

**CONTINUED POLICE USE  
OPTIONS FOR  
ST. JOHNS CITY HALL**



CITY OF  
**PORTLAND, OREGON**  
BUREAU OF POLICE

J.E. BUD CLARK, MAYOR  
Tom Potter, Chief of Police  
1111 S.W. 2nd Avenue  
Portland, OR 97204

December 31, 1991

Mayor Clark  
City Hall  
1220 S.W. 5th  
Portland Oregon 97204

Mayor Clark:

Attached is the Portland Police Bureau's proposed resolution for use of the St. John's City Hall and the Bureau's Master Facilities Plan and Options for Continued Use of the St. Johns City Hall. Copies of this report have been forwarded to the City Commissioners, the chair of the Citizens to Retain North Precinct, Office of the Neighborhood Crime Prevention Program and other interested parties in anticipation of the City Council hearing at 3:00 p.m. on Thursday, January 9.

Very truly yours,

  
TOM POTTER  
Chief of Police

cc: Clarice White, Chair Citizens to Retain North Precinct  
Commissioner Earl Blumenauer  
Commissioner Dick Bogle  
Commissioner Gretchen Kafoury  
Commissioner Mike Lindberg



# RESOLUTION No.

Adopt Portland Police Bureau Facilities Master Plan and recommendation for use of St. Johns City Hall.

WHEREAS, on October 16, 1991, the City Council adopted Resolution No. 34904, which in part directed the Portland Police Bureau to continue its dialogue with the North Peninsula Community regarding the various alternatives for maintaining a police presence at the St. Johns facility and report back to City Council; and

WHEREAS, the Portland Police Bureau held a number of meetings with the North Peninsula community, and provided the services of an urban design consultant, Mr. Richard Brainard, to meet with the community; and

WHEREAS, Mr. Brainard assisted the Portland Police Bureau in developing the "Portland Police Bureau Facilities Master Plan"; and

WHEREAS, the Portland Police Bureau contracted with Richard Brainard Planning and Urban Design who has submitted a comprehensive report titled "Options for the Continued Use of the St. Johns City Hall;" and

WHEREAS, the Portland Police Bureau has recommended Option #4, "Police Drop-in Community Contact Office" for the St. Johns City Hall as set forth in the "Options for the Continued Use of the St. Johns City Hall" and incorporated into the "Portland Police Bureau Facilities Master Plan;" and

NOW, THEREFORE BE IT RESOLVED that the City Council accepts the report titled "Options for Continued Police Use of St. Johns City Hall;" and

BE IT FURTHER RESOLVED that the City Council adopts the "Portland Police Bureau Facilities Master Plan" as the plan for facilities siting and use by Portland Police Bureau.

Adopted by the Council,

**BARBARA CLARK**  
Auditor of the City of Portland  
By

Deputy

**PORTLAND POLICE BUREAU  
FACILITIES MASTER PLAN & OPTIONS FOR ST. JOHN'S CITY HALL**



**Tom Potter, Chief of Police  
Portland Police Bureau  
January 9, 1992**

**PORTLAND POLICE BUREAU  
FACILITIES MASTER PLAN  
January 9, 1992**

**PLANNING ASSUMPTIONS**

- Community Policing transition will continue into the future.
- Where possible, Bureau facilities will be located and designed to maximize Community Policing goals.
- Where possible, Bureau patrol districts will be aligned along neighborhood and neighborhood coalition boundaries. Configuration will be determined using a combination of factors that will include calls for service levels, service area, needs assessments, natural boundaries and a range of demographic data.
- Decentralization of units within the Bureau will increase.
- Cooperative problem-solving efforts between the police and the community will increase.
- The frequency of positive contacts between the police and the community will increase on the street and at Police Bureau facilities.
- The service population and land area will increase through annexations, increased housing density and population growth.
- The Bureau will staff to appropriate levels in order to respond to the needs of the community and changes in population.
- Police resources will be deployed in a manner that best addresses traditional workload, innovative problem-solving requirements, population growth, and community needs.
- Policing functions within Multnomah County are subject to change, including consolidation over the next several years.

**DEFINITIONS**

**Precinct Area**

A geographically compatible area composed of police patrol districts and served by police officers, supervisors, and command staff and support personnel

(detectives, traffic officers, etc.).

The Police Bureau is currently developing a process for aligning precinct areas and patrol districts (service areas) to better fit with neighborhood boundaries in order to more effectively carry out Community Policing. Further, it is logical to locate precinct boundaries at major barriers--freeways and river--where cross access is restricted.

As an integral part of Community Policing, a number of police community contact centers will be located within each precinct service area.

### **Precinct Facility**

A facility that houses the administrative, support, materiel, and operational functions for the police for a geographic area.

A precinct facility is where police personnel report to work, store equipment and uniforms, prepare for patrol duties, are informed about assignments, events and special activities, meet with citizens and sign out necessary equipment (radio/vehicle/shotgun/etc.).

Police officers occasionally report back to the precinct facility during their shift to write reports, to make follow-up phone calls, to receive special assignments and to resupply equipment. The police officer also returns to the precinct at the conclusion of the shift to turn in reports, return equipment, meet with the supervisor if necessary, and change clothes.

Almost all police work is done outside the precinct facility in assigned patrol districts. The Precinct facility augments community contact centers.

### **Community Contact Center**

A "storefront" police facility located in an area of need to provide for a closer working relationship between citizens and neighborhood police officers. It may be staffed full or part time by Police Bureau support personnel, neighborhood crime prevention staff, or volunteers who are trained to provide assistance on community problem solving and making referrals to other appropriate service providers. Neighborhood police officers utilize the center on an "as time permits" basis, or on an assigned detail basis.

As priorities and problems shift, Community Contact Centers will be moved to address these problems.

## PLANNING PRINCIPLES:

### Precinct Size

- The minimum and maximum sizes of a precinct are determined by the number of personnel that can be effectively managed at each level of the organizational structure.
- Currently, one precinct captain manages day-to-day administrative and overall operational functions. Daily operations are handled through one on-duty lieutenant per shift. Each lieutenant manages from four to six on-duty sergeants. Each sergeant may supervise 7 to 13 personnel.
- Considering scheduling, community needs and operational requirements, a precinct staff size that maximizes managerial efficiency is between 100 to 150 officers. A larger precinct staff presents managerial problems, while a smaller size voids the benefits of economy of scale through duplication of administrative and support staff and increased facility costs.

### Communication Limitations

- With current technology the maximum practical size of a precinct is also defined by the maximum amount of traffic that one communications network can carry. Currently, saturation of the communications net can occur at approximately 20 operational patrol units.

### Precinct Area Considerations

- Size of patrol districts are determined by the incidence of crime, calls for service and police related liveability issues (*strategic considerations*).
- Effective boundaries are limited by cross-access of freeways and streets and natural geographical boundaries. If situated properly, however, a precinct can bridge some of these; i.e., a precinct facility located at an interchange on a freeway can serve both sides of the freeway (*geographical considerations*).
- A precinct should be aligned, where practical, with neighborhoods and communities within one jurisdiction.
- Future changes in political boundaries, or police service mergers or consolidation will impact on precinct area boundaries.

### Precinct Facility Considerations

- Precinct facilities should have direct arterial access to all parts of the precinct service area.
- Ideally, precinct facilities should be near major arterials and freeway access for emergency response.
- A precinct facility needs to be of sufficient size to house the necessary personnel and equipment for service of the precinct.
- Adequate on-site secure parking must be available for police vehicles.

### Travel Time

- The precinct facility should be strategically located to minimize officer travel time to and from patrol districts, thus maximizing officer availability. This may, or may not be the geographical center of the precinct.

### Accessibility to Citizens

- An important part of police facility (precincts and community contact centers) planning is the need to provide citizen accessibility and a sense of partnership through proximity and ease of access to police and services.

### Community Needs

- Any precinct planning effort should include community involvement and support, and enhanced livability in the area.

### Comparable Workload

- Precincts should have comparable workloads in proportion to the number of personnel assigned; the complexity and severity of crime; and order maintenance problems.
- Ideally, staffing should be evenly distributed among precincts for efficiency and effectiveness.

### Population Growth

- City of Portland population is approximately 445,666 residents. The City of Portland Facilities Plan prepared by Barney and Worth, Inc. projects from 6 to 8 percent growth within the corporate boundaries over the next 20 years.

- It is anticipated that the Police Bureau may expand service to unincorporated areas of Multnomah County in the near future. This will add approximately 60,000 to the population served, primarily east of the current incorporated area.

## **OVERVIEW OF CURRENT FACILITIES:**

### **Central Precinct and Police Bureau Administration**

Currently, Central Precinct facility and Police Bureau administrative offices are located on six floors of the Justice Center at S.W. 3rd and Madison. The building is fairly new and located one block from other City administrative offices in the Portland Building and City Hall. The Precinct is located near the area of highest calls for service. The current staffing at Central precinct is at capacity at 131 personnel.

### **North Precinct**

The North Precinct facility is located next to the east end of the St. Johns Bridge, at the west end of the precinct area, and is not strategically located for the majority of its patrol districts. The building was remodeled in the mid-1970's to accommodate up to 90 personnel. Because of its historical building designation the building cannot be expanded. The current staffing at North Precinct is 164.

### **East Precinct**

The East Precinct facility is located at 47th and East Burnside. The building is of adequate size to house a precinct, but there are currently 181 precinct personnel and 46 Traffic Division personnel housed there. The dispatch operations which serves East Precinct are routinely overloaded.

Expansion of services into formally unincorporated Multnomah County, east of 82nd Avenue has increased the number of personnel assigned to East Precinct to the point that it needs to be divided into two precincts.

### **Tactical Operations**

The Tactical Operations Division (TOD) is located in temporary quarters near the Lloyd Center. Current staffing is 48 with anticipated growth to 60. TOD serves the entire metropolitan area and provides a number of services (Gang Enforcement Team, Tri-Met Police, Oregon State Police Youth Gang Task Force, Special Emergency Response Team (SERT), Explosives Disposal Unit). Co-location with other police operations will provide operational and administrative savings.

### Traffic Division

Traffic Division is presently housed in the East Precinct facility at 47th and East Burnside. Current staffing is 46 assigned personnel.

### Community Contact Centers

Community Contact Centers are located or proposed at:

<u>Central</u>	110 NW 3rd (Old Town) 6821 SW 26th (Hillsdale Terrace Apts.)
<u>East</u>	33 SE Grand (Central Eastside) 5416 SE Flavel Drive (house) 1610 NE 66th (Rose City Village) 4110 NE Sandy Blvd. (Hollywood - Proposed) SE 17th and Umatilla (Sellwood) Russellville School, 102nd and SE Stark
<u>North</u>	315 N. Sumner #3 (Iris Court) 1405 Jantzen Beach Center, R1460 Jantzen Beach Mall (back of Payless, next to barber shop) Kenton Hotel, N. Denver and Kilpatrick (proposed)

These community contact centers compliment precinct facilities by allowing greater citizen access, more closely involving neighborhood groups, and increasing direct contact between officers and citizens. These are essential components of the Community Policing plan. The Police Bureau will pursue creation of additional community contact centers as opportunities for cooperative partnerships occur with neighborhood groups. As priorities and problem areas shift, Contact Centers may be moved to address these problems.

To address unique and short-term problems, mobile community contact centers will be studied and considered for implementation.

### Other Police Facilities

The Property Warehouse is located at S.W. 17th and Madison. It is anticipated that the operation will expand to occupy other floors of the building, as required by the volume of items to be stored.

Impounded Vehicle Storage is located near the west end of the St. Johns Bridge. The facility is new and is expected to serve anticipated needs for the foreseeable future.



## IMPLEMENTATION PLAN

The Implementation Plan outlines the Portland Police Bureau's assessment of facility needs for the next twenty years. The Five Year Plan addresses the short to mid-term needs for police facilities required to balance workload, personnel and facilities given the current and projected distribution of population, changing political boundaries, and regional approach to providing police services.

The Five to Twenty Year Plan allows for long range changes and additions anticipated into the 21st century. Police facilities include precinct buildings, community contact centers, and other support facilities.

### **1-5 YEAR FACILITY PLAN**

#### **1. Relocate North Precinct facility to Martin Luther King, Jr., (MLK) Building.**

This plan element has been adopted by City Council and is currently being implemented. A move-in date of summer 1992 is anticipated.

Relocating the precinct office to Killingsworth and Martin Luther King, Jr., Blvd. provides the following advantages:

- A more geographically central location within the precinct.
- More strategically located within the precinct area where the greatest workload occurs and has the largest number of patrol districts in the precinct area.
- A location which minimizes travel time to and from most patrol districts, thus maximizing officer availability.
- More balanced accessibility to residents and businesses throughout the precinct area.
- Better arterial accessibility to all areas of the precinct.
- A new precinct facility that is adequate in size to accommodate the staff.
- Relieves East Precinct of a portion of its overly large service area and somewhat reduces the overcrowding at the East Precinct facility.

The cost to the Police Bureau at the new MLK facility is estimated by the Bureau of General Services at \$475,000 ± (\$12.85/sq. ft.) per year in lease and maintenance costs.

These costs include space to be occupied by Tactical Operations Division (TOD). The precinct facility will occupy 77% (24,280 s.f.) of the space and TOD will occupy 23% (11,470 s.f.). In moving from the St. Johns City Hall, the Police Bureau will realize a savings of \$65,000 ± (\$22/sq. ft.) per year in operation and maintenance costs and \$174,000 in required capital improvements over the next six years.

**2. Relocate Tactical Operations Division (TOD) to Martin Luther King, Jr., (MLK) Facility.**

The Tactical Operations Division (TOD) is currently located in rent free temporary space near Lloyd Center. The building owner has requested TOD to vacate the facility in the near future so the building can be put to full economic use. TOD serves the entire metropolitan area and provides a number of services (Gang Enforcement Team, Tri-Met Police, Oregon State Police Youth Gang Task Force, Special Emergency Reaction Team (SERT), Explosives Disposal Unit). It is planned for TOD to be co-located with the new north precinct facility at MLK. The plan being developed for the MLK facility provides space to accommodate the anticipated growth of TOD from 48 to 60 personnel. The cost to include TOD at MLK is included in the projected lease and maintenance figures for the new north precinct.

**3. Budget for Fiscal Year 1992-93 Development of an Outer East Precinct Facility to include Undertaking a Site/Facility Study.**

The 1990 "Eastside Facilities Needs Assessment" identifies the current need for an outer east side police precinct facility to serve the area east of I-205 within the urban services boundary. Much of this area has been annexed to the City and it is anticipated the remaining area will be annexed over the next few years. Should city-county police service consolidation occur in the future, an outer east side precinct facility will continue to be needed as well as expedite a proposed consolidation process.

The proposed facility will relieve East Precinct of its overly large precinct service area and will reduce overcrowding at the East Precinct facility. An outer east precinct facility will also provide a location which minimizes travel time to and from patrol districts, thus maximizing officer availability. The facility will also provide better accessibility to, and opportunities to develop partnerships with residents and businesses east of I-205.

This proposed precinct facility should be strategically located in the precinct service areas. A site/facility location study should be undertaken in early 1992. Funds should be budgeted in fiscal year 1993-94 for acquisition or lease, facility design, construction documents and construction or renovation.

Cost for new construction is anticipated to be about \$2 million plus site acquisition. Cost for lease and renovation of an existing building is anticipated to be similar to the cost for the MLK facility. Annual operation and maintenance, in 1991 dollars, will be about

\$100,000 to \$125,000.

**4. Relocate Traffic Division.**

The Traffic Division serves the entire city and needs a centralized location within the city with direct access to the freeway system. Also, relocation of the Traffic Division from its current facilities at East Precinct will reduce overcrowding at that facility.

Currently, relocation of the Traffic Division within the Lloyd Center core area is being studied. The cost implications are under review.

**5. Develop Additional Community Contact Centers.**

Develop additional community contact centers as needed and as requested by citizen/neighborhood groups.

In addition, provision of a mobile community contact office for each precinct should be investigated. Mobile units--motor homes or trailers--have been successfully deployed in other cities. Mobile units provide flexibility in order to more quickly respond to the need for community contact offices and can easily be relocated from one area to another.

It is proposed that a study be undertaken to evaluate the success, problems and cost implications experienced by other cities which have mobile community contact centers.

**6. Recommendation for St. John's Facility.**

It is recommended that space be retained at the St. Johns City Hall, or elsewhere within the St. Johns business district for a community contact office. This community contact office will be similar to others located throughout the city.

**LONG RANGE (5-20 YEAR) FACILITY PLAN**

**1. Develop a New Centrally Located North Peninsula Precinct.**

A future fifth precinct would serve the North Peninsula area west of the Minnesota Freeway and a large portion of Northwest Portland within the urban services boundary, and anticipates possible future service to Sauvie Island and northwest county area outside the urban services boundary.

A new centrally located precinct facility would be developed that meets the criteria and planning principles of the Police Facilities Framework Master Plan.

2. **Relocate East Precinct Facility to a More Central Southeast Location.**

Develop a new centrally located precinct facility that meets the criteria and planning principles of the Police Facilities Framework Master Plan.

3. **If Warranted, Consider a Second Westside Precinct.**

If the urban services area is expanded into Washington County and as westside population growth occurs, a second westside precinct and precinct office may warrant consideration.

## **POLICE FACILITIES MASTER PLAN GLOSSARY OF TERMS**

**COMMUNITY** - can have either a geographical bases or share a common interest.

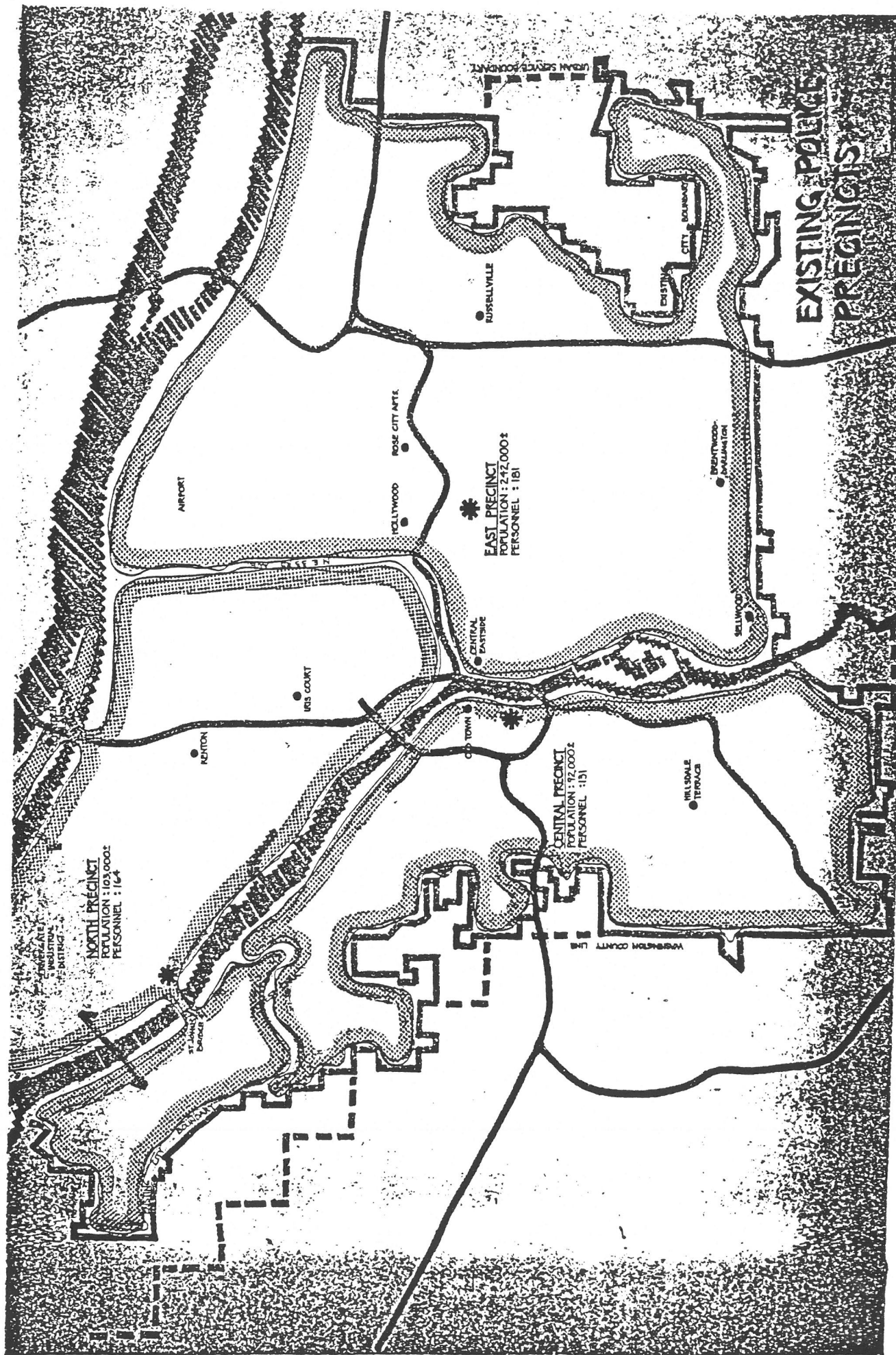
**COMMUNITY CONTACT CENTER** - a "storefront" police facility located within an identified area of need to provide for a closer working relationship between citizens and neighborhood police officers. It may be staffed full or part time by Police Bureau support personnel, neighborhood crime prevention staff, or volunteers who are trained to provide assistance on community problem solving and to make referrals to appropriate service providers. Neighborhood police officers utilize the contact center on an "as time permits" basis, or on an assigned detail basis.

**NEIGHBORHOOD** - a geographical area within the city that has recognized boundaries by the Office of Neighborhood Associations (ONA).

**PATROL DISTRICT** - a geographical area within a precinct area. Police assigned to patrol districts are responsible for responding to calls for service, providing traffic enforcement, and getting to know the people of the area, where problems are likely to occur and to work with the members of the neighborhood or district to develop problem-solving ideas.

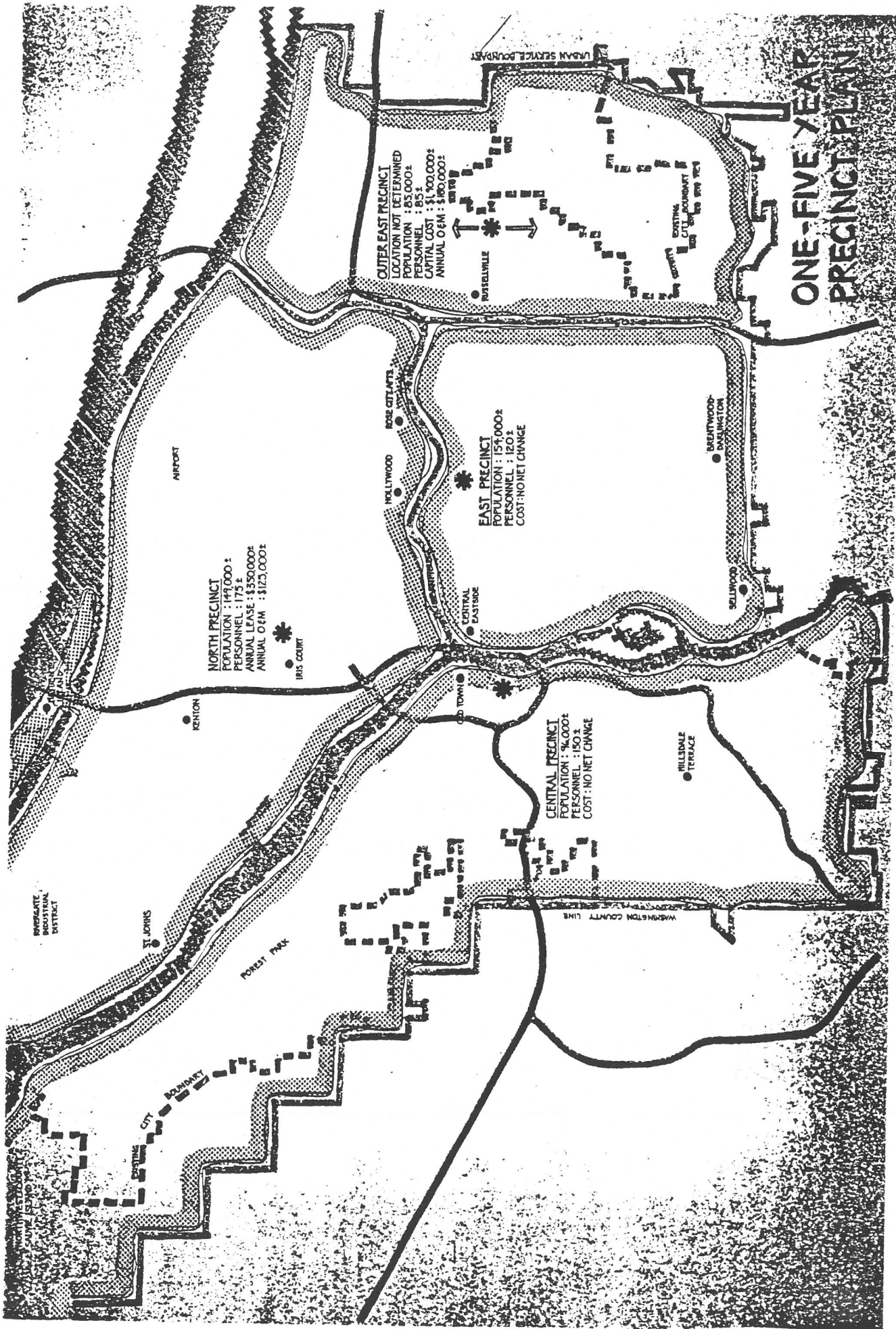
**PRECINCT AREA** - a geographically compatible area of multiple police patrol districts and served by police officers, supervisors, command staff and support personnel (detectives, traffic officers, etc.).

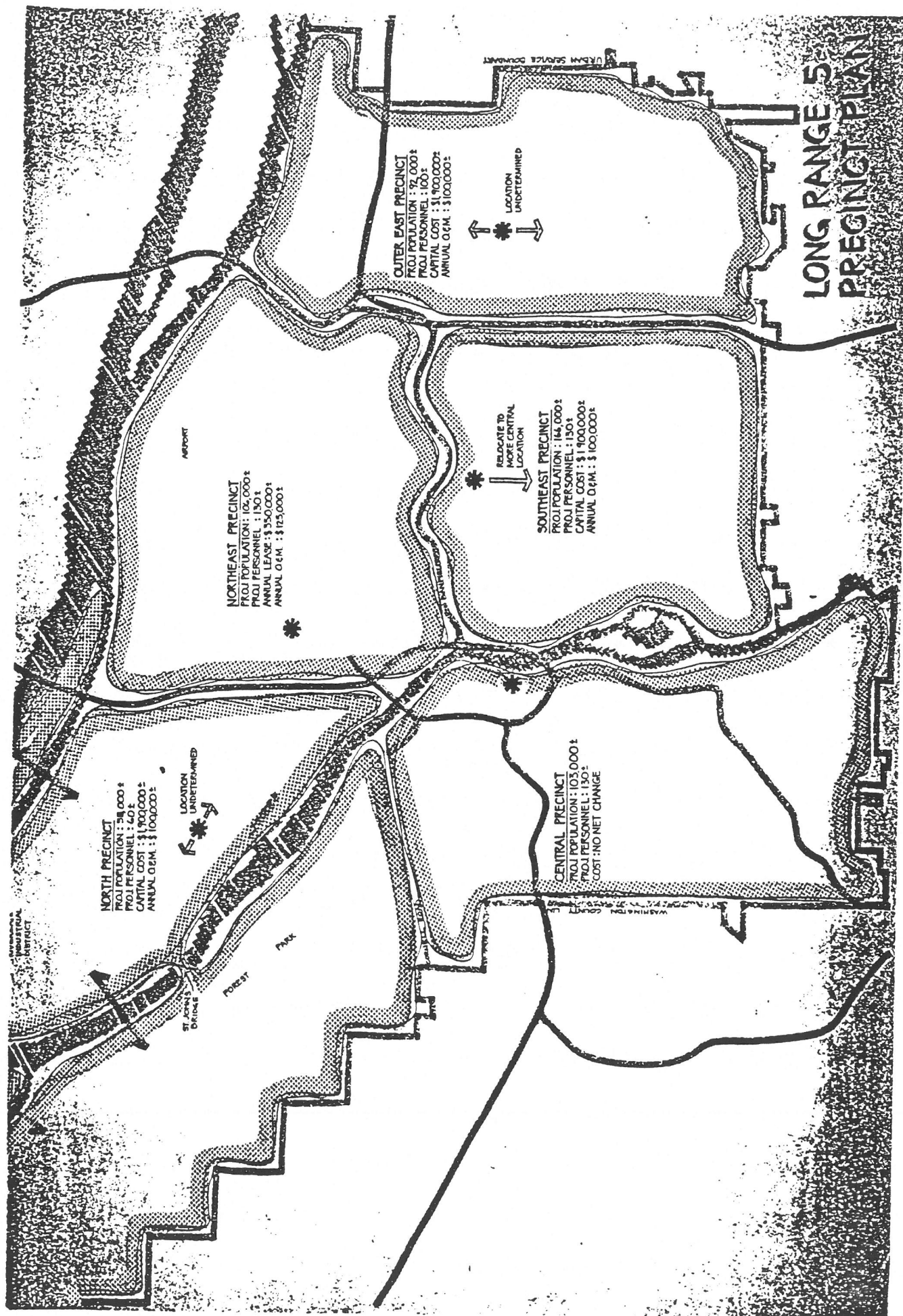
**PRECINCT FACILITY** - a facility that houses the administrative, support, materiel, and operational functions for the police of a geographic area. A precinct facility functions as a location where police personnel report to work, store equipment and uniforms, prepare for patrol duties, are informed about assignments, events and special activities, sign out necessary equipment (radio/vehicle/shotgun/etc.), and can meet with citizens.





# ONE-FIVE YEAR PRECINCT PLAN







## MAP FOOTNOTES

### EXISTING POLICE PRECINCT PLAN

1. Population numbers are taken from 1990 census tracts population.
2. Personnel includes command staff, clerical and officers. Total for all three precincts is 476.
3. Both existing and planned community contact offices are shown - a total of 12.

### ONE-FIVE YEAR PRECINCT PLAN

1. Population numbers are taken from, and held constant with, 1990 census tracts population. All areas and population (both east and west) within the current urban services boundary are included.
2. Total personnel for all precincts is increased by 34--from 476 to 510--to reflect the anticipated hiring of new officers in early 1992. Precinct personnel numbers are based on existing distribution plus additions or subtractions to approximate changes in precinct areas.
3. Cost figures for an outer-east precinct facility are from the 1990 "Eastside Facilities Needs Assessment." Figures for a new North Precinct facility are Bureau of General Services estimates. North Precinct figures include space to be occupied by the Tactical Operations Division.

### C.R.N.P. PROPOSED PRECINCT PLAN

1. All footnotes for the One-Five Precinct Plan apply to the C.R.N.P. Proposed Precinct Plan.

### LONG-RANGE FIVE PRECINCT PLAN

1. Projected population numbers are based on 20-year growth projections from the draft "Facilities Capital Improvements Master Plan" being prepared for the Office of Finance and Administration by Barney-Worth Associates. That report projects an eight percent increase in population within the urban services area between 1990 and 2010. Each precinct area is assumed to increase by eight percent.
2. Total personnel for all precincts is increased by 74--from 476 to 550--to reflect a commitment to add 100 personnel to the Police Bureau. Over a 20-year period this number is likely to increase. Precinct personnel numbers are based subjectively on a combination of existing distribution ratios and projected precinct population.

3. Expansion of the urban services area into Washington County is conjectural. Expansion into Washington County would increase population in the Central and Southwest precincts.
4. Cost figures for new precinct facilities are based on 1990 estimates from the "Eastside Facilities Needs Assessment." Over time, the figures will need to be adjusted to reflect inflation.

**OPTIONS FOR CONTINUED  
POLICE USE OF  
ST. JOHNS CITY HALL**

**Richard Brainard Planning  
& Urban Design**

**December 16, 1991**

## OPTIONS FOR CONTINUED POLICE USE OF ST. JOHNS CITY HALL

Portland City Council, on 16 October 1991, adopted a resolution to establish a new Police Bureau precinct headquarters at NE Killingsworth Street and Martin Luther King Blvd. The resolution also identifies a number of options for a continuing police presence at St. Johns City Hall (existing North Precinct Headquarters). These options range from retaining a downsized police precinct headquarters, a police multi-service center, or minimal police presence, to the transfer of another Police Bureau division to the facility.

This report evaluates each of the options identified. Each option is described as to activities included and hours of operation. Police Bureau manpower and optimal space needs are identified. Comparable estimated costs for new police manpower, capital renovation, and operation and maintenance are also included.

The advantages and disadvantages of each option are described. This analysis attempts to be logical and evenhanded. There may, however, be additional advantages and disadvantages or other non-identified issues that individual parties may wish to have considered.

Some of the options may be more appropriate for location at St. Johns City Hall than others. Three important issues to be considered in reviewing the options for continued Police Bureau use of the facility are:

1. Given optimum operating size for a Police Bureau precinct headquarters, is it appropriate to have a downsized precinct operating from St. Johns City Hall with a new full size precinct facility at Walnut Park (i.e., is it cost effective and manpower efficient)?
2. Is it cost effective and manpower efficient to relocate one of the other identified police units or divisions to St. Johns City Hall from a current location?
3. Assuming St. Johns City Hall will remain in city ownership (it will require substantial improvements and operation and maintenance over the years) what is appropriate use of the facility (Other city bureaus use and lease or sale of the building for non-city use has not been considered in this report).

The purpose of this report is to provide the necessary information and analysis of each option in order that City Council can make an informed decision regarding these issues.

## OPTION 1: DOWNSIZED FULL POLICE PRECINCT

### Activities

Hours of operation: 24 hours per day times seven days per week.

The precinct functions as a home base where the patrol officer reports to work, stores equipment and uniforms, prepares for patrol, is informed about assignments, events and special reports, and signs out all necessary equipment (radio/vehicle/shotgun/etc.).

Patrol officers routinely report back to the precinct during their shift upon making an arrest, to receive special assignments, and to resupply equipment and obtain certain resource materials. The patrol officer also returns to the precinct at the conclusion of the shift to turn in all reports for review, meet with the supervisor if necessary and sign out for the day.

One precinct captain manages day to day administrative functions, public relations, and operations. Operations are handled through one on-duty lieutenant per shift. Each lieutenant can manage from four to six on-duty sergeants. Each sergeant may manage up to 10 on-duty personnel.

### Estimated Police Bureau Manpower

1 Captain	
3 Lieutenants	
6-8 Sergeants	for three shifts
40-50 Officers	
6 Clerical Assistants	

Source: Police Bureau

### Optimal (Adequate) Space Needs

Administration Area	1,800 s.f.
Prisoner Area	900
Sergeant-Officer Area	5,200
Equipment-Service-Circulation	<u>2,500</u>
Total	10,400 s.f.

Source: Extrapolation of numbers from 1990 City of Portland Eastside Facilities Needs Assessment

The existing building contains 9,000 s.f. including the second floor museum area and the basement (3,000 s.q. per floor).

Parking for 60 vehicles is needed along with a fuel pump area. Current off-street parking is provided for up to 35 police cars on the lot across the street when stacked in the aisles. Some police

cars and all private vehicles use on-street parking in the vicinity.

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

1 Captain	\$ 92,424
3 Lieutenants (81,208 ea.)	243,624
3 Sergeants (73,323 ea.)	219,969
6 Clerical Assistants (34,603 ea.)	<u>207,618</u>

Total \$ 763,635

\* In addition, there will be capital and operating costs for automobiles and equipment.

Source: Police Bureau Management Support Division.  
Numbers will vary slightly depending on fringe packages and salary ranges.

b. Probable transfer of positions from new Walnut Park precinct headquarters.

3 to 5 Sergeants  
40 to 50 Officers

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

b. Remodeling estimate (interview room, additional lockers, showers and toilets, additional administrative area, and an officer report writing area). \$40,000 to \$60,000

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement/improvement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

## OPTION 1: DOWNSIZED FULL POLICE PRECINCT

### Advantages

- Continues to provide a large police presence in the vicinity of the precinct headquarters with the attendant community perception of safety and security on the peninsula.
- Maintains short on-duty travel time between precinct headquarters and patrol districts located in the north and northwest areas of the precinct (patrol districts 521, 522, and 531).
- Provides a smaller, more manageable precinct headquarters.
- Maintains a positive community policing impact.
- A smaller precinct and precinct headquarters enhances community policing impact--from the viewpoint of CRNP.

### Disadvantages

- Requires an additional police administrative and command manpower group.
- Requires an additional \$763,635 annually (in 91-92 f.y. dollars) in police manpower costs.
- Creates a precinct that is smaller in size and manpower than is considered optimum from a police efficiency standpoint.
- Requires significant improvement and remodeling to continue to adequately serve as a precinct headquarters. In addition to building improvements, the headquarters needs an interview room, additional locker area, showers and toilets, additional administrative area, and an officer report writing area.

Other advantages and disadvantages are identified under Optimum Location for a North Peninsula Precinct Headquarters.



### Optimum Location for a North Peninsula Precinct Headquarters

A downsized North Precinct is proposed to serve the north peninsula area from I-5 westward, portions of the northwest industrial area and Forest Park, plus provide potential future service to the unincorporated county area, including Sauvie Island, north to the Columbia County line. A precinct headquarters for this area should meet the following optimal location criteria.

- Near the population center of the precinct.
- Near the geographic center of the precinct.
- Near direct arterial access to all areas of the precinct.
- Near the area(s) of highest crime incidence.
- Easily accessible to the general public.

St. Johns City Hall is not close to the population center of a downsized North Precinct. A more central location would likely be along North Lombard Street between Portsmouth Avenue and Columbia Park.

St. Johns City Hall is near the geographic center of the precinct (including Rivergate and Forest Park). If Sauvie Island and other unincorporated county area is included in the future, the geographic center of the precinct will shift to a westside location along St. Helens Road north of the St. Johns Bridge. Because these unincorporated areas are sparsely populated, a future westside location is inappropriate.

St. Johns City Hall is close to direct arterial access to all areas of the precinct. However, transit time to Overlook and Arbor Lodge neighborhoods is not optimum. Transit time to these neighborhoods would be much better from the new Walnut Park Precinct Headquarters. Also, access is poor from the St. Johns City Hall to the freeway system for emergency assistance in other parts of the city. The St. Johns precinct headquarters is isolated from the rest of the city by the river and the BN railroad cut.

St. Johns City Hall is not close to the area of highest crime incidence in the north peninsula area. The area of highest crime incidence is the Columbia Villa-Columbia Park area.

St. Johns City Hall provides good access to residents of St. Johns. For residents at the far eastern end of the precinct area, access is inconvenient and distant.

A more logical precinct boundary midway between the Walnut Park Precinct and a St. Johns Precinct (a reduction from six to four patrol districts for St. Johns) will reduce the number of patrol officers accordingly, but will not reduce the precinct command and administrative staff and costs. Manpower and cost inefficiencies become more pronounced.

Secondary factors not having to do with location must also be considered. These include:

- Availability of city-owned facilities of adequate size and useable condition.
- Availability of non city-owned facilities of adequate size.
- Availability of adequate parking.
- Cost of renovation.
- Annual operation and maintenance costs.

## OPTION 2: POLICE MULTI-SERVICE CENTER

### Activities

Hours of operation: 16 hours per day times five days per week.

The following activities/uses are proposed for a police multi-service center in the St. Johns City Hall.

1. Management: On lieutenant and one clerical assistant.
2. Patrol Officers: Patrol officers will use the facility on an as-needed basis to deliver prisoners, DUII processing, write reports and meet with citizens.
3. Crime Prevention Program: Space for three representatives and two additional desks for volunteers.
4. Home Security Program: Space for two security specialists and a storage area for their security devices and equipment.
5. Information Referral Desk: This function will work best at the existing front counter.
6. Support Services:
  - a. Custody Holding Room: This room needs to be a minimum of 8 ft. x 8 ft. and totally secure. It should include solid walls, heavy-duty steel, outwardly-swinging door, built-in bench, and no removable hardware such as grill plates, light fixture trims, etc. Access to this space must be kept secure from other building functions. The CRNP believes this is not justified when the facility is open only 16 hours per day, five days a week. In addition, both a custody holding room and DUII processing room will be included at the MLK facility.
  - b. DUII Processing Room: This room must be large enough to accommodate the intoxilator on a desk and two chairs. It needs to be relatively secure and all surfaces must be easily cleanable. The CRNP believes this is not justified when the facility is open only 16 hours per day, five days a week. In addition, both a custody holding room and DUII processing room will be included at the MLK facility.
  - c. Men's and Women's Locker Rooms: Existing locker rooms will be adequate with space for 20 to 30 lockers in the Men's and 10 to 15 lockers in the Women's. Existing showers and toilet facilities will be sufficient.
  - d. Police Training/Classroom: The current space on the second floor is adequate for this function. This space

must also be kept available as a general public meeting space and for museum exhibits.

7. Associated Activities:

- a. Multnomah County Safety Action Team: Requires locker and parking space only.
- b. District Coalition Staff: Space for four to six staff.
- c. Police Activities League Association: Space for three staff is available if PAL desires to have a presence in St. Johns.
- d. Multi-Agency Service Desk: One or two desks to be shared on a rotating basis by representatives from the District Attorney's Office, Bureau of Buildings and Bureau of Licenses.

Source: "Proposal for a Police Multi-Service Center," Andrea Bainbridge Design

- 8. Community meeting space (second floor) for neighborhood associations, St. Johns Heritage Association and other civic groups, plus adequate display and storage area for St. Johns Heritage Association artifacts.
- 9. If Option 2 is selected, the city should pursue and encourage inclusion of county health and social service agencies in the facility as space may be available.

Estimated Police Bureau Manpower

- 1 Lieutenant
- 1 Clerical Assistant
- 3 Public Safety Assistants (Information and Referral)
- 2 Home Security Specialists
- 3 Crime Prevention Representatives

Source: Police Bureau

Optimal Space Needs

9,000 square feet

Source: "Proposal for a Police Multi-Service Center," by Andrea Bainbridge Design, and Police Bureau Management Support Division

### Estimated Costs

#### 1. Annual Police Manpower (in 91-92 f.y. dollars)

##### a. New Positions

1 Lieutenant	\$ 81,208
1 Clerical Assistant	34,603
3 Public Safety Assistants	<u>115,496</u>

Total	\$231,307
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\*In addition, there will be capital and operating costs for automobiles and personnel equipment.

Source: Police Bureau Management Support Division. Numbers will vary slightly depending on fringe packages and salary ranges.

##### b. Transferred Positions

2 Home Security Specialists  
3 Crime Prevention Representatives

#### 2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

b. Remodeling for multi-service center. \$ 34,000

Source: Andrea Bainbridge Design

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

#### 3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

## OPTION 2: POLICE MULTI-SERVICE CENTER

### Advantages

- Continues a daytime police presence for citizen contact.
- Provides facilities for, and coordination of, police and community services not now located in the facility.
- Invites increased community use of the facilities.
- Enhances community policing impact.

### Disadvantages

- Terminates full-time police presence.
- Requires additional police administrative manpower.
- Requires an additional \$231,307 annually (in 91-92 f.y. dollars) in police manpower costs.
- Requires significant improvement and remodeling.

### OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

#### Activities

Hours of operation: 16 hours per day times five days per week.

Staffed by a uniformed officer to take walk-in complaints, meet with citizens, and provide information and referral.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

District Coalition Staff: four neighborhood crime prevention staff assigned to work with North Portland neighborhood associations.

Other community activities and resource groups.

#### Estimated Police Bureau Manpower

2 Officers (one per shift)

#### Optimal Space Needs

1,600 square feet for police and Neighbors Against Crime.

#### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
  - 2 Officers (64,619 ea.) (transferred/reassigned) (\$129,238)
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
  - Source: Barrentine Bates Lee Architects
  - b. Future major building improvements needed over next six years. \$90,000 to \$114,000
  - These costs will vary depending on the occupants and use of the building.
  - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - a. Assume police will use 600 s.f. at \$10/s.f.= \$6,000/year

- b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$55,000/year, plus annual inflation).



### OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

#### Advantages

- Continues a daytime police presence for citizen contact.
  - Requires low police operational cost.
  - Requires minimal or no police remodelling costs.
  - Provides facilities for community services.
  - Invites increased community use of the facilities.
  - Maintains community policing impact.
- \* The CRNP does not perceive this option as having any advantages to the community.

#### Disadvantages

- Terminates full-time police presence.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

#### OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

##### Activities

Hours of operation: 40 hours per week by District Coalition Staff.

It is proposed that District Coalition Staff will provide citizens with assistance on police information and referral services.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

##### Estimated Police Bureau Manpower

None

##### Optimal Space Needs

Report writing area            200 s.f.

##### Estimated Costs

1. Police Manpower - none
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

- b. Future major building improvements needed over next six years. \$90,000 to \$114,000
  - These costs will vary depending on the occupants and use of the building.
  - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - a. Assume police will use 250 s.f. at \$10/s.f.= \$2,500/year
  - b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$60,000/year, plus annual inflation).

#### OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

##### Advantages

- Requires low or no police operational cost.
  - Requires no police remodeling cost.
  - Provides facilities for community services.
  - Invites increased community use of the facilities.
- \* The CRNP does not perceive this option as having any advantages to the community.

##### Disadvantages

- Terminates full-time police presence.
- Provides no regular or scheduled police presence.
- Provides no police information and referral or walk-in crime report service.
- Reduces community policing impact.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

## OPTION 5: POLICE TRAFFIC DIVISION

Moving the Police Traffic Division to the St. Johns facility is not recommended and should not be given further consideration as an option. The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency. If the Division is relocated to the St. Johns facility, a substantial loss of officer-on-duty time will be incurred in commuting between the headquarters and assignments throughout the city.

The following Police Bureau memorandum describes in more detail the requirements of the Traffic Division.

### MEMORANDUM

DATE: July 24, 1991

TO: Deputy Chief Dave Williams  
Operations Branch

FROM: Captain Dennis Daly  
Traffic Division

SUBJ: Alternative Use of St. Johns Police Building

This memorandum is in response to Lieutenant Linhares request for information on the Traffic Division's hours of operation, number of employees and space requirements pre-supposing a move to the St. John's North Precinct.

The Traffic Division operates 7 a.m. to 4 a.m. Monday through Friday and frequently operates on overtime on weekends policing special events. There are 27 motorcycle officers, including 4 sergeants who need two lockers a piece for their extra gear. In addition, there are 5 hit and run officers, each with a car. There are 2 P.U.C. officers with a van and 3 D.U.I.I. officers, each with a car. There are 6 office desk positions not counting sergeants, supervisors or command staff.

Minimally, the facility will need 75 lockers including a few for recruits, 14 desks and offices, a meeting room, and secure covered parking for 29 motorcycles, 12 cars and 1 truck.

We strongly recommend against a move of the Traffic Division to St. Johns. The Division is a city-wide operation with the majority of personnel working south of Fremont Street. The lost time due to commuting to and from St. Johns from every other part of the city would be substantial. It is 23 minutes by the quickest route from St. Johns to our present centrally located position.

MEMORANDUM

Deputy Chief Dave Williams

July 24, 1991

Page 2

Also, at the present time, there is no covered secure location at St. Johns' North Precinct to provide weather protection and theft or vandalism security for motorcycles. Motorcycles are easily stripped of parts, accessories and personal equipment. Radios, seats, handlebar controls and other parts are susceptible to weather damage.

Depending upon who would be housed in this location, there may be few or no officers working at the building nights and weekends. We have no desk officer or officer staff after 4 p.m. and none on weekends. The building would be empty and closed much of the time. Provisions could be made to staff it always, but that would require additional personnel and space needs.

If the building is staffed with police officers, the public will expect to drop off crime reports, report crimes and suspicious behavior, schedule neighborhood-police meetings and get crime prevention assistance. We are not organized to meet those needs. We can do it, but we would need additional personnel and space.

In summary, Traffic Division service delivery, already too low, would diminish further as time is taken out of the working day for excessive commuting and perhaps assuming non-typical traffic policing tasks. We need a central city location alongside a precinct to enable us to continue our specialized function.

## OPTION 5: POLICE TRAFFIC DIVISION

### Advantages

- Continued police presence during weekday business hours.
  - Provides daytime police information and referral service.
  - Limited community policing impact.
- \* The CRNP does not perceive this option as having any advantages to the community.

### Disadvantages

- Terminates full-time police presence.
- No personnel in the building at night and on weekends.
- Inadequate space in building to accommodate the Traffic Division staff (need 13,500 s.f. by Bureau of General Services estimate).
- No covered parking for motorcycles.
- No secured parking for motorcycles.
- Poor location to serve entire city.
- Substantial daily loss of officer on-duty time incurred in commuting between the facility and assignments throughout the city.
- Requires significant improvement and remodeling.
- Requires additional police information and referral staff and attendant annual cost.

## OPTION 6: POLICE OPERATIONS SUPPORT UNIT

### Activities

Hours of operation: 6 a.m. to 1 a.m. (19 hours) times seven days per week.

The principal function of the Operations Support Unit is to process low priority crime reports. This involves taking low priority crime reports and other complaints from citizens over the telephone, doing research in the records section if needed, and preparing written reports to be filed in the records section.

In addition, the Operations Support Unit includes DA prosecution liaison, runaway juvenile investigation, security companies liaison, court appearance coordination, and fleet coordination.

The unit is made up predominantly of injured officers on limited duty status.

If located at St. Johns City Hall, police information and referral service would also be provided.

### Estimated Police Bureau Manpower

- 1 Lieutenant
- 2 Sergeants
- 3 Clerical Assistants
- 19 Telephone Report Officers
- 2 DA Prosecution Liaison Officers
- 1 Court Coordinator Officer
- 2 Juvenile Investigative Officers
- 1 Security Companies Liaison Officer
- 3 Public Safety Assistants (new positions)

Source: Police Operations Support Unit

### Optimal Space Needs

Administrative Area	1,200 s.f.
Officer Area	3,000
Locker and Shower Area	700
Meeting Room	600
Equipment-Service-Circulation	<u>1,200</u>
Total	6,700 s.f.

Approximately 25 of the staff work the day shift and 7 work the evening shift. All need office-type space with walls or partitions and natural light.

### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

3 Public Safety Assistants to provide  
information and referral. \$115,496

b. Transferred Positions

All other positions are presumed to be  
transferred.

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code  
deficiencies, handicapped access, elevator,  
public restroom). \$ 40,000

b. Remodeling for Operations Support  
Unit \$40,000 to \$60,000

c. Future major building improvements needed over  
next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and  
for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$ 61,780
Average over last five years	\$ 62,471
Highest in 1989-90	\$ 85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services



## OPTION 6: POLICE OPERATIONS SUPPORT UNIT

### Advantages

- Some continued police presence.
  - Provides police information and referral service.
  - Limited community policing impact.
- \* The CRNP does not perceive this option as having any advantages to the community.

### Disadvantages

- Terminates full-time, uniformed police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by the St. Johns Heritage Association and community meetings.
- May require some staff to remain downtown due to their functions.
- Requires regular use of records section located downtown.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.

## OPTION 7: POLICE TRAINING DIVISION

### Activities

Hours of operation: 7 a.m. to 5 p.m. times five days per week.

The Training Division provides training services for the Police Bureau. These include an advanced training academy for recruits and cadets, and annual in-service training for all police officers. Training includes:

- Firearms training and range target practice
- Defensive tactics training
- Patrol tactics training
- Vehicle training
- Classroom training, including interpersonal communication, problem solving, information and referral, customer service skills and other community policing skills
- Video review training

### Estimated Police Bureau Manpower

- 1 Captain
- 1 Lieutenant
- 3 Sergeants
- 7 Officers
- 3 Clerical Assistants
- 1 Public Safety Assistant (new position)

### Optimal Space Needs

Administration Area	3,600 s.f.
Video Editing Studio	500
Armory and Ammunition Storage	500
Firing Range (a new firing range is proposed at the impounded vehicle storage site near the west end of the St. Johns Bridge).	
Training Area for 20 Trainees (varies from 8-22; optimum class size is 20)	
Defense Tactics Room	1,200 s.f.
Classroom	900 s.f.
Lockers and Showers	900 s.f.
Equipment-Service-Circulation	1,600 s.f.

### Estimated Costs

#### 1. Annual Police Manpower (in 91-92 f.y. dollars)

##### a. New Positions

1 Public Safety Assistant to provide information and referral.	\$ 38,499
----------------------------------------------------------------	-----------

b. Transferred Positions

All other positions are presumed to be transferred.

2. Capital Renovation (in 1991 dollars)

- a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
- b. Remodeling for Operations Support Unit \$40,000 to \$60,000
- c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

- d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$ 61,780
Average over last five years	\$ 62,471
Highest in 1989-90	\$ 85,020
Add 6 to 8 percent annually for inflation.	

Source: Bureau of General Services

## OPTION 7: POLICE TRAINING DIVISION

### Advantages

- Continued police presence during weekday business hours.
  - Provides daytime police information and referral service.
  - Limited community policing impact.
  - Provide adequate and free parking for staff and trainees.
- \* The CRNP does not perceive this option as having any advantages to the community.

### Disadvantages

- Terminates full-time police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by St. Johns Heritage Association and community meetings, as entire second floor would be needed for combat training and classroom.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.
- In-service training (approximately 35 weeks per year) and advanced academy training (varies from 18 to 45 weeks per year) cannot be held concurrently in the same space. This will require the continued need for classroom and related space at the Justice Center for in-service training. It will also require splitting of trainer assignments and regular transfer of audio-visual equipment between facilities.

## CONCLUSIONS

Some of the options are readily apparent as not being viable solutions for location of a police presence at St. Johns City Hall. These are:

- Option 4: Police Drop-In Community Contact Office.

This alternative does not provide the level of community contact service to which the citizens of the Peninsula area have demonstrated their support and participation. (Same can be said of Option 3). It is assumed in this option that other public or non-public activities will be the principal tenants in the facility.

- Option 5: Police Traffic Division.

The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency and response time.

- Option 6: Police Operations Support Unit.

This police unit will require full use of the facility for offices necessitating the termination of use of the second floor by the St. Johns Heritage Association and other community use. Certain staff positions need to be located in downtown.

Depending on the individual viewpoint, a case can be made for or against each of the remaining options.

- Option 1: Downsized Full Police Precinct.

This alternative provides a continued large police presence in the center of St. Johns and the community perception of safety and security. On the other hand, this alternative is not manpower effective or cost efficient given current Police Bureau needs and precinct size criteria.

- Option 2: Police Multi-Service Center.

This alternative, with the full complement of services proposed, will provide not only a continued community contact police presence but also a number of additional police and community services which will enhance the community policing impact and promote increased community use of the facility.

- Option 3: Police-Staffed Community Contact Office.

This alternative provides a daily (weekdays) scheduled police presence, while substantially reducing the cost to the Police Bureau by not including other Police Bureau functions in the facility. It is assumed in this option that other public or

non-public activities will be the principal tenants in the facility.

- Option 7: Police Training Division.

This alternative provides a continued police presence during weekday business hours. The Training Division does not require a central location in the city for its activities. Adequate and free parking is available for staff and trainees. The Training Division will require full use of the St. Johns facility including the second floor St. Johns Heritage Association meeting room. A portion of the space occupied by the Training Division at the Justice Center will be vacated. However, classroom and related space will need to be retained at the Justice Center for in-service training. Inconveniences will be created for trainers who will have to split their time between facilities.

# St. Johns City Hall Future Options

	OPTION 1 DOWNSIZED FULL PRECINCT	OPTION 2 POLICE MULTI- SERVICE CENTER	OPTION 3 POLICE-STAFFED COMMUNITY CONTACT OFFICE	OPTION 4 POLICE DROP-IN COMMUNITY CONTACT OFFICE	OPTION 5 POLICE TRAFFIC DIVISION	OPTION 6 POLICE OPERATION SUPPORT UNIT	OPTION 7 POLICE TRAINING DIVISION
HOURS OF OPERATION	24 HRS/DAY X 7 DAYS/WEEK	16 HRS/DAY X 6 DAYS/WEEK	16 HRS/DAY X 6 DAYS/WEEK	40 HRS/WEEK	9 HRS/DAY X 6 DAYS/WEEK	19 HRS/DAY X 7 DAYS/WEEK	10 HRS/DAY X 8 DAYS/WEEK
NEW MANPOWER NEEDS	1 CAPTAIN 3 LIEUTENANTS 3 SERGEANTS 6 CLERICAL ASSISTANTS	1 LIEUTENANT 1 CLERICAL ASSISTANT 3 PUBLIC SAFETY ASSISTANTS	2 UNIFORMED OFFICERS	NONE	1 PUBLIC SAFETY ASSISTANT	3 PUBLIC SAFETY ASSISTANTS	1 PUBLIC SAFETY ASSISTANT
TRANSFER OF MANPOWER	40 TO 60 OFFICERS 3 TO 6 SERGEANTS	13 NON-OFFICERS	NONE	NONE	43 TO 60 OFFICERS AND CLERICAL	31 OFFICERS AND CLERICAL	16 OFFICERS AND CLERICAL
OPTIMAL SPACE NEEDS	10,400 SQ FT	9,000 SQ FT	1,800 SQ FT	200 SQ FT	13,600 SQ FT	6,700 SQ FT	9,800 SQ FT
NEW MANPOWER COSTS	\$ 763,836	\$ 231,000	\$ 129,000	NONE	\$ 38,500	\$ 116,500	\$ 38,500
IMMEDIATE CAPITAL IMPROVEMENT NEEDS	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
REMODELING TO FIT	\$ 40,000 TO 60,000	\$ 34,000	NONE	NONE	\$ 40,000 TO 60,000	\$ 40,000 TO 60,000	\$ 40,000 TO 60,000
FUTURE (8 YR) CAPITAL IMPROVEMENT NEEDS	\$ 114,000	\$ 114,000	\$ 90,000 TO 114,000* * ONLY A PORTION OF THESE COSTS WOULD BE ALLOCATED TO POLICE	\$ 90,000 TO 114,000*	\$ 114,000	\$ 114,000	\$ 114,000
ANNUAL BUILDING OPERATIONS & MAINTENANCE	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL*	\$ 62,000 + 6% ANNUAL*	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL
ADVANTAGES							
DISADVANTAGES							
COMMUNITY POLICING IMPACT							
COMMENTS & CONCLUSIONS							





CITY OF  
**PORTLAND, OREGON**  
DEPARTMENT OF PUBLIC WORKS

Earl Blumenauer, Commissioner  
1220 S.W. 5th Avenue, Room 407  
Portland, Oregon 97204  
(503) 823-3589  
Fax (503) 823-3596

**MEMORANDUM**

January 7, 1992

To: Mayor J.E. Bud Clark  
Commissioner Dick Bogle  
Commissioner Gretchen Kafoury  
Commissioner Mike Lindberg

From: Commissioner Earl Blumenauer *Earl*

Re: Future Use of St. John's City Hall

*7:30  
THUR*

I have read Richard Brainard's report detailing the seven options for future use of the St. John's facility and the Police Bureau's Master Facilities Plan recommending Option #4, a police drop-in center with no scheduled police presence. I also have read the report submitted by the Citizens to Retain North Precinct and reviewed its recommendation for a scaled down North Precinct in the old St. John's City Hall. I appreciate the efforts of the Police Bureau, Mr. Brainard and North Portland citizens in researching the possible options. I would like to propose at this time, however, that we pool our resources and work together to build consensus on the future use of this important facility.

After reviewing the information and two conflicting recommendations, I would like to suggest that we begin working somewhere toward the middle. My first public safety priority is that the City devote as many resources as possible to officers on the street rather than staffing a fourth precinct at this time. However, I concur with the consultant's own analysis that Option #4, as proposed by the Police Bureau, would reduce community policing impact in the peninsula, which I believe would be a significant detriment to the area. I propose, instead, that we look in more detail at the major components contained within Option's 2 and 3 and explore the possibility of configuring those in such a way to establish a Public Service Center at the St. John's City Hall with a public safety component.

*city precincts  
overcrowded*

*perceived  
by CRNP*

The potential for housing and providing community-based services in the St. John's facility is an exciting prospect. Specifically, we could start by looking at the feasibility of co-locating the services outlined in Option 2 of Brainard's report: district coalition staff; crime prevention specialists; a home security program and other police personnel; the District Attorney Special Prosecutor program; the Police Activities League; the Community Safety Action Team; and a schedule of services from the Building Bureau Nuisance Division and Bureau of Licenses. It also would be useful to look at the possibility of providing week-end and evening hours.

Providing some sort of Public Service Center is where I believe we will find the most cost-effective use of our community policing dollars and will serve to retain an important police presence in the north peninsula area. If the Police Bureau and Citizens to Retain North Precinct are willing to pursue this further, perhaps we could hold over the resolution scheduled for this Thursday and facilitate some agreement on this issue. My office would be happy to assist in any way possible.



If we are able to reach some agreement between the Police Bureau and North Portland citizens about pursuing this approach and determine a general level of police presence to remain at the facility, Rachel Jacky, Director of the Office of Neighborhood Associations, would be willing to lead a discussion about how such a service center could be configured with the other various agencies identified. It may not be feasible or desirable to co-locate all of the functions identified in Option #2, but we should begin by exploring the service and public safety possibilities and, at a minimum, determine a level of police presence to remain at this facility.

Please contact me or Austin Raglione on my staff to talk about this further.

cc: Chief Tom Potter  
Captain Charles Moose, North Precinct  
Rachel Jacky, Office of Neighborhood Associations  
Clarice White, Citizens to Retain North Precinct  
Sharron Ray, North Peninsula Neighbors Chairperson  
Richard Brainard

*Blum. should propose that council direct  
ONA to submit a specific <sup>request</sup> plan for managing  
St. Johns City Hall, including;*

- 1) tenant <sup>space</sup> commitments (incl. Police Bur., comm.  
contact center & other pub. safety tenants)*
- 2) ONA request costs, incl. staff, O & M & cop. impts.*
- 3) tenant rentals*
- 4) potential cost savings by relocating tenants  
to the facility from other locations.*

---

*Pol. Bur. Fac. Plan does not have to be formally adopted  
by council, as long as it is understood that it is current  
thinking & current long range policy of Pol. Bur. for use  
in making fac. planning decisions, & budgeting.*

## Potential Council Scenarios

1. Adoption of Plan Strategy and location of a typical community contact center in St. Johns. This will be a slap in the face of the CRNP.
2. Adoption of Plan Strategy and development of a public safety multi-service center at St. Johns City Hall. Can the Police Bureau include the necessary staff and service in its budget? *Multi-service center should be assigned to and managed by ONA or other bureau, with Police simply a tenant.*  
*Comm. contact center*
3. Adoption of the Plan Strategy and add the fifth precinct now, keeping the fifth precinct office temporarily at St. Johns City Hall. A strong case needs to be made

(1) for the more pressing priority need for an outer-east precinct facility, and

(2) that if and when a fifth precinct is instituted in North Peninsula, that a central precinct office location must be provided--that St. Johns City Hall is just too isolated and doesn't adequately accommodate police facilities.

### St. Johns Precinct Building Deficiencies:

- a. Building is ill-suited for police precinct use.
  - b. Building is too small to comfortably accommodate more than 30-35 police personnel at any one time.
  - c. Extremely high O & M cost - \$20.00 per square foot.
  - d. Not ~~centrally~~ <sup>strategically</sup> located to best serve ~~a~~ <sup>the</sup> precinct area.
  - e. Isolated location in the city and on the peninsula.
  - f. Not located near areas of highest crime incidence.
4. Outside possibility that council will instruct Police Bureau to come back with a definitive plan to relocate Training Division to St. Johns City Hall and incorporate a community contact center with 40 hours per week civilian public safety assistant.

OPTIONS FOR CONTINUED  
POLICE USE OF  
ST. JOHNS CITY HALL

Richard Brainard Planning  
& Urban Design

December 16, 1991

## OPTIONS FOR CONTINUED POLICE USE OF ST. JOHNS CITY HALL

Portland City Council, on 16 October 1991, adopted a resolution to establish a new Police Bureau precinct headquarters at NE Killingsworth Street and Martin Luther King Blvd. The resolution also identifies a number of options for a continuing police presence at St. Johns City Hall (existing North Precinct Headquarters). These options range from retaining a downsized police precinct headquarters, a police multi-service center, or minimal police presence, to the transfer of another Police Bureau division to the facility.

This report evaluates each of the options identified. Each option is described as to activities included and hours of operation. Police Bureau manpower and optimal space needs are identified. Comparable estimated costs for new police manpower, capital renovation, and operation and maintenance are also included.

The advantages and disadvantages of each option are described. This analysis attempts to be logical and evenhanded. There may, however, be additional advantages and disadvantages or other non-identified issues that individual parties may wish to have considered.

Some of the options may be more appropriate for location at St. Johns City Hall than others. Three important issues to be considered in reviewing the options for continued Police Bureau use of the facility are:

1. Given optimum operating size for a Police Bureau precinct headquarters, is it appropriate to have a downsized precinct operating from St. Johns City Hall with a new full size precinct facility at Walnut Park (i.e., is it cost effective and manpower efficient)?
2. Is it cost effective and manpower efficient to relocate one of the other identified police units or divisions to St. Johns City Hall from a current location?
3. Assuming St. Johns City Hall will remain in city ownership (it will require substantial improvements and operation and maintenance over the years) what is appropriate use of the facility (Other city bureaus use and lease or sale of the building for non-city use has not been considered in this report).

The purpose of this report is to provide the necessary information and analysis of each option in order that City Council can make an informed decision regarding these issues.

## OPTION 1: DOWNSIZED FULL POLICE PRECINCT

### Activities

Hours of operation: 24 hours per day times seven days per week.

The precinct functions as a home base where the patrol officer reports to work, stores equipment and uniforms, prepares for patrol, is informed about assignments, events and special reports, and signs out all necessary equipment (radio/vehicle/shotgun/etc.).

Patrol officers routinely report back to the precinct during their shift upon making an arrest, to receive special assignments, and to resupply equipment and obtain certain resource materials. The patrol officer also returns to the precinct at the conclusion of the shift to turn in all reports for review, meet with the supervisor if necessary and sign out for the day.

One precinct captain manages day to day administrative functions, public relations, and operations. Operations are handled through one on-duty lieutenant per shift. Each lieutenant can manage from four to six on-duty sergeants. Each sergeant may manage up to 10 on-duty personnel.

### Estimated Police Bureau Manpower

1 Captain	
3 Lieutenants	
6-8 Sergeants	for three shifts
40-50 Officers	
6 Clerical Assistants	

Source: Police Bureau

### Optimal (Adequate) Space Needs

Administration Area	1,800 s.f.
Prisoner Area	900
Sergeant-Officer Area	5,200
Equipment-Service-Circulation	<u>2,500</u>
Total	10,400 s.f.

Source: Extrapolation of numbers from 1990 City of Portland Eastside Facilities Needs Assessment

The existing building contains 9,000 s.f. including the second floor museum area and the basement (3,000 s.q. per floor).

Parking for 60 vehicles is needed along with a fuel pump area. Current off-street parking is provided for up to 35 police cars on the lot across the street when stacked in the aisles. Some police



cars and all private vehicles use on-street parking in the vicinity.

#### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

1 Captain	\$ 92,424
3 Lieutenants (81,208 ea.)	243,624
3 Sergeants (73,323 ea.)	219,969
6 Clerical Assistants (34,603 ea.)	<u>207,618</u>

Total \$ 763,635

\* In addition, there will be capital and operating costs for automobiles and equipment.

Source: Police Bureau Management Support Division.  
Numbers will vary slightly depending on fringe packages and salary ranges.

b. Probable transfer of positions from new Walnut Park precinct headquarters.

3 to 5 Sergeants  
40 to 50 Officers

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

b. Remodeling estimate (interview room, additional lockers, showers and toilets, additional administrative area, and an officer report writing area). \$40,000 to \$60,000

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement/improvement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

## OPTION 1: DOWNSIZED FULL POLICE PRECINCT

### Advantages

- Continues to provide a large police presence in the vicinity of the precinct headquarters with the attendant community perception of safety and security on the peninsula.
- Maintains short on-duty travel time between precinct headquarters and patrol districts located in the north and northwest areas of the precinct (patrol districts 521, 522, and 531).
- Provides a smaller, more manageable precinct headquarters.
- Maintains a positive community policing impact.
- A smaller precinct and precinct headquarters enhances community policing impact--from the viewpoint of CRNP.

### Disadvantages

- Requires an additional police administrative and command manpower group.
- Requires an additional \$763,635 annually (in 91-92 f.y. dollars) in police manpower costs.
- Creates a precinct that is smaller in size and manpower than is considered optimum from a police efficiency standpoint.
- Requires significant improvement and remodeling to continue to adequately serve as a precinct headquarters. In addition to building improvements, the headquarters needs an interview room, additional locker area, showers and toilets, additional administrative area, and an officer report writing area.

Other advantages and disadvantages are identified under Optimum Location for a North Peninsula Precinct Headquarters.



### Optimum Location for a North Peninsula Precinct Headquarters

A downsized North Precinct is proposed to serve the north peninsula area from I-5 westward, portions of the northwest industrial area and Forest Park, plus provide potential future service to the unincorporated county area, including Sauvie Island, north to the Columbia County line. A precinct headquarters for this area should meet the following optimal location criteria.

- Near the population center of the precinct.
- Near the geographic center of the precinct.
- Near direct arterial access to all areas of the precinct.
- Near the area(s) of highest crime incidence.
- Easily accessible to the general public.

St. Johns City Hall is not close to the population center of a downsized North Precinct. A more central location would likely be along North Lombard Street between Portsmouth Avenue and Columbia Park.

St. Johns City Hall is near the geographic center of the precinct (including Rivergate and Forest Park). If Sauvie Island and other unincorporated county area is included in the future, the geographic center of the precinct will shift to a westside location along St. Helens Road north of the St. Johns Bridge. Because these unincorporated areas are sparsely populated, a future westside location is inappropriate.

St. Johns City Hall is close to direct arterial access to all areas of the precinct. However, transit time to Overlook and Arbor Lodge neighborhoods is not optimum. Transit time to these neighborhoods would be much better from the new Walnut Park Precinct Headquarters. Also, access is poor from the St. Johns City Hall to the freeway system for emergency assistance in other parts of the city. The St. Johns precinct headquarters is isolated from the rest of the city by the river and the BN railroad cut.

St. Johns City Hall is not close to the area of highest crime incidence in the north peninsula area. The area of highest crime incidence is the Columbia Villa-Columbia Park area.

St. Johns City Hall provides good access to residents of St. Johns. For residents at the far eastern end of the precinct area, access is inconvenient and distant.

A more logical precinct boundary midway between the Walnut Park Precinct and a St. Johns Precinct (a reduction from six to four patrol districts for St. Johns) will reduce the number of patrol officers accordingly, but will not reduce the precinct command and administrative staff and costs. Manpower and cost inefficiencies become more pronounced.

Secondary factors not having to do with location must also be considered. These include:

- Availability of city-owned facilities of adequate size and useable condition.
- Availability of non city-owned facilities of adequate size.
- Availability of adequate parking.
- Cost of renovation.
- Annual operation and maintenance costs.

## OPTION 2: POLICE MULTI-SERVICE CENTER

### Activities

Hours of operation: 16 hours per day times five days per week.

The following activities/uses are proposed for a police multi-service center in the St. Johns City Hall.

1. Management: On lieutenant and one clerical assistant.
2. Patrol Officers: Patrol officers will use the facility on an as-needed basis to deliver prisoners, DUII processing, write reports and meet with citizens.
3. Crime Prevention Program: Space for three representatives and two additional desks for volunteers.
4. Home Security Program: Space for two security specialists and a storage area for their security devices and equipment.
5. Information Referral Desk: This function will work best at the existing front counter.
6. Support Services:
  - a. Custody Holding Room: This room needs to be a minimum of 8 ft. x 8 ft. and totally secure. It should include solid walls, heavy-duty steel, outwardly-swinging door, built-in bench, and no removable hardware such as grill plates, light fixture trims, etc. Access to this space must be kept secure from other building functions. The CRNP believes this is not justified when the facility is open only 16 hours per day, five days a week. In addition, both a custody holding room and DUII processing room will be included at the MLK facility.
  - b. DUII Processing Room: This room must be large enough to accommodate the intoxilator on a desk and two chairs. It needs to be relatively secure and all surfaces must be easily cleanable. The CRNP believes this is not justified when the facility is open only 16 hours per day, five days a week. In addition, both a custody holding room and DUII processing room will be included at the MLK facility.
  - c. Men's and Women's Locker Rooms: Existing locker rooms will be adequate with space for 20 to 30 lockers in the Men's and 10 to 15 lockers in the Women's. Existing showers and toilet facilities will be sufficient.
  - d. Police Training/Classroom: The current space on the second floor is adequate for this function. This space

must also be kept available as a general public meeting space and for museum exhibits.

7. Associated Activities:

- a. Multnomah County Safety Action Team: Requires locker and parking space only.
- b. District Coalition Staff: Space for four to six staff.
- c. Police Activities League Association: Space for three staff is available if PAL desires to have a presence in St. Johns.
- d. Multi-Agency Service Desk: One or two desks to be shared on a rotating basis by representatives from the District Attorney's Office, Bureau of Buildings and Bureau of Licenses.

Source: "Proposal for a Police Multi-Service Center," Andrea Bainbridge Design

- 8. Community meeting space (second floor) for neighborhood associations, St. Johns Heritage Association and other civic groups, plus adequate display and storage area for St. Johns Heritage Association artifacts.
- 9. If Option 2 is selected, the city should pursue and encourage inclusion of county health and social service agencies in the facility as space may be available.

Estimated Police Bureau Manpower

- 1 Lieutenant
- 1 Clerical Assistant
- 3 Public Safety Assistants (Information and Referral)
- 2 Home Security Specialists
- 3 Crime Prevention Representatives

Source: Police Bureau

Optimal Space Needs

9,000 square feet

Source: "Proposal for a Police Multi-Service Center," by Andrea Bainbridge Design, and Police Bureau Management Support Division

## Estimated Costs

### 1. Annual Police Manpower (in 91-92 f.y. dollars)

#### a. New Positions

1 Lieutenant	\$ 81,208
1 Clerical Assistant	34,603
3 Public Safety Assistants	<u>115,496</u>

Total	\$231,307
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\*In addition, there will be capital and operating costs for automobiles and personnel equipment.

Source: Police Bureau Management Support Division. Numbers will vary slightly depending on fringe packages and salary ranges.

#### b. Transferred Positions

2 Home Security Specialists  
3 Crime Prevention Representatives

### 2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

b. Remodeling for multi-service center. \$ 34,000

Source: Andrea Bainbridge Design

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

### 3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

## OPTION 2: POLICE MULTI-SERVICE CENTER

### Advantages

- Continues a daytime police presence for citizen contact.
- Provides facilities for, and coordination of, police and community services not now located in the facility.
- Invites increased community use of the facilities.
- Enhances community policing impact.

### Disadvantages

- Terminates full-time police presence.
- Requires additional police administrative manpower.
- Requires an additional \$231,307 annually (in 91-92 f.y. dollars) in police manpower costs.
- Requires significant improvement and remodeling.

### OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

#### Activities

Hours of operation: 16 hours per day times five days per week.

Staffed by a uniformed officer to take walk-in complaints, meet with citizens, and provide information and referral.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

District Coalition Staff: four neighborhood crime prevention staff assigned to work with North Portland neighborhood associations.

Other community activities and resource groups.

#### Estimated Police Bureau Manpower

2 Officers (one per shift)

#### Optimal Space Needs

1,600 square feet for police and Neighbors Against Crime.

#### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
  - 2 Officers (64,619 ea.) (transferred/reassigned) (\$129,238)
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000  

Source: Barrentine Bates Lee Architects
  - b. Future major building improvements needed over next six years. \$90,000 to \$114,000  

These costs will vary depending on the occupants and use of the building.
  - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - a. Assume police will use 600 s.f. at \$10/s.f.= \$6,000/year

- b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$55,000/year, plus annual inflation).



### OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

#### Advantages

- Continues a daytime police presence for citizen contact.
  - Requires low police operational cost.
  - Requires minimal or no police remodelling costs.
  - Provides facilities for community services.
  - Invites increased community use of the facilities.
  - Maintains community policing impact.
- \* The CRNP does not perceive this option as having any advantages to the community.

#### Disadvantages

- Terminates full-time police presence.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

#### OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

##### Activities

Hours of operation: 40 hours per week by District Coalition Staff.

It is proposed that District Coalition Staff will provide citizens with assistance on police information and referral services.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

##### Estimated Police Bureau Manpower

None

##### Optimal Space Needs

Report writing area            200 s.f.

##### Estimated Costs

1. Police Manpower - none
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
  - Source: Barrentine Bates Lee Architects
  - b. Future major building improvements needed over next six years. \$90,000 to \$114,000

These costs will vary depending on the occupants and use of the building.
  - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - a. Assume police will use 250 s.f. at \$10/s.f.=\$2,500/year
  - b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$60,000/year, plus annual inflation).

#### OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

##### Advantages

- Requires low or no police operational cost.
  - Requires no police remodeling cost.
  - Provides facilities for community services.
  - Invites increased community use of the facilities.
- \* The CRNP does not perceive this option as having any advantages to the community.

##### Disadvantages

- Terminates full-time police presence.
- Provides no regular or scheduled police presence.
- Provides no police information and referral or walk-in crime report service.
- Reduces community policing impact.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

## OPTION 5: POLICE TRAFFIC DIVISION

Moving the Police Traffic Division to the St. Johns facility is not recommended and should not be given further consideration as an option. The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency. If the Division is relocated to the St. Johns facility, a substantial loss of officer-on-duty time will be incurred in commuting between the headquarters and assignments throughout the city.

The following Police Bureau memorandum describes in more detail the requirements of the Traffic Division.

### MEMORANDUM

DATE: July 24, 1991

TO: Deputy Chief Dave Williams  
Operations Branch

FROM: Captain Dennis Daly  
Traffic Division

SUBJ: Alternative Use of St. Johns Police Building

This memorandum is in response to Lieutenant Linhares request for information on the Traffic Division's hours of operation, number of employees and space requirements pre-supposing a move to the St. John's North Precinct.

The Traffic Division operates 7 a.m. to 4 a.m. Monday through Friday and frequently operates on overtime on weekends policing special events. There are 27 motorcycle officers, including 4 sergeants who need two lockers a piece for their extra gear. In addition, there are 5 hit and run officers, each with a car. There are 2 P.U.C. officers with a van and 3 D.U.I.I. officers, each with a car. There are 6 office desk positions not counting sergeants, supervisors or command staff.

Minimally, the facility will need 75 lockers including a few for recruits, 14 desks and offices, a meeting room, and secure covered parking for 29 motorcycles, 12 cars and 1 truck.

We strongly recommend against a move of the Traffic Division to St. Johns. The Division is a city-wide operation with the majority of personnel working south of Fremont Street. The lost time due to commuting to and from St. Johns from every other part of the city would be substantial. It is 23 minutes by the quickest route from St. Johns to our present centrally located position.

MEMORANDUM

Deputy Chief Dave Williams

July 24, 1991

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Also, at the present time, there is no covered secure location at St. Johns' North Precinct to provide weather protection and theft or vandalism security for motorcycles. Motorcycles are easily stripped of parts, accessories and personal equipment. Radios, seats, handlebar controls and other parts are susceptible to weather damage.

Depending upon who would be housed in this location, there may be few or no officers working at the building nights and weekends. We have no desk officer or officer staff after 4 p.m. and none on weekends. The building would be empty and closed much of the time. Provisions could be made to staff it always, but that would require additional personnel and space needs.

If the building is staffed with police officers, the public will expect to drop off crime reports, report crimes and suspicious behavior, schedule neighborhood-police meetings and get crime prevention assistance. We are not organized to meet those needs. We can do it, but we would need additional personnel and space.

In summary, Traffic Division service delivery, already too low, would diminish further as time is taken out of the working day for excessive commuting and perhaps assuming non-typical traffic policing tasks. We need a central city location alongside a precinct to enable us to continue our specialized function.

## OPTION 5: POLICE TRAFFIC DIVISION

### Advantages

- Continued police presence during weekday business hours.
  - Provides daytime police information and referral service.
  - Limited community policing impact.
- \* The CRNP does not perceive this option as having any advantages to the community.

### Disadvantages

- Terminates full-time police presence.
- No personnel in the building at night and on weekends.
- Inadequate space in building to accommodate the Traffic Division staff (need 13,500 s.f. by Bureau of General Services estimate).
- No covered parking for motorcycles.
- No secured parking for motorcycles.
- Poor location to serve entire city.
- Substantial daily loss of officer on-duty time incurred in commuting between the facility and assignments throughout the city.
- Requires significant improvement and remodeling.
- Requires additional police information and referral staff and attendant annual cost.

## OPTION 6: POLICE OPERATIONS SUPPORT UNIT

### Activities

Hours of operation: 6 a.m. to 1 a.m. (19 hours) times seven days per week.

The principal function of the Operations Support Unit is to process low priority crime reports. This involves taking low priority crime reports and other complaints from citizens over the telephone, doing research in the records section if needed, and preparing written reports to be filed in the records section.

In addition, the Operations Support Unit includes DA prosecution liaison, runaway juvenile investigation, security companies liaison, court appearance coordination, and fleet coordination.

The unit is made up predominantly of injured officers on limited duty status.

If located at St. Johns City Hall, police information and referral service would also be provided.

### Estimated Police Bureau Manpower

- 1 Lieutenant
- 2 Sergeants
- 3 Clerical Assistants
- 19 Telephone Report Officers
- 2 DA Prosecution Liaison Officers
- 1 Court Coordinator Officer
- 2 Juvenile Investigative Officers
- 1 Security Companies Liaison Officer
- 3 Public Safety Assistants (new positions)

Source: Police Operations Support Unit

### Optimal Space Needs

Administrative Area	1,200 s.f.
Officer Area	3,000
Locker and Shower Area	700
Meeting Room	600
Equipment-Service-Circulation	<u>1,200</u>
Total	6,700 s.f.

Approximately 25 of the staff work the day shift and 7 work the evening shift. All need office-type space with walls or partitions and natural light.

### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

3 Public Safety Assistants to provide  
information and referral. \$115,496

b. Transferred Positions

All other positions are presumed to be  
transferred.

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code  
deficiencies, handicapped access, elevator,  
public restroom). \$ 40,000

b. Remodeling for Operations Support  
Unit \$40,000 to \$60,000

c. Future major building improvements needed over  
next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and  
for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$ 61,780
Average over last five years	\$ 62,471
Highest in 1989-90	\$ 85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services



## OPTION 6: POLICE OPERATIONS SUPPORT UNIT

### Advantages

- Some continued police presence.
  - Provides police information and referral service.
  - Limited community policing impact.
- \* The CRNP does not perceive this option as having any advantages to the community.

### Disadvantages

- Terminates full-time, uniformed police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by the St. Johns Heritage Association and community meetings.
- May require some staff to remain downtown due to their functions.
- Requires regular use of records section located downtown.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.

## OPTION 7: POLICE TRAINING DIVISION

### Activities

Hours of operation: 7 a.m. to 5 p.m. times five days per week.

The Training Division provides training services for the Police Bureau. These include an advanced training academy for recruits and cadets, and annual in-service training for all police officers. Training includes:

- Firearms training and range target practice
- Defensive tactics training
- Patrol tactics training
- Vehicle training
- Classroom training, including interpersonal communication, problem solving, information and referral, customer service skills and other community policing skills
- Video review training

### Estimated Police Bureau Manpower

- 1 Captain
- 1 Lieutenant
- 3 Sergeants
- 7 Officers
- 3 Clerical Assistants
- 1 Public Safety Assistant (new position)

### Optimal Space Needs

Administration Area	3,600 s.f.
Video Editing Studio	500
Armory and Ammunition Storage	500
Firing Range (a new firing range is proposed at the impounded vehicle storage site near the west end of the St. Johns Bridge).	
Training Area for 20 Trainees (varies from 8-22; optimum class size is 20)	
Defense Tactics Room	1,200 s.f.
Classroom	900 s.f.
Lockers and Showers	900 s.f.
Equipment-Service-Circulation	1,600 s.f.

### Estimated Costs

#### 1. Annual Police Manpower (in 91-92 f.y. dollars)

##### a. New Positions

1 Public Safety Assistant to provide information and referral. \$ 38,499

b. Transferred Positions

All other positions are presumed to be transferred.

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

b. Remodeling for Operations Support Unit \$40,000 to \$60,000

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year \$ 61,780

Average over last five years \$ 62,471

Highest in 1989-90 \$ 85,020

Add 6 to 8 percent annually for inflation.

Source: Bureau of General Services

## OPTION 7: POLICE TRAINING DIVISION

### Advantages

- Continued police presence during weekday business hours.
  - Provides daytime police information and referral service.
  - Limited community policing impact.
  - Provide adequate and free parking for staff and trainees.
- \* The CRNP does not perceive this option as having any advantages to the community.

### Disadvantages

- Terminates full-time police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by St. Johns Heritage Association and community meetings, as entire second floor would be needed for combat training and classroom.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.
- In-service training (approximately 35 weeks per year) and advanced academy training (varies from 18 to 45 weeks per year) cannot be held concurrently in the same space. This will require the continued need for classroom and related space at the Justice Center for in-service training. It will also require splitting of trainer assignments and regular transfer of audio-visual equipment between facilities.

## CONCLUSIONS

Some of the options are readily apparent as not being viable solutions for location of a police presence at St. Johns City Hall. These are:

- Option 4: Police Drop-In Community Contact Office.

This alternative does not provide the level of community contact service to which the citizens of the Peninsula area have demonstrated their support and participation. (Same can be said of Option 3). It is assumed in this option that other public or non-public activities will be the principal tenants in the facility.

- Option 5: Police Traffic Division.

The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency and response time.

- Option 6: Police Operations Support Unit.

This police unit will require full use of the facility for offices necessitating the termination of use of the second floor by the St. Johns Heritage Association and other community use. Certain staff positions need to be located in downtown.

Depending on the individual viewpoint, a case can be made for or against each of the remaining options.

- Option 1: Downsized Full Police Precinct.

This alternative provides a continued large police presence in the center of St. Johns and the community perception of safety and security. On the other hand, this alternative is not manpower effective or cost efficient given current Police Bureau needs and precinct size criteria.

- Option 2: Police Multi-Service Center.

This alternative, with the full complement of services proposed, will provide not only a continued community contact police presence but also a number of additional police and community services which will enhance the community policing impact and promote increased community use of the facility.

- Option 3: Police-Staffed Community Contact Office.

This alternative provides a daily (weekdays) scheduled police presence, while substantially reducing the cost to the Police Bureau by not including other Police Bureau functions in the facility. It is assumed in this option that other public or

non-public activities will be the principal tenants in the facility.

- Option 7: Police Training Division.

This alternative provides a continued police presence during weekday business hours. The Training Division does not require a central location in the city for its activities. Adequate and free parking is available for staff and trainees. The Training Division will require full use of the St. Johns facility including the second floor St. Johns Heritage Association meeting room. A portion of the space occupied by the Training Division at the Justice Center will be vacated. However, classroom and related space will need to be retained at the Justice Center for in-service training. Inconveniences will be created for trainers who will have to split their time between facilities.

# St. Johns City Hall Future Options

	OPTION 1 DOWNSIZED FULL PRECINCT	OPTION 2 POLICE MULTI- SERVICE CENTER	OPTION 3 POLICE-STAFFED COMMUNITY CONTACT OFFICE	OPTION 4 POLICE DROP-IN COMMUNITY CONTACT OFFICE	OPTION 5 POLICE TRAFFIC DIVISION	OPTION 6 POLICE OPERATION SUPPORT UNIT	OPTION 7 POLICE TRAINING DIVISION
HOURS OF OPERATION	24 HRS/DAY X 7 DAYS/WEEK 1 CAPTAIN 3 LIEUTENANTS 3 SERGEANTS 6 CLERICAL ASSISTANTS	16 HRS/DAY X 5 DAYS/WEEK 1 LIEUTENANT 1 CLERICAL ASSISTANT 3 PUBLIC SAFETY ASSISTANTS	16 HRS/DAY X 5 DAYS/WEEK 2 UNIFORMED OFFICERS	40 HRS/WEEK NONE	9 HRS/DAY X 5 DAYS/WEEK 1 PUBLIC SAFETY ASSISTANT	19 HRS/DAY X 7 DAYS/WEEK 3 PUBLIC SAFETY ASSISTANTS	10 HRS/DAY X 5 DAYS/WEEK 1 PUBLIC SAFETY ASSISTANT
NEW MANPOWER NEEDS	40 TO 50 OFFICERS 3 TO 5 SERGEANTS	13 NON-OFFICERS	NONE	NONE	43 TO 50 OFFICERS AND CLERICAL	31 OFFICERS AND CLERICAL	15 OFFICERS AND CLERICAL
TRANSFER OF MANPOWER	10,400 SQ FT \$ 763,635	9,000 SQ FT \$ 231,000	1,800 SQ FT \$ 128,000	200 SQ FT NONE	13,500 SQ FT \$ 38,500	6,700 SQ FT \$ 115,500	9,500 SQ FT \$ 38,500
OPTIMAL SPACE NEEDS	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
NEW MANPOWER COSTS	\$ 40,000 TO 60,000	\$ 34,000	NONE	NONE	\$ 40,000 TO 60,000	\$ 40,000 TO 60,000	\$ 40,000 TO 60,000
IMMEDIATE CAPITAL IMPROVEMENT NEEDS	\$ 114,000	\$ 114,000	\$ 90,000 TO 114,000*	\$ 90,000 TO 114,000*	\$ 114,000	\$ 114,000	\$ 114,000
REMODELING TO FIT	\$ 40,000 TO 60,000	\$ 34,000	\$ 90,000 TO 114,000*	\$ 90,000 TO 114,000*	\$ 114,000	\$ 114,000	\$ 114,000
FUTURE (6 YR) CAPITAL IMPROVEMENT NEEDS	\$ 114,000	\$ 114,000	\$ 90,000 TO 114,000*	\$ 90,000 TO 114,000*	\$ 114,000	\$ 114,000	\$ 114,000
ANNUAL BUILDING OPERATIONS & MAINTENANCE	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL*	\$ 62,000 + 6% ANNUAL*	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL
ADVANTAGES							
DISADVANTAGES							
COMMUNITY POLICING IMPACT							
COMMENTS & CONCLUSIONS							

# RICHARD BRAINARD PLANNING & URBAN DESIGN

813 S.W. ALDER STREET  
PORTLAND, OREGON 97205  
TELEPHONE 503/243-2652

22 November 1991

## TRANSMITTAL

Attached is a draft working copy of "Options for Continued Police Use of St. Johns City Hall." This draft report will be discussed with the Citizens to Retain North Precinct (CRNP) committee on Tuesday evening, November 26, 1991.

It will be appreciated if you will review this draft report and note any inaccuracies and changes that should be made from your interested point of view. Please try to have your comments to me by the day after Thanksgiving. Thank you.



Richard D. Brainard

RDB:gr

## Attachment

Clarice White for CNRP  
Tom Potter, Chief of Police  
Dave Williams, Asst. Police Chief  
Charles Moose, Capt., North Precinct  
Roy Kindrick, Act. Capt., Training Div.  
Dennis Daly, Capt., Traffic Div.  
Dan Elfing, Lt., Operations Support Unit  
David Kish, Asst. to the Mayor  
Dale Bushnell, Project Mgr., BGS



9. If opt 2 selected <sup>city</sup> ~~we~~ should pursue (encourage)  
obtaining participation of county health  
& social service agencies

page no's.

OPTIONS FOR CONTINUED  
POLICE USE OF  
ST. JOHNS CITY HALL

Working Draft

Include St. Johns Heritage Assn. use commitment  
for display and storage areas, and meeting area.  
Further the assn. would like to have full use of at least  
one floor to create a museum.  
Helen likes sending me info. re. possible agreement.

Richard Brainard Planning  
& Urban Design

November 25, 1991

## OPTIONS FOR CONTINUED POLICE USE OF ST. JOHNS CITY HALL

Portland City Council, on 16 October 1991, adopted a resolution to establish a new Police Bureau precinct headquarters at NE Killingsworth Street and Martin Luther King Blvd. The resolution also identifies a number of options for a continuing police presence at St. Johns City Hall (existing North Precinct Headquarters). These options range from retaining a downsized police precinct headquarters, a police multi-service center, or minimal police presence, to the transfer of another Police Bureau division to the facility.

This report evaluates each of the options identified. Each option is described as to activities included and hours of operation. Police Bureau manpower and optimal space needs are identified. Comparable estimated costs for new police manpower, capital renovation, and operation and maintenance are also included.

The advantages and disadvantages of each option are described. This analysis attempts to be logical and evenhanded. There may, however, be additional advantages and disadvantages or other non-identified issues that individual parties may wish to have considered.

Some of the options may be more appropriate for location at St. Johns City Hall than others. Three important issues to be considered in reviewing the options for continued Police Bureau use of the facility are:

1. Given optimum operating size for a Police Bureau precinct headquarters, is it appropriate to have a downsized precinct operating from St. Johns City Hall with a new full size precinct facility at Walnut Park (i.e., is it cost effective and manpower efficient)?
2. Is it cost effective and manpower efficient to relocate one of the other identified police units or divisions to St. Johns City Hall from a current location?
3. Assuming St. Johns City Hall will remain in city ownership (it will require substantial improvements and operation and maintenance over the years) what is appropriate use of the facility (Other city bureaus use and lease or sale of the building for non-city use has not been considered in this report).

The purpose of this report is to provide the necessary information and analysis of each option in order that City Council can make an informed decision regarding these issues.

## OPTION 1: DOWNSIZED FULL POLICE PRECINCT

### Activities

Hours of operation: 24 hours per day times seven days per week.

The precinct functions as a home base where the patrol officer reports to work, stores equipment and uniforms, prepares for patrol, is informed about assignments, events and special reports, and signs out all necessary equipment (radio/vehicle/shotgun/etc.).

Patrol officers routinely report back to the precinct during their shift upon making an arrest, to receive special assignments, and to resupply equipment and obtain certain resource materials. The patrol officer also returns to the precinct at the conclusion of the shift to turn in all reports for review, meet with the supervisor if necessary and sign out for the day.

One precinct captain manages day to day administrative functions, public relations, and operations. Operations are handled through one on-duty lieutenant per shift. Each lieutenant can manage from four to six on-duty sergeants. Each sergeant may manage up to 10 on-duty personnel.

### Estimated Police Bureau Manpower

1 Captain  
3 Lieutenants  
8 Sergeants for three shifts  
40-50 Officers  
6 Clerical Assistants

Source: Police Bureau

*(Adequate)*  
Optimal Space Needs

Administration Area	1,800 s.f.
Prisoner Area	900
<i>Sergeant</i> <del>Command-Officer</del> Area	5,200
Equipment-Service-Circulation	<u>2,500</u>
Total	10,400 s.f.

Source: Extrapolation of numbers from 1990 City of Portland Eastside Facilities Needs Assessment

The existing building contains 9,000 s.f. including the second floor museum area and the basement (3,000 s.q. per floor).

Parking for 60 vehicles is needed along with a fuel pump area.

*Current off-street parking is provided for a maximum of 35 police cars. ~~No~~ All private vehicles and some police cars use on-street parking in the area.*

Estimated Costs

*[Handwritten signature/initials]*

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

1 Captain	\$ 92,424
3 Lieutenants (81,208 ea.)	243,624
<u>3</u> <del>8</del> Sergeants (73,323 ea.)	<del>586,584</del> 219,969
6 Clerical Assistants (34,603 ea.)	<u>207,618</u>

Total

~~\$1,130,250~~

\* In addition, there will be capital and operating costs for automobiles and equipment.

Source: Police Bureau Management Support Division.  
Numbers will vary slightly depending on fringe packages and salary ranges.

b. Probable transfer of positions from new Walnut Park precinct headquarters.

40 to 50 Officers

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

b. Remodeling estimate (interview room, additional lockers, showers and toilets, additional administrative area, and an officer report writing area). \$40,000 to \$60,000

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement/improvement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services



## OPTION 1: DOWNSIZED FULL POLICE PRECINCT

### Advantages

- Continues to provide a large police presence in the ~~center of~~ <sup>vicinity of the precinct headquarters</sup> ~~St. Johns~~ with the attendant community perception of safety and security. *on the peninsula*
- Continues to provide good coordination of police services to the ~~St. Johns area.~~
- Maintains short on-duty travel time between precinct headquarters and patrol districts located in the north and northwest areas of the precinct (patrol districts 521, 522, and 531).
- Provides a smaller, ~~precinct~~ <sup>manageable (user friendly?)</sup> more personable precinct headquarters.
- Maintains a positive community policing impact.

### Disadvantages

- Requires an additional police administrative and command manpower group.
- Requires an additional ~~\$1,130,250~~ annually (in 91-92 f.y. dollars) in police manpower costs. ~~This significantly increases the Police Bureau budget but does not increase street presence or additional police patrols.~~
- Creates a precinct that is significantly smaller in size and manpower than is considered optimum. *from a police efficiency standpoint.*
- Requires significant improvement and remodeling to continue to adequately serve as a precinct headquarters. In addition to building improvements, the headquarters needs an interview room, additional lockers, showers and toilets, additional administrative area, and an officer report writing area.

Other advantages and disadvantages are identified under Optimum Location for a North Peninsula Precinct Headquarters.

→ Smaller decentralized precincts <sup>& precinct budgets</sup> enhance comm. policing impact (from the standpoint of CRNP)

### Optimum Location for a North Peninsula Precinct Headquarters

A downsized North Precinct is proposed to serve the north peninsula area from I-5 westward, portions of the northwest industrial area and Forest Park, plus provide potential future service to the unincorporated county area, including Sauvie Island, north to the Columbia County line. A precinct headquarters for this area should meet the following optimal location criteria.

- Near the population center of the precinct.
- Near the geographic center of the precinct.
- Near direct arterial access to all areas of the precinct.
- Near the area(s) of highest crime incidence.
- Easily accessible to the general public.

St. Johns City Hall is not close to the population center of a downsized North Precinct. A more central location would likely be along North Lombard Street between Portsmouth Avenue and Columbia Park.

St. Johns City Hall is near the geographic center of the precinct (including Rivergate and Forest Park). If Sauvie Island and other unincorporated county area is included in the future, the geographic center of the precinct will shift to a westside location along St. Helens Road north of the St. Johns Bridge. Because these unincorporated areas are sparsely populated, a future westside location is inappropriate.

St. Johns City Hall is close to direct arterial access to all areas of the precinct. However, transit time to Overlook and Arbor Lodge neighborhoods is not optimum. Transit time to these neighborhoods would be much better from the new Walnut Park Precinct Headquarters. Also, access is poor from the St. Johns City Hall to the freeway system for emergency assistance in other parts of the city. The St. Johns precinct headquarters is isolated from the rest of the city by the river and the BN railroad cut.

St. Johns City Hall is not close to the area of highest crime incidence in the north peninsula area. The area of highest crime incidence is the Columbia Villa-Columbia Park area.

St. Johns City Hall provides good access to residents of St. Johns. For residents at the far eastern end of the precinct area, access is inconvenient and distant.

A more logical precinct boundary midway between the Walnut Park Precinct and a St. Johns Precinct (a reduction from six to four patrol districts for St. Johns) will reduce the number of patrol officers accordingly, but will not reduce the precinct command and administrative staff and costs. Manpower and cost inefficiencies become more pronounced.

Secondary factors not having to do with location must also be considered. These include:

- Availability of city-owned facilities of adequate size and useable condition.
- Availability of non city-owned facilities of adequate size.
- Availability of adequate parking.
- Cost of renovation.
- Annual operation and maintenance costs.



## OPTION 2: POLICE MULTI-SERVICE CENTER

### Activities

Hours of operation: 16 hours per day times five days per week.

The following activities/uses are proposed for a police multi-service center in the St. Johns City Hall.

1. Management: On lieutenant and one clerical assistant.
2. Patrol Officers: Patrol officers will use the facility on an as-needed basis to deliver prisoners, DUII processing, write reports and meet with citizens.
3. Crime Prevention Program: Space for three representatives and two additional desks for volunteers.
4. Home Security Program: Space for two security specialists and a storage area for their security devices and equipment.

*5. ~~Canine Unit: This unit will require a room large enough to accommodate six field officers plus their dog handling equipment.~~*

*6. ~~6.~~ 6.* Information Referral Desk: This function will work best at the existing front counter.

*7. ~~7.~~ 7.* Support Services:

- a. Custody Holding Room: This room needs to be a minimum of 8 ft. x 8 ft. and totally secure. It should include solid walls, heavy-duty steel, outwardly-swinging door, built-in bench, and no removable hardware such as grill plates, light fixture trims, etc. Access to this space must be kept secure from other building functions.
- b. DUII Processing Room: This room must be large enough to accommodate the intoxilator on a desk and two chairs. It needs to be relatively secure and all surfaces must be easily cleanable.
- c. Men's and Women's Locker Rooms: Existing locker rooms will be adequate with space for 20 to 30 lockers in the Men's and 10 to 15 lockers in the Women's. Existing showers and toilet facilities will be sufficient.
- d. Police Training/Classroom: The current space on the second floor is adequate for this function. This space must also be kept available as a general public meeting space and for museum exhibits.

*The Canine Unit, currently located at East Precinct, serves the entire city and needs to maintain <sup>this</sup> more central location.*

*Press on Cori - please put a dashed line thru this so as to show it being deleted.*

*\*CRNP feels this is not justified when there is one at MLK*

8. Associated Activities:

- a. Multnomah County Safety Action Team: Requires locker and parking space only.
- b. ~~District Coalition Staff~~  
~~Neighbors Against Crime (NAC)~~: Space for four to six staff.
- c. Police Activities League Association: Space for three staff. *is available if PAL wants to locate ~~there~~ here. ~~they~~ have a presence in St. Johns.*
- d. Multi-Agency Service Desk: One or two desks to be shared on a rotating basis by representatives from the District Attorney's Office, Bureau of Buildings and Bureau of Licenses.

Source: "Proposal for a Police Multi-Service Center," Andrea Bainbridge Design

*9. St. Johns Heritage Association display and storage area.*  
Estimated Police Bureau Manpower

- 1 Lieutenant
- 1 Clerical Assistant
- 3 Public Safety Assistants (Information and Referral)
- ~~1 Sergeant (Canine Unit)~~
- ~~6 Officers (Canine Unit)~~
- 2 Home Security Specialists
- 3 Crime Prevention Representatives

Source: Police Bureau

Optimal Space Needs

9,000 square feet

Source: "Proposal for a Police Multi-Service Center," by Andrea Bainbridge Design, and Police Bureau Management Support Division

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

1 Lieutenant	\$ 81,208
1 Clerical Assistant	34,603
3 Public Safety Assistants	<u>115,496</u>
Total	\$231,307

\*In addition, there will be capital and operating costs for automobiles and personnel equipment.

*10. Community meeting space (2nd floor mtg. rm.) for neigh. assns., heritage assn & others.*

Source: Police Bureau Management Support  
Division. Numbers will vary slightly depending on  
fringe packages and salary ranges.

b. Transferred Positions

- ~~1 Sergeant (Canine Unit)~~
- ~~6 Officers (Canine Unit)~~
- 2 Home Security Specialists
- 3 Crime Prevention Representatives

2. Capital Renovation (in 1991 dollars)

- a. Immediate capital improvements required (code  
deficiencies, handicapped access, elevator,  
public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

- b. Remodeling for multi-service center. \$ 34,000

Source: Andrea Bainbridge Design

- c. Future major building improvements needed over  
next six years. \$114,000

Source: Barrentine Bates Lee Architects

- d. Add 8 to 10 percent annually for inflation and  
for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services



## OPTION 2: POLICE MULTI-SERVICE CENTER

### Advantages

- Continues a daytime police presence for citizen contact.
- Provides facilities for, and coordination of, ~~additional~~ police and community services not now located in the facility.
- Invites increased community use of the facilities.
- ~~Strongly~~ <sup>E</sup> enhances community policing impact.

### Disadvantages

- Terminates full-time police presence.
- Requires additional police administrative manpower.
- Requires an additional <sup>231,307</sup> ~~\$160,992~~ annually (in 91-92 f.y. dollars) in police manpower costs.
- Requires ~~significant~~ improvement and remodeling.

### OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

#### Activities

Hours of operation: 16 hours per day times five days per week.

Staffed by a uniformed officer to take walk-in complaints, meet with citizens, and provide information and referral.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

*District Coalition Staff*

~~Neighbors Against Crime:~~ four neighborhood crime prevention staff assigned to work with North Portland neighborhood associations.

Other community activities and resource groups.

#### Estimated Police Bureau Manpower

2 Officers (one per shift)

#### Optimal Space Needs

1,600 square feet for police and Neighbors Against Crime.

#### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
  - 2 Officers (64,619 ea.) (transferred/reassigned) (\$129,238)
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000  

Source: Barrentine Bates Lee Architects
  - b. Future major building improvements needed over next six years. \$90,000 to \$114,000  

These costs will vary depending on the occupants and use of the building.
  - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - a. Assume police will use 600 s.f. at \$10/s.f.=\$6,000/year

- b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$55,000/year, plus annual inflation).

### OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

#### Advantages

- Continues a daytime police presence for citizen contact.
- Requires low police operational cost.
- Requires minimal or no police remodelling costs.
- Provides facilities for community services.
- Invites increased community use of the facilities.
- Maintains community policing impact.

\* The CRNP

#### Disadvantages

- Terminates full-time police presence.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

#### OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

##### Activities

Hours of operation: 40 hours per week by ~~Neighbors Against Crime~~ *District Coalition Staff*  
(NAC) staff.

*It is proposed that they*  
~~NAC staff~~ will provide citizens with assistance on police ~~matters,~~  
information and referral services.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

##### Estimated Police Bureau Manpower

None

##### Optimal Space Needs

Report writing area            200 s.f.

##### Estimated Costs

1. Police Manpower - none
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

- b. Future major building improvements needed over next six years. \$90,000 to \$114,000

These costs will vary depending on the occupants and use of the building.

- c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - a. Assume police will use 250 s.f. at \$10/s.f.=\$2,500/year
  - b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$60,000/year, plus annual inflation).



#### OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

##### Advantages

- Requires low or no police operational cost.
- Requires no police remodeling cost.
- Provides facilities for community services.
- Invites increased community use of the facilities.

\* The CRNP

##### Disadvantages

- Terminates full-time police presence.
- Provides no regular or scheduled police presence.
- Provides no police information and referral or walk-in crime report service.
- Reduces community policing impact.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

## OPTION 5: POLICE TRAFFIC DIVISION

Moving the Police Traffic Division to the St. Johns facility is not recommended and should not be given further consideration as an option. The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency. If the Division is relocated to the St. Johns facility, a substantial loss of officer-on-duty time will be incurred in commuting between the headquarters and assignments throughout the city.

The following Police Bureau memorandum describes in more detail the requirements of the Traffic Division.

### MEMORANDUM

DATE: July 24, 1991

TO: Deputy Chief Dave Williams  
Operations Branch

FROM: Captain Dennis Daly  
Traffic Division

SUBJ: Alternative Use of St. Johns Police Building

This memorandum is in response to Lieutenant Linhares request for information on the Traffic Division's hours of operation, number of employees and space requirements pre-supposing a move to the St. John's North Precinct.

The Traffic Division operates 7 a.m. to 4 a.m. Monday through Friday and frequently operates on overtime on weekends policing special events. There are 27 motorcycle officers, including 4 sergeants who need two lockers a piece for their extra gear. In addition, there are 5 hit and run officers, each with a car. There are 2 P.U.C. officers with a van and 3 D.U.I.I. officers, each with a car. There are 6 office desk positions not counting sergeants, supervisors or command staff.

Minimally, the facility will need 75 lockers including a few for recruits, 14 desks and offices, a meeting room, and secure covered parking for 29 motorcycles, 12 cars and 1 truck.

We strongly recommend against a move of the Traffic Division to St. Johns. The Division is a city-wide operation with the majority of personnel working south of Fremont Street. The lost time due to commuting to and from St. Johns from every other part of the city would be substantial. It is 23 minutes by the quickest route from St. Johns to our present centrally located position.

MEMORANDUM

Deputy Chief Dave Williams

July 24, 1991

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Also, at the present time, there is no covered secure location at St. Johns' North Precinct to provide weather protection and theft or vandalism security for motorcycles. Motorcycles are easily stripped of parts, accessories and personal equipment. Radios, seats, handlebar controls and other parts are susceptible to weather damage.

Depending upon who would be housed in this location, there may be few or no officers working at the building nights and weekends. We have no desk officer or officer staff after 4 p.m. and none on weekends. The building would be empty and closed much of the time. Provisions could be made to staff it always, but that would require additional personnel and space needs.

If the building is staffed with police officers, the public will expect to drop off crime reports, report crimes and suspicious behavior, schedule neighborhood-police meetings and get crime prevention assistance. We are not organized to meet those needs. We can do it, but we would need additional personnel and space.

In summary, Traffic Division service delivery, already too low, would diminish further as time is taken out of the working day for excessive commuting and perhaps assuming non-typical traffic policing tasks. We need a central city location alongside a precinct to enable us to continue our specialized function.

## OPTION 5: POLICE TRAFFIC DIVISION

*Based on a base line of no service*

### Advantages

- Continued police presence during weekday business hours.
- Provides daytime police information and referral service.
- *limited* Maintains community policing impact.

\* • The CRNP

### Disadvantages

- Terminates full-time police presence.
- No personnel in the building at night and on weekends.
- Inadequate space in building to accommodate the Traffic Division staff (need 13,500 s.f. by Bureau of General Services estimate).
- No covered parking for motorcycles.
- No secured parking for motorcycles.
- Poor location to serve entire city.
- Substantial daily loss of officer on-duty time incurred in commuting between the facility and assignments throughout the city.
- Requires significant improvement and remodeling.
- Requires additional police information and referral staff and attendant annual cost.

## OPTION 6: POLICE OPERATIONS SUPPORT UNIT

### Activities

Hours of operation: 6 a.m. to 1 a.m. (19 hours) times seven days per week.

The principal function of the Operations Support Unit is to process low priority crime reports. This involves taking low priority crime reports and other complaints from citizens over the telephone, doing research in the records section if needed, and preparing written reports to be filed in the records section.

In addition, the Operations Support Unit includes DA prosecution liaison, runaway juvenile investigation, security companies liaison, court appearance coordination, and fleet coordination.

The unit is made up predominantly of injured officers on limited duty status.

If located at St. Johns City Hall, police information and referral service would also be provided.

### Estimated Police Bureau Manpower

- 1 Lieutenant
- 2 Sergeants
- 3 Clerical Assistants
- 19 Telephone Report Officers
- 2 DA Prosecution Liaison Officers
- 1 Court Coordinator Officer
- 2 Juvenile Investigative Officers
- 1 Security Companies Liaison Officer
- 3 Public Safety Assistants (new positions)

Source: Police Operations Support Unit

### Optimal Space Needs

Administrative Area	1,200 s.f.
Officer Area	3,000
Locker and Shower Area	700
Meeting Room	600
Equipment-Service-Circulation	<u>1,200</u>
Total	6,700 s.f.

Approximately 25 of the staff work the day shift and 7 work the evening shift. All need office-type space with walls or partitions and natural light.

1 Capt.  
1 Lt.  
Sgt. B.

### Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
  - a. New Positions
    - 3 Public Safety Assistants to provide information and referral. \$115,496
  - b. Transferred Positions
    - All other positions are presumed to be transferred.
2. Capital Renovation (in 1991 dollars)
  - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
  - b. Remodeling for Operations Support Unit \$40,000 to \$60,000
  - c. Future major building improvements needed over next six years. \$114,000
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
  - Actual 1990-91 fiscal year \$ 61,780
  - Average over last five years \$ 62,471
  - Highest in 1989-90 \$ 85,020
  - Add 6 to 8 percent annually for inflation

Source: Barrentine Bates Lee Architects

Source: Bureau of General Services



## OPTION 6: POLICE OPERATIONS SUPPORT UNIT

### Advantages

- Same reduced*
- Continued police presence.
  - Provides police information and referral service.
  - *Relimited* Maintains community policing impact.

\* *The neighborhood community does not perceive this option as having any advantages to the community.*

### Disadvantages

- Terminates full-time, uniformed police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by the St. Johns ~~Historical Society~~ *Heritage Association* and community meetings.
- May require some staff to remain downtown due to their functions.
- Requires regular use of records section located downtown.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.

*Perceived*  
*Perceived*

## OPTION 7: POLICE TRAINING DIVISION

### Activities

Hours of operation: 7 a.m. to 5 p.m. times five days per week.

The Training Division provides training services for the Police Bureau. These include an advanced training academy for recruits and cadets, and annual in-service training for all police officers. Training includes:

- Firearms training and range target practice
- Defensive tactics training
- Patrol tactics training
- Vehicle training
- Classroom training, including interpersonal communication, problem solving, information and referral, customer service skills and other community policing skills
- Video review training

### Estimated Police Bureau Manpower

- 1 Captain
- 1 Lieutenant
- 3 Sergeants
- 7 Officers
- 3 Clerical Assistants
- 1 Public Safety Assistant (new position)

### Optimal Space Needs

Administration Area	3,600 s.f.
Video Editing Studio	500
Armory and Ammunition Storage	500
Firing Range (a new firing range is proposed at the impounded vehicle storage site near the west end of the St. Johns Bridge).	
Training Area for 20 Trainees (varies from 8-22; optimum class size is 20)	
Defense Tactics Room	1,200 s.f.
Classroom	900 s.f.
Lockers and Showers	900 s.f.
Equipment-Service-Circulation	1,600 s.f.

### Estimated Costs

#### 1. Annual Police Manpower (in 91-92 f.y. dollars)

##### a. New Positions

1 Public Safety Assistant to provide information and referral. \$ 38,499



b. Transferred Positions

All other positions are presumed to be transferred.

2. Capital Renovation (in 1991 dollars)

- a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
- b. Remodeling for Operations Support Unit \$40,000 to \$60,000
- c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

- d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$ 61,780
Average over last five years	\$ 62,471
Highest in 1989-90	\$ 85,020
Add 6 to 8 percent annually for inflation.	

Source: Bureau of General Services

## OPTION 7: POLICE TRAINING DIVISION

### Advantages

- Continued police presence during weekday business hours.
- Provides daytime police information and referral service.
- Maintains community policing impact.
- Provide adequate and free parking for staff and trainees.

\* The CRNP

### Disadvantages

- Terminates full-time police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by St. Johns ~~Historical~~ *Heritage Association* and community meetings, as entire second floor would be needed for combat training and classroom.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.
- In-service training (approximately 35 weeks per year) and advanced academy training (varies from 18 to 45 weeks per year) cannot be held concurrently in the same space. This will require the continued need for classroom and related space at the Justice Center for in-service training. It will also require splitting of trainer assignments and regular transfer of audio-visual equipment between facilities.

## CONCLUSIONS

Some of the options are readily apparent as not being viable solutions for location of a police presence at St. Johns City Hall. These are:

- Option 4: Police Drop-In Community Contact Office.

This alternative does not provide the level of community contact service to which the citizens of the Peninsula area have demonstrated their support and participation. (Same can be said of Option 3). It is assumed in this option that other public or non-public activities will be the principal tenants in the facility.

- Option 5: Police Traffic Division.

The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency and response time.

- Option 6: Police Operations Support Unit.

This police unit will require full use of the facility for offices necessitating the termination of use of the second floor by the St. Johns ~~Heritage Association~~ ~~Historical Society~~ and other community use. Certain staff positions need to be located in downtown.

Depending on the individual viewpoint, a case can be made for or against each of the remaining options.

- Option 1: Downsized Full Police Precinct.

This alternative provides a continued large police presence in the center of St. Johns and the community perception of safety and security. On the other hand, this alternative is not manpower effective or cost efficient given current Police Bureau needs and precinct size criteria.

- Option 2: Police Multi-Service Center.

This alternative, with the full complement of services proposed, will provide not only a continued community contact police presence but also a number of additional police and community services which will enhance the community policing impact and promote increased community use of the facility (further enhancing community-police contact).

- Option 3: Police-Staffed Community Contact Office.

This alternative provides a daily (weekdays) scheduled police presence, while substantially reducing the cost to the Police Bureau by not including other Police Bureau functions in the facility. It is assumed in this option that other public or

non-public activities will be the principal tenants in the facility.

- Option 7: Police Training Division.

This alternative provides a continued police presence during weekday business hours. The Training Division does not require a central location in the city for its activities. Adequate and free parking is available for staff and trainees. The Training Division will require full use of the St. Johns facility including the second floor St. Johns ~~Historical Society~~ <sup>Heritage Association</sup> meeting room. A portion of the space occupied by the Training Division at the Justice Center will be vacated. However, classroom and related space will need to be retained at the Justice Center for in-service training. Inconveniences will be created for trainers who will have to split their time between facilities.



# St. Johns City Hall Future Options

	OPTION 1 DOWNSIZED FULL PRECINCT	OPTION 2 POLICE MULTI- SERVICE CENTER	OPTION 3 POLICE-STAFFED COMMUNITY CONTACT OFFICE	OPTION 4 POLICE DROP-IN COMMUNITY CONTACT OFFICE	OPTION 5 POLICE TRAFFIC DIVISION	OPTION 6 POLICE OPERATION SUPPORT UNIT	OPTION 7 POLICE TRAINING DIVISION
HOURS OF OPERATION	24 HRS/DAY X 7 DAYS/WEEK	16 HRS/DAY X 5 DAYS/WEEK	16 HRS/DAY X 16 HRS/WEEK	40 HRS/WEEK BY N.A.C.	9 HRS/DAY X 5 DAYS/WEEK	10 HRS/DAY X 7 DAYS/WEEK	10 HRS/DAY X 5 DAYS/WEEK
NEW MANPOWER NEEDS	1 CAPTAIN 3 LIEUTENANTS 8 SERGEANTS 6 CLERICAL ASSISTANTS	1 LIEUTENANT 1 CLERICAL ASSISTANT 3 PUBLIC SAFETY ASSISTANTS	2 UNIFORMED OFFICERS	NONE	1 PUBLIC SAFETY ASSISTANT	3 PUBLIC SAFETY ASSISTANTS	1 PUBLIC SAFETY ASSISTANT
TRANSFER OF MANPOWER	40 TO 50 OFFICERS	<del>7 OFFICERS</del> 13 NON-OFFICERS	NONE	NONE	43 TO 50 OFFICERS AND CLERICAL	31 OFFICERS AND CLERICAL	15 OFFICERS AND CLERICAL
OPTIMAL SPACE NEEDS	10,400 SQ FT	9,000 SQ FT	1,600 SQ FT	200 SQ FT	<del>APPROX. 9,000</del> <sup>13,500</sup> SQ FT	6,700 SQ FT	<del>9,000</del> <sup>9,200 TO 9,800</sup> SQ FT
NEW MANPOWER COSTS	\$ 1,130,000	\$ 231,000	\$ 129,000	NONE	\$ 38,500	\$ 115,500	\$ 38,500
IMMEDIATE CAPITAL IMPROVEMENT NEEDS	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
REMODELING TO FIT	\$ 40,000 TO 60,000	\$ 34,000	NONE	NONE	\$ 40,000 TO 60,000	\$ 40,000 TO 60,000	\$ 40,000 TO 60,000
FUTURE (6 YR) CAPITAL IMPROVEMENT NEEDS	\$ 114,000	\$ 114,000	\$ 90,000 TO 114,000* * ONLY A PORTION OF THESE COSTS WOULD BE ALLOCATED TO POLICE	\$ 90,000 TO 114,000*	\$ 114,000	\$ 114,000	\$ 114,000
ANNUAL BUILDING OPERATIONS & MAINTENANCE	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL*	\$ 62,000 + 6% ANNUAL*	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL	\$ 62,000 + 6% ANNUAL
ADVANTAGES							
DISADVANTAGES							
COMMUNITY POLICING IMPACT							
COMMENTS & CONCLUSIONS							