



Student Design Competition

The Police Station: A Contemporary Design Challenge

CAAJ / AAJC

Canadian Academy of Architecture for Justice – Académie d'Architecture de Justice Canadienne



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CAAJ-Municipal Police Facility Requirements-v08

August 25, 2017

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Part 1 – General Requirements

1.1 – Introduction & Background

1.1.1 – Introduction

In the context of social unrest, violent protests, easy access to guns, Black Lives Matter, the Truth and Reconciliation Commission, the decanting of mental health facilities and the legalization of marijuana, society's standard institutions and approaches are being challenged and questioned. Police often find themselves on the front lines of these issues, and are asked to serve and protect in a complex and changing environment. New skill sets, changing laws and evolving expectations need a commensurate evolution in building typology to support them, symbolize those changes, and positively enhance city building and the connection between policing and the community.

Architecture students in Canada are invited to speculate on these issues in a design competition sponsored by the Canadian Academy of Architecture for Justice. Submissions are welcomed from either studio groups or individual students, on a site of their own selection. The design will be a response to a defined brief, simulating real-world challenges, and will be evaluated by a jury of architects with experience in this field, police and community representatives. The program is for a 12,000 sq.m standalone municipal police building, typical for medium to large urban communities.

Participants are highly encouraged to explore a wide spectrum of architectural responses from functional and practical at one end to philosophical and social at the other – including the ways in which a building such as this can impact the relationship between a police organization and the community it serves, both now and into the future. How can the design of a police facility go beyond 'normal' expectations of supporting effective and efficient operations and positively influence the building user, enhance the community's experience and the future evolution of the city?

1.1.2 – Background

In North America most municipalities are individually responsible for the provision of policing services to the community, and for providing suitable facilities. This document outlines the space and design requirements for a typical stand-alone municipal police headquarters in a community with a growing population of around 125,000. Submissions may assume this program as the basis of design to accommodate all policing functions in a single building, located to optimize provision of police service to the entire municipality.

The Canadian Academy of Architecture for Justice (CAAJ)

The Canadian Academy of Architecture for Justice is a group of architects, designers and allied professionals working in the field of justice architecture, with the aim to share knowledge and advance Canadian expertise in the field. The Academy is modeled after the US-based AIA Academy of Architecture for Justice, and focuses on the three areas of justice architecture:

- Law Enforcement
- Courts

- Detention/Corrections

Future competitions are envisioned for the Courts and Detention/Corrections fields in coming years.

1.2 – Submission Requirements & Evaluation

1.2.1 – Competition Process

Competitors should approach the design challenge as both an opportunity to address the issues of social context and the (inevitable) evolution of police buildings to address these, as well as being a real-life design assignment that is functional, inspirational, and fully capable of supporting complex police operations for many years to come. The municipality (or regional government), as the building owner and funding authority will require a building that is cost-effective, durable and economical to operate and maintain.

The CAAJ Competition Chair will be available to answer Requests for Information and/or provide clarification. Should competitors wish to clarify the intent of this document, to receive some direction, or to understand preferred design strategies, questions may be submitted. Responses to those questions will be circulated to all competitors, and the terms of reference amended if appropriate. Any amendments to the terms of reference will be circulated to all schools.

All Requests for Information must be submitted by email to the CAAJ Competition Chair – John Pepper, jpepper@rpla.ca before the cut-off date listed below.

In order that clarifications and/or additional material is properly communicated to all involved, we encourage all participants to register on the CAAJ website (www.caaj.ca).

1.2.2 – Timelines

- Competition package released August 25, 2017
- Cut-off date for Requests for Information..... February 2, 2018
- Last date for responding to RFIs or issuing addenda..... March 2, 2018
- Competition entry submissions due May 22, 2018
- Results announced..... Date TBD

1.2.3 – Submission Guidelines

Submissions must include the following material.

Drawings & Graphics:

- Location & Site Plan
- Planning Diagrams
- Floorplans

- Elevations
- Sections
- 3D model, exterior & interior renderings (min. 2 of each – still images only)

Drawings should be prepared to an appropriate scale to facilitate ready understanding of the design approach and concept, and be legible when printed.

Design Narrative:

- Design Philosophy & Approach, including narrative on how project priorities and goals have been approached
- Design methodology
- Wider urban design and community relationship aspects
- Site design approach
- Building organization
- Approach to materials
- Compliance Statement (including proposed alternatives or variations)
- Opportunities & challenges identified and addressed
- Key design features & benefits

Submission Format:

All submissions must be in PDF format, on 11" x 17" sheets, and be limited to twenty-five (25) pages, including cover sheet, drawings, images/graphics and narratives. A single 24" x 36" sheet may be included as a supplement to highlight key aspects of the submission. Concise written narratives are encouraged, using point-form notes and diagrams. Submissions may be in either official language. PDF files must be flattened to a single layer and must not be password protected.

All material must be uploaded to the CAAJ website (www.caaj.ca) by midnight on the date specified above.

Additional material may be requested for submissions selected for award or publication – e.g. 3D models, large drawings or images, dynamic material (movie clips). If requested, electronic format only is required. Printing will be arranged by the CAAJ as required.

1.2.4 – Evaluation Process & Criteria

Submissions will be evaluated by the jury panel listed below. Consideration will be given to compliance with the Terms of Reference, innovative approach and design response to social issues.

1.2.5 – Jury Panel

The competition submissions will be reviewed by a jury panel. The panel will consist of:

- John Pepper (Rebanks Pepper Littlewood Architects, CAAJ Competition Chair)
- Michael Moxam (Stantec Architecture, CAAJ Law Enforcement Track Chair)
- David Clusiau (NORR Architecture, CAAJ President)
- Jean Gang (Principal, Studio Gang)

- Alex Bozиковic (Architecture critic for the Globe and Mail)
- Other senior law enforcement figure to be determined

1.2.6 – Awards & Presentations

A financial award of \$5,000 has been made available by the RAIC Foundation. Prizes will be awarded as follows:

- Highest-scoring or preferred submission..... \$3,000
- Runner-up submissions (2) \$1,000 each

Dates, location and details for the awards presentation ceremony will be communicated to registered participants in due course.

1.2.7 – Publication

The Canadian Academy of Architecture for Justice reserves the right to publish competition entries on the CAAJ website, or to distribute to other architecture or justice-related publication media (websites, magazines, etc.). All submission material will become available to the CAAJ for use and distribution at the organization's complete discretion. Credit for authorship will remain with the individual (or all named individuals in the case of a team submission). By submitting material individual competitors and teams acknowledge this right.

Part 2 – Terms of Reference

2.1 – General Requirements

2.1.1 – Project Description

The building and site must meet the 25-year space needs of the Police Service. The following is a summary of the different types of space to be accommodated:

- Administrative and support areas (senior administration, administrative support)
- Operational & functional areas (uniform patrol, investigations, training)
- Specialty areas (detention, communications centre, forensics, exhibits, property)
- Staff amenities & shared areas (break room, lockers, fitness facilities)
- Indoor firing range
- Public-access areas, community room
- Indoor vehicle areas

The building will be used, occupied and must be accessible 24 hours a day, 365 days a year to support full-time police operations in the City, including emergency situations. This document is intended to give a basic description of the required facility, its components and systems and the physical, environmental, technical and design requirements that must be satisfied.

2.1.2 – Priorities, Goals & Objectives

Goals and principles that must be supported by the proposed facility include:

- High standard of aesthetic design, reflecting and enhancing the history, character and progressive nature of the city, and reflecting the value the community places on its police service.
- Exceptional value for money through a higher level of design and quality of components and construction.
- A high level of environmental sustainability reflected in reduced energy and water use, and a healthy, safe and comfortable working environment for occupants and visitors.
- A protective environment for the people, processes and assets of the Police Service in its role of providing continual care to the community in good times and during emergencies.
- Supporting effective police operations, integrity of property and information, and protection of the judicial process.
- Reflective of the professional stature of the Police Service.

2.1.3 – Police Staff & Space Provisions

The staff to be accommodated at move-in will be as given in the 'Current' column of the Staff and Space Summary (Section 2.10). The building must be designed to accommodate staff growth to the numbers given in the 'Future' column. Staff numbers will increase to meet the needs of a growing and increasingly diverse population. Future staff numbers are estimates and consideration should be given in the design

to flexibility to accommodate different growth patterns and potential reorganization of the Service in future years.

The usable areas within the building shall not be less than that specified in the Space Summary (Section 2.7), and all Net areas shall be considered minimums.

2.1.4 – Performance

The facilities must be designed to support effective, safe and uninterrupted police service. Four inter-related aspects of performance must be met:

- Functional Performance – Policing is very process-oriented, and requires specific adjacencies, separations and zoning to accommodate the diverse needs of building users, visitors and prisoners. Privacy, confidentiality and security must be balanced against effective communication, interaction between groups and other aspects of effective operational police activities and support functions. Appropriate planning, placement of individual functions, circulation, access control, physical separation, noise control, construction and many other factors are required to produce a functional building.
- Physical Performance – The facility will require a high level of material quality and durability to withstand daily 24/7 use and to provide protection to the people, operations and assets essential to provision of uninterrupted policing services during normal times, as well as during and after emergency situations. Appropriate backup and redundant systems must be in place to ensure uninterrupted service and functionality. Special design and construction measures must be used to protect valuable assets and resist potential threats to occupants or high-value property, assets or information.
- Environmental Performance – To meet the sustainable design objectives of the project, and to ensure the comfort, well-being and health of building occupants, special attention must be paid to environmental design and to the quality of interior and exterior spaces. The building will be designed to a minimum LEED® Silver level (ref. Section 2.5).
- Economic Performance – Cost-effective design in concert with a high level of durability and energy performance must be incorporated into the overall design strategy to ensure ongoing economy of operation, in terms of building operating costs, maintenance and repair. This must be balanced with a highly cost-effective initial design.

2.1.5 – Building Code Occupancy Classification

For the purposes of this assignment it may be assumed that the building will be classified as B1 occupancy (Police Station with Detention) under the Ontario Building Code, the National Building Code of Canada, or local equivalent. The building is to be fully sprinklered.

2.1.6 – Project Location

Properties MUST be located within the boundaries of the municipality to be served, with a usable site area to adequately accommodate the building, parking and other components, be fully serviced, have adequate street frontage, visibility and vehicle access. The property should be located in an area that is compatible with effective police operations, visibility and community accessibility. Strong preference will be given to locations closer to the downtown core.

Location Risks – The facility should not be located in an area of potential risk that could potentially impact police operations, affect the safety or security of occupants, or jeopardize any assets, including an existing flood plain or in close proximity to a lake, river or other similar risk, major power transmission line, oil or chemical refinery or other facility with fire or chemical risk, a major gas transmission line, or a fuel, gasoline or oil storage depot.

If applicable, the Proponent must identify any actual or potential heritage issues and, if applicable, demonstrate how any design features or other requirements for approval could be met.

2.2 – Building Design Requirements

2.2.1 – Building Design Goals

The project must support effective police operations. It must reflect current best practices in the design and construction of municipal police facilities, and be an example of durable, environmentally responsible and secure construction. It must reflect the values of the City and the Police Service, and project an appropriate image reflective of a high quality of design. The following specific design goals must be considered:

- The building should appear welcoming to the public without compromising security or personal safety of occupants. It should reflect the authority of the Police Service, while fostering police-community relations.
- The facility should be recognizable as a police building, and be a beacon of safety in the community. It should also be considerate of the existing architectural character in the city and its history.
- The facility should reflect and be a result of design excellence, in both its function and appearance, using an integrated design process. It should reflect value for money and durability, but at the same time portray a high level of quality and professionalism.
- The building must present a strong sense of place.
- The facility should be highly functional, and provide support for effective and continuous police operations. It should support and enhance operations and industry best practices.
- The building should be designed to accommodate future growth and changes, and to be flexible and adaptable. The design of the building and site should consider future expansion beyond the 25-year planning horizon.
- The building and site should support the health, safety and comfort of occupants, visitors and prisoners, be accessible to the physically challenged and promote a pleasant, healthy workplace environment.
- The project should reflect a high level of environmental responsibility through state-of-the-art sustainable design initiatives and methods, and must be designed and certified to a minimum LEED® Silver level. Energy use and water consumption must be minimized.
- Security must be kept paramount. The facility should provide a safe, secure working environment, and protect the people, operations and assets within it. It must be capable of remaining operational and safe throughout and following disaster and security events. CPTED principles should be applied throughout the design process.

2.2.2 – General Requirements

General space characteristics within the facility should consider the following:

- Major circulation spaces should be used as an amenity, providing orientation and light to other spaces, and acting as a primary building organizing feature.
- Maximize daylight and access to external views by building occupants from working areas, amenity spaces and general circulation – excluding the detention area, firing range and areas where daylight or views are not required.
- Daylighting, visibility and other design features must be compatible with an overall security design approach.
- Where possible common spaces should be designed to support multiple uses and flexibility.
- Interior planning concepts and building infrastructure should accommodate future changes in policing operations, with minimal disruption and cost.
- Acoustical and privacy needs shall be considered in the design process, combined with accommodating exchange of information, workflow and collaboration where necessary to facilitate efficient policing operations.
- Careful consideration must be given to the planning, separation and interface between members of the public, police members and persons in custody.

2.2.4 – Environmental Design & Occupant Comfort

The project is required to achieve certification to a minimum LEED® Silver level as determined by the Canada Green Building Council (CaGBC). The facility must be designed as environmentally responsible and sustainable, providing benefits of a healthy work environment, access to natural light, and lowered energy and water use. LEED® Prerequisites and points are to be achieved in the following categories:

- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Materials & Resources
- Indoor Environmental Quality
- Innovation & Design Process

2.3 – Functional Requirements

2.3.1 – General

The public lobby and service centre front desk counter must combine an open, accessible appearance, combined with an appropriate level of protection for front desk staff. It should be perceived as an extension of the public space, not separate from it. The perceived 'line of security' should be behind the front desk area, but with as much visible connection as possible to the interior beyond, compatible with security requirements.

Provide a minimum of two (2) elevators to serve all floors in the Facility, compliant with all applicable accessibility and Building Code requirements.

Future Expansion Capability – The Design Proposal should indicate ways in which the building could be expanded at a later date. Future expansion strategies (horizontal or vertical) should allow for a significant increase in the total usable area in the building and be planned to minimize disruption during construction.

Site Services – Assume that required infrastructure to and from the building and municipal services, including power, gas, communications, water, drainage and storm water are available. No details are required.

2.3.2 – Support Facilities & Specialty Areas

The detention area must incorporate design and construction measures aimed at providing a secure facility that will be resistant to anticipated risks and events, and to minimize the negative impact of unanticipated events. Safety and security of police personnel, persons in custody and any other occupants must be kept as a high design priority. To reduce the risk of injury, the visibility in prisoner occupied areas is to be maximized, and short paths of travel for persons in custody are to be incorporated.

Firearms are not permitted in the detention area. Approved handgun lockers must be provided outside all entrances to the detention area. Access into and out of the detention area shall be restricted, and all areas must be covered by security cameras. The detention area shall be serviced with a separate air handling unit to ensure no mixing of air with the main part of the building.

Firing Range – qualification and training range to be used for a variety of training setups using a system of mobile targets and obstacles. Safety is of primary concern in the design of construction of this area. Ancillary support spaces will include preparation/briefing area, gun cleaning room, armoury and storage for ammunition, targets, props and supplies. The firing range structure shall provide a secure, ballistic-resistant enclosure.

- 6-position, 25m multipurpose range, advance-on-target configuration.
- Rubber particulate or ‘snail’ type backstop.
- Ballistic baffles with rubber anti-ricochet material.
- Ballistic side walls to provide 180 degree tactical training opportunities.
- Each shooting lane will be 1200 wide
- Provide a 3m wide x 2.4m high bullet-resistant door to the garage or the exterior for bringing in training props, including vehicles and other large items.
- Range ventilation will be completely separate from the remainder of the building, and the range area must be maintained at a negative air pressure with respect to other spaces.
- The range will be heated in winter, and ventilated in summer with humidity removal.

2.3.3 – Site Requirements

Minimum Site Area for Building & Parking – the property must accommodate vehicle circulation and separate parking for staff/operational vehicles (approximately 250 vehicles) and visitors (approximately 25 vehicles), in addition to the building footprint. Consideration will be given to municipal open space

requirements, existing site features, snow storage and other factors such as storm-water retention if applicable. Preference will be given to properties that will allow for future expansion.

The building shall be placed on the site to primarily meet operational requirements and safety provisions. The public parking area and main public entrance shall be plainly visible from the street. Design of the facility will take maximum advantage of the natural setting of the site, and be compatible with city urban planning guidelines, Crime Prevention Through Environmental Design (CPTED) principles, police operations, public accessibility, security and safety concerns. Public access and movement should be further reinforced with signage and other design features to prevent or discourage access to secure portions of the site. The police staff entrance, prisoner sallyport, garage areas and police parking areas should be hidden from public view as much as possible.

The building placement and configuration should permit natural surveillance of the site from within the building, while making surveillance of the building from the exterior difficult. Solar orientation should be considered to improve daylight penetration while reducing glare and unwanted solar heat gain, and prevailing winds considered when placing air vents and exhausts.

Street Access & Egress – The property must have at least two street vehicle access/egress points for operational vehicles to separate streets, or be reasonably separated. Access by vehicles other than operational vehicles, staff vehicles and authorized delivery or service vehicles shall be discouraged through the application of CPTED principles, reinforced with signage and/or other devices. Pedestrian and public vehicle access to the secure parking lot shall be restricted.

Access for Firefighting – An access route for fire department vehicles must be provided in conformance with the Building Code and Fire Code. The access route must have a clear width of not less than 6m and a centre-line radius of not less than 12m.

Soft landscaping should be used to enhance the appearance of the building, and to be an actual and aesthetic amenity to building users. Plant types should be selected to discourage approach to the building perimeter and unauthorized areas of the site. The landscape design must consider visibility and natural surveillance.

Hard surfaces should be minimized to reduce heat island effect. Paving should be fixed – avoid loose pavers that could be used as weapons or thrown at the building. Vandal resistance and ease of maintenance should be considered in the selection of landscaping and site materials and components. Provide a flagpole, exterior signage, fences and site security devices.

2.3.4 – Building Code Compliance

The building structural system must comply with Building Code requirements for post-disaster buildings as applicable, and not be subject to progressive collapse. The structure must be capable of meeting best-practice structural design to ensure continuity of essential police operations during and after a disaster event.

Column spacing shall be configured to maximize usable column-free areas within the building, to facilitate efficient interior planning and future flexibility.

2.3.5 – Mechanical & Plumbing Systems

The system shall be configured to provide optimal heating, cooling and ventilation to parts of the building. Heat recovery shall be used to harvest thermal energy for re-use. Air systems for the detention area and firing range shall be separate from the remainder of the building. The system shall be designed to prevent contaminated air in the public lobby or other public-use spaces from entering the occupied portion of the building.

To achieve the relevant LEED® credit provide a separate non-potable water system for harvested rainwater. Provide hose bibs in the garage, sallyport, detention area, janitor closets and other areas, including the building exterior for building and site maintenance.

2.3.6 – Electrical Systems

Provide an electrical supply and distribution system to meet the demands and requirements of the Facility. Assume that a single source of utility power is available to the site, and that a step-down transformer will be required on site. The system shall be capable of maintaining 100% power for a period of 72 hours at full load. Switchover upon loss of external power shall be automatic. A load bank is not required (a portable unit will be brought on site when necessary).

Provide an interior and exterior lighting system to meet the demands and requirements of the facility. Coordinate lighting system design with LEED® requirements, including room occupancy sensors, daylight sensors, controllability of systems and task lighting. Only a brief description of the lighting concept is required.

2.3.7 – Life Safety Systems, Communications and IT Systems

Assume that an integrated life safety system will be incorporated into the design to meet the demands and requirements of the facility and as required by code. Details are not required in the submission.

Assume that communications system infrastructure for owner-supplied information technology systems will be provided. Details are not required in the submission.

2.4 – Security, Circulation, Access & Adjacencies

2.4.1 – Security Design Principles

The building shall be located at least 30m (100 feet) from any public thoroughfare, and preferably the same distance from any uncontrolled vehicle access. Where this is impossible given the site configuration every effort shall be made to design the site and public vehicle movement to minimize the risks to the building and occupants through transportation of explosive material or devices, or use of the vehicle itself as a weapon. Barriers, bollards, low walls, berms and other devices shall be used to reduce the likelihood or effectiveness of vehicles being used to inflict damage or injury.

Passive security design strategies should be used, incorporating psychological barriers such as elevation changes, materials, planters and other devices to discourage, delay and/or prevent unauthorized vehicle and pedestrian access to secure portions of the site.

2.4.2 – Crime Prevention Through Environmental Design (CPTED)

CPTED - Principles of crime prevention through environmental design must be applied – this includes visibility, natural surveillance and selection of appropriate materials to reduce the risk of injury or damage. Incorporate CPTED principles into the design of the Site and within the Facility at the conceptual and design development stages, and demonstrate that CPTED principles have been taken into account including:

- Natural surveillance
- Territorial reinforcement & creation of defensive space
- Hierarchy of spaces & spatial organization
- Target hardening & general facility defensibility
- Natural access control
- Lighting
- Image & maintenance

2.4.3 – Security Zoning & Access Control

Access into the building, and restricted areas within, should be controlled and monitored by a programmable access system. At each building access point, CCTV cameras should monitor and record persons entering, to ensure that only authorized personnel are admitted. Access to the following locations should be controlled:

- Staff entrances, from outside and from the public area
- Doors from vehicle areas to staff areas
- Detention area
- Evidence & Property
- Records, Data Services and CPU room
- Communications Centre
- Forensic suite
- Weapons storage areas

2.4.4 – Functional Unit Adjacencies

Refer to the Adjacency Matrix following for functional unit proximities and adjacencies. The building layout should permit the designated groups to access the appropriate spaces, without having to traverse areas with a higher security level.

Certain functional units will require separation from others, either by location or physical separation:

- 101-Senior Administration (should not be adjacent to the main common circulation flow)

- 102-Internal Investigations (should be removed from other staff areas, particularly 101-Senior Administration, and should have a discreet entrance away from primary public areas.
- 213-Physical Training should be separated from office areas or other sound or impact-sensitive areas or equipment.
- 214-Indoor Firing Range should be separated by appropriate ballistic partitions from other occupied areas, to contain any misdirected rounds, and to control airborne and structure-borne noise or vibration. Areas where firearms and/or ammunition is stored require separation by security partitions to prevent unauthorized access.
- 221-Technological Services and other Zone 5 areas should be separated by security-rated partitions as described in the Room Data Sheets and in this section.
- 231-Exhibits requires separation by security partitions to prevent unauthorized access.
- 241-Communications requires acoustic separation from surrounding areas and from common circulation.
- 251-Front Desk/Service Centre requires security separation from the public lobby, while maintaining an open and accessible feeling.
- 322-Interview Rooms require acoustic separation from room to room, from surrounding areas, and from common circulation.
- 325-Criminal Intelligence and exhibit storage areas within the suite require separation by security partitions to prevent unauthorized access.
- 332-Technological Crime and exhibit storage areas within the suite require separation by security partitions to prevent unauthorized access, and RF screening around or within designated rooms. The telephone monitoring room requires acoustic separation from surrounding areas and from common circulation.
- 412-Fitness Facilities should be separated from office areas or other sound or impact-sensitive areas or equipment.
- 511-Detention Area requires secure detention-grade partitions, protection of ducts and service openings, and acoustic separation from the remainder of the building.
- 601-Secure Vehicles/Exhibits requires secure partitions to prevent unauthorized access or interference with evidentiary material.

2.4.5 – Circulation Groups

There will be many categories of people working in and visiting the building. Each will have specific circulation needs and access rights. Visitors to and users of the building can be grouped into the following categories:

- Members of the public (general public, authorized public users of public spaces, service or information requests, victims & witnesses, and invited visitors)
- Members of external agencies (e.g. using training facilities, members of integrated units from other organizations are considered police staff)
- Police staff – operational and administrative, sworn, non-sworn and volunteers)
- Facility maintenance staff (City employees, utility personnel or contractors), and service/construction contractors
- Delivery persons (Canada Post, courier companies, delivery companies, suppliers)
- Persons picking up released property (exhibits or found property)
- Arrestees, suspects and persons in protective custody

There are also a number of vehicle categories:

- Police operational vehicles
- Staff vehicles
- Garbage/recycling pickup
- Service vehicles (deliveries/pickups, service & maintenance, fire trucks, contractors)
- Seized vehicles

The following table indicates the areas to which each of these categories should have access. The building layout should permit the designated groups to access the appropriate spaces, without having to traverse areas with a higher security level, or for staff to travel through the public zone.

	Exterior Street	Secure Parking	Public Areas	Semi-Public	Training	Common Areas	Operational Areas	Administrative Areas	Service Areas	Restricted Areas	Secure Receiving	Detention	Indoor Parking
Zone	E1	E2	1	2	2	3							
General Public		X		X	X	X	X	X	X	X	X	X	X
Public Users		X		A	X	X	X	X	X	X	X	X	X
Victims/Witnesses		X		E	X	E	E	X	X	X	X	X	X
External Agencies (Training)		A			A	A/E	A	X	X	X	X	X	X
Visitors		A		A/E	A/E	E	E	E	E	X	X	X	A/E
Operational Staff									A	R		R	
Administrative Staff									A	R			
Facility Maintenance		A		A	A	A	A/E	A/E		E	E	E	A
Deliveries		A									A		
Couriers		X											
Property Pickup		A									*		
Prisoners		X	X	X	X	X	X	X	X	X	X	E	X
Operational Vehicles													
Staff Vehicles													
Garbage/Recycling		A											
Service Vehicles		A											

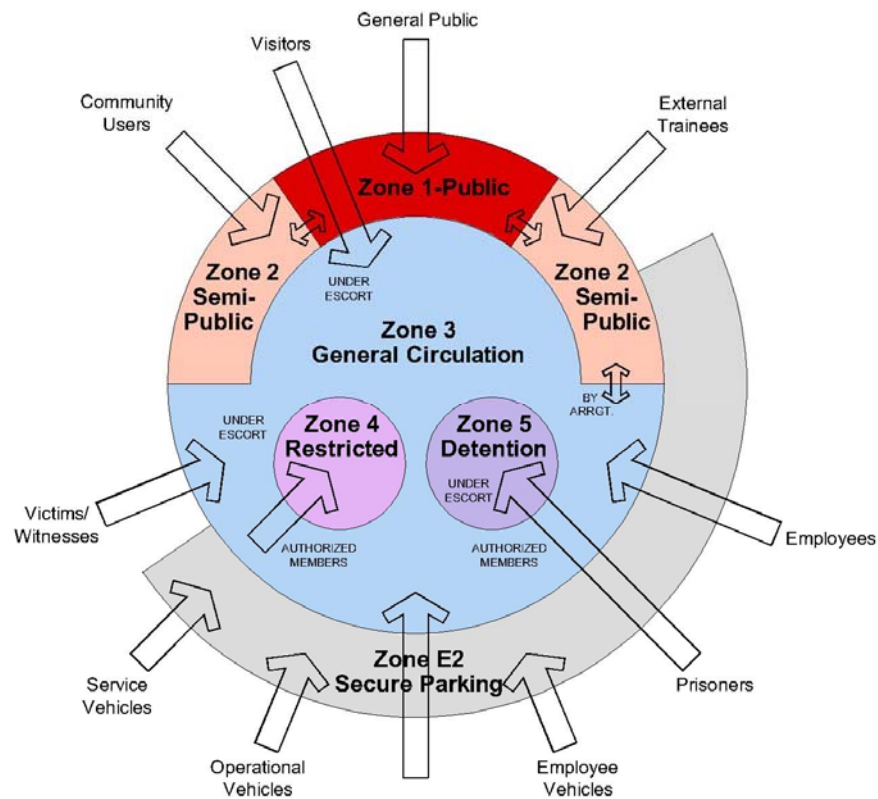
X = Not Permitted

E = Only under Escort

A = By arrangement only

R = Restricted to authorized personnel only

S = Special arrangement



2.4.6 – Circulation Principles, Exterior

The following circulation principles should be considered in the design and layout of exterior space around the building:

- Members of the public should have ready access to the visitor parking area, to the main public entry – pedestrian access by members of the public to the secure site is to be prevented
- Public vehicles, including deliveries, are permitted to designated visitor parking and delivery areas only
- Service vehicles, and scheduled deliveries or pickups may be permitted within the secure site zone by arrangement
- Operational and staff vehicles will be permitted within the secure site zone via controlled gates
- Only operational vehicles, designated personal vehicles and authorized vehicles (e.g. tow trucks under escort) will be permitted to the indoor parking area
- All vehicle and pedestrian access into the building, to the Common Zone 3 or higher security zone levels must be controlled.

2.4.7 – Circulation Principles, Interior

The following circulation principles should be considered in the design and layout of exterior space around the building:

- Members of the public should have ready access to the Public Lobby and Service Centre/Front Desk. All access into the Common Zone 3 will be controlled by police personnel, under escort. Authorized personnel will be controlled by the security access control system.
- Authorized groups will be permitted to the Semi-Public Zone by arrangement to access the multi-purpose room or gymnasium, or to visit units such as Victim Services or Community Services. At times the multi-purpose room and/or gymnasium may be used by police personnel or outside agencies by arrangement. There should be no uncontrolled access between the Semi-Public Zone 2 and police Common Zone 3.
- The Semi-Public Zone 2 may extend to another floor to provide access to the training classrooms, or to the training and recruiting offices. In such case should be no uncontrolled access between the Semi-Public Zone 2 and police Common Zone 3 (access via stairs or elevator must be controlled to prevent access to secure floors within the Common Zone).
- General circulation around the building (other than Zones 1 and 2) will be via the Common Zone 3. Many staff amenities, washrooms and other areas may be accessed from the common circulation without restriction. Access to suites designated Private Zone 4 or Restricted Zone 5 will be controlled.
- Access to and egress from the Detention area will be limited to authorized police personnel only, and persons under escort or in custody.
- Access to roof areas, other than designated roof patios, will be restricted to authorized and trained service and maintenance staff only.

2.4.8 – Planning Zones

To provide guidance and understanding of circulation requirements and control, a number of planning zones have been used to indicate the level of access control to or within each functional unit.

Zone 0 or E	Exterior	This includes ‘public’ exterior and ‘secured’ exterior areas around the building.
Zone 1	Public- Access	This includes areas of the building to and through which the public will have access during regular business hours.
Zone 2	Semi- Public	This includes areas to which members of the public or groups will have access by arrangement and under the control of the police. Access to this zone may be from the public zone, or by arrangement from the secured part of the exterior zone.
Zone 3	Common	This includes areas within the building to which all police employees and other authorized personnel have generally unrestricted access, including general circulation, staff washrooms, staff amenities and other common spaces to which there will generally be no access control or restriction. Access to this zone from the exterior, or from Zones 1 and 2 will generally be controlled by card-access.
Zone 4	Private	This includes office suites and spaces assigned to the various functional units, to which access will be generally controlled. Access to functional unit suites and other spaces may be controlled by card access, staffed reception point, keys or other means. Access will generally be restricted to personnel working in the unit and authorized visitors, however visitor access and other requirements will vary depending on the specific needs of each unit. Access provisions and controls may vary by time of day. Refer to the Functional Unit Narratives and Room Data Sheets for specific information. Service rooms are included in this zone as access will generally be restricted to authorized police and service personnel only.
Zone 5	Restricted	This zone includes spaces and rooms to which access is restricted to authorized personnel only, and which have a high level of security requirements. Restricted spaces include certain investigative suites and operational units, exhibit storage areas, forensic identifications, indoor firing range, communications centre, server rooms and similar spaces.
Zone 6	Custodial	This zone includes the Detention Centre and associated prisoner intake and processing areas. Access and egress will be strictly controlled as appropriate to the proper and safe handling of persons in custody.

2.5 – Space Summary & Functional Program

2.5.1 – Space Provisions

The usable areas for each functional unit shall not be less than that specified in the following Space Summary, and all Net areas shall be considered minimums. The Space Summary does not list all spaces required to operate the facility, or which will be required for proper functional operation or by Code, such as washrooms, janitor closets, service spaces or utility rooms.

The Usable Area allocated to each functional unit is based on the anticipated amount of space needed to provide internal circulation within each suite, and should be considered a guide only. The Gross Floor Area is similarly an estimate. Provide appropriate circulation and other spaces required to provide a fully functional building, where accessibility, ease of movement and comfort are important.

Table 2.5.1 - Staff & Space Summary

Program.xls

August 2017

100-Senior Administration	Current	Future		Req'd UA
101-Senior Administration	13	15		450
102-Internal Investigations	3	4		110
	16	19	Usable Area	560 sq.m
200-Administration Bureau	Current	Future		Req'd UA
211-HR/Training/Recruiting	9	9		200
212-Training Classrooms				370
213-Physical Training				160
214-Indoor Range	0	1		760
221-Technology Services	9	13		320
222-Finance Division	5	8		120
223-Asset Mgmt/Central Records	25	37		310
231-Exhibits	1	2		390
241-Communications	22	32		250
251-Front Desk/Service Centre	2	4		60
252-Public-Access Spaces				370
	73	106	Usable Area	3,310 sq.m
300-Operations Bureau	Current	Future		Req'd UA
311-Patrol Division	124	160		660
312-Community Services	6	8		130
313-Traffic Section	12	21		130
314-Special Units	13	13		250
315-Canine	2	2		40
321-Criminal Invest. Command	2	3		80
322-Interview Rooms				120
323-Criminal Investigations	22	33		550
324-Victim Services	3	4		80
325-Criminal Intelligence	20	32		490
331-Forensic Identifications	11	19		540
332-Technological Crime	4	5		190
	219	300	Usable Area	3,260 sq.m
400-Common Areas	Current	Future		Req'd UA
401-Community/Multipurpose Room				180
411-Lockers				580
412-Fitness Facilities				120
413-Staff Amenities				140
414-Common Meeting Rooms				80
	0	0	Usable Area	1,100 sq.m
500-Detention Zone	Current	Future		Req'd UA
511-Detention	2	2		680
	2	2	Usable Area	680 sq.m
600-Technical, Vehicle & Storage Areas	Current	Future		Req'd UA
601-Secure Vehicle/Exhibits				160
602-Asset Mgmt/QM Stores	3	5		190
604-Storage Areas				250
605-Maintenance	0	0		130
	3	5	Usable Area	730 sq.m
Total (Excluding Indoor Parking)	Current	Future		Req'd
	313	432	Subtotal - Usable Area	9,640
			Grossing Factor	1.25
			Gross Floor Area (ex. Garage)	12,050 sq.m
700-Indoor Parking	Current	Future		Req'd UA
701-Indoor Parking				2,020
Total Staff & Space Requirements	Current	Future		Req'd
Total Staff	313	432	Subtotal - Usable Area	11,660
			Grossing Factor	1.25
			Total Gross Floor Area (est.)	14,580 sq.m

100-Senior Administration

101-Senior Administration

Zone 4 - Private

Required Areas

Office of the Chief:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Chief of Police	1	1	01	Office		1	28.0	28.0	
			02	Washroom/Shower		1	7.6	7.6	
Deputy Chief	2	2	03	Office		2	18.0	36.0	
Exec. Assistant	2	2	04	Shared Office		1	21.0	21.0	
			05	Admin Files		1	9.0	9.0	
			06	Open Circulation					
Legal Services:									
Lawyer	1	1	11	Office		1	13.5	13.5	
Planning & Research:									
Project Liaison Officer	1	1	21	Office		1	13.5	13.5	
Sergeant	1	1	22	Office		1	11.1	11.1	
			23	Storage (P&R)		1	9.3	9.3	
Constable	1	1	24	Workstation		1	7.2	7.2	
Clerical Support	1	2		Workstation		2	7.2	14.4	
				Project Workstation		1	7.2	7.2	reception point for suite
				Open Circulation					
Public Affairs:									
Manager	1	1	31	Office		1	13.5	13.5	
			34	Media Prep./Storage		1	13.5	13.5	
Crimestoppers:									
Constable	1	1	41	Office		1	9.3	9.3	
Clerical Support	1	2	42	Workstation		1	7.2	7.2	
				Storage		1	7.2	7.2	
				Open Circulation					
Shared/Common:									
			91	Document Centre		1	6.0	6.0	
			92	Meeting Room (8p)		1	18.0	18.0	
			93	Reception/Waiting Area		1	15.0	15.0	
			94	Board Room		1	90.0	90.0	total occupancy 60p
			96	Coffee/Resource		1	2.0	2.0	
				Open Circulation					
Total Staff	13	15	15%				Net Area	360	sq.m
			Growth				Circulation	1.25	
							Est. U.A.	450	sq.m (rounded)

102-Internal Investigations

Zone 4 - Private

Required Areas

Internal Investigations:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Staff Sergeant	1	1	01	Office		1	13.5	13.5	
Sergeants	1	2	02	Office		2	11.1	22.2	
			03	Secure Files		1	10.0	10.0	
			04	Meeting Room (6p)		1	13.5	13.5	
Clerical Support	1	1	05	Workstation		1	7.2	7.2	
			06	Waiting Area		1	9.0	9.0	
			07	Interview Room		1	7.2	7.2	
			08	Monitor Room		1	4.5	4.5	
			09	Document Centre		1	4.0	4.0	
			10	Coffee/Resource		1	2.0	2.0	
				Circulation					
Total Staff	3	4	33%				Net Area	87	sq.m
			Growth				Circulation	1.25	
							Est. U.A.	110	sq.m (rounded)

200-Administration Bureau

211-HR/Training/Recruiting

Zone 4 - Private

				Required Areas					
Human Resources:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Manager	1	1	01	Office		1	16.5	16.5	
Labour Relations	1	1	02	Office		1	11.1	11.1	
Clerical Support	1	1	03	Workstation Open Circulation		1	7.2	7.2	reception point for suite
Background Checks	0	0	04	Shared Office		1	13.5	13.5	
Training:									
Sergeant	1	1	11	Office		1	11.1	11.1	
Constables	2	2	12	Office		2	7.2	14.4	
Clerical Support	1	1	13	Workstation Open Circulation		1	7.2	7.2	
Recruiting:									
Sergeant	1	1	21	Office		1	11.1	11.1	
Clerk	1	1	22	Workstation Open Circulation		1	7.2	7.2	
			23	Recruiting Files		1	9.0	9.0	
			24	Touchdown Stations		2	4.5	9.0	
Support:									
			91	Document Centre/ Resource		1	13.5	13.5	
			92	Interview/Meeting (6p)		1	13.5	13.5	
			93	Meeting Room (8p)		1	18.0	18.0	
Total Staff	9	9	0%				Net Area	162	sq.m
			Growth				Circulation	1.25	
							Est. U.A.	200	sq.m (rounded)

212-Training Classrooms

Zone 3-Common

				Required Areas					
Training Classrooms & Support:	Ref.	Space Type	Type	Number	Size	Allocated	Notes		
	01	Classroom A/B (30-40p)		1	120.0	120.0	acoustic divider		
	02	Classroom C (20-25p)		1	80.0	80.0			
	03	Computer Trng (15-20)		1	65.0	65.0			
	04	Training Storage		1	18.0	18.0			
	05	Document Centre		1	9.0	9.0	access to common document ctr.		
	06	Breakout/Catering		1	30.0	30.0			
	07	Male Washrooms		1	16.0	16.0	per code, share with MP room		
	08	Female Washrooms		1	16.0	16.0	per code, share with MP room		
							Net Area	354	sq.m
							Circulation	1.05	
							Est. U.A.	370	sq.m (rounded)

213-Physical Training

Zone 3-Common

				Required Areas					
Physical Training Spaces:	Ref.	Space Type	Type	Number	Size	Allocated	Notes		
	01	Defensive Tactics		1	90.0	90.0	7.5m x 12m, high ceiling		
	04	Interactive Video		1	51.0	51.0	6m x 8.5m		
	05	Chair/Table Storage		1	20.0	20.0			
	07	Equipment Storage		1	16.5	16.5			
	08	Male Washroom		1	24.0	24.0	incl. shower, lockers		
	09	Female Washroom		1	24.0	24.0	incl. shower, lockers		
							Net Area	141	sq.m
							Circulation	1.10	
							Est. U.A.	160	sq.m (rounded)

Table 2.5.2 - Staff & Space Schedules

Program-RFP.xls

August 2017

214-Indoor Range

Zone 4-Private

Required Areas

Firing Range:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
			01	Indoor 25m Range (8p)		1	390.0	390.0	target retrieval, rubber BS
			02	Target/Set Storage		1	24.0	24.0	
			03	Mechanical Room		1	120.0	120.0	
Range Support:									
Armourer	0	1	11	Office		1	11.1	11.1	
			12	Armoury Workshop		1	13.6	13.6	
			13	Airlock/Safety Equip.		1	20.0	20.0	
			14	Briefing Room (15p)		1	45.0	45.0	
			15	Gun Cleaning		1	24.0	24.0	
			16	Ammunition Storage		1	15.0	15.0	
			17	Male Washroom		1	10.0	10.0	
			18	Female Washroom		1	10.0	10.0	
			19	Coffee/Resource		1	4.0	4.0	
				Handgun Lockers (24)		1	7.2	7.2	
				Open Circulation					
			20	Janitor		1	6.0	6.0	
			21	Gun Storage		1	9.0	9.0	
Total Staff	0	1							
				Growth					
							Net Area	694	sq.m
							Circulation	1.10	
							Est. U.A.	760	sq.m (rounded)

221-Technology Services

Zone 5-Restricted

Required Areas

Technological Services:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Director	1	1	01	Office		1	13.5	13.5	
Security Manager	1	1	02	Office		1	11.1	11.1	
Manager, Support Serv.	1	1	03	Office		1	11.1	11.1	
			04	Open Office					
Developers	1	2		Workstation		2	7.2	14.4	
Help Desk	2	4		Workstation		4	7.2	28.8	
Web Developer	1	1		Workstation		1	7.2	7.2	
In-Car Video	0	1		Workstation		1	7.2	7.2	
			05	R&D Workshop		1	18.0	18.0	
			06	Storage		2	9.0	18.0	
Informatics Team:									
Supervisor (S/Sgt)	1	1	11	Office		1	11.0	11.0	
Technicians	1	1	12	Office		1	9.3	9.3	
Support:									
			21	Meeting Room (8p)		1	18.0	18.0	access to common meeting
			22	Coffee/Resource		1	2.0	2.0	
				Open Circulation					
Main Server/Equipment Room:									
			31	Server/Equipment		1	90.0	90.0	
			32	Communication Servers				-	
Total Staff	9	13	44%				Net Area	260	sq.m
				Growth			Circulation	1.25	
							Est. U.A.	320	sq.m (rounded)

Table 2.5.2 - Staff & Space Schedules

Program-RFP.xls

August 2017

222-Finance Division

Zone 4-Private

				Required Areas						
Finance Division:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Manager	1	1	01	Office		1	13.5	13.5		
Accountant	1	1	02	Office		1	11.1	11.1		
Payroll Coord.	1	1	03	Office		1	9.3	9.3		
Accounts Clerks	1	2	04	Workstation		2	7.2	14.4		
Payroll Clerks	1	1		Workstation		1	7.2	7.2		
Future Clerks		2		Workstation		2	7.2	14.4		
				Document Centre		1	9.0	9.0		
				File Storage		1	18.0	18.0		
				Coffee/Resource		1	2.0	2.0		
Total Staff	5	8	60% Growth				Net Area	99	sq.m	
							Circulation	1.25		
							Est. U.A.	120	sq.m (rounded)	

223-Asset Mgmt/Central Records

Zone 4-Private

				Required Areas						
Asset Management:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Director	1	1	01	Office		1	16.5	16.5		
Central Records:										
Manager	1	1	11	Office		1	13.5	13.5		
CPIC Supervisor	1	1	12	Office		1	9.3	9.3		
Group A Team (days)	5	6	13	Open Office A Workstation		6	5.6	33.6		
Group B Team (shifts)	14	21	14	Open Office B Workstation		7	5.6	39.2		
			15	Central Records Files		1	25.0	25.0		
Radio Clerks	2	2	16	Shared Office Warrant Files		1	18.0	18.0	transaction counter	
			17	Criminal Record Files		1	30.0	30.0		
Case Preparation:										
Case Prep Sergeant	0	1	21	Workstation		1	7.2	7.2	transaction counter	
Case Prep Clerks	0	2		Workstation		1	7.2	7.2		
Court Liaison	1	1		Workstation Layout/Files		1	5.6 3.0	5.6 3.0	drop-in workstation	
Shared/Common:										
			91	Document Centre		1	15.0	15.0	enclosed (high-volume)	
Reception	0	1	92	Open Circulation Transaction Counter Lockers (80 x 1/4) Coffee/Resource		1 1 1 2	10.0 6.0 6.0 4.0	10.0 6.0 6.0 8.0		
Total Staff	25	37	48% Growth				Net Area	247	sq.m	
							Circulation	1.25		
							Est. U.A.	310	sq.m (rounded)	

231-Exhibits

Zone 5-Restricted (parts Zone 3-Common)

				Required Areas						
Secure Exhibits:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Exhibit Officers	1	2	01	Workstation Counter Area Files/Resource Open Circulation		2 1 1 1	7.2 6.0 4.0 24.0	14.4 6.0 4.0 24.0		
			02	Exhibit Intake		1	24.0	24.0	include pass-thru lockers	
			03	Exhibit Drying		1	14.0	14.0		
			04	Exhibit Preparation		1	24.0	24.0	in Common Zone 3	
			05	General Exhibits Large Item Storage		1 1	200.0 25.0	200.0 25.0	configure for future HDS	
			06	Firearms Storage		1	12.0	12.0		
Drug Exhibits:										
			08	Drug Drying		1	12.0	12.0		
			09	Drug Vault		1	12.0	12.0		
			10	Sorting/Disposal Bay		1	24.0	24.0		
				Drug Paraphernalia Vehicle Exhibits					Ref. 601-Secure Vehicle/Exhibits Ref. 601-Secure Vehicle/Exhibits	
Total Staff	1	2	100% Growth				Net Area	371	sq.m	
							Circulation	1.05		
							Est. U.A.	390	sq.m (rounded)	

Table 2.5.2 - Staff & Space Schedules

241-Communications

Zone 5-Restricted

				Required Areas					
Communications:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Admin Sergeant	1	2	11	Shared Office		1	13.5	13.5	
Alarm Clerk	1	1	12	Workstation		1	7.2	7.2	
Training Coordinator	0	1		Workstation		1	7.2	7.2	
			13	Communications Centre					
Supervisor (Sgt)	4	4		Console		1	10.0	10.0	
Call Takers	10	16		Console (Cluster)		4	9.0	36.0	
				Future Consoles		2	9.0	18.0	
				Mail Boxes (60)		1	4.0	4.0	
				Files/Reference		1	7.5	7.5	
Dispatchers	6	8	15	Console (Cluster)		1	20.0	20.0	
Support Spaces:									
			21	Document Centre		1	12.0	12.0	
			22	Meeting Room (8p)		1	16.5	16.5	
			23	Quiet Room		1	13.5	13.5	
			24	Break Room		1	28.0	28.0	
			25	Washrooms		2	4.5	9.0	
			26	Circulation					
Total Staff	22	32					Net Area	202	sq.m
							Circulation	1.25	
							Est. U.A.	250	sq.m (rounded)

251-Front Desk/Service Centre

Zone 4-Private

				Required Areas					
Service Centre:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Staff Sergeant	0	1	01	Office		1	13.5	13.5	
Constable	1	2	02	Workstation		1	5.6	5.6	
Switchboard	1	1		Workstation		1	5.6	5.6	
				Service Counter		1	20.0	6.0	
				Coffee/Resource		1	2.0	2.0	
				Open Circulation					
			03	Document Centre		1	12.0	12.0	
			04	Public Counter Area		1	24.0	24.0	
			05	Circulation Corridor - Police				-	
Total Staff	2	4					Net Area	45	sq.m
							Circulation	1.25	
							Est. U.A.	60	sq.m (rounded)

252-Public-Access Spaces

Zone 1-Public & Zone 2-Semi-Public

				Required Areas					
Public-Access:			Ref.	Space Type	Type	Number	Size	Allocated	Notes
			01	Vestibule		1	18.0	18.0	
			02	Public Lobby		1	225.0	225.0	
			03	Report Stations (6)		1	8.0	8.0	
			04	Children's Area		1	8.0	8.0	
			05	Police Museum		1	25.0	25.0	
			06	Public Toilet Male		1	7.5	7.5	
			07	Public Toilet Female		1	7.5	7.5	
Semi-Secure Area:									
			11	Interview Rooms		2	8.0	16.0	
			12	Meeting Room (4p)		2	11.1	22.2	
			13	Circulation Corridor					
							Net Area	337	sq.m
							Circulation	1.10	
							Est. U.A.	370	sq.m (rounded)

300-Operations Bureau

311-Patrol Division

Zone 4-Private

Patrol Division:				Required Areas						
	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Inspectors	1	1	01	Office		3	15.0	45.0		
Inspector, Special Ops	1	1	02	Office		1	15.0	15.0		
Staff Sergeant	3	3	03	Office		3	13.6	40.8		
CRU Sergeants	2	2	04	Workstation		1	7.2	7.2		
Patrol Sergeants	12	12		Workstation		3	7.2	21.6		
Weekend Support Sergeant	2	2		Workstation		1	7.2	7.2		
Analyst	0	3	05	Shared Office		1	18.0	18.0		
			06	Police Assn. Office		1	11.1	11.1		
Clerical Support	2	3	07	Workstation		3	7.2	21.6		
				Touchdown Stations		4	6.0	24.0		
				File Storage		1	9.0	9.0		
				Platoon Files		1	6.0	6.0		
				Coffee/Resource		1	8.0	8.0		
			08	Watch Station		1	18.0	18.0		
			09	Mail Boxes		1	36.0	36.0		
Common Areas:										
Patrol Platoons	72	96	21	Parade Room (40p)		1	80.0	80.0		
W/E, Comstat, Bike, Air	24	32	22	Report Writing		1	52.0	52.0		
				Duty Bags (150)		1	25.0	25.0		
				Interview Room		1	9.0	9.0		
				Document Centre		1	12.0	12.0		
				Meeting Room (4p)		1	11.1	11.1		
			27	Circulation						
Property Control (Zone 5-Restricted):										
Property Control	1	1	31	Secure Storage		1	48.0	48.0	Counter to Patrol area	
Total Staff	124	160	29%				Net Area	526	sq.m	
			Growth				Circulation	1.25		
							Est. U.A.	660	sq.m (rounded)	

312-Community Services

Zone 4-Private

Community Services:				Required Areas						
	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
SRO Sergeant	0	1	01	Office		1	11.1	11.1		
Constables CLO	3	4	02	Workstation		4	5.6	22.4		
Cultural Resource Officers	2	2		Workstation		2	5.6	11.2		
				Coffee/Resource		1	4.0	4.0		
				Open Circulation						
Crime-Free Multi-Housing	1	1	03	Office		1	11.1	11.1		
Support:										
			11	Meeting Room (8p)		1	18.0	18.0		
			12	Document Centre		1	9.0	9.0		
			13	Storage		1	18.0	18.0		
Total Staff	6	8	33%				Net Area	105	sq.m	
			Growth				Circulation	1.25		
							Est. U.A.	130	sq.m (rounded)	

313-Traffic Section

Zone 4-Private

Traffic Section:				Required Areas						
	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Sergeant	2	4	01	Office		1	13.6	13.6		
Enforcement/CVSA	8	14	02	Workstation		6	5.6	33.6		
Hit & Run Team	1	2		Workstation		2	5.6	11.2		
				Files		1	9.0	9.0		
				Storage		1	16.0	16.0		
				Coffee/Resource		1	4.0	4.0		
				Open Circulation						
Collision Analyst	1	1	03	Office		1	13.6	13.6		
Total Staff	12	21	75%				Net Area	101	sq.m	
			Growth				Circulation	1.25		
							Est. U.A.	130	sq.m (rounded)	

Table 2.5.2 - Staff & Space Schedules

314-Special Units

Zone 4-Private

				Required Areas					
Emergency Response Team:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Team Leader	1	1	11	Office		1	11.1	11.1	
ERT Team	8	8	12	Workroom/Equip. Lockers (10) Open Circulation		1 1	35.0 18.0	35.0 18.0	ERT type
			13	ERT Vehicles ERT Storage		1	14	14.0	Ref. 601-Police Garage
Public Safety Unit:									
Team Leaders	4	4	21	Shared Office		1	11.1	11.1	
			22	PSU Lockers (18)		1	24.0	24.0	ERT type
			23	PSU Storage		1	12.0	12.0	
			24	PSU Chemical Storage Vehicle Bay		1	4.0	4.0	Ref. 601-Police Garage
Common/Shared Areas:									
			31	Bike Patrol Storage/Lockers		1	32.0	32.0	bike racks, lockers
			32	Muster Room (12p)		1	36.0	36.0	
			92	Coffee/Resource Open Circulation		1	6.0	6.0	
			93	WR & Showers		1	15.0	15.0	
			95	Washer/Dryer		1	10.0	10.0	
Staff	13	13	0%						
			Growth						
								228	sq.m
								1.10	
								250	sq.m (rounded)

315-Canine

Zone 4-Private

				Required Areas					
Canine Unit:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Constables	2	2	01	Workstation Storage Open Circulation/Coffee/Resource		1 1	5.6 9.0	5.6 9.0	shared
			02	Workroom/Dog Wash		1	13.5	13.5	
			03	Kennels		1	4.5	4.5	
				Outdoor Runs					Exterior (4.5 sq.m ea)
Staff	2	2	0%						
			Growth						
								33	sq.m
								1.25	
								40	sq.m (rounded)

321-Criminal Invest. Command

Zone 4-Private

				Required Areas					
	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Inspector	1	1	01	Office		1	13.5	13.5	
Clerical/Reception	1	2	02	Workstation File Storage Coffee/Resource Open Circulation		2 1 1	7.2 9.0 2.0	14.4 9.0 2.0	
			03	Meeting Room (12p)		1	22.5	22.5	
			04	Document Centre		1	12.0	12.0	
Staff	2	3	50%						
			Growth						
								61	sq.m
								1.25	
								80	sq.m (rounded)

322-Interview Rooms

Zone 4-Private

				Required Areas					
			Ref.	Space Type	Type	Number	Size	Allocated	Notes
Interview Area A			01	Interview Room		4	7.5	30.0	
			02	Monitoring Room		2	6.0	12.0	
			03	Toilet Room		1	6.0	6.0	
			04	Circulation					
Interview Area B			06	Soft Interview Room		2	11.1	22.2	
			07	Monitoring Room		2	6.0	12.0	
			08	Toilet Room		1	6.0	6.0	
			09	Circulation		1	4.0	4.0	
								92	sq.m
								1.25	
								120	sq.m (rounded)

Table 2.5.2 - Staff & Space Schedules

Program-RFP.xls

August 2017

323-Criminal Investigations

Zone 4-Private

				Required Areas					
Criminal Investigations:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Staff Sergeant	1	1	01	Office		1	11.0	11.0	
General Investigations:									
Sergeant	1	1	11	Office		1	9.0	9.0	
Arson Sergeant	1	1	12	Workstation		1	7.2	7.2	
Property Crime Sgt.	2	3		Workstation		3	7.2	21.6	
Robbery Sergeant	1	1		Workstation		1	7.2	7.2	
Stolen Auto Sergeant	1	1		Workstation		1	7.2	7.2	
Constables	3	6		Workstation		6	5.6	33.6	all units/teams combined
				Open Meeting		1	12.0	12.0	
				Coffee/Resource		1	2.0	2.0	
				Open Circulation					
			13	Project Room (8p)		1	18.0	18.0	confirm all meeting room sizes
Fraud Section:									
Sergeant	2	3	21	Workstation		3	8.0	24.0	
Constables	1	2		Workstation		1	7.2	7.2	
Clerical	1	1		Workstation		1	7.2	7.2	reception point
				Document Layout		1	8.0	8.0	
				Coffee/Resource		1	2.0	2.0	
				Open Circulation					
			25	Secure Storage		1	15.0	15.0	
			26	Project Room (8p)		1	18.0	18.0	confirm all meeting room sizes
Personal Violence Unit:									
Sex Crimes Sergeant	1	1	31	Office		1	9.0	9.0	
Domestic Violence Sgt	1	3	32	Shared Office (2p)		2	13.5	21.0	
			33	Coffee/Resource		1	2.0	2.0	
				Open Circulation					
Major Crimes:									
Staff Sergeant	1	1	41	Office		1	11.0	11.0	
Sergeants	4	6	42	Workstation		6	7.2	43.2	
Constables	1	2		Workstation		2	5.6	11.2	
				Current Files		1	5.0	5.0	
				Coffee/Resource		1	2.0	2.0	
				Open Meeting		1	10.0	10.0	
				Open Circulation					
			43	Cold Case Storage		1	13.5	13.5	
			44	Disclosure Prep		1	13.5	13.5	
			45	Case Management		1	11.1	11.1	
			46	Project Room (12p)		1	36.0	36.0	
			47	Warrant Reports		2	9.3	18.6	
			48	Storage		1	13.5	13.5	
Shared/Common:									
			91	Document Centre		1	12.0	12.0	
Staff	22	33	50%				Net Area	443	sq.m
			Growth				Circulation	1.25	
							Est. U.A.	550	sq.m (rounded)

324-Victim Services

Zone 4-Private

				Required Areas					
Victim Services:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Coordinator	1	1	01	Office		1	9.0	9.0	
Clerk/Reception	1	1	03	Workstation		1	7.2	7.2	
Volunteers (6)				Workstation		2	2.0	4.0	
Court Case Workers (DVS)	1	2		Workstation		2	7.2	14.4	
				Stor./Files/Coffee/Res.		1	7.0	7.0	
				Open Circulation					
			04	Waiting/Recept.		1	6.0	6.0	
			05	Meeting Room (4p)		1	13.5	13.5	
Staff	3	4	0.33333				Net Area	61	sq.m
			Growth				Circulation	1.25	
							Est. U.A.	80	sq.m (rounded)

Table 2.5.2 - Staff & Space Schedules

Program-RFP.xls

August 2017

325-Criminal Intelligence

Zone 4-Private

				Required Areas						
Criminal Intelligence:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Staff Sergeant	1	1	01	Office		1	11.0	11.0		
Intelligence Unit:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes	
Analysts	2	3	11	Workstation		3	7.2	21.6		
Special Constables	1	1		Workstation		1	7.2	7.2		
				Open Circulation						
			12	Project Room (15p)		1	28.0	28.0		
			13	Circulation						
ICE/VICE Unit:										
Sergeant	0	1	21	Office		1	9.0	9.0		
Vice Investigators	3	4	22	Workstation		4	7.2	28.8		
Future Growth	0	2		Workstation		2	7.2	14.4		
				Equipment/Lockers		1	4.8	4.8		
				Open Circulation						
ICE Investigators	1	2	23	Shared Office (2p)		1	18.0	18.0		
SIU:										
Sergeant	1	1	31	Office		1	9.0	9.0	3 computers on each desk	
Constables	1	2	32	Workstation		2	7.2	14.4		
Special Constables	1	1		Workstation		1	7.2	7.2		
				Open Circulation						
			33	Sterile Office		1	9.0	9.0		
			35	Equipment		1	14.0	14.0		
			36	Secure Files		1	12.0	12.0		
			37	Project Room (12p)		1	22.5	22.5		
IPOC Team:										
IPOC Team	1	2	41	Workstation		2	5.6	11.2		
				Work Bench		1	9.0	9.0		
				Open Circulation						
Street Crimes/SIU:										
Sergeant	1	1	51	Office		1	11.1	11.1	locate close to Major Crime	
SC Constables	4	6	52	Workstation		6	5.6	33.6		
SIU Constables	2	4		Workstation		4	5.6	22.4		
				Coffee/Resource		1	1.0	1.0		
				Open Circulation						
			53	Secure Files		1	9.0	9.0		
			54	Project Room (10p)		1	18.0	18.0	share with SIU	
Polygraph Suite:										
Sergeant	1	1	61	Office		1	9.0	9.0	locate on periphery of unit	
			62	Interview Room		2	11.1	22.2		
			63	Monitor Room		1	6.0	6.0		
			64	Circulation						
Shared/Common:										
			91	Document Centre		1	6.0	6.0		
Staff	20	32	60%			Net Area		389	sq.m	
			Growth			Circulation		1.25		
						Est. U.A.		490	sq.m (rounded)	

331-Forensic Identifications

Zone 4-Private (some areas Zone 5, Zone 2)

				Required Areas					
Office & Support:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Staff Sergeant	1	1	01	Office		1	13.5	13.5	
Crime Scene Sergeants	4	6	02	Workstation		6	7.2	43.2	
				File Cabinets		1	6.0	6.0	
				Staff Lockers (10)		1	12.0	12.0	
				Open Circulation					
			03	CAFIS Room		1	11.1	11.1	
			04	Project Room		2	11.1	22.2	
			05	Forensic Video (2 stn)		1	18.0	18.0	
			06	Document Centre		1	12.0	12.0	
Crime Scene Constables	1	2	07	Workstation		2	7.2	14.4	
FP/Photo Clerk	1	2		Workstation		2	7.2	14.4	
Clerks	4	8		Workstation		8	7.2	57.6	
				Coffee/Resource		1	4.0	4.0	
				Open Circulation					
			08	Storage		1	3.0	3.0	
Technical Areas (Zone 5):									
			11	Ident Exhibit Intake		1	6.0	6.0	variety of sizes, incl. firearms
			12	Photo Studio		1	16.0	16.0	adj. public-access area
			13	In-Process Exhibits		1	18.0	18.0	
			14	Filter Room		1	6.0	6.0	
			15	Preparation/Photo		1	12.0	12.0	
			16	Bio-Suites		3	27.0	81.0	
			18	FP Dusting		1	11.0	11.0	
			19	Chemical Lab		1	28.0	28.0	
			20	Circulation					
Public-Access Spaces (Zone 2):									
			31	Waiting Area		1	6.0	6.0	
			32	Fingerprint/DNA		1	13.5	13.5	
				Identifications Garage					Ref. 601-Secure Vehicle/Exhibits
Staff	11	19	73% Growth				Net Area	429	sq.m
							Circulation	1.25	
							Est. U.A.	540	sq.m (rounded)

332-Technological Crime

Zone 4-Private

				Required Areas					
	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Sergeant	1	1	01	Office		1	11.1	11.1	
Special Constables	1	2	02	Workstation		2	9.0	18.0	
				Computer Racks		1	6.0	6.0	
				Coffee/Resource		1	2.0	2.0	
				Open Circulation					
			03	Electronic Surveillance		1	18.0	18.0	
ICE Investigators	2	2	04	Shared Office		1	18.0	18.0	
			05	Forensic Video Analysis		1	13.5	13.5	
			06	Computer Forensics		1	13.5	13.5	
			07	Secure Exhibit Storage		1	36.0	36.0	
			08	Cell Phone Room		1	13.5	13.5	
				Secure Vehicle Bay					Ref. 601
Staff	4	5	25% Growth				Net Area	150	sq.m
							Circulation	1.25	
							Est. U.A.	190	sq.m (rounded)

400-Common Areas

401-Community/Multipurpose Room

Zone 2-Semi-Public

							Required Areas	
Ref.	Space Type	Type	Number	Size	Allocated	Notes		
01	Community Room		1	120.0	120.0			
	Coat Rack		1	5.0	5.0			
02	Servery		1	15.0	15.0			
03	Storage		1	15.0	15.0			
04	Equipment		1	8.0	8.0			
					Net Area	163	sq.m	
					Circulation	1.10		
					Est. U.A.	180	sq.m (rounded)	

411-Lockers

Zone 3-Common

Male Lockers:

							Required Areas	
Ref.	Space Type	Type	Number	Size	Allocated	Notes		
01	Uniform Lockers (220)		1	242.0	242.0	600 wide double-door		
	Civilian Lockers (20)		1	7.5	7.5	300 wide half lockers		
	Boot Polish Area		1	6.0	6.0			
	Towel Drying		2	10.0	20.0			
02	Male WC/Lavatories		1	36.0	36.0			
03	Male Showers (4)		1	24.0	24.0	incl. drying		
04	Laundry Room (shared M/F)		1	8.0	8.0			

Female Lockers:

11	Uniform Lockers (80)		1	84.0	84.0	600 wide double-door		
	Civilian Lockers (40)		1	15.0	15.0	300 wide half lockers		
	Boot Polish Area		1	6.0	6.0			
	Towel Drying		2	10.0	20.0			
12	Female WC/Lavatories		1	19.0	19.0			
13	Female Showers (3)		1	18.0	18.0	incl. drying		
					Net Area	506	sq.m	
					Circulation	1.15		
					Est. U.A.	580	sq.m (rounded)	

412-Fitness Facilities

Zone 3-Common

							Required Areas	
Ref.	Space Type	Type	Number	Size	Allocated	Notes		
01	Physical Fitness Room		1	120.0	120.0			
					Net Area	120	sq.m	
					Circulation	1.00		
					Est. U.A.	120	sq.m (rounded)	

413-Staff Amenities

Zone 3-Common

							Required Areas	
Ref.	Space Type	Type	Number	Size	Allocated	Notes		
01	Break Room		1	48.0	48.0			
02	TV Room		1	20.0	20.0	separate from above		
03	Kitchen		1	18.0	18.0			
04	Quiet Room		1	13.5	13.5			
05	Senior Officers' Lounge		1	18.0	18.0			
06	First Aid Room		1	13.5	13.5	per Code		
					Outdoor Patio			
					Ref Outdoor Spaces			
					Net Area	131	sq.m	
					Circulation	1.10		
					Est. U.A.	140	sq.m (rounded)	

414-Common Meeting Rooms

Zone 3-Common

			Required Areas				
Ref.	Space Type	Type	Number	Size	Allocated	Notes	
01	Meeting Room (16p)		1	36.0	36.0		
02	Meeting Room (8p)		2	18.0	36.0		
03	Informal Meeting Areas			As appropriate		area incl. in circulation factor	
				Net Area	72	sq.m	
				Circulation	1.10		
				Est. U.A.	80	sq.m (rounded)	

415-Common Washrooms

Zone 3-Common

			Required Areas				
Ref.	Space Type	Type	Number	Size	Allocated	Notes	
01	Male Washrooms				-	per Code, not incl. in Program	
02	Female Washrooms				-	per Code, not incl. in Program	

500-Detention Zone

511-Detention

Zone 6-Custody

				Required Areas					
Office & Support:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Sergeants	2	2	01	Workstation		1	7.2	7.2	
Special Constables	4	4		Workstation		2	5.6	11.2	
				Open Circulation					
			02	Security Equipment		1	7.2	7.2	
			03	Staff WC		2	6.5	13.0	
			04	Storage		1	9.0	9.0	
Booking Area:									
			11	Holding Rooms		2	7.5	15.0	
			12	Booking Area		1	48.0	48.0	
			13	Telephone		2	2.0	4.0	
			14	Prisoner WR/Shower		1	5.0	5.0	
			15	Prisoner Property		1	12.0	12.0	vented
			19	Circulation					
			20	Secure Vestibule		2	10.0	20.0	1 for Intake, 1 for Release
Custody Area:									
			21	Single-Occupancy Cells		18	5.0	90.0	divide into ranges (min. 4)
			22	Double-Occupancy Cells		2	8.5	17.0	1 per range
			23	Housekeeping		3	7.2	21.6	1 per range, could be combined
			24	Accessible Cells		1	6.2	6.2	
			25	Cell Corridors		3	20.0	60.0	depending on layout
Processing:									
			31	Breath Test Room		1	15.0	15.0	min. 4.5m (for floor line)
			32	FP/Photo Rooms		1	7.5	7.5	
			33	Non-Contact Interview		1	6.5	6.5	
			34	JP Interview		1	16.0	16.0	
			35	Interview Rooms		2	7.5	15.0	
			36	Monitoring		1	9.0	9.0	
Secure Sallyport:									
			41	Sallyport (double)		1	120.0	120.0	
			42	Decontamination		1	10.0	10.0	
Staff	6	6	0%			Net Area		545	sq.m
			Growth			Circulation		1.25	
						Est. U.A.		680	sq.m (rounded)

600-Technical, Vehicle & Storage Areas

601-Secure Vehicle/Exhibits

Zone 5-Restricted

				Required Areas			
Forensic Ident:	Ref.	Space Type	Type	Number	Size	Allocated	Notes
	01	Vehicle Exam Prep		1	16.0	16.0	boot clean, 14 lockers
	02	Vehicle Exam		1	60.0	60.0	
	03	Washroom/Shower					
Exhibits:							
	11	Drug Paraphernalia		1	40.0	40.0	
	12	Oversize Exhibits		2	20.0	40.0	
				Net Area		156	sq.m
				Circulation		1.05	
				Est. U.A.		160	sq.m (rounded)

602-Asset Mgmt/QM Stores

Zone 4-Private

				Required Areas					
Asset Management:	Current	Future	Ref.	Space Type	Type	Number	Size	Allocated	Notes
Asset Manager	1	1	01	Office		1	9.0	9.0	
Purchasing Clerk	1	2	02	Workstation		2	7.2	14.4	
QM Stores Clerks	1	1		Workstation		2	7.2	14.4	
Mail Clerk		1		Workstation		1	7.2	7.2	
				Layout/Sorting		1	12.0	12.0	
				Counter		1	6.0	6.0	
				Sample Storage		1	10.0	10.0	cabinets
				Open Circulation					
			03	Document Centre		1	9.5	9.5	
QM Stores									
			11	Fitting Room		1	2.5	2.5	
			12	Storage		1	90.0	90.0	
Staff	3	5	67%				Net Area	175	sq.m
			Growth				Circulation	1.10	
							Est. U.A.	190	sq.m (rounded)

604-Storage Areas

Zone 4-Private

				Required Areas			
Ref.	Space Type	Type	Number	Size	Allocated	Notes	
01	Archive Storage		1	250.0	250.0		
				Net Area		250	sq.m
				Circulation		1.00	
				Est. U.A.		250	sq.m (rounded)

Table 2.5.2 - Staff & Space Schedules

Program-RFP.xls

August 2017

605-Maintenance

Zone 4-Private (some areas Zone 3)

		Required Areas				
Ref.	Space Type	Type	Number	Size	Allocated	Notes
Office/Staff Areas:						
01	Trade/Workshop		1	16.5	16.5	
02	Maintenance Storage		1	45.0	45.0	
03	Meeting/Break Room		1	18.0	18.0	lockers & touchdown station
04	Circulation					
Loading Bay Area:						
21	Loading area		1	24.0	24.0	
22	Recycling/Shredding		1	12.0	12.0	
23	Recycling Bay		1	12.0	12.0	
24	Bio-Waste		1	3.0	3.0	
Building Resources:						
31	Janitor Closets					Excl. from Program Area
32	Data Closet					Excl. from Program Area
33	UPS Room					Excl. from Program Area
34	Electrical Room					Excl. from Program Area
35	Mechanical Room					Excl. from Program Area
36	Elevator Machine Room					Excl. from Program Area
				Net Area	131	sq.m
				Circulation	1.00	
				Est. U.A.	130	sq.m (rounded)

700-Indoor Parking

701-Indoor Parking

Zone 3 - Common (some rooms Zone 4)

		Required Areas				
Ref.	Space Type	Type	Number	Size	Allocated	Notes
Police Garage:						
01	Indoor Parking (45 veh.)		45	18.0	810.0	
	Mobile Command Post		1	90.0	90.0	
	Trailers, Equipment		1	45.0	45.0	
	Bicycle Parking (staff)		1	20.0	20.0	
	Motorcycle (staff)		1	20.0	20.0	
02	Motorcycle Team Area		1	12.0	12.0	include storage
03	Bicycle Team Area		1	12.0	12.0	
Specialty Vehicles/Spaces:						
04	ERT/EDU/PSU Vehicles (2)		2	24.0	48.0	
05	Ident. Vehicle Bay (2 bays)		2	24.0	48.0	include storage
06	Traffic Lockers/Equip.		1	18.0	18.0	
07	Workshop		1	18.0	18.0	
Miscellaneous & Storage Areas:						
21	Supplies		1	13.5	13.5	
22	Service Bays		2	45.0	90.0	
23	Storage & Equipment		1	60.0	60.0	
24	Wash Bay		1	45.0	45.0	
25	Maintenance Dry Storage		1	25.0	25.0	
26	Unheated Storage		1	90.0	90.0	
27	General Storage		1	30.0	30.0	
				Net Area	1,495	sq.m
				Circulation	1.35	
				Est. U.A.	2,020	sq.m (rounded)