



New Prague Police Department

City of New Prague In the Counties of Scott & Le Sueur

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Tim Applen, Chief of Police

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Re: BASIS FOR NEED - NEW PRAGUE POLICE FACILITY

From: Chief Timothy Applen & City Administrator Joshua Tetzlaff

Project Background

The existing facility for the police department was created in 1986. At that time the space was designed for 5 Police Officers and 1 records staff. The current staff for the Police Department is 12 Officers and 2 records staff. The building is over 85 years old, and the current facility can no longer serve the community or the department and limit the services that can be provided and are needed for the community. There is insufficient space in the existing facilities for staff to operate and for storage of critical equipment. The existing facility has numerous maintenance issues in the offices, garages and storage and lacks appropriate space for female officers. The facility lacks adequate space for staff lockers, equipment and secure storage for firearms, munitions or for evidence storage.

The Police Department operates out of the existing City Hall and lacks proper workspace for staff and operations. With the shared lobby in City Hall, there is no private space for the public to meet with police officers. Support space for police has also not kept up with growth. Additionally, space is needed for interviews and there is a lack of garage space for vehicle storage and evidence storage.

Operational issues identified during the space needs assessment included:

1. Existing space is inadequate for current staffing. No space to add additional officers.
2. Privacy and security doesn't exist in current lobby space.
3. Need for private/secure interview rooms, existing space does not accommodate.
4. Space that was used as garage space has been converted to offices. Investigators and Officers are in an open space with no privacy.
5. No space for evidence processing, the garage is used. This does not meet current best practices for police facilities. Evidence storage is adequate but could be improved.
6. Inadequate garage space for vehicles, many must park outside in the elements.
7. Lack of larger meeting space for training and outside organizational meetings.
8. Lack space for tactical equipment and training.
9. Lack space for animals until animal control can pick up.

These Guiding Principles were followed in the development of the Police Facility Design:

1. The recommended solution is designed to meet the needs of the city for a minimum of 20-30 years and has open ends for future accommodation.
2. The facility solution provides safe space for staff and for the public. The lobby design accommodates private meeting rooms, a safe room and safety material separating the records staff from the public side.
3. Through the facility assessment process, reinvestment and maintenance of the existing police facility was not recommended. Reinvestment in the existing police facility will not improve operations.
4. The current design reflects a mid-term solution for the city but can respond to future changes with minimal impact on the facility.
5. The decision to add onto the existing fire station creates opportunities for sharing of resources at this location.