



A Guide For Space Optimization & Organization Law Enforcement Facilities



“Running out of space is
the consequence of a growing city.”

~Capitol City Lieutenant

“Wisconsin evidence storage is particularly tricky. For every offender convicted of a felony, the department must store the DNA evidence for the duration of their sentence, including probation—in some cases, up to 50 years.”

★ R E P O R T ★
**“WOEFULLY INADEQUATE”
STORAGE AT CAPITOL CITY PD**
FINDINGS PART OF
NEW REPORT ON
SPACE NEEDS
THROUGHOUT THE CITY

“Evidence storage is a looming issue,
and the department’s capacity for
processing evidence has already been
exceeded...”

“If we reach that critical mass where
we constantly need to purge items out
in order to bring additional items in, that
will certainly decrease our efficiency
because we’d be tying up staff.”

LACK OF SPACE & FUNDING

The Challenge:

Departments of all sizes have the same challenges—especially when it comes to storage.

They all have too much evidence, property, and equipment and not enough space. They also face another issue, which is the lack of funding to solve storage problems.

We hear you, and we can help. Here's the story of one police department in Central Wisconsin struggling with inadequate storage space—and how we suggested a few small changes that would optimize and organize available space during the wait for a new building or expansion.

Capitol City, Wisconsin by the Numbers:

Population:	25,000*
# of sworn officers:	48
# of years in current building:	16
# of years until new building /renovation:	5-10**
# of storage inefficiencies in current building:	Too many to count
Amount of available space for new evidence:	0
Amount of available funding:	Not much
* Suburb of Madison, Wisconsin: Population 25,000	
** Realistically: 10-15 years	

73%

73% of law enforcement agencies in the United States have fewer than 50 sworn officers. Although all departments have space and funding issues, it's the small departments that struggle the most.

Where to begin?

A SPACE ASSESSMENT

Capitol City space assessment key findings:

Existing total police department space

11,662 sq. ft.

Existing total police department space: **11,662 sq. ft.**
Preferred current police department space: **24,342 sq. ft.**
Projected space needed by 2020: **27,784 sq. ft.**
Projected space needed by 2030: **36,010 sq. ft.**
Additional space needed for current
evidence storage and processing: **3,912 sq. ft.**
Current five-year capital improvement plan: **\$0 (no funding)**

Preferred current space
for the police department:
24,342 sq. ft.

109%
increase

Projected space needed
in less than 5 years, by
2020. From 11,662 sq. ft.
to 27,784 sq. ft.

138%
increase

Additional space needed
for current evidence stor-
age and processing

3,912 sq. ft.

Evidence is projected to
grow year over year

Capitol City's space assessment put their storage woes on public display. With projected space needs increasing exponentially over the next 15 years, no funding, and no new building or renovation in sight, they were at a loss about how to proceed. The department thought they'd have to "grin and bear it" until their City Council could see the need for a new facility.

NO SPACE. NO FUNDING.

Police chiefs and lieutenants are trained to fight crime—not think about storage for evidence and equipment.

The lieutenant at Capitol City knew his immediate needs and priorities for the future, and in meeting with a storage specialist, he outlined the following:

Immediate Needs Guide:

- 1 Additional space in long-term evidence room—enough for additional evidence and room for larger evidence processing space
- 2 Added security for narcotics and weapons evidence
- 3 Updated temporary evidence lockers to accommodate a variety of evidence sizes and preserve the chain of custody
- 4 Proper storage for officer duty bags
- 5 Updated officer lockers for gear
- 6 Options that could be configured easily for future building/expansion

The storage specialist knew that modest changes would have a big impact on storage and set about creating a phased approach to the department's storage woes that would help them maximize their available space until a new building—and a bigger budget—became a possibility.

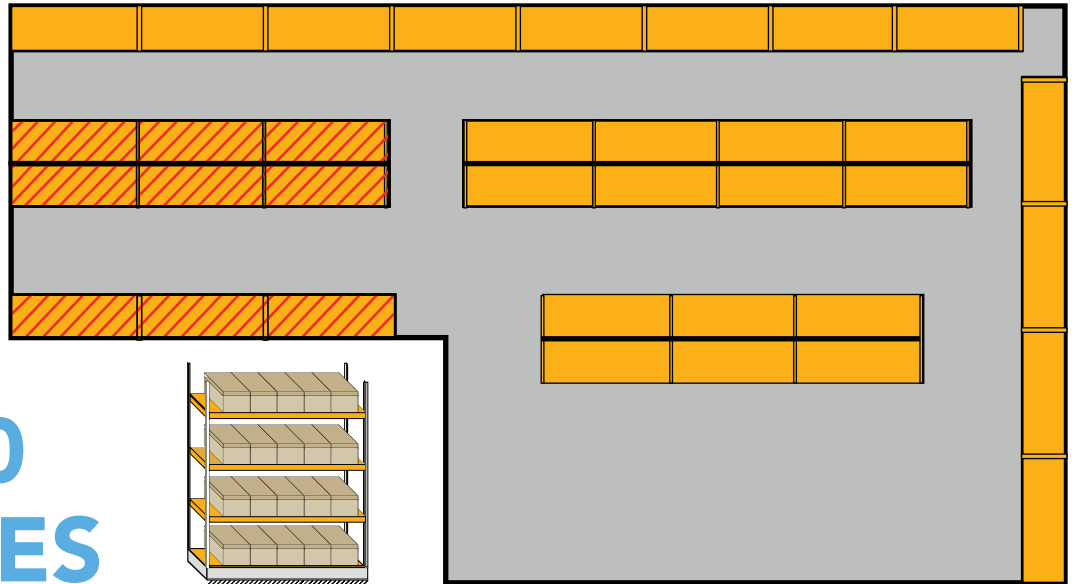
NO WORRIES.

SHELVING IS JUST

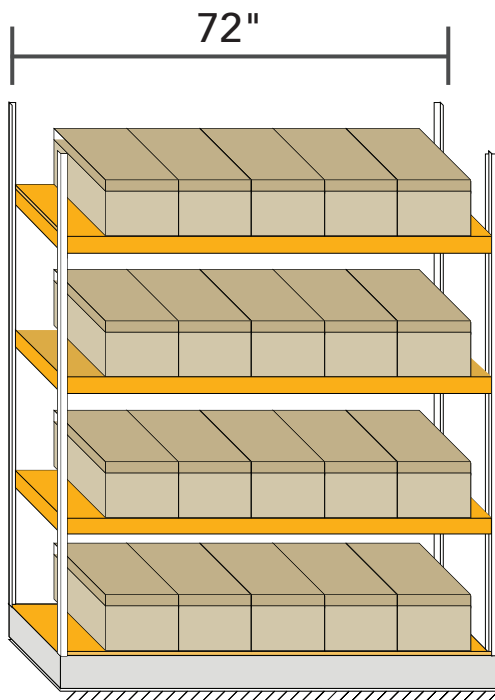
CURRENT EVIDENCE SHELVING: WASTED SPACE

The department's current shelving consists of static bulk rack shelving with particle board decking. This is great for storage of heavy items, but not great for space conservation due to the shelving's tall support beams.

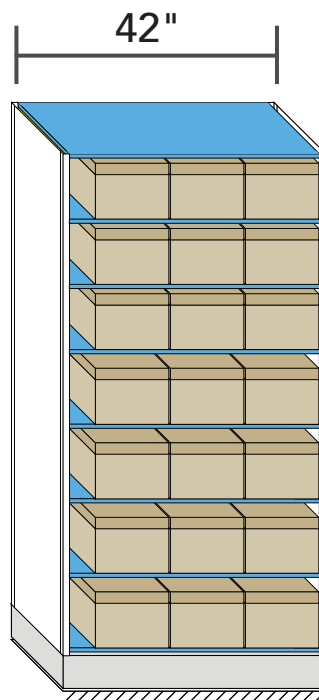
**520
BOXES**



Optimize Shelving Type & Density for Greater Gains



20 BOX CAPACITY



21 BOX CAPACITY IN ALMOST HALF THE SPACE

In addition to the height of the support beams, the length of the wide-span shelves also was not helping conserve space. The 72"-wide shelves meant that five 12.5"-long bankers boxes of evidence could fit, but there was still plenty of empty space on the shelves (9.5"). By switching out the 72"-long bulk rack shelving for efficient four-post shelving units that were 42" long, three boxes could fit on a shelf, for a total of 21 boxes on one shelving unit in total. This worked out to be one more than the old shelving—with less space.

WASTED SPACE ON CURRENT SHELVING : 9.5"

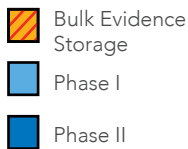
SHELVING...

Or is it?

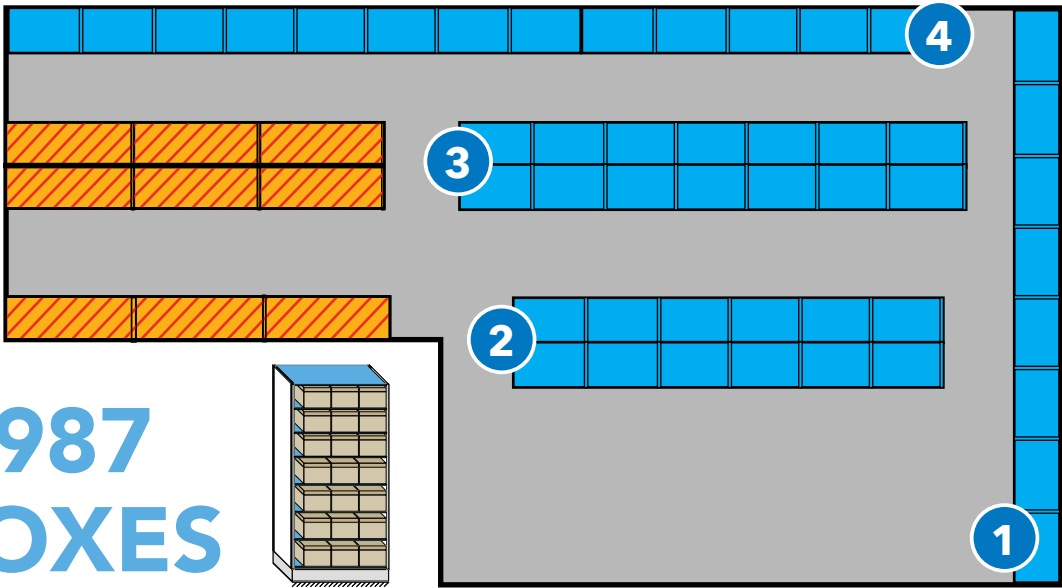
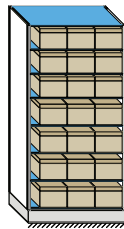
PROPOSED EVIDENCE SHELVING: INCREASE SPACE IN PHASES

PHASE I

By purchasing and installing the new 4-post shelving in four phases, the department can gain storage space incrementally without creating budgetary constraints.



987
BOXES



The Result: A 90% Increase in Storage

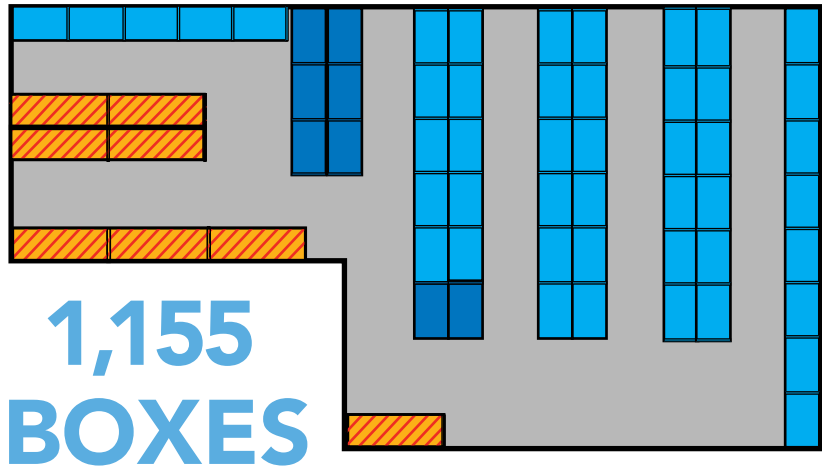
With minimal disruption to the rest of the room, an immediate space for evidence was created with the above phased solution (1–4), yielding a 90% increase in evidence boxes.

FUTURE EVIDENCE SHELVING: PLANNING FOR MOBILE

PHASE II

In planning for the future of adding mobile shelving, a reorientation of the room can yield an increase of 22% from the original configuration.

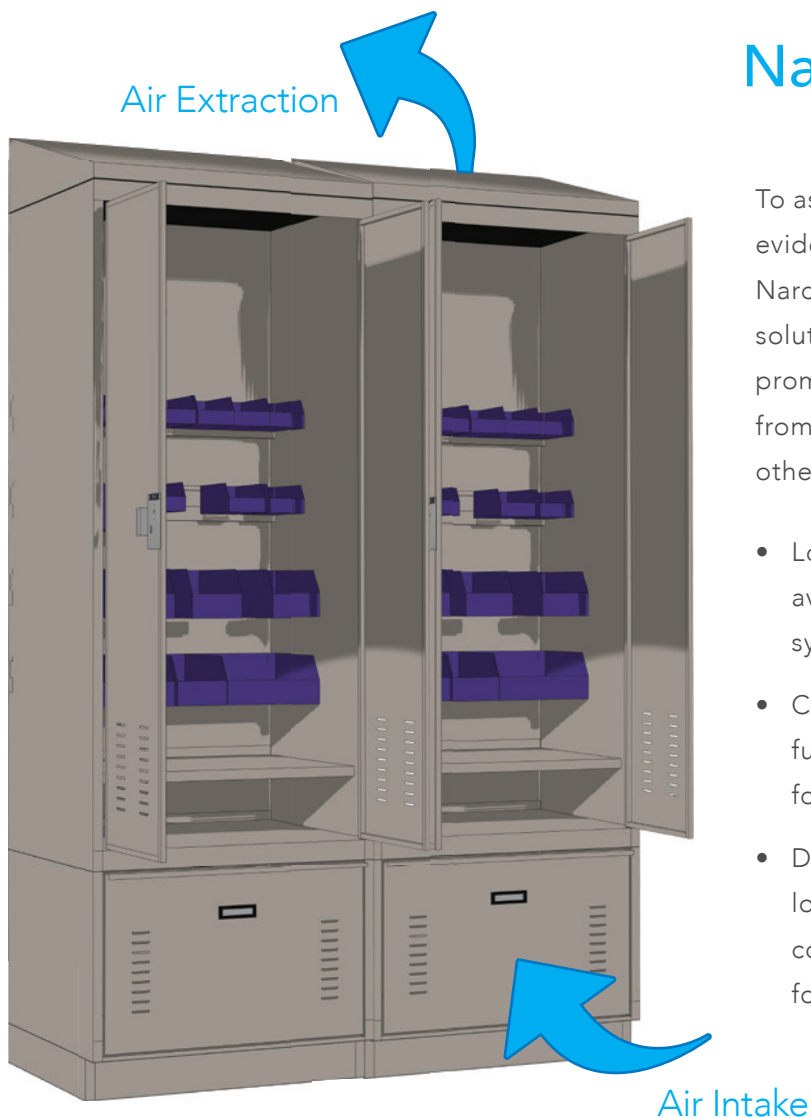
At a later date, in the existing facility or a new one, take the shelving units and compact them together by mounting them on a mobile shelving system with rails and gain an even greater amount of storage.



1,155
BOXES

Don't compromise the chain of custody with standard storage

NARCOTICS & WEAPONS STORAGE



Narcotics Evidence Locker

To assist police departments with small narcotics evidence inventories with IAPE best practices the Narcotics Evidence Locker (NEL) creates a compact solution with double-locked security—while also promoting proper ventilation to mitigate health risks from exposure to chemical fumes, drug particles, and other contaminants.

- Louvered vents, recessed interior accessories, and available integration with a building's air extraction system improves air quality
- Configurable accessories such as interior rails, full-width shelves, and drawers create flexibility for your department's evidence storage needs
- Durable, all-steel construction and a variety of lock options ensure that the NEL fits into the collection and tracking processes already outlined for your department

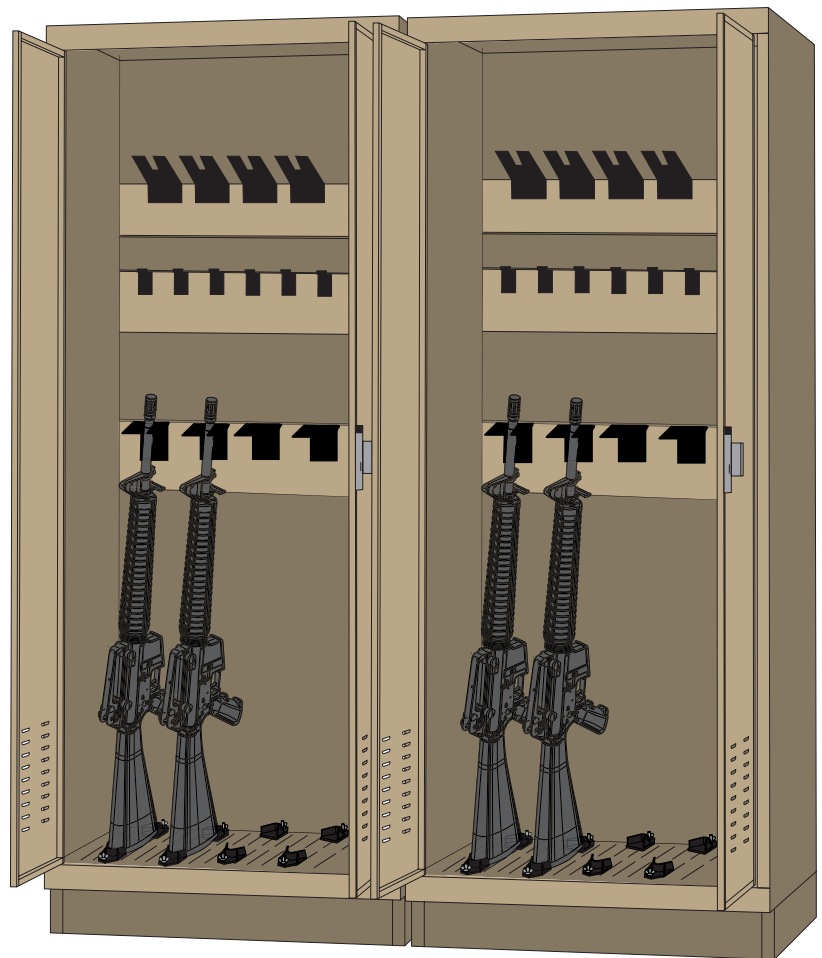
Lockers designed specifically for small inventories

General evidence isn't the only space that needs consideration. High-security evidence, particularly weapons and narcotics, requires special attention. Both types of evidence stored in a separate location away from general evidence meets IAPE best practices. However, double security is required, odors from drugs and paraphernalia can be annoying, and long-term exposure can cause unsafe working conditions.

Weapons Evidence Locker

Similar in size and shape to the NEL, the Weapons Evidence Locker (WEL) has the same security and locking options as the NEL, with accessories tailored to the challenges of having to store weapons in many shapes and sizes.

- Weapons racks, bins, drawers, and shelves combine to house rifles, shotguns, handguns, and a variety of other small arms
- Durable all-steel construction ensures that weapons are safe from damage, misplacement, or theft
- Can be daisy-chained with the NEL for a complete storage solution for high-security evidence



of high-security evidence

TEMPORARY EVIDENCE

No keys required for unattended evidence deposit

Long-term evidence isn't the only concern when it comes to preserving chain of custody in a law enforcement facility. Depending how long a department has used its building, obsolete lockers can make evidence processing difficult—they often come with standard locks and loose keys. Even if an evidence processing space is secure, an abundance of loose keys can make any lieutenant or evidence room manager uneasy.

Keyless evidence lockers address this unease, providing a secure chain of custody with two distinctive storage options—pass-thru (PT) and non-pass-thru (NPT). These “no keys required” temporary evidence lockers allow for unattended evidence deposit, and fully-welded double-walled door construction and multi-point locking systems on all doors ensure security.



Non-Pass-Thru (NPT) Lockers

- Evidence is deposited and retrieved from same self-closing doors
- Items can only be removed by authorized personnel
- Lockers easily mount against a wall
- Option of being converted to pass-thru configuration at a later date

Pass-Thru (PT) Lockers

- Lockers are built into the wall, allowing evidence to be deposited from one side and retrieved from the other
- Full-size rear door allows personnel to efficiently remove items and reset the locker openings for use, with choice of solid doors or mesh doors for easy visibility
- Optional front lock-out system available to lock front doors when rear door is opened, preventing unauthorized access



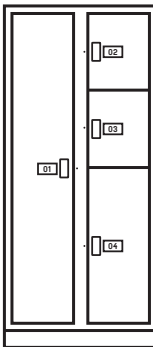
Typically, for smaller departments, two banks of evidence lockers can provide enough storage and security.

LOCKERS

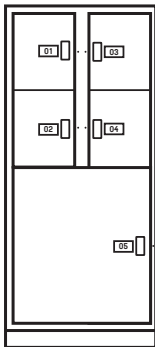
Plan for any type of temporary evidence storage challenge

Evidence arrives in all different shapes and sizes and requires different temporary storage needs. The same size locker deposit can be very limiting. Our experience tells us that typically two banks of evidence lockers with a variety of compartment sizes can provide the security and storage to ease any evidence room manager’s mind. Below, we’ve shared the most common locker configurations and the type of storage these combinations provide.

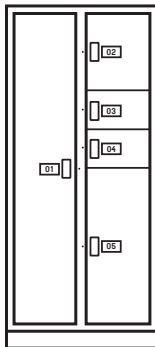
Common Evidence Locker Configurations



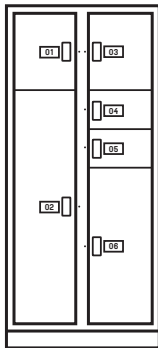
CONFIG 01



CONFIG 02



CONFIG 03



CONFIG 05

EVIDENCE NEED	CONFIGURATION			
	01	02	03	05
Long compartments for rifles and similarly-sized evidence	•		•	•
Refrigeration inserts for biological/DNA evidence	•		•	•
Add-on mail slot to store several small items in one spot	•	•	•	•
Smaller compartments for smaller evidence items			•	•
Wider compartment for larger items		•		

*See Spacesaver's Evidence Configuration Guide for all evidence locker configurations

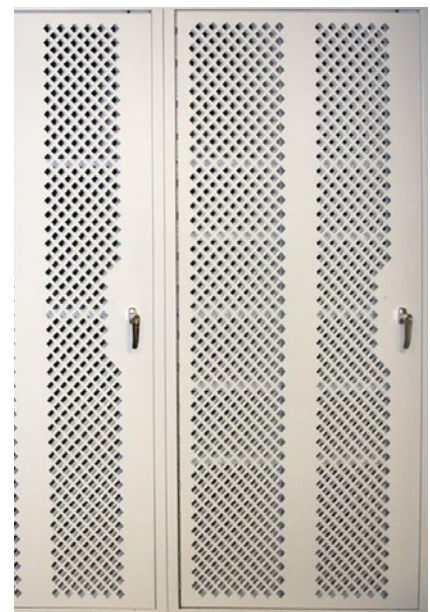
Virtually any size and type of evidence can be stored with keyless pass-thru or non-pass-thru lockers.

EVIDENCE LOCKERS:

Additional Considerations

Rear Door Options

Rear door options can be tailored to the needs of your department, with a choice of no doors (non-pass-thru), a single rear door with a keyed handle, or a mesh rear door with keyed handle for visibility into temporary evidence inventory. Multiple rear doors are also available as a custom option.



Refrigerated Units



Ideal for the storage of temporary biological evidence, a refrigerated insert can be installed into many of the locker banks.

Mail Slot

A mail/video slot in one of the locker compartments offers a way to keep small evidence safe without having to use separate lockers for each piece of evidence.



ADDITIONAL CONSIDERATIONS

Solve for any challenge

Locking System Options



Standard Keyless Locking System (included with system)

- Provides a secure chain of custody through PT or NPT processes
- NPT configurations include keyed different (with master key) for evidence retrieval
- No keys required—provides for unattended evidence deposit
- Multi-point locking systems on all doors



ControLoc System (add-on)

- Allows only authorized personnel to access and store evidence during filing and reporting processes
- On-demand activity report generation



DigiLock (add-on)

- PIN can be overridden by authorized personnel
- Easily managed with a programming key unique to the lock system

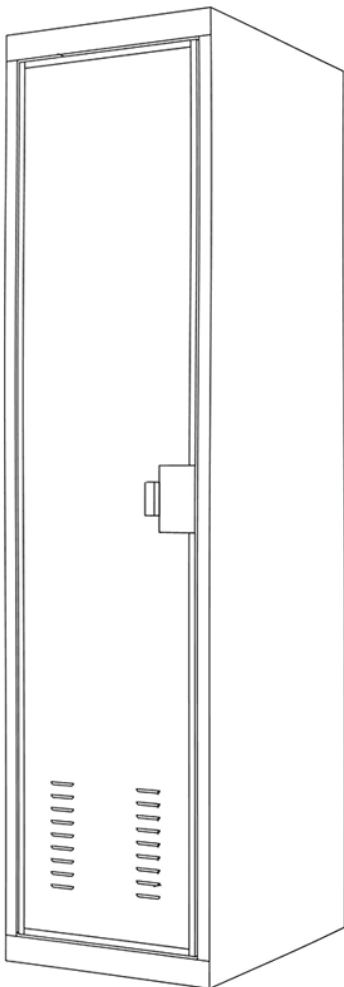
- Increased accountability through computerized tracking and monitoring of user and locker door activity
- Choice of card access or numeric control pad options
- Five different modes of operation
- Each person accessing the system chooses a numeric PIN; can also pair with RFID cards
- Locks include tamper guards and visible/audible indicators



Outdated gear lockers get a facelift

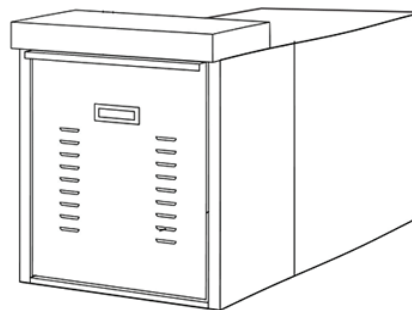
RETROFIT BENCH DRAWERS

Just like outdated evidence lockers can slow down the efficiency of evidence processing, dated officer gear lockers aren't always capable of storing modern equipment—particularly body armor storage. Because of the way typical lockers are constructed, officers often have to hang body armor on standard clothes hangers—when they really need to be stored flat to dry out the vests and preserve their integrity.

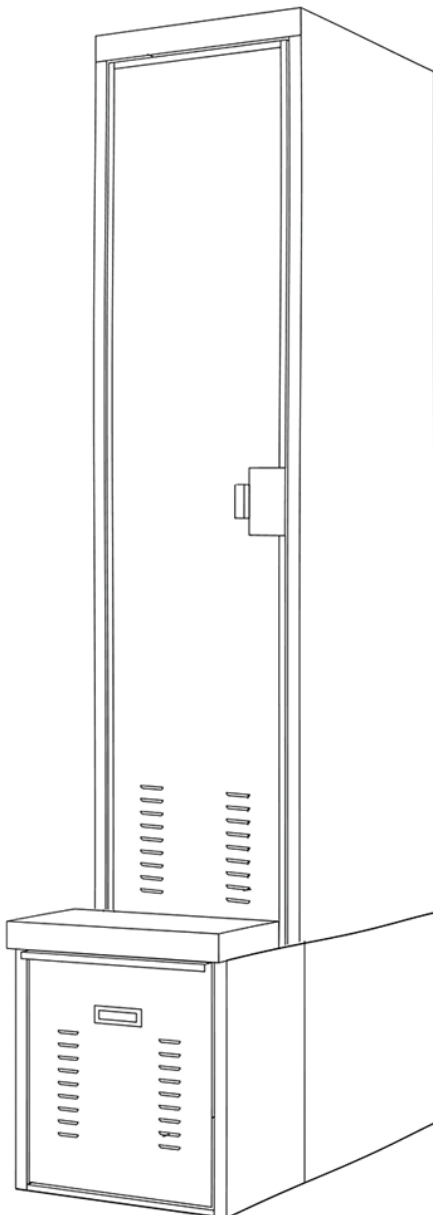


Bench drawers—with a pullout tray designed specifically for storing body armor—could be retrofitted into existing lockers at the fraction of the cost it would take to outfit locker rooms with completely new lockers. The bench drawer has ample space for boots, shoes and other bulky items.

This small solution can make a huge difference for a department—officers have extra space for equipment and will feel more confident about the durability of protective gear.



New configuration offers a way to correctly store
body armor and other equipment



Additional space
maximization options

NEED MORE SPACE?

If you've added more personnel to your department and need to increase the storage available in your locker rooms, addressing your concerns might take a little more work than a simple retrofit. For these situations, our storage experts have worked with departments to create floor plans that can maximize space in an existing footprint.

Two-Tier Lockers

One way to increase the number of lockers in a current footprint is to consider smaller locker openings and tiering them, as not all personnel need full-sized lockers. In this solution, smaller "two-tier" lockers allowed for an increase in the number of lockers in the same footprint and still retained the necessary ADA clearances. The lockers were outfitted with bench drawers extending across each locker bank, providing ample room for personnel to sit.



Retractable Breadboard Bench Locker Seating



Another way to accommodate an increase in personnel is to reconsider locker room seating. When a department needed to add additional lockers and increase the size of those lockers, it had to omit the locker room's freestanding benches. To create seating, retractable breadboard locker benches were created. Being able to retract the bench into the locker bases reduced the depth of each locker by 12"—making it possible to obtain the necessary number of lockers without having to give up seating.

GEAR BAG LOCKERS

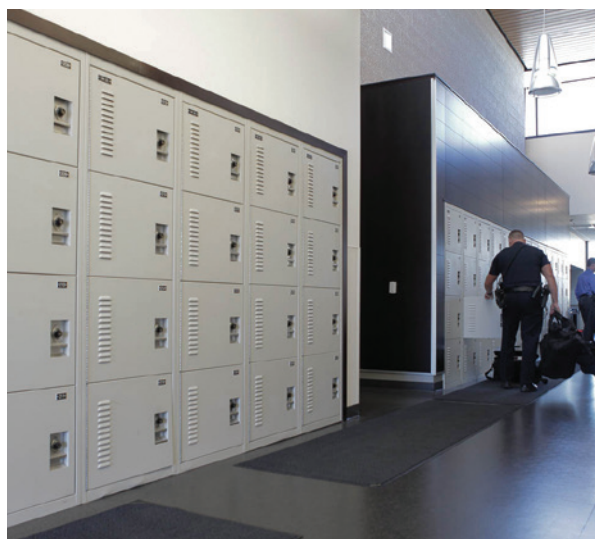
Make gear easily accessible

In addition to better storage of personnel uniforms and gear for his officers, the lieutenant at Capitol City also realized that he had a challenge when it came to the storage of his department's gear bags. Space wasn't as much of a concern as the gear bags had their own storage space, but the small room was quickly becoming disorganized and a catch-all for other equipment that didn't belong there. When an officer came to collect his bag for a shift, it was difficult for him to get to it.

The time of officers is precious—the last thing they need is to be held up by gear that isn't easy to access. In these situations, duty bag lockers are an ideal way to create a secure, organized storage space for this equipment while keeping it out of locker rooms and other spaces.

Features:

- Double-wall, welded doors
- Choice of diamond-perforated mesh doors, solid, or louvered doors
- Four lock types—hasp only (for padlock), keyed, combination, or electric



Quick, Easy Access

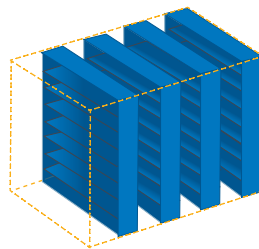


Shelves that move

STORAGE FOR THE LONG-TERM

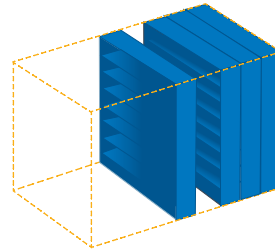
Optimizing the static shelving in the evidence room proved to be a great solution—as it could be installed easily into a cost-effective compact mobile storage system.

Mobile storage is a way to store more in less space—while the department's static storage took up a fixed amount of space, a compact mobile storage system eliminated fixed aisles, creating moveable aisles that allow greater storage density.



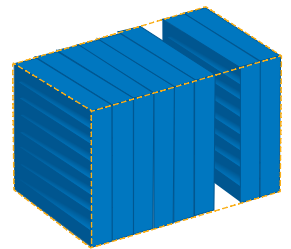
Traditional Shelving **WASTES SPACE.**

With traditional static shelving, a large percentage of floor space is wasted in aisles.



Mobile Shelving **INCREASES SPACE.**

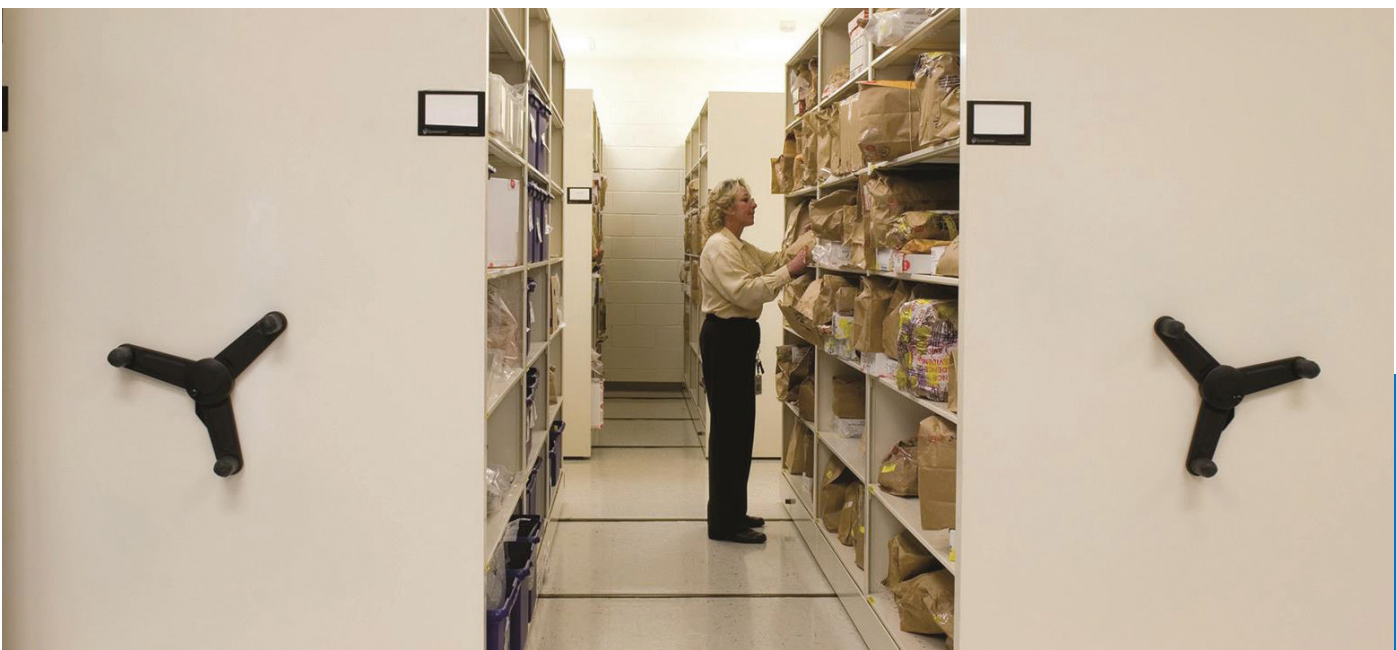
Mobile shelving delivers the same capacity as static shelving in half the floor space.



Mobile Shelving **DOUBLES CAPACITY.**

Mobile shelving allows you to double the storage capacity of your existing floor space.

Because of that first conversation with a storage expert, the short-term solutions integrated seamlessly with the long-term hopes for a new building—saving money that the department could spend on equipment and services that directly benefit the community.



Contracts and other funding options can make more storage a reality

In learning more about the Capitol City's specific budget cycle and what they could hope to save in "leftover" monies, we partnered to supply drawings and assist with proposals for every phase of the new storage solutions. Other departments similar to them have realized other ways of obtaining funding.

A cooperative contract for state and local agencies, such as Sourcewell (formally known as NJPA), offers a way to purchase high-quality products from trusted vendors.

Benefits of Sourcewell include:

- No cost, obligation, or liability to be a member
- Deep discounts from fully-vetted vendors
- Competitive contracts solicited on behalf of the end-user
- A legal, easy purchasing process—without the need to bid projects
- A way to avoid low-bid or low-quality responses

Additional Funding Options:

- Bonds
- Short-term special taxes
- Grants
- Property auctions
- Task force seizures
- Municipal leases

LACK OF FUNDING DOESN'T MEAN A LACK OF OPTIONS

YOU DIDN'T GET INTO LAW ENFORCEMENT TO THINK ABOUT STORAGE.

LUCKILY, WE DID.

Let us partner with you—just as like we've partnered with many police departments across the United States to solve their storage challenges. To learn more, visit our website or give us a call. We'd love to hear the details of your project and learn how we can help.

"Before we met with you, we honestly didn't think we could do anything with our evidence room and other areas that wouldn't require a ton of money and effort. We were just hoping that the city would continue to spin their wheels and that in five years, we'd get a new evidence room. Now, we have space to do our jobs in the meantime—and when we get that new building, our storage systems will be steps ahead of the process."

~ Capitol City Lieutenant

Cooperative contracts offer a way for state, local, and federal agencies to purchase high-quality products from trusted vendors. Spacesaver products are available for purchase on:

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