

ITEM	26
MANAGER'S REPORT NO.	51
COUNCIL MEETING	July 18/77

Re: R.C.M.P. SPACE REQUIREMENTS,
BURNABY JUSTICE BUILDING

Following is a report from the Chief Building Inspector dated July 13, 1977 concerning current and future space requirements for the R.C.M.P. in the Burnaby Justice Building. Copies of the Farenholtz Report and other attachments referred to in the Chief Building Inspector's report are included only with copies of the agenda for members of Council. Copies are available in the Clerk's office for anyone else who may wish to review them.

With respect to the question of the Fitness Facility referred to in the report, the Municipal Manager intends to establish the staff committee suggested by the Chief Building Inspector, and then prepare a further report on this specific subject at a later date. We do not want to delay the urgently needed addition to the building, and we are really not in a position to give any firm staff position on the Fitness Facility at this time, so we are formally presenting only the space problem in the building now.

RECOMMENDATION:

1. THAT Council approve the recommendations of the Chief Building Inspector as contained in the following report.

* * * * *

July 13, 1977.

Mr. M.J. Shelley,
MUNICIPAL MANAGER.

Subject: RCMP Space Requirements,
Burnaby Justice Building

The undersigned and Mr. F.R. Mehling, Deputy Chief Building Inspector, met with Supt. C.L. Thomas and Staff Sgt. F. Pachal of the Burnaby RCMP Detachment on March 9, 1977, to commence an investigation of accommodation requirements for the police function in the Justice Building. Over the past nine years, since the building has been occupied, there has been a constant infilling to accommodate an expanding detachment strength, plus a shifting around within the building of various functions to maintain efficiency within the building confines. The result at this time is the total utilization of formerly unfinished space, severe encroachment into general circulation or public waiting space, and loss of intermittently used rooms such as 'Interview' to full-time police use - in short, a critical condition of ad hoc expansion to a point beyond saturation level for the police floors of the building.

Early in 1976, the RCMP had undertaken a study of staff and space requirements and had projected its needs for ten years. The study was carried out by Sgt. D.W. Farenholtz of the Burnaby Detachment (since transferred), and with the consent of Supt. Thomas, a copy is attached hereto. We have reviewed this study and find it to be an accurate statement of present conditions of use in the building and a rational projection of needs for a ten-year period to 1987. Additionally, the study is an excellent description of the relationships which must exist between members and divisions of a major police force such as is the Burnaby RCMP Detachment.

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At the present time, the Burnaby RCMP Detachment occupies a gross area of 27,000 square feet on the first and second levels of the Burnaby Justice Building. This gross area includes all the police departments and offices, the detention area, garages, rifle range, storage and locker rooms, as well as general circulation space of stairs and corridors.

From the Farenholtz report, we have prepared a summary statement (attached) of staff numbers and space requirements as at 1977 and projected ten years to 1987. The projection of space needs shows a current deficiency of 6,085 square feet, and a further predicted deficiency of 3,410 square feet by 1987, for a total deficiency of 9,495 square feet. The figures used in this summary table differ slightly in some departments from those in the Farenholtz report, due to continual fluctuation in staff numbers, and the fact that approximately 18 months has elapsed since the report was prepared.

It will also be noted that Sgt. Farenholtz recommended a Fitness Facility be incorporated into the police building structure and reference to shared funding of such a facility was included in his report. That particular area requirement has not been included in our summary statement since the possibility of public funding and public use of such a facility goes beyond the terms of this report which is limited solely to police needs. We believe there is merit in the proposal of the Fitness Facility, but find that more information is required at this time before a sound judgment could be made on the proposal. Therefore it is suggested that a committee composed of representatives of the Police Detachment, Fire Department, Parks & Recreation Department, Planning Department, and Treasury Department be assigned to explore in some depth the Fitness Facility proposal and to report its findings to the Municipal Manager.

We should note that during the course of this preliminary investigation there arose the prospect of the first floor of the West Building becoming vacant; i.e., the floor occupied by the Provincial Human Resources Department. The Officer in Charge of the Burnaby Detachment was asked to consider the possibility of separating a portion of his detachment operation and using the West Building space to relieve conditions in the Justice Building. He did so and found that operation of the detachment from separate premises is not practical from views of efficiency, security and service to the public. His letter of May 19, 1977, to the Municipal Manager is attached and sets out reasons for the above finding.

It is our conclusion from discussion with Supt. Thomas, inspection of the building, and examination of the Farenholtz report that the Burnaby RCMP Detachment currently is operating under severely crowded conditions estimated to be approximately 6,000 square feet below generally acceptable space standards. In view of this condition and the fact that the Justice Building is one of the key structures in the Municipal Administrative Complex, we would suggest that the Justice Building expansion Program be placed with the Municipal Hall Capital Improvement Committee of Council for continuity of the overall development of the site, and that the committee consider the selection of an architectural consultant to verify current estimated deficiencies and to prepare preliminary plans for expansion requirements.

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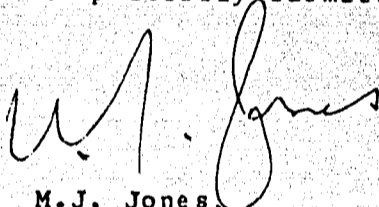
July 13, 1977.

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In summary, we would Recommend that:

1. the Justice Building expansion program, as a continuing development of the Municipal Administrative Complex, be placed with the Municipal Hall Capital Improvement Committee of Council;
2. the Chief Building Inspector be named Project Co-ordinator for the Justice Building expansion program;
3. an Architectural Consultant be selected and retained to verify the current estimated space deficiency and to develop preliminary plans to relieve present conditions and to provide for 10- and 15-year projection needs with such projections made in co-ordination with the Ministry of the Attorney-General (present lessee of upper floor);
4. funds in the C.I.P. Contingency Account be allocated for fees for retention of an Architectural Consultant to an upset amount of \$9,000.

Respectfully submitted,



M.J. Jones,
CHIEF BUILDING INSPECTOR.

MJJ:lm
Enc.

c.c. MUNICIPAL TREASURER

Supt. C.L. Thomas,
RCMP DETACHMENT.

PLANNING DIRECTOR

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Attachment #1

JUSTICE BUILDING

(RCMP)

OFFICE SPACE REVIEW

AND

RECOMMENDATIONS

Submitted By: Sgt. D. W. FARENHOLTZ
February 13, 1976

PREFACE

The Municipality of Burnaby took possession of the Justice Building early in 1968 and the RCMP Detachment and Personnel moved into the areas which were specifically designed for Police use at that time. Areas described as Levels I and II were for Police Use, with Level III reserved for Justice Administration Duties, Personnel and Public Court facilities. (Levels referred to are indicated on Professional Plans on file prepared by "McCarter, Nairne and Partners," 355 Burrard Street, Vancouver, B. C.)

Since the RCMP moved into their areas, a number of changes in the interior physical definition of the structure were necessary. These alterations were necessitated through the increase in manpower and equipment, changing methods of policing and the enhancement of the police operation through the co-ordination of Police activities and duties.

We are again at a stage where reorganization of present facilities is mandatory. Daily, we are experiencing space problems wherein numerous unco-ordinated and unrelated duties are being performed in areas which are too congested for persons to work efficiently and effectively. Examples of some such areas are presented in Appendix "A" to this study.

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OFFICE SPACE REVIEW AND RECOMMENDATIONS

This is a comprehensive 'objective' study of space problems presently being experienced by the Police Department of the Municipality of Burnaby (RCMP Burnaby Detachment). The purpose of this study is to identify present and potential (futuristic) problems related to physical working and functional areas within the confines of the present structure.

This is not a professional study relating to and identifying specific requirements as identified by scientific analysis of the present space problems and related effects on the efficiency and effectiveness of members and their duties being performed in these areas. Nor does this study attempt to analyze the specific space required by persons performing related duties, special area requirements, storage areas, etc. The figures quoted hereunder are general office space requirements allowed for by Professional Designers whom I have briefly consulted in this regard (e.g. McCARTER, NAIRNE & Partners). Similarly, the special area requirements are listed and were derived from consultation with persons working with these areas and represent a 'feeling' for the space needed.

Some general office space requirements for persons performing office related duties and the general equipment required in these areas are:

TYPE OF AREA AND EQUIPMENT

1. Executive Office - 180 sq. ft.
 - Executive Desk
 - Executive Chair
 - 2 Telephones & Intercom
 - 1 Settee
 - 3 Upholstered office chairs
 - 1 coffee table
 - 1 Filing cabinet
 - 1 Cloak rack
 - 1 Wastepaper basket

2. Administrative Office - 150 sq. ft.
 - 1 Double pedestal desk
 - 1 Upholstered swivel office chair
 - 2 Upholstered office chairs
 - 1 Filing cabinet
 - 1 Telephone
 - 1 Cloak rack
 - 1 Wastepaper basket

3. Supervisor Office - 100 sq. ft.
 - 1 Single pedestal desk
 - 1 Upholstered swivel office chair
 - 1 Upholstered office chair
 - 1 Filing cabinet

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3. Supervisor Office - 100 sq. ft. (Cont'd.)
 - 1 Telephone
 - 1 Cloak rack
 - 1 Wastepaper basket
4. General Office (open area) - 80 sq. ft.
 - 1 Typing or single pedestal desk
 - 1 Swivel upholstered desk chair
 - 1 Filing cabinet if executive secretary
 - 1 Telephone (2 if executive secretary)
 - 1 Upholstered chair if executive secretary
 - 1 Wastepaper basket
5. Interview Room - 80 sq. ft.
 - 1 four ft. table
 - 1 Upholstered interviewer's chair
 - 2 Straight back wooden chairs
 - 1 Telephone with jack
6. Conference Room
 - 1 sixteen ft. table (or combination of tables)
 - 16 Chairs
 - Clothes rack
 - Telephone with jack
 - Portable black board
 - Flip chart and easel
 - 2 Wastepaper baskets

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7. Lecture Theatre

- 65 Theatre writing chairs
- Fully equipped camera and movie screen facilities
- Lecture podium and lectern
- 5 Upholstered arm chair
- Sloping floor to front
- Overhead projector and screen
- Chalk boards
- Wastepaper baskets

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A. The Present Functional and Operational Needs of the Detachment

The present strength of Burnaby RCMP Detachment is 277 persons. This compliment is comprised of 187 regular members, 1 Federal Public Servant (Stenographer), 32 Municipal Employees, 8 guards, 10 part-time employees and 40 Aux. Cst. members. Each person is assigned to a specific duty and position within the Detachment according to their qualifications and the needs of the Detachment. The Detachment is broken into a number of different Sections and the relevant manpower distribution is:

- Administration Section	55 persons
- Community Policing Branch	76 persons
- General Investigation Section	30 persons
- Identification Section	05 persons
- Operational Support Section	35 persons
- Police Service Dog Section	05 persons
- Traffic Section	31 persons

* The Administrative Section and the Operational Support Section include Municipal Employees, part-time workers, etc. The 40 Aux./Csts. are not included in these totals.

As earlier referenced, the Police Department (RCMP Detachment) is situated on Levels I and II of the Municipal Justice Building.

Level I presently houses:

- a. Traffic Section
- b. Police Service Dog Section

Level I (Cont'd.)

- c. Public Entrance and Foyer
- d. Public Washrooms, etc.
- e. Identification Section

Level II houses:

- a. Administration Section
- b. Operational Support Section
- c. Community Policing Branch
- d. General Investigation Section
- e. Public Enquiry Area
- f. Personnel Washrooms
- g. Lunch Room
- h. File Room
- i. Conference Room (10 persons)
- j. Parade Room
- k. Line-up Room
- l. Interview Room and Lock-up Area
- m. Janitor Room
- n. Furnace and Fan Rooms
- o. Men's Locker and Change Room
- p. Exhibit Room and Area
- q. Range
- r. Secure Garage Area

A breakdown of the number of persons using each of these areas is presented in tables (1) through (8). An attempt to rationally identify the sections which would

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likely appreciate increases in personnel during the next decade was made and is also included in these tables. I personally feel that the identified (30%) increases favourably affecting the overall strength of the Detachment is very conservative. It is, however, consistent with the expected population increases within the Municipality over the next decade.

The space requirement, both present and future, of personnel working within or out of the building is loosely estimated and can generally be considered as an over estimate of the space required in open office areas. On the other hand, it must be considered a bare minimum for specifically identified areas such as interview rooms, line-up room, conference and meeting areas and the like. The 'space available' column is reasonably accurate (within 10 sq. ft.) to the professionally drawn plans prepared by McCARTER, NAIRNE & PARTNERS, the architects for the Justice Building. The total area discrepancy is an astounding 9,060 sq. ft., not including a much needed Fitness Area.

The largest area discrepancy was found to be within the allotted office space for the Community Policing Branch (CPB). This requires some explanation. Basically, of the CPB, there are only six or seven managers who require 'full-time' office space, while the remaining members' office time would be determined by the duties the member is performing and the number of these members involved in these duties; the latter refers to members who will be working through

24 hour shifts and will be expected to spend between 70% and 95% of their time performing their duties on the road. Therefore, it can be expected that a maximum of 38 members may be using the office space during an 8 hour shift and probably no more than two or three members from one zone would be utilizing the office facilities (i.e. telephone, etc.) at one time; thus, the indicated three designated work areas for patrolmen in the zones (Table 3).

Some further general comments need be stated concerning required open area office space. Each section will require some storage area for administrative files (i.e. members' drawers wherein they are required to store their 'working "SUI" files'). CPB, for example, will in 10 years require space for approximately 100 drawers for this purpose and the General Investigation Section will require in addition to these drawers areas in which to store criminal identification books, 'mug' books, and their carded files, etc. Most areas will require facilities to locate bulletins, posters and the like.

B. Space Available Within the Present Structure

There is insufficient space within the present structure to accommodate the needs of the Detachment. Tables (1) through (8) identify the space discrepancy as 9,060 sq. ft.

It seems that almost traditionally the RCMP has 'made do' with the facilities presently available and 'more

or less' fit themselves into these facilities. In my opinion, working under the present conditions, the Professional efficiency and effectiveness of the Force must be affected. The conditions described in Appendix "A" would tend to support this statement.

C. Feasibility of Reorganizing the Present Space

With the identification of amount of space that the Police Department is short, it is difficult to attempt to reorganize any major section without causing very traumatic problems both within the section(s) involved and, naturally, creating new space problems during the reorganization.

For example, if we consider the CPB Section moving into the Traffic Office area and the Traffic Section relocating in the areas where CPB is located, it would appear to be a logical move in that most of the types of duties performed are parallel and similarly, their positions are parallel. The major differences are that CPB has over twice as many members working out of less than half of the area and the Traffic Section creates and handles their files separately from the General Public Complaints (i.e. files held in file room). Traffic files are retained within their office for immediate access to public reference.

Some of the problems which may arise out of a change of these Sections are:

- a. A large number of public enquiries at the police office are of a traffic nature

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(i.e. check-up slips and accident enquiries, etc.). The Traffic area is of easy access to the public.

- b. An area of 430 sq. ft. is insufficient for the Traffic Section (i.e. the 1,150 sq. ft. quoted for CPB included that area of the briefing room, line-up room, etc.).
- c. A disruption of the complaint taking and filing systems and duties in the Traffic Section.

As one may appreciate, to cause a total disruption of personnel for the sake of alleviating some of the space problems for one section, (and still allowing it inadequate space,) and creating some traumatic problems for another section, whose space tends to be adequate, would not be in the best interest of the Detachment. However, there are a number of minor problems which could be rectified through the construction of proper storage facilities for things such as emergency equipment, stationery supplies and the like. The construction of shelves, etc., should fit in with the newly recommended areas in which these items may be stored. These areas are identified on the attached drawings.

Due to the snowballing effect of creating more office space out of the present parade room and restricting its use from line-ups, etc., it is difficult to identify priority space problems. Using this as an example, it is considered essential that more space be made available for the CP Branch for its day to day operation. Yet, it is equally as essential

that line-up facilities be available when they are required (many times a major case may rest on the evidence obtained through conducting a proper line-up). Recommendations are made to move the line-up facilities into the present storage area for stationery and emergency equipment. This space is also essential; therefore, more space will be required for storage, etc. It is concluded that it is not feasible to reorganize the space presently available in such a manner as to accommodate the space requirements of the Detachment.

D. The Future Functional and Operational Needs of the Detachment

It is clearly established that, at the present time, there is insufficient space available for the efficient and effective operation of the Police Detachment. It follows that the inadequate space problem will be even less tolerable in the future. Tables (1) through (8) roughly attempt to estimate the space requirements of the Detachment in 10 years and the space discrepancy is identified under the column of Area Discrepancy. Again, these are merely estimates.

In addition to the duties and functions that routinely go on within the present Detachment, one may anticipate some changes being made in policy or in the handling of police duties in the not too distant future. As an example, it may be expected that more professional assistance is required by Justice Administration in the handling of Young Offenders and therefore a Youth Services

Division may be formed under the Attorney-General to assist the Police and/or the Courts in the handling of Young Persons in Conflict with the Law. It is mandatory that these persons have a close working liaison with both Departments concerned with Justice and office space should be available in close proximity to these Departments. Office space for these persons has been included in the plans being forwarded.

Burnaby Detachment has or will have in the near future, over 200 police officers working in or out of its building. There are no Fitness Facilities presently available to cater to the fitness needs or to promote the physical requirements of these members. (A small area in the men's locker room has been set aside for weight and circuit training but this area will be lost to the housing of lockers should there be any increase in establishment.)

It is recommended that a fitness and recreational facility be constructed within the Justice Building Complex.

This fitness and recreational center could be constructed on a cost sharing basis between Municipal, Provincial and indirectly through Federal Governments. In that all levels of Government would be financially supporting the facility, it would be open to the public as well as Municipal (i.e. City Hall employees), Provincial (Justice Administration Personnel) and Federal employees. Some preliminary enquiries have been made concerning the feasibility of constructing a facility of this nature on a cost sharing basis and other than some conditions being satisfied,

it appears to be feasible.

Some other positive uses that may be made of a recreational facility may be in the line of Justice and/or Police Community relations, the rehabilitation or counselling of youths through recreation, the building of Esprit do Corps within each organization and personal morale through the involvement in team or individual sport and/or recreational activities. This facility could be open 24 hours a day.

It is indeed an exciting and far reaching project and the benefits could be equally as far reaching and exciting.

Some literature on 'cost sharing' is included as Appendix "B".

Included in the fitness and recreational facility should be a combined lunch room and lounge facility where persons (members, counsel and administrative staffs) could meet informally and in a relaxed co-operative atmosphere over lunch or coffee. A facility of this nature would go a long way to enhancing professional relationships particularly between the police and the Justice Administration Personnel. Additionally, this area could be used as a party facility for sundry reasons.

These areas could be kept separate from the necessary secure and restricted areas of the Justice Building and its operations through the use of secured doors (as we are presently using).

*refers to the
Community
Recreational
Facilities Fund
Act "previously
used by the Corp.
for various
Recreation Bldgs."*

E. Recommendations

It is urgently recommended that the functional and operational space of the Police Department be increased by approximately 9,000 sq. ft. and that positive consideration be given to the construction of a fitness and recreational facility for the use of Municipal, Provincial and Federal employees and the general public.

To accommodate the needs of the Department, some suggestions have been made with regard to the co-ordinating of activities and/or duties which naturally and routinely fall together. As an example, let us examine the lock-up facilities and the duties and areas routinely required.

The present lock-up facilities are generally adequate (with the exception of a cell area equipped (padded) to handle mental patients (prisoners) but the related areas are not. A line-up facility should adjoin the lock-up area so that a prisoner (suspect) may be kept within a secure area.

Suspect interview rooms should be kept within a secure area adjoining the cell block area but yet away from the ominous and oppressing view of the cells. There should be interview monitoring facilities connected to at least one of the several interview rooms. These interview rooms must be sound proof.

It must be stated that the present interview and line-up facilities do not meet these basic criteria and are very inadequate. These facilities are of high priority.

Each Branch or Section of the Police Department must work co-ordinatively and therefore; should be located

in one general area. Consideration was given to this point. In fact and as a result, the entire General Investigation Section was placed in a newly recommended area forming the third level of the Police portion of the Justice Building adjoining the previously mentioned Justice Administration Level.

Storage space at the Detachment was found to be inadequate and therefore recommendations have been made to reorganize and/or relocate storage areas to fit the needs of the general detachment and the specific needs of each of the sections.

Exhibit storage and control is of critical importance to the successful completion of criminal cases and therefore, one inclusive and co-ordinated organized exhibit area has become defined and recommended. Similarly, a secure area for seized vehicles which must be examined and stored was dealt with.

I am not a professional in the area of planning building structures and their inclusive space designs and it is therefore recommended that these recommended designed areas be professionally reviewed. For example, no consideration was given to the soundness of existing exterior walls or roofs and therefore, their ability to support additional construction is questionable. No consideration was given to the preserving of aesthetic exterior appearance or design of the recommended additions. Nor was there any consideration given to the various ways in which the building could or

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should be expanded in order to obtain the required space (i.e. it may be that the third level should be constructed completely over the existing 'police only' parking lot rather than extending the exterior walls of Level I and Level II).

The attached plans are drawn roughly to scale (1/8" = 1') and do contain the identified recommendations to rectify the space problems being experienced now and should alleviate the possibility or probability of space becoming a problem, within the next decade or two, for the Police Department.

TABLE 1 - TRAFFIC SECTION

LEVEL SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
TRAFFIC SECTION	NCO i/c TRAFFIC	1	1	MANAGERIAL	150	150	2	120	-30
	NCO 2 i/c TRAFFIC	1	1	ADMINISTRATIVE SUPERVISORY	100	100	3	100	0
	NCO i/c ZONE 1 PATROLMEN	1 3	1 7	SUPERVISORY PATROLLING	100 80	100 2x80	3-4 4))))))
	NCO i/c ZONE 2 PATROLMEN	1 6	1 7	SUPERVISORY PATROLLING	100 80x2	100 80x2	3-4 4))) 180))) 860
	NCO i/c ZONE 3 PATROLMEN	1 6	1 7	SUPERVISORY PATROLLING	100 80x2	100 80x2	3-4 4))))))
	NCO i/c ZONE 4 PATROLMEN	1 3	1 7	SUPERVISORY PATROLLING	100 80	100 80x2	3-4 4))))))
	NCO i/c HIT & RUN INVESTIGATORS	1 1	1 3	SUPERVISORY INVESTIGATING	100 80	100 80	3 4	70 0	-30 -80
	STENOGRAPHER) CLERK)	4	4	CLERICAL	80x4	80x4	4)) 1,150)) +450
	OFF. MEMBER	1	1	PUB. ENQUIRIES	80	80	4))
	OTHER			STORAGE	400	400	SPEC. EQUIP. (FILES)))
	OTHER			BREATHALYZER	80	80	5	80	0
	OTHER			PUB. INTERVIEW ROOM	80	80	5	0	-80
	OTHER			PUB. AREA	250	250	SPEC. EQUIP.	250	0
		31	43		2520	2680 ✓		1950 ✓	635

2680
- 1950
730

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TABLE 2 - IDENTIFICATION SECTION and POLICE SERVICE DOG SECTION

LEVEL I SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
IDENTIFICATION SECTION	NCO i/c IDENTIFICATION	1	1	ADMINISTRATIVE SUPERVISORY	150	150	2-3	0	-150
	TECHNICIANS	4	5	TECHNICAL	80x4	80x6	4	340	-140
	TECH. ASSIST. & STENO	0	1	OFFICE ASSISTANT	0	80	4	0	-80
	OTHER			DK. ROOMS	150x2	150x2	SPEC. EQUIP.	310	(+10) 0
	OTHER			EXHIBIT RM.	150	150	SPEC. EQUIP.	80	- 70
	OTHER			DRAFTING RM.	100	100	SPEC. EQUIP.	110	(+10) 0
	OTHER			STUDIO	350	380	SPEC. EQUIP.	380	0
	OTHER			STORAGE RM.	100	100	SPEC. EQUIP.	0	-100
					1470	1710		1220	
POLICE SERVICE DOG SECTION	NCO i/c PSD	1	1	SUPERVISORY	100	100	3-4	0	-100
	PSD HANDLERS	4	5	INVESTIGATION	80	80	4	0	-80
		10	13		1650 ✓	1920 ✓		1220	

1920
- 1220
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TABLE 3 - COMMUNITY POLICING BRANCH

LEVEL, II SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
COMMUNITY POLICING BRANCH	OIC PAT. DIVISION	1	1	MANAGERIAL	180	180	1	0	-180
	STENO	0	1	STENOGRAPHIC	80	80	4	0	-80
	NCO i/c CPB	1	1	MANAGERIAL	150	150	2))
	NCO i/c ZONE 1	1	1	MANAGERIAL	100	100	3))
	SUPERVISORS	2	2	SUPERVISORY	80	80	4))
	PATROLMEN	14	19	PATROLLING	80x2	80x3	4))
	NCO i/c ZONE 2	1	1	MANAGERIAL	100	100	3))
	SUPERVISORS	2	2	SUPERVISORY	80	80	4))
	PATROLMEN	14	19	PATROLLING	80x2	80x3	4))
	NCO i/c ZONE 3	1	1	MANAGERIAL	100	100	3))
	SUPERVISORS	2	2	SUPERVISORY	80	80	4))
	PATROLMEN	14	19	PATROLLING	80x2	80x3	4))
	NCO i/c ZONE 4	1	1	MANAGERIAL	100	100	3))
	SUPERVISORS	2	2	SUPERVISORY	80	80	4))
	PATROLMEN	14	19	PATROLLING	80x2	80x3	4))
NCO i/c CPU	1	1	MANAGERIAL	100	100	3))	
SUPERVISORS	2	2	SUPERVISORY	80	80	4))	
PATROLMEN	6	10	PATROLLING	80x2	80x3	4))	
STENOGRAPHER	1	2	STENOGRAPHIC	80	80x2	4))	
		70	106		2190	2670		1150	1520

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TABLE 4 - GENERAL INVESTIGATION SECTION

LEVEL II SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
GENERAL INVESTIGATION SECTION	OIC GIS	0	1	MANAGERIAL	0	180	1	0	-180
	STENOGRAPHER	0	1	STENOGRAPHIC	0	80	4	0	-80
	NCO 2 i/c GIS	1	1	ADMINISTRATIVE	150	150	2	110	-40
	NCO i/c ROBBERY & MORALITY	1	1	ADMINISTRATIVE	100	100	3))
	NCO i/c BURGLARY & DRUGS	1	1	ADMINISTRATIVE	100	100	3)	170 -130
	NCO i/c ARSON, YOUTH & FRAUDS	1	1	ADMINISTRATIVE	100	100	3))
	INVESTIGATORS	21	30	INVESTIGATING	80x10	80x16	4)	1,300 -40 -140
	STENOGRAPHERS	2	3	STENOGRAPHIC	80x2	80x2	4))
	NCO i/c DRUGS INVESTIGATORS	1	1	SUPERVISORY	100	100	3)	80 -160 -160
		4	6	INVESTIGATING	80	80x2	4))
	OTHER			FILE STORAGE ETC.	200	200	SPEC. EQUIP.	80	-120
			32	46		1790	2610		1740

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TABLE 5 - ADMINISTRATION SECTION

LEVEL II	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
ADMINISTRATION	OIC DET.	1	1	MANAGERIAL	180	180	1	180	0
	STENOGRAPHER	1	1	STENOGRAPHIC	80	80	4	100	+20
	OIC ADMIN	0	1	MANAGERIAL	0	180	1	180	0
	STENOGRAPHER	0	1	STENOGRAPHIC	0	80	4	0	-80
	NCO 2 i/c ADMIN	1	1	ADMINISTRATIVE	150	150	2	150	0
	NCO i/c READERS	1	1	SUPERVISORY	100	100	3	150/3) -200
	READERS	2	4	READING FILES	80x2	80x3	4	150/3) -200
	NCO i/c FSS	1	1	SUPERVISORY	100	100	3	250/6) -250
	CLERKS	2	4	CLERICAL	80x2	80x4	4	250/6) -250
	STENOGRAPHER	0	1	STENOGRAPHIC	0	80	4	250/6) -250
	i/c FILE ROOM	1	1	SUPERVISORY	100	100	3	100	0
	CLERKS	3	4	FILING, ETC. & STORAGE	80x3 380	80x3 380	4 SPEC. EQUIP.	240 380	0 0
	NCO i/c TRN	1	1	ADMINISTRATIVE	100	100	3	100	0
		0	1	& INSTRUCTING	0	80	4	0	-80
	OTHER	(10)	(10)	CONFERENCE ROOM	200	200	6	200	0
	OTHER		(20)	BRIEFING ROOM	400	400	6	0	-400
OTHER		(65)	LECTURE ROOM	1,200	1,200	SPEC. EQUIP.	0	-1,200	
OTHER			LIBRARY	100	100	SPEC. EQUIP.	0	-100	
		14	23		3650	4230		1255	2455

4230
1855
2375

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TABLE 6 - COURT LIASON SECTION and EXHIBIT SECTION

LEVEL II SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
COURT LIASON SECTION	NCO i/c COURT LIASON	1	1	ADMINISTRATIVE	100	100	3	130	+30
	OFFICE MEMBERS	2	3	OFFICE WORK	80x2	80x2	3-4	0	-160
	STENOGRAPHER	0	1	STENOGRAPHIC	0	80	4	0	-80
	MEMBER i/c PROVOST SHERIFFS	1	1	SUPERVISORY	80	80	4	80	0
				ESCORTS	80	80x2	4	0	-160
	GUARDS (MEN)	6	6	OBSERVATION (GUARDING)	80	80	4 (SPEC. AREA)	80	0
	GUARDS (WOMEN)	4	4	OBSERVATION (GUARDING)	80	80	4 (SPEC. AREA)	80	0
	OTHER			LINE-UP ROOM	600	600	SPEC. EQUIP.	0	-600
	OTHER			INTERVIEW ROOMS	80x3	80x3	5 SPEC. EQUIP.	0	-240
	EXHIBIT SECTION	MEMBER i/c EXHIBITS	1	1	ADMINISTRATIVE	100	100	3	0
OTHER				EXHIBIT STORAGE	2000	2000	SPEC. EQUIP.	1300	-700
OTHER				GARAGE SECURITY	1000	1000	SPEC. EQUIP.	1100	0
		15	17		4520	4680		2770	3015 1910

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4680
- 2770
1910

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TABLE 7 - OPERATIONS SUPPORT SECTION

LEVEL II SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
OPERATIONS SUPPORT SECTION	NCO i/c	1	1	ADMINISTRATIVE	150	150	2	130	-20
	STENOGRAPHER	6	9	STENOGRAPHIC	80x4	80x6 420	4	250	-230
	TEL. OPERATOR	3	5	PUB. ENQUIRIES	80	80	4	80	0
	FRONT DESK	3	5	PUB. COMP. (PERSON)	80	80	4	80	0
	STATION NCO	5	5	SUPERVISORY	100	100	2	100	0
	COMP. NCO	5	5	SUPERVISORY	80	80	3)	
	RADIO OP. & CPIC	7	7	RADIO DISPATCH & CPIC	80x2	80x2) 280	-120
	COMP. STAFF	5	5	PUB. CCMP. (TELEPHONE)	80x2	80x2)	
	OTHER			PUBLIC INTERVIEW	80	80	5 & SPEC. EQUIP.	0	-80
			35	42		1210	1370		920

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TABLE 8 - GENERAL

LEVEL II SECTION	CATEGORY (POSITION)	NO. OF PERSONS (PRESENT)	NO. OF PERSONS (+ 10 YRS)	TYPE OF WORK (GENERAL)	SPACE REQUIRED (PRESENT) (SQ. FT.)	SPACE REQUIRED (+ 10 YRS) (SQ. FT.)	TYPE OF SPACE & EQUIPMENT	SPACE PRESENTLY AVAILABLE (SQ. FT.)	AREA DISCREPANCY (SQ. FT.)
GEN.	OTHER	60	80+	LUNCH ROOM	800 + MACHINES ETC.	1,200 + MACHINES ETC.	SPEC. EQUIP.	720	-480
	MEN'S LOCKER ROOM	200	250	CHANGE & SHOWER ETC. LOCKERS	1,200+	1,500+	SPEC. EQUIP.	1,450	-50
	WOMEN'S LOCKER	2	12	CHANGE & SHOWER, ETC. LOCKERS	80+	80+	SPEC. EQUIP.	0	-50 -230
	FITNESS FACILITIES	200+ MUNICIPAL PROVINCIAL & FEDERAL EMPLOYEES	250+	FITNESS & RECREATION	SEE SECTION ON FITNESS & RECREATION	SEE SECTION ON FITNESS & RECREATION	GYMNASIUM	0	
	SURVEILLANCE			ELECTRONIC SURVEILLANCE	100	100	SPEC. EQUIP.	0	-100
	EMERGENCY EQUIP. STORAGE			STORAGE OF EMERGENCY EQUIPMENT (GUNS, ETC.)	300	300	SPEC. EQUIP.	250	-50
	GEN. EQUIP. STORAGE			SPEC. EQUIP. STORAGE LOCKERS	100	100	SPEC. EQUIP.	0	-100

462

592

2520

3280

2420

260

3280
- 2420

860

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A P P E N D I X "A"

Examples of Unco-ordinated Duties/Activities Occurring in Same Area

1. The Parade Room (Area approx. 720 sq. ft.)

This area is used for:

- a. Office Space for NCO i/c CPB
- b. Office Space for NCO i/c CPU
- c. Office Space for NCO i/c
- d. General Office Space for CPU Members (eight)
- e. Conference and General Meeting Room (all Members leave office area during conference or meeting)
- f. Line-up room (used frequently and all Members must leave during line-up--approximately one hour disruption)
- g. Equipment and General Storage area
- h. Film and Training room (Lecture Theatre)

2. The Administrative Area (The Accounts Area)

(area approx. 300 sq. ft.)

This area is used for:

- a. Office Space for NCO i/c F.S.S. (accounts)
- b. Office Space for two F.S.S. clerks.
- c. Office Space for NCO i/c PCR and Cst.
- d. Equipment and File Storage F.S.S.
- e. Equipment and File Storage PCR

*new being
rearranged
M7 June*

now relocated

*new line up room
now used for this*

* The duties involving the PCR section are in no way related to the operational duties of the F.S.S. branch yet all of the related phone calls come through F.S.S. phones, totally disrupting at least one of the clerks. Persons meeting with either section must find other areas in which to meet (i.e. the lunch room, the hallway or the conference room if it is not in use).

3. Community Policing Branch General Office Area

(Area approx. 480 sq. ft.)

This area is generally used for:

- a. General Office Space for 68 members.
- b. File Storage for the Administration of 6 Zones
Three file cabinets
- c. Area houses six single pedestal desks and office chairs, a six cubical writing bench area with three phones and two typewriters
- d. 72 individual file drawers (one for each member)
- e. A clothes rack (which is far too inadequate)
- f. A six foot bulletin desk
- g. Witness area for line-up viewers (this area must be vacated during the conduction of a line-up--approximately one hour)

to be cut into sections

relocated to new line up room in subinary storage area

4. Police Service Dog Office Area (Area approx. 80 sq. ft.)

This area is also used for:

- a. The conducting of Breathalyzer Tests (approximate time/ one-half hour)
- b. PSD file Storage and Equipment Storage

4. Police Service Dog Office Area (Cont'd.)c. Breathalyzer Equipment Storage5. General

ep. As the police department expands in manpower and equipment, it places increasing demands on the space it utilizes. Such is presently the case and the following areas are sighted as having a space and/or insufficient areas problem:

- a. Interview Areas (rooms)
- b. Line-up Room
- c. Exhibit Storage Area
- d. Emergency Supply (Equipment) Storage Area
- e. General Detachment Supplies Storage Area
- f. Secure Vehicle Storage Area
- g. Breathalyzer Room
- h. Fingerprinting, Photographing and General Identification Room (Appearance Notices)
- i. Lecture Theatre (properly equipped)
- j. A number of new and distinctly separate offices
- k. A Fitness and Recreational Facility
- l. Locker and shower room facilities for female members

J U S T I C E B U I L D I N G

June 1, 1977

Summary Statement of RCMP Staff Numbers and
Space Requirements from the Farenholtz Report

Department	RCMP Staff (Number of Persons)		Space (Excluding Circulation and Staff Service Areas) (Square Feet)			
	1977	1987	1977 Present	1977 Required	1987 Required	1987 Extra Required
Traffic Section	31	43	1950	2520	2680	730
Identification Section & Police Service Dog Section	10	13	1220	1650	1920	700
Community Policing Branch	80	106	1150	2190	2670	1520
General Investigation Section	32	46	1740	1790	2610	870
Administration Section	14	23	1855	3650	4310	2455
Court Liaison Section & Exhibit Section	15	17	2770	4520	4680	1910
Operations Support Section	35	42	920	1210	1370	450
General	(462)	(592)	2420	2580	3280	860
	217	290	14025	20110	23520	9495

Current Space Deficiency 1977: 20110 - 14025 = 6085 sq. ft.

Projected Space Deficiency 1987: 23520 - 14025 = 9495 sq. ft.

FRM:lm

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Attachment #2

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Government of Canada / Gouvernemen du Canada

RECEIVED
MAY 20 1977

Attachment #3
NOTICE DE SERVICE

TO: Municipal Manager,
Corporation of the Dist. of Burnaby

MUNICIPAL MANAGER'S OFFICE

RECEIVED

FROM: O. i/c Burnaby Det. R.C.M.P.

MAY 19 1977

BUILDING INSPECTOR'S OFFICE

SECURITY CLASSIFICATION / DE SÉCURITÉ
OUR FILE - N/REFFÉRENCE BBY 1380-2
YOUR FILE - V/REFFÉRENCE
DATE May 19, 1977

SUBJECT / OBJET: Human Resources Floor in West Building

Your letter of February 17th and my letter of March 2nd refer. I must apologize for not replying sooner as I had indicated; however, I was waiting for a decision from District #1 Headquarters as to whether the Freeway Patrol would relocate or if it was their intention to build. I also felt that we should look at all the implications of splitting our detachment operation before committing ourselves.

Our survey reveals that it is not practical for us to occupy two separate premises from the views of efficiency, security and service to the public.

Points raised in the discussions by our senior supervisors at the detachment are:

- (a) Morale and co-operation between the various Sections/Units, which is presently at a fairly high level, may deteriorate because of lack of daily personal contact and communication.
- (b) Our Traffic Section has a cash register at their front desk for the collection of By-law fines. When this desk closes, the public must proceed upstairs to the Complaint Desk where a safe is used to hold fine monies and by-law fines. In addition to handling the By-law fines when the Traffic office is closed, the Complaint Desk handles other Traffic matters such as Motor Vehicle Accident Reports, Permits, etc. In order to provide a similar level of service if we split our operation, it would result in a requirement of more staff (three (3) members and two (2) Municipal employees) for weekend openings, late evening coverage and the necessary supervision and security.
- (c) Security for the fine monies and physical security of the area occupied by us, from the rest of the building, as well as external security, may result in fairly heavy expenditures for modifications or installations.

What will you have a Retain of the Room Monies?

- (d) There would be paper flow and control problems, particularly with our files and court records. Facilities for the storage and control of these are necessarily kept in our present building and would have to remain so.

Handwritten notes and scribbles on the left margin.

MAY 20 1977
TO DIRECTOR

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- (e) There would be necessary construction costs to the West Building to meet our needs; and as well, there would be costs incurred to meet the needs of occupants moving into the space vacated in this building. Additionally, this undoubtedly would require modification and installation of communication lines (telephone and intercom) for inside and outside the building usage.
- (f) At present, we have the Station N.C.O. (who is a senior N.C.O.) on duty 24 hours a day for supervision, control and to provide advice to all members. The effectiveness of this would be reduced if two separate sites were in use.
- (g) The confusion and inconvenience to the public must also be considered, especially if the offices at the West Building were on an eight-hour opening. Redirecting them to the Complaint Desk in this building would require a multitude of information signs and publicity. As well, there would have to be modification made to the Traffic Tickets, advising of these changes, in order that the public may report to the right address at the right times.

Although the obtaining of more office (work) space and more parking space may benefit us to some degree, the disadvantages as enumerated above outweigh these.

As you are aware, the Planning Department has been advised of our space requirements for the present and future. Though lack of space is rapidly becoming critical, we trust that steps will be taken in the near future to enlarge our present building. We would be pleased to know if there is any action we may take to hasten the implementation of this addition to the building.

I am also advised that Unit "B" Freeway Patrol will no longer be interested in moving to the West Building. It is their intention to acquire separate facilities.


(C.L. Thomas) Supt.
O. i/c Burnaby Detachment