



# MINNEAPOLIS POLICE DEPARTMENT FUNCTIONAL FACILITY SPACE NEEDS ASSESSMENT

**NOVEMBER 10, 2023**

**PREPARED FOR:** City of Minneapolis

**PREPARED BY:** Wold Architects and Engineers

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# INTRODUCTION

## INTRODUCTION

Wold Architects and Engineers is pleased to submit to the City of Minneapolis this Functional Facilities Space Needs Assessment of all facilities utilized by the Minneapolis Police Department as required by the settlement agreement between the City and the Minnesota Department of Human Rights Part 8: Officer Support and Wellness.

This assessment provides a comprehensive, functional facilities/space needs assessment of Minneapolis Police Department's (MPD's) facilities to determine the current functionality and if any additional facilities are required by MPD. This assessment is to be used to develop a plan, including a timeline for implementation, to prioritize and address the needs for repair or replacement of facilities as identified through this assessment to support MPD's work.

We thank you for the opportunity to perform this assessment and look forward to assisting in the development of potential capital improvement strategies as recommended throughout the report. Thank you for your consideration of this study and its recommendations.



Joel L. Dunning | AIA, LEED AP  
Wold Architects and Engineers

# INTRODUCTION

## METHODOLOGY

This report was created by a team of architects at Wold Architects and Engineers who are experts in the assessment and design of police and law enforcement facilities. Following an administrative kick-off meeting with the Implementation Team on October 4, 2023, information was gathered by Wold's team to perform the assessment through three strategies. All information gathered through the three strategies was compiled and documented in this report.

1. A link to an online survey was distributed to all Minneapolis Police Department Employees via email on October 19, 2023. The link remained open until October 31, 2023. Twenty-nine responses were received and are attached to this report in Appendix A.
2. In-person interviews were conducted with MPD personnel representing all facilities including separate interviews with Day, Mid, and Night shifts at all five precincts during their roll call. Notes were documented during these interviews and are attached to this report in Appendix B.
3. A comprehensive tour of all space utilized by Minneapolis Police Department Employees was taken by Wold's team in conjunction with our interviews to observe issues cited and derive impressions on how well each space supports MPD operations.

# INTRODUCTION

## SCHEDULE

Interviews and tours occurred on the following dates:

|                   |   |
|-------------------|---|
| October 23, 2023: | 1st Precinct - Day, Mid, and Night shifts   |
| October 24, 2023: | 4th Precinct - Day, Mid, and Night shifts<br>Forensic Garage (49 Colfax Ave N)<br>Vehicle Storage (1809 Washington St NE)           |
| October 25, 2023: | 5th Precinct - Day, Mid, and Night shifts   |
| October 26, 2023: | K9 Kennels<br>Emergency Operations Training Center (EOTF)   |
| October 27, 2023: | 3rd Precinct - Day, Mid, and Night shifts<br>Property Warehouse (3112 North 2nd Street)<br>Hamilton Special Operations Center (SOC) |
| October 30, 2023  | 2nd Precinct - Day, Mid, and Night shifts   |
| October 31, 2023  | City Hall<br>Public Service Building (Investigations, Crime Lab, Juvenile Intake)   |
| November 2, 2023  | Haaf Ramp (Special Operations, Arson, Traffic, Bomb Units)  |
| November 3, 2023  | Firing Range co-located at 4th Precinct<br>Haaf Ramp (Predatory Offender )  |

**BEST PRACTICES**

## BEST PRACTICES

The following summary describes the Best Practices that Wold Architects and Engineers strives to achieve when designing current law enforcement facilities. Although context and conditions at each facility are unique, these best practices were used in the assessment as a measure of whether facilities used by the Minneapolis Police Department are adequate. Numerous MPD facilities have unique functions which are governed and certified under their own best practices such as the Crime Lab, Forensics Garage and Evidence Warehouse. These specific guidelines are not addressed here.

### SECURE PERIMETER

- Facilities should have setbacks from adjacent building structures, private properties and public ways to allow for either permanent or temporary security measures to defend against threats. Because of the contemporary need to balance security with a public perception of openness and access for the community to engage with police, we recommend permanent measures that are natural and visually unobtrusive such as decorative bollards, landscaped boulders, and landscaped retaining walls be utilized in public way facing yards to protect against vehicles ramming police buildings. Leaving space on site for placement of temporary pedestrian barriers that prevent public from walking up to a building's exterior wall is typical. However, in certain contexts placement of permanent anti-climb, decorative security fencing can be warranted when the operations contained within the building a critical to protect or when the threat level to the building is assessed to be permanently high enough to justify compromising of the public access and openness demanded by society today.
- A video surveillance system should be used to monitor a police facility's complete exterior environment and should be easily accessible by occupants within the building.

### PARKING

- Indoor parking should be provided for fleet vehicles. Multiple studies have found that parking squad cars indoors when not in use offers multiple benefits. When parked outdoors, squads are kept idling to keep Mobile Data Computers (MDCs) powered and connected and to keep cars ready to deploy to calls - especially in northern climates when accumulating snow needs to be cleared from a vehicle. Gasoline consumption leads to increased fuel costs, increased greenhouse gases being emitted into the atmosphere and increased engine run time, which decreases the vehicle's life cycle. By



parking fleet vehicles in a tempered environment indoors, MDCs can be powered via electric shore power connections, engines are not running (decreased fuel costs, greenhouse gas emissions and increased vehicle life cycle) and are more prepared for emergency deployment. Additionally, indoor parking provides vehicles and the staff coming from and going to them with a level of protection from attack and vandalism. Finally, as police departments are preparing for a transition to an electric vehicle fleet, we believe that the benefits of readiness and security remain and that the increase in efficiency of a battery kept in a tempered environment will justify indoor parking.

- Secured outdoor parking should be provided for Personally Owned Vehicles (POVs). Because police employees can be frequent targets of public retribution, employee's vehicles should be protected by a secured perimeter of fencing with one motorized gate and one manual gate for emergencies. The level of fencing should modulate depending on the risk and exposure at each facility. Where there is minimal indication of a police presence at a facility, 8'-0" high chain linked fencing is adequate. At higher risk, higher exposure facilities three-strands of barbed wire should be added to the top of the fencing or decorative, anti-climb fencing utilized where aesthetics require. At the highest risk, highest exposure sites such as precincts, fencing should be 6'-0" to 8'-0" high and constructed of materials that provide both visual privacy and some level of ballistic resistance. For example, 8" thick solid precast panel walls or an 8" hollow split face masonry block wall will meet all UL 752 requirements other than resistance of a .50 caliber weapon. Even thick wood walls akin to sound walls used on interstates can provide some level of ballistic resistance.

## BUILDING FORTIFICATION

- Police operational space should be secured from intrusion. Windows, doors and exterior wall construction should delay intrusion into a space by up to an hour to give proper time to respond to the threat.
- Police operational space should provide employees with protection from random or targeted gunfire from adjacent public spaces including interior public lobbies and community rooms within the police facility and exterior public space such as streets and private properties. Exterior walls facing secured outdoor space may not need to be protected depending on sightlines. Note that ballistic protection for employees is of highest priority where sightlines into the building put employees on display and diminishes on upper levels of buildings. Ballistic trajectories are also important to consider, allowing most protection to be focused on windows and walls up to 7'-0" above the finished floor/grade.
- A robust access control system should be used to restrict unauthorized access into police facilities and to zone access as necessary within the facility.
- The 2020 Minnesota State Building Code, Chapter 1604.5 classifies police stations and emergency vehicle garages as Risk Category IV, thus requiring higher importance factors and structural capacities for any newly created facility or adaptive reuse of a building for this function.

- The 2020 Minnesota State Building Code, Section 423 classifies police stations as Critical Emergency Operations and thus requires inclusion of an ICC-500 compliant storm shelter in any newly created facility, addition to or adaptive reuse of a building for this function.

### FUNCTIONAL FLOW

- Training areas where scenarios and simulations are being utilized should be designated weapon free zones with gun lockers available for securing personal weapons.
- The adjacency of and movement through precinct spaces should efficiently support the most common routines. The daily shift flow from POV parking, entry through an employee door, access to a breakroom/kitchen to drop off meals, access to locker rooms for changing into uniforms and equipment, access to body worn camera docking stations and taser charging, ending in roll call is a pattern repeated at the start of every shift. Movement from roll call to the armory and designated squad bag storage and out into the squad parking follows. Squad parking should be in close proximity to report writing stations, well-ventilated temporary evidence storage and sergeant offices for convenience during mid-shift stops into the facility. At the end of the day, these processes are repeated in reverse.
- Proximity of command staff, property crime investigations and other units to patrol operations is important for crossover communication. Coffee areas and other collaboration opportunities should be used to encourage communication.
- An interview room should be located in the public lobby to allow private conversations, report filing and victim statements without bringing the public into a secure staff area.
- Public entries should fulfill the public's perception that a dedicated police facility is a place of refuge by keeping outer doors unlocked or actively monitored by intercom to remotely unlock them. Inner doors should be locked after business hours preventing further access. A 24/7 hotline to 911 should be placed within this vestibule for access to assistance when the facility is locked. A growing trend is to design a saferoom accessed from within the vestibule that allows a victim to retreat into the room after hours and automatically notifies a dispatcher that someone needs assistance.
- Video monitors displaying site surveillance and officer status/calls for service should be readily viewable within the facility.

### SUPPORT AMENITIES

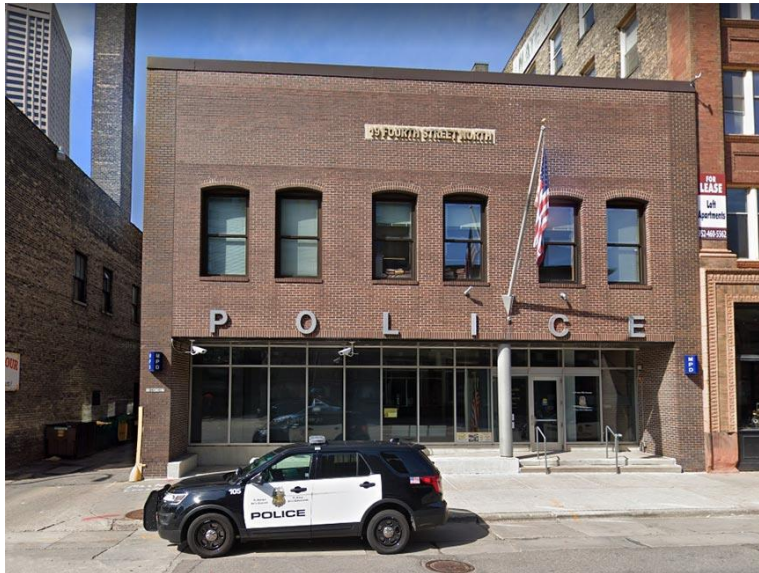
- Individually assigned and shared workspaces (enclosed and open office) should follow City of Minneapolis space standards.
- Shared Shift Sergeant Offices accommodating three people and a small meeting table should be approximately 270 to 300 square feet.
- Roll call rooms should be sized at 25-30 square feet per person and should be planned to accommodate seating of the largest shift at authorized strength.

- Report writing areas should be planned at 25 square feet per station and a quantity equal to 1/3 of the largest shift. Report writing computers should provide dual monitors.
- Locker rooms should be sized for 12 square feet per occupant to accommodate a law enforcement style, vented locker that is 24" wide and deep at a minimum with a boot drawer and armored vest tray under an integral bench. Within each locker should be a lockable storage area for valuables and personal firearms and enough power outlets circuited to charge radios and other individually assigned, issued electronic equipment.
- When utilized, all gender locker rooms should be provided with adjacent single occupant changing spaces, toilet rooms and showers.
- Single occupant cot room facilities should be provided in a quiet, interior location at a quantity of approximately 20% of the largest shift. The existing cot rooms need to be updated with new furniture.
- Designated riot gear storage rooms and SWAT gear storage should be provided. They must be easily accessible but may be slightly more remote due to infrequent use.
- A designated breakrooms space should be provided with seating for 75% of the largest shift. Adjacent or included kitchens should provide one refrigerator per shift, a sink, and various appliances for personal meal preparation. A secure and protected adjacent outdoor space used for grilling and outdoor dining is very beneficial.
- A designated de-escalation/wellness space should be provided at facilities with employees responding to emergency calls for service.
- A toilet, a de-contamination shower, and a washer/dryer should be immediately accessible from the squad parking area without much movement through the facility.
- A single occupant room for mothers to express milk should be provided.
- A fitness room should be easily available to all employees with priority amenities are adequate; new equipment was recently purchased.
- Due to the body worn equipment, walls of high traffic spaces should have a durable wainscot applied to at least 42" above finished floor and all chair occupied by officers should not have arms.

# **FUNCTIONAL ASSESSMENT**

# PRECINCT 1

19 N 4<sup>TH</sup> STREET, MINNEAPOLIS, MN 55401



YEAR CONSTRUCTED: 1902

SIZE: 13,040 SF

Precinct 1 serves the downtown district of Minneapolis and staffs roughly sixty-four assigned sworn personnel. Originally constructed as a fire house in 1902, the building was renovated in 2002 to serve as a police facility. The precinct has a typical staffing structure of a precinct inspector with a patrol/streets division, a property crimes investigation division, a city attorney, a Hennepin County social worker, and crime prevention specialists. Additional functions operating out of this facility include a Community Emergency Response Team (CERT) with one sergeant and six officers, as well as the Downtown Improvement District (DID) dispatch center and staff offices. The precinct also functions as the primary dispatch center for the department-wide Mounted Police division due to the downtown location. In recent years, Precinct 1 has implemented an operations center to help with active monitoring of the district, especially during large events. A portion of the MPD-utilized space is leased from the adjacent apartment company. 13.37

. A new facility is slated to open in 2024.

## SPECIAL UNITS

CERT, DID, Late-Night Response Team, Mounted Police Division (dispatch)

# PRECINCT 1

## ASSESSMENT

### SECURE PERIMETER

- **13.37**
- Alleyways are shared with neighboring building tenants. Manual gates can be used to restrict access at certain times.
- Unable to control occupancy and tenants in adjacent apartment buildings or properties.

### PARKING

- **13.37**
- Minimal precinct-specific parking – reliant on street parking for on-duty vehicles and loaned stalls from Metro Transit on the adjacent lot **13.37**.
- Inadequate site ingress/egress paths with shared alleyways, sometimes blocked by commercial vehicles or deliveries.
- There is no indoor secure parking for squads .
- **13.37** .

### BUILDING FORTIFICATION

**13.37**

### FUNCTIONAL FLOW

- Combined common space for roll call, break room, and report-writing functions.
- There is no designated equipment storage for riot gear and squad bags; all are stored on top of lockers or in staff offices.
- Interview room is improperly located within the secure staff area.
- Sergeant's offices are remotely located on the second floor from primary patrol activities.
- Lacking access to a 24/7 911 hotline for the public.

# PRECINCT 1

## ASSESSMENT

### FUNCTIONAL FLOW (CONT.)

- Short term evidence storage is in a small custodial closet; evidence locker should be placed in a separately exhausted room.
- 13.37
- Adequate space is available for the operational center and DID dispatch center to help support policing efforts in the downtown district.
- Docking stations for body-worn cameras and charging stations for taser batteries are conveniently located near the roll call room and report-writing stations.

### SUPPORT AMENITIES

- Lockers are too small for vests. Locker rooms are generally sized well with the addition of the women's locker room in the leased space. Power is available in the lockers.
- More cot room facilities are needed. The existing cot rooms need to be updated with new furniture.
- There is no designated break room space.
- There is no designated de-escalation/wellness space; unisex shower is used for this currently.
- There is no de-con shower or washer/dryer facilities.
- There is no mother's space.
- The fitness room amenities are adequate; new equipment was recently purchased.
- There is no secure outdoor space is available for officer use. The current outdoor/grilling space is open to the public alley.
- Toilet facilities are conveniently located for easy access by on-duty patrol officers.

### MISCELLANEOUS

- There is no ADA access from squad parking lot.
- There is no general CAD monitoring or site surveillance camera monitoring.

# PRECINCT 1

## RECOMMENDATIONS

### SHORT TERM ACTIONS

# 13.37

- Revise public lobby vestibule door hardware to allow public to enter into the vestibule at all hours (but not into the lobby). Consider providing a hotline phone to 911 in the public vestibule.
- Convert old holding cell near back door to squad bag storage.
- Buy new beds and mattresses for cot rooms.
- Convert office near back door to de-escalation/wellness space.
- [REDACTED]

### LONG TERM ACTIONS

- Move out of the existing facility to a purposefully designed new police facility.



## PRECINCT 2

1911 CENTRAL AVENUE NE, MINNEAPOLIS, MN 55418



**YEAR CONSTRUCTED:** 1934, 1982

**SIZE:** 11,570 SF

Precinct 2 serves the northeast region of Minneapolis, bounded by the Mississippi River and 37<sup>th</sup> Avenue NE. It staffs roughly sixty assigned sworn personnel. Originally constructed in the 1930s, this building is the oldest precinct occupied by Minneapolis Police. The precinct has a typical staffing structure of a precinct inspector with a patrol/streets division, a property crimes investigation division, a city attorney, a Hennepin County social worker, and crime prevention specialists. No additional department-wide or specialty functions operate out of Precinct 2. The building has been added onto and renovated numerous times to accommodate modern workflows. Many spaces were previously used for training functions; however, they have since been renovated to more functional office and staff support spaces. A partial building renovation is planned to be completed in 2024.

## PRECINCT 2

### ASSESSMENT

#### SECURE PERIMETER

13.37

#### PARKING

13.37

- There is no indoor secure parking for squads.

- [REDACTED].

#### BUILDING FORTIFICATION

- [REDACTED]
- [REDACTED]
- Breakroom space is remote from main precinct secure area requiring officers to walk through unsecured space.
- [REDACTED].

#### FUNCTIONAL FLOW

- Report writing located in roll call and behind the storage counter – tight spaces.
- Sergeant offices are too small to accommodate three individuals.
- Social worker office is remotely located in the basement and should be moved to the main level.
- Interview room is improperly located within the secure staff area.
- Roll call room lacks adequate technology – no monitors.
- There is no community room.
- There is no designated squad bag storage. 13.37 [REDACTED] are located in/near the mechanical room, but the space is adequate and organized.
- Lacking access to a 24/7 911 hotline for the public.

## PRECINCT 2

### ASSESSMENT

#### FUNCTIONAL FLOW (CONT.)

- 13.37
- Docking stations for body-worn cameras and charging stations for taser batteries are conveniently located in the roll call room and near report-writing stations.
- Evidence lockers are not highly used at the precinct. Officers typically go directly to the Evidence Warehouse due to close proximity of the sites.

#### SUPPORT AMENITIES

- Locker rooms are undersized and lack adequate quantity of lockers. Power is limited in the locker room spaces, no outlets in lockers.
- The men's locker room has a communal shower. Individual stalls are needed.
- The women's locker room only has one shower. Additional stalls are needed. It is located in the basement (inaccessible for officers on light-duty).
- 13.37 lockers are stored in the hallway due to lack of space in main locker rooms.
- Armory access is inadequate. Door is too narrow and on an awkward slope.
- There is no de-escalation/wellness space.
- Single cot room with two beds. Separate rooms with individual beds are needed.
- There is no de-contamination shower or washer/dryer facilities.
- There is no formal kitchen or break room space at this time, under renovation due to flooding. Unused EMT space and ambulance garage were repurposed for this function in the interim. Space should be purpose-built for adequate kitchen facilities.
- The fitness room spaces were recently renovated, and new equipment was purchased.

#### MISCELLANEOUS

- There is no general CAD monitoring or site surveillance camera monitoring.
- There is no ADA access to basement level, no elevator.

## PRECINCT 2

### RECOMMENDATIONS

#### SHORT TERM ACTIONS

- **13.37**
- 
- Install monitors within precinct with capability to display officer status and site surveillance.
- Complete planned remodeling project to provide permanent kitchen and break room, larger roll call room, community room, larger women's locker room, and de-escalation/wellness room.
- Revise public lobby vestibule door hardware to allow public to enter into the vestibule at all hours (but not into the lobby). Consider providing a hotline phone to 911 in the public vestibule.
- 

#### MID TERM ACTIONS

- Construct indoor parking facility for all fleet vehicles.
- **13.37**
- 
- Complete a building addition and remodeling to provide right-sized and missing spaces, including staff offices, interview room at public lobby, report-writing room, squad bag storage, locker rooms (refer to Best Practices), single occupant cot rooms, and de-contamination facilities with a washer and dryer.
- Upgrade building to meet current accessibility codes.

#### LONG TERM ACTIONS

- Move out of the existing facility to a purposefully designed new police facility.

## PRECINCT 3

309 2<sup>ND</sup> AVENUE SOUTH, MINNEAPOLIS, MN 55408



**YEAR CONSTRUCTED: 1959, 1970**

**SIZE: 32,700 SF (PRECINCT 3 AND BRT); TOTAL BUILDING SIZE: 55,900 SF**

Precinct 3 serves the southeast region of Minneapolis, bounded by the Mississippi River, Downtown Minneapolis, and Interstate 35W. The district covers the largest geographic area of Minneapolis. It staffs approximately sixty-four assigned sworn personnel. Since 2020, Precinct 3 has occupied temporary facilities and is currently located out of the former City of Lakes Office Building owned by the City of Minneapolis. The precinct has a typical staffing structure of a precinct inspector with a patrol/streets division, a property crimes investigation division, a city attorney, a Hennepin County social worker, and crime prevention specialists. Additional department-wide functions operating out of this facility include the non-emergency MPD call center, as well as the Bicycle Response Team (BRT) which occupies the lower level of the building. [REDACTED]. The current facility is not located within the district boundaries of Precinct 3. There are plans to build a new precinct, however, no construction date has been determined at this time.

### SPECIAL UNITS

Non-Emergency MPD Call Center, BRT

## PRECINCT 3

### ASSESSMENT

#### SECURE PERIMETER

13.37

#### PARKING

- 13.37
- Minimal precinct-specific parking with shared civilian (report, social worker, crime prevention, attorney) and BRT parking. Street stalls are in the process of being hooded and reserved for squad cars.
- [REDACTED]
- There is no indoor secure parking for squads.
- [REDACTED]

#### BUILDING FORTIFICATION

13.37

#### FUNCTIONAL FLOW

- Good flow and proximity of primary patrol areas – roll call, report writing, squad bag and riot gear storage.
- Docking stations for body-worn cameras are conveniently located near the roll call room and report-writing stations.
- There is no hard definition between spaces on the first floor, divided only by furniture partitions with no acoustic separation.
- Report-writing stations have adequate technology and space, but more stations are needed (4 currently).
- There is no community room.

# PRECINCT 3

## ASSESSMENT

### FUNCTIONAL FLOW (CONT.)

- There is no interview room off the lobby for meetings with the public.
- Sergeants' offices are located on the second floor, remote from main patrol activities.
- Lacking access to a 24/7 911 hotline for the public.

### SUPPORT AMENITIES

- There is no formal kitchen space (oven, stove, dishwasher) or separate breakroom.
- There is no de-contamination shower or washer/dryer facilities.
- Locker rooms
  - All gender locker rooms are clearly disliked by officers, especially females.
  - Communal changing rooms and remote toilet/shower facilities lead to more instances of inappropriate changing in all gender locker room.
  - There are no power outlets in lockers for charging.
  - Lockers not lockable.
  - The size of the lockers are adequate.
- The quantity and location of the cot rooms are adequate. Blackout blinds would be helpful.
- The fitness rooms are adequately sized and operate well with the new equipment.
- The decompression/wellness space is adequately sized and frequently used as an alternative to the open dining area.

### MISCELLANEOUS

- There is no general CAD monitoring or site surveillance camera monitoring.
- Facility is located out of the precinct's district. Officers feel disconnected from the community they serve. Time commuting to the precinct is taken away from time spent patrolling the streets.
- Large portions of the building are unused for police operations. The space can be flexibly used or retrofitted but lacks intentional design for police use.

# PRECINCT 3

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- Provide more privacy (separation) between changing rooms.
- 13.37
- Revise public lobby vestibule door hardware to allow public to enter into the vestibule at all hours (but not into the lobby). Consider providing a hotline phone to 911 in the vestibule.
- Provide a stove/oven appliance in the first-floor break room.
- Install monitors within precinct with capability to display officer status and site surveillance.

### LONG TERM ACTIONS

- Move out of the existing facility to a purposefully designed new police facility within precinct boundaries.



## PRECINCT 4

1925 PLYMOUTH AVENUE NORTH, MINNEAPOLIS, MN 55411



**YEAR CONSTRUCTED: 1988**

**SIZE: 16,040 SF** 13.37

Precinct 4 serves the northwest region of Minneapolis, bounded by the Mississippi River and Interstate 394. It staffs approximately sixty assigned sworn personnel. The precinct has a typical staffing structure of a precinct inspector with a patrol/streets division, a property crimes investigation division, a city attorney, a Hennepin County social worker, and crime prevention specialists. Additional department-wide functions operating out of this facility include a Community Emergency Response Team (CERT) with one sergeant plus officers, as well as a Domestic Assault Victim Advocate. 13.37 In addition to the fenced secure parking located behind the facility, MPD also owns a small parcel across Plymouth Avenue used for overflow parking.

### **SPECIAL UNITS**

CERT, DA Victim Advocate, 13.37

## PRECINCT 4

### ASSESSMENT

#### SECURE PERIMETER

- The site allows for adequate setbacks if additional security or fortification is needed.

- 13.37

#### PARKING

- Lot is undersized to accommodate both Precinct 4 [REDACTED] traffic. Overflow lot across Plymouth Avenue needs to be used at times.
- Re-pavement of full lot is incomplete. New striping of drive lanes and stalls are too narrow.
- [REDACTED]
- New rail-system gates operate well.
- There is no indoor secure parking for squads.
- [REDACTED].

#### BUILDING FORTIFICATION

13.37

#### FUNCTIONAL FLOW

- Good flow and proximity of primary patrol areas – roll call, report writing, sergeant's offices. Locker rooms are remotely located on the lower level.
- Roll call and report writing spaces are too small.
- There is no designated squad bag storage.
- Poor radio and cell phone reception in the basement.
- Lacking access to a 24/7 911 hotline for the public.
- The upper level is underutilized with many vacant workstations. The CRT space is oversized for current staffing levels. The ambulance garage is used for overflow storage. Opportunity to repurpose these underutilized areas to meet space needs in other areas.
- [REDACTED]

# PRECINCT 4

## ASSESSMENT

### SUPPORT AMENITIES

- Lockers are undersized with inadequate venting and no outlets.
- Only one cot room is available for office use. The second cot room was converted to the unsex shower room.
- The kitchen and break room facilities are dated. Finish refresh and new equipment are needed.
- There is no de-escalation/wellness space.
- Donated furniture is used everywhere.
- A secure outdoor space is available for officers to use within the fenced area.
- The fitness room functions well with the equipment that was recently installed.
- Toilet facilities are not conveniently located on the main level near the officer entrance.

### MISCELLANEOUS

- There is no accessibility to the upper and lower levels, no elevator. There is no accessible toilet facilities.
- There is no general CAD monitoring or site surveillance camera monitoring.
- Floor finishes throughout the building are outdated and need replacement.

## PRECINCT 4

### RECOMMENDATIONS

#### SHORT TERM ACTIONS

# 13.37

- Install monitors within precinct with capability to display officer status and site surveillance.
- Revise public lobby vestibule door hardware to allow public to enter into the vestibule at all hours (but not into the lobby). Consider providing a hotline phone to 911 in the public vestibule.
- Replace all floor finishes on the first floor.
- Replace all furniture in the breakroom.
- 13.37

#### MID TERM ACTIONS

- 13.37
- Upgrade building to meet current accessibility codes.
- Complete a remodeling (and possible addition) to provide right-sized and missing spaces, including interview room at public lobby, roll call, squad bag storage, riot gear storage, report writing room, locker rooms (refer to Best Practices), additional single occupant cot rooms, improved breakroom/kitchen, de-escalation/wellness spaces, and de-contamination facilities with a washer and dryer.
- In lieu of a major remodeling, move out of the existing facility to a purposefully designed new police facility.

## PRECINCT 5

3101 NICOLLET AVENUE, MINNEAPOLIS, MN 55408



**YEAR CONSTRUCTED: 1998**

**SIZE: 20,570 SF**

Precinct 5 serves the southwest region of Minneapolis, bounded by Interstates 35W and 94. It staffs approximately sixty assigned sworn personnel. The facility was constructed in the late 1990s and is the newest building out of all MPD precincts. The precinct has a typical staffing structure of a precinct inspector with a patrol/streets division, a property crimes investigation division, a city attorney, a Hennepin County social worker, and crime prevention specialists. This precinct also houses a community resource navigator position. The Minneapolis Police Band also utilizes Precinct 5 as their primary practicing and equipment storage space.

### **SPECIAL UNITS**

Community Resource Navigator, Minneapolis Police Band

## PRECINCT 5

### ASSESSMENT

#### SECURE PERIMETER

- 13.37
- Fencing abuts adjacent commercial building; otherwise, decent setbacks exist that can be secured when needed.

- [REDACTED]

#### PARKING

- There is no indoor secure parking for squads.

- [REDACTED]

#### BUILDING FORTIFICATION

13.37

#### FUNCTIONAL FLOW

- There is no designated duty bag or riot gear storage. Desire to consolidate all equipment to a single space.
- Report writing space is too small.
- Body camera base unit is inconveniently located on the opposite side of office area, away from the office building entrance.
- Cell phone signal is spotty. The overhead PA system does not work for radios.
- The interview room is located off the second secure parking lot entrance. The location works well for in-custody but not necessarily for public use.
- The interview room off the Inspector's office is conveniently located for staff access but is not properly located for access by the public.
- Offices for Property Crimes Lieutenant and Hennepin County Social Worker are remotely located in the former CRT space.
- Lacking access to a 24/7 911 hotline for the public.

# PRECINCT 5

## ASSESSMENT

### FUNCTIONAL FLOW (CONT.)

- The former CRT space is largely vacant and underutilized.
- The locker rooms are located on the basement level. Officers need to haul gear up to the main floor to access squad vehicles and other staff areas.

### SUPPORT AMENITIES

- The fitness room can be tight at times with more than a few individuals. The equipment was recently replaced and is adequate.
- The locker rooms are adequately sized with power available in the smaller lockers. Each officer has a full-height locker and a half-height locker.
- There is no washer/dryer or de-contamination shower.
- There is no de-escalation/wellness space.
- The cot rooms are not single-occupancy. There are two cot rooms with two beds in each.
- Mother's room is in a mechanical room accessed from the women's locker room.
- The roll call space is adequately sized.
- The break room and dining space was recently renovated and works well.
- A secure outdoor space is available for officers to use within the fenced area.

### MISCELLANEOUS

- There is no general CAD monitoring or site surveillance camera monitoring.

## PRECINCT 5

### RECOMMENDATIONS

#### SHORT TERM ACTIONS

- [REDACTED]
- Install monitors within precinct with capability to display officer status and site surveillance.
- [REDACTED]
- Consider providing a hotline phone to 911 in the public vestibules.
- 13.37 [REDACTED]
- [REDACTED]
- Consolidate the open office Property Crime and Crime Prevention Specialist workstations and create a new report writing area at the north end of the open office.
- Convert the existing report writing room to be a duty bag storage and body worn camera (BWC) docking station area.
- Replace beds and mattresses in cot rooms with new and investigate creating four separate single occupant rooms in lieu of two double occupancy rooms.

#### MID TERM ACTIONS

- [REDACTED]
- Construct roof system to replace existing Kal-wall skylight system in lower level breakroom, roll call, and fitness spaces.
- Complete a building remodeling to provide missing spaces, including interview room at public lobby, riot gear storage, de-escalation/wellness space, and de-contamination facilities with a washer and dryer. Provide designated mother's room outside of mechanical room.
- [REDACTED]

#### LONG TERM ACTIONS

- Construct indoor parking facility for all fleet vehicles.



## CITY HALL

350 SOUTH 5<sup>TH</sup> STREET, MINNEAPOLIS, MN 55415



**YEAR CONSTRUCTED: 1887, PARTIAL RENOVATION 2022**

**SIZE: 11,760 SF**

The Minneapolis Police Department occupies a portion of the first floor in City Hall. The building is owned by the Municipal Building Commission and leased by the City of Minneapolis and Hennepin County. The Chief's Office, Internal Affairs, and Implementation Unit are the primary divisions operating out of this facility. Other ancillary units include Policy and Research, the Public Information Office, and the Professional Standards Bureau. The Chief's Office and Implementation Unit work areas were recently renovated with their relocation to the first floor. Upon the opening of the Public Services Building across S 4<sup>th</sup> Avenue, many of the departments within City Hall were reorganized and relocated to better utilize the remaining spaces. 13.37

### UNITS

Chief's Office, Internal Affairs, Implementation Unit, Policy and Research, Public Information Office, Professional Standards Bureau

# CITY HALL

## ASSESSMENT

### FUNCTIONAL FLOW

- With the restructuring of command staff, the existing office space is not large enough to accommodate all offices needed for current staffing.
- The Internal Affairs Unit is too small to fit all the staff workstations within the designated allocated space.
- The Implementation Unit open office area is oversized with a number of vacant workstations.
- There is no on-site parking for fleet vehicles. 13.37

### SUPPORT AMENITIES

- The Internal Affairs locker area is too small for riot gear, personal items, and relief items. The supply storage and break room space is an old vault and was not intentionally designed for its current use.
- There are no designated de-escalation/wellness space or Mother's room within the secure MPD occupies spaces. These facilities are intended to be shared building-wide and were designed as such per building policy.
- There is no designated gear storage, changing room, or locker room facilities for sworn officers within the building.
- There is a limited number of conference rooms within the secure MPD space.

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- Provide a locker room space within close proximity to the police units in the building including locker room storage, changing spaces, and riot gear storage.
- Complete a minor renovation to the command staff and internal affairs unit spaces to accommodate the workstations and offices for each unit.

# PUBLIC SERVICES BUILDING

505 SOUTH 4<sup>TH</sup> AVENUE, MINNEAPOLIS, MN 55415



**YEAR CONSTRUCTED: 2021**

**SIZE: 87,590 SF (INCLUDES CRIME LAB, ADMINISTRATIVE DIVISION, INVESTIGATIONS, AND SHARED BUILDING AMENITIES)**

The Public Services Building (PSB) primarily houses the Administrative Services Division, Forensic Services Division, and External Investigations. The PSB opened in 2021 and is the newest building owned by the City of Minneapolis. In addition to the MPD, it houses approximately ten other city departments as central services center. MPD primarily occupies the eighth and ninth floors with additional support or processing spaces located on level one and in the basement. Staff amenities for building-wide use are available on the tenth floor for MPD to utilize as well. A limited number of parking spaces are available in the first-floor garage<sup>13.37</sup>

. A portion of the first floor is primarily utilized for arrested juvenile intake and processing before they are either booked to the Juvenile Detention Center or turned over to the Youth Connection Center, also located on the first floor. This is the only location within Minneapolis for processing of arrested juveniles.

## **PUBLIC SERVICES BUILDING**

**505 SOUTH 4<sup>TH</sup> AVENUE, MINNEAPOLIS, MN 55415**

### **UNITS**

Administrative Services Division – Early Intervention Systems, Business Technology Unit, Fleet, Records, Finance, Health and Safety, Projects and Support; Candidate Investigations; Community Outreach Services; Forensic Services Division – Computers, Field Operations, Firearms, Video, Quality Assurance; Crime Analysts; Special Crimes Investigation Division – Crimes Against Children, Licensing, Auto Theft, Narcotics, Financial Crimes, VOTF/DEA Task Force, Domestic, Juvenile, Sex Crimes; Violent Crimes Investigation Division – Assault, Firearms Release, Homicide, Robbery, Shooting Response Team; HR.

# PUBLIC SERVICES BUILDING

## ASSESSMENT

### SECURE PERIMETER

- With police only being a minor tenant in the building, site security is not a primary issue.

### PARKING

- A small garage exists for one Crime Lab and one Investigators response vehicle.
- There is no parking for fleet exists at the building. 13.37

### BUILDING FORTIFICATION

- Police areas within the PSB are locked down to prevent the public from accessing them.

### FUNCTIONAL FLOW

- Functional flow, adjacencies, and capacity of the Police Administrative Unit on 9th is adequate.
- The functional flow, adjacencies, and capacity of Police Investigative Unit on 8th is adequate, except that the Sex Crimes Unit should be in an enclosed suite due to the nature of their investigations.
- The Crime Lab Field Operations Unit is out of space but could be accommodated with report writing stations and additional evidence shelving units in their storage room. The other Crime Lab spaces are adequately sized and operate well for their needs.
- Improvements to the Juvenile Intake area on ground level are needed to ensure sight and sound separation from adults and to keep the intake activities separate from other building employees. The lack of formal holding rooms require patrol officers to wait with juveniles in their squad vehicles if more than one individual is brought in at a time.
- Interview rooms on the 8th and 9th floors work well for investigators. There are a variety of hard and soft interview rooms. The hard interview rooms have adequate secure access and surveillance technology for informal holding spaces.

# PUBLIC SERVICES BUILDING

## ASSESSMENT

### SUPPORT AMENITIES

- Locker rooms exist on the basement level for investigators to keep their riot gear and for all MPD employees who want a locker. There are enough lockers for staff, however, they are not in a convenient location for staff who need to access them for their daily work.
- Separate case management or conference rooms for each of the ten investigative units would be beneficial. The current spaces could be assigned to units and lockable hardware could be installed.
- Building-wide amenity spaces on the 10th floor (fitness, breakroom/kitchen, wellness rooms) are sufficient.
- The Records Reception on 2nd floor could use an intercom to better communicate with customers.
- **13.37**
- The office spaces have a variety of focus rooms or conference rooms to accommodate a flexible work environment.

# PUBLIC SERVICES BUILDING

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- Provide an intercom/speaker system at the 2<sup>nd</sup> level reporting desk to help with communication through glass enclosure.
- Modify existing Chem testing spaces near indoor parking garage to accommodate adequate sight and sound separation for the juvenile intake and processing area.
- Modify the forensics office workspace to accommodate the growing field ops unit, including workstations and evidence storage.

### MID TERM ACTIONS

- Provide access control on shared conference rooms, so they can be locked down when processing of evidence needs to occur.
- Remove, realign, and add lighting **13.37** to reduce dark zone within the space.

### LONG TERM ACTIONS

- Provide an adequate locker and storage space closer to the 8<sup>th</sup> and 9<sup>th</sup> floor.

# EVIDENCE WAREHOUSE

3112 NORTH 2<sup>ND</sup> STREET, MINNEAPOLIS, MN 55411



**YEAR CONSTRUCTED: 1980**

**SIZE: 52,290 SF**

The Evidence Warehouse is the primary intake and storage facility for most evidence under the Forensics Services Division. With the exception of large equipment of vehicles that are brought to the Forensics Garage, all other evidence is brought directly to the Evidence Warehouse or the Crime Lab at the PSB. The facility was purchased by the City of Minneapolis in 2016-2017 and was renovated to specifically accommodate evidence storage needs in 2019. In addition to the evidence intake, processing, and staff office areas, the facility has a robust warehouse space with a variety of secure vaults and storage rooms to fit their specific needs. Evidence technicians work closely with crime lab technicians, precinct officers, and investigators across all MPD facilities. MPD Stores, a unit under the Finance Division of the City of Minneapolis, also occupies a portion of the building for their primary storage space.



# EVIDENCE WAREHOUSE

## ASSESSMENT

### SECURE PERIMETER

- No issues identified.

### PARKING

- No issues identified. The size of the public and staff lots are adequate.

### BUILDING FORTIFICATION

- **13.37**

### FUNCTIONAL FLOW

- Office space located one floor from the warehouse is inefficient but workable.
- Main evidence officer intake processing tables are not a cleanable, durable surface.
- There are an adequate number and variety of evidence lockers in the intake space.
- The public lobby is adequately fortified and designed for its purpose. The pass-through lockers are located below the worksurface counter and should be more conveniently located.

### SUPPORT AMENITIES

- Drying room presents a chain of custody risk by giving every officer entering it access to any evidence already present. Additionally, there are challenges in cleaning it and drying evidence quickly enough.
- There are no refrigerated pass-through evidence lockers. A half-size refrigerator in the drying room is the only available resource.
- There is one small conference room near the main staff offices. A large conference space for all-staff meetings would be ideal.
- There are staff locker rooms and shower facilities on-site. These are not highly used by this unit.
- The vault storage spaces are adequately fortified and sized to accommodate their specific space needs.

- **13.37**

# EVIDENCE WAREHOUSE

## ASSESSMENT

### SUPPORT AMENITIES (CONT.)

- Standard freezer and cooler units (not lab grade) do not have adequate dehumidification capacities, which results in mold growing on evidence (rape kits).
- 13.37 [REDACTED]
- Evidence Fleet Vehicle garage is too small for all three vehicles, resulting in one being parked inside the warehouse (where there is not adequate exhaust).
- Evidence Warehouse space is running out. The department has extra material on-site for shelving, but these have not been assembled yet due to staffing shortages.
- Lack of designated metal-working space or scrap metal recycling storage.
- Police stores space is oversized and lacks an elevator. There are no staff-specific toilet facilities, so staff must use the toilet room in the common building lobby.

# EVIDENCE WAREHOUSE

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- Add additional workstations to the upper-level intake space. It would be ideal to have this height adjustable due to the frequency of movement throughout the day.
- Conduct a minor interior renovation to the officer intake spaces to install secure refrigerated lockers and drying spaces. Reduces the chain of custody risks.
- Provide a freezer and cooler that can achieve the necessary dehumidification needed to properly store evidence. Ensure both pieces of equipment are alarmed and on back-up power.
- **13.37**
- Officer intake processing tables should be replaced with cleanable and durable surfaces, such as stainless steel.
- Install additional storage racking and high-density storage in evidence storage space.

### MID TERM ACTIONS

- Add the additional (2) two evidence pass-through lockers as originally planned for.
- Renovate the lower-level evidence storage area which includes a larger garage to accommodate all three evidence warehouse vehicles and disposal area for metal scrap recycling.

## FORENSIC GARAGE

13.37



**YEAR CONSTRUCTED: 1986**

**SIZE: 2,050 SF**

The Forensic Garage is located 13.37 [REDACTED]. The facility is the primary processing and storage site for all evidence-related vehicles or large pieces of equipment. The facility and the adjacent fenced lot areas are leased by MPD from the City of Minneapolis. Operations of the Forensic Garage are critically tied to [REDACTED]. Evidence technicians from this site work closely with crime lab field technicians, precinct officers, and investigators.

# FORENSIC GARAGE

## ASSESSMENT

### SECURE PERIMETER

13.37

### PARKING

- Outdoor fenced parking can hold roughly 70 evidence vehicles, which is sufficient, and space has not been an issue.
- In the secure fenced lot connected to the vehicle processing bays, there are electrical boxes and a utility manhole, that bisect this lot from East to West and now vehicles cannot pass through.
- Indoor storage parking is needed for some sensitive evidence vehicles. Currently, evidence vehicles need to be moved outside after processing which degrades evidence.

### BUILDING FORTIFICATION

- This is adequate due to anonymity and location **13.37**.

### FUNCTIONAL FLOW

- Having only four processing/storage bays can limit the vehicles taken in on a weekend; movement of vehicles relies on availability of tow truck drivers (two staffed on-site **██████████**; private towing available for a fee).
- Workspace is limited to one person, limiting the ability to add staff to reduce a backlog.
- There currently is no separation of the public or officers coming into the facility from the workspace – a waiting room and interview/conference room would be helpful to separate visitors from staff space.
- Better lighting is needed in the processing bays. White painted walls and ceiling, as well as epoxy flooring, would help visually. The current ceiling and structure are rusting; fallen debris poses potential evidence contamination issues.
- The vehicle bays do not have adequate power available. There is no water or hose line to wash down the bays.
- Computers on island tables in the processing bays would support better workflow while processing vehicles.

# FORENSIC GARAGE

## ASSESSMENT

### FUNCTIONAL FLOW (CONT.)

- Evidence is stored in nonsecure cabinets with a single lock per cabinet within the processing bays.
- The covered exterior work area was intended to function as overflow processing space, however, it is too small to comfortably accommodate two vehicle with processing space.

### SUPPORT AMENITIES

- Breakroom/kitchenette is substandard and in a storage room.
- There is no washer/dryer or de-contamination shower. The shower was recently removed to create an accessible toilet room.

### MISCELLANEOUS

- There is no general CAD monitoring or site surveillance camera monitoring.

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- Replace tables and surfaces in processing bays with cleanable and durable surfaces, such as stainless steel.
- Provide lockable evidence lockers for securing evidence.

### MID TERM ACTIONS

- Complete an interior renovation and addition to existing vehicle processing facility that includes new processing bays, new decontamination space with washer/dryer, epoxy flooring and painted walls in the existing bays, a new lobby and waiting space, separate office with room for two workstations, and a break area.
- Build a new indoor storage space for processed and in-process vehicles.

# VEHICLE STORAGE

13.37



**YEAR CONSTRUCTED: 1950, RENOVATED 2022**

**SIZE: 9,675 SF**

The Vehicle Storage facility houses the MPD bait vehicle operations. A portion of the facility is leased by MPD through Minneapolis Public Works, who also utilizes a portion of the building and site for its own operations. Portions of the staff areas were renovated in recent years when bait operations began occupying the building.

# VEHICLE STORAGE

## ASSESSMENT

### SECURE PERIMETER

- Adequate, no issues identified.
- Access to the MPD-occupied space is completely separate from the Public Works-occupied space.

### PARKING

- Adequate, no issues identified.

### BUILDING FORTIFICATION

- Adequate, no issues identified.

### FUNCTIONAL FLOW

- Adequate, no issues identified.

### SUPPORT AMENITIES

- The staff office and support spaces are not ADA-accessible with the single step in elevation change.

## RECOMMENDATIONS

- No recommendations need to be implemented for this facility at this time. Current needs are met for this unit.
- If additional indoor vehicle storage or work bay space is needed, the existing pit could be removed and infilled.
- If changes need to occur within the facility at a future date, the step into the staff offices and support facilities might be required to become an ADA accessible route.



# HAAF MEMORIAL RAMP

424 SOUTH 4<sup>TH</sup> STREET, MINNEAPOLIS, MN 55415



**YEAR CONSTRUCTED: 1993**

**SIZE: 30,900 SF**

The Minneapolis Police Department occupies portions of office and garage spaces on the first floor of the Haaf Memorial Ramp. The northeast corner of the building houses the Traffic and Arson Investigative Units, in addition to portions of the Special Operations Division, including Bomb **13.37**. A multi-agency Chemical Testing Unit is located in this portion of the building. The southeast corner of the Haaf Memorial Ramp is utilized for Predatory Offender Registration. The secure garage space on the first floor is shared by all departments listed above.

**13.37**

Portions of the occupied office areas have been renovated in recent years as different divisions have moved into the space. The units located out of the facility work closely with other investigative units located at the PSB, as well as other off-site training facilities (Hamilton Special Operations Center, Bomb Range, MFD Fire Stations).

## UNITS

Special Crimes Investigation Division – Predatory Offender Registration, Traffic, Arson; Special Operations Division – Bomb, **██████**.

# HAAF MEMORIAL RAMP

## ASSESSMENT

### SECURE PERIMETER

- No setbacks exist for the building from the street.
- Public access to the ramp puts uncontrolled vehicles directly above the police operational spaces.

### PARKING

- Indoor parking is shared with on-site units as well as PSB investigative units.
- Indoor squad parking is barely adequate and will need to be expanded for new incoming vehicles/equipment.
- Indoor Bomb Squad 13.37 parking is at capacity and planned addition of two vehicles will create parking shortages.
- [REDACTED]

### BUILDING FORTIFICATION

- 13.37

### FUNCTIONAL FLOW

- The location of the Haaf Ramp works well for the Predatory Offender unit and the Traffic unit with convenient access for the public.
- The chem testing unit and traffic division office does not have a second means of egress.
- The chem testing unit generally functions well but is in need of a refresh due to the age of the facilities. This function was planned to be located in the PSB, but there were issues found with juveniles and adult co-mingling in the new space.
- The Traffic Unit space is one large open room that consists of 5 workstations, copy space, and break area. The unit is currently at capacity and in need of adding more workstations. The lieutenant's office is remote and accessed from the in-custody chem testing hallway.
- Traffic Unit has no interior connection to locker rooms, staff toilets or other PD functions at the Haaf Ramp.

# HAAF MEMORIAL RAMP

## ASSESSMENT

### FUNCTIONAL FLOW (CONT.)

- The Arson Unit is adequately sized for workstations. There are current facilities for arson evidence storage on-site. Evidence is currently stored off-site at local fire stations.
- The Special Operations Commander and Lieutenant office space and garage spaces would be better collocated with 13.37).
- [REDACTED]
- The Bomb Squad offices are adequately sized.
- The Predatory Offender interview room is within the secure staff space.
- 13.37 [REDACTED]
- [REDACTED]
- [REDACTED]
- Mug shots for offenders occur in the public nonsecure lobby space.
- Predatory Offender staff do not have direct access into the vehicle storage garage where they park; access is currently either through a shared hallway/alley or off the public sidewalk.

### SUPPORT AMENITIES

- The Special Operations command office was recently renovated and is adequate for their current needs.
- Staff support amenities are lacking; no fitness room, washer/dryer, de-escalation/wellness space, mother's room.
- The Bomb Squad currently have lockers in the shared toilet rooms. The communal showers lack privacy.
- Predatory Offender locker room space has a large window that looks into the open workspace for all staff.
- Bomb Squad Range 13.37 [REDACTED] has many serious issues:
  - The classroom trailer is falling apart with a need for a new roof and septic system. Bathrooms are unusable due to water intrusion which backs up the septic.
  - The asphalt tarmac needs replacement. The vegetation coming up through the cracks and damaged portions could cause fires to occur.
  - Residential development is encroaching on the 40-acre site and will put pressure on use of the site to detonate.
  - Perimeter fencing needs repairs and elimination of weeds and in grown trees.
  - Current evidence bunker is being shared by Minneapolis PD and St. Paul PD and is at capacity.

# HAAF MEMORIAL RAMP

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- 13.37
- [REDACTED]
- Add secondary exit from traffic unit or Chem testing into adjacent office spaces.
- [REDACTED]
- Provide a ventilated room for evidence inventory storage for the arson unit.

### MID TERM ACTIONS

- Provide access to indoor parking lot from predatory offenders' office.
- Provide new facilities at a new site for the bomb squad range, including classroom, toilet, and storage.

### LONG TERM ACTIONS

- 13.37

# HAMILTON SPECIAL OPERATIONS CENTER

4131 DUPONT AVENUE NORTH, MINNEAPOLIS, MN 55412



YEAR CONSTRUCTED: 1967, RENOVATED 2008

SIZE: 51,000 SF

The Hamilton Special Operations Center (SOC) operates as the primary training facility for the Minneapolis Police Department. A wide array of units is housed within this facility including 13.37 Training – Academy and Professional Development; Unsheltered and Vulnerable Population; Procedural Justice – CSO, Police Activities League (PAL), Recruiting; Special Events and Reserves; and Health and Wellness. The facility is owned by the Minneapolis Public Schools and formerly operated as a public school. Portions of the building were remodeled around 2008 to refresh the aging classroom and support spaces. Due to the wide variety of departments located here, there are a number of non-MPD personnel or groups that frequent the site, including outside government agencies, other police agencies, and the general public. The Investigative Units within this facility frequently interact with other units located in the Public Services Building (PSF) and Haaf Memorial Ramp.

## UNITS

Violent Crimes Investigation Division; Special Operations Division – Special Events (Reserves); Training Division – Academy and FTO Program; Unsheltered and Vulnerable Populations Division; Procedural Justice Division – CSO, Recruiting, Police Activities League (PAL); Administrative Services Division – Health and Wellness.

# HAMILTON SPECIAL OPERATIONS CENTER

## ASSESSMENT

### SECURE PERIMETER

- 5'-0" standard chain-link fencing encloses the property (and parking lots) on the south, west and north side of the building. The east façade has good setbacks from the sidewalk but is approachable on foot.

### PARKING

- Outdoor fenced parking for staff, trainees and units contained within the building is on the south, west and north side of the building and seems sufficient but is too small on busy days when parking overflows onto adjacent city streets.
- **13.37**
- Completing vehicle-based training in a live parking lot creates security hazards for both officers or recruits, other facility staff, and members of the general public in the area.

### BUILDING FORTIFICATION

- **13.37**

### FUNCTIONAL FLOW

- The SOC has a major flaw in being the location for both simulated, scenario-based training, active investigative and response units, and occasional outreach programs with children present (Police Activity League). These functions should be in distinctly separate areas where crossover is impossible. Even in-service training should be zoned separately from academy training spaces.
- Limited security exists once inside the building to keep people separate.
- **13.37**
- Additional computer lab is needed.
- Additional classrooms are needed.
- Additional small to medium size conference room are needed.

# HAMILTON SPECIAL OPERATIONS CENTER

## ASSESSMENT

### FUNCTIONAL FLOW (CONT.)

- Flexible scenario-based training spaces are needed. There is a designated mat room, however, there is no dedicated training furniture for this space.
- Virtual training space is needed.
- The fitness room is too small to hold an entire training class at once.
- Staff offices and work areas are undersized. The Academy officer space is not large enough to accommodate staff workstations, lockers, and training equipment. The large open office space houses numerous departments; many are unrelated and do not need to be located together.
- Hoteling workstations would be beneficial for day training individuals.

### SUPPORT AMENITIES

- Locker rooms are in poor shape, not maintained well and do not have enough lockers for all staff.
- No gender-neutral locker room or toilet exists.
- Academy lockers are in the hallway with no changing room nearby resulting in cadets changing in a common hallway.
- There is no cot room or private de-escalation/wellness space. Health & Wellness offices may provide an opportunity for a wellness space.
- Designated storage space for all training equipment across the units is lacking.
- The break room space is undersized for all units within the facility.
- The exterior courtyard is secured and provides an outdoor space for MPD staff to use.

### MISCELLANEOUS

- There is a general sense with all people interviewed that an inadequate training facility results in sub-par morale in the department.
- A dedicated one-stop shop is desired for all training activities (classroom, scenario, virtual, driving track, firing range) without investigations and response units, recruitment, health & wellness, or outreach programs.
- Water service to the building is not potable.
- Gun cleaning space needs better ventilation and be accessible from the hallway in lieu of from a locker room.

# HAMILTON SPECIAL OPERATIONS CENTER

## RECOMMENDATIONS

### SHORT TERM ACTIONS

# 13.37


- Add a door from the [REDACTED] office into the [REDACTED] open office space.
- Repurpose underutilized space on second floor [REDACTED] to be an additional conference/ meeting room for the facility.
- Convert underutilized classroom space adjacent to computer lab to an additional computer lab overflow space. This could also be used as hoteling stations for day-training.
- Provide access-controlled doors at strategic interior locations to provide security zoning of the building.
- Infill door between Academy classroom and the other classroom, as this is the main cause of sound transmission through the spaces.
- Purchase scenario training specific furniture for Mat room, so that this room can be utilized as intended.

### MID TERM ACTIONS

- Build a new dedicated one-stop shop for all training activities (classroom, scenario, virtual, driving track, firing range).



## FIRING RANGE



13.37

**YEAR CONSTRUCTED: 1988**

**SIZE: 8,240 SF (EXCLUDES PRECINT 4)**

The Firing Range is a department-wide amenity located at [REDACTED]. In conjunction with the rented outdoor range space [REDACTED], the Firing Range is responsible for all firearm qualification and training exercises for Minneapolis Police personnel. The indoor range is comprised of ten 75'-0" lanes equipped carriers to complete target exercises. As a subset of the Training Division, range staff collaborate closely with the Academy and FTO units currently located out of the Hamilton Special Operations Center (SOC).

## FIRING RANGE

### ASSESSMENT

#### SECURE PERIMETER

- The site allows for adequate setbacks if additional security or fortification is needed.
- 13.37 [REDACTED]

#### PARKING

13.37

#### BUILDING FORTIFICATION

13.37

#### FUNCTIONAL FLOW

- Lack of capacity leads to use of a leased outdoor range [REDACTED] (45-60 days a year). The need to travel offsite results in inefficiency and reduces trainings offered. Similarly, lack of capacity during qualifications results in officer wait times.
- The PA system in range is not operable, so staff can only communicate with users via headset radios; can be a challenge with multiple station settings.
- Additional acoustical insulation is needed on the walls of the firing range.
- The workshop and office spaces are adequately sized to accommodate current staffing.
- The ammunition storage and armory are undersized. Riot gear is stored in the armory.

# FIRING RANGE

## ASSESSMENT

### SUPPORT AMENITIES

- The classroom is too small, only seating 18 at a time when there are often 40 people in a class.
- No dedicated virtual training space exists requiring the classroom to be converted when the VirTra system is needed.
- The gun cleaning room is undersized with 4 positions. Since the range has 10 lanes, there should be 10 cleaning stations.
- Lack of access and storage capacity limit the props that are used in tactical training.
- Ideally, their facility would have (2) 100yd lanes, (10-12) 50yd lanes, and (15) 15 yd lanes with taller ceilings and an overhead door to complete vehicle-based training.
- If a larger facility were created or additional officers added to the force, then additional staff space would be needed to operate the range.
- There is no decontamination shower or washer/dryer facilities on site; health concerns with lead presence.
- Due to an inadequate ramp and narrow back hallway/doors, material deliveries need to be unloaded at the back entrance and manually moved to their storage rooms. Pallets cannot be accepted into the building.
- A secure outdoor space is available for officers to use within the fenced area.
- The locker room is undersized with no separation for male or female range staff.

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- **13.37**

- Expand gun cleaning space to provide more stations to clean area.

### MID TERM ACTIONS

- Demolish the existing firing range [REDACTED] and build a new purposely designed firing range that is co-located with the new training facility.

## K9 KENNELS

### 13.37



**YEAR CONSTRUCTED: 1990**

**SIZE: 2,050 SF**

The K9 Kennels are located in Northeast Minneapolis, **13.37**

**[REDACTED]**. The canine unit is a department-wide resource with canines primarily trained for bomb and narcotics detection. The facility was constructed in 1990 and has had minimal building improvements since. Due to the special nature of their work, the facility was designed to accommodate both staff and canine needs. The exterior training grounds are continually improved to meet the USPCA training standards that are tested annually. Nearby vacant office buildings are used to supplement scenario-based training exercises. The MPD Canine Unit frequently hosts members of other police agencies to partake in their training academy.

# K9 KENNELS

## ASSESSMENT

### SECURE PERIMETER

- Location is ideal, away from neighbors and with adequate site area for outdoor training.

- **13.37**

### PARKING

- The parking lot is too small, especially for all-staff training days, and is in poor condition.

### BUILDING FORTIFICATION

- Minimal present, but no additional measures are needed due to remoteness of facility.

### FUNCTIONAL FLOW

- Indoor scenario training occurs offsite at vacant office space offered by a business.
- Storage space for K9 specific equipment and food is needed.
- Separate training narcotic storage is needed. Narcotics are currently stored in a spare locker in the men's locker room.
- The exterior training yard/facilities works well for trainers and meeting their USPCA standards/certification tests.
- Improvements to the kennel area are needed to prevent visibility between canines.

### SUPPORT AMENITIES

- Locker rooms are tiny and outdated but are only used on training events and special occasions. The women's locker room already has had a locker haphazardly added.
- Report writing, roll call, breakroom and kitchen all occur in the same space which causes disruption when more than one activity is occurring.
- No taser charging is available onsite.
- No cot room, mother's room, fitness room, or de-escalation/wellness space exists onsite.

### MISCELLANEOUS

- There are no gutters to control water drainage from the room. Water currently flows directly onto pavement and into the outdoor kennel spaces.

## K9 KENNELS

### RECOMMENDATIONS

#### SHORT TERM ACTIONS

- Complete a building renovation and addition to provide the necessary spaces the facility needs to function, including larger locker room spaces, more report writing spaces that are separated from the break room area, a mother's room, adequate storage for dog food and supplies, a wellness space, and proper narcotic storage.
- Repair and expand parking area on site.
- Install additional barbed wire to the perimeter fencing.

#### MID TERM ACTIONS

- Construct a training space either co-located with the new training facility or adjacent to the K-9 kennel space.

# EMERGENCY OPERATIONS TRAINING FACILITY

25 37<sup>TH</sup> AVENUE NE, FRIDLEY, MN 55421



**YEAR CONSTRUCTED: 2010**

**SIZE: 11,000 SF (INCLUDES MPD-OWNED AREAS AND SHARED BUILDING AMENITIES)**

Located along the boundary of Northeast Minneapolis and Fridley, the Emergency Operations Training Facility (EOTF) houses the Emergency Preparedness Division and Strategic Intelligence Center (SIC) for the Minneapolis Police Department. The EOTF opened in 2010 and is the primary public-safety emergency training facility for the City of Minneapolis. The SIC is a hub for local crime information gathering and provides supplemental aid in proactive incident management for large-scale events. Its operations are a collaborative tool both internally for MPD, as well as externally with Emergency Management, Fire, and other government agencies. Within the building, staff support spaces are shared building-wide amenities, while office spaces between all three partners remain separate.

# EMERGENCY OPERATIONS TRAINING FACILITY

## ASSESSMENT

### SECURE PERIMETER

- 13.37 [REDACTED]
- 13.37 [REDACTED].
- The remote location is ideal for privacy and separation from other MPD facilities.

### PARKING

- Adequate, no issues identified.

### BUILDING FORTIFICATION

- Adequate, no issues identified.

### FUNCTIONAL FLOW

- Supervisor positions are located in workstations in lieu of the standard office.

### SUPPORT AMENITIES

- The analyst room is sufficiently sized for staff. Workstations are shared.
- The current large video screens cannot display multiple feeds, prohibiting the function of real-time crime monitoring.
- Some smaller focus rooms are needed for analysts with special assignments.
- The medium-size conference room and large training room are shared building amenities. It is difficult to manage scheduling with other building occupants.
- The meeting room technology is outdated and not user-friendly.
- Staff support spaces (locker rooms, break room, fitness room) are shared building amenities.
- Riot gear is stored in cages in apparatus bays.
- No de-escalation/wellness space or cot room.
- No mother's room.



# EMERGENCY OPERATIONS TRAINING FACILITY

## RECOMMENDATIONS

### SHORT TERM ACTIONS

- 13.37 [REDACTED]
- Add offices for supervisors currently in workstations.
- Modify furniture configuration in the Strategic Information Center (SIC) to implement three (3) additional workstations.

### MID TERM ACTIONS

- Update technology for all monitoring and conference room spaces, including replacement of the (2) large display monitors in the SIC with multiple display screens.
- Create small focus or breakout rooms for analysts to complete special assignments.
- Create a de-escalation/wellness space, cot room, and mother's room as a shared building-wide amenity.

# APPENDIX

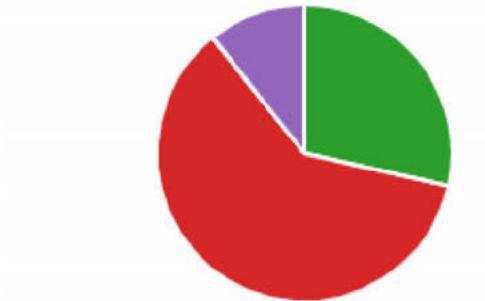
# APPENDIX A

## SURVEY RESULTS

QUESTION 1: Full Name (Optional)

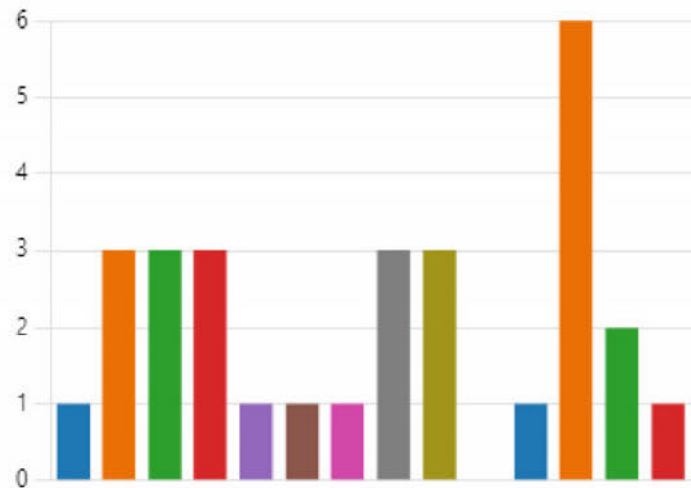
QUESTION 2: Indicate the year range in which you were born?

|   |    |
|---|----|
| <span style="color: blue;">●</span> Prior to 1946 (Traditionalist)  | 0  |
| <span style="color: orange;">●</span> 1946 - 1964 (Baby Boomers)    | 0  |
| <span style="color: green;">●</span> 1965 - 1980 (Generation X)     | 8  |
| <span style="color: red;">●</span> 1981 - 1996 (Millennial)         | 17 |
| <span style="color: purple;">●</span> 1996 - Current (Generation Z) | 3  |

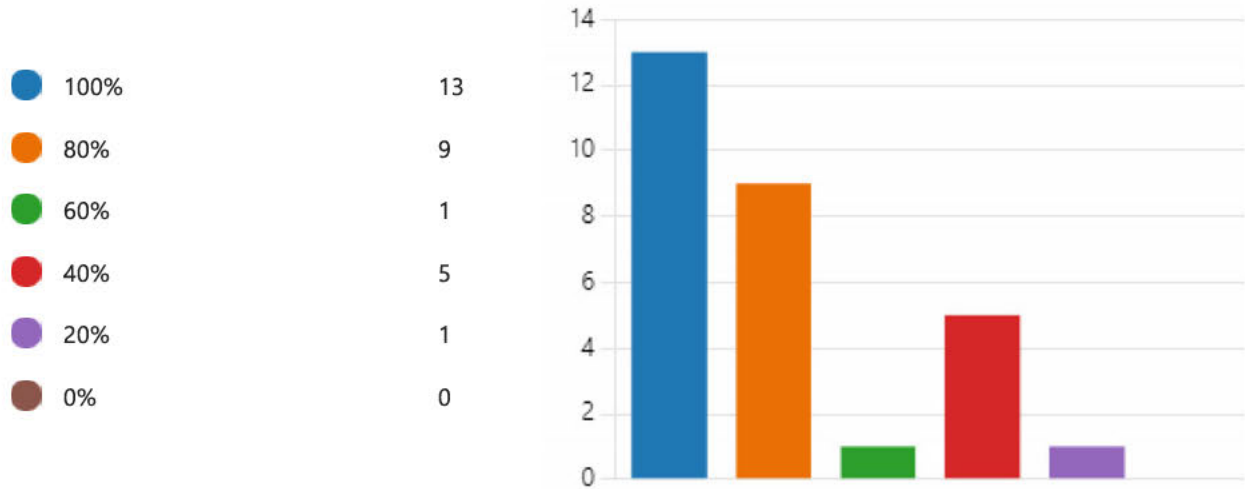


QUESTION 3: Primary facility assignment?

|  |   |
|--|---|
| <span style="color: blue;">●</span> Police Precinct No. 1            | 1 |
| <span style="color: orange;">●</span> Police Precinct No. 2          | 3 |
| <span style="color: green;">●</span> Police Precinct No. 3           | 3 |
| <span style="color: red;">●</span> Police Precinct No. 4             | 3 |
| <span style="color: purple;">●</span> Police Precinct No. 5          | 1 |
| <span style="color: brown;">●</span> Police Canine Kennel            | 1 |
| <span style="color: pink;">●</span> Forensic Garage                  | 1 |
| <span style="color: grey;">●</span> Hamilton SOC Facility            | 3 |
| <span style="color: olive;">●</span> City Hall 350 South 5th Street  | 3 |
| <span style="color: teal;">●</span> Vehicle Storage (1809 Washing... | 0 |
| <span style="color: blue;">●</span> Jerry Haaf Memorial Ramp         | 1 |
| <span style="color: orange;">●</span> Public Services Building       | 6 |
| <span style="color: green;">●</span> Warehouse & MPD Storage (Lo...  | 2 |
| <span style="color: red;">●</span> Emergency Operations Training ... | 1 |



QUESTION 4: What percentage of your work is spent at your primary facility?



QUESTION 5: Are there any workflow inefficiencies driven by the layout of your primary workplace or the need to travel to another facility?



QUESTION 6: (If yes) Please Describe.

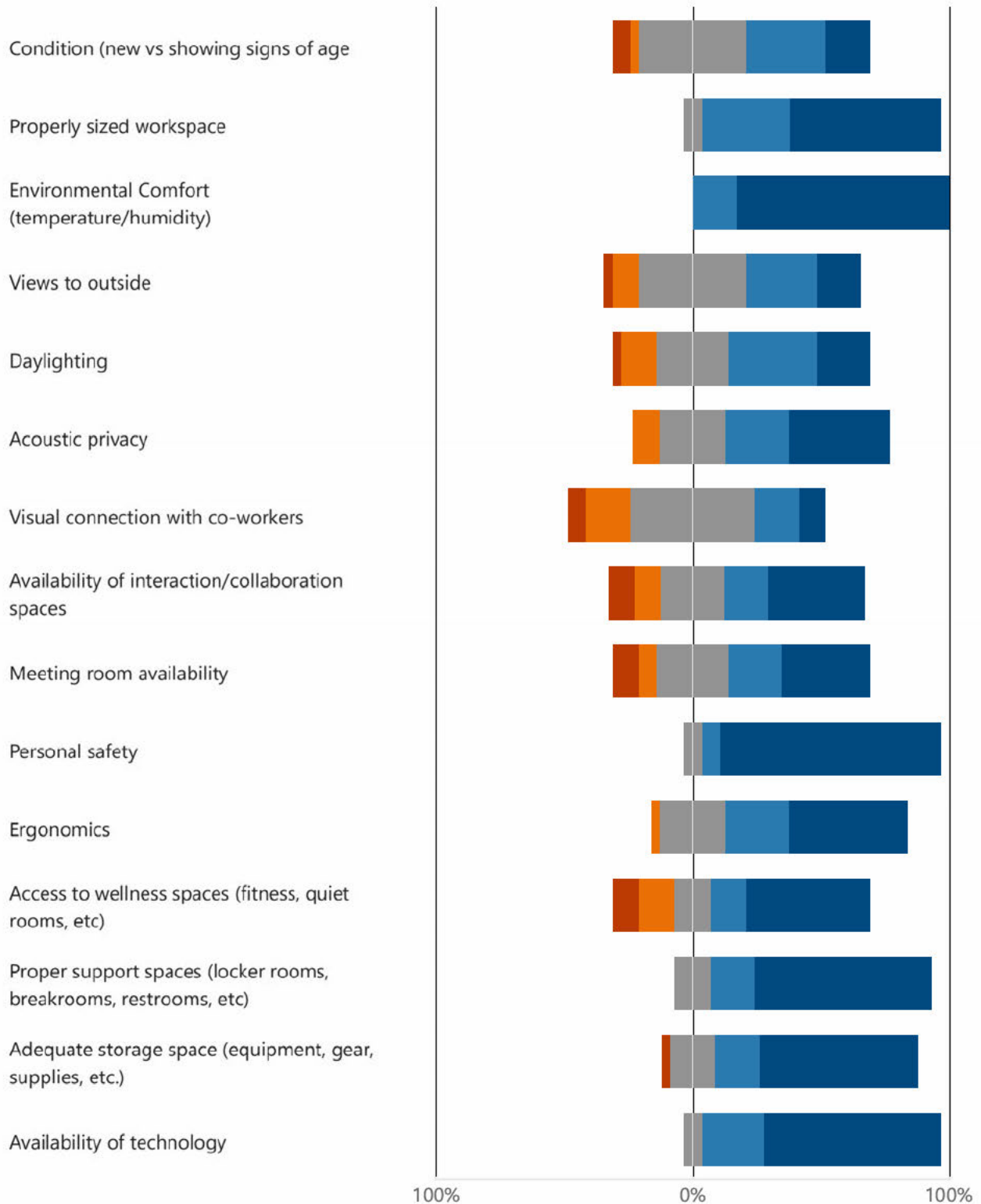
|                       |  |
|-----------------------|--|
| City Hall             | <ul style="list-style-type: none"> <li>• I work in a long room rectangular shaped room. It is an effort to go all the way down to the end to see people in my unit.</li> <li>• We have no sink or water so we have to go across the street to the PSB to get our cups cleaned out and get ice. We have to buy our water.</li> </ul>  |
| Police Precinct 3     | <ul style="list-style-type: none"> <li>• Too far away from the neighborhoods where we work. Takes too much time to drive back there to do reports and go to my locker or eat.</li> <li>• Our current building is Downtown and my job is to work in the community I serve which is in Sectors 2 and 3 in the 3rd Pct, the southern most part. I cannot ask community members to meet me at our pct because there is no parking nor a meeting space for us. When I meet with the community, i am always coming from my office in Downtown which is not close or convenient. I feel separated from the area that I serve.</li> <li>• 13.37</li> <li>• The building is not located within the geographical boundaries of the 3rd Precinct, increasing response times and decreasing the number of hours officers are conducting directed patrols as there is increased time spent driving to and from the precinct boundaries into downtown for lunch or restroom breaks, etc.;</li> </ul> |
| Police Precinct 4     | <ul style="list-style-type: none"> <li>• Lockers not big enough to store weapons/swat gear/ clothes. They are the size of elementary school kids lockers. No personal outlets in said lockers to charge the many electronic devices we have to carry around. The city provides a room in the pct to store gear and battery chargers for radios etc in a community oriented space. However when I use those areas things tend to get “borrowed” and wind up missing for about a month or two, so I refrain from using them in the first place. 13.37</li> <li>• Inventory evidence</li> </ul>   |
| Hamilton SOC Facility | <ul style="list-style-type: none"> <li>• This is training facility, however the recruits often have to travel to other facilities to complete other training.</li> </ul>   |
| Warehouse             | <ul style="list-style-type: none"> <li>• Not enough workstations for all staff.</li> </ul>   |
| Police Canine Kennel  | <ul style="list-style-type: none"> <li>• It is a very small facility so at times you have to sit in your squad or go to another precinct to type a report or do trainings because there are only 2 computers and it can be loud. There are also many issues with it being disgusting with all the bugs, mice and drains backing up. There is an issue with the temperature which</li> </ul>  |

|  |   |
|--|---|
|  | <p>can also be a safety issue as it can be over 80 degrees in the kennel area where the dogs stay</p>   |
| Public Services Building               | <ul style="list-style-type: none"><li>• <b>13.37</b></li><li>• Cannot interview in-custody juveniles due to building layout.</li><li>• The sun lighting in the building. There are many parts of the day that is impossible to see the computer screen.</li><li>• Inadequate parking for police investigations, Inadequate storage and lack of locker room set up for officers. We are required to work 24/7 with short staffing and do not have proper locker areas to facilitate constant changing in and out of uniform. I live out of a duffel bag most days when I have to transition to uniform. very tedious. Work environment is really distracting due to ambient noise. we were told that there would be noise cancellation the in building that is non existent</li><li>• Firearms inventoried at P&amp;E that are then brought over by their unit. Would be ideal to get them to Forensics first.</li></ul> |
| Emergency Operations Training Facility | <ul style="list-style-type: none"><li>• The space is poorly used and we could use more desks. There is enough space in our area that each person could have their own desk without having to share. If we are going to continue to share desks, each desk should be cleared of personal belongings after each shift so it is ready for the next shift that needs to use it. This would cut down on clutter and help maintain a cleaner work environment.</li></ul>  |

QUESTION 7: Rank your importance of the following characteristics in an ideal workplace:

(1 = Not Important to you, 5 = Very Important to you)

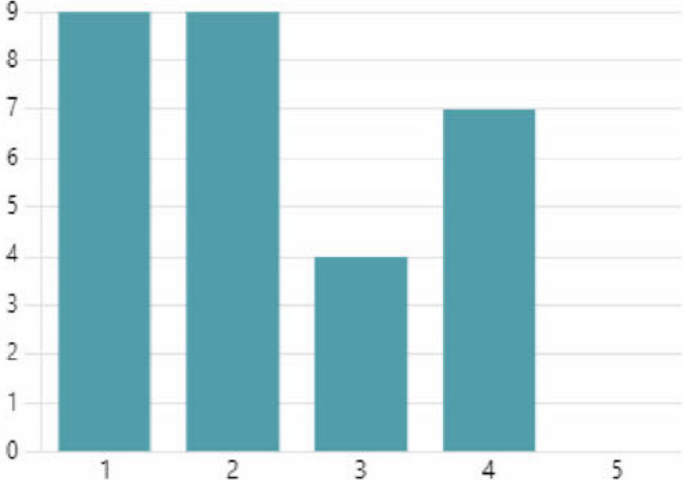
1 2 3 4 5



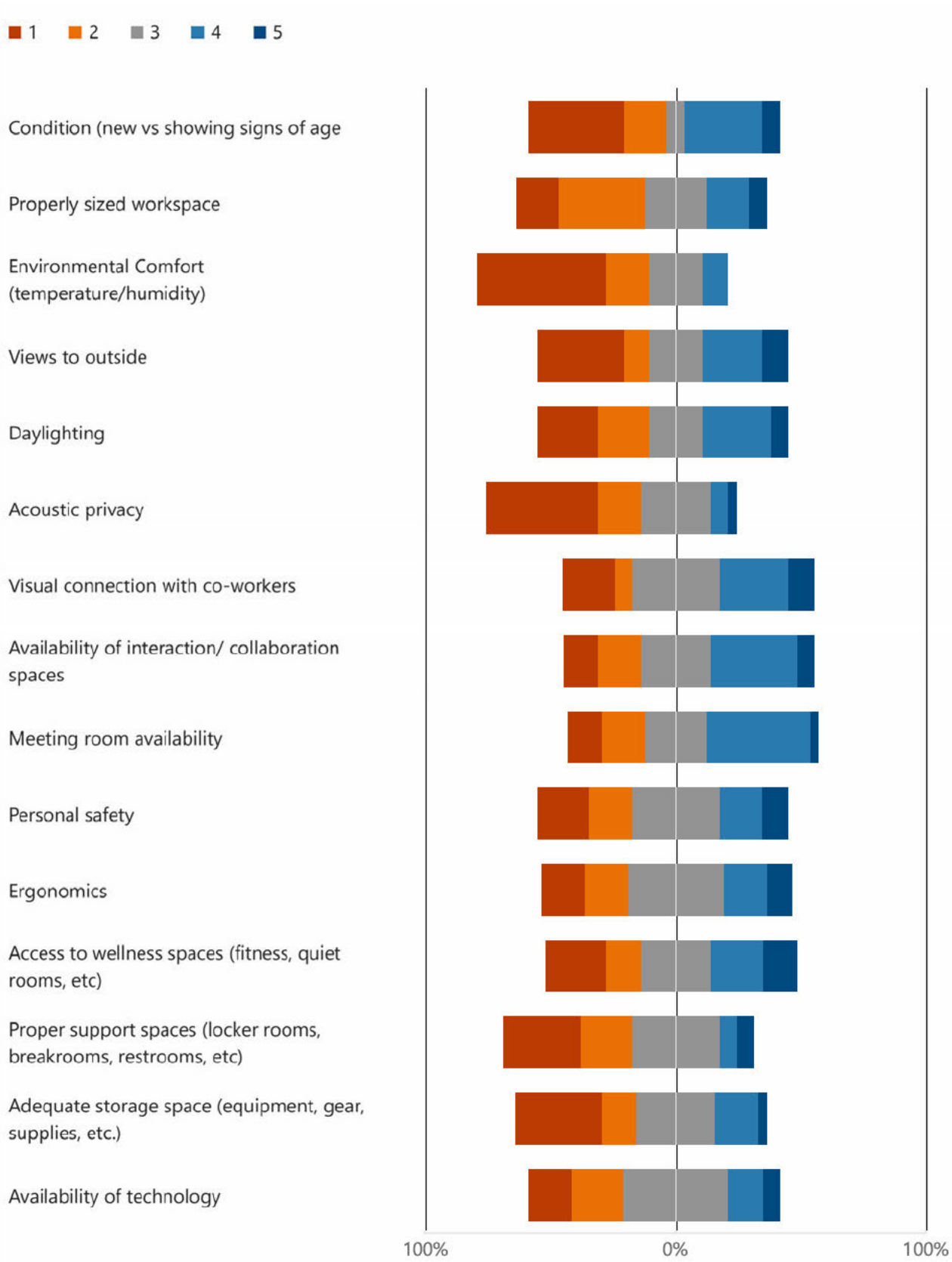


QUESTION 8: Rank your overall satisfaction with your primary workplace in supporting you in your job.

2.31  
Average Rating



QUESTION 9: Rank your perception of how well your current **Primary Workplace** achieves the following characteristics:



QUESTION 10: Regarding the above questions, for the Characteristics you ranked a 2 or 1 please explain why?

RESPONSE:

|                   |  |
|-------------------|--|
| City Hall         | <ul style="list-style-type: none"> <li>• My office is one end of the room. If I walk out of it, I can barely see anyone at the other end. Also, we don't have locker rooms, showers, or work out facilities in City Hall.</li> <li>• Limited conference rooms availability. Unable to reserve additional conference rooms on floor.</li> </ul>   |
| Police Precinct 2 | <ul style="list-style-type: none"> <li>• The building has been half under construction for over a year. The carpet in the office spaces is being held together by duct tape. The air ducts have mold and dust from years of not being cleaned. The parking lot is not secured, and anyone can walk in. Not enough locker space. Sewage backs up on a regular basis. Overall, very unhealth place to work.</li> <li>• Old building, small locker rooms, small gym.</li> <li>• Building is very old. When heating turns on a large "clicking" noise starts and it sounds like the HVAC is going to explode. AC regularly dies during the summer making the inside near unbearable. Plumbing regularly has issues.</li> </ul> <div style="background-color: black; color: white; text-align: center; padding: 10px; font-size: 2em; font-weight: bold;">13.37</div> |
| Police Precinct 3 | <ul style="list-style-type: none"> <li>• This crappy building is t fit to be a precinct. No real break room, locker rooms. Shower? Gross. Bathrooms? Yuck.</li> <li>• The location is not ideal for community connections. The building and office supplies are old, and I feel being placed here was an afterthought.</li> <li>• The current space is old and the city was ready to sell/tear down, therefore necessary maintenance and improvements have not occurred.</li> </ul>  |
| Police Precinct 4 | <ul style="list-style-type: none"> <li>• Not enough securable individual storage</li> <li>• The locker room has small lockers with no outlets for power. There is no where to store gear and it just gets thrown on top of the lockers.</li> <li>• The building appears old and unwelcoming from the exterior.</li> <li>• There is just not enough room.</li> <li>• Sound travels in the building.</li> </ul> <div style="background-color: black; color: white; text-align: center; padding: 10px; font-size: 2em; font-weight: bold;">13.37</div>  |

# 13.37

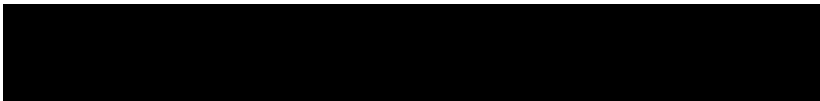
- This place is a complete dump. The building has never been updated and it has mice and bugs everywhere. Administration does nothing to improve the facility. All the other precincts have better facilities.

## Hamilton SOC Facility

- There is minimal space for meeting , collaboration with others. The building is decaying with lead contaminated pipes and heating / cooling that does not keep temperatures workable. There are mice and bugs in the building all year long. I have mouse droppings at and on my desk on a regular basis.
- There are not enough lockers or storage space for those in the building. I do not have access to a locker space.
- [REDACTED]
- Condition - Moldy ceiling tiles from years of leaks, unsafe water, peeling paint, missing flooring, in-operable windows, broken blinds, and generally very ugly and depressing. Properly sized workplace - random units just show up at this building and take over rooms for months/years at a time. Not enough parking for all the units housed here when there is in-service training.
- Environment - climate control is non-existent. East side of the building is a sauna, west side is an icebox. Several people use space heaters which just further exacerbates the problems. Massive condensation problems when air conditioning fails, which happens often. Makes walls and floors sweat excessively and makes the floors extremely dangerous. HVAC unit is above a storage room that currently has over \$500K worth of inventory and that room has flooded several times, necessitating the use of pallets and Rubbermaid totes to protect gear.
- Views to the outside - mixed reviews here as some places have decent daylight despite the prison-style windows - but this building takes it's fair share of gunfire, so smaller windows are probably smarter for this location. The courtyard is great though - probably the best thing about the building.
- Acoustic privacy- none whatsoever. If you do not have an office here, there are very few places you could take a phone call or attend virtual meetings without everyone hearing at least half the conversation. In the training division office, there are several

people that are either completely unaware (or do just do not care) that the rest of us who are trying to concentrate do not appreciate being subjected to facetime/speakerphone calls from their children every few minutes. I realize this is not a facility problem specifically, but these are factors that make it very difficult to get work done here if you have auditory processing/sensory issues.

- Visual connection to co-workers - I can see them. They are everywhere.
- Availability of collaborative/meeting spaces - get fewer and fewer as time goes by as random units just show up one day and set up camp in any space that is currently unoccupied. The 'room reservation' system is meaningless.
- 13.37 [REDACTED]. parts of the building are used for public events and there are no mechanisms in place to make sure the corridor doors to the private spaces are closed, beyond common sense, anyways. More than once, we've had random people walking around inside our building looking for police assistance.
- Proper support places - the women's locker room upstairs looks terrible and smells of mold/mildew. About 25% chance you'll have hot water for a shower. Bathrooms on main floor are in disrepair - leaks, soap dispensers frequently break and the paper towel dispenser hasn't worked in at least 9 years. The men's locker room is better, so there have been times females have used that shower while another female stands outside the door.
- Adequate storage space - this place becomes a frequent dumping ground for various units who also do not have space for their gear. And anything that is not nailed down inside this building goes missing with zero accountability. Need key-card access to secured spaces that's actually managed well. Several people have master keys for no reason and people that have not worked in this building for 3+ years still have key card access to a storage room and can furnish their own precinct/workspace with boxes of bulk coffee that is meant for use here.
- Availability of technology- Classrooms with overhead projectors are frequently broken. It's rare you can find a room where both the projector and the audio works without several attempts at reconfiguring settings or multiple restarts.
- As a supervisor I share an office with 4 other people so it is difficult to have private conversations with employees. Often times there are conversations happening so when people are trying to get work done it is difficult to do with several people carrying on a conversation.
- We have two small windows that allow in sunlight, which is not ideal.

|                          |   |
|--------------------------|---|
|                          | <ul style="list-style-type: none"> <li>• The women's locker room does not have adequate air flow and is often humid. There is also a lack of locker space for all the women that work in the building.</li> <li>• Other training frequently takes place at this building using the classrooms and meeting rooms, therefore additional conference rooms would be beneficial.</li> </ul>  |
| Warehouse                | <ul style="list-style-type: none"> <li>• We need support to properly do our job of storing and protecting the evidence for the department. Climate control is at the top of the list of need. Adequate work spaces for staff is a high need. Having backup systems in place is a high need. Repairing the roof so that we stop getting water in is an issue.</li> <li>• Temp is horrible in the summertime, haven't experienced winters yet, but I assume it will be cold. Most of our tech is outdated, but that is slowly improving. We are in a dangerous area and are required to go to even more dangerous areas in part of our duties. Due to the nature of our warehouse, we don't have much access to daylighting or view of the outside, but that is to be expected. And because of our location, we don't have much access to the other amenities that other city employees are able to take advantage of.</li> </ul> |
| Police Canine Kennel     | <ul style="list-style-type: none"> <li>• The building is falling apart and is very old. There are more bugs and animals in the inside than inside than on the outside. The locker rooms are tiny and gross forcing you to store your belongings in your squad. It is one big open room so there is no privacy. There is no gym which would be nice to have. Even if it was just a treadmill.</li> </ul>   |
| Jerry Haaf Memorial Ramp | <ul style="list-style-type: none"> <li>• Central HVAC system is not working, and is being supplemented by mini-split systems which does not circulate the air (no air returns). Space is humid and smells often.</li> <li>• </li> <li>• There are no wellness spaces in our facility.</li> </ul>  |
| Public Services Building | <ul style="list-style-type: none"> <li>• The city bought a white noise system that is not there. If it is, prove it. The claim was you couldn't hear conversation in the next cubicle row.....I can hear all the way down to the next unit and I'm dang near deaf.</li> <li>• They build a kitchen with seating on the other side of a wall, yet a copier next to the sink. No stove, no oven, no toaster.....how am I suppose to eat healthy??? Oh, a warming oven that is a technological marvel they paid too much for called a hot box.</li> </ul>  |

- Lockers? [REDACTED]

• 13.37

- The temperature is very cold on one side due to no direct sunlight. There is a significant difference in temperatures between the two side of the building. Many frequently need to bring blankets, sweaters, etc to stay warm during the day.
- Maintenance doesn't seem to be able to control temperatures in the building. Wintertime gets too cold (once the temperature was below 60) and summertime gets too hot.
- Daylight is important but if we can control it. It's impossible to work when we cannot see our computer screens.
- Due to my duties, I cannot work without headphones and still there is no acoustic privacy make in impossible to work from the office at times.
- Building is hot on one side of floor and cold on the other. loud because I can hear coworkers 30 feet away on phone calls or talking building echos noise. no weapons screening in building with police investigations seem like an oversight. [REDACTED]

13.37

[REDACTED] we have a wide open 7th floor that could be converted to proper locker area for police. This building was not built for police.

- The PSB temperature and humidity control is atrocious and is never fixed despite NUMEROUS attempts in the past few years. My role requires our area to be staffed 24/7 but yet when the typical workday ends at 6pm, it is as if they don't like to keep the heat/AC on for employees still working. The biggest issue is the winter where the baseboard heat NEVER works, and the workspace is constantly cold. Wearing jackets and sweatshirts almost every day in the winter months. Often the temperature gets down to 62-65 degrees and yet when we explain this, we are met with "oh it is regulated", etc etc and nothing is done.

|  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• The temperature is horrific in here, not without lack of trying to change things on behalf of the Director of Forensics. Building Services seems to dismiss every issue we bring forward.</li><li>• Daylight is WAY TOO MUCH, especially in combination with the excessive overhead lighting. I wear sunglasses at my desk. I can't read my monitor screens when any of the shades are up. I still have difficult when they are down.</li><li>• I can hear coworkers around the corners speaking at normal volumes. I sit next to the kitchen area and it's loud and distracting for anyone nearby.</li><li>• The office is an assault on nearly all senses. I am incredibly uncomfortable most of the time that I'm here.</li></ul> |
| Emergency Operations Training Facility | <ul style="list-style-type: none"><li>• The space could be utilized better with a different layout and different desks.</li><li>• The temperature never seems to be somewhere in the middle, its either too cold or too warm.</li><li>• Our space only has two windows which doesn't allow for much daylight, this is not really something that can be changed though.</li></ul>   |
| Forensic Garage                        | <ul style="list-style-type: none"><li>• The Forensic Garage is an atrocious, outdated, old and decerped building that lacks anything close to a functional or safe workplace. The workspace is cramped, and only has computer space for one individual when it should have the capability for others as multiple people work out there form time to time. The building itself lacks space to house the numerous amount of vehicles that come in and the heating/AC is often way too hot or cold. This building needs to be totally rebuilt and expanded. The amount of dirt and grime within the personal workspace is probably hazardous.</li></ul>   |



Question 11: Please describe additional workplace enhancements, support spaces or amenities that would make the facility more functional at your primary workplace.

RESPONSE:

|                   |  |
|-------------------|--|
| City Hall         | <ul style="list-style-type: none"> <li>• A shower Facility. More locker space.</li> <li>• Parking for handicap available out front of 4<sup>th</sup> street. There is none currently.</li> <li>• More conference rooms with Teams capabilities.</li> </ul>   |
| Police Precinct 1 | <ul style="list-style-type: none"> <li>• Soundproof walls for all offices.</li> </ul>  |
| Police Precinct 2 | <ul style="list-style-type: none"> <li>• First, build a secured lot for officer's squad cars and personal vehicles. Expand the locker rooms so officers are able to keep their work equipment in a safe spot. A wellness room for officers to relax on their breaks.</li> <li>• Better locker room? Everything seems cluttered and messy so better organization. Our inventory room for our, storage supplies is always a mess because of the sizing of the room. So an adequate space for storage would be great.</li> <li>• A SIMPLE FENCE AROUND IT FOR THE LOVE OF GOD.</li> </ul>   |
| Police Precinct 3 | <ul style="list-style-type: none"> <li>• We deserve a real precinct in the area we work. The impound lit building is a palace and we work in a falling down dump. That tells you how much this city values us. The only good thing here is the den where we can relax and play video games to de-stress.</li> <li>• A community meeting space would be helpful. Parking for visitors would be helpful. A building that is located in the 3rd Precinct is essential so that community can come together there.</li> <li>• Locker rooms with showers and adequate restroom space</li> </ul> <p style="font-size: 2em; background-color: black; color: white; padding: 5px; display: inline-block;">13.37</p> |
| Police Precinct 4 | <ul style="list-style-type: none"> <li>• New locker rooms/ bathrooms</li> <li>• A locker room with bigger lockers, power outlets for charging radios/flashlights, and adequate storage for gear such as MFF gear bags.</li> <li>• [REDACTED]</li> <li>• New kitchen, no mice, new flooring, updated technology, HVAC that actually works, new desks and chairs.</li> </ul>   |
| Police Precinct 5 | <ul style="list-style-type: none"> <li>• Internet speeds need to be updated, building camera's need major updating, we have to have a portable AC unit because the city control's the building temps (instead of letting the individual</li> </ul>   |

|                          |  |
|--------------------------|--|
|                          | <p>offices control their temperature) the city took out the controls proactively years ago.</p> <ul style="list-style-type: none"> <li>• Precinct 5 public lobby entrances need phones that ring directly to dispatch in the event they desk is not staffed and entrance lobby specific cameras that dispatch and officers/SIC can also monitor (like a old BLUE PHONE) setup (hennepin county does this at many suburban agencies).</li> </ul>  |
| Hamilton SOC Facility    | <ul style="list-style-type: none"> <li>• Security, lockers, storage room, and adequate technology</li> <li>• A working HVAC system and safe water are basic amenities that are provided to employees of the city of Minneapolis, but it feels like MPD has been left out of decent working conditions.</li> <li>• More meeting spaces and dedicated classrooms with functional equipment that don't get permanently commandeered by units that just don't have another home when they are created. Female locker rooms need major updates.</li> <li>• More meeting rooms and work spaces that are quiet.</li> </ul>  |
| Warehouse                | <ul style="list-style-type: none"> <li>• Workspaces for staff. Climate control in the warehouse space. Installation of racking for storage.</li> <li>• AC in the warehouse. Not only for personal safety and comfort, but its also important that the evidence stays at a reasonable temp and humidity. We often find evidence that has gone moldy or damaged because of those factors.</li> </ul>   |
| Police Canine Kennel     | <ul style="list-style-type: none"> <li>• Having a larger facility would provide a more comfortable space. There is no divide between the break room, meeting room and report room. It is just one small open area.</li> </ul>  |
| Jerry Haaf Memorial Ramp | <ul style="list-style-type: none"> <li>• Working HVAC would be great.</li> <li>• Shower/locker room needs updating, and working HVAC to remove humidity and smell. Currently using personally owned dehumidifier to reduce humidity in locker room.</li> <li>• Dedicated workout facility addition would be a huge benefit.</li> </ul>   |
| Public Services Building | <ul style="list-style-type: none"> <li>• Maybe not put us on the 8th floor? Or was that their idea of a port cutlass for us? Seems odd. Like they want us to have minimal escape routes.</li> <li>• Maybe make meeting rooms NOT be encased by glass so random people walking by can't hear or see what's going on?</li> <li>• Completion of 7th floor area that connects to 8th floor. It is unfinished and could be utilized.</li> <li>• Better control of temperatures.</li> <li>• Better shades for sunlight.</li> <li>• Different cubicles for noise control.</li> <li>• Proper weapons screening, actual locker rooms where we can store uniforms and change. We all change often in front of our</li> </ul> |

|  |   |
|--|---|
|  | <p>coworkers at our desks because its more convenient than going all the way to the basement. have been caught and seen people in various states of undress as a result.</p> <ul style="list-style-type: none"> <li>• Fix the heat/AC for those that work past the typical 6pm worker.</li> <li>• Privacy and quiet workspaces for those that work independently from the main group of employees</li> <li>• Ability to control lighting</li> <li>• Building Services to actually fix the ongoing temperature issue(s), amongst other complaints</li> <li>• Free or extremely discounted parking</li> <li>• Free Metro Transit</li> <li>• Darker shades over windows</li> </ul> |
| Emergency Operations Training Facility | <ul style="list-style-type: none"> <li>• Our own Desks.</li> </ul>  |
| Forensic Garage                        | <ul style="list-style-type: none"> <li>• Tear down and rebuild/expand the Forensic Garage to accommodate the amount of cars we have and make the office space functional/clean.</li> </ul>  |

QUESTIONS 12: Please describe additional workplace enhancements, support spaces and amenities that would make the facility more functional at other MPD Facilities.

RESPONSES:

- A training facility is a priority.
- Sink available ice and water.
- Soundproof walls
- Come up with a better flow through the internal of the building.
- Better lighting
- See the previous answer for precinct 2: A simple fence around it for the love of God.
- A front desk officer or staff member to greet community at EVERY precinct (during the day at least) should be expected.
- Improved office space for supervisors; sergeants and lieutenants
- Improved work areas for officers; rather than a row of computers, perhaps cubicles with two monitors each for completing reports and online training
- Office furniture in good repair; rather than broken chairs in the report writing area, maybe chairs that physically support employees
- Stand up desks for report writing
- Stand up desk for the employee working the front desk at the precincts.
- An actual proper training facility. It seems odd that we are the largest department in the state and that we rely so heavily on others to host training facilities.
- It would also be beneficial if each precinct had their own building. It's been 3 years and elected officials have failed the community and its employees in providing a safe and reasonable location for the 3rd precinct officers and community to call home. I honestly sometimes feel like the elected officials often do not even consider police officers to be employees of the city by the actions that they take and the things that they say.
- New kitchen, actually re-pave the entire parking lot. Better designed workspaces.
- The female locker rooms in nearly every precinct need improvement. The first precinct is okay and the one that was in the old 3rd precinct were pretty decent and comparable to the men's locker rooms. They have been wedged into converted storage space and do not have enough space or electrical outlets (typically flashlights and radios are charged with your gear). The electrical situations in the P4/P2 women's locker room are a fire hazard.
- Better temperature control general.
- Better lockers for evidence that the officers won't accidentally lock when they don't mean to.
- A dedicated training facility would greatly enhance our department. Something like the Hero Center in Cottage Grove MN.
- 13.37 [REDACTED] could use a major face lift, from paint, carpeting, new office equipment, and technology.
- Have you seen the SOC yet? To have a training facility with no dedicated live scenario training rooms (aka Hogans Alley), no drive-in area to practice traffic stops in a weatherproof environment, and to be at the whim of the school board is idiotic. AND you can't drink the water!

- Also, 3rd pct is infested with black mold. Least of the issues considering it doesn't exist in a theoretical sense, which is just damning to the morale. Again, parking is a joke for them. And 1st pct as well but they're getting a new bldg.....maybe it will be done right???
- Total building updates, other buildings are very old, in bad shape and most things are not in proper working conditions.

# APPENDIX B

## MEETING MINUTES



To: Attendees
From: Jordan Medeiros | JM
Date: October 23, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 1 Day Shift Interview
October 23, 2023 Meeting Minutes

Attendees:

- Chris Carlson, Minneapolis Police Department
Dan McCafferty, Minneapolis Police Department
Mark Klukow, Minneapolis Police Department
Michael Pfaff, Minneapolis Police Department
Robert Heiple, Minneapolis Police Department
Steve Klimpke, Minneapolis Police Department
Tim Baskin, Minneapolis Police Department
Tim Callahan, Minneapolis Police Department
Tom Subject, Minneapolis Police Department
Tony San Roman, Minneapolis Police Department
Steve W., Minneapolis Police Department
Joel Dunning, Wold Architects and Engineers
Melissa Stein, Wold Architects and Engineers
Jordan Medeiros, Wold Architects and Engineers

A meeting was held with the Minneapolis Police department (MPD) day-shift representatives at Precinct 1 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Joel Dunning provided an overview of the project's purpose and potential impacts with the outcomes of the study. The intent is to document needs that would help support the operations of the overall facility and its staff.
B. The group discussed the building's use, deficiencies, and needs:
1.

13.37



- b. Most officers commute to the facility via squad cars, and these vehicles can be parked on premises during shift hours.
  - c. **13.37**
2. The current locker rooms are adequate space-wise and can accommodate staff expansion. Better storage could be implemented for non-daily use items (riot gear):
    - a. The locker rooms planned for the new facility are planned to be unisex with partial height dividing walls for gender separation.
    - b. Larger lockers are desired for adequate ventilation of equipment. Vests and jackets are frequently stored on hooks outside of the locker to allow extra space inside.
    - c. The current lockers do have outlets for charging equipment.
  3. The roll call room serves as a common space for roll call, report writing, department training, and a break room:
    - a. There is frequent overlap between shifts (report writing and roll call at shift start).
    - b. Four to six computers are available for report-writing. There is an emphasis on using desktop computers for patrol officers over completing reports in their squad vehicles.
    - c. Officers noted that the MPD moved away from transcription/dictation about ten years ago.
  4. Staffing minimums for day shift are [REDACTED] officers. Staffing minimums for mid-shift are [REDACTED] officers.
  5. A small kitchenette is available in the building for department use. A formal kitchen space with spaces divided per shift is desired.
  6. The building was originally used as a fire station in the 1900s, and it has been repurposed numerous times for different uses:
    - a. Some building infrastructure is failing due to the age of facility. Officers noted issues with water intrusion/leaking and water quality.
  7. Two sleeping rooms with cots/beds are available in the building for officer use, primarily as sleeping space. A designated quiet/decompression room would be ideal.
  8. There are formal interview rooms on the upper level, adjacent to the CERT space, with recording equipment. The interview room on the main level was converted into additional storage space:
    - a. Officers typically go directly to the Public Safety Facility when they are booking an individual in.
  9. Temporary evidence storage (lost and found) is available in a small closet off the roll call room. This is primarily for non-critical items. The closet lacks adequate ventilation and creates issues with smells throughout the main level work area:
    - a. This closet is for low priority items only (ex. homeless individual's backpack that the PSF will not accept). Other high-priority or high-safety items are stored at the main property storage facility (department-wide policy).





10. MPD leases a portion of the adjacent building for the following uses:
    - a. Small weight-training and cardio spaces. Additional fitness space is available at the PSF but is only available for use by PSF employees:
      - 1) Officers can use the fitness facilities while on duty (three times weekly for 45 minutes per department policy).
    - b. DID ambassadors.
    - c. Property crime investigations.
    - d. Women's locker rooms.
    - e. Officers noted that there are conflicts with the lease ending for this space and the construction of the new building.
  11. There are no key issues with neighboring tenants/property owners. The department shares a common hallway with the apartment building next to their leased space. The primary issue flagged is just being downtown with alleyways, low fencing/property protection, and taller adjacent buildings with visibility to the building's roof, bar patrons, etc.
  12. Officers noted that street access can be restricted due to events, delivery vehicles, etc. This can cause issues for responding officers:
    - a. Exterior gates are typically left open unless there is a major event or security concern.
- C. The following items were discussed during the building tour following the input/listening session:
1. General:
    - a. MPD is continually evaluating staffing levels across the precincts. Bids occur in November for location requests, and staffing counts are typically adjusted in January and June.
    - b. The new facility is planned to accommodate 150 police officers. There are 47 on staff currently at Precinct 1.
    - c. Horses are most commonly used at Precinct 1. Horses (11) are housed at the MPD facility in Maple Plain. They are unloaded via trailer at Ramp B nearby.
    - d. In early 2020, staffing counts were at about 110-120 sworn personnel. Today, the count for sworn personnel is about [REDACTED] with six to seven civilians also working out of this facility [REDACTED]).
    - e. MPD pays approximately \$25,000/month for use of [REDACTED] for personal and squad vehicles.
  2. Building Exterior:
    - a. The roll gate was installed at the front entrance about one and a half years ago. The controls for the gate are at the front desk:
      - 1) Lt. Klukow noted that roll gates were previously prohibited by City Zoning, but this was changed in recent years.
    - b. [REDACTED]
    - c. In 2020, the department had installed temporary barrier walls for security.

The logo for 'Wold' is displayed in white text on a black, tilted rectangular background.

- d. There are two gates at the alleyways accessing North Fourth Street and North First Avenue. These are typically left open but can be closed during security events. Additionally, the gate accessing North Fourth Street is closed on Fridays and Saturday to help protect nearby bar patrons from vehicle traffic through the alleys.
  - e. Cameras are monitored on the perimeter.
  - f. During 2020 protests/riots, the parking lot to the southeast was occupied by MPD for additional department buffer space.
  - g. The department shares the lot space behind Precinct 1 with Met-Council for storage (C-wire) and personal vehicle parking for injured officers (six spots).
    - 1) Officers have had to install C-wire during major security events (protests/wires) as mobility for the Public Works Department can be limited in these instances.
  - h. A small outdoor space is available for the officers. This is not secure and exposed to the alleyways.
3. Lower Level:
- a. The lower level is primarily the men's locker room space:
    - 1) 92 lockers are available in the main area for cops.
    - 2) The former women's locker room space is in use for supervisors. Each supervisor has two lockers (four doors total).
    - 3) A small unisex toilet room/decompression space is also located in the lower level.
4. Main Level:
- a. The community room is located off the lobby and is primarily used for internal meetings/training. Actual community events hosted by the department are typically located in other venues around downtown Minneapolis or at other facilities with better access (parking).
  - b. The front desk is staffed by an officer if there are more than [REDACTED] officers staffed on the shift:
    - 1) Reports are handled at the front desk.
    - 2) Teleserv calls are not handled at this facility.
    - 3) [REDACTED]
  - c. An armory is located off the work area, primarily for long gun storage. Department-wide storage is available at [REDACTED].
  - d. One inspector office and three lieutenant offices are on the main level.
    - 1) At this precinct, each lieutenant is responsible for three sergeants who oversee 15-20 cops each. These divisions are assigned annually by the precinct inspector.
    - 2) Lieutenants generally have an office. Sergeants are generally assigned a cube/workstation.
  - e. Mailboxes and four computer workstations are available in the main area for report-writing.
  - f. The bike rapid response team was formerly located at this facility but has since been relocated to the basement of Precinct 3. This space is now used for additional storage.



- g. There is a small space at the back entrance with computers for report writing.
  - h. In addition to housing the fitness spaces and women's locker room, the leased space is also used for the following:
    - 1) Downtown Improvement District (DID) staff office and dispatch center (civilians).
    - 2) Investigations (non-violent property investigations) with one lieutenant and two sergeants.
    - 3) Operations center with camera monitoring for aiding responding officers and conducting violent crime research. This function is critical to department operations and will be the focal point for the new facility (theater setting).
5. Upper Level:
- a. The CERT work area is located on the upper level with workstations for one sergeant and six officers. This group is responsible for responding to community-wide events and also aid in narcotics and violent investigations needs:
    - 1) Each precinct used to have a CERT group, however, only Precincts 1 and 4 have this group now.
  - b. Two interview rooms with recording equipment are located near the CERT work area. These would be better suited near the public lobby, in a semi-public space.
  - c. Two sleeping rooms are located on the upper level for officer use.
  - d. Sergeants each have their own workstation (three per shift) and share a common workspace with their other shift sergeants.
  - e. Workspace for the following non-department employees is also located on the upper level:
    - 1) Hennepin County Social Worker (office).
    - 2) City Attorney – Assistant Attorney (office) and Paralegal (workstation).
    - 3) DID Manager (workstation).
    - 4) Horse Manager (workstation).
    - 5) Crime Prevention Services, two (workstation).
  - f. There is a small common printer/copier area to support these offices.

cc: Andy Dahlquist, Wold

adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 24, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 1 Mid Shift Interview
October 23, 2023 Meeting Minutes

Attendees:

Chris Duncan, Minneapolis Police Department christopher.duncan@minneapolismn.gov
Daadir Galayr, Minneapolis Police Department daadir.galayr@minneapolismn.gov
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Melissa Stein, Wold Architects and Engineers mstein@woldae.com
Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held with Minneapolis Police Department (MPD) mid-shift representatives at Precinct 1 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback:

1.



- 2. The group generally found the locker room facilities to be adequate (size, showers, space for expansion, chargers, etc.). Additional storage space or larger lockers would be better for gear storage (riot gear, swat gear).
3. The work separation between Lieutenants, Sergeants, and Patrol Officers is generally workable. The Precinct is not very large so walking between work areas is OK.
4. The quiet room in the lower level is sometimes used by Officers. They prefer this space over the cot rooms for decompression (recliners). The acoustics are not too bad considering proximity to the locker rooms.



5. Additional cot rooms would be preferred for instances where multiple Officers need to stay overnight. The location of the cot rooms are adequate; not too many concerns with acoustics and proximity to the work areas.
6. More patrol writing stations would be preferred, especially following a large event. Officers prefer to write their reports inside the facility over in their squad cars for safety.
  - a. Two monitors are convenient for the patrol writing stations.
7. Officers are generally OK with the collaborative work environment. A multi-use space for the roll call room and report writing is not a major issue.
8. Within the building, Officers perceive the environment as safe. Safety outside the building could be improved – secure fencing. Since the alleyway is shared, Officers cannot always restrict access/use:
  - a. Response/evacuation routes are limited at times with delivery vehicles.
  - b. The alleyways create a vulnerable space for Officers.
9. Officers would like a dedicated break room/communal space:
  - a. A full kitchen with appliances (gas stove) is desired for those who prefer to make their meals.
  - b. The new grill at the back entrance is frequently used.
10. Bathroom facilities are generally easily accessible within the work area and from outside for Patrol Officers.
11. Better storage is needed. Duty bags and extra uniforms are stored on top of the personal lockers in the lower level.
12. Charging dock location for tasers and body cameras functions well near the roll call space.
13. **13.37**
14. A larger fitness space is desired. Officers typically just stay at Precinct 1 for convenience, but they are able to use other facilities if the needed.
15. The major issue with the building's location is the lack of buffer space between the building and the street/community.

cc: Andy Dahlquist, Wold

adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 24, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 1 Night Shift Interview
October 23, 2023 Meeting Minutes

Attendees:

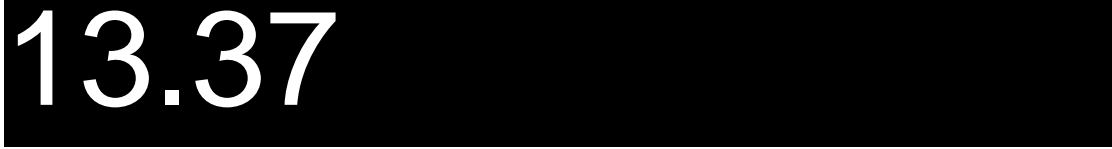
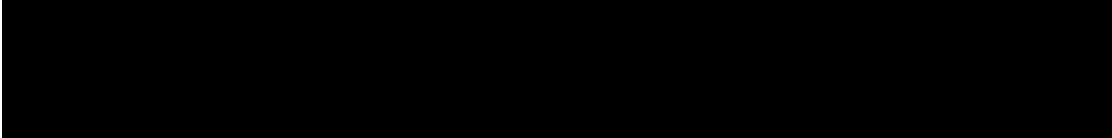
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A meeting was held with Minneapolis Police Department (MPD) night-shift representatives at Precinct 1 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Department Feedback:
1. A fitness space with more functional equipment and opportunities for training is desired. A mat room or boxing equipment was mentioned by the Officers.
2. An Officer noted that when an individual is running on the treadmill in the cardio room, the toilet in the women’s locker room shakes/moves.
3. Cot rooms could be improved with better furniture and potentially a variety of seating options (bed, recliner, etc.).
4. Officers would like a larger kitchen space with commercial-style appliances. More storage could provide opportunities to divide personal items by shift.



5. It would be ideal to have a designated staff break/dining area separate from the roll call and report writing space.
  6. A consolidated and separate report writing space would be ideal for patrol Officers. Stations with two monitors would increase staff efficiency:
    - a. The group mentioned that a single work area is preferred over distributed work areas. A set-up similar to the Hamilton SOC Facility would be ideal.
  7. A large black rectangular redaction box covering the text of item 7. The number "13.37" is printed in large white font across the center of the redaction.
  8. Locker rooms generally work well, but there are some minor improvements that could be made:
    - a. Some lockers do not lock.
    - b. Individual shower rooms are preferred over the shower stalls.
    - c. At times, the water temperature in the showers is inconsistent and can take awhile to heat up.
    - d. Bigger lockers with more flexibility for storage are needed, especially to eliminate using the tops of lockers for added space (riot gear).
    - e. Integrated benches with the lockers would be ideal.
  9. Officers prefer the separation from the common areas used by patrol Officers from the Sergeants' work area.
  10. Officers communicated a strong preference for gender-separated locker rooms.
- B. Department Feedback with Lieutenant David Gorman:
1. There is a potential need for a small conference room space sized to accommodate four to six people. Lieutenant offices can comfortably accommodate only one to two guests while the community room feels too large for a smaller group.
  2. Lieutenant David Gorman noted that a previous role he held with MPD was the Precinct emergency preparedness coordinator (Precinct fortification). He was located at Precinct 5 during the riots in early 2020.
  3. A large black rectangular redaction box covering the text of item 3.
  4. Break rooms can be places for Officer congregation and could deter from the focus of on-street presence for Officers.
  5. The interior of the Precinct is generally perceived as safe by the Officers. No major issues to date with neighboring tenants.
  6. At times, traffic into the Lieutenants office can be high from patrol Officers due to proximity to the main work area. It could be ideal to have Sergeants located more closely to the roll call space to help field questions; however, separation of patrol common area from Sergeants could also be perceived as a workplace wellness/morale benefit.



7. A washer and dryer are needed in the facility for practical purposes. A decontamination shower should be ideal near the building entrance for Officers returning from an event/scene.
  8. All car maintenance occurs at the vehicle shop, not on site or in the parking garage.
- C. Operations Room Viewing – Late-Night Safety Plan Observation:
1. Lieutenant Mark Klukow noted that prior to game/event end, the late-night group have assignments around Downtown Minneapolis. They are then reassigned to strategically located following the event/game to help with police visibility and crowd control:
    - a. Lieutenant Klukow noted that the role of these Officers is to help bridge interactions between the general public attending large events and some of the unstable populations in the Downtown area.
    - b. Officers are intended to act as ambassadors to Downtown Minneapolis, notion of safety.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com

CM\S:\CI-Minneapolis\Multi-Site Projects\Admin\MM\2023.10.23 Precinct 1 Night Shift





To: Attendees
From: Jordan Medeiros | JM
Date: November 8, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 2 Day Shift Interview
October 30, 2023 Meeting Minutes

Attendees:

Jeff Imming, Minneapolis Police Department jeffrey.imming@minneapolismn.gov
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Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held with Minneapolis Police Department (MPD) day-shift representatives at Precinct 2 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Department Feedback:
1. Officers noted there are many issues typically expected with older buildings – pest infestations, windows not closing, water infiltration, inadequate plumbing (poor drainage, inoperable fixtures). There are limitations with what can be done to the exterior of the building with historic significance.
2. The basement break room space was gutted earlier in the year due to flooding, but renovation remains incomplete:
a. With the lack of a formal break room space, the Precinct does not have many kitchen appliances (stove, sink). They are reliant on using the garage space for additional storage (refrigerator, air fryers, grills, etc.).



- 3.
4. Officers commented on the permeating sentiment on negligence with unfinished projects and lack of building maintenance.

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5. The roll-call room is on the smaller side and does not have adequate technology (whiteboard in lieu of television monitors).
6. No capacity for CAD monitoring within the building (passively). Screens should be added in common areas for ease of access.
7. The locker rooms and lockers do not have adequate power for charging stations. Both locker rooms are lacking in storage space for duty bags. Riot gear is stored in the boiler room or on top of lockers. There are gang showers in the men's locker room, no private stalls.
8. There is one small sleeping room with two beds. It would be ideal to have the beds in separate rooms. The mattresses were recently replaced. The location of the cot rooms generally works well, quiet in basement.
9. The roll call room also serves as a report-writing and break space. It would be ideal to separate these functions.
10. There are no quiet rooms or decompression spaces.

11. **13.37**

B. Facility Tour – Officers provided a tour of the facility. The group discussed the building's use, deficiencies, and space needs:

1. General Information:
  - a. Precinct 2 has about [REDACTED] Officers, averaging [REDACTED] per shift. There is one Inspector, four (4) Lieutenants, nine (9) shift Sergeants, and two (2) Property Crime Investigators.
  - b. The building does not have an elevator, not ADA-accessible.
  - c. The original portion of the building was constructed in 1931. There was an addition later in the 1900s for the old cardio room and locker rooms.

2. Site and Exterior:

a.

b.

c.

**13.37**

3. Main Level:

- a. Off the main public lobby, separate from the rest of the Precinct, there is an Officer quiet toilet room, mother's room, and retrofitted kitchen and break space in the former EMT break area and garage:
  - 1) The exterior door leading out of the ambulance garage is not within the secure fenced area, vulnerable access point.
- b. There is ballistic-rated glass at the front service counter. There is no microphone, making it difficult to hear individuals in the lobby:
  - 1) The desk is only periodically staffed when Officers are available (excess staffing, light duty).
- c. Behind the front desk, there are three report-writing stations. The space is cramped but is conveniently located close to the roll-call space. There are two additional report writing stations in the roll-call room.
- d. Docking stations for body cameras and taser batteries are centrally located in the roll call room.



- e. There are three offices for shift Sergeants; three Sergeants in each office. The offices are too small to comfortably accommodate three desks plus lockers for gear storage.
- f. There is one Inspector's office that is adequately sized.
- g. There are three Lieutenant offices, one for each shift.
- h. The Assistant City Attorney and Crime Prevention Officers each have an office on the main level. The CPS office houses two individuals and should be larger.
- i. For Property Crimes investigations, there is one Lieutenant office and a small work room with four desks for investigators; there are currently only two Investigators on staff.
- j. There is an interview room located in the main office area. This is not properly located for public to access without entering the secure perimeter.

k. **13.37**

- l. The former cardio room is not currently used as the fitness space was relocated to the basement:
  - 1) The Inspector noted that there is a renovation project currently in design that will convert the cardio room into a roll-call room. The current roll-call room will then be converted to a community room, which does not currently exist. As part of this project, the former EMT space will be formally built out as a kitchen and break room. The women's locker room will be renovated and expanded into the current kitchen space. The former break room in the basement will be converted into a lounge space with capability to be converted into a fusion center (similar to Precinct 1). Fencing modifications for the secure lot are also expected to be completed in this project.
- m. Lockers for property storage and CSOs are located in the back hallway, near the men's locker room.
- n. The men's locker room requires renovation and expansion. There are about ninety-six 18x18 lockers, each Officer has two lockers. There is no power in the lockers. There is a gang shower with seven showerheads.
- 4. Lower Level:
  - a. The women's locker room is too small with seventeen lockers, each Officer has two lockers. There is only one shower.
  - b. There is a unisex shower room with additional lockers for storage.
  - c. The railing height in the stairwell does not appear to meet current code.
  - d. There is a single cot room with two beds. These should be separated.
  - e. Riot gear is stored in the mechanical room. There is a small room off the mechanical space with SWAT gear.
  - f. The gym and cardio rooms were recently renovated. These spaces used to operate as a gun range and more recently as the CRT office space. The size of these spaces generally work well, but ventilation improvements are needed.
  - g. There is an office located in the basement for the Hennepin County Social Worker. Officers noted they are working to relocate this office to the main level.
  - h. The former break room and kitchen space were gutted earlier in the year due to flooding. The spaces are currently unusable as renovations remain incomplete.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: November 8, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 2 Mid Shift Interview
October 30, 2023 Meeting Minutes

Attendees:

- Jeff Imming, Minneapolis Police Department
Charlie Cape, Minneapolis Police Department
Christian Gomez-Santos, Minneapolis Police Department
Enoch Langford, Minneapolis Police Department
Eric Rasmussen, Minneapolis Police Department
Festus Boateng, Minneapolis Police Department
Jeff Ilstrup, Minneapolis Police Department
Joseph Sullivan, Minneapolis Police Department
Nicholas Anderson, Minneapolis Police Department
Noushoua Cha, Minneapolis Police Department
Joel Dunning, Wold Architects and Engineers
Melissa Stein, Wold Architects and Engineers
Jordan Medeiros, Wold Architects and Engineers

A meeting was held with Minneapolis Police Department (MPD) mid-shift representatives at Precinct 2 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Department Feedback:
1. The locker rooms are too small and not functional. The lockers are too small, there is not enough electricity, not enough space to move around during shift change. The men’s locker room has a gang shower stall.
2. There is no formal or functional break room space. Officers utilize either the roll-call space or the former ambulance garage.
3. 13.37
4. Officers noted they appreciate the exterior building aesthetics (historic significance).
5. The cot room is functional with new furniture; however, it is not private with two beds in one space.

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6. The Sergeants' offices are too small to fit three individuals comfortably, especially with all their gear.
7. In general, there is a good flow for patrol functions (roll-call, equipment, etc.), but the spaces could be larger and better organized relative to staff support areas.
8. Officers did not have any major issues with the separation of the break spaces from the rest of the staff offices, access via public lobby.
9. The fitness room functions well, but Officers requested additional upgrades around ventilation/fans, and variation in equipment type.
10. Within the building, Officers generally feel safe, but noted that ballistic-rated glass should be installed at windows.
11. Officers noted concerns with the lack of a coiling shutter at the proposed break room storefront in the renovation plans.
12. Exiting from the secure parking lot is limited with access into the adjacent public parking area and the alley.
13. All report-writing stations should have two monitors; only the stations in roll-call have two monitors. A quieter, separate location for report writing is preferred.
14. Centralization of all equipment/gear storage is preferred. Duty bags are stored on top of lockers currently.
15. Better dehumidification or airflow would be preferred in the locker rooms, especially with the small lockers.
16. The lobby space is not frequently used and feels oversized, maybe two to three individuals visit per mid shift:
  - a. A private reporting room would be nice for confidential or longer reports (semi-private with access off the lobby and from within the secure perimeter).
17. Evidence intake within the Precinct could function better. There is no designated space for supplies and no space for bagging/tagging. Since the Precinct is located near the Property Warehouse, Officers typically just go directly to the warehouse.
18. The intake space at the Property Warehouse generally works well for Officers.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: November 8, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 2 Night Shift Interview
October 30, 2023 Meeting Minutes

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A meeting was held with Minneapolis Police Department (MPD) night-shift representatives at Precinct 2 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Topic Overview:

- 1. Power is needed in the locker rooms/lockers for phones, radios, etc.
2. The armory access is inadequate with the narrow door on a slope, difficult to use.

3. 13.37

- 4. The building's HVAC is old and inadequate – loud, does not always heat or cool.
5. There is no formal kitchen or break room space, utilizing former EMT garage.
6. The group noted ongoing pest infestations, concerns with drinking water quality, non-functional floor drains, and sewage smells in the locker rooms.
7. Women only have one shower in their locker room space.
8. More space is needed for report-writing, separate from roll-call. Each station should have two monitors.

9. **13.37**

10. The building is not accessible – no elevator and no accessible toilet room.
11. The fitness room is significantly improved with recent renovations. Better fans/airflow is needed and more mirrors.
12. More speaker coverage throughout the building would be ideal, especially in the fitness room and other basement spaces. The Wi-Fi in the parking lot could also be improved.
13. The cot rooms facilities could be better – separate rooms. Mattresses were recently replaced.
14. The roll-call space is fine for staffing today but will be too small if staffing expands.
15. The placement of the body camera and tasers docking stations/charging generally works well.
16. Evidence lockers are not frequently used due to close proximity of the warehouse. CSOs would be the individual's to transfer evidence from the Precinct to the warehouse if needed.
17. Designated storage outside of the mechanical room is needed for riot gear, duty bags, SWAT gear, etc. At times, gear is stored at home, which is not convenient for emergencies, needs to be easily accessible:
  - a. Duty bags should be kept close to the exit to the squad cars. Other gear can be stored elsewhere in the facility.
18. [REDACTED] is the only location for gun cleaning. There is a load clearing barrel in the armory for general use.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: November 7, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 3 Day Shift Interview
October 27, 2023 Meeting Minutes

Attendees:

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A meeting was held with Minneapolis Police Department (MPD) day-shift representatives at Precinct 3 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback:

- 1. 13.37
a. Improvements to the condition of the parking curbs and surface were also noted.
2. A formal break room space with a kitchen (stove, oven) is needed.
3. The locker room lacks adequate storage. The co-ed locker room space is not liked by Officers. Additional showers are needed; there is only one available for staff use. Lockers do not have power to them; there are shared tables with docking stations located in the locker room space.
4. There is no decontamination shower or washer/dryer on site.
5. Officers noted ongoing water damage around the building. The heating/cooling systems are also inconsistent with high variation in building temperature between spaces.





6. The report writing space generally works well; however, more stations are needed (currently four stations, ideally would have six to eight):
  - a. There is only one printer available for evidence tags. Ideally there would be more than one printer available for this use.
7. There are cot rooms available in the building. Much of the furniture was provided by retired MPD Officers. Acoustics and sound transfer can be an issue for these rooms.
8. Equipment is generally stored centrally around the roll call room – squad bags located on shelving in roll call, riot gear in designated storage room off roll call.
9. The roll call space is located well in the building, in close proximity to the secure parking lot and equipment.
10. The secure parking space is not large enough for squad vehicles and civilians working on-site. MPD is in the process of hooding more metered street stalls to reserve more spaces for squad vehicles.

11. **13.37**

B. Facility Tour:

1. Lieutenant Carroll provided a tour of the facility. The group discussed the building's use, deficiencies, and space needs.
2. General Department Information:
  - a. There are approximately **13.37** Officers out of this Precinct with one Inspector, four Lieutenants, nine Street Sergeants, two Investigative Sergeants, one civilian Detective, three Crime Prevention Specialists, one Hennepin County Social Worker, and a shared City Attorney.
  - b. Precinct 3 covers the largest geographical area in Minneapolis and has the most responding calls throughout the Department.
  - c. Due to the temporary building's location outside of Precinct 3 boundaries, community meetings are temporarily held out of a Parks building if needed.
3. Exterior/Site:
  - a. **13.37**
  - b. Temporary fencing was installed around the secure parking area with manual swing gates. Improved security is needed, as well as repaving of the parking surface. The current lot accommodates about twenty-two squad cars and civilian vehicles.
  - c. There are some security concerns with the close proximity of the hotel and the shared alleyway.
  - d. The site has adequate camera coverage.
  - e. There is a small grilling space off the back building entrance that Officers frequently use.
4. Lower Level:
  - a. The lower level is primarily used by the Bicycle Response Team (BRT). Precinct 3 operations do not utilize this space.



- b. BRT is a secondary assignment for Officer and is typically mobilized during planned large events.
- c. Three spaces are primarily used for BRT operations:
  - 1) There is a large space designated for bicycle storage.
  - 2) There is a large space designated for bicycle maintenance with workstations and workshop/work bench space.
  - 3) There is a large space designated as the BRT briefing space and break room.
- 5. Level 1:
  - a. Around the main work area, there are offices for one Inspector, general storage, three Lieutenants, a Police Foundation work area, a small conference space, and storage.
  - b. The roll call space is located within the large open office area with storage surrounding in furniture for duty bags, body cameras, and mailboxes:
    - 1) In the shared open office area, there are four report-writing cubicles, an informal lunch room/table space, and a break area (ping pong table).
    - 2) Additional spaces around roll call and report writing include riot bag storage, the armory, a kitchenette space, two conference rooms, and a lounge space.
  - c. The front lobby is typically only staffed if Officers are available or on light duty. There is a coiling shutter at the front building entrance for intrusion prevention.
  - d. There are two fitness room spaces available for cardio and weights.
- 6. Level 2:
  - a. There is a large unisex locker room space that is used by Patrol Officers only. Officers do not like the gender-neutral set up and rearranged lockers to create more privacy, especially for female Officers:
    - 1) There are charging stations throughout the locker room, but no power available in personal lockers.
    - 2) The lockers are open with no opportunity for securing doors.
    - 3) There are three changing rooms available off the space. Each room has multiple changing areas (sharing not ideal).
    - 4) Females typically use a conference room on the main level as a mother's room if needed.
    - 5) Toilet and shower facilities are located near the locker room space but require traveling through a corridor.
  - b. There is only one shower space near the locker rooms. There are no decontamination facilities on-site. Officers frequently utilize HCMC services for personal decontamination if that is needed during their shift.
  - c. Sergeant offices are located on the upper level (shared offices with individual workstations). There are two conference rooms and a small kitchenette space available on the upper level for Sergeants' use. It would be ideal for Sergeants to be located on the main level, near the main patrol areas.
  - d. There are four cot rooms located on the upper level.



- e. There is a small office area housing Investigations (one Lieutenant, one Sergeant, three sworn Investigators, one civilian Investigator), a Hennepin County Social Worker, and the City Attorney. Additionally, there is an office area designated for two Call Center positions.
- f. A storage room has been designated for SWAT equipment.
- 7. Level 3:
  - a. The third floor is not frequently used by MPD. There is a training room set-up that is sometimes used by BRT.

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EM/S:/CI-Minneapolis/Multi-Site Projects/Admin/MM/2023.10.27 Precinct 3 Day Shift



To: Attendees
From: Jordan Medeiros | JM
Date: November 7, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 3 Mid Shift Interview
October 27, 2023 Meeting Minutes

Attendees:

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A meeting was held with Minneapolis Police Department (MPD) mid-shift representatives at Precinct 3 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Department Feedback:
1. There are no washer/dryer facilities on-site to clean soiled clothing. Officers have to bring soiled clothing home to clean.
2. An anti-climb fence would be preferred for the secure parking lot with an automatic gate.
3. 13.37
4. At times there can be traffic from the nearby hotel wandering or driving through the secure lot, likely lost.



5. **13.37**

6. The lockers are spacious, but Officers would prefer to have lockable doors and outlets in each.
7. Sergeant Noble noted that a Precinct similar in function and flow to the University of Minnesota Washington Avenue Precinct could be ideal.
8. Cot rooms are frequently used by dog shift Officers. The quantity is sufficient for now but should likely be expanded if staffing increases.
9. The new equipment in the fitness rooms works well, however, the set-up in former Precinct 3 building worked the best for Officers.
10. Officers noted issues with the existing toilets/urinals -- frequently smells of sewage, fixtures not always operational, lack of temperature control.
11. Officers noted the dislike for the co-ed locker room. There is a constant risk of seeing other individuals changing, even with the changing rooms in place. Changing rooms are set up to accommodate more than one individual at a time.
12. Officers requested more than one shower room.
13. The group noted past issues with roof drainage. Earlier in the year, there was about 2'0" of water sitting on the roof, causing water infiltration throughout the building and concerns of mold.
14. The equipment storage facilities generally work well for the Department and are in a central location around the roll-call space.
15. More computers for report writing are needed. There are currently four stations in the open work area and an additional station set-up at the service counter.
16. Inventory lockers are not frequently used. There is no counter space nearby to aid in bagging and tagging evidence.
17. Officers would prefer separate roll call and break room spaces. There is no acoustical privacy in the large open office area.
18. Officers did not note any major workflow issues with Sergeants' offices located on the upper level, away from the main patrol working areas.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees  
From: Jordan Medeiros | JM  
Date: November 7, 2023  
Comm. No: 232182

Subject: City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – Precinct 3 Night Shift Interview  
October 27, 2023 Meeting Minutes

**Attendees:**

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|--|-------------------------------------|
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*A meeting was held with Minneapolis Police Department (MPD) night-shift representatives at Precinct 3 for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

A. Department Feedback:

1.

2.

13.37



3. Exiting through the shared alleyway is not usually an issue for responding Officers. At times there are issues with hotel patrons wandering or driving through the secure lot.
4. The downtown site lacks adequate buffer space, making it difficult to fortify the building during protests. This is especially a concern with proximity to City Hall and the Hennepin County Government Center.
5. The riot gear storage room could be larger, expanded in width versus taller shelving.
6. Officers noted accessibility of gear makes responding faster and more efficient. It would be ideal to have all critical resources consolidated into a single location.
7. The building itself has an adequate amount of space and can be flexibly used; however, it was not intentionally designed for Police operations, so it lacks many of the critical flow and building fortification elements needed.
8. More computer stations with dual-monitors are needed for report writing.
9. The secure parking lot is too small to accommodate squad vehicles, BRT vehicles, and civilian vehicles, especially during shift change.
10. The cot room quantities and sizes are good. Blackout shades are needed.
11. More showers are needed and would ideally be located in the locker room.
12. A formal kitchen space with a dishwasher, oven, and stove was requested by Officers.
13. A decontamination shower and washer/dryer are needed on site.
14. The flow of the patrol space around roll call generally works well as it is all contained within the open office area.
15. The fitness room is sized well and works well with the new equipment.
16. Officers emphasized the importance of their quiet space, separated from the roll-call and report writing areas.
17. No major issues with Sergeants' offices located on the upper level.
18. Smaller focus rooms would be ideal for longer report-writing exercises.
19. Covered and heated parking would be important for Officer safety and vehicle protection. A side garage stall/space for decontamination (hose) would be helpful.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 25, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 4 Day Shift Interview
October 24, 2023 Meeting Minutes

Attendees:

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Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held with Minneapolis Police Department (MPD) day-shift representatives at Precinct 4 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Lieutenant Richard Hand provided a guided tour of Precinct 4. The group discussed the following building functions, needs, and deficiencies.
B. General Building and Precinct Information:
1. [Redacted]
2. The Precinct has [Redacted] cops spread across three shifts. Each Officer is expected to respond to about 30 calls per shift.
3. The shift splits are [Redacted] day Officers, [Redacted] mid Officers, and [Redacted] night Officers:
a. The daily minimums for Officers on the day shift are [Redacted] during the week and [Redacted] over the weekend. Typically, day shift has been down to [Redacted] Officers with one Sergeant and one Lieutenant.
4. There is a strong presence of SWAT-trained Officers within this Precinct, approximately seven Officers in the day shift alone.
5. The Precinct responds to 55,000 calls annually. Calls generally begin to pick up around 10:00 a.m. The busiest time for calls is in the late afternoon, early evening.
6. There have been ongoing issues within the building with pest control and water infiltration.
7. There are four Lieutenant positions for each Precinct – day, mid, dogs, and property crimes.





8. The general consensus facility-wide is that the building layout and spaces function well for the department, but the entire building is in need of a facelift in terms of finishes.

C. Building Exterior:

1. The community generally is very supportive of the police force in this area. [REDACTED]

13.37

[REDACTED]. Additionally, the added benefit of daylight and views to the exterior would improve the workplace environment significantly.

2. The secure surface parking lot is shared with Precinct 4 staff and general MPD staff [REDACTED].
  3. The parking lot was recently repaved as it was in very poor condition; however, only 80% of the lot area was completed. The uncompleted work and the transition between surfaces could create issues with ice-build in the winter.
  4. The new gates function well for the facility once they were changed to a rail system in lieu of a chain system.
  5. There is flexibility for site access with three access points, including the alleyway.
  6. [REDACTED].
  7. A formal outdoor space for staff breaks would be beneficial for Officers. Right now, there is just a small picnic table near the back entrance.
  8. There is a lack of communication from building maintenance with service requests – no response and no action.
  9. There is no ADA compliance throughout the building – no elevator, no accessible toilet.
- D. Lower Level – Staff Support Spaces and CRT Office Area:
1. There are 102 lockers in the men’s locker room and 32 lockers in the women’s locker room. Officers generally have two to three lockers as additional storage is needed for equipment:
    - a. The lockers are high-school style with limited opportunities for venting and no charging stations.
  2. A unisex toilet/shower space as well as a cot room are available in the lower level.
  3. The fitness space was recently renovated/upgraded with new equipment and functions well for the Officers. It is a great morale boost amenity for the Officers.
  4. The kitchen/break room space is in significant need of repair and renovation. The furniture, casework, finishes, and appliances are all outdated. Much of the furniture has been supplied directly by Officers within the Precinct:
    - a. Having a functional kitchen space is important for the Officers as there are limited options for eating out in the area, especially over the night shift.
  5. The CRT work area is located in the lower level for one Sergeant/Supervisor and five Officers:
    - a. There is an individual office with storage for the Sergeant and open workstations for the Officers.
    - b. These Officers serve the entire MPD as only Precincts 1 and 4 have CRTs.



- c. There used to be 16 Officers staffed to this group; however, due to staffing shortages/declines, the count has decreased. It would be ideal for this group to grow again when staffing increases as they are extremely valuable to the department and crime prevention/management.
  - d. There is a small interview space off the primary work area fitted with recording technology.
- E. Main Level – Roll Call, Staff Offices, Report Writing, Community Room and Lobby:
1. A common docking/charging station is located outside of the roll call room, next to the temporary evidence storage lockers.
  2. Body cameras and radios are assigned to Officers by the department.
  3. Flashlights are purchased by the Officer in their uniform wallet.
  4. Two monitors for report writing stations have been requested by Officers. This helps them to be more efficient, especially when they need to run multiple programs (body camera audits quarterly).
  5. In the west wing offices, there are three shared Sergeant offices (split by shift, three workstations per office) and one Lieutenant office:
    - a. In general, it works well having the Sergeant offices in close proximity to the roll call space while still having some separation with the dividing wall/door.
    - b. A whiteboard in this area is used to track squad car assignments. Lieutenant Hand noted there is a significant shortage of squad vehicles due to manufacturing issues with Ford.
    - c. Squad vehicles are typically assigned by call signs.
    - d. Workstations are very outdated and could be replaced with new sit-stand style desks.
    - e. The carpet is a significant issue with appearance and cleanliness.
  6. The armory is located near the secure entrance off the lobby and the roll call room. This was originally used as the timekeeper's office in the 1990's.
  7. Four report writing stations are located behind the front desk. Reports are typically written in the building, especially for longer reports, but sometimes Officers do write them in their squad vehicles if they are able to.
  8. The front desk is staffed either by OT or light duty Officers, or if there are enough Officers staffed during a shift (not frequently as of late with staffing shortages):
    - a. Since the front entrance is not always staffed, there are instances where individuals in distress have waited at the parking lot entrance for responding Officers.
  9. The community room is frequently used for police-led and community-led meetings. New technology is needed in this space (old television monitor and VCR currently). Police Chief staff meetings are periodically held at this location as well:
    - a. The small storage room off the community room holds bikes for community children.
  10. The east wing has two Lieutenant offices (mid and dog shifts) and another report-writing space for patrol Officers.



11. The garage space is primarily used as storage for outdoor items, such as P-wire or fencing. Individuals are not brought back to the Precinct; Officers typically go directly to the Hennepin County Justice Center:
  - a. A small bike storage space is adjacent to the garage space. Bike response Officers typically keep their bikes stored in their squad vehicles.
- F. Upper Level – Staff Offices:
  1. The upper level has offices and workstations for the following positions/groups:
    - a. City Attorney (office) -- the attorney splits time between Precincts 2 and 4.
    - b. Community Response Officers, two (workstations)
    - c. Hennepin County Social Worker (workstation)
    - d. Property Crimes Investigations; two Sergeants, one Officer, one civilian (workstations). This position is a City-wide resource.
    - e. Domestic Assault Victim Advocate/Resources, one (office).
  2. The following staff support spaces are located on the upper level:
    - a. Mother's Room – access to this space is restricted by key access due to janitor's using this room as a break space in the past.
    - b. Print and copy area.
    - c. File storage area.
    - d. Interview room with recording equipment.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 25, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 4 Mid Shift Interview
October 24, 2023 Meeting Minutes

Attendees:

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Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held with Minneapolis Police Department (MPD) mid-shift representatives at Precinct 4 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback – Lieutenant Toscano:

- 1.
2.



- 3. The size of the building is adequate for staffing now; however, the staff spaces could be an issue in the future if the previously projected staffing levels return:
a. During the winter, the parking lot can be a bit small with snow piling (loss of about eight to ten stalls). Officers will need to park their vehicles in the public lot across Plymouth Avenue if this happens.



- 4. The division in staff areas/office wings works fine for the command staff with separation of Lieutenants and Sergeants. The sizes of the offices feel adequate for current staffing levels:
    - a. Lieutenants located in the east wing, away from the main roll call area, helps with privacy for confidential meetings.
    - b. The east wing office space was originally occupied by the Hennepin County Curfew Center (St. Joseph's non-profit for unsupervised children).
  - 5. Staffing shortages has decreased staffing in property crimes, balance of patrol Officers versus investigations Officers.
  - 6. Due to staffing reductions, there is an imbalance of leadership positions to Officer positions. The mandated minimum is that 5% of the authorized strength should be Sergeant positions and 2.5% of the authorized strength should be Lieutenant positions. Right now there may be too many Sergeant positions due to disparity between authorized staffing and actual staffing.
  - 7. Officer bids can be shift requests and Precinct requests (based on seniority and time served).
  - 8. This Precinct fills out first out of all Precincts for younger cops with higher call counts. Older cops are generally drawn to Precinct 2. The draw for bids is also impacted by the leadership in each Precinct.
  - 9. The Precinct is centrally located for the District; however, [REDACTED] 13.37 [REDACTED].
  - 10. Lieutenant Toscano reiterated the strong community support in the North Minneapolis District.
  - 11. Lead removal equipment was recently replaced [REDACTED] 13.43 [REDACTED] 13.43 [REDACTED].
  - 12. 13.37 [REDACTED]
  - 13. Lead removal recently completed. 13.43 [REDACTED].
- B. Department Feedback – Mid-Shift Officers:
- 1. 13.37 [REDACTED]
  - 2. Officers reiterated the lack of squad vehicles available at the moment.
  - 3. There are ongoing pest and mold issues in the building. Officers cited major issues with mold and environmental hazards at Precinct 3.
  - 4. The building is inaccessible – no elevators or ADA-compliant toilet rooms. This can create issues for injured Officers.
  - 5. The locker rooms are inadequate – poorly maintained, no power outlets in lockers, not enough storage for all gear, not enough showers.
  - 6. The entire building should be evaluated for lead poisoning with proximity to the gun range. The HVAC system is severely outdated and underperforms. Daily maintenance needed on boilers by facility management.



7. A break room with accessibility to views and daylight is not a major priority, especially for mids and dogs. Phone and radio signal can be an issue at times with the basement location:
  - a. The space does feel safe for Officers and is used daily by each shift.
8. Concerns with drinking water quality were brought up by the group.
9. A refresh of finishes and furniture is needed for the cot room. Additional rooms are also needed. There used to be two cot rooms, but one was absorbed for the gender-neutral shower room:
  - a. At times, SWAT Officers are forced to sleep on the floor of the SWAT storage space if they have an early training after their shift.
10. The front desk should be staffed at all times to help with community response if individuals come to the station.
11. The report writing spaces are lacking. There is a desire for a designated Officer work area with workstations to help minimize distractions (proximity to front desk and Inspector's office):
  - a. At times, after large shooting events, there are not enough stations for Officers to complete their reports.
  - b. Two screens is a must for efficiency.
12. There used to be a senior Officer break room, which would be a nice amenity to implement again.
13. A consolidated equipment storage space would be ideal – armory, charging docks, optional locks (personal or department-issued). This would help with loading/unloading every shift and also would create opportunities for accountability to prevent equipment from going missing:
  - a. Riot gear is only used as needed. Squad bays and SWAT gear are transferred from locker room to patrol vehicles daily.
  - b. 40's are kept in the Sergeant office area.
  - c. Moving equipment up and down the stairs daily can be a hassle for Officers.
14. MPD does not use defibrillators at this time, but these would likely be assigned to vehicles when implemented.
15. The front counter and vestibule could be outfitted with a better intercom/microphone system. The current intercom times out after one minute.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 25, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 4 Night Shift Interview
October 24, 2023 Meeting Minutes

Attendees:

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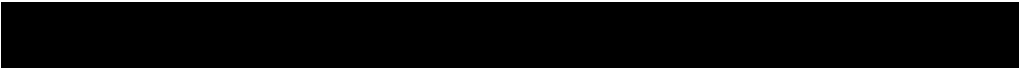
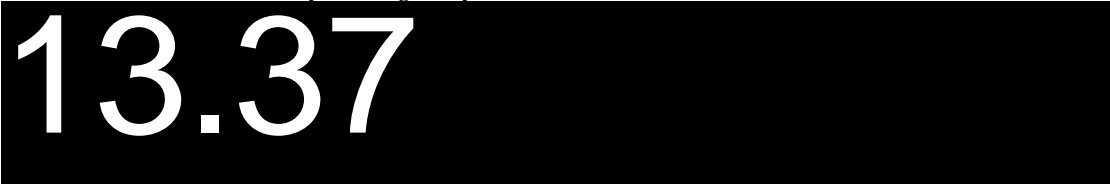
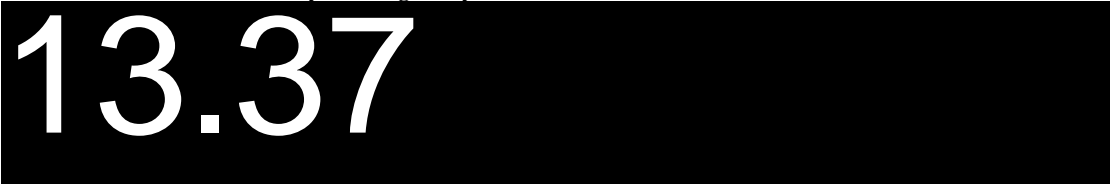
A meeting was held with Minneapolis Police Department (MPD) night-shift representatives at Precinct 4 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback:

- 1. 13.37
2. There are ongoing pest issues throughout the building.
3. The building HVAC system should be investigated. There were recent issues with [redacted] and there may be similar issues in the Precinct portion of the building:
a. The ventilation in the break room is extremely poor, and food smells permeate throughout the rest of the building very easily.
b. The existing HVAC system is likely 60+ years old. There is extreme variation in temperature throughout the facility with minimal building controls.

The logo for 'Wold' is displayed in a bold, white, sans-serif font. The text is contained within a black, irregularly shaped graphic that resembles a stylized map or a tilted rectangular shape.

4. Report writing spaces should be larger. At times, after large shootings, Officers are on top of one another in the small space:
  - a. The preference would be for at least ten stations with dual monitors and ample work area around each station. Multiple printers should also be available in the space.
  - b. Officers noted that the original Precinct 3 layout was very functional.
  - c. Officers noted there is a significant delay in acquiring new technology (monitors, desktops) once they are requested by the Precincts.
  - d. Officers prefer to write their reports in the building due to safety concerns when writing reports in their squad cars (visibility, vulnerability).
5. In general, there is good flow for patrol Officers with access to parking lot/squad vehicles located closely to the roll call, report writing, and equipment storage spaces:
  - a. It would be better to have the locker rooms located on the main level, near these spaces, to avoid hauling gear up and down the stairs multiple times a day.
6. Power supply is a significant issue in the locker rooms and in the staff offices. Body cameras and radios cannot be stored in the lockers due to lack of outlets.
7. Officers would prefer to have the secure surface parking area covered to help protect vehicles and equipment from the elements:
  - a. 
  - b. Vehicles were recently damaged by a hail storm.
8. 
9. 
10. The break space is in extremely poor condition and is not large enough to function efficiently. All finishes and appliances should be replaced:
  - a. Officers are deterred from using the cooktop due to lack of adequate ventilation (range hood).
  - b. Opportunities for daylight while still providing adequate screening would be ideal for an Officer break area.
11. Larger lockers similar to Precincts 3 and 5 would be ideal for gear storage. Right now, most Officers only are allowed one locker for their items.
12. The women's locker room space has had ongoing issues with water infiltration and too much moisture.
13. The drainage at the shower stalls needs to be improved. During times of high use, the water does not drain quickly or adequately from the stalls.
14. The fitness space could be larger. Typically, only two people can comfortably use the space at once. Officers can use this space during their shift (if calls are slow) or during their lunch break.
15. More cot rooms and larger cot rooms are needed for Officer use. The temperature controls in the existing cot room do not function well.
16. The SWAT storage space is generally sufficient.





17. In general, Officers felt that the spaces in the existing building could be better utilized. There is an ample amount of unoccupied offices or work areas that could be better used or reallocated for staff support areas (break rooms, locker rooms, etc.):
  - a. It was noted that the CERT space was formerly used as the roll call room.
  - b. In addition to the underutilized office areas, Officers also noted that the public spaces (community room and lobby) feel oversized for their actual, functional use.
18. Equipment storage spaces are generally located well in a central spot adjacent to the roll call space, entrance, Sergeant work areas, etc. More storage is needed though.
19. The office wings separated by the public lobby is not ideal for general movement/flow through the building. If there is a security threat and the lobby needs to be avoided, Officers have to either exit the building or move to the opposite wing via the upper level.
20. The vehicle garage is significantly underutilized and only functions as storage.
21. Officers commented that the amenities in this Precinct are lacking for staff while other City/MPD buildings seem to have an ample amount of amenities; Officers perceive inequity between resources available.
22. It would be ideal to have a toilet room near the roll call/Sergeant work area. The closest toilets are either in the public lobby, in the locker rooms downstairs, or upstairs near the investigations work area.
23. Sergeants have their lockers located in their offices. It would be ideal to have enough capacity for Sergeant lockers in the general locker room or to have a Command Staff-specific locker room space.
24. Officers noted that maintenance or facility requests often go ignored so they have to frequently take repairs or request into their own hands.
25. **13.37**
  - a. Additionally, when the lot was repaved, the striping was modified to make the stall and drive lane widths narrower, which is not ideal.
26. Water quality is an ongoing concern at this facility. Additionally, Officers have requested filtered bottle fillers for staff use, but these were not installed at the facility.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 26, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 5 Day Shift Interview
October 25, 2023 Meeting Minutes

Attendees:

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A meeting was held with Minneapolis Police Department (MPD) day-shift representatives at Precinct 5 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback:

- 1. The shower facilities in the locker rooms could be improved – tiles are cracked, frequently smells of sewage, shower liners could be replaced.
2. The gear storage for Patrol Officers is lacking. Most equipment (duty bags, riot gear) is stored in the locker rooms. Officers need to haul these bags up and down the stairs multiple times daily.
3. Covered surface parking was requested for added protection of vehicles. Officers commented that a recent hail storm this summer damaged personal and Department vehicles.

4. 13.37
5.



6. The flow of the building works fine for daily operations, but the layout is difficult under lockdown or civil unrest situations. Officers requested coiling shutters for added protection and strong fencing around the parking lot:
    - a. There is metal decorative fencing around most of the parking area and chain link fencing at the alleyway perimeter.
    - b. The gate at Nicollet Avenue is in the process of being replaced. This will serve as the primary parking lot access for Officers once complete.
  7. The roll call room is sufficient in size for the Department.
  8. The report writing space could be larger. There are currently four workstations in the report-writing room and a few additional stations in the former CRT office space. The stations in the report-writing room all have two monitors:
    - a. Officers noted they generally prefer to complete reports in the building over in their squad cars.
  9. The break room works well for the Department with the recent furniture, appliances, and countertop upgrades. The basement location is fine for the group.
  10. Cell phone signal is spotty in the building, especially in staff offices on the main level and in the locker rooms.
  11. The fitness space has been updated in the last few years with new equipment. The size is adequate for the Officers:
    - a. A new fan for better air circulation was requested by the group.
    - b. The hot tub/soaking tub is not used by the Precinct.
  12. The body cameras are currently docked on the north side of the building, near the former CRT office space. This location is out of the way for Officers heading out to their squad vehicles from the locker room area. Officers requested that these be relocated to a more convenient location.
- B. A day-shift Sergeant provided a tour of the facility. The group discussed the facility's use, needs, and deficiencies:
1. General Precinct and Building Information:
    - a. There are about [REDACTED] Officers assigned to this station (approximately [REDACTED] per shift) with nine Sergeants, three Lieutenants and one Inspector.
    - b. The Police Band meets/practices out of this Precinct. There is a small storage room in the lower level for this group.
  2. Building Exterior and Site:
    - a. **13.37** [REDACTED]
    - b. There is a small grilling and picnic table space located off the parking lot, near the staff entrance. The gate extents were recently modified to provide better security for Officers.
    - c. There is an outdoor storage yard and enclosed storage space located on the south/southwest corner of the building. This space holds mechanical/electrical equipment, bikes, and extra site fortification items (C-wire).



3. Lower Level – Locker Rooms, Break Room, Roll Call, Fitness Space:
  - a. Officers primarily bring food from home or eat out during their breaks. The break room is heavily used, but the kitchen preparation area is more lightly used in this station.
  - b. Each Officer has a tall, full-height locker and one smaller, half-height locker:
    - 1) The women’s locker room has 43 locker sets. The men’s locker room has about 128 locker sets.
    - 2) The smaller lockers are outfitted with power outlets for equipment charging.
    - 3) Within a mechanical space off the women’s locker room, there is a furnished cubicle functioning as a mother’s space.
  - c. There are no major issues with acoustics with the fitness room located near the roll call room. There is typically not overlap with Officers using the space during a shift change.
  - d. The cot rooms are outfitted with two beds in each; however, it appears that only one individual uses the room at a time.
4. Main Level – Staff Offices, Public Lobby, Community Room:
  - a. The open office work area houses the following positions/functions:
    - 1) Two Investigative Sergeants.
    - 2) Two Investigative Officers.
    - 3) Two CPS positions (civilians).
    - 4) One Community Navigator (civilian).
  - b. There are three Lieutenant offices off the open work area (one per shift). There are also three larger offices for Sergeants (divided by shift). The size of the shared Sergeant offices is generous with enough space for three desks and a small seating area. The Inspector office is located near the Lieutenant offices and is also connected to a small to mid-size conference room where they can hold meetings with the public.
  - c. Other staff offices include an office for the City Attorney, an office for the Hennepin County Social Worker, and an office for the Investigative (Property Crimes) Sergeant (off the former CRT space):
    - 1) There is a small interview room near the staff entrance and Social Worker office that is primarily used by Investigations or the Social Worker.
  - d. The Precinct no longer has the CRT function, so the open office area is largely unused. There are a few report-writing stations for Officers to use.
  - e. The primary report-writing space is located off the parking lot entrance vestibule with four stations and staff mailboxes.
  - f. The armory is located near the report-writing room and also houses a small bank of evidence lockers. The location generally works well for the flow of Officers in the space.
  - g. The front desk is staffed if there are extra Officers available on shift:
    - 1) **13.37**.
    - 2) There is good visibility from the front desk to the entrance off Nicollet Avenue; however, the visibility to the entrance off the public lot/First Avenue is not great.
  - h. The community room is regularly used for both Police and community-led meetings. MPD staff meetings and band practices are also held in this space.

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To: Attendees
From: Jordan Medeiros | JM
Date: October 26, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 5 Mid Shift Interview
October 25, 2023 Meeting Minutes

Attendees:

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A meeting was held with Minneapolis Police Department (MPD) mid-shift representatives at Precinct 5 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Department Feedback:
1. Officers requested that the fitness space be expanded.
2. Precinct 5 generally has the best locker storage set-up out of all Precincts; however, there are still shortcomings with the amount of storage. Officers still need to store their riot gear or duty bags on top of the lockers. Staff appreciated having outlets in their lockers:
a. An Officer noted that the Metro Transit lockers have better ventilation/air supply in their lockers to help with ventilation and drying gear.
3. Officers noted that a designated storage space for equipment (duty bags, riot gear) on the main level would be convenient to free up storage space in the lockers and minimize the amount of gear that has to be carried up and down stairs.

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4. The docking station for body cameras should be located in a more convenient location on the typical Officer exit path. The current location is out of the way.
5. Officers requested better microwaves in the break room. The rest of the appliances are generally in good shape.
6. The report writing room should be larger and have more computer stations. Some Officers utilize the CRT room for report writing, however, only two out of the six or so stations actually work.

7. **13.37**

- a. Officers commented on the recent hail storm that caused damage to personal and department vehicles.
8. Cot rooms are not highly used by this shift.
9. Lights with dimming switches were requested, especially for those working mid or night shifts.
10. In general, the staff support spaces are adequately sized for current staffing levels. However, these spaces would likely be too small if counts were at authorized levels.
11. The building infrastructure spaces (mechanical and electrical rooms) are very out of the way and could be better located for access to an emergency/riot situation.
12. Outdoor storage spaces are underutilized, typically just bike storage.
13. Officers requested new shower liners/basins to replace cracked existing ones.
14. Better technology is needed at the front desk. The camera quality is poor or not functional at all times. **13.37**. Intercoms do not always work - buzz when no one is there or cut out when people are speaking.
15. Building fortification could be more intentional and thought out for easier lockdown protocols, i.e., coiling shutters in lieu of door/window bars that need to be manually installed.
16. The community room is regularly used by both Officers and community members.

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Melissa Stein, Wold      mstein@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 27, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Precinct 5 Night Shift Interview
October 25, 2023 Meeting Minutes

Attendees:

- Anggi Atmadja, Minneapolis Police Department
Brian Peebles, Minneapolis Police Department
Eric Withanom, Minneapolis Police Department
Kevin Franek, Minneapolis Police Department
Lucas Nightengale, Minneapolis Police Department
Michael Frye, Minneapolis Police Department
Yoganand Singh, Minneapolis Police Department
Joel Dunning, Wold Architects and Engineers
Jordan Medeiros, Wold Architects and Engineers

A meeting was held with Minneapolis Police Department (MPD) night-shift representatives at Precinct 5 for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback:

- 1. The staffing minimum for the dog shift is [redacted] Officers; however, there could be up to [redacted] Officers for the shift with other Officers working overtime.
2. Site access and security were recently upgraded/improved with the fencing line adjustment made near the staff grilling/patio area and the gate replacement on Nicollet Avenue.
3. [redacted]
4. [redacted]
5. During the winter, the parking lot can be tight with snow piling:
a. An Officer noted that during the winter, the snow piles block the emergency exit pathway and cause damage to the flimsy chain link fencing.



6. Officers have requested privacy mesh be installed for security purposes; however, there are City ordinances prohibiting installation of the material.
7. **13.37**
8. The locker rooms could be improved. The showers do not properly drain and frequently smell of sewage. More storage space is needed, especially for duty bags, riot gear, and SWAT gear.
9. The body camera docking station is in a remote location and not convenient on an Officer's path of exit from the facility.
10. The CRT space is very underutilized. Officers noted that Investigations or CPS positions could be relocated into this space, and the open work area could be repurposed for a more functional use. A cubical work area could be implemented for Patrol Officer use, especially for added report writing stations:
  - a. Officers primarily use the four report writing stations located near the armory, but this space is very small.
  - b. In an emergency situation, the CRT space is sometimes used for the Mobile Response Team hub.
11. Cot rooms are not frequently used due to the age of the mattresses. This space would be beneficial, especially for night shift Officers. The mattresses should be replaced.
12. A washer and dryer space would be very beneficial for the department:
  - a. Currently, Officers just use the locker room showers as a decontamination shower if that is needed.
13. The fitness room equipment was recently upgraded. The space is sufficient given current staffing levels.
14. The storage space allocated for the band in the lower level could be better utilized for Officer gear/equipment storage:
  - a. Lieutenant Frye noted that most of the MPD Band members are retired Officers.
15. Street traffic/noise can be very disruptive in the building. Noise easily transfers into the building.
16. The break room and roll call spaces generally work well for the department:
  - a. New chairs are currently on order for the roll call room.
  - b. Appliances and finishes were recently upgraded in the break room. Officers noted that the microwaves should be replaced.
17. There are no quiet rooms or de-escalation spaces for Officer use. Officers commented that Precinct 3 had the best precedent for this type of space.
18. The armory is located well, centrally within the building.
19. Drones are only located out of the EOTF currently; however, there have been discussions of also locating a fleet of drones out of the HAAF Ramp. It would be ideal to have access to a fleet located closer to the south Precincts.
20. Officers noted that the training amenities at the Hamilton SOC are in very poor condition or are severely lacking.





21. The outdoor storage space is underutilized. Bikes are stored in that area; however, there is no Bicycle Response Team (BRT) out of this Precinct.
22. Officers noted that medic supplies are located department-wide at the Hamilton SOC. It would be ideal for each Precinct to have its own locked medical equipment storage to help with distribution of goods for the Precinct medics.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com  
Melissa Stein, Wold      mstein@woldae.com

EM/S:/CI-Minneapolis/Multi-Site Projects/Admin/MM/2023.10.25 Precinct 5 Night Shift



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** November 8, 2023  
**Comm. No:** 232182

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**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – City Hall Interview  
October 31, 2023 Meeting Minutes

**Attendees:**

|  |                                  |
|--|----------------------------------|
| Todd Sauvageau, Minneapolis Police Department  | todd.sauvageau@minneapolismn.gov |
| Joel Dunning, Wold Architects and Engineers    | jdunning@woldae.com              |
| Melissa Stein, Wold Architects and Engineers   | mstein@woldae.com                |
| Jordan Medeiros, Wold Architects and Engineers | jmedeiros@woldae.com             |

*A meeting was held with Minneapolis Police Department (MPD) at City Hall for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

- A. Commander Sauvageau provided a tour of the MPD facilities in City Hall. The group discussed the building's use, deficiencies, and space needs:
1. Police Administration:
    - a. This space was recently renovated and generally works well for the unit. With recent reorganization of the Deputy Chief and Assistant Chief structure, additional offices are needed to accommodate the growth.
    - b. The space houses an Administrative Assistant, the Director of Financial Operations, a finance staff position, three Deputy Chiefs, two Assistant Chiefs, the Chief of Staff, the Chief Executive Assistant, and the Police Chief.
    - c. There is a small kitchenette space and two conference rooms for staff use.
    - d. One Deputy Chief office is located in the adjacent Implementation Unit space due to lack of space in the administrative area.
  2. Implementation Unit:
    - a. There is ample space for growth in the implementation work area (twenty-five workstations, six offices, two conference rooms, and a small kitchen and break space).
    - b. There are no private toilet rooms or quiet rooms in this work area.
    - c. There is no storage for officer gear and not enough power outlets for docking stations/charging. There are no locker facilities in City Hall, and all Department vehicles are stored at the Haaf Ramp.



3. Internal Affairs:

- a. The IAU space is too small to accommodate all staff workstations and has minimal staff support amenities. The space has an internal interview room (outfitted with recording equipment), a Commander office, a Lieutenant office, and thirteen workstations. The former vault serves as the staff break room/kitchen. There is a small storage room for gear storage and evidence storage (relief duty).
- b. There are no toilet facilities for staff use or any additional quiet rooms, changing rooms, etc.
- c. An additional conference space may be needed for internal investigations and staff meetings.

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EM/S/CI-Minneapolis/Multi-Site Projects/Admin/MM/2023.10.31 City Hall



To: Attendees
From: Jordan Medeiros | JM
Date: November 8, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – PSB Floors 8 and 9 Interview
October 31, 2023 Meeting Minutes

Attendees:

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Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held with Minneapolis Police Department (MPD) representatives at the Public Services Building (PSB) for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

A. Department Feedback:

- 1. Parking is a major issue for MPD staff at the PSB. There is a small contingency of Department vehicles that can be stored in the basement.
2. As the building is owned by the City of Minneapolis, there are limited opportunities for space customization with property services/management, especially with conditioning of spaces (24/7 operations).
3. There is a surplus of office space/workstations to accommodate growth across all MPD areas.
4. Most gear for sworn personnel are stored either at desks/offices or in the basement locker rooms.
5. There are no major issues with individuals changing in the open office area with lack of designated changing rooms on the office floors. Most individuals are civilian dressed, only need to suit up for special assignments.



6. There are some security concerns with mixing of other City entities and visitors of the PSB and MPD operations; however, this space does work better than the former space in City Hall. The building is owned by the City of Minneapolis versus the Metropolitan Building Council (MBC). There are also proper security measures in place to limit access to the basement, level 8, and level 9.
7. The common PSB location can cause confusion for civilians at time with reporting. The original design intended to staff Police Officers at the skyway level near the service center for walk-up reporting; however, staffing limitations and public appetite has changed how this space is now used.
8. The ninth floor houses the following units:
  - a. Forensics Division.
  - b. Human Resources.
  - c. Candidate Investigations.
  - d. Administrative Services: Business Technology Unit, Fleet, Body Camera Audits, Police Records, Finance, Early Intervention System, Projects and Support, Health and Safety (Benefits).
  - e. Community Outreach.
9. The standard space assignments for offices (managers, supervisors) and workstations generally functions well. The primary complaints about the workstations are just from individuals who formerly had an office space. The open work environment can create concerns with perception of visibility and privacy.
10. There are many opportunities for focus/quiet rooms around the floors for flexible work environments.
11. There are no major concerns with personnel authorization or confidentiality among MPD units.
12. The physical organization of the units within the floors seems to work well. The office work setting is hybrid, so the office is never full all the time.
13. The eighth floor houses the following Investigative units:
  - a. Juvenile.
  - b. Crimes Against Children.
  - c. Domestic Assault.
  - d. Licensing.
  - e. Crime Analysts/Strategic Analysts.
  - f. Shoot Team.
  - g. Assault.
  - h. Homicide.
  - i. Robbery.
  - j. Sex Crimes – an enclosed work area for this group would be preferred due to the nature of the crimes.
14. The eighth floor has a variety of interview spaces along the semi-public corridor. Access to the elevator lobby is restricted, card reader only.
15. There are no typical case management style-conference spaces assigned to units. Most investigations are conducted at workstations or popped up in conference rooms as needed.
16. More informal collaborative spaces could be beneficial for daily use.
17. GIU is not located at the PSB due to limitations in downtown vehicle storage. Operations for this unit differ significantly enough that colocation is not entirely necessary.



18. Investigation units do frequently utilize the Hamilton SOC for details/briefings 13.37 [REDACTED].
  19. Keeping Property Crime Investigations at each Precinct does help with administrative separation and staffing flexibility at the Precincts. Investigators are also tools for problem-solving for Lieutenants and Inspectors:
    - a. Property Crimes have the largest volume of cases for review, so it is easier to parcel them out to Precincts/Districts.
  20. 13.37 [REDACTED]
- B. Commander Fors provided a tour of the ninth and tenth floors. The group discussed the space's use, deficiencies, and needs:
1. In general, the space works well for the Department's use. There is space for future staffing growth.
  2. The interview rooms off the public lobby are primarily used for candidate interviews or background checks for the City of Minneapolis.
  3. The tenth floor is a shared building-wide amenity with a training center, fitness room (including lockers and changing rooms), quiet rooms, and a kitchen/break space. There is also access to outdoor seating on this floor. Access is restricted to staff only by card reader.
- C. Sergeant Kelly provided a tour of the eighth floor and the basement. The group discussed the space's use, deficiencies, and needs:
1. In general, the space works well for the Department's use. There is space for future staffing growth.
  2. While conference spaces are evenly distributed throughout the work areas, they are not secure and access cannot be controlled. It would be ideal for each unit to have a designated work/collaboration space where evidence/documents could be left out in the secure room.
  3. The interview spaces are set up well with soft interview spaces accessed off the main elevator lobby (via escort), and the hard interview rooms/holding rooms are accessed off the private freight elevator. The hard interview rooms are used for suspect questioning pre-arrest and have adequate recording technology.
  4. The unisex locker rooms and changing rooms are designated for MPD-use only with assigned lockers.
- D. Officer Moore provided a tour of the juvenile intake spaces on level one. The group discussed the space's use, deficiencies, and needs:
1. Juvenile protocols for detention by the Department of Justice require sight and sound separation from incarcerated adults.
  2. In the current operations, the juvenile intake space is located off a shared staff hallway and is not adequately secured (direct egress to street and light rail).
  3. Any juvenile that is arrested in the City of Minneapolis is arrested and booked at the PSB then brought to the JDC or the Youth Connection Center (at PSB).
  4. There are spots designated for juvenile intake in the shared building garage. There are no holding cells off the garage, so patrol Officers need to wait for juvenile intake Investigators to meet them in the garage. If there is more than one juvenile at a time, patrol Officers are forced to wait with the individual in their vehicle.
  5. Just inside the garage, there is a secure MPD space for evidence, a jail toilet room, chemical testing (not used), interview spaces (outfitted with cameras and microphones), and storage for the traffic unit. There is direct access to an elevator that can lock out to go up to the eighth floor.



6. The juvenile intake room is beyond the set of secure doors and is separated from the rest of the MPD processing areas.
7. Ideally, the walk and turn space would be converted to a holding space that can be accessed off the garage and accessed from the processing room. This would free up patrol Officers waiting with juveniles and provide more privacy.
8. Issues have been flagged by the Department of Justice since the PSB opened two-and-a-half years ago.
9. **13.37**
10. The PSB location works well for juvenile intake due to proximity to the Juvenile Investigations Unit. The traffic and chem test unit was originally intended to be located at the PSB, but it has remained at the Haaf Ramp due to conflicts with processing juveniles and adults.
11. The Youth Connection Center is located on the first level of the PSB and is a County-wide services through The Link (non-profit). Social workers are available for juveniles with lower misdemeanor offenses.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** November 8, 2023  
**Comm. No:** 232182

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**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – PSB Crime Lab Interview  
October 31, 2023 Meeting Minutes

**Attendees:**

|  |                                |
|--|--------------------------------|
| Joe Adams, Minneapolis Police Department       | joseph.adams@minneapolismn.gov |
| Randy Hasson, Minneapolis Police Department    | randy.hasson@minneapolismn.gov |
| Joel Dunning, Wold Architects and Engineers    | jdunning@woldae.com            |
| Melissa Stein, Wold Architects and Engineers   | mstein@woldae.com              |
| Jordan Medeiros, Wold Architects and Engineers | jmedeiros@woldae.com           |

*A meeting was held with Minneapolis Police Department (MPD) Crime Lab representatives at the Public Services Building (PSB) for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

A. Topic Overview:

1. The space was purpose-designed for Crime Lab activity, so there are limited spatial deficiencies. Most complaints are related to quality of life (temperature, lighting) over functionality.
2. The Field Operations group is expanding, and their work area is at capacity. Most other units have space for expansion. Processing spaces are sufficient in size and function:
  - a. Field Operations would also need additional evidence storage shelves for added staffing (in process projects).
3. The firearm space is at capacity, but there are no plans for expanding this unit in the near future.
4. Field Operations provide 24/7 crime-scene response service. There is one spot for a Department vehicle in the basement; all other vehicles are stored in the Haaf Ramp. Field Operations only has two vehicles, which is sufficient:
  - a. It would be ideal to have both vehicles located in the basement garage. Field Operation Technicians need to bring camera equipment and processing bags to the vehicles for all events.
  - b. Field Operations runs three ten-hour shifts similar to Precincts. The remainder of the units work typical business hours.





5. The lockers in the basement of the PSB are not highly used for evidence technicians. They are typically used for sworn Officers needing additional uniform/gear storage.
  6. The security delineations/protocols work well in the current space (private/public and between processing areas).
  7. It is not critical to collocate with vehicle processing as that unit is tied to the impound lot.
  8. Property is delivered daily to the Crime Lab for processing. Evidence is checked out by Investigators at the warehouse, then can be returned to the warehouse or Crime Lab upon completion of investigation. There are potential chain of custody issues with Investigators holding evidence at their workstations/offices.
  9. Sunlight glare is a concern for the workstations. Better shades are needed to reduce glare.
- B. Joe Adams and Randy Hasson provided a tour of the space. The group discussed the facility's use, needs, and deficiencies:
1. The computer forensics space has room for expansion with assigned workstations. Their faraday space and evidence storage space are sufficient.
  2. The AV photo room is adequately sized. Evidence is stored in the general office area due to the secure separation of the space.
  3. There are twenty-four Field Operations workstations. The size of each workstation is adequate, and there is enough power capacity for radios/miscellaneous equipment charging.
  4. The Administrative space is sufficient in size.
  5. There is a small bank of gun lockers in the open collaboration space accessed from the eighth floor. The hope is that this can serve as an evidence drop-off space for Investigators in the future.
  6. The processing lab is sufficiently sized to accommodate four Technicians at once. There is a separate processing/case exam space for special projects, as well as evidence storage shelves for temporary storage.
  7. Within the corridors, there are specific zones built out for vest/coat storage and evidence kits/camera storage.
  8. The firearm processing office and scope room are at capacity, but there are no plans for expansion in the near future.
  9. Each processing lab has a de-con space for technicians to use.
  10. Off the reception area is a shared fingerprinting room that is used by all MPD Departments.
  - 11.

13.37

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** November 7, 2023  
**Comm. No:** 232182

---

**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – Warehouse/MPD Storage  
Interview  
October 27, 2023 Meeting Minutes

**Attendees:**

|   |                                      |
|---|--------------------------------------|
| Kerstin Hammarberg, Minneapolis Police Department | kerstin.hammarberg@minneapolismn.gov |
| Sam Dailey, Minneapolis Police Department         | samuel.dailey@minneapolismn.gov      |
| Shannon Johnson, Minneapolis Police Department    | shannon.johnson2@minneapolismn.gov   |
| Joel Dunning, Wold Architects and Engineers       | jdunning@woldae.com                  |
| Melissa Stein, Wold Architects and Engineers      | mstein@woldae.com                    |
| Jordan Medeiros, Wold Architects and Engineers    | jmedeiros@woldae.com                 |

*A meeting was held with Minneapolis Police Department (MPD) representatives at the Warehouse/MPD Storage Facility for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

- A. Kerstin Hammarberg and Sam Dailey provided a tour of the MPD Warehouse space. The group discussed the building use, deficiencies, and space needs:
1. General Building Information:
    - a. The facility houses MPD Property and Evidence and Police Stores. The facility was purchased by the City of Minneapolis in 2016/2017 and was renovated to accommodate evidence processing and storage functions. Renovations were completed in 2019.
    - b. The group noted climate control issues present building-wide, lack of on-site controls. This is an issue for evidence and variability in staff working areas (offices versus general warehouse area).



2. Main Level – Evidence Intake, Public Lobby, Staff Offices, Staff Support Spaces:
  - a. The Officer processing space generally works well. There is ample space to expand computer terminals, processing tables, or evidence lockers in the future. The service counter works well for evidence technicians, and there is added security with ballistic-resistant glass:
    - 1) The blood room needs to be expanded as it can frequently overflow on weekends; technicians are only staffed Monday through Friday during business hours. The open space also poses threats for chain-of-custody or contamination issues with the singular, open space with only PVC dividers.
    - 2) Ideally, lockable drying cabinets would be installed but these are costly and can be difficult to clean/maintain.
    - 3) There is a small refrigerator in the blood room if evidence requires refrigeration. A bank of refrigerated lockers would be ideal.
    - 4) To help manage use of the evidence lockers, Evidence Technicians push Officers to utilize the mail slot for smaller envelopes/packages.
    - 5) There is an adequate variation and number of lockers, especially for current Officer levels. Officers also have the ability to store some evidence at the PSB (daily pickup) or at Precincts (picked up three times per week). Lockers are emptied daily; Kerstin will empty them out on weekends if necessary.
    - 6) The service window is available if an Officer has questions. If corrections are needed on evidence forms, technicians will send an email, requiring them to return to the facility to complete corrections.
    - 7) More camera coverage is needed in the Police intake/processing space.
    - 8) Processing work tables could be changed to a material that is easier to clean. Officers seem to like have a moveable surface to help with processing.
    - 9) Marijuana is still frequently brought in for evidence. There can be issues with smells if the package is not properly sealed, but it is generally not a major issue.
    - 10) There is a caged area for storage of large items if necessary. There are also stalls at the back loading dock if this space is not available.
  - b. Evidence Technicians requested that the evidence intake/processing space be expanded, especially to accommodate additional staffing. Ideally, there would be another bank of small evidence lockers and one more work table:
    - 1) The desks are not height-adjustable and are shared workstations for Evidence Technicians. Sam Dailey noted that they are in the process of adding an additional workstation and supplying new chairs.
  - c. The public lobby and service counter generally works well for the Department. There is good privacy between service counters, and there is ballistic-resistant glass:
    - 1) The pass-through lockers could be better located, as they are currently under the workstation surface for staff.
    - 2) The lobby size is sufficient as this is not a high-traffic spot for the general public. Property release can either be scheduled or walk-in.

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- 3) Near the service counter is their temporary vault for items with a work order/Investigator request, items to be picked up, or items recently brought in on the morning run. This location works well.
- 4) Off the lobby space are a toilet for public use and a meeting space that can accessed both off the lobby and from the private staff area. This is typically used for Attorney/Client meetings. There is no camera in this room, as it can be used as a changing room at times.
- d. 13.37 [REDACTED].
- e. The staff workstation and office area generally work well for the Department:
  - 1) There is one small conference room in this space. A larger conference room would be ideal for all-staff meetings.
  - 2) Kerstin Hammarberg requested additional glazing protection for the clerestory windows in this space [REDACTED].
  - 3) There is a small staff locker space with toilet and shower facilities. These are not highly used by the staff at this facility but are convenient to have.
3. Lower Level – Warehouse Storage, Evidence Processing:
  - a. 13.37 [REDACTED]
  - b. There is a dry room located at the base of the stairs. The equipment is adequate. There is also a back-up refrigerator in this space; however, it is not alarmed or on back-up power.
  - c. The general warehouse storage space works well; however, there is a need for additional storage. Racking is on-site but staffing shortages limits their ability to continue assembling.
  - d. The ammunition and hazardous material storage rooms are sufficient.
  - e. Metal working does periodically occur near the back loading dock for disabling guns. The overhead doors are opened in these instances to increase airflow in the space.
  - f. The vehicle storage bays only accommodate two vehicles. The third Department vehicle needs to be stored within the main warehouse storage/working area.
  - g. The parking lot is adequately sized and secured. [REDACTED]  
[REDACTED].
  - h. There is only one loading dock. It would be ideal to have another docking space to have a permanent location for scrap metal recycling.
  - i. Additional workstations have been added for the processing space within the warehouse (eight workstations). There is also a small set of shelves for staff use for their in-progress or project items.
  - j. The cooler and freezer and not scientific-grade, so it does not achieve the necessary dehumidification levels to properly store evidence (issues with mold). Additionally, this equipment is not on generator back-up.



- B. The group conducted a quick tour of the MPD Stores space:
1. MPD Stores functions under the Finance Division within the City of Minneapolis.
  2. The main level houses a small lobby space, space for three workstations, a small kitchenette/break space, locker storage, mechanical/utility spaces, and a small storage area with industrial shelving.
  3. There are no private toilet facilities within their work area, so staff must use the toilet room off the building lobby (shared with patrol Officers).
  4. There is no elevator to the lower warehouse level. Deliveries/materials are frequently carried up and down the stairs.
  5. The MPD stores stock is primarily housed in a small, caged area at the base of the stairs. There are also caged storage areas for MPD training and special events. The rest of the warehouse space is frequently used for other MPD operations (SWAT, training, etc.), so it is important that MPD stores inventory is secured at all times.

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EM/S:/CI-Minneapolis/Multi-Site Projects/Admin/MM/2023.10.27 Warehouse - Storage



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** October 25, 2023  
**Comm. No:** 232182

---

**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – Forensic Garage Interview  
October 24, 2023 Meeting Minutes

**Attendees:**

|   |                                    |
|---|------------------------------------|
| Shannon Johnson, Minneapolis Police Department  | shannon.johnson2@minneapolismn.gov |
| Tracy MacDougall, Minneapolis Police Department | tracy.macdougall@minneapolismn.gov |
| Joel Dunning, Wold Architects and Engineers     | jdunning@woldae.com                |
| Melissa Stein, Wold Architects and Engineers    | mstein@woldae.com                  |
| Jordan Medeiros, Wold Architects and Engineers  | jmedeiros@woldae.com               |

*A meeting was held with Minneapolis Police Department (MPD) representatives at the Forensic Garage for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

- A. Shannon Johnson and Tracy MacDougall provided a tour of the MPD Forensic Garage. The group discussed the facility's use, deficiencies, and needs.
- B. General Facility Information:
  - 1. Access to the building is restricted to the crime lab group/technicians only. Tracy MacDougall is the primary technician on site. If she is not at the facility, a technician from the PSB facility (Field Operations Group) will need to meet tow trucks or Investigators on site to allow access.
  - 2. Action on stored evidence vehicles is dictated by the Investigating Officers. Officers identify whether vehicles need to be towed to the Forensic Garage at the crime scene/on the report.
  - 3. The operations for processing vehicles are dictated by Investigating Officers. Warrants or notice of consent by owner are needed for Evidence Technicians to begin processing vehicles. Once warrants are obtained, evidence must be processed within ten days of execution:
    - a. All vehicles and potentially large items such as safes or ATMs are brought to this location. No vehicles are stored at the property warehouse.



C. Building Exterior:

1. There are two fenced areas available near the building for additional vehicle storage. The first area is directly next to the building on the north and west sides. This section of fencing is alarmed with the building. The second area is located just to the south of the building and was added in 2021. This section of fencing is not alarmed but is under surveillance:
  - a. Between both fenced areas, there is capacity for about seventy vehicles. In general, this amount of space is sufficient; however, there are utility manholes and boxes that limit use of the full fenced area near the building.
2. In general, the security of the building and the adjacent fenced areas is acceptable. [REDACTED]  
[REDACTED]
3. Shannon and Tracy emphasized that [REDACTED] due to towing operations:
  - a. **13.37** [REDACTED]
  - b. Staffed tow truck drivers are extremely flexible with Tracy in moving vehicles around the garage or fenced areas as needed. These drivers are tied to bankers' business hours though, so if a vehicle needs to be moved off hours, a private towing company must be called to the site. MPD does not supply tow trucks for the department to use for these operations.
4. The building and lot areas are leased by MPD through the City of Minneapolis. MPD acts as tenant to [REDACTED] as well. There are some limitations to site or building improvements that can be done due to lease.
5. There are vehicles that need to be stored long-term in the fenced areas (uncovered) for a variety of reasons: awaiting owner/victim pick-up, insurance processing, pending court cases.
6. There is a small canopy/tent in the fenced enclosure attached to the building. This was installed a few years ago to help provide additional work space outside. Unfortunately, it is not used as much as they had hoped. Realistically, the covered area can only fit one vehicle if adequate space for processing is maintained.

D. Office and Staff Support Areas:

1. At times, Evidence Technicians from the PSB come to the Forensic Garage to help process vehicles. Shannon noted that they hope to add one more technician position in the near future. The current workspace cannot accommodate another staff position due to limited space and limited electrical infrastructure:
  - a. Currently, Evidence Technicians treat this location as a site visit for processing when they are helping out. They do not have an office or workstation designated for their use.

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2. Tracy frequently meets with non-MPD individuals – victims, victim families, and insurance agents. The only meeting spaces are either the garage or Tracy’s office with direct visibility into the garage space. It would be ideal to have a separate waiting area for the public to help with workplace privacy, as well as shield victims or victims’ families, as often times, revisiting these vehicles can be traumatic.
  3. The office, toilet room, and break room all have air conditioning and heating.
  4. The toilet room was recently renovated to be ADA-compliant. The shower was removed. While it was not used frequently, it would still be ideal to have a shower in this building to provide a secondary space for crime scene technicians to clean off after an incident.
  5. The break room has also been haphazardly put together with resources as they become available or as they are purchased independently by staff:
    - a. There is one personal fridge for employee use (employee-supplied) and one small fridge for evidence (swabs).
  6. Staff amenities are severely lacking. Tracy frequently has to utilize amenities in the new impound lot office building.
  7. Tracy noted there has been issues with water quality on this site.
- E. Garage Space:
1. Additional garage space for processing, storage, and staging is needed. Right now, only four bays are available, but these are often full at the start of the week (following weekend arrests/crimes):
    - a. The existing vehicle bays are not large enough to do side by sides when processing.
  2. One of the bays has a lift stall. While this equipment is not used frequently, it is essential that at least one stall has a lift to help in traffic accident incidents when technicians need to process the underside of vehicles.
  3. Overall, the work area in the garage is severely lacking:
    - a. Old fluorescent lights are dim and not centered over the work bays. Portable lights need to be used to achieve adequate lighting levels for processing.
    - b. There are not enough electrical outlets in the garage space for equipment.
    - c. Compressed air is achieved via a portable unit.
    - d. There is no water supply hook-ups to hose down and clean the space.
  4. There are makeshift temporary evidence lockers in the main garage area until these are brought to the main property warehouse.
  5. The floors, walls, and ceilings in the garage space are unsealed. There are issues with flakes of rust falling from the ceiling. The floors need to be constantly maintained to clean up oil and fluid leaks.
  6. In recent years, the overhead doors were replaced and overhead fans were installed to help dry vehicles.
  7. There is no air conditioning in this space, making work conditions unbearable in the summer. There is heat serving this space for the winter.





8. Equipment/tool storage and work benches have been haphazardly put together as resources become available. A larger space that is easy to clean with intentional work areas would significantly improve working conditions.
9. It would be ideal to have a computer station in the garage for data input while processing.

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EM/S:/CI-Minneapolis/Multi-Site Projects/Admin/MM/2023.10.24 Forensic Garage



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** October 25, 2023  
**Comm. No:** 232182

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**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – Vehicle Storage Interview  
October 24, 2023 Meeting Minutes

**Attendees:**

|  |                                |
|--|--------------------------------|
| Lance DuPaul, Minneapolis Police Department    | lance.dupaul@minneapolismn.gov |
| Joel Dunning, Wold Architects and Engineers    | jdunning@woldae.com            |
| Melissa Stein, Wold Architects and Engineers   | mstein@woldae.com              |
| Jordan Medeiros, Wold Architects and Engineers | jmedeiros@woldae.com           |

*A meeting was held with Minneapolis Police Department (MPD) representatives at the Vehicle Storage Facility for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

- A. Officer Lance DuPaul provided a tour around the vehicle storage facility. The group discussed the facility's use, deficiencies, and needs:
1. The facility is shared by MPD and the City of Minneapolis Public Works:
    - a. Public Works generally utilizes the enclosed site/yard areas for their seal coat operations and salt/sand storage. Public Works also utilizes the north half of the vehicle garage and the southwest suite of offices.
    - b. The secure site gates can be accessed by both MPD and Public Works.
  2. The building is alarmed, and access to MPD spaces is restricted by key access or card reader, even from the Public Works staff working out of this facility:
    - a. MPD rents this space from Public Works, but the spaces are completely separate.
  3. The facility is primarily used by MPD to house and work on their fleet of bait vehicles. The vehicles are either stored at this facility, out as decoys, or at the Police Department garage:
    - a. The Department rotates through about ten vehicles.
    - b. Officer DuPaul manages the technology installation on these vehicles (cameras, microphones, etc.). He also helps with case investigations for this function.
  4. The north side of the MPD garage space is used to store the vehicle fleet. The south side of the MPD space is the service bay.
  5. The southeast corner of the garage space is not usable due to an existing pit. MPD does not have a use for this equipment, but it was too expensive to remove.



6. There is an existing caged area at the west end of the garage space between the two sets of bi-fold doors. This is not essential for MPD operations and is generally used for storage.
7. The garage space is heated. There is no cooling, but the space is still generally comfortable in the summer months.
8. The office space includes one large work area (space for three workstations) that is always secure, one break room/conference room with a kitchenette, and two toilet rooms:
  - a. The office and break room/conference room were renovated (new finishes) when MPD moved into the space. The toilet rooms are in their original condition.
9. The facility is cleaned weekly by building maintenance and is upkept well.
10. The anonymity of the building works well for this Police operation:
  - a. As it is City-owned, there is not an issue with alarming community members or neighbors with the presence of squad vehicles. There was precedence of Police vehicles on the site in the past with the old gas fill stations.
  - b. Overtime Officers or Community Service Officers sometimes help Officer DuPaul with his fleet maintenance or vehicle staging.

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To: Attendees
From: Jordan Medeiros | JM
Date: November 9, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Jerry Haaf Memorial Ramp
Interview – Special Operations, Traffic
November 2, 2023 Meeting Minutes

Attendees:

- Aaron Biard, Minneapolis Police Department aaron.biard@minneapolismn.gov
Thomas Campbell, Minneapolis Police Department thomas.campbell@minneapolismn.gov
Joel Dunning, Wold Architects and Engineers jdunning@woldae.com
Melissa Stein, Wold Architects and Engineers mstein@woldae.com
Jordan Medeiros, Wold Architects and Engineers jmedeiros@woldae.com

A meeting was held with Minneapolis Police Department (MPD) representatives at the Jerry Haaf Memorial Ramp for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:




A. Department Feedback:

- 1. In general, the space lacks the security needed for a Police facility, as it was retrofitted to a former office space rather than purpose-built:
a. A variety of MPD units have occupied the Haaf Ramp since it was originally opened in the 1990s.
2. The northeast corner of the HAAF Ramp houses the following MPD functions:
a. Special Operations – two workstations for Commander and Lieutenant:
1) 13.37
2) Bomb Unit – office space for two full-time employees, plus vehicle and equipment storage.
b. Investigations Division:
1) Arson Investigations – shared office space for three individuals.
2) Traffic Division – shared office space with five workstations and a Lieutenant office.
3) Chemical Testing (Chem Test) Unit – serves many agencies.
3. The secure, heated parking garage accommodates on-site Department vehicles, Bomb, Arson, Traffic), as well as investigation vehicles for MPD staff at the PSB.

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4. In general, the units here prefer to be separated from the PSB and City Hall. The location is convenient for traffic/arson with easy street access and parking for the chem test unit.
5. Traffic Division:
  - a. The Traffic Division is tied to the location of the Chem Test Unit. The Arson Division is located at the Haaf Ramp due to the common Lieutenant overseeing both units but could be located elsewhere if needed.
  - b. The Chem Test Unit was originally planned to be located at the PSB, but there are conflicts with the juvenile intake process on the first floor there.
  - c. The Chem Test Unit facilities generally operate well for its use but should be refreshed (outdated). A waiting area is not necessary as individuals are quickly processed in and out.
6. Staff noted a desire for a more professional environment, especially for specialized Investigative operations.
7. The Arson Unit space does not have proper facilities for temporary evidence storage (chemicals and items that smell of fire). Investigators typically utilize local Minneapolis Fire Stations to store some of these items. The lockers should be similar to the Precinct evidence lockers with shelving to accommodate paint can-type storage.
8. Special Operations Division:
  - a. The office space for two positions is functional and was recently renovated. The Commander and Lieutenant positions oversee the 13.37 Bomb units within the Haaf Ramp.
  - b. 
  - c. The centralized location can be beneficial and detrimental. The Haaf Ramp is centrally located within Minneapolis; however, it can be difficult to mobilize from downtown, as it is frequently a hub for protests. The building does afford anonymity for important MPD functions though:
    - 1) A location and site layout similar to the EOTF would be beneficial. It has close proximity to downtown while still having adequate site space and buffering for staging.
  - d. Special Operations also oversees the K9 unit, Mounted Police (horse), BRT, Drones, 13.37 Strike, Mobile Field Force, and Special Events (Reserves):
    - 1) BRT is planned to be relocated to the new Precinct 1 facility.
  - e. Special Operations does not typically utilize the Precinct 1 command center; however, the 13.37. There are plans to build out an informal command center/station at the Haaf Ramp in the future.
9. There are no major issues with building security due to the anonymity of the space. . . The secure card reader and key access is adequate.
10. More parking space is needed for Department vehicles. Space is limited with planned and incoming fleet expansions (larger vehicles and new vehicles).



11. Primary SWAT operations currently occur [REDACTED]:
  - a. More cage/locker storage space is needed.
  - b. Approximately 13.37 [REDACTED] are maintained on SWAT assignments at a time. These are typically secondary assignments for Officers.
  - c. On-duty SWAT teams typically gear up directly at the truck.
  - d. 13.37 [REDACTED]
  - e. There are typically 13.37 Officers on-duty for SWAT with monthly rotations.
12. The locker room facilities are inadequate due to age and poor ventilation.
- B. Commander Thomas Campbell and Lieutenant Aaron Biard provided tours of the facility. The group discussed the building's use, deficiencies, and space needs:
  1. 13.37 [REDACTED]
    - a. There is a small office for three [REDACTED] admin positions. The space is very undersized for the quantity of staff and dual-functionality of a break room space.
    - b. There are parking spaces for eight [REDACTED] vehicles [REDACTED].
    - c. [REDACTED]
    - d. A small space has been designated as a locker room; however, there are no changing rooms, and it is just within the main garage area.
  3. The locker rooms are shared across all units in the Haaf Ramp and require expansion and major updates:
    - a. There is a women's locker room with four full lockers, and a men's locker room with thirteen lockers. There is additional locker storage across the hall with another twenty-six lockers.
    - b. The showers are gang-style with no private stalls/compartments.
  4. The arson space is adequately sized for three staff but needs evidence storage lockers.
  5. The Traffic Division and Chem Test Unit have a separate entrance off the street/sidewalk. There is only one egress from this space; no direct access to the adjacent Arson/Special Operations space or to the garage.
  6. The Chem Test Unit generally functions well and is adequately sized. There is a Lieutenant office located in this space simply due to space availability.
  7. The Traffic Division office generally functions well for five individuals. There are plans to expand to an additional staff person, so more space will be needed.
  8. The Bomb Unit has a shared office space with three workstations and a break area:
    - a. The unit has seven Technicians.
    - b. The space also operates as a briefing room and will need to accommodate other agencies at times.



9. The Bomb Unit utilizes a shared, multi-agency Bomb Range [REDACTED]. The facility is owned by the University of Minnesota and co-leased by the City of Minneapolis and City of St. Paul:
- a. Additional space is needed – currently thirty acres, need eighty acres.
  - b. The facility is used for bomb demolition and training. It is alarmed with a closed camera system (monitored on-site).
  - c. The plumbing infrastructure is failing with poor drainage of the septic system.
  - d. The tarmac/asphalt pad requires weed maintenance/patching. The size is adequate. The material could potentially be changed to Class 5.
  - e. 13.37 [REDACTED] The barbed wire is adequate. The gates were recently replaced.
  - f. There is a pole barn on site that was previously used as a classroom/training space; however, it has largely been converted to storage for training aids. Additional storage space is needed both for training equipment and for evidence. The pole barn needs a new roof:
    - 1) The evidence storage is shared with the City of Minneapolis and City of St. Paul, which creates concerns of chain of custody issues. The Bomb Unit is required to retain evidence for at least seven years.
  - g. The double-wide trailer space is used for classroom trainings/meetings. It needs general maintenance, including a new roof and new septic system.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com

EM/S:/CI-Minneapolis/Multi-Site Projects/Admin/MM/2023.11.2 Haaf Ramp



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** November 9, 2023  
**Comm. No:** 232182

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**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – Jerry Haaf Memorial Ramp  
Interview – Predatory Offender Registration  
November 3, 2023 Meeting Minutes

**Attendees:**

|  |                             |
|--|-----------------------------|
| Adam Moen, Minneapolis Police Department       | adam.moen@minneapolismn.gov |
| Joel Dunning, Wold Architects and Engineers    | jdunning@woldae.com         |
| Melissa Stein, Wold Architects and Engineers   | mstein@woldae.com           |
| Jordan Medeiros, Wold Architects and Engineers | jmedeiros@woldae.com        |

*A meeting was held with Minneapolis Police Department (MPD) representatives at the Jerry Haaf Memorial Ramp for the MPD Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

- A. Sergeant Moen provided a tour of the Predatory Offender Registration space. The group discussed the facility's use, deficiencies, and space needs:
1. The southeast portion of the Haaf Ramp is occupied by the Predatory Offender Registration Unit. All offenders within the City of Minneapolis are required to report to this location when making updates to their address or personal information. Homeless offenders are required to report weekly to this site (approximately thirty individuals).
  2. The unit is comprised of one Sergeant, one Officer, and one Civilian Coordinator. All individuals have a workstation in a shared open office area. There is also an office occupied by the Drone Unit Sergeant located here due to space availability, but not essential to be located at this facility.
  3. The building location generally works well for the Unit with its centralized location and its anonymity. It also serves a specific population that typically warrants some separation from other public service spaces.
  4. The lobby should be expanded to create a semi-secure sub-lobby and encompass a conference room for client privacy or if additional paperwork or meeting time is needed:
    - a. The existing fitness and interview rooms could be swapped to help meet this need.





5. Improvements are needed to the service window and staff reception area. [REDACTED]. Individuals in the public area are also able to see directly into the staff work/break areas, so a privacy wall is needed:
  - a. The single service window is adequate. The size of the waiting room/lobby is adequate. There is audio and video recording capabilities in the public lobby.
  - b. **13.37** [REDACTED]
  - c. Photos need to be taken annually for their homeless offender population. A camera set-up to DMV photo stations is needed for this function.
6. The staff facilities are adequate for the size of the Unit – break room, conference room for internal meetings and agency trainings, and a small locker/changing room:
  - a. Film is needed at the sidelite for privacy at the locker/changing room.
7. Sergeant Moen and his Officer frequently work with other Investigators and CRT to help with non-compliant cases (search and locate). Approximately 300 of the 1,700 offenders within Minneapolis are non-compliant.
8. The Unit shares a secure back hallway with the ABM Parking offices and the restaurant. MPD staff are able to use this for egress and indirect access to the garage; however, they are not able to use this hallway for entrance into their office space (no key for exterior door):
  - a. It would be ideal to have direct access into the garage from their Unit's office space. The Predatory Offender Unit has two squad vehicles [REDACTED].

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: November 8, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Hamilton SOC Training Facility
Interview
October 27, 2023 Meeting Minutes

Attendees:

- Catherine Michal, MPD - Health & Wellness, Early Intervention
Jena Wasche, MPD - Training Development
John Haugland, MPD - SWAT, Homeless/Vulnerable Population
Jon Schliesing, MPD - Field Training Oversight
Keia Boyd, MPD - Recruitment
Krystal Scott, MPD - Police Activities League
Laurel Ushie, MPD - Building Coordinator
Matthew Hobbs, MPD - Academy Training, Convoy
Todd Sauvageau, MPD - Training
Troy Carlson, MPD - In-Service Training (Range)
Vanessa Anderson, MPD -Academy Training, UoF
Joel Dunning, Wold Architects and Engineers
Melissa Stein, Wold Architects and Engineers
Jordan Medeiros, Wold Architects and Engineers

A meeting was held with Minneapolis Police Department (MPD) representatives at the Warehouse/MPD Storage Facility for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Department Feedback:
1. Overall, the building is overcrowded with too many Departments, many of which are unrelated. Infilling of spaces with new Departments has occurred over time with no logical organization and assignment of space. Building amenities are stretched thin, especially conference rooms and classrooms, and there is limited opportunity for expansion in the future:
a. Hamilton SOC houses the Police Training Academy, CSOs, FTOs, Recruitment, Training, Health and Wellness, SWAT, GIU, Reserves, Explorers, and PAL.



2. The building is leased by Minneapolis Public Schools, limiting certain improvements that can be made for MPD use.
3. There are limited small conference rooms available in the building. Meetings are often held at workstations in shared open office areas (no privacy).
4. The parking lot is too small to accommodate in-house staffing, training traffic, and training operations.
5. The group discussed the space needs specific to the Cadet Academy:
  - a. Separate mat rooms are needed. The gymnasium space can divide; however, it is too distracting acoustically to have multiple classes within the space.
  - b. Designated training rooms or classrooms would be ideal. Scheduling can be an issue with the variety of Departments using the space and curriculum is limited at times.
  - c. The classrooms and gymnasium are currently used for scenario-based training, but they cannot adequately accommodate the proper equipment needed for this training to be more realistic/effective:
    - 1) Virtual training is not completed on-site. The gun range does accommodate some virtual training exercises.
  - d. Academies typically run for fifteen to seventeen weeks with three academies hosted per year (ongoing cadet classes at HTC, combined with recruit class). Classes were historically about forty each but are now closer to ten to twenty. Lateral orientations are ongoing, typically three times a year:
    - 1) CSOs join the Academy following school. They have a daily fitness room requirement.
6. The firing range is located at [REDACTED]. In current operations, there are limitations in how the firing range can be incorporated into training services.
7. The locked armory serves as the in-service gun checkpoint in an attempt to create a gun-free environment for training. This is hard to monitor with the multiple building entrances. Additionally, [REDACTED] operations mean that there are always firearms present within the building.
8. There are no designated simulation labs for [REDACTED] Academy-use. MPD frequently travels to other agencies/venues to train:
  - a. UTM walls were recently purchased to help with simulations. Due to the need for spaces to be flexible, there is no designated space for this equipment (frequently tearing down or setting up).
9. Fort Snelling is also used at times for training; however, the building facilities are not in good condition (no hot water, no heat, no toilet). Training opportunities were previously available in abandoned buildings; however, there are risks now with public safety and perception in an uncontrolled environment.
10. Departments frequently need to host other agencies in this space; however, it does not provide a professional environment that MPD can be proud of. Recruitment events are not currently held on site:
  - a. There is a benefit to MPD hosting trainings by other agencies as they are able to receive training at a discount for their Officers (ability to increase variety of certifications).
11. The training requirement for in-service Officers varies. If a training is to be held Department-wide though, it typically requires at least 22 sessions for a single-class training.

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12. Staff support spaces are not adequately sized to accommodate in-building staff, let alone day training Officers. Lockers for recruits in the Academy are in the hallway on the main level; the locker rooms are on the upper level for shower facilities.
13. Recruits have a designated break/storage/study room. This room does not have any locker, toilet, or shower facilities.
14. There is only one women's locker room. There are not enough lockers and there can be issues with the overlap of in-service and Academy individuals. There is only one men's locker room, shared for all day use and in-house individuals.
15. Community events can be hosted at the building/site, creating an additional layer of security issues. There have been instances when members of the public enter the facility and observe training without permission.
16. The Police Activities League (PAL) primarily uses the building for storage, but there is the goal of hosting events on-site in the future.
17. Building security needs to be improved. The main level is open for public access. The upper level is restricted to card reader access in certain areas.
18. Individuals noted a facility similar to the HERO Center in Cottage Grove or the Alexandria Technology College would be ideal. These facilities are solely training-based (driving track). Future planning efforts should be intentional and forward-thinking.
19. Health and Wellness is located at this facility simply due to accessibility of services. The office location within the building is not ideal as it is in a high-traffic, high visibility-area.
20. There is a lack of assigned storage space. PAL equipment is frequently stored off-site, making it inefficient to travel between sites to acquire items for programmed events.
21. Officers voiced frustration with lack of space for programming. Preference to focus on task of training versus logistics of hosting/scheduling a class.
22. The group noted issues with water quality in the building (non-potable), heating/cooling inconsistencies, and pest infestations.
23. Exterior building requires improvements – fencing is not robust; no camera monitoring at night; building entrances and windows are unsecure.
24. **13.37**  
[REDACTED]
25. Building maintenance is an issue with custodial services – training spaces are not adequately cleaned.
26. The parking lot is used at times for vehicle-based training; however, it is a live lot which can create safety issues with other staff accessing their personal vehicles or residents nearby.
27. **13.37**  
[REDACTED]
28. More computer lab space is needed, as many groups require an online testing component (Academy, lateral transfers, in-service, CSOs).
29. Hoteling workstations for day training individuals would be ideal.
30. It would be ideal to create a true Academy or college-type setting for recruits to collaborate and study together. At times, there can be a pressure for recruits to perform with the co-locating of in-service and the Academy.
31. There are issues with sound transfer and acoustics between training spaces/classrooms.
32. The SOC also serves as the central storage site for MPD medical supplies. This is located in a dungeon-type space with frequent issues of water intrusion.



33. A full kitchen space would be ideal. The current space is more kitchenette style and not large enough to accommodate all building functions.
  34. Equipment for in-service staff is spread throughout the building or stored at personal workstations.
  35. Due to asbestos flooring in the gymnasium, baton use for training is limited.
  36. The fitness room is too small to accommodate all groups. CSOs frequently use this space to host group training sessions/classes:
    - a. A separated space would be ideal for private use.
  37. There is no dedicated cot room on-site. Personnel need to use offices or the cage room [REDACTED]. The staff housed out of this location are not generally 24/7, but they do host evening training classes for dog watch.
  38. A pod was recently installed in the upper-level corridor for a mother's space (limited privacy).
  39. There are no dedicated de-escalation or quiet spaces.
  40. There are no gender-neutral facilities; some toilet rooms but no locker rooms or showers. Not accommodating to all in current facility.
- B. Lieutenant Carlson and Sergeant Anderson provided a tour of the facility. The group discussed the building's use, deficiencies, and needs:
1. Site and Exterior:
    - a. There is a courtyard at the center of the building that is privately accessed. The space is a nice amenity for Officers and provides a secure environment.
  2. Main Level:
    - a. There two large classroom spaces on the west side of the building. One classroom is used solely for the Police Academy. The other classroom is used primarily for in-service Officer training. The size of the classrooms is sufficient to accommodate twenty to thirty individuals comfortably. The technology works well for the use.
    - b. There is a shared Academy Officer office housing five workstations, Officer gear, and equipment/material storage. A larger space with ample is needed to comfortably accommodate all Academy Officers:
      - 1) Officers frequently change in this space due to conflicts with recruits in the shared locker room space.
    - c. Equipment storage is spread throughout the building – radios charged at personal workstations, body camera docking is located in the in-service classroom, and tasker battery chargers are located in the fitness room. A designated storage space for all equipment is needed.
    - d. There are about sixty lockers lining the west hallway designated for recruits and CSOs. Individuals either have to walk to the restrooms down the hall, upstairs to the locker rooms, or change in the hallway.
    - e. There is a large space assigned as the Academy recruit space. It is a multipurpose space solely for recruits with a small break room, kitchenette, and equipment storage. The space is generally sufficient but could be configured better for a collaborative study environment.

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- f. The cardio fitness space should be larger to accommodate all functions/groups operating out of this building:
  - 1) CSOs hold regular circuit-type group exercises in this space. Fifteen to twenty individuals could use this space at once but it can be tight. [REDACTED] recruits would also use this space for training.
  - 2) Larger group fitness classes are typically held in the gymnasium space.
- g. There is a smaller mat room which was originally intended for scenario-based training. Better staging furniture and a large space is needed to effectively use this space. Additionally, for training purposes, it would be ideal to have all rooms outfitted with the same set-up/equipment (all mats, all no mats) to maximize flexibility of each room's use.
- h. Health and Wellness has a private suite along the north hallway. There are two private office and a small waiting/soft seating area with one workstation. The space is sufficient for current staffing:
  - 1) During clinic sessions (physical evaluations, flu shots), Health and Wellness has utilized the adjacent office space (former Commander office).
- i. The gymnasium space is sufficient in size; however, the frequency of its use by multiple Departments is an issue. The space can be divided; however, the acoustical separation is not great and the separate halves becomes too small for functional use:
  - 1) MPD has a UTM wall system that can be used to configure spaces for scenario-based training; however, it needs to be frequently torn down and set up due to the multi-purpose nature of the gymnasium and auditorium.
  - 2) A mezzanine platform or video recording would be ideal for evaluator observation during trainings.
  - 3) A variety of storage spaces are available around the gymnasium and auditorium. While they are efficiently used, more storage space is always needed due to variety of units housed in this facility.
- j. The auditorium space works well for meetings or trainings needing to accommodate more than thirty individuals:
  - 1) In the mezzanine of a storage room off the auditorium, there is a washer and dryer for facility use. Due to the inconvenient location, this is not frequently used.
- k. Near the northeast building entrance, there are two storage rooms for Police equipment **13.37** [REDACTED]
- l. Along the north hallway, there are two offices for a Lieutenant position and a Commander position.
- m. Along the east corridor, there are three smaller classroom spaces:
  - 1) One is used as a computer lab space with twenty-eight stations. Another computer lab is needed as more exams and reports for the Academy and in-service training occur online.
  - 2) One classroom is used as a general lecture-style space. This classroom is used less frequently than the larger classrooms largely due to space constraints. The space is too large to effectively function as a medium to large conference room.
  - 3) The last classroom is used as the [REDACTED] roll call and briefing space. There are also five computer stations for report writing. [REDACTED] is a temporary assignment for patrol Officers.



- n. Off the southeast building entrance, there is a large, shared space for Reserves with ten workstations, a break room space, and storage space. There are about twenty Reserve Officers and two sworn Officers.
  - o. At the south end of the building, there is a medium to large size conference room that can accommodate twelve individuals. More meeting spaces like these are needed for day-to-day meetings.
  - p. There is large open office area along the south end of the building. It houses many units and lacks real organization. There is a lack of privacy with limited focus or conference rooms:
    - 1) Units include EMS, PAL, CSO, Training, Attorney, Recruitment, Reserves, Homeless-Vulnerable Population, Explorers, etc.
    - 2) Similar to the shared open office area, there is a shared storage space at the south end of the building, shared between all units. Shelves are not assigned.
  - q. At the southwest corner of the building, there is a dungeon-type space for medical equipment/supply storage. This is the central location for supplies. Nicole helps to distribute supplies amongst MPD precincts/facilities.
3. Upper Level:
- a. The [REDACTED] locker room and briefing/break space occupies the west half of the upper level:
    - 1) 13.37 [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Officers sometimes pull out cots in this space if they need to sleep at the facility between shifts.
    - 3) The briefing room and break space for on-duty [REDACTED] Officers is generally sufficient. There is one office and two report-writing stations. Technology upgrades are needed in the space.
  - b. [REDACTED] is spread across three staff offices and two large open office areas (twenty-two workstations). It would be ideal to house all [REDACTED] individuals in a single open office area with supervisor private offices as needed.
  - c. The locker rooms are located on the upper level:
    - 1) The women's locker room is undersized with one shower, two toilets, and eight lockers.
    - 2) The men's locker room is adequately-sized; however, more showers and toilets are needed (eight showers, two toilets, two urinals). Lockers do have outlets for charging.
    - 3) In the oversized chase between the men's and women's toilet rooms, there is a small informal gun cleaning space. This space does not have adequate ventilation for this function.
    - 4) The lactation pod is located outside of the women's locker room, within the hallway. This is not a private or quiet location.

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To: Attendees
From: Jordan Medeiros | JM
Date: November 9, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Firing Range Interview
November 3, 2023 Meeting Minutes

Attendees:

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A meeting was held with Minneapolis Police Department (MPD) representatives Precinct 4 Firing Range for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Rangemaster Kelly and Juan Valencia provided a tour of the firing range [redacted]. The group discussed the facility's use, deficiencies, and space needs:
1. General Unit Information:
a. MPD also utilized the range facilities [redacted], typically forty-five to sixty days a year. Their range distances vary from twenty to four hundred yards. Their facilities are able to accommodate a variety of weapons, vehicle-based training, and has many props (robots, targets, etc.):
1) As the facility is not owned by MPD, range staff invest a lot of time in moving, setting up, and tearing down equipment.
2) Completing low-light shooting trainings can be difficult with coordinating between the on-site indoor range and the [redacted].
b. Training cycles typically slow down in the winter months due to inclement weather. Open range hours are held in January and February for handgun qualifications. Through May to November, the on-site firing range and the [redacted] range are frequently used.
c. The range unit has about six full-time staff and thirty-five to forty-five part-time staff/instructors.
d. It would be ideal to co-locate the indoor and outdoor firing ranges on a single site to help with staffing and training schedule flexibility.

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- e. The range typically only hosts MPD for qualifications and training. They hold open range hours typically six times per year. Ideally, they would host more open range hours, but the size of the facilities is a limiting factor.
  - f. The range staff are responsible for instructing, armoring, lead mitigation, qualifications, etc.
  - g. There are some concerns with range security due to co-location with [REDACTED]. There are also potential health concerns for [REDACTED] with lead presence/contamination.
2. Building Information:
- a. The lobby and toilet rooms are adequately sized and functional:
    - 1) The gun lockers within the lobby are used as a service drop-off or pick-up point for MPD personnel (dog shift).
  - b. The classroom space is used for both instruction-based training and scenario-based training (virtual and live). It would be ideal to have two separate classrooms for these functions. The spaces should also be larger to accommodate class sizes (in-service or recruit):
    - 1) The Vertra virtual training system has programs to complete taser, rifle, handgun, 40mm, and shotgun trainings. The training system is portable and can be relocated to the SOC.
    - 2) The projector system is frequently used for instruction-based weapon trainings.
    - 3) There is no recording equipment in this classroom, not needed.
    - 4) Other classroom trainings include gas mask fit testing.
    - 5) The windows into the classroom space do not ballistic or impact-resistant protection.
  - c. The range control room generally functions well. The lighting controls for dimming and strobes are located on a panel in this space. Rangemaster Kelly noted that the PA system is not operational. Communication is still available via radio headsets; however, it can be difficult to communicate with various channels.
  - d. The storage space outside the range could be larger to accommodate all targets, headsets, and maintenance items.
  - e. The firing range has ten 75'0" lanes equipped with Meggitt carriers (25'-75' range):
    - 1) There are adequate storage tables/areas for training and qualification materials.
    - 2) The granular back stop is cleaned every two years. Staff would prefer a steel trap system (explosion-proof back).
    - 3) Additional noise cancelling tiles are needed in the space.
    - 4) An expanded range is needed to train more efficiently. It would be ideal to have at least fifteen 50'0" lanes and two 100'0"lanes to supplement. The space should have tall ceilings and an overhead door to accommodate vehicle-based training.
  - f. The gun-cleaning room can only accommodate four individuals at once. The space limits how effectively the range can be used for training. Improved ventilation is needed for this space.



- g. The shop (armoring, gun maintenance) also functions as the staff break space. It is adequately sized and has enough storage for current staffing:
  - 1) The plastic laminate countertops are functional but could be replaced with stainless steel for ease of cleaning.
  - 2) Firearm storage cages are located in the main working space (loaner, simunition). It would be ideal to consolidate these weapons with the long guns (currently stored in the armory).
  - 3) Improved ventilation is needed for this space.
- h. There are five workstations and one office for staff computer work areas. This space generally functions well for the Unit:
  - 1) The staff offices and shop spaces are secured via card readers. These spaces are locked after hours or when no range staff are present.
- i. The locker room space is undersized with no separation for males or females. The quantity of showers and lockers are adequate for current staffing. There is a need for washer/dryer facilities on-site to help with lead decontamination.
- j. At the back of the office area are two storage rooms – one for ammo storage and one for weapon storage (armory). More space is needed for both rooms, as stock/equipment frequently overflows into the hallway space:
  - 1) The back access door and hallways are not sized to accommodate pallet deliveries, so stock has to be unloaded manually.
  - 2) The firing range aims to keep ammunition stocked for a one-year supply. Deliveries occur approximately ten times a year.
  - 3) There is no designated storage for personal riot gear. The armory is used for this purpose currently.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



To: Attendees
From: Jordan Medeiros | JM
Date: October 31, 2023
Comm. No: 232182

Subject: City of Minneapolis
MPD Functional Facilities Space Needs Assessment – Police Canine Kennels
October 26, 2023 Meeting Minutes

Attendees:

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A meeting was held with Minneapolis Police Department (MPD) representatives at the Police Canine Kennel Facility for the MPD Functional Facilities Space Needs Assessment.

Discussion Topics:

- A. Officer John Murphy provided a tour of the MPD Canine Facility. The group discussed the facility's use, deficiencies, and space needs.
B. General Building and Department Information:
1. The unit currently has about twelve to fourteen canines and handlers.
2. Canine Officers have take-home squad vehicles.
3. All canines are trained as dual-purpose; however, most of the canines work as Bomb Detection (transition post 9/11). The Department does have two Narcotics-working canines. The Department will soon have a
a. The Department used to have single-purpose canines as part of the ATF agreements. These are no longer in place.
b.
4. The MPD canine unit regularly trains for other Agencies. The canines/handlers are trained to the MPD policies:
a. MPD has the strictest deployment policy for their canines. Following deployment of a canine, Officers are required to file deployment reports and track training hours as well.
b.

The logo for 'Wold' is displayed in white text on a black, tilted rectangular background.

5. The Canine Unit does not receive direct dispatches or file typical reports. Instead, they patrol City-wide and monitor in-progress calls to gauge whether a canine may be needed for that specific call as Patrol support.
  6. To qualify for the Canine Unit, Officers must have three to five years of street experience and must complete a twelve-week course, including intellectual and physical agility tests:
    - a. Following completion of the course, handlers complete a one-year probation period.
    - b. Part of the interview period requires consent of an Officer's significant other, as well as socialization training.
  7. The unit currently has one Sergeant, seven day-shift Officers, and seven mid-shift Officers. The unit does not operate on a 24-hour shift coverage with no coverage between 4:00 a.m. and 6:00 a.m.:
    - a. The unit currently has two certified trainers with two in the process of becoming certified.
    - b. During their shift, Officers allocate nine hours for typical shift duties and one hour for canine maintenance, plus overtime on off-days where canines are cared for at their handlers' homes.
    - c. Officers are allowed to continue their handler position as long as they continue to train at a high level and remain productive at the Sergeant and trainer's discretion.
  8. Trainers/handlers are required to complete an annual certification, which requires a certain number of training hours to be completed:
    - a. The unit holds Department-wide training courses on Thursday afternoons as part of their continuing education requirements.
    - b. Officers can pass certification with a score of 490/700; however MPD requires a minimum score of 600 for its handlers.
  9. **13.37**
    - a. Sometimes, handlers train puppies as their canine is aging out of the program. In one instance, the patrol vehicle has split cages in the back of the squad vehicle to accommodate both canines.
    - b. Canines can be as young as eight months, typically one year old. They are typically retired around nine to ten years old.
- C. Site and Exterior:
1. The exterior training grounds work very well for the Department's training needs. The training equipment and layout is continually updated based on the USPCA training standards for canine/handler certification:
    - a. The unit recently installed training boxes to complete detection exercises. The hard boxes only have slits on the two sides for detecting human scents. The boxes were built by the City's carpenters.
    - b. The USPCA no longer requires agility testing as part of the certification process, so the agility equipment is no longer used regularly.
    - c. The unit recently installed article search pads at the back of the grounds where evidence can be hidden in tall grass/shrubs for canine training.





2. Due to the mobile and take-home nature of the canine unit, most Officers keep their equipment (riot gear, duty bags) in their vehicles. The existing lockers are small and do not have power for charging equipment:
  - a. The showers are most often used by the training class of Officers. Most other Officers use their at-home facilities.
  - b. The female locker room is at maximum capacity with only three lockers. There is no mother's room, so Officers are forced to use the toilet/shower stalls if needed.
  - c. Officers typically have one locker each, nineteen in the men's locker room, three in the women's locker room.
3. There is one training office housing three trainers/Officers and one Sergeant's office. The Sergeant's office also operates as an overflow storage and informal fitness space. Both areas could be larger and improved to function better for today's needs.
4. There is a common conference, report writing, and break room space:
  - a. There are two computers for report writing.
  - b. Charging/docking stations for radios and body cameras are available. There is no charging station for the taser batteries on site. Officers switch these out at Precincts.
  - c. The kitchen is used regularly by the Department and requires renovation.
  - d. There is no designated cot room, so Officers utilize the couches in the break room/roll call room.
5. Officers have a defibrillator and medical kit just inside the entry vestibule. First aid kits are stored in patrol vehicles:
  - a. In the back of the vehicles, Officers typically need to store additional gear, sleeves, muzzles, leashes/leads, extra dog food, dog first aid kits, and water.
  - b. Patrol vehicles are equipped with hot box systems to automatically alarm and crack windows if the car gets too hot for the canine.
  - c. Patrol vehicles are also equipped with bail out buttons for Officers to remotely open the doors in emergency situations where a canine may be needed.
6. There is a car vacuum and pressure washer on site for general car cleaning. Other care cleaning or maintenance occurs at the central maintenance facility.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



**To:** Attendees  
**From:** Jordan Medeiros | JM  
**Date:** November 7, 2023  
**Comm. No:** 232182

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**Subject:** City of Minneapolis  
MPD Functional Facilities Space Needs Assessment – EOTF Interview  
October 26, 2023 Meeting Minutes

**Attendees:**



|  |                                     |
|--|-------------------------------------|
| Troy Schoenberger, Minneapolis Police Department | troy.schoenberger@minneapolismn.gov |
| Joel Dunning, Wold Architects and Engineers      | jdunning@woldae.com                 |
| Melissa Stein, Wold Architects and Engineers     | mstein@woldae.com                   |
| Jordan Medeiros, Wold Architects and Engineers   | jmedeiros@woldae.com                |

*A meeting was held with the Intel Division at the Emergency Operations Training Facility (EOTF) for the Minneapolis Police Department (MPD) Functional Facilities Space Needs Assessment.*

**Discussion Topics:**

- A. Lieutenant Troy Schoenberger provided a tour around the facility. The group discussed the building's use, deficiencies, and space needs:
1. The EOTF houses Minneapolis Fire Department (MFD) Fire Training, the Strategic Information Center (MPD), and Emergency Management. MPD has six sworn Officers (two are permanently on light-duty) and ten civilian analysts. Five Intel A \ analysts work off-site, spread between the PSB, Hamilton SOC, and BCA Facilities.
  2. The Intel Division of MPD uses two primary work areas within the EOTF:
    - a. There is a Command Staff work area with one private office for the Commander and an open work area for four workstations. The workstations house one Lieutenant, two Sergeants, and an IT hotel station. There is also a common print/copy room in this space:
      - 1) The Supervisor positions in this space do not have a private work area, as is typical for MPD positions. They are located near the main access door for all intel positions and do not have a private conferencing space.
    - b. The main pit space houses eight outfitted workstations for analysts with three stations not in use:
      - 1) Additional space in the pit is needed to accommodate all analyst positions. Workstations are currently shared among analysts.
      - 2) New desks were requested as the current desks are no longer serviceable for replacement parts.



- 3) Desks with integrated lockers would be ideal for storage of personal belongings for analysts.
  - 4) Technology upgrades are needed within the pit area, as they are original to the opening of the building. For instance, the three large projectors/monitors have limited functionality for splitting screens to run multiple applications.
  - 5) Separate work/focus rooms would be ideal for analysts focused on special assignments/investigations. This space could also help facilitate a separate training environment for incoming analysts.
3. The Intel Division frequently utilizes the adjacent training/conference spaces that are shared building-wide amenities. Lieutenant Schoenberger noted that there are frequently scheduling/room access issues, especially as the larger training rooms operate as an EOC:
    - a. The borrowed lights from the large conference room into the pit floor is a potential security concern as other agencies/departments utilize this space.
    - b. MPD has a desire for a private conference room, sized for about sixteen to twenty individuals. There was also a request for a dedicated large Emergency Management Command Center for training, department-wide meetings, etc.
  4. The Intel Division also utilizes other staff support areas in the building:
    - a. The restrooms off the main hallway or in the locker room are available for staff use.
    - b. The break room generally functions well for MPD staff in this building. There are no major concerns with confidentiality issues between departments/agencies in this space.
    - c. A common locker room space is available for staff use. Lockers are a mix of metal and gear-grid style. A secure locker type would be better suited for police functions to secure weapons, gear, etc.:
      - 1) Riot gear is stored in gear grid cages in the main apparatus bay space, loaned from MFD.
      - 2) Sworn Officers typically utilize their personal desks/workstations to charge/dock equipment.
    - d. The facility does not have any cot rooms for MPD use.
    - e. There is shared fitness space located on the mezzanine of the apparatus bay space.
  5. The following topics were discussed relative to building security and location:
    - a. 
    - b. 
    - c. There are no major issues with the secure parking lot, shared between all departments.
  6. The Intel Division frequently partners/meets with investigators out of the PSB. Direct adjacency is not critical for these meetings.

cc: Andy Dahlquist, Wold      adahlquist@woldae.com



# APPENDIX C

## BUILDING PLANS



## BUILDING PLANS

### MPD FUNCTIONAL FACILITIES SPACE NEEDS ASSESSMENT

|       |                                  |       |                             |       |                                  |
|-------|----------------------------------|-------|-----------------------------|-------|----------------------------------|
| PD 0  | COVER SHEET                      | PD 17 | PRECINCT 1 - ML - FFE       | PD 34 | PRECINCT 4 - ML                  |
| PD 1  | CITY HALL - FLOOR 7              | PD 18 | PRECINCT 1 - UL             | PD 35 | PRECINCT 4 - ML - FFE            |
| PD 2  | CITY HALL - FLOOR 7 - FFE        | PD 19 | PRECINCT 1 - UL - FFE       | PD 36 | PRECINCT 4 - UL                  |
| PD 3  | EOTF                             | PD 20 | PRECINCT 2 - BASEMENT       | PD 37 | PRECINCT 4 - UL - FFE            |
| PD 4  | EOTF - FFE                       | PD 21 | PRECINCT 2 - BASEMENT - FFE | PD 38 | PRECINCT 5 - BASEMENT            |
| PD 5  | FORENSIC GARAGE                  | PD 22 | PRECINCT 2 - ML             | PD 39 | PRECINCT 5 - BASEMENT - FFE      |
| PD 6  | FORENSIC GARAGE - FFE            | PD 23 | PRECINCT 2 - ML - FFE       | PD 40 | PRECINCT 5 - ML                  |
| PD 7  | HAMILTON SOC TRAINING - ML       | PD 24 | PRECINCT 3 - BASEMENT       | PD 41 | PRECINCT 5 - ML - FFE            |
| PD 8  | HAMILTON SOC TRAINING - ML - FFE | PD 25 | PRECINCT 3 - BASEMENT - FFE | PD 42 | PSB - FLOOR 8 - FFE              |
| PD 9  | HAMILTON SOC TRAINING - UL       | PD 26 | PRECINCT 3 - FLOOR 1        | PD 43 | PSB - FLOOR 9 - FFE              |
| PD 10 | HAMILTON SOC TRAINING - UL - FFE | PD 27 | PRECINCT 3 - FLOOR 1 - FFE  | PD 44 | VEHICLE STORAGE                  |
| PD 11 | JERRY HAAF MEMORIAL RAMP         | PD 28 | PRECINCT 3 - FLOOR 2        | PD 45 | WAREHOUSE-MPD STORAGE - ML       |
| PD 12 | JERRY HAAF MEMORIAL RAMP - FFE   | PD 29 | PRECINCT 3 - FLOOR 2 - FFE  | PD 46 | WAREHOUSE-MPD STORAGE - ML - FFE |
| PD 13 | POLICE CANINE KENNELS            | PD 30 | PRECINCT 3 - FLOOR 3        | PD 47 | WAREHOUSE-MPD STORAGE - UL       |
| PD 14 | PRECINCT 1 - BASEMENT            | PD 31 | PRECINCT 3 - FLOOR 3 - FFE  | PD 48 | WAREHOUSE-MPD STORAGE - UL - FFE |
| PD 15 | PRECINCT 1 - BASEMENT - FFE      | PD 32 | PRECINCT 4 - BASEMENT       |       |                                  |
| PD 16 | PRECINCT 1 - ML                  | PD 33 | PRECINCT 4 - BASEMENT - FFE |       |                                  |

**CITY OF MINNEAPOLIS**  
MINNEAPOLIS, MN  
OCTOBER 2023

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