



Date: October 13, 2022  
To: T. Constantouros, General Manager  
From: M. Gancasz, Chief of Police  
Subject: Police Department Relocation Progress Report

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**Background:** Interior remodeling of the building located at 10940 San Pablo Ave in El Cerrito that began July 2022, is complete, and ready to safely accommodate police and district staff. All district property was moved out of 217 Arlington Ave and into the new location. The project took three months and was on time and under budget.

**Discussion and Analysis:**

The improved working environment is having a positive effect on staff. Employees voiced they are excited to be in the new location and regularly identify processes and procedures they were unable to realize at the PSB, for example we now have:

- Dedicated evidence processing room (EPR), minimizing cross contamination
- Adequate security, space, lighting, and ventilation in the EPR
- Security cameras in the EPR documenting the intake of risk averse items
- An OSHA approved eye-wash station inside the EPR for employee health & safety
- Modern transfer of evidence using pass-through lockers
- Sufficient parking for District and police staff
- New phone system with automated instructions expediting a response
- Unanswered calls automatically routed to staff cell phones enhancing customer service
- Voice mails delivered to employee emails
- Employee breakroom and adequate locker room
- Single story patrol operations with supervisor integration in the patrol room
- Industry standard, ADA compliant rest rooms for staff and public
- Building security and increased safety for lobby area and perimeter
- Adequate office space for District Administrative staff
- Adequate office space for police interviews, volunteers, cadets, non-sworn use
- Dedicated secure space for Live Scan processing

### **Savings**

Many cost saving opportunities were identified and employed for this project for example:

- During communications transfer, an audit revealed the monthly phone bill would be reduced significantly by eliminating unnecessary phone lines
- Walls were painted white to improve interior lighting instead of upgrading the lights
- Windows were installed on office doors to improve interior lighting
- Cabinets, furniture, desks, office equipment, and supplies from the PSB were examined for serviceability and repurposed in the new facility
- Computers, cables, monitors, keyboards, and electronic equipment were examined for serviceability and repurposed in the new facility