

December 12, 2013

VIA EMAIL

College of Lake County  
19351 West Washington Street  
Grayslake, Illinois 60030

Re: Master Plan Projects  
Architect's Project Number: 214016.00  
**Programming Meeting Minutes**

Summary of the **Police Department Programming Meeting** held at 8:30 am on December 12, 2013, at College of Lake County-Grayslake Campus, Room T108. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

## PERSONS IN ATTENDANCE

Tom Guenther, Police Chief, CLC  
Edward Mohn, Commander, CLC  
Henry Schwarz, Police Sargeant, CLC  
Frank Lesnak, Police Dispatch, CLC  
Mike Fujara, Police Officer, CLC  
Rich Sheffler, Police Officer, CLC  
Ted Johnson, Director, Construction Management, CLC  
Jay Johnson, Project Architect, Legat Architects  
Jeffrey Sronkoski, Principal, Legat Architects

## ITEMS DISCUSSED

1. Prior to the meeting beginning at 8:30 am, Chief Guenther, Jay and Jeff took a quick tour of the existing CLC Police Department.
2. As the 8:30 am meeting began, everyone introduced themselves.
3. Chairs without arms should be provided to accommodate more seated comfort for officers and their equipment belts. Other space needs accommodations also need to be considered as a result of these equipment needs.
4. Sally port requirements:
  - a. A contained sally port is required for the processing of large evidence, instead of one that is open to the air.
  - b. Radio frequency push button door operators are preferred.
  - c. Gun box.
  - d. Two overhead doors with access to prisoner and large evidence sides of the sally port.
  - e. Chain link fence prisoner and vehicle evidence sides of the sally port.
  - f. Sally port floor to be 6" lower than the remainder of the Police Department. Provide portable ramp for A.D.A. access.
  - g. Pass-thru evidence storage cabinet (various sizes).
  - h. Tall separate (non-pass-thru) locker for odd sized evidence items; bolted to the floor and wall.

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- i. Safety gun charging station.
  - j. Turnout area:
    - 1) Gear bags
    - 2) Rain coat rack (30 slots)
    - 3) Schedule a site visit to the Gurnee P.D. which has a good example of the above
  - k. Rinse off station.
5. Prisoner Processing:
  - a. Provide one workstation.
  - b. Schedule a site visit to the Northwestern University P.D.:
    - 1) No holding/detention room.
    - 2) Bench and shackle only with camera surveillance.
    - 3) Violent prisoners are taken to the City of Evanston P.D.
6. Temporary Detention/Holding Room:
  - a. 8' x 8' room.
  - b. Sliding cage door, more secure and substantial than the existing one.
  - c. Cuffing bench.
7. As a result of the College's collaboration with the Lake County Major Crimes Task Force, the following will be needed:
  - a. Two additional Interview Rooms; provide empty conduits and boxes in walls for future camera/tape system.
  - b. Office Area with 4 workstations.
8. Interview/Interrogation Room
  - a. Camera system for taped interviews; system to be separate from other College-wide camera system with separate server.
  - b. Provide empty conduits for future systems.
  - c. Since Lake County currently doesn't require line-ups, no separate line-up area is needed; provide a one-way glass window in this room as this requirement could change in the future.
  - d. Provide panic button.
9. Provide a separate door for prisoner release.
10. Maximize the re-use of existing furniture items that are not unsightly and that still have a useful life.
11. Reception:
  - a. Access to a Unisex Toilet Room; a separate Unisex Toilet Room with phone access should be provided directly adjacent to the Dispatch Area.
  - b. Access to Dispatch/Communications personnel behind Public Walk-up Window; this personnel will be the first line of contact with the public.
  - c. Access to Report Room/Interview Room.
  - d. Waiting Area.
12. Public Walk-up Window:
  - a. Bullet-proof glass and walls (Level 4 ballistics).
  - b. Walls could be concrete block or ballistic rated gypsum board on metal studs.
  - c. Unencumbered access (i.e. no desk in front of the walk-up window).
13. Report Room/Interview Room:

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- a. Adjacent to Reception Area.
  - b. Could serve as an additional Interview Room.
  - c. Surveillance camera system.
14. The overall aesthetic of the Police Department should convey a “user-friendly” environment.
  15. Locker Rooms:
    - a. Provide just one shower in each Locker Room.
    - b. Provide charging stations within the lockers for the Officers’ radios.
  16. A public address system with volume controls is to be provided; speakers in the Locker Rooms and Squad Room.
  17. Revise the Meeting Room area from 600 SF to 350 SF.
  18. The Radio Room should be directly adjacent to the Squad Room.
  19. Provide a 30’ x 35’ FATS Room that could also accommodate a future “Virtra” system.
  20. Revise the Employee Kitchen from 150 SF to 275 SF.
  21. Investigate the incorporation of a satellite connection to the existing Communication system location.
  22. Provide a UPS and a natural gas emergency generator for the Dispatch Center; there is currently no UPS for the existing Dispatch Center.
  23. For benchmarking purposes, Jay reviewed the floor plan layout for the College of DuPage Police Department in the new Homeland Security Education Center; Legat Architects designed this facility.
  24. Meeting Adjourned: 10:00 am.
  25. After adjournment, Chief Guenther, Jay and Jeff walked through the IETC Building.

Thank you.

Sincerely,  
Legat Architects, Inc.



Jay Johnson, AIA, LEED AP  
Project Architect

JFS  
ATTACHMENTS

cc File: 213007.00 CLC Grayslake Master Plan: B3

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