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November 30, 2015

Ms. Jeanette Foisy, Town Administrator
Town of Deerfield
8 Raymond Road
PO Box 159
Deerfield, NH 03037

Re: Police Department Risk Assessment

Dear Jeanette,

This letter will confirm the visit that Robert Barry, Primex³ Consultant, and I made to the Deerfield Police Department on November 17, 2015. We met there with you, Police Chief Gary Duquette and Select Board Members at your request to conduct a risk assessment of the police station and police operations. The assessment involved a tour of the facility and a general discussion of police operations, policy and procedures, training and other department protocols.

The station itself is a remodeled section of an old elementary school that also houses the town offices and a few lease tenants most notably a hair salon and pizza shop. The station is accessed from a main entrance from the parking lot and several interior doors allow access to a shared common hallway by staff with authorized access. There are also a police evidence room and storage room in a separate part of the building accessed through the common hallway. We noted several limitations with the existing facility and these have been documented on the attached pages as recommendations.

Please keep me apprised of any actions related to addressing the recommendations. I look forward to working with you to further the Town's risk management efforts.

Sincerely,

David A. Witham, CRM
Risk Management Supervisor

DAW/

**TOWN OF DEERFIELD POLICE DEPARTMENT
RISK MANAGEMENT RECOMMENDATIONS**

2015-10: COMMUNICABLE DISEASE / SANITATION

2015-11: FIRE DETECTION SYSTEM – EVALUATE AND UPGRADE

2015-12: FIRE PROTECTION SYSTEM(S)

2015-13: PRISONER PROCESSING

2015-14: VIDEO MONITORING

2015-15: EVIDENCE/PROPERTY MANAGEMENT

2015-16: STAFF FACILITIES

2015-17: JUVENILE FACILITIES

2015-18: PRIVACY CONCERNS

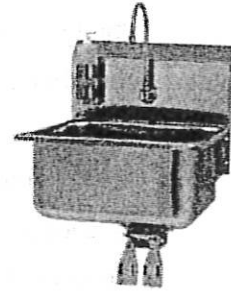
2015-19: SECURED LOBBY

2015-20: SYSTEMS SAFEGUARDING

2015-21: SECURITY – PAPER RECORDS, FIREARMS

2015-10: COMMUNICABLE DISEASE / SANITATION:

Since police personnel may commonly encounter blood and bodily fluids, measures for disinfection of equipment and personnel need consideration. Included would be areas for disinfecting equipment and personnel. This area should be well lit with adequate ventilation, floor drains and a hands-free operable sink(s). Currently the only area where this can occur is a shared public restroom across the shared hallway.



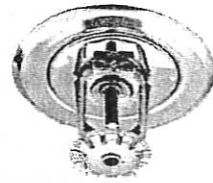
2015-11: FIRE DETECTION SYSTEM – EVALUATE AND UPGRADE:

The current facility is equipped with a monitored (off-site third party monitoring company) fire detection system. Smoke and heat detectors can be seen in some areas of the police facility. However, several rooms lack detectors (locker room, booking room) and the adequacy of detection is questioned. A licensed fire alarm company should evaluate the system adequacy and upgrade as necessary.



2015-12: FIRE PROTECTION SYSTEM(S):

The facility does not have any fire suppression system(s). While alarms may help with early notification and evacuation, the age and nature of the building makes it susceptible to rapid fire spread. In addition, building contents such as vital records, evidence and the like further justify the need for fire protection.



2015-13: PRISONER PROCESSING:

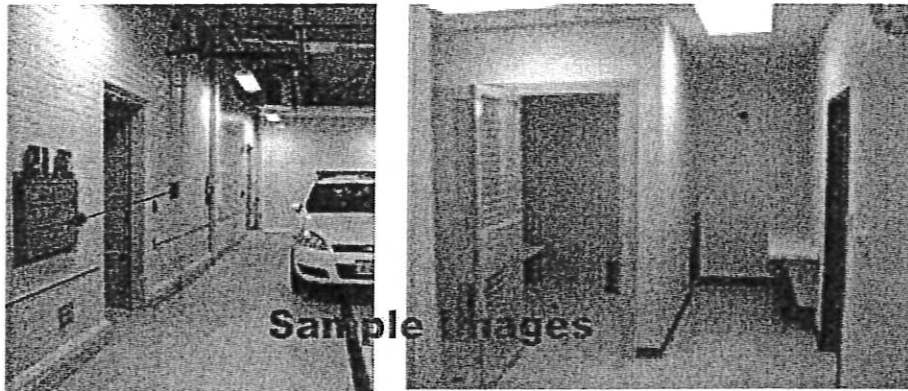
There are several observations relative to prisoner processing. Included would be:

Public/Private Separation – There is not a separate prisoner/arrestee entrance. Currently prisoners/arrestees are brought through the public access main entrance adjacent to the parking lot.

Sally Port – There is no “sally port”. A sally port is secure area where a prisoner can be offloaded and brought from a vehicle into a secure detention area. A sally port allows for security for the prisoner, safety of the officer, non-interference in the process by third parties, a controlled environment out of the weather elements, and privacy.

Weapons Retention – During prisoner/arrestee processing officer firearms shall be retained in a secure weapon’s retention cabinet. Currently the only cabinet is a 2 gun cabinet located at the far end of the station. A larger (4 gun minimum) cabinet should be installed in the immediate vicinity of the processing room.

Detention – The police station has minimal detention capabilities. This is currently done with what are essentially handcuffs securing a prisoner to a bench. There is little restriction of materials available to the prisoner from this location and these materials could be used to harm the officer or the prisoner themselves. A safe processing area provides a safe environment for both the police officer processing a prisoner but for the prisoner as well. Oftentimes, prisoners are vulnerable to suicidal thoughts, and other behavioral outburst. There are no restroom facilities for prisoners either other than use the public restroom across the common hall.



To improve prisoner processing the station would need to undergo significant modification including:

- Construction of an entrance separate from the general public for prisoners/arrestees.
- Consideration of a sally port (drive through preferred) for prisoners/arrestees.
- Larger booking room separated from other police facility functions.
- Temporary holding cells and/or improved detention methods.

2015-14: VIDEO MONITORING:

There is no video monitoring of activities at the facility including the booking area, doorways and parking areas. Video monitoring has many benefits including:

- Discourages criminal activity. This would include building damage and damage to equipment like cruisers that sit unattended in a parking lot overnight.
- Assist in prosecution. Video recordings may be admissible as evidence assisting the agency with fair and effective prosecution of arrestees.
- Protect employees. Both directly and indirectly a video camera can record allegations of employee abuse or harassment towards arrestees. Video surveillance protects employees indirectly by monitoring each visitor who comes into the building and keeps a video record of all activity.



2015-15: EVIDENCE/PROPERTY MANAGEMENT:

Evidence and property management is contained within a secure closet in another part of the building, separate from the defined police station. While we were not able to view the room we were informed that all contraband, evidence, seized property and found property is held in the locked room with access limited. The department does not have adequate facilities for storing dangerous evidence such as biological evidence. Evidence and property should be separated, but drugs, weapons and valuables need extra security. In addition to maintain proper evidence management and accountability, the following are advised:



- Everything should be inventoried with a program that flags when disposal can be made.
- Biological evidence must be properly maintained and destroyed only when allowed.
- Every evidence room should be governed by a written policy and procedural manual.
- Key or access cards should control access with logs to document entries.
- Surveillance cameras/video should be operated on a 24-hour basis.

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2015-16: STAFF FACILITIES:

The facility does not have separate facilities for different genders. A small shared locker room is immediately adjacent to the booking room and bathrooms are across the common hall as mentioned prior.



2015-19: SECURED LOBBY:

Measures to control public access to communications and administrative areas of the station should be enhanced. While public access to the facility via a secured lobby area is maintained, construction materials and methods can be easily breached. A customer service window constructed of bullet resistant glass is one such alternative. Consideration should also be given to penetration resistant products in construction of the lobby, as well as the creation of a pleasant, non-threatening environment.

2015-20: SYSTEMS SAFEGUARDING:

Communications are a critical component in law enforcement activities and in officer safety, and as such, need to be protected. Back-up for vital equipment such as radios, computers and lighting is paramount. Typically, this is best provided for with an alternate power source such as a generator with an automatic transfer switch and start-up.



Additionally, radio towers, antennas need safeguarding from vandalism. Lines should be sheathed, and whenever possible, run below grade. Antennas/communication towers should be protected with fencing or placed out of reach.

2015-21: SECURITY – PAPER RECORDS, FIREARMS:

All records, property and firearms are secured to prevent any unauthorized entry and taking. However, there are no controls beyond locks controlling access to the rooms. These spaces/areas should be considered enhanced security areas that may include:

- Separate keys/access codes for a limited number of personnel
- A separate recorded access system and log for the area
- Surveillance cameras/videos and alarms: Ideally, agencies should monitor all activity including unauthorized entry into these areas.

The current facilities are key access only and lack any recording and/or security features.