

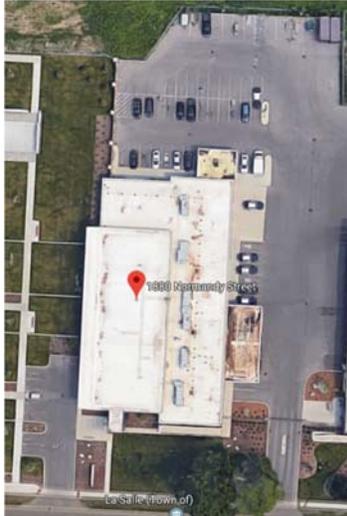
LaSalle Police Service Police Facilities Plan



Location

The LaSalle Police Service Facility is located at 1880 Normandy St., LaSalle, Ontario, N9H 1P8, herein called “the building”.

1880 Normandy St., LaSalle, Ontario



Legislative Requirements

The following legislative requirements can be found in the LaSalle Police Service reference manual under Part “B”, Section 6, Subsection 601.2. The LaSalle Police Service building meets or exceeds all of the legislative requirements as listed below.

- a/ all police facilities:
 - i/ meet or exceed provincial building and fire codes;
 - ii/ have sufficient space for the efficient organization of offices and equipment;
 - iii/ be adequately heated, ventilated, illuminated and, where appropriate and practical, air conditioned, when in use;
 - iv/ have lockers, separate change area, if members are required to change at the workplace, and washroom facilities, and where appropriate and practical, shower facilities; and
 - v/ have appropriate security measures and communications;
- b/ members of the police service have available:
 - i/ appropriate and secure working, records and equipment storage space; and
 - ii/ separate or private areas for interviewing purposes; and

- c/ the police service's lock-up facilities meet the following requirements:
- i/ the minimum cell size is 7' x 4'6" x 7' high;
 - ii/ fire extinguishers are secure and readily available in the lock-up area, but out of reach of the person in custody;
 - iii/ smoke and heat detectors are installed in the lock-up area;
 - iv/ toilet facilities are provided in each lock-up;
 - v/ no unsafe conditions exist, including means of attaching ligatures;
 - vi/ first aid equipment, including airway devices for mouth to mouth resuscitation, are readily available;
 - vii/ lock-ups are separate from public view;
 - viii/ confidential interviews with legal counsel can be accommodated;
 - ix/ a proper area for prisoner processing is provided;
 - x/ cell keys are in a secure location and master or duplicate keys are readily available;
 - xi/ the area where prisoners are processed and/or searched is well illuminated, secure and has no hazardous conditions present;
 - xii/ compliant with the police service's policy and procedures with respect to communicable diseases; and
 - xiii/ a means of constantly communicating with the main desk area and/or the communications centre is available.

11/ Where it is determined that the police facilities do not meet the requirements with respect to Police Facilities as outlined in Items 10 a/, b/ and c/ above, the Chief of Police should prepare a plan for the Board that sets out options and costs in order to meet the requirements.

History

Previously, the LaSalle Police Service facility was situated at 5950 Malden Rd., LaSalle, Ontario. In August 2014, the Service moved to its current location on Normandy Street.

The new facility was designed by JP Thomson Architects, Mark Beaulieu, Principle.



Construction of the new facility began in August 2012. Piroli Construction of Leamington was in charge of construction. The facility was complete in August 2014.

Fire Code

The LaSalle Police Service Police Facility meets or exceeds provincial building and fire codes. The facility is inspected monthly and annually by Troy Life and Fire Safety Ltd.

Wiley Barnes

Preventive Maintenance Account Manager

Troy Life & Fire Safety Ltd.

Windsor Branch

P: 519-945-4777 ext. 222

F: 519-945-4087

C: 519-560-1162

E: wiley.barnes@troylfs.com

In 2014, a Fire Safety Plan was approved by the LaSalle Fire Service (see attached document).

The fire system is as follows:

Make: Simplex

Model: 4100ES

Main Panel Location: Electrical Room (113)

Annunciator Panel Location: Front Entrance

Fire Alarm Description: Two Stage Fire Alarm System



Occupancy

The LaSalle Police Service station is a one-floor standalone building. The building is surrounded by parking lots on the north, east, and partially on the west side. Normandy St. is on the south side of the building.

The structure consists of mainly offices and small rooms. Included in the building is the dispatch center for police and fire. There are six holding cells and two sally ports (garage entrances for prisoner transport) within the structure.

The LaSalle Police Service has 56 full and part-time employees and operates 24 hrs. per day. There are a minimum of two Police Communicators in the building at all times and during business hours during the week there may be as many as 20 employees in the building. The building has sufficient room to comfortably accommodate all employees at any given time. The station also has a lunch/break area and a fully equipped workout room.

Building Services

The LaSalle Police Service Head Quarters (HQ) is a modern building with up-to-date heating and cooling. All facility systems are functioning properly and suitable temperatures are maintained all year round. In 2018, a vestibule area was constructed inside the east executive entrance to prevent cold air from blowing down the hallway when the door is opened.

The heating and cooling systems are serviced by Cardinal Services Group, 519-735-6666.

The Police station is also covered by a Building Management System which allows the Town of LaSalle building facilities manager to remotely check the status of the heating and cooling systems in the building.

The building has separate change areas and washroom facilities for male and female employees. The male locker room has 33 lockers and the female locker room has 20 lockers. Both change areas have shower facilities.

Building Security

The building is equipped with an Avigilon Surveillance camera system and has cameras located throughout the building, as well as around the perimeter of the exterior. There are 57 cameras throughout the interior and exterior of the station. Cameras are monitored around the clock by communications personnel.



Entrance to the employee parking lot is through a controlled access gate and the entire parking lot area is fenced and there is adequate lighting.



Access to the building is gained by an issued Fob proximity device. The building is accessible to the public through the south side main entrance which is open to the lobby area Monday to Friday 8:00 a.m. to 4:00 p.m. After hours, and on weekends and holidays, the public is able to access the inside foyer. This area is under 24-hour camera surveillance. There is a buzzer and speaker inside the foyer. Members of the public are required to press a button to speak with dispatch who then allow access remotely to the main lobby area. Once inside the lobby, members of the public proceed to the dispatch window and speak with a dispatcher. Access to the interior of the building is controlled access only.

The fob/key system is manufactured by Schlage and was installed by Proable from London, Ontario. The contact at Proable is:

Jason Landon, EHC

consultant

T: 519.652.6766 x226

C: 519.520.5101

www.proable.com

Records and Equipment Storage

All hard copy records and files are stored either in locked filing cabinets or inside the locked restricted access file room, situated off the main hallway across from the Staff Sergeants office.



All electronic data is stored on servers, which are located in the environmentally controlled, restricted access, server room. This area houses radio equipment, servers, and hard drives which serve password protected computers throughout the building. All Internet to and from the LaSalle Police Service is strictly firewall controlled.



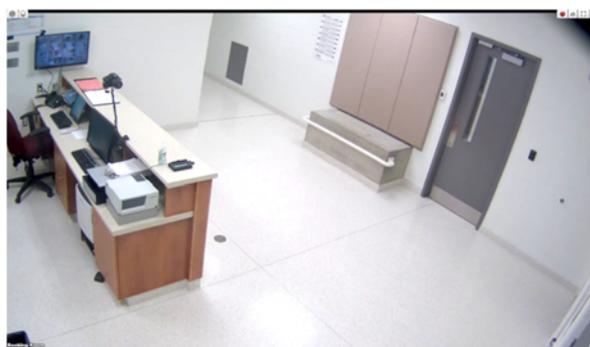
Lock up Facilities

The LaSalle Police Service lock up facilities is comprised of a booking area, two sallyports, an interview room, an Intoxilyzer room, a confidential and private right to counsel room, a unisex washroom, and six holding cells. All cells exceed the minimum standard of 7' X 4'6" X 7' high and are separate from public view. The area is designed so that there is no visual contact between cells and there is a "young person" lock up that is separated by a hallway from the main cell area.

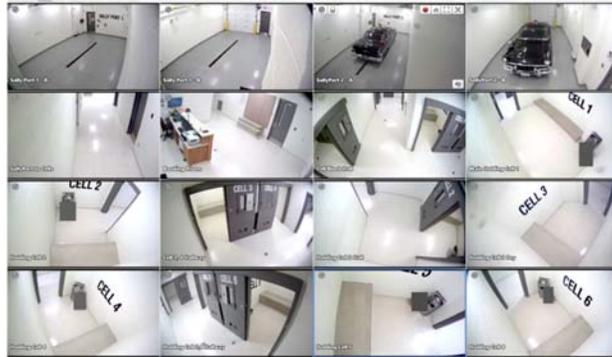
A combination stainless steel wash basin and toilet are provided in each lock up with the exception of cell 3, which is considered a "dry" cell. A dry cell would be utilized when a prisoner is being disruptive and continuously flushing the toilet, or running water, or has made attempts to clog the toilet, or has consumed evidence.



There is a large booking area that includes a Livescan Fingerprint station and mugshot area, lockers for prisoner property storage, a bench with pipe for securing prisoners if need be, and a computer booking area. This area is well illuminated and secure, and no hazardous conditions exist. There are telephones, which are able to reach dispatch in this area, as well as an intercom system. Anyone entering or exiting this area must do so by contacting dispatch through the intercom system. Communicators are then able to verify identification through video and access to the area is allowed.



The cell area is video and audio recorded at all times and there is a monitor at the booking station, which displays all cells. Remote viewing stations of the cell area are located in the Sergeant's office, dispatch, and the officers report room.



Cell keys are store securely in a drawer in the booking counter and a backup key is kept in the Sergeant's office. In the case of catastrophic failure of the power system, a master key for the cell area is kept in the S/Sergeants office in a secure but accessible location.

The lock up area has adequate smoke/heat detectors and fire extinguishers, which are secure and out of the reach of prisoners. The fire alarm system is as noted above. All fire extinguishers are kept out of the reach of prisoner and are in a secure location.

First Aid Equipment

First aid equipment is available in the cell area, as well as throughout the building. Airway devices for mouth-to-mouth resuscitation are available in the cell area. A defibrillator is stationed in the main hallway, near the entrance to the cell block.

The cell area, as well as the entire LaSalle Police Service HQ, is compliant with the services Communicable Diseases policy, reference manual, Part "B", Subsection 604.

Communication Centre

The LaSalle Police Service houses a dispatch centre that provides 24 hour, 7 days a week, 911 and non-emergency call taking and dispatching for one police services and three fire services:

- LaSalle Police Service
- LaSalle Fire Service
- Kingsville Fire Service
- Leamington Fire Service

The communications centre is a modern facility with three dispatch consoles, a communication supervisor's office, a kitchenette, a unisex washroom, and a small break area. The room is approximately 34' X 31', including the communication supervisors office.

Property/Forensic Identification Area

The LaSalle Police Service HQ also houses a full service Forensic Identification Lab, as well as access controlled property and evidence storage area. The Forensic Identification and Property control area are negative air pressure areas and have compliant chemical fume hoods and fingerprint powder removal cabinets. Eye wash and shower stations are located in these areas as well.