

 <p><b>OTTAWA POLICE SERVICE</b>  <b>SERVICE DE POLICE D'OTTAWA</b></p> <p><i>The Trusted Leader in Policing</i>  <i>Le chef de file de confiance dans la police</i></p>	<p><b>REPORT</b>  <b>RAPPORT</b></p>
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DATE: 27 July 2015

TO: Executive Director, Ottawa Police Services Board

FROM: Chief of Police, Ottawa Police Service

SUBJECT: **CONTRACT WITH FEDERAL FORCE PROTECTION AGENCY TO PROVIDE SECURITY SCREENING PERSONNEL AT OTTAWA COURTHOUSE**

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## **RECOMMENDATION**

**That the Ottawa Police Services Board delegate authority to the Chief of Police to engage in a contract with Federal Force Protection Agency to provide security screening personnel at the newly constructed single point of access at the Ottawa Courthouse, for the period of August 2015 to December 2017.**

## **BACKGROUND**

In 2013, the Ministry of the Attorney General (MAG) initiated plans to transform the multiple access points of the Ottawa Provincial Courthouse to a single access point off of Elgin Street, as well as install two magnetometers and two x-ray machines. This is in keeping with modern court security standards across the Province.

Construction began in May of 2015 and it is expected to be completed and open to the public in August of 2015.

The entrance will have a total of three lanes: two lanes comprised of magnetometer and x-ray systems, and one lane without the added security layers for approved persons with appropriate identification.

Security personnel are required for oversight of the lanes and to operate the new security devices. As per Section 137 of the *Police Services Act*, the Ottawa Police Service (OPS) is mandated to provide courthouse security.

## DISCUSSION

The OPS is responsible for providing security at the Ottawa Courthouse, including staffing the new security equipment implemented by the MAG.

The OPS, in conjunction with the City's Supply Management Division, reviewed a number of staffing options and determined it would be more cost effective to contract private security personnel to staff the entrance and operate the equipment.

A total of six positions are required – three full-time and three part-time. During peak hours, the contracted security would oversee a total of three lanes at the single access point: two lanes comprised of magnetometer and x-ray systems, and one lane without the added security layers for approved persons with appropriate identification.

## PROCUREMENT PROCESS

The OPS has been working with the City's Supply Management Division throughout the procurement process.

Initially, a review of existing, external security resources within the Ottawa Courthouse was conducted. The OPS learned that Infrastructure Ontario, which is responsible for the courthouse, currently outsources their facility management to the company CBRE. CBRE has contracted security personnel for the courthouse through the firm Federal Force Protection Agency (FFPA). The contract was reached following the issuance of a Request for Tender, in compliance with the Ontario Provincial Government Procurement By-laws. Through the competitive process, FFPA was awarded the contract until the end of 2017.

Given that the FFPA is the current provider of security resources within the Ottawa Courthouse, the OPS, in consultation with the Supply Management Division, is recommending a sole source contracting of FFPA in accordance with the Board's Financial Accountabilities Procedure Manual. The contract would be for the period of August 2015 to December 2017, coinciding with the existing contract held by CBRE.

The contracting of the FFPA by the OPS would ensure both new and existing security resources are harmonized and will leverage the existing command structure to ensure seamless provision of supervision of the private security resources. FFPA also has experience in providing resources to operate the magnetometers and x-ray machines, and will utilize existing expertise to launch the new security screening at the Ottawa Courthouse. Further, concerns raised by the MAG around safety and unity of command in terms of having a second security firm operating in their facility, would be addressed.

Upon approval by the Board, the Supply Management Division would begin facilitating contract negotiations with the FFPA.

## CONSULTATION

The OPS reviewed the best practices of several Ontario police services including: Toronto, Durham, Peel, Windsor and Kingston. The MAG was also consulted and supports the recommendation to contract the FFPA.

## FINANCIAL STATEMENT

The costs will be charged to the Court Security 121321-502899 Police Related Services account. The contract will be funded through the elimination of 3 vacant civilian FTE's (2 in 2015 and an additional one in 2016). The approximate contract cost for the remainder of 2015 is \$111,400. The approximate cost for 2016 and 2017 is \$293,600 per year.

## CONCLUSION

The MAG is in the process of modernizing security standards at the Ottawa Provincial Courthouse to ensure they are in line with security practices in other courthouses across the Province. The changes will improve the overall safety of everyone accessing the courthouse including the public, courthouse employees, and members of the OPS.

Included in the changes being introduced by the MAG is a transition to a single point of access which includes magnetometers and x-ray machines for security screening.

The screening devices must be operated by security personnel and as per the Police Services Act, the OPS is mandated to provide security at the courthouse.

After reviewing staffing options, the OPS determined that contracting FFPA, a private security company currently providing security resources at the courthouse through a contract with the CBRE, to be the most cost effective and feasible option.

The Board is being asked to approve delegating authority to the Chief to enter in to a contract with FFPA beginning August 2015 and ending December 2017, to provide the required security personnel.

(Original signed by)

Charles Bordeleau  
Chief of Police

Responsible for report: Deputy Chief Jill Skinner