

# Yreka Police Department



Yreka, California

## Needs Assessment Report



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**Yreka Police Department**  
**Brian Bowles - Chief of Police**  
412 W. Miner St.  
Yreka, California 96097  
Phone 530-841-2300  
Fax 530-841-2310

**Siskiyou Design Group, Inc**  
**Guy Fryer, AIA**  
303 Bruce Street, Suite A  
Yreka, California, 96097  
530-842-1683  
Fax 530-842-1908

## **1.1 Background and Study Objectives**

### **1.1.1 - Background**

The Yreka Police Department has outgrown their current facility located on Miner Street. The existing original building was constructed in 1914 and listed in the National Register of Historic Places in 1992. The Police Department occupied the Facility in 1970 when the new Siskiyou County Library was constructed. A building addition was completed in 1980 after the Police Department outgrew the existing space.

The existing multi-level facility no longer meets the space needs of the Department, and does not provide appropriate public and employee access for persons with disabilities, as required by the American with Disabilities Act and the California Building Code. Due to the extensive age of the Facility and the raised floor design, the removal of hazardous materials required to complete renovation and the necessary re-design for accessibility to the facility point towards options other than renovation of the existing building.

The Department has worked creatively and effectively (by utilizing several adjacent buildings and adapting locations of staff members), to utilize the existing building layout. However, the existing (three) levels of the facility are antiquated in their design, layout, exiting arrangement, construction and do not promote efficiency.

The Yreka Police Department is an integral part of the community of Yreka and promotes cooperation and service to the citizens of Yreka. Public use and access to the Police Department is important and should be recognized as a significant factor in the selection of a new Facility and location. Policing needs in Yreka have seen a moderately steady growth in service since the 1970's. The existing building is currently insufficient in size to accommodate all the required staff, and to fulfill and provide all services and functions.

The Department needs a unified, accessible facility, which addresses needs for Public Service, Security, Vehicle Parking and Storage, as well as adequate space needs for staff members and safe vehicular Entry/Egress. Additionally, the Facility must meet the CBC requirements for an Essential Services Building, the purpose of which is that such a Facility be able to continue providing Public Service Operations in the event of a natural disaster.

### **1.1.2 - Study objectives**

The objective of this study is to determine the current and long term (25 year) needs of the Yreka Police Department and to make recommendations regarding the available accommodation options being considered.

Specific Study Objectives are:

- Understand the Departments policing strategies, and opportunities available in the design of a new (or modification of an existing) facility to promote those strategies.
- Assess and indentify the unique character of the City of Yreka and the relative requirements of Policing.
- Assess the potential growth of the City of Yreka and how this would affect the choice of a new Police Facility location (or renovated facility).
- Determine current and future space needs, based on the specific requirements of the Yreka Police Department.
- Determine important internal relationships of the Department which would impact building layout, configuration and site requirements.

## 1.2 Executive Summary

The existing Police Facility is inadequate, in both capacity and design, to effectively serve the needs of the Yreka Police Department. As noted previously, the Department has worked creatively to adapt and utilize the existing building, as well as adjacent buildings, in order to meet the YPD facility needs. However, there are major deficiencies found in the existing building which should be addressed in the design of a new Facility, or considered in the re-use of an existing building:

- The current building design and site configuration pose significant barriers to persons with disabilities and cannot economically be modified to provide equivalent facilitation to the building. This has become an increasingly litigious issue in California and minimum steps should be taken to mitigate the situation.
- The existing structure (structures) does not meet the Essential Services Act design parameters and upgrade is not economically feasible. Additionally, there is not adequate back-up power to supply the entire Facility in the event of a natural disaster or emergency.
- Existing (original) fuel storage tanks are buried below the rear portion of the building addition and adjacent to the east side of the building- these should be removed, a process which would greatly impact the ability to use the existing building.
- The current multi-level, multi- building, arrangement greatly impacts efficiency, security to the staff members, and the overall effectiveness of the Department in the accomplishment of its Public Service Mission.
- The Site is limited by shared property lines and driveways which effectively prohibit the construction of a secure vehicular entry system, thus greatly affecting the security of the staff members.

The following key design elements, identified in this study, should be provided in a new Facility:

- A unified, adjacency based, building layout to reflect the YPD Departmental structure and methods of operation. Space allocation should be per the recommended 25 year build-out as noted in the Space Needs Area Summary, Part 2.1.
- The building must meet CBC Essential Services Building Design criteria per 2010 CBC, Chapter 4, Article 1.
- Accessible public access and parking- including ADA compliant parking spaces, path of travel and Public Service elements such as separate sex accessible restrooms, Lobby, ancillary Public Service rooms, and Public Service counters.
- Adequate Staff Security through appropriate armor resistant glazing and wall systems, and other design measures.
- Vehicular access control to the site and secure location for staff to enter and exit the facility.
- Staff ADA parking, path of travel and building design features for the entire Police Facility with separate sex restroom and Locker Facilities.
- Appropriately designed secure building areas for communications equipment including adequately sized emergency back-up electrical generation.
- Secure and adequate storage areas for different materials including evidence and long term storage materials.
- A large, expandable area to accommodate Emergency Operations functions.
- Expandable Dispatcher area to accommodate up to (3) Dispatchers/ Call-takers in the event of consolidation of Dispatcher services with other local law enforcement agencies.
- Weight and Work-out Room of adequate size for personnel.
- Safe and compliant vehicle wash area.
- Safe and compliant vehicle service, fueling and storage areas.
- Exterior bike storage and dog kennel.
- Electric Vehicle charging station and storage area.

It is evident from visiting the Yreka Police Department that the spirit of good will, optimism and service are foundational to the Yreka Police Department and its mission. It is also clear that the physical limitations of the existing building make their job (already a difficult one) much more difficult, and contribute to conditions where efficiency and the safety of staff members are compromised. A new or renovated facility with the attributes envisioned by the Administration and as outlined in this study would demonstrate the appropriate support for the police Department by

the community it serves.

### 1.3 Methodology

Two separate tours of the Facility were conducted – first with Lt. Dave Gamache and then with Chief Brian Bowles. Building area summaries were compiled from field review as well as area summaries from the Police Department information.

### 1.4 Department Structure

The Department currently consists of the Chief of Police, Lieutenant, three Sergeants, nine officers (two were lost in staff reductions this year- one is assigned to the task force undercover, and one is a detective), four full time dispatchers with 2-4 part time dispatchers, two administrative personnel, and one animal control officer. There are 2-6 reserve officers, and 4-6 volunteer employees.

### 2.1 Space Needs Area Summary

Category / Use	Existing S.F.	Programmed S.F.	Programmed Sub-total (S.F.)	Ref Rm #	Ref Pg #
Public areas including Lobby and Public Restrooms	100	500	500	#1	9
Administration (Chief and Lt. offices)	340	380	380	# 2&8	10&16
Administrative Assistant	100	120	120	# 3	11
Dispatch / Central Common Area	546	900	900	# 6	14
Dispatch Administrator	0	100	100	-	13
Detective Office	85	120	120	#17	25
Sergeants Offices	240	300	300	#16-18	24
Officer / Squad / EOC – include half the area of the EOC annex building (600 s.f.)	1069	1500	1500	#9 & 21	17&
Clerical- include 200 s.f. of annex building	415	500	500	#20	28
Interview	150	200	200		
Weight and Locker area- include 240 s.f. of annex building and 666 s.f. @ Blacks Building not included in existing	1138	1500	1500	#10,22& Blacks bldg	18 & 30
Storage – Supplies	100	300	300	#24	32
- Short term Evidence Storage	30	50	50	# 15	23
- Weapons	75	140	140	#11 & 18	19 & 26
- Long term Evidence Storage	276	500	500	#12	20
- Exterior	200	300	300	Ext stor blng	7
Staff Restrooms	110	400	400	# 4&5	12
Circulation (programmed @ 10%)		781 S.F.	781 S.F.	NA	NA
Other					
Sub-total	4974 S.F.		8591 S.F.		
Allow 20% growth for 25 year plan			1718 S.F.		
<b>Recommended Minimum Facility (S.F.) :</b>			<b>10,309 S.F.</b>		

## 2.2 Existing Facilities / Space and Program Requirements

### SITE:

PARKING		
Function: Exterior parking for squad cars and employees. Parking for electric vehicles.		Existing: (24) spaces with (1) accessible parking space delineated. No accessible path of travel to building.
Current Location: Rear (north) side of Station in a double loaded lot accessed from North Street. Lot is fenced and has an automatic gate at North Street. However, the front (Miner Street) entrance does not have vehicular control due to the location of the property lines and the shared driveways.		
		Proximity needs: Adjacent to facility. Accessible parking close to entries
Square Footage:	Current: 24 parking spaces	Program: Recommend total of (43) spaces- (28) Police, (12) Visitor, (2) Accessible spaces at public lot (one standard and one van accessible) and (2) accessible spaces at Police parking lot, (one standard and one van accessible). (2) vehicle storage garage. Covered canopy charging station for electric police vehicles

Key Planning Issues:

- Easy and safe access to and from a major public street with good line of sight in each direction, and minor site gradients to facilitate development of accessible routes and accessible parking for public and staff.
- Vehicular access control system for Police vehicles- public access from street with accessible path of travel to a public way.
- Perimeter security fencing.
- Adequate parking spaces and drives.
- Exterior lighting complying with Cal-Green and energy codes.
- (Stolen cars and cars in evidence are periodically stored at the local CHP garage – an enclosed storage garage is required for this purpose.)
- Area for fueling and wash area desired.

Storage:

<b>EXTERIOR STORAGE BUILDING</b>		
<p>Function: Currently an exterior storage building (approximately 200 s.f.) is used to house stolen property, and miscellaneous materials not allowable inside the Police Facility. Additionally, there is one dog kennel and a fenced enclosure for stolen bike storage adjacent to the storage building.</p>		<p>* Storage should be one hour rated construction. *Floor drain / connection to waste in kennel *Larger bike storage area</p>
Current Location: West side of lot		
		<p>Proximity needs: Adjacent to facility.</p>
Square Footage:	Current: 200 s.f. + exterior areas	Program: 250-300 s.f. + fenced covered concrete slab for bike storage and kennel.
<p>Key Planning Issues: Fire rated wall separation from facility. Hazardous material storage cabinets recommended.</p>		<p>Storage: Review storage and shelving requirements with Department for specific needs.</p>
<p>Electrical and mechanical: Typical lighting, power requirements. HVAC not required.</p>		

<b>EXTERIOR COVERED ELECTRIC VEHICLE STORAGE COVER</b>		
<p>Function: Currently a small open exterior cover (approximately 100 s.f.) is used to house meter reader electric vehicles.</p>		
Current Location: West side of lot		
		<p>Proximity needs: Close to facility / adjacent to parking.</p>
Square Footage:	Current: 100 s.f.	Program: 150 s.f. covered concrete slab for bike electric vehicle storage.
<p>Key Planning Issues: Vehicle bollard and protection for charging stations.</p>		
<p>Electrical and mechanical: Electric vehicle charging stations - exterior lighting, utility GFCI power.</p>		

<b>EXTERIOR MECHANICAL, FUEL STORAGE, AND ELECTRICAL GENERATOR</b>		
Function: Propane fuel storage tank, electrical compressors (heat pumps), electrical main distribution panel, electric back-up generator.		Existing: (1) 18 KW Generator, (3) heat pumps units, 250-300 gallon propane storage tank, Main electrical distribution panel.
Current Location: East and north side of Station.		
		Proximity needs: Adjacent to facility.
Key Planning Issues:  - Emergency Generator and electrical Main Distribution Panel should have a security fenced enclosure and concrete slab. - Propane or other fuel storage to be located minimum 10 ft away from building in a fenced enclosure. -Exterior compressors and other mechanical equipment should be located in a secure mechanical room or mezzanine.		

<b>EXTERIOR DUMPSTER</b>		
Function: Garbage and refuse disposal		-Review Security considerations -Concrete slab with fenced enclosure & gates -Accessible to Waste Hauler with out entry to secured police area
Current Location: Left rear side of Facility		
		Proximity needs: In close proximity to service area
Square Footage:	Current: (1) 4x6 ft Dumpster	Program: 120 s.f. : (2) 4x6 ft dumpsters

**BUILDING: Note : Existing Rooms are numbered for purpose of reference and are noted on Space Needs Area Summary Part 2.1 – numbers do not represent actual room numbers.**

<b>ROOM # 1: ENTRY/ SECURE RECEPTION ROOM W/ PUBLIC RESTROOMS</b>	
Function: Public Interface/ waiting/ Information	Notes: Public, basis of contact; friendly Seating, waiting Communicate to dispatch
Current Location: Front of building / raised porch accessed by stairs	
Staff Organization: Dispatcher or Community Service person	Proximity needs: Dispatcher Community Service personnel
Square Footage:  Current: Floor Level One Approx. 100 s.f. (No existing restrooms)	Program: 220-300 s.f. with accessible restrooms Allow 100 s.f. ea= 200 s.f. total for adjacent Off-Lobby” areas- see below
Key Planning Issues: - Accessible Public entry – Men’s’ and Women’s’ accessible Restroom - Need secure (alternate entry) for after hours employee entry - Threat resistant (small arms) interface window w/ document pass - Accessible Public counter at service window - Patch collection - Identification - Visual shielding of dispatcher work station - Employee security: Walls shall be small arms resistant - Public restrooms - After hours communication system?	The Chief envisions two additional rooms located adjacent to the Lobby area to serve multiple functions: - Short term refuge - 290 sex registration and Live Scans - Suspect / Victim areas for initial contact Allow 100 s.f. ea= 200 s.f. total  Additionally, a new On-Line reporting computer terminal is proposed to serve the Public at the Lobby area. This will provide visitors the ability to enter calls for service on-line, thereby significantly reducing the Officer time spent on these issues
Equipment : Bulletin/Cork Board for Public messages Telephone (local use only)- PacBel Public Computer	Furnishings: Public seating
HVAC: Typical HVAC requirements- secure penetrations	Electrical: Audio and camera surveillance - parking lot and lobby Free phone system (local use only) Typical power outlets, tamper-proof lighting, emergency illumination, etc.

<b>ROOM # 2: CHIEF'S OFFICE</b>		
Function: Police Chief's Office		Notes:
Current Location: Adjacent to the reception area		
Staff Organization: Chief interacts with all members of the staff- easily accessible location		Proximity needs: Relatively close to Entry / Foyer Dispatcher Lieutenant Sear gents
Square Footage:	Current: Floor Level One Approx. 200 s.f.	Program: 220 s.f.
Key Planning Issues: - Sound control/ privacy - Staff and Facility oversight – select location - Adequate space for meeting/ discussions w/ staff and visitors - Natural illumination from secure source - Solid doors		
Equipment : Whiteboard Corkboard Telephone		Furnishings: Large desk Computer station Small conference table Several rolling file cabinets Storage cabinets
HVAC: Typical HVAC requirements		Electrical:  Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock

<b>ROOM # 3: ADMINISTRATIVE ASSISTANT</b>		
Function: Administrative Assistant Office		Notes:
Current Location: Adjacent to the Chiefs Office and common area / dispatch		
Staff /Organization: Admin Assistant		Proximity needs: Adjacent to Chiefs Office Central to Facility and offices
Square Footage:	Current: Floor Level One Approx 100 s.f.	Program: 120 s.f.
Key Planning Issues: - Sound control/ privacy - Solid doors - Natural illumination from secure source		
Equipment :		Furnishings:  Standard desk and work station File cabinets
HVAC:		Electrical:  Standard power outlets, data and phone terminations, and lighting Digital notification device / clock

<b>ROOMS # 4 &amp; 5: STAFF RESTROOMS</b>		
Function: Employee Restrooms		Notes: Base new capacity on Plumbing Fixtures required per code for occupant load: approximately 24-30 persons- see program suggestion below
Current Location: Floor level One Adjacent to the common area / dispatch		
Staff/ Organization: Clerical staff		Proximity needs: Central to Facility and offices Central but screened
Square Footage:	Current: Floor Level One Approx 110 s.f. combined.	Program: 400 s.f. Allow (3) fixtures for each sex with minimum (1) accessible toilet stall
Key Planning Issues: Sound control - Screened layout – entry arrangement - Plumbing wall - Maintenance Room / ease of cleaning - Minimum maintenance finish materials - Natural illumination from secure source if possible		
Equipment :		Furnishings: Benches and Lockers
HVAC: High exhaust volume- link to occupancy sensor and lighting All return air to exterior via heat exchange		Electrical: GFCI power outlets, occupancy switched lighting

<b>ROOM (not existing): OFFICE</b>		
Function: Office Space – Dispatch Lead Supervisor		Notes:
Current Location: Floor Level One Adjacent to the common area / dispatch		
Staff/ Organization:		Proximity needs: Adjacent to open / common area
Square Footage:	Current: Not existing	Program: New 100 s.f. min
Key Planning Issues: - Sound control/ privacy - Solid doors - Natural illumination from secure source		
Equipment : Standard accessories , mirrors, etc.		Furnishings: Standard desk and work station File cabinets
HVAC: Typical HVAC requirements		Electrical: Standard power outlets, data and phone terminations, and lighting Digital notification device / clock

<b>ROOM # 6: DISPATCH / CENTRAL COMMON AREA</b>		
<p>Function:  Dispatcher / work stations  Volunteer work stations  Second Administrative Assistant  Animal Control Officer</p>		<p>Notes:  Existing open area accommodates 1.5 Dispatcher stations and 4-5 typical work stations.  Proposal is to provide an expandable Dispatcher area to accommodate up to (3) Dispatchers / Call-takers in the event of consolidation of Dispatcher services with other local law enforcement agencies.</p>
<p>Current Location:  Floor Level One  Central portion of original building- behind public interface window @ Lobby area</p>		
<p>Staff/ Organization:  (2-3) dispatchers</p>		<p>Proximity needs:  Adjacent to Lobby and central to Facility- important that Dispatchers are not isolated from other staff</p>
<p>Square Footage:</p>	<p>Current:  Floor Level One  Approx 564 s.f.</p>	<p>Program: 900 s.f.</p>
<p>Key Planning Issues:  - Monitor Lobby/ visitors  - Configure for multiple work stations and provide screening for dispatcher work areas</p>		
<p>Equipment :  Phone bank, clue line, scanners for all law enforcement agencies, computer aided dispatch screen, records management screen, CLETS, wants and warrants file cabinet, radio for field units, TV, Surveillance cameras on PD and other areas. Two Printers, Cabinets for books and binders.  Under cabinets is full of equipment.</p>		<p>Furnishings:  (3) Standard desk and work station  Min (7-8) tall file cabinets  Storage cabinets  Foot rests  Key storage system</p>

HVAC: Typical HVAC requirements		Electrical: UPS for designated equipment Standard power outlets, data and phone terminations, and lighting Digital notification device / clock
<b>ROOM # 7: COPY / WORK AREA/ VOLUNTEER DESK</b>		
Function: Copier and work area Volunteer work station		Notes:
Current Location: Floor Level One Adjacent to Dispatch/ Central area		
Staff/ Organization: Intermittent use area		Proximity needs: Adjacent to Dispatch and available to all office areas
Square Footage:	Current: Floor Level One Approx 85 s.f.	Program: 100 s.f.
Key Planning Issues: -Noise dampening (tackboard walls) -Good illumination and power - Separate by wing wall but easily accessed - Verify copier and other equipment sizes and access requirements		
Equipment : Copiers/ and fax machines		Furnishings: Counter space for equipment Overhead storage cabinets File cabinets

HVAC: Typical HVAC requirements		Electrical: Power for specific equipment Data terminations Good lighting Digital notification device / clock
<b>ROOM # 8 : LIEUTENANT'S OFFICE</b>		
Function: Lieutenant's Office		Notes:
Current Location: Adjacent to the reception and Lobby area		
Staff Organization: Chief interacts with all members of the staff- easily accessible location		Proximity needs: Relatively close to Entry / Foyer Available to Dispatchers, Sear gents, Chief
Square Footage:	Current: Floor Level One Approx 140 s.f.	Program: 160 s.f.
Key Planning Issues: - Sound control/ privacy - Staff and Facility oversight – select location - Adequate space for meeting/ discussions w/ staff and visitors - Natural illumination from secure source - Solid doors		

<p>Equipment :</p> <p>Whiteboard</p> <p>Corkboard</p> <p>Telephone</p>		<p>Furnishings:</p> <p>Large desk</p> <p>Computer station</p> <p>File cabinets</p> <p>Storage cabinet</p>
<p>HVAC:</p> <p>Typical HVAC requirements</p>		<p>Electrical:</p> <p>Typical power outlets, data and phone terminations, lighting, etc</p> <p>Digital notification device / clock</p>
<p><b>ROOM # 9 : SQUAD ROOM</b></p>		
<p>Function:</p> <p>Squad Room – Officer work stations</p>		<p>Notes:</p> <p>Existing room doubles as a Break area with a very small Kitchenette area and large table</p>
<p>Current Location:</p> <p>Rear (north) side of building / downstairs</p>		
<p>Staff Organization:</p> <p>Officers computer work stations</p>		<p>Proximity needs:</p> <p>Close to Central / Common area and offices, staff entry and Gun locker</p> <p>Available to Dispatchers, Lieutenant, Chief</p>
<p>Square Footage:</p>	<p>Current:</p> <p>Basement Level</p> <p>Approx 449 s.f.</p>	<p>Program: 600 s.f.</p>
<p>Key Planning Issues:</p> <ul style="list-style-type: none"> <li>- Sound control @ work stations</li> <li>- Circulation and access to adjacent rooms/ offices</li> </ul>		

<p>Equipment :</p> <p>Whiteboards</p> <p>Corkboards</p> <p>Telephone</p>	<p>Furnishings:</p> <p>Perimeter deep plastic laminate computer counters with data/ power raceways for flexibility and expandability of work areas</p> <p>Case file storage cabinets</p>
<p>HVAC:</p> <p>Typical HVAC requirements</p>	<p>Electrical:</p> <p>Horizontal data/ power raceway</p> <p>Perimeter task lighting for work stations</p> <p>Digital notification device / clock</p>
<p><b>ROOM # 10 : LOCKER ROOM / DOWNSTAIRS RESTROOM – SEE ROOM # 3</b></p>	
<p>Function:</p> <p>Space doubles as small locker area with small adjacent restroom. Currently the lockers serve as short term evidence storage</p>	<p>Notes:</p> <p>Functions in this space would be included in a new separate-sex ADA compliant staff restroom- See Room # 4&amp;5 new Locker and Weight Room – See Room # 4&amp;5</p>
<p>Current Location:</p> <p>Downstairs adjacent to Squad Room</p>	
<p>Staff Organization:</p> <p>Officers and all staff should be able to use this type of area</p>	<p>Proximity needs:</p> <p>Close to Squad Room</p>
<p>Square Footage:</p>	<p>Current:</p> <p>Basement Level</p> <p>Approx 232 s.f.</p> <p>Program: 500 s.f. (250 s.f. each Men’s and Women’s)</p>
<p>Key Planning Issues:</p> <ul style="list-style-type: none"> <li>- Sound control</li> <li>- Good Ventilation</li> </ul>	

Equipment : Showers Lockers Benches		Furnishings: Benches and Lockers
HVAC: Exhaust and typical HVAC requirements		Electrical:  GFCI outlets Digital notification device / clock
<b>ROOM # 11 : GUN LOCKER</b>		
Function: Weapon and ammunition storage		Notes:
Current Location: Downstairs adjacent to Squad Room		
Staff Organization: Officers		Proximity needs: Adjacent to Squad Room
Square Footage:	Current: Rear Basement Level Approx 30 s.f.	Program: 60 s.f.
Key Planning Issues: - Security - Proper ventilation - Access - Envelope construction		

Equipment : Weapon racks		Furnishings:
HVAC: Humidity controlled ventilation		Electrical:  Explosion proof outlets & light fixtures
<b>ROOM # 12 : Evidence Storage</b>		
Function: Evidence and Record storage		Notes: Existing storage is in basement and is not large enough to adequately house all evidence materials
Current Location: Downstairs adjacent to Squad Room		
Staff Organization: Officers		Proximity needs: Adjacent to Squad Room
Square Footage:	Current: Rear Basement Level 12' x 23' = 276 s.f.	Program: 500 s.f.
Key Planning Issues: - Security - Proper ventilation - Access		

Equipment : Metal storage racks		Furnishings:
HVAC: Ventilation		Electrical:
<b>ROOM # 13 : STORAGE</b>		
Function: Record and material storage		Notes: Existing storage is in basement and is accessed via stair (from original building area). Area is adjacent to crawl space of main building
Current Location: Basement of original building		
Staff Organization: All staff		Proximity needs: Adjacent to Central/ Common area
Square Footage:	Current: Basement Level Approx 308 s.f.	Program: 500 s.f.
Key Planning Issues: - Security - Humidity control - Access		

Equipment : Metal storage shelving system		Furnishings:
HVAC: Ventilation		Electrical: Lighting and convenience outlets
<b>ROOM # 14 : RADIO ROOM</b>		
Function: Radio and Main Distribution Frame Racks		Notes: Existing room is subject to water infiltration and has a sump in floor with pump.
Current Location: Basement of original building		
Staff Organization: Administrative & IT staff		Proximity needs: Adjacent to Central/ Common area
Square Footage:	Current: Basement Level Approx 80 s.f.	Program: 120 s.f.
Key Planning Issues: - Security - Humidity control - Access - Anti-static carpet / flooring - Cabling/ electrical flexibility		

Equipment : MDF Racks Work counter Storage cabinets		
HVAC: Air conditioning sized for equipment loads		Electrical: Specific loads for MDF's and Radio with back-up emergency power system Lighting and convenience outlets @ counter
<b>ROOM # 15 : EVIDENCE STORAGE/ PROCESSING ROOM</b>		
Function: Process evidence such as drying bloody clothing, storage of fume and other kits, store evidence		Notes:
Current Location: Second Level		
Staff Organization: Administrative & Officers		Proximity needs: Adjacent to Squad Room / Sergeants offices
Square Footage:	Current: Rear Floor Level Two Approx 30 s.f.	Program: 50 s.f.
Key Planning Issues: - Security - Humidity control		

Equipment : Work counter Metal drying rack Storage cabinets		
HVAC: Humidity controlled ventilation		Electrical: Lighting and convenience outlets @ counter
<b>ROOM # 16-18: SERGEANT'S OFFICES</b>		
Function: Sergeant's offices		Notes: (3) offices located at upper level
Current Location: Second Level		
Staff Organization: Sergeants		Proximity needs: Adjacent to Squad Room / Common / Central area
Square Footage:	Current: Rear Upper Floor Level Approx 85 s.f. each.	Program: 80- 100 s.f. each= 240- 300 s.f. total Could be combined as individual work stations in a larger common work room
Key Planning Issues: - Sound control/ privacy - Natural illumination from secure source - Solid doors		

Equipment :		Furnishing: Desk Computer station File cabinets
HVAC: Typical HVAC		Electrical: Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock
<b>ROOM # 17: DETECTIVE OFFICE</b>		
Function: Detective Office		Notes: Needs a secure closet for Kits and materials related to investigative work
Current Location: Floor Level Two Adjacent to Sergeants Offices		
Staff/ Organization: Detective when on duty		Proximity needs: Closet attached or adjacent as noted above Available to all office areas
Square Footage:	Current: Floor Level Two Approx 85 s.f.	Program: 100 s.f. + 20 s.f. closet = 120 s.f.
Key Planning Issues: - Sound control/ privacy - Natural illumination from secure source - Solid doors		

Equipment :		Furnishings: Desk Computer station File cabinets
HVAC: Typical HVAC requirements		Electrical: Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock
<b>ROOM # 18 : WEAPON AND AMMUNITION STORAGE CLOSET</b>		
Function: Secure weapon and ammo storage		Notes: Access limited to Administration
Current Location: 18A Floor Level Two Adjacent to Hallway / Sergeants Offices		
Staff/ Organization: Administration Officers		Proximity needs: In proximity of Squad Room
Square Footage:	Current: Floor Level Two Approx 45 s.f.	Program: 80 s.f.
Key Planning Issues: - Security -Envelope construction		

Equipment : Metal storage racks and weapon racks		Furnishings:
HVAC: Humidity controlled ventilation		Electrical:  Explosion proof outlets & light fixtures
<b>ROOM # 19: INTERVIEW ROOM</b>		
Function: Interviews, fingerprinting, filming		Notes: Existing room doubles as small conference / meeting room
Current Location: Floor Level Two End of Hallway / adjacent to Sergeants Offices		
Staff/ Organization: Officers and Administration		Proximity needs:
Square Footage:	Current: Floor Level Two Approx 150 s.f.	Program: 200 s.f.
Key Planning Issues: - Security - Sound-proofing - Technology		

Equipment : Video equipment Fingerprinting		Furnishings: Conference table
HVAC: Humidity controlled ventilation		Electrical:  Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock
<b>ROOM # 20: DICTATION OFFICE</b>		
Function: Dictation		Notes:
Current Location: Floor Level Two End of Hallway		
Staff/ Organization: Typist		Proximity needs: Near Sergeants Offices/ Administration
Square Footage:	Current: Floor Level Two Approx 70 s.f.	Program: 100 s.f.
Key Planning Issues: - Sound-proofing		

<p>Equipment : Dictation module/ computer</p>	<p>Furnishings: Desk / computer work station</p>
<p>HVAC: Typical HVAC</p>	<p>Electrical:  Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock</p>
<p><b>ROOM # 21: EOC (Emergency Operation Center)- currently located in rented space adjacent to Police Facility</b></p>	
<p>Functions: -Currently Emergency Operations Center occupies primary portion of the building -Officer Locker area</p>	<p>Notes: -Interagency and EOC operations would be combined in a large common room</p>
<p>Current Location: In Annex Building adjacent to Police Facility</p>	
<p>Staff/ Organization: Officer/ Admin</p>	<p>Proximity needs: All functions integrated in unified Facility plan- central location</p>
<p>Square Footage:</p>	<p>Current: Ground floor level: Approx 500 s.f.</p> <p>Program: 700 s.f. total.</p>
<p>Key Planning Issues:</p>	

Equipment : Storage Shelving		Furnishings: Conference table Desks / computer work stations
HVAC: Typical Hvac		Electrical:  Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock
<b>ROOM # 22: Locker Area currently located in rented space adjacent to Police Facility</b>		
Functions: -Officer Locker area		Notes: - Locker areas would be included in new combined locker/ restroom areas for each sex
Current Location: Adjacent to Police Facility		
Staff/ Organization: All staff		Proximity needs: All functions integrated in unified Facility plan
Square Footage:	Current: Ground floor level: Approx 250 s.f.	Program: 400 s.f. total.
Key Planning Issues:		

Equipment : Lockers Benches		Furnishings:
HVAC: Typical Hvac		Electrical:  Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock
<b>ROOM # 23: Offices currently located in rented space adjacent to Police Facility</b>		
Functions: -Offices		Notes:
Current Location: Adjacent to Police Facility		
Staff/ Organization: Typist		Proximity needs: All functions integrated in unified Facility plan
Square Footage:	Current: Ground floor level: Approx 200 s.f.	Program: 240 s.f. total.
Key Planning Issues:		

Equipment :		Furnishings: Desks / computer work stations
HVAC: Typical Hvac		Electrical:  Typical power outlets, data and phone terminations, lighting, etc Digital notification device / clock
<b>ROOM # 24: Office Supply Storage currently located in rented space adjacent to Police Facility</b>		
Functions: Office Supply Storage		Notes:
Current Location: Adjacent to Police Facility		
Staff/ Organization: Typist		Proximity needs: All functions integrated in unified Facility plan
Square Footage:	Current: Ground floor level: Approx 100 s.f.	Program: 150 s.f. total.
Key Planning Issues:		

<p>Equipment : Storage Shelving</p>	<p>Furnishings:</p>
<p>HVAC: Typical Hvac</p>	<p>Electrical:  Typical power outlets, data and phone terminations, lighting, etc</p>

### 3.1 Carnegie Library Information

## Yreka, Siskiyou County North Central/Northeast area, Shasta Cascade region



Yreka Police Department  
412 West Miner Street  
Yreka, CA 96097

opened 1915  
Yreka Carnegie Library 1915-1970  
currently a police department

grant amount: \$8,000  
architectural style: Classical Revival (Type C)  
architect: W. H. Weeks

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The most northerly California Carnegie community, Yreka is just south of the Oregon border on Interstate Highway 5. Many features of the old downtown are reminiscent of its early frontier mining heritage. In contrast is the small, Classical Revival, one story Carnegie building, now the home of the municipal police

department. It was added to the National Register of Historic Places in 1992.

Yreka's interest in libraries dates from 1855 according to a San Francisco newspaper report on agitation for a joint stock library; possibly no formal steps were taken. In 1857 a "ladies' library" was formed which differed from gold country "saloon substitute" libraries in that it was intended to fill some of the void experienced by the women and children in the absence of the miners. This may have been the nucleus of the 1910 Yreka Improvement Club library, initial project of the newly organized group, which became the Yreka Public Library in 1910. The city requested Carnegie funding; \$8000 was offered in 1913. The city purchased a lot for \$1000 with the aid of the Improvement Club which later provided another \$400 for furnishings. William H. Weeks designed the building; Peterson and Wilson of San Francisco won the contract, only to suffer financial reverses; C.L. Noel completed the project. After consolidation of city and county libraries at a new location, the police department moved into the Carnegie building. In 1980, when they in turn required more space, an addition was built to the rear.

### **3.2 Grand Jury Report – attached.**