



The City of Owen Sound

Contract Policing Proposal

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Municipal Policing Bureau

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Executive Summary

The Ontario Provincial Police (OPP) has over 100 years of experience in providing effective community-based policing and protection throughout Ontario. The OPP has provided municipal policing services under contract for over 60 years and currently maintains contracts with more than 130 communities across Ontario.

The City of Owen Sound requested a costing for OPP municipal policing. This contract will be for a defined number of contractual hours of service as represented by uniform Full Time Equivalent (*FTE), plus civilian FTEs. It is based on hours of service and reflects the integrated service delivery model, whereby service can be provided from any detachment uniform position. The contract term will be 3+ years, meaning it will cover the remaining days and months in the year the contract takes effect, plus three calendar years thereafter. The contract is intended to be a transition contract after which time the municipality will be integrated into the OPP Billing Model. The OPP Billing Model is based on the municipality paying an amount equal to the sum of the municipality's allocated portion of the OPP's total municipal policing base and calls for service costs, and the costs for overtime, cleaning/caretaker, accommodation, court security and offender transport as applicable.

This proposal is based on the level of policing services required to provide adequate and effective policing as set out in *Regulation 3/99 of the PSA, Adequacy and Effectiveness of Police Services*.

Based on this information, the City of Owen Sound requires both proactive and reactive policing, 24 hours a day, seven days a week. The Grey County OPP Detachment will remain as the Administration/Operations Centre. The resources identified will be deployed to the City from this facility as well as from the Owen Sound Satellite Detachment.

	Position	(1) FTE Contract Resources
-	Detachment Commander (Inspector)	0.37
-	(2) Staff Sergeant	1.00
-	Sergeant	6.00
-	Constable	35.00
-	(2) Uniform Position (Subject to Review)	3.00
	Total Uniforms	45.37
-	Court Officer (Full-Time)	3.00
-	Court Officer (Part-Time)	8.00
-	Detachment Admin Clerk (Full-Time)	3.00
	Total Civilians	14.00

(1) "Full-Time Equivalent" (FTE) means a unit of at least 1,417 hours of policing services delivered to the municipality by officers each year. It does not refer to an officer exclusively dedicated to this Agreement.

(2) The following position(s) are subject to a Rank Level Determination process: Chief, Deputy Chief, Inspector. As the increase in staffing resulting from the amalgamation will necessitate the addition of a second Staff Sergeant in the Detachment, the municipality will be billed for that Staff Sergeant position. The remaining position(s) subject to the Rank Level Determination (RLD) process will initially be costed at the Constable rate. Following the RLD process, the Billing Statement will be updated to reflect the actual position(s) achieved.

This proposal reflects the integrated policing concept, incorporating a policing services contract for the City of Owen Sound, along with other municipal and provincial policing responsibilities under one administration.

The Grey County Detachment Commander would be responsible to oversee all aspects of service delivery. The OPP contract complement identified in this proposal would be assigned to the policing needs of the City of Owen Sound. Administrative and support resources would be shared and costed accordingly. The

detachment management including Staff Sergeants and Sergeant/ Platoon Leaders as applicable would provide assistance and supervision to the identified complement.

The OPP is committed to ensuring, where applicable and appropriate, the proper transfer of police records (electronic and paper) from an amalgamated Police Service. A mandatory pre-screening process was conducted during the Police facility site visit to determine the current state of record keeping and storage for all electronic and paper records for your Police Service (outside of Niche RMS). The purpose was to determine compliance with Adequacy and Effectiveness Standards/Police Service Guidelines, and to make recommendations that specifically identify actions to be completed prior to the amalgamation. Depending on the scope/complexity of the work identified for completion, additional resources may need to be assigned/ secured by the Police Service, the OPP or the Municipality. The municipality is responsible for the proper storage of electronic and physical records for the applicable retention period. If the municipality cannot provide suitable storage, the OPP will assist the Municipality in identifying an alternative storage solution. Any costs associated with the storage of records are the responsibility of the municipality. A summary of the Records and Information Management (RIM) report is attached as Appendix "A".

This proposal is based upon the use of a facility provided by the municipality. Such facility must meet or exceed the requirements of the most recent version of the OPP Detachment Facility Guideline, and meet the minimum standards and specifications for police facilities as established in Section 6 of the Policing Standards Manual (2000) - Framework for Business Planning section. The proposal is conditional upon the municipality entering into a licence to occupy or lease agreement with Infrastructure Ontario for a minimum of ten (10) years, with options to renew in five (5) or ten (10) year increments thereafter, as long as the municipality receives its policing services from the OPP.

The municipality is responsible for costs associated with:

- alterations or modifications of the facility as identified in the Facility Report
- annual operations and maintenance of the facility
- initial cost of required operational equipment

A summary of the Facility guidelines and compliance requirements is attached as Appendix "B".

The contract costs include a comprehensive range of services that are made available to the City of Owen Sound. For example, expenses relating to contract negotiations, arbitration, grievances, civil litigation, tendering/purchasing, information technology, fleet and telecommunications are included in the overall costing formula. These services often require considerable internal and external expertise and the high costs normally associated with such services are defrayed through the contract for OPP service.

NOTE: The most recently approved costing formula shall apply in the calendar year following its approval.

OPP salary costs are comprised of two components: base salary and the Provincial Responsibility Incentive. The rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. These costs are adjusted annually to reflect actual costs. Overtime is estimated at the provincial average. The provincial average is recalculated and updated annually as part of the cost-recovery formula, and it, too, is reconciled to actual usage during year-end adjustment process.

The City of Owen Sound will be required to establish a Police Services Board, as mandated by Section 10 of the *Police Services Act* that will generally determine objectives and priorities for policing service within the community, after consultation with the Detachment Commander. The Commissioner is committed to ensuring that the Detachment Commander of the Grey County OPP Detachment responds appropriately to the Board's advice and priorities in a manner consistent with the Board's identified concerns, expectations

and needs.

Generally, all existing community service programs and community policing committees are maintained, in consultation with the Police Services Board.

Any new community service programs considered may be implemented after consultation with the City of Owen Sound Council, the City of Owen Sound Police Services Board and the Grey County Detachment Commander.

When a municipality chooses to receive police services from the OPP under contract, the OPP will ensure that the required resource levels are met. The shared infrastructure of the OPP broadens local access to resources, expertise, solutions, training and management without duplicating services. In this case, the City of Owen Sound will continue to benefit as additional staff are readily available from within the Grey County OPP Detachment as well as other detachments and regions, should the need arise.

It is long-standing OPP policy and practice to be accountable to the communities we serve. The Commander of the Grey County OPP Detachment, or designee, will report to the Police Services Board on a regular basis, as per the direction of the Board. The OPP is experienced in being accountable to the municipalities we serve. With over 100 section 10 contracts currently in place and future contracts pending, there is great emphasis placed on OPP accountability to Police Services Boards.

The Owen Sound Satellite Detachment will only accept Criminal Record and/or Vulnerable Sector check requests from residents of the City of Owen Sound. Such checks will be conducted on, and for the person making the request. The OPP does not conduct criminal record checks on behalf of any third party.

If the City of Owen Sound chooses to accept an OPP contract for its policing service, the Grey County OPP Detachment Commander will assign resources, focusing on meeting the City's unique policing needs.

Value for the City of Owen Sound:

- Assurance of adequacy and effectiveness of police services;
- Dedication to resolving community issues through local involvement and community policing committees;
- Availability of additional staffing support from neighbouring detachments, regional headquarters and general headquarters;
- Access to a comprehensive infrastructure and specialized services (refer to the included "Services offered by the OPP" page for a list of support and services available); and
- Work with the Detachment Commander in determining the local policing priorities and objectives through the of Police Services Board.

The estimated policing cost for 2017 associated to this proposal* based on the Uniform and Civilian **2017 Salary schedules** is **\$8,485,056**. This **does not** include the related initial start-up costs of **\$1,331,793** as listed on the OPP Contract Proposal Initial Costs.

Salary, benefits, overtime, holiday payouts and shift premiums are reconciled at year-end to reflect the actual costs. The total number of FTE hours is also reconciled ensuring the minimum number of contractual hours were met. A breakdown of the costs has been included, as well as the salary and cost schedule for the year **2017**.

Should the Owen Sound Chief, Deputy Chief and Inspector positions choose not to transition to the OPP, the Uniform Positions (subject to review) will be removed from the cost. The total constables will remain at 35. This will reduce the estimated policing cost for **2017 to \$8,012,863** and the initial start-up cost to **\$1,253,360**.

Please Note:

Not included in this proposal* are:

- **The cost of maintaining the Police Services Board**
- **The costs associated with the provision, operation and maintenance of a suitable Police facility**
- **Any applicable costs associated with the storage of electronic and physical records**
- **Any applicable revenues accruing to the municipality as a result of police activity**

(* Note - This proposal expires six months from the date of presentation to Council. At that time the costs and service levels identified in the proposal will be subject to review and revision where necessary.)

The following page contains a list of services provided to your community by the OPP. A complete description of the services is included in the accompanying document entitled "OPP Policing Services Profile" The services described are included in the overall OPP costing formula.

Services offered by the OPP to the City of Owen Sound

- 24 hour Proactive and Reactive Policing
- Aboriginal Policing Services
- Administrative Support Services
- Auto Theft Investigation
- Auxiliary Policing program
- Aviation Services
- Behavioral Sciences
- Breathalyzer/Intoxilyzer Technicians
- Business Planning
- By-law Enforcement (as mutually agreed upon, excluding animal control and building code by-laws)
- Canine
- Chemical, Biological, Radiological and Nuclear (CBRN) Response
- Child Pornography Investigation
- Communications/Dispatching
- Community Policing
- Community Safety Services
- Complaint Investigation
- Court Case Management
- Crime Prevention
- Crime Stoppers Program
- Criminal Investigation
- Crisis Negotiation
- Drug Enforcement
- Emergency Planning and Response
- Employee & Family Assistance Program
- Explosives Disposal
- Field Support Unit
- Forensic Identification
- Front Line Supervision
- Hate Crimes/Extremism
- Hostage Negotiation
- Human Resources Services
- Illegal Gaming Investigation
- Incident Command
- Intelligence Section
- Major Case Management
- Marine/Snowmobile/ATV
- Media Relations
- Offender Transport Services
- Organized Crime Investigation
- Dignitary and Justice Officials Protection and Investigation
- Recruiting
- Reduce Impaired Driving Everywhere (R.I.D.E.)
- Search & Rescue
- Sex Offender Registry
- Scenes of Crime Officers
- Surveillance (Electronic & Physical)
- Tactics and Rescue
- Technical Traffic Collision Investigation
- Threat Assessment
- Traffic Enforcement & Safety
- Training
- Underwater Search and Recovery
- Urban Search and Rescue
- Violent Crime Linkage Analysis (VICLAS)
- Victims Assistance

**OPP Cost Schedule for Amalgamating Police Services for the Year 2017
(Based on 2016 Municipal Cost-Recovery Formula (1))**

The following categories are taken into consideration when preparing the costing proposal:

<u>Item</u>	<u>2017 Estimates</u>	
Uniformed Staff Salaries (2)	Inspector	\$151,551
	Staff Sergeant	\$136,668 (Detachment Commander)
	Staff Sergeant	\$126,994 (Detachment Manager)
	Sergeant	\$114,883
	Constable	\$97,206
	Part-time Constable	\$77,330
Overtime Rate (Provincial Average) (2)	5.41% of uniformed staff salaries	
Shift Premium (2)	\$640 per uniformed member - Sergeant and below	
Statutory Holiday Payout (2)	\$3,279 per uniformed member (excluding part-time)	
Civilian Staff Salaries (2)	Court Officer	\$64,780
	Detachment Administrative Clerk	\$63,096
Benefit Rates	26.96% uniformed staff - non-commissioned (part-time 14.68%)	
	26.53% uniformed staff - commissioned	
	25.17% civilian staff (part-time 19.44%)	
	2% overtime payments	
Support Salaries and Benefits (Cost per uniformed member)	Communication Operators	\$6,020
	Prisoner Guards	\$1,535
	Operational Support	\$4,254
	RHQ Municipal Support	\$2,051
	Telephone Support	\$120
	Mobile and Portable Radio Support	\$178
	Office Automation Support	\$534
	Other Direct Operating Expenses (ODOE) (Cost per uniformed member, unless otherwise stated)	Communication Centre
Operational Support		\$758
RHQ Municipal Support		\$239
Telephone		\$1,228
Mobile Radio Equipment Maintenance		\$667
Office Automation - Uniform		\$1,454
- Civilian		\$1,485
Vehicle Usage (3)		\$4,938
Detachment Supplies & Equipment		\$503
Accommodation & Cleaning Contract		\$1,135
Uniforms & Equipment		\$1,735

- (1) ***Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2016 Municipal Cost-Recovery Formula, has been used to project costs for 2017 and throughout the term of this Agreement.***
- (2) ***Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2017 salaries were estimated based on the July 1, 2017 rates set in the 2015 to 2018 OPPA Uniform and Civilian Collective Agreements. The salary rates, contractual payouts and shift premiums will be reconciled to the current year provincial average. Overtime is reconciled to actual costs allocated to the municipality.***
- (3) ***Vehicle Usage cost is calculated without depreciation of \$2,958, as initial start-up costs in the contract proposal includes the purchase cost of vehicles. Depreciation will not be billed for the duration of the contract.***

OPP Contract Proposal Costing Summary

Owen Sound C

Estimated Policing Costs for the period January 01, 2017 to December 31, 2017

Costs in accordance with the 2017 OPP Cost Schedule for Amalgamating Police Services

Salaries and Benefits

(Note 1)

Uniform Members

		<u>\$/FTE</u>	<u>Positions</u>	<u>\$</u>	
Inspector		151,551	0.37	56,074	
Staff Sergeant		126,994	1.00	126,994	
Sergeant		114,883	6.00	689,298	
Constable		97,206	35.00	3,402,210	
Uniform Position (Rank to be determined)	(Note 2)	97,206	3.00	291,618	
Total Uniform Salaries					4,566,194
Overtime	(Note 3)				247,031
Statutory Holiday Payout	(Note 1)	3,279			148,768
Shift Premiums	(Note 4)	640			28,160
Uniform Benefits	(Note 5)				1,235,745
<i>Total Uniform Salaries & Benefits</i>					<u>6,225,899</u>

Detachment Civilian Members

(Note 1)

			<u>Positions</u>	<u>\$</u>	
Court Officer (Court Security)	Full-time	64,780	2.00	129,560	
Court Officer (Administration)	Full-time	64,780	1.00	64,780	
Court Officer (Court Security)	Part-time	64,780	8.00	518,240	
Detachment Administrative Clerk	Full-time	63,096	3.00	189,288	
Total Detachment Civilian Salaries					901,868
Civilian Benefits	(Note 5)				197,305
<i>Total Detachment Civilian Salaries & Benefits</i>					<u>1,099,173</u>

Support Staff (Salaries and Benefits)

Communication Operators		6,020			273,127
Prisoner Guards		1,535			69,643
Operational Support		4,254			193,004
RHQ Municipal Support		2,051			93,054
Telephone Support		120			5,444
Office Automation Support		534			24,228
Mobile and Portable Radio Support		178			8,076
<i>Total Support Staff Salaries and Benefits Costs</i>					<u>666,576</u>

Total Salaries & Benefits

7,991,648

Other Direct Operating Expenses

Communication Centre		223			10,118
Operational Support		758			34,390
RHQ Municipal Support		239			10,843
Telephone		1,228			55,714
Mobile Radio Equipment Repairs & Maintenance	(Note 6)	667			50,262
Mobile Radio Equipment R & M - Court Officer	(Note 7)	667			12,673
Office Automation - Uniform		1,454			65,968
Office Automation - Civilian	(Note 8)	1,485			5,940
Vehicle Usage		4,938			224,037
Detachment Supplies & Equipment		503			22,821
Uniform & Equipment	(Note 9)	1,735			78,717
Uniform & Equipment - Court Officer	(Note 10)	741			14,079

Total Other Direct Operating Expenses 585,563

Sub-total Estimated Gross Policing Costs

8,577,210

Uniform & Equipment Year-One Adjustment (Note 9 / 10)

(92,154)

Estimated Annual Policing Costs

\$ 8,485,056

Initial Costs

(Note 11)

1,331,793

Total Estimated Policing Costs Including Initial Costs. \$ 9,816,849

OPP Contract Proposal Costing Summary

Owen Sound C

Estimated Policing Costs for the period January 01, 2017 to December 31, 2017

Costs in accordance with the 2017 OPP Cost Schedule for Amalgamating Police Services

NOTES TO STATEMENT

- 1) Salary rates are based on weighted average rates of all OPP municipal detachment staff by rank, level and classification. The 2017 salaries were estimated based on the July 1, 2017 rates set in the 2015 to 2018 OPPA Uniform and Civilian Collective Agreements. The salary rates and statutory holiday payouts will be reconciled to the current year provincial average.
- 2) Amalgamating staff subject to the Rank Level Determination process are indicated as "Uniform Position", for the purposes of this costing, the Constable salary rate has been applied. This amount is subject to change. The municipality will be billed based on the finalized OPP rank classification.
- 3) Overtime is calculated for uniform members based on a provincial rate of 5.41% of uniform salaries. Overtime is reconciled to actual costs allocated to the municipality.
- 4) Shift Premium is calculated at \$640 per Sergeant, Constable and Uniform Position (rank to be determined) and reconciled to actuals.
- 5) The benefit rates are 26.53% for commissioned uniformed officers, 26.96% of salaries for uniformed officers, 25.17% for civilian staff, 19.44% for Civilian part-time staff and 2% for overtime payments.
- 6) Mobile Radio Equipment Repairs and Maintenance includes \$667 per officer cost and an additional cost of \$20,000 per year for the urban radio system's tower lease costs.
- 7) Mobile Radio Equipment Repairs and Maintenance - Court Officers is calculated at \$667 per staff member. The eight (8) part-time Court Officers represents a headcount of 16 officers, therefore the cost is based on 19 officers in total (16 part-time and 3 full-time staff).
- 8) Office Automation - Civilian is calculated at \$1,485 per Detachment Administration Clerk and Court Officer-Admin, 4 FTEs in total.
- 9) Uniform & Equipment is calculated at \$1,735 per uniformed member. The first year of the contract the municipality will be required to pay for the Inspector portion only in the amount \$642. A reduction of \$78,075 will be applied based on the number of amalgamating officers as initial costs are charged for the first year and therefore the per uniformed member costs will not be charged in year one of the contract.
- 10) Uniform & Equipment -Court Officer is calculated at \$741 per officer. The eight (8) FTES noted for Court Officer Part-time represents a headcount of 16 officers, therefore the Uniform and Equipment -Court Officer charge will be for 19 uniforms in total. A year-one reduction of \$14,079 will be applied as initial uniform costs are charged for the first year and therefore the annual per Court Officer costs will not be charged in year one of the contract.
- 11) Initials Costs are detailed on OPP Contract Proposal Initial Costs summary. The costs do not include all costs associated with required systems upgrades and other detachment related facility areas. These expenditures would be invoiced separately.

**OPP Contract Proposal Initial Costs Summary
Owen Sound C**

<u>Uniform, Equipment and Vehicle</u>	<u>Quantity</u>	<u>Unit price</u>	<u>Total price</u>
Uniform and equipment - non-commissioned	45	\$ 4,207	\$ 189,303
Uniform and equipment - court officer	19	\$ 2,887	54,853
Firearms including use of force equipment - uniform	45	\$ 1,112	50,023
Non-firearms use of force equipment costs - court officer - 1 baton 26 & 1 set handcuffs	19	\$ 114	2,175
C8a2 close quarter battle carbine per vehicle	15	\$ 2,455	36,825
Taser	22	\$ 1,550	34,109
Taser air cartridge operational - four per taser	88	\$ 53	4,690
Taser power magazine - two per taser	44	\$ 94	4,114
Handcuffs oversized	2	\$ 46	93
Handcuffs hinged	2	\$ 46	93
Chain waist belt	2	\$ 52	104
Patrol vehicle	15	\$ 37,555	563,329
Mobile radio package opp-2 with repeater incl. initial installation	15	\$ 13,101	196,515
Portable radio	45	\$ 863	38,835
Portable radio - court officer civilian	19	\$ 863	16,397
Dragon eye technologies speed lidar handheld laser	1	\$ 2,990	2,990
Decatur genesis ii select dual antenna radar moving radar	4	\$ 2,967	11,868
Kustom falcon hr stationary handheld radar	3	\$ 1,285	3,854
Dräger 6810 glc alcohol screening device	15	\$ 575	8,625
Intoxilyzer 8000c instrument	1	\$ 9,880	9,880
Simulator	2	\$ 1,560	3,120
Total Uniform, Equipment and Vehicle Costs			\$ 1,231,793
Communications Equipment			
Urban radio system			\$ 100,000
Total Uniform, Equipment, Vehicle and Communications Equipment			\$ 1,331,793

NOTE: Additional costs associated to required systems upgrades and other detachment related facility areas are NOT listed above (See Examples Below). These expenditures will be invoiced separately.

Examples additional initial costs have not been estimated in this proposal for items such as:

- Building Renovations
- Building Signage
- Duress System
- Gun Lockers
- Long Gun Vault
- Long Gun Vault - Cost per opening (includes base)
- Telephone drop-lines

O.P.P. Contacts

Please forward any questions or concerns to Inspector Martin Murray, Detachment Commander, Grey County Detachment, or Linda Davis, Contract Analyst, Municipal Policing Bureau, OPP General Headquarters.

Inspector Martin Murray (519) 794-7827

Linda Davis (705) 329-6289

Appendix “A”

Records and Information Management (RIM) Report Summary

Pre-Amalgamation Records Review – Owen Sound Police Service

On November 09, 2016, the Records & Information Management Unit (RIM) of the Ontario Provincial Police (OPP) completed a preliminary site visit of the Owen Sound Police Service (OSPS). An assessment of the current status of the Police Service's recordkeeping practices/procedures was conducted.

A methodology was developed that assesses the current state of records using three categories; paper records, electronic records (servers, emails, etc.) and physical storage conditions; as well as the current records management processes. Initial assessment shows that resources would need to be dedicated to bringing all paper and electronic records to a mutually acceptable state so that they can be stored and/or transferred prior to amalgamation (including DVDs, e-mails and external storage devices). Owen Sound would require OPP expertise to complete this exercise and provide oversight.

The OPP is in a position to share these preliminary findings and work with OSPS to identify the steps and stages to bring records up to a mutually accepted state. Should the costing proposal be accepted, and an amalgamation is to take place, specific records responsibilities would need to be assigned to one or a combination of the following: the OPP, the OSPS and/or the Municipality.

The following six stages must be completed prior to an amalgamation:

1. Document and destroy records that have reached their retention at the time of an amalgamation
2. Document and retain records with the municipality until the record has reached its retention
3. Document and notify/transfer records to a 3rd party agency
4. Document and transfer active records to the OPP
5. Transfer all original crown briefs in possession of the Police Service to the Ministry of Attorney General, and destroy all duplicate copies of crown briefs prior to amalgamation.
6. Provide access to all paper and electronic records required to support the Municipal Policing Bureau amalgamation processes, specifically files related to: payroll, attendance, employee performance and learning plans, and employee formal and informal discipline.

The OPP RIM Unit will work collaboratively with XXPS to ensure the legislative/regulatory requirements of the *Police Services Act, R.S.O. 1990*, Sections 31(1) and 41(1) have been met, specific to the Management of Police Records as outlined in Section AI-007 of the *Policing Standards Manual (2000)*. In addition, the RIM Unit and XXPS will certify that the amalgamation process is completed in accordance with the municipality's By-Law for the Retention of Police Records, the OPP approved Records Maintenance Manual and the *Archives and Recordkeeping Act, 2006*, and ensure the transfer/disposal of records is completed in compliance with the above. If the municipality does not have a related By-Law an appropriate solution will be identified to ensure the certification can be completed. The OPP is absolved of all legislative regulatory reporting requirements, both federal and provincial, related to the municipal police service prior to the amalgamation.

Appendix “B”

Facility Guidelines and Compliance Requirements Summary

Appendix B - Pre-Amalgamation Facility Review – Owen Sound Police Service

On October 24th, 2016, the Facilities Section of the Ontario Provincial Police (OPP) completed a preliminary site visit of the Owen Sound Police Service (OSPS) located at 922 2nd Avenue, Owen Sound, ON. An assessment of the current status of the police service's facility was conducted.

A methodology was developed that assesses the current condition of municipal police service buildings. Each facility is assessed in reference to the OPP Detachment Facility Guidelines and its compliance with the following:

- Ontario Building Code (OBC) and Fire Code
 - The OPP recommends that a full assessment by an independent consultant be undertaken by the Municipality to determine compliance
 - It would be the Municipality's responsibility to comply with the detailed requirements of the applicable provisions of the Building Code.
- Ontarians with Disabilities Act (ODA), 2001 and Accessibility for Ontarians with Disabilities Act (AODA), 2005
 - Where applicable, the Municipality is expected to incorporate the barrier-free design guidelines developed under the ODA.
 - OPP Facilities Section policy is to meet and comply with the requirements of the AODA, for the Public accessible areas of the facility.
 - Exceptions to this policy include the Operational Areas which, by nature of the functions and security requirements cannot meet the requirements of the AODA. Items that contravene the Act include the mounting height of scramble keypads or similar devices and other security-related design components. The security of the Detachment or the effective, safe operation of the facility would be compromised by meeting certain requirements of the AODA.
 - The Municipality is to liaise with OPP Facilities Section for guidance on this aspect of code compliance.
- Youth Criminal Justice Act and Coroner's Inquest Recommendations
 - OPP Facilities Section policy is to meet and comply with the requirements of the Youth Criminal Justice Act and Coroner's Inquest recommendations as they have impacts in the design and layout of the Secure Function area.
 - The Municipality is to liaise with OPP Facilities Section for guidance on this aspect of code compliance.
- Police Services Act (Adequacy & Effectiveness Standards Regulation)
 - Compliance to this Act is to advise of relevant and applicable standards over and above what is normal for any construction project.
 - OPP Facilities Section will advise the Municipality on the impact of this Regulation, or subsequent regulations, on the facility design. Some areas of design that will be impacted or governed by the Regulation include:
 - Spatial requirements
 - Prisoner management and cell facilities
 - Records management and retention
 - Safe storage of firearms

- Exhibit/ property storage and management
- Investigative interviewing facilities
- Washroom, shower and personal storage facilities

Initial assessment reveals a requirement to alter and modify the facility. The OPP is in a position to share these preliminary findings and work with OSPS to identify the deficiencies, and to assist in the implementation of recommended alterations and modifications. **Should the contract proposal be accepted and an amalgamation is to take place, specific recommendations would need to be prioritized and implemented prior to transitioning to the OPP.**

The OPP Facilities Section will work collaboratively with the City of Owen Sound and the OSPS to ensure the most cost efficient procurement processes and appropriate solutions are followed.

These costs are the responsibility of the municipality. As such, they are not included in the costs identified in this proposal.

OPP Facilities Section will also direct Infrastructure Ontario (IO) to initiate negotiation for a License to Occupy agreement with the Municipality on behalf of the OPP consistent with the period specified in the Contract Policing Proposal.