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FIRST NATIONS POLICING POLICY

Provincial Space Allocation Guide:

Model derived from
RCMP Property
Management Manual



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P76r
2006

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FNPP PROVINCIAL SPACE ALLOCATION GUIDE ¹

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¹ Model derived from RCMP Property Management Manual
Revised March 2005



FNPP CROSS-REFERENCE CHART

Facility Location	RCMP Guide. Page # ²	FNPP Guide Facility Section
<u>Public Access</u>		
Public Reception Area	2	Public / Controlled Areas
<u>Office</u>		
Office, Private	3	Controlled Areas
Office, General	3	Controlled Areas
<u>General Support</u>		
Exercise Room	4	N/A
Garage Bay	4	N/A
General Storage Room	5	Controlled Areas
Interview Room	5	N/A
Member Locker Room	6	Controlled Areas
Multi-Purpose Room	6	Public / Controlled Areas
Secure Records Room	7	Controlled Areas
<u>Operational Support</u>		
Cold Storage Room	8	N/A
Exhibit Room	8	Controlled Areas
Found Property Storage Room	9	N/A
Main Work Area	9	N/A
<u>Prisoner Security</u>		
Breathtesting Room	10	Prisoner Security
Cells	10	Prisoner Security
Guard Area	11	Prisoner Security
Guard Washroom	11	N/A
Patrol Corridor	11	N/A
Prisoner Effects Storage Room	11	Prisoner Security
Prisoner Shower	12	N/A
Prisoner/Visitor Interview Room	12	Prisoner Security
Secure Bay	12	Prisoner Security
Secure Interview Room	12	N/A

² Information obtained from:
PROP. MGT. MANUAL
APPENDIX III-1-1
SECTION 2



FNPP COMPONENTS OF A POLICE FACILITY BY SIZE AND TYPE

SPACE	Community Access Office	Patrol Cabin	SMALL (2-3)*	MEDIUM (4-7)**	LARGE (8+)***
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PUBLIC AREAS

Reception Area	X		X	X	X
Multi-Purpose Room				X	X
Public Washroom			X	X	X

CONTROLLED AREAS

Mechanical Room		X	X	X	X
Small Exhibit		X	X	X	X
Large Exhibit					X
General Office Space / Civilian			X	X	X
General Office Space / Constable	X	X	X	X	X
Closed Office / Multi Purpose		X	X	X	X
Meeting Room / Chief's Office				X	X
Meeting / Lunch Room			X	X	X
Unisex Washroom	X	X	X	X	
M/F Washroom					X
Secure Files / Gun Storage			X	X	X
Locker / Showers					X
General Storage		X	X	X	X
Janitorial Closet		X	X	X	X
Shift Supervisor					X

PRISONER SECURITY

Short Term Holding ****		D	D	D	D
Cells (3)			D	D	D
Guard Room Area / Prisoner Processing			D	D	D
Soft Room / Secure Interview Room			D	D	D
Sally Port (Secure Bay) / Bulk Storage			D	D	D
Prisoner Effects Storage Area			D	D	D

- X Mandatory
D Discretionary

- * Maximum number of officers and civilians on shift at any given time. (includes 1 civilian)
- ** Maximum number of officers and civilians on shift at any given time. (includes 2 civilians)
- *** Maximum number of officers and civilians on shift at any given time. (includes 3 civilians)
- **** If cells are present then short-term holding area may not be necessary



FNPP PROVINCIAL SPACE ALLOCATION STANDARDS

SPACE	SMALL (2-3)*	MEDIUM (4-7)**	LARGE (8+)***
PUBLIC AREAS			
Reception Area	19.0	19.0	19.0
Multi-Purpose Room	n/a	12.4	16.6
Unisex Public Washroom	incl. in gross	incl. in gross	incl. in gross
CONTROLLED AREAS			
Mechanical Room	incl. in gross	incl. in gross	incl. in gross
Small Exhibit	6.5	6.5	6.5
Large Exhibit	n/a	n/a	15.0
General Office Space / Civilian	26.0	39.0	46.5
General Office Space / Constable	incl. above	incl. above	incl. above
Closed Office / Multi Purpose	11.0	12.4	16.6
Meeting Room / Chief's Office	n/a	16.5	16.5
Gathering Room / Lunch Room	11.0	12.4	16.6
Unisex Washroom	5.0	5.0	n/a
M/F Washroom	n/a	n/a	incl. elsewhere
Secure Files / Gun Storage	incl. in gross	incl. in gross	6.0
Locker / Showers	n/a	n/a	14.0
General Storage	9.5	9.5	13.7
Janitorial Closet	incl. in gross	incl. in gross	incl. in gross
Shift Supervisor	n/a	n/a	11.0
PRISONER SECURITY			
Short Term Holding	11.0	11.0	11.0
Cells (3)	27.0	27.0	27.0
Soft Room / Secure Interview Room	6.5	6.5	6.5
Guard Room Area / Prisoner Processing	11.0	11.0	11.0
Sally Port (Secure Bay) / Bulk Storage	37.0	37.0	37.0
Prisoner Effects Storage Area	incl. in gross	incl. in gross	incl. in gross
Net Area (not including Gross-up)	180.5	225.2	290.5
Gross-up Factor (30%)	54.2	67.5	87.2
Total Area (including Gross-up)	234.6	292.7	377.7

* Maximum number of officers and civilians on shift at any given time (includes 1 civilian)

** Maximum number of officers and civilians on shift at any given time (includes 2 civilians)

*** Maximum number of officers and civilians on shift at any given time (includes 3 civilians)



PUBLIC AREAS

Reception Area

Facility Size:

SMALL	19.0 m ²
MEDIUM	19.0 m ²
LARGE	19.0 m ²

Notes:

$$9.5 \text{ m}^2 + 3.0 \text{ m}^2 + 3.0 \text{ m}^2 + 3.5 \text{ m}^2 \\ = 19.0 \text{ m}^2$$

RCMP Guideline Term(s):

Public Reception Area

RCMP Space Guidelines

9.5 m ²	Public waiting & information display area
3.0 m ²	Reception counter area; public access
3.0 m ²	Reception counter area; staff access
3.5 m ²	Vestibule area

Multi-Purpose Room

Facility Size:

SMALL	N/A
MEDIUM	12.4 m ²
LARGE	16.6 m ²

Notes:

$$11.0 \text{ m}^2 + 1.4 \text{ m}^2 = 12.4 \text{ m}^2 \\ 11.0 \text{ m}^2 + (4 \times 1.4 \text{ m}^2) = 16.6 \text{ m}^2$$

RCMP Guideline Term(s):

Multi-Purpose Room

RCMP Space Guidelines

11.0 m ²	Minimum space for up to six employees on largest shift, plus
1.4 m ²	For each additional full-time employee exceeding six on largest shift

Unisex Public Washroom

Facility Size:

SMALL	Incl. in Gross
MEDIUM	Incl. in Gross
LARGE	Incl. in Gross

Notes:

RCMP Guideline Term(s):

Public Reception Area

RCMP Space Guidelines

5.0 m²



CONTROLLED AREAS

Mechanical Room

Facility Size:

SMALL	Incl. in Gross
MEDIUM	Incl. in Gross
LARGE	Incl. in Gross

Notes:

RCMP Guideline Term(s):

Not included in RCMP Accommodations Guidelines

Small Exhibit

Facility Size:

SMALL	6.5 m ²
MEDIUM	6.5 m ²
LARGE	6.5 m ²

Notes:

Apply room area to "Overnight Exhibit Space" size only

RCMP Guideline Term(s):

Exhibit Room

RCMP Space Guidelines

- 21.5 m² Space for up to 10 operational members as follows:
- 6.5 m² for overnight exhibits
 - 15.0 m² for secure exhibit

Large Exhibit

Facility Size:

SMALL	N/A
MEDIUM	N/A
LARGE	15.0 m ²

Notes:

Apply room area to "Secure Exhibit" size only

RCMP Guideline Term(s):

Exhibit Room

RCMP Space Guidelines

- 21.5 m² Space for up to 10 operational members as follows:
- 6.5 m² for overnight exhibits
 - 15.0 m² for secure exhibit



CONTROLLED AREAS (continued)

General Office Space / Civilian

Facility Size:

SMALL	26.0 m ²
MEDIUM	39.0 m ²
LARGE	46.5 m ²

Notes:

$$20.5 \text{ m}^2 + 5.5 \text{ m}^2 = 26.0 \text{ m}^2$$

$$20.5 \text{ m}^2 + (2 \times 5.5 \text{ m}^2) + 7.5 \text{ m}^2 = 39.0 \text{ m}^2$$

$$20.5 \text{ m}^2 + (2 \times 5.5 \text{ m}^2) + (2 \times 7.5 \text{ m}^2) = 46.5 \text{ m}^2$$

RCMP Guideline Term(s):

Office, General

Small: 2 Operational, 1 Administrative
Medium: 3 Operational, 2 Administrative
Large: 3 Operational, 3 Administrative

RCMP Space Guidelines

20.5 m ²	Recommended minimum space to accommodate two operational members or, one full-time administrative employee and one operational member. This includes internal circulation space.
7.5 m ²	Add, per administrative employee
5.5 m ²	Add, per operational member on largest shift

General Office Space / Constable

Facility Size:

SMALL	Included Above
MEDIUM	Included Above
LARGE	Included Above

Notes:

"General Office Space / Constable" included in
 "General Office Space / Civilian"

RCMP Guideline Term(s):

Office, General

RCMP Space Guidelines

20.5 m ²	Recommended minimum space to accommodate two operational members or, one full-time administrative employee and one operational member. This includes internal circulation space.
7.5 – 9.5 m ²	Add, per supervisor on the largest shift
5.5 m ²	Add, per operational member on largest shift

Closed Office / Multi-Purpose

Facility Size:

SMALL	11.0 m ²
MEDIUM	12.4 m ²
LARGE	16.6 m ²

Notes:

$$11.0 \text{ m}^2 + 1.4 \text{ m}^2 = 12.4 \text{ m}^2$$

$$11.0 \text{ m}^2 + (4 \times 1.4 \text{ m}^2) = 16.6 \text{ m}^2$$

RCMP Guideline Term(s):

Multi-purpose Room

RCMP Space Guidelines

11.0 m ²	Minimum space for up to six employees on largest shift, plus
1.4 m ²	For each additional full-time employee exceeding shift on largest shift



CONTROLLED AREAS (continued)

Meeting Room / Chief's Office

Facility Size:

SMALL	N/A
MEDIUM	16.5 m ²
LARGE	16.5 m ²

Notes:

RCMP Guideline Term(s):

Office, Private

RCMP Space Guidelines

11.0 m ²	One occupant
16.5 m ²	Shared occupancy, two persons

Gathering Room / Lunch Room

Facility Size:

SMALL	11.0 m ²
MEDIUM	12.4 m ²
LARGE	16.6 m ²

Notes:

$$11.0 \text{ m}^2 + 1.4 \text{ m}^2 = 12.4 \text{ m}^2$$

$$11.0 \text{ m}^2 + (4 \times 1.4 \text{ m}^2) = 16.6 \text{ m}^2$$

RCMP Guideline Term(s):

Multi-Purpose Room

RCMP Space Guidelines

11.0 m ²	Minimum space for up to six employees on largest shift, plus
1.4 m ²	For each additional full-time employee exceeding six on largest shift

Unisex Washroom

Facility Size:

SMALL	5.0 m ²
MEDIUM	5.0 m ²
LARGE	N/A

Notes:

Apply washroom facilities from "Public Reception Area" to this facility area

RCMP Guideline Term(s):

Public Reception Area

RCMP Space Guidelines

5.0 m ²	Unisex public washroom with disability access
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CONTROLLED AREAS (continued)

Male / Female Washroom

Facility Size:

SMALL	N/A
MEDIUM	N/A
LARGE	incl. elsewhere

Notes:

Washroom facilities are included in "Locker / Showers" facility area

RCMP Guideline Term(s):

Member Locker Room

RCMP Space Guidelines

Not included in RCMP Accommodations Guidelines

Secure Files / Gun Storage

Facility Size:

SMALL	Incl. in Gross
MEDIUM	Incl. in Gross
LARGE	6.0 m ²

Notes:

Gun Storage is to be included in this area as per discussions held during Regional Managers meeting 6/1/04

RCMP Guideline Term(s):

Secure Records Room

RCMP Space Guidelines

6.0 m² 4,801 – 9,000 files (3-5 approved four-drawer security file cabinets located in either the General office or in the Main Work Area)

Locker / Showers

Facility Size:

SMALL	N/A
MEDIUM	N/A
LARGE	14.0 m ²

Notes:

$$(2 \times 5.6 \text{ m}^2) + (4 \times 0.7 \text{ m}^2) = 14.0 \text{ m}^2$$

RCMP Guideline Term(s):

Member Locker Room

RCMP Space Guidelines

5.6 m² Minimum space to accommodate each female and each male locker area comprising up to eight lockers and a washroom facility

0.7 m² Space per locker, to accommodate every member exceeding eight



CONTROLLED AREAS (continued)

General Storage

Facility Size:

SMALL	9.5 m ²
MEDIUM	9.5 m ²
LARGE	13.7 m ²

Notes:

$$9.5 \text{ m}^2 + (3 \times 1.4 \text{ m}^2) = 13.7 \text{ m}^2$$

RCMP Guideline Term(s):

General Storage Room

RCMP Space Guidelines

9.5 m ²	Space for up to seven employees
1.4 m ²	Add, for each employee exceeding seven

Janitorial Closet

Facility Size:

SMALL	Incl. in Gross
MEDIUM	Incl. in Gross
LARGE	Incl. in Gross

Notes:

RCMP Guideline Term(s):

Not included in RCMP Accommodations Guidelines

Shift Supervisor

Facility Size:

SMALL	N/A
MEDIUM	N/A
LARGE	11.0 m ²

Notes:

RCMP Guideline Term(s):

Office, Private

RCMP Space Guidelines

11.0 m ²	One occupant
16.5 m ²	Shared occupancy, two persons



PRISONER SECURITY

Short Term Holding

Facility Size:

SMALL	11.0 m ²
MEDIUM	11.0 m ²
LARGE	11.0 m ²

Notes:

RCMP Guideline Term(s):

Cells (Holding Cell)

RCMP Space Guidelines

11.0 m² Size is fixed in accordance with the approved design, and is based on the space required to accommodate two bunks, a combination lavatory and toilet fixture, and a mechanical chase.

Cells (3)

Facility Size:

SMALL	27.0 m ²
MEDIUM	27.0 m ²
LARGE	27.0 m ²

Notes:

3 x 9.0 m² = **27.0 m²**

RCMP Guideline Term(s):

Cells

RCMP Space Guidelines

9.0 m² Size is fixed in accordance with the approved design, and is based on the space required to accommodate two bunks, a combination lavatory and toilet fixture, and a mechanical chase.

Soft Room / Secure Interview Room

Facility Size:

SMALL	6.5 m ²
MEDIUM	6.5 m ²
LARGE	6.5 m ²

Notes:

RCMP Guideline Term(s):

Prisoner / Visitor Interview Room

OPP Space Guidelines v.1.5

6.5 m² minimum



PRISONER SECURITY (continued)

Guard Room / Prisoner Processing

Facility Size:

SMALL	11.0 m ²
MEDIUM	11.0 m ²
LARGE	11.0 m ²

Notes:

GUARD AREA

- At smaller detachment locations, a combined prisoner processing area and workstation area may be suitable for the storage of prisoner effects, and for prisoner breathtesting, fingerprinting and photographing.
- At smaller Locations, consider a combined female/male guard area.
- When additional applications are included, e.g. prisoner effects, breathtesting, fingerprinting, photographing, consider increasing space.

BREATHTESTING ROOM

- A multipurpose facility where prisoners may undergo breathtesting, fingerprinting and photographing
- If activities occur only periodically, consider locating the facility within the guardroom

RCMP Guideline Term(s):

*Guard Area
Breathtesting Room*

RCMP Space Guidelines

11.0 m ²	Guard area minimum size
10.0 m ²	Minimum size if a separate room. Size may be less if part of guard area.

Sally Port (Secure Bay) / Bulk Storage

Facility Size:

SMALL	37.0 m ²
MEDIUM	37.0 m ²
LARGE	37.0 m ²

Notes:

RCMP Guideline Term(s):

Secure Bay

RCMP Space Guidelines

37.0 m ²	Inside dimensions: 7.3 m x 4.6 m
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Prisoner Effects Storage Area

Facility Size:

SMALL	Incl. in Gross
MEDIUM	Incl. in Gross
LARGE	Incl. in Gross

Notes:

RCMP Guideline Term(s):

Prisoner Effects Storage Room

RCMP Space Guidelines

