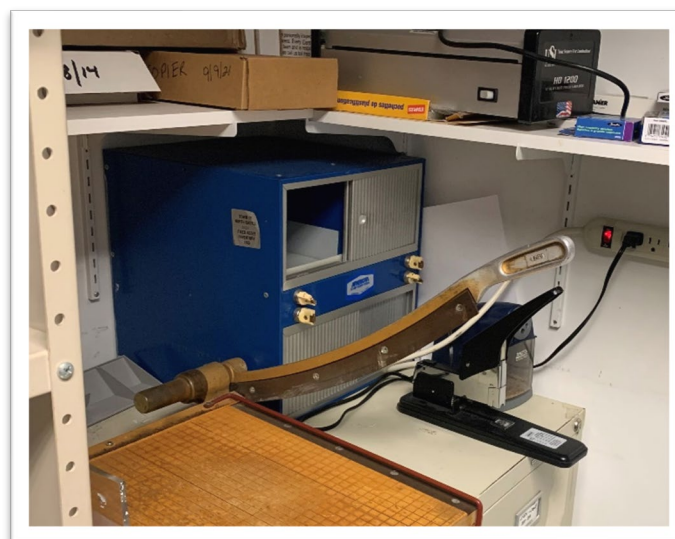


Figure 8 - Temporary firearm locker near processing

Accessibility

- **Many hallways and spaces are narrow and would not be considered ADA accessible.**
 - Spaces such as the locker rooms, police lobby, and hallways are very narrow and could not be easily used by persons using wheelchairs or other mobility aids.

- The pathway from the public lobby to the secure area requires turns in narrow hallways.

Communication Office

The communication office is adjacent to the lobby entrance of the police department. The office is 124 sq. ft.

- **The communications desk's orientation is inefficient.**
 - Department staff have expressed the inadequacy of the communication's office layout. Because of the large window in the space, the monitors must be spread out amongst a desk which does not allow officers at the desk to work as efficiently as they could while working dispatch.
- **The communications office has bulletproofed glass, but the surrounding walls are not bulletproof.**
 - The large window in the communications office is bulletproofed; however, the surrounding walls are not. This poses a security concern.



Figure 9 - Communications Desk

Sergeants

The sergeants' office is located on the main floor of the police department.

- The sergeants' office also holds all body cameras and several filing cabinets.
 - While the sergeants' office is a decent size at 216 sq. ft., officer's body cameras are charged and stored there. There are also several filing cabinets that take up space in the office.
- Patrol officers need to come into the office to get their equipment before their shifts.
 - The necessary equipment includes the body worn cameras, TASERs, radios and vehicle keys.



Figure 10 - Equipment in Sergeant's Office

Processing and Holding

The processing areas and holding cells are located on the main floor of the police department.

- The processing area adjacent to the holding cells is small at 57 sq. ft.
 - Police department leadership expressed concern over the size of the processing area next to the holding cells. It was stated that the area is tight, and officers have gotten hurt while trying to process combative prisoners in the past.
- The two holding cells are approximately 50 sq. ft.

- There are two temporary holding cells in the police department. This would allow officers to separate incarcerated persons based on gender.
- The space meets the standards established by New York State for adults.

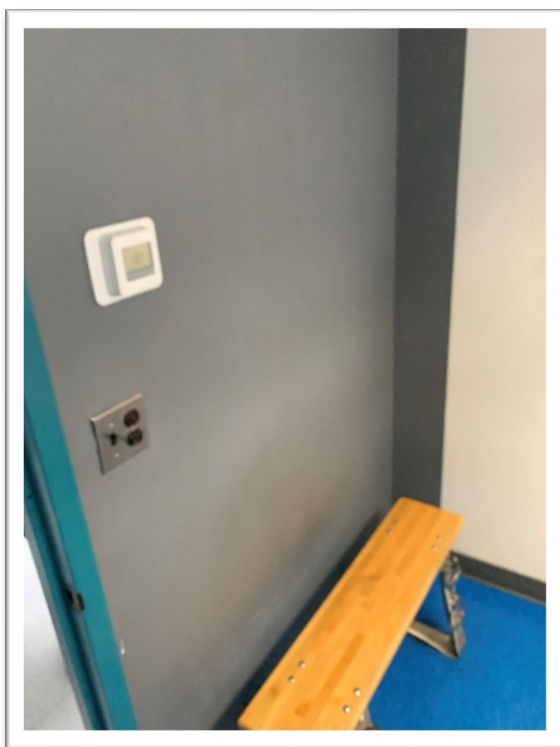


Figure 12 - Processing Room

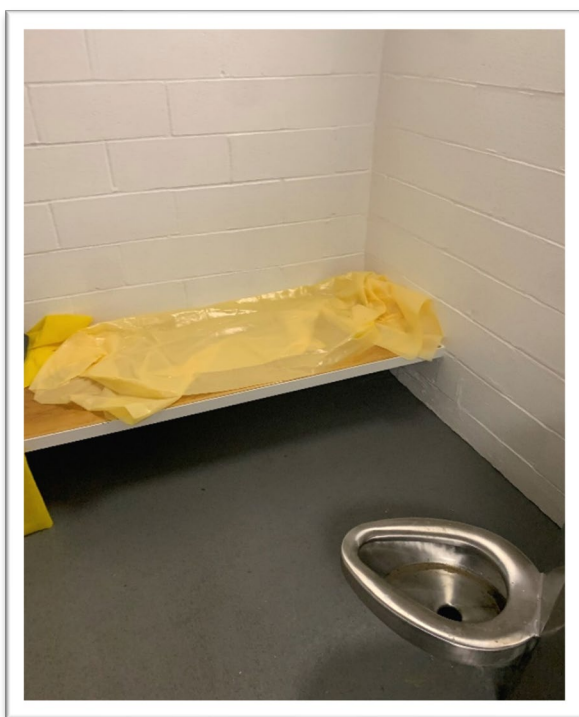
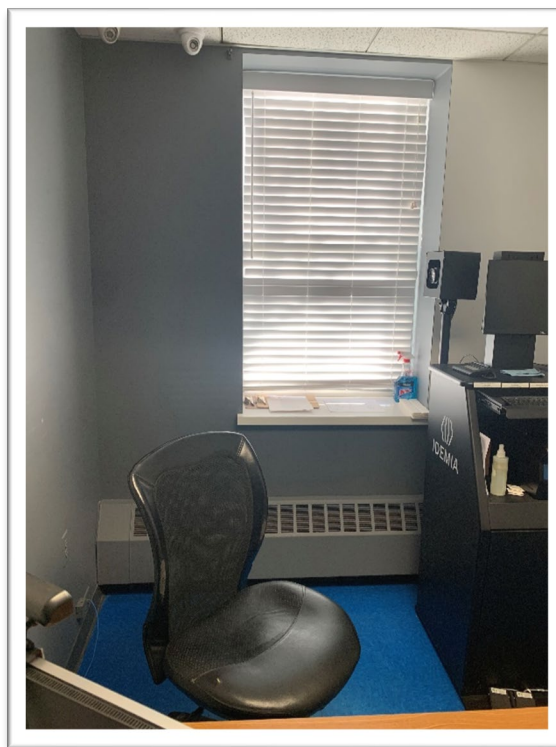
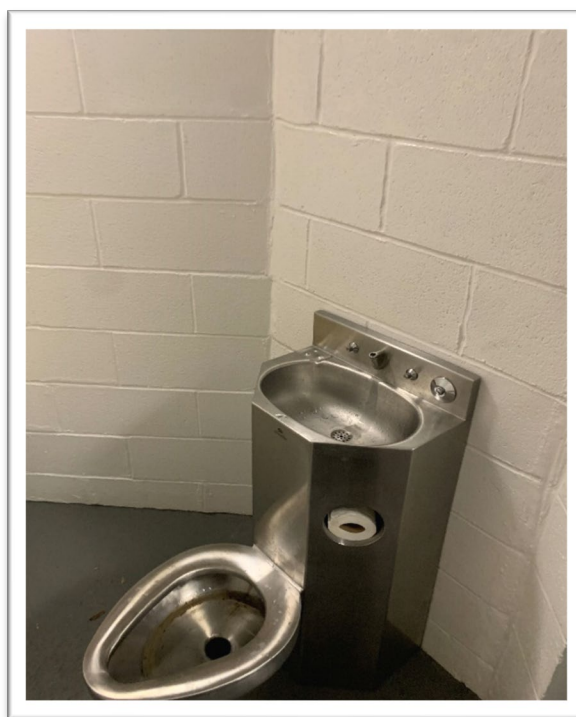


Figure 11 - Holding Cell



- Under the Raise the Age requirements, youth under 18 cannot be held or processed in these spaces. The only space where a youth can be questioned is the juvenile office, which has very limited space.

Chief

The Chief's Office is located on the main floor of the police department.

- **The Chief's Office is relatively small and does not have storage space.**
 - The Chief's Office is 221 sq. ft. Much of the space is taken up by an executive desk and filing cabinets. There is a small closet in the Chief's Office, but it was expressed by department leadership that it is inadequate for storing uniforms, boots, and other belongings. There are no bathroom facilities.



Figure 13 Chief's Office

Civilian Staff

The civilian office space is located on the floor of the police department.

- **The office might be too small if the department was fully staffed.**
 - At 189 sq. ft., the civilian office is adequate for the one person that currently works out of the space. However, if the department were fully staffed the office, which has large filing cabinets taking a lot of space, may be too small.

Secretary

The Secretary's Office is located on the main floor of the police department.

- **The Secretary's Office is 167 sq. ft. and was more recently renovated.**
 - This office used to be part of the chief's office but was separated to create an office for the secretary.

Lieutenants

The Lieutenants' Office is located on the main floor of the police department.

- **The Lieutenants' Office is too small and does not provide enough closet space.**
 - Two Lieutenants share the 148 sq. ft. office. There is a 5'7" x 1'11" closet in the office which is used for to store both Lieutenants' uniforms and other belongings.

Department leadership believed that the size of both the office and closet were inadequate.

- There is minimal space for a lieutenant to have a private conversation with an officer and no audio privacy if both lieutenants are in the office.

Detectives

The Detectives' Office is located on the first floor of the police department.



Figure 14 Lieutenants' Office

- **The office is too small to be shared by three people at 213 sq. ft.** The detectives' office is shared by two detectives and a sergeant detective. The detective's desks are very close in proximity and there is no audio privacy.

Juvenile

The Juvenile Office is located on the first floor near the secure back entrance of the department.

- **The Juvenile Office is only 159 sq. ft.**
 - Department leadership have expressed the need for the youth office to be located near an entrance of the department so that youth do not have to walk further into the department. This is required by New York State rules related to interviewing minors. The office is too small to be shared by two School Resource Officers and host youth, parents and others when necessary.

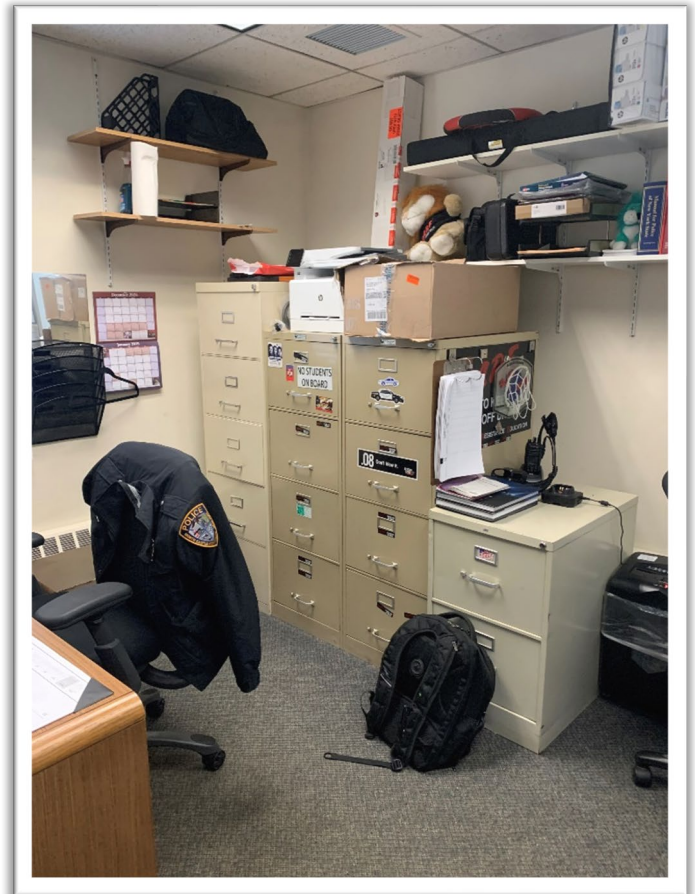


Figure 15 Juvenile Office

Breakroom

The breakroom is located on the first floor and doubles as the Town's EOC. The breakroom comfortably sits about 6 officers which is enough for a shift. However, this space is also used for officers to write reports and the flat surfaces in the room can become a collection point for a variety of items.



Figure 16 Break Room

Training Room

The training room is located on the top floor in an attic space that is 1,008 sq. ft. The room is also used for staff meetings and generally as a multi-purpose room. The police departments servers are also located in this space.

- The attic training room is small and insufficient for hands-on training and large staff meetings.
 - Department staff have expressed that the training room is too small to do hands on training other than CPR and AED training. Because of gabled



Figure 17 Training Room

ceilings in the space, only 15-20 chairs can fit in the space which is not enough for certain necessary staff meetings.

- **The room can get warm, and the server has repeatedly overheated in the past.**
 - Department leadership has placed signs around vents in the training room to make sure vents are not blocked. This is because the room can get warm and the servers in the room have overheated before.

Records Storage

Record storage is located in both the attic spaces and basement.

- **Records are stored in places with poor ventilation and climate control.**
 - The police department have managed record storage well despite only having attic or basement spaces to keep records. They have added humidifiers and other equipment to control the climate in these spaces and protect records.

Evidence

Evidence is kept in a secure space located in the basement of the department.

- **The space for evidence is small and insufficient at 348 sq. ft.**
 - While the department has made the best of the space they have available for evidence, the space is small and does not have any real climate control or dehumidification.



Figure 18 Police Server



Figure 19 Evidence Locker

Men's Locker Room

The men's locker room is located in the basement of the department facilities and is 498 sq. ft.

- **There is only one toilet, one urinal, and one shower in the men's locker room.**
 - This is insufficient for the number of officers that use the locker room. There is only one other toilet in the department that officers could use.
- **There are 16-inch-wide lockers in the locker room which are too small for officers to keep all their belongings in.**
 - Officers leave their shoes and other belongings outside of lockers since they cannot fit in the lockers. The department can not get larger lockers since they would not be able to fit enough lockers within the space if they were any larger.
 - Boots are kept on top of the lockers to prevent them from getting wet if a sewer backup reoccurs.
 - The lockers are nearly forty years old and do not have any ventilation in them.
- **There is poor ventilation in the men's locker room.**
 - Department staff have stated that the locker room gets humid and there is not proper ventilation in the locker room.



Figure 20 - Views of Men's Locker Room

Women's Locker Room

The women's locker room is located in the basement of the department facilities and is 260 sq. ft.

- **There are only four 16-inch-wide lockers in the women's locker room**
 - While there are only two female officers at the moment, the North Castle Police Department hopes to hire more in the future. The size of the current locker room would make it difficult to add any more female officers since all four lockers are currently used by the two current officers.
- **There is poor ventilation in the women's locker room.**
 - Department staff have stated that the locker room gets humid and there is not proper ventilation in the locker room. In an effort to combat the humidity, a residential grade dehumidifier is plugged into an outlet in the toilet stall with its cord running behind the toilet.
- **The lighter gray tile indicates the sections of the floor that were excavated as part of an effort to ameliorate a recurrent wastewater flooding problem.**



Figure 21 Views of Women's Locker Room

Armory and Ammunition Storage

The armory is in fact a converted broom closet with a fold down wooden shelf in the hallway to allow staff to work on long weapons.

- The space used to store ammunition and firearms is inadequate.
 - Currently, firearms and ammunition are kept in homemade wooden cabinets with hollow wood doors. These cabinets are not very secure and the space where these cabinets are located is small and insufficient for the department's needs.
- Firearms and ammunition are kept in the basement and some rifles are stored in the copy room on the first floor.



Figure 22 - Armorer's Closet

Other Storage

There is other storage available in the basement of the police department below the dispatch. This includes bicycle storage in the basement of the department that allows for access out the back of the building up a ramp.

Basement Utilities

The basement near the locker rooms contains a subsurface pit that collects groundwater that is nearly continuously pumped out of the building. The area also contains wastewater pumps that are used to pump the wastewater up above the locker rooms and then out to collection main. These pumps have been the source of flooding issues in the past.



Figure 23 - Rifle storage in copier room



Figure 25 Pumps and pipes in basement



Figure 24 Generator and telecom equipment in basement

