

# ALOUETTE CORRECTIONAL CENTRE FOR WOMEN STANDARD OPERATING PROCEDURES

L. ANDERSON, WARDEN

November 22, 2011

## SUBJECT: Separate Confinement

### 1.01 General

Authority for the separate confinement of inmates is detailed in sections 17 to 20 of the Correction Act Regulation. The B.C. Corrections Branch, Adult Custody Policy details the circumstances for the placement, limitations, notification and review process.

<http://home.pssg.gov.bc.ca/corr/custody/acp.pdf>

### 1.02 Authority

The warden or designate will review the circumstances prior to a separate confinement placement. Correctional supervisor's authority is limited to the Correction Act Regulation section 17, for a period of time not to exceed seven hours.

### 1.03 Circumstances

The warden or designate may place an inmate on separate confinement status if there are reasonable grounds to believe the following:

- The inmate is endangering himself or herself or is likely to endanger himself or herself
- The inmate is endangering another person or is likely to endanger another person
- The inmate is jeopardizing the management, operation or security of the correctional centre or is likely to jeopardize the management, operation or security of the correctional centre
- The inmate would be at risk of serious harm or is likely to be at risk of serious harm if not confined separately
- The inmate must be confined separately for a medical reason
- The inmate suffers from a mental illness
- The inmate is at greater than usual risk of harm from other inmates
- The inmate is to be subject to an examination of mental condition for the purposes of the Mental Health Act
- The inmate may have contraband hidden in his or her body

### 1.04 Separate Confinement – Short Term (Sec. 17 CAR)

When an inmate has been placed on short term separate confinement, the inmate must be released from that confinement within seventy two hours unless the circumstances of the confinement continue to exist.

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When an inmate has been placed on short term separate confinement due to a mental illness, the confinement will not exceed five days.

**1.05 Notification**

Inmates placed on short term separate confinement will within twenty four hours of the confinement receive written notice of the decision and reasons for the confinement. All Separate Confinement Notification forms will be printed, signed, scanned and attached to the inmate's Cornet client log. A client log entry will be made confirming the inmate's receipt of the Separate Confinement Notification form.

**1.06 Review**

Inmates placed on short term separate confinement will have their separate confinement status reviewed every twenty four hours. The warden or designate completing the review will document in the inmate's Cornet client log that the review occurred, any changes in status and any other pertinent information resulting from the review.

**1.07 Separate Confinement – Longer Term (Sec. 18 CAR)**

When an inmate has been placed on short term separate confinement, the warden or designate may extend the confinement in accordance with sec. 18 CAR for one or more periods of time not longer than fifteen days each if warranted by the circumstances of the confinement.

**1.08 Notification**

Inmates placed on longer term separate confinement will within twenty four hours of the confinement receive written notice of the decision and reasons for the confinement. All Separate Confinement Notification forms will be printed, signed, scanned and attached to the inmate's Cornet client log. A client log entry will be made confirming the inmate's receipt of the Separate Confinement Notification form.

**1.09 Review**

Inmates placed on longer term separate confinement will have their separate confinement status reviewed every fifteen days or sooner depending on the circumstances, to determine if the separate confinement status must continue. The warden or designate completing the review will document in the inmate's Cornet client log that the review occurred, any changes in status and any other pertinent information resulting from the review.

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### **1.10 Voluntary Separate Confinement (Sec. 19 CAR)**

If the warden or designate and an inmate agree that the inmate would be at risk of serious harm or is likely to be at risk of serious harm if not confined separately, the warden or designate and the inmate may agree that the inmate be confined separately from other inmates.

### **1.11 Notification**

Inmates placed on voluntary separate confinement will receive written confirmation of the agreement within twenty four hours of their placement. All Separate Confinement Notification forms will be printed, signed, scanned and attached to the inmate's Cornet client log. A client log entry will be made confirming the inmate's receipt of the Separate Confinement Notification form.

### **1.12 Review**

Inmates placed on voluntary separate confinement will have their separate confinement status reviewed every twenty four hours. The warden or designate completing the review will document in the inmate's Cornet client log that the review occurred, any changes in status and any other pertinent information resulting from the review.

Inmates on voluntary separate confinement status will receive a classification review following the initial placement. Whenever possible, arrangements will be made to transfer the inmate to another correctional centre within the province where the inmate will have the opportunity to be housed on a regular living unit.

An inmate may request in writing at anytime a review of their separate confinement status.

After every 30 day period an inmate on separate confinement status will have that decision reviewed by the deputy warden and a mental health professional who will assess the impacts of separate confinement.

### **1.13 Submissions**

Inmates on separate confinement status are provided the opportunity to make submissions regarding the confinement at anytime during the confinement. The warden or designate will review the submissions within a reasonable period of time and either confirm, vary or rescind their decision.

Inmates will receive a copy of the written response to their submission(s); a scanned copy will be attached to their Cornet client log and a client log entry will be made confirming

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the inmate's receipt of the response to their submission(s). Inmate submissions will be made on Inmate Complaint Forms.

**1.14 Termination**

The warden or designate may at any time terminate the separate confinement of an inmate.

**1.15 Limitations**

Inmates placed in separate confinement will retain the same rights and privileges as those inmates in general population. One or more privileges and access to cell effects and canteen items may be withheld due to the limitations of the area in which the inmate is being housed, the operational requirements of the centre or the protection of other inmates or staff.

Reasons for withdrawal of privileges or specified articles (personal possessions) will be documented in the Cornet client log and the correctional supervisor will complete an incident report detailing the rationale.

**1.16 Personal Effects**

When moving an inmate from a regular living unit to a segregation cell, whenever possible, the inmate will pack their own personal effects. When the inmate is not able to pack their own personal effects, two officers will pack, inventory and sign for all items. The date and time the inmate's cell was secured, the date and time of the effects inventory and the names of the officers who completed the inventory will be entered in the inmate's client log.

Inmate personal effects not permitted in a segregation cell will be stored in the segregation storage room.

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**L. ANDERSON, WARDEN**

**August 25, 2011**

## **SUBJECT: Segregation**

### **1.01 Placement**

Alouette Correctional Centre for Women has four designated segregation cells.

An inmate may be placed in a segregation cell as a result of the following:

1. Where an inmate has received a segregation disposition as a result of a disciplinary hearing in accordance with section 27(1) of the Correction Act Regulation.
2. Where the provisions of section 17 in the Correction Act Regulation, separate confinement - short term apply to the inmate.
3. Where the provisions of section 18 in the Correction Act Regulation, separate confinement – longer term apply to the inmate.
4. Where the provisions of section 19 in the Correction Act Regulation, voluntary separate confinement apply to the inmate.
5. Where the provisions of section 24 in the Correction Act Regulation, segregation pending a disciplinary hearing apply to the inmate.
6. When no other cells are available an inmate may be temporarily held in a segregation cell but will be transferred to another unit as soon as space is available.

### **1.02 Staffing**

The Alder officer will be responsible for the supervision of the segregation unit. The deputy warden of operations or in their absence the on call manager will determine if additional staffing resources are required to provide security/supervision in this area. Only correctional officers will access and complete visual cell inspections on inmates housed in segregation cells.

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**1.03 Searches**

All inmates admitted to the segregation unit will be strip searched. All personal effects approved to be in the inmate's cell will be searched at the time of admission to segregation.

**\*\*Note – Strip searches will only be conducted by officers of the same gender as the person being searched.**

All inmates who enter or leave the segregation unit will be frisk searched by the escorting officer.

Daily cell frisks will be conducted and entered in the unit log book.

**1.04 Escorts**

The correctional supervisor will determine whether or not restraints will be used when inmates are escorted to and from the segregation unit.

Following an incident the correctional supervisor will assign the escorting officer(s). The charging officer or any officer directly involved in the incident will not be used as the escorting officer, if possible.

The segregation officer will return all cell and personal effects to an inmate before escorting them to their assigned living unit upon completion of their segregation disposition or separate confinement.

**1.05 Cell Inspection on Admission to Segregation**

Prior to placement in a segregation cell, the officer assigned to segregation will inspect the cell for contraband and cleanliness. Any deficiencies will be noted on the living unit summary.

**1.06 Cell inspection upon Release from Segregation**

Before an inmate is released from segregation, the segregation officer will inspect the cell for contraband and cleanliness. Any deficiencies will be noted on the living unit summary. Any damage noted beyond normal wear may result in institutional charges.

**1.07 Cell Surveillance**

Segregation cells have video surveillance and DVR capabilities.

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### **1.08 Segregation Unit Log Book**

The segregation unit log book will be used to record the following information:

- date, shift worked, officer's printed name and initials
- tool and equipment checks completed
- counts
- security checks
- visual cell checks
- name and CS number of inmate admitted
- inmate ablutions
- all movement in and out of the segregation cell and unit
- visitors to segregation, i.e. healthcare personnel, WSI, warden
- correctional supervisor and assistant deputy warden rounds
- the time and detailed summary of any events or occurrences

### **1.09 Segregation Placement Form**

It is the responsibility of officers assigned to the segregation unit to maintain and update the Segregation Placement Form daily. The following information will be recorded:

- The segregation cell number
- The name and CS number of the inmate
- Date of admission to segregation
- Type of confinement
- Length of disposition, including start and end date
- The name of the person who ordered the confinement
- Daily ablation periods
- Any relevant information ie. suicidal, serious peer issues, etc.

### **1.10 Inmate Exercise Periods**

After the first 24 hours of confinement, an inmate will have a minimum of one hour ablutions outside of their assigned segregation cell in a 24 hour time period unless the inmate is acting in such a manner that is deemed likely to jeopardize the management, operation and security of the correctional centre. Authority to deny ablutions will be limited to a manager.

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The assigned officer will note on the segregation ablutions form when each inmate was given the opportunity for ablutions, which inmate took ablutions and which inmates declined ablutions.

The correctional supervisor will be informed when an inmate declines ablutions on more than one occasion.

Unless approved by the deputy warden of operations, no more than one inmate will be out of a segregation cell at one time.

The correctional supervisor will be notified immediately of any segregation inmate who does not comply with an officer's direction while out of their cell.

**1.11 Client Log**

The assigned officer will make daily entries in each inmate's client log. Client log entries may include, but are not limited to the following:

- Inmates behaviour and demeanour
- Visitors
- Appointments
- Ablutions taken or declined
- Meals received or declined

**1.12 Observation Unit Record Sheet**

An Observation Unit Record Sheet will be initiated by a health care professional whenever an inmate is admitted to segregation for medical observation. The health care professional will note in the inmate's client log that the record sheet has been issued and the period of time in which observation of the inmate is required.

Completed record sheets will be returned to the health care department for review and filing.

**1.13 Cell Possessions**

Cell possessions for inmates in the segregation unit confined under sections 17, 18, 19, 21 or 24 will be limited to the following:

(a) Bedding (consistent with what is provided in a regular living unit):

- 1 mattress / 2 pillows / 2 pillow cases / 2 sheets / 3 knit blankets / 1 fleece blanket



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**(b) Clothing:**

- 1 pair of pyjamas / 1 pair underwear / 1 pair socks / 1 pair running shoes (shoes will be left outside the cell)

**(c) Reading material:**

- 1 magazine (exchanged on a one for one basis) / 1 Bible / writing paper / envelopes / legal documents / correspondence / 1 pencil (metal plate holding eraser not permitted) / additional reading material as approved

**(d) Personal hygiene materials:**

- toilet tissue / small bar of soap / toothpaste / toothbrush / comb / deodorant

**(e) Self-administered medication prescribed by health care (placed in the segregation inmate personal storage cupboard)**

**(f) Other permitted cell effects:**

- Wedding ring / religious medallion / medical alert identifier / 1 plastic cup

Any or all personal possessions may be removed under the direction of a correctional supervisor or manager. An incident report will be completed detailing the reasons for removal.

When moving an inmate to segregation from a regular living unit, whenever possible, the inmate will pack their own personal effects. When the inmate is not able to pack their own personal effects, two officers will pack and inventory all items. The date and time the inmate's cell was secured, the date and time of the effects inventory and the names of the officers who completed the inventory will be entered in the inmate's client log. All inmate personal effects not permitted in a segregation cell will be stored in the inmate's personal storage cupboard located at the segregation office or the effects storage room based on availability of space.

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## SUBJECT: Segregation

### 1.14 Personal Hygiene kit

Every inmate assigned to the segregation area, regardless of their status, will be given a personal hygiene kit.

The kit will contain:

- 1 bar of soap
- 1 toothbrush
- 1 tube of toothpaste
- 1 comb

### 1.15 Meals

Inmates in segregation will eat all meals in their cells. Meals will be served on regular kitchen dishes and disposable cutlery will be given to the inmate. All utensils and dishes will be collected at the end of the meal.

Client log entries will be made for any inmate who refuses a meal. Segregation officers will contact the correctional supervisor if an inmate refuses more than one consecutive meal.

### 1.16 Mail

Segregation inmates, regardless of their status, will retain the same mail privileges as general population inmates.

Regular mail limits and logging will apply for inmates housed in the segregation unit.

### 1.17 Phone Calls

Inmates housed in the segregation unit will retain regular telephone privileges. Phone calls to lawyers for disciplinary hearing purposes should be noted in the segregation log book and the inmate's client log.

### 1.18 Canteen

Inmates housed in the segregation unit will be permitted to submit a canteen request. Purchased items will be stored in the inmate's personal storage cupboard until the inmate is released from segregation. Canteen items will not be provided to inmates while in segregation.

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**1.19 Cleanliness**

Inmates are expected to maintain a high level of personal hygiene and cell cleanliness while in segregation. Cells will be swept and mopped, sinks and toilets cleaned, bedding changed and all garbage removed during ablution periods.

Segregation inmates are expected to shower, wash their hair and change their clothing on a regular basis during ablution periods.

Cleaning supplies will not to be left out in the common areas of the segregation unit. Inmates may be given cleaning supplies to use during their ablution periods.

Assigned officers will conduct an inspection of the unit and cells daily. Officers are responsible for ensuring that the segregation area is kept clean and that all dishes are returned to the kitchen at the completion of meals.

**1.20 Visual Cell Checks**

At the commencement of each shift, and not to s.15 thereafter, visual cell checks will be conducted. Visual cell checks will be recorded in the segregation unit log book.

When conducting visual cell checks it is essential that officers observe breathing and or movement of the inmate. Visual cell checks will not to be conducted by viewing closed circuit television (CCTV).

Inmates identified by a health care professional as being at risk of self harm may be placed on s.15 The correctional supervisor will determine what effects, if any, will b inmate's cell. Visual cell checks will not s.15 and will be recorded in the segregation unit log book.

**1.21 Security Checks**

Assigned officers will conduct daily security checks of all cells and common areas in the segregation unit. These checks will be recorded in the segregation unit log book and the segregation unit summary and will include any damage or deficiencies. Security concerns will be communicated to the correctional supervisor immediately.

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**1.22 Supervisor Visits**

The correctional supervisor and the assistant deputy warden will visit the segregation unit on at least one occasion during their shift. These visits will be recorded in the segregation unit log book and unit summary.

**1.23 Internal Segregation Reviews**

A review of all inmates in the segregation area will be completed daily by the assistant deputy warden. The results will be recorded in the inmate's client log.

**1.24 Health Care Professional Visits**

A health care professional will visit the segregation unit each day ensuring that each inmate is seen at least once in a 24 hour period. If the health care professional feels that an inmate's confinement will result in serious deterioration of the inmate's mental or physical health, they are to submit their recommendations for removal of the inmate from the segregation unit to the correctional supervisor.

Inmates that are out for ablutions will be secured in their cells until completion of the health care professional's daily rounds.

**1.25 Accessing Segregation Cells – Volatile Inmates**

The assistant deputy warden or in their absence, the correctional supervisor in consultation with the on-call manager, will determine whether a segregation cell will be accessed in circumstances where an inmate's behaviour is violent, unpredictable and/or poses a risk to others.

In such circumstances, communication will be conducted with the door secured and observation of the inmate will be through the cell window and via CCTV. The assistant deputy warden or in their absence, the correctional supervisor will control access to the area and will determine, if applicable, who will communicate with the inmate.

# FORD MOUNTAIN CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCastri, Warden

November 3, 2011

**Subject: Separate Confinement**

### 1.01 General

Authority for the separate confinement of inmates is detailed in the *Correction Act Regulation*. The B.C. Corrections Branch Adult Custody Policy details circumstances for placement, limitations, notifications and review of separate confinement placements.

[http://portal.ag.gov.bc.ca/portal/page/portal/COR\\_Home/Common\\_Menu\\_Items/Tools/Policy\\_Procedures](http://portal.ag.gov.bc.ca/portal/page/portal/COR_Home/Common_Menu_Items/Tools/Policy_Procedures)

### 1.02 Authority

The Warden or designate, will review all inmates considered for placement on separate confinement status and render a decision. Correctional Supervisor's authority to place inmates on separate confinement is limited to *s.17 Correction Act Regulation* for periods of time up to seven hours.

### 1.03 Notification of Placement

Inmates will be notified, in writing, of their separate confinement placement by a Supervisor.

### 1.04 Review

The Assistant Deputy Warden will make daily entries in the client log of all inmates on separate confinement status. The Assistant Deputy Warden will document all noteworthy information regarding the inmate's behaviour/demeanour, as well as any comments or concerns raised by the inmate during daily rounds.

The Assistant Deputy Warden responsible will meet with all inmates on separate confinement (s.18, s.19) status at least once every seven days and will determine if continued confinement is required.

A health care professional reviews the impact of separate confinement after every thirty (30) day period.

The Deputy Warden responsible will provide the Warden with a written report for each inmate whose placement in separate confinement has reached thirty (30) days. The Warden, in consultation with the Deputy Warden will determine if separate confinement will continue. The decision will be confirmed in writing to the inmate and documented in the CORNET Client Log.

# **FORD MOUNTAIN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

S. DiCastri, Warden

November 3, 2011

**Subject: Separate Confinement**

The Warden or designate will meet with inmates on separate confinement (s.19) once every thirty (30) days to determine if voluntary separate confinement will continue. The decision will be confirmed in writing to the inmate and documented in the CORNET Client Log.

### **1.05 Voluntary Separate Confinement**

In accordance with *s.19 Correction Act Regulation*, if the person in charge and an inmate agree that the inmate would be at risk of serious harm or is likely to be at risk of serious harm if not confined separately, the person in charge and the inmate may agree that the inmate be confined separately from others.

Prior to an inmate being placed on separate confinement for peer related issues all opportunities for the inmate to remain of a regular unit must be exhausted. Inmates will not be granted s.19 may be double bunked if required for operational purposes providing they are considered appropriate for double bunking.

Classification will review each inmate on s.19 following the initial placement. Arrangements will be made to transfer the inmate to another Correctional Centre, within the Province, where the inmate will have the opportunity to be housed on a regular unit and participate in employment and program opportunities.

### **1.06 Separate Confinement – Permitted Cell Effects**

Refer to the FMCC Segregation SOP for cell possessions approved while on separate confinement.

### **1.07 Separate Confinement – Canteen**

Inmates housed in the segregation unit will have general canteen privileges. Refer to the FMCC Segregation SOP for details.

# FORD MOUNTIAN CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCatri, Warden

June 20, 2011

**Subject: Segregation**

**Purpose:** To separate inmates from general population in order to maintain good order, security and/or discipline in the Centre.

When the Segregation unit at FMCC is utilized the following applies:

### 1.01 Placement

Authority for placing an inmate in segregation for medical observation is found in section 17(1)(a)(v) of the Correction Act Regulation.

The Segregation Unit has 6 cells with two specific purposes, discipline and medical observation.

- Segregation Side: cells s.15
- Medical Observation: Cells.15

The recommendation for placing an inmate in Segregation must be clearly noted on the Separate Confinement Notification form.

An inmate may be placed in a Segregation cell as a result of the following:

- (1) Where it is determined by the Assistant Deputy Warden that the provisions of Section 24 in the Correction Act Regulation, Segregation Pending a Disciplinary Hearing apply to the inmate.
- (2) Where the inmate has been sentenced to a period of Segregation as a result of a Disciplinary Hearing.
- (3) Where the provisions of Sections 17, 18, and 19 in the Correction Act Regulation apply to the inmate and no other reasonable placement exists.
- (4) Where no other cells are available, an inmate may be temporarily held in a Segregation cell, but will be transferred to another unit as space is available.

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

S. DiCastri, Warden

June 20, 2011

**Subject: Segregation**

- (5) Where Health Care has identified an inmate as requiring medical isolation and where no other cells are available, an inmate may be held in a segregation cell.

Inmates that are housed in Segregation for non-disciplinary purposes will be provided additional time out of their cells as operational needs permit.

### **1.02 Alternative Segregation Cells**

In the event there are no segregation cells available, the Assistant Deputy Warden or in their absence, the Correctional Supervisor may designate a cell within Holloway House as a segregation cell. This designation can be made until a segregation cell in the segregation unit becomes available.

### **1.03 Staffing**

In the event of an incident or disturbance in the segregation unit, an officer will not enter a cell when alone.

### **1.04 Searches**

Upon admission to the Segregation unit, the inmate will be strip searched and a search of his personal effects will be made.

**\*\* Note – Strip searches will only be conducted by an officer of the same gender as the person being searched.**

All inmates who enter or leave the segregation unit, including the unit cleaner, will be frisk searched by the escorting staff.

Regular cell and unit searches will be conducted and any such search will be entered in the unit log book.



# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

**S. DiCatri, Warden**

**June 20, 2011**

**Subject: Segregation**

### **1.05 Escorts**

All inmate movement to and from segregation will be under restraint unless the inmate(s) has been cleared from segregation unit placement. During movement, inmates will be handcuffed with hands behind the back, unless a medical condition prohibits such applications. Escort staff will maintain care and control of the inmate with hands on physical contact for safety, balance and secure custody. Inmates with medical condition will be restrained with hands secured to the front. The escorting officer will search, change and secure the inmate in a cell. If more than one inmate is escorted to segregation at one time, they will be processed individually.

The Correctional Supervisor, following an incident, will assign the escorting officer(s). The charging officer or officers directly involved will not be utilized for the escort.

Upon the transfer of the inmate(s) to a living unit location (i.e. Hut C), the Segregation Officer is responsible for and will transfer the inmate's cell effects to the location where the inmate(s) has been moved.

The effects must be received by the inmate in a reasonable and practicable time, and no later than by the Segregation Officer shift end.

### **1.06 Cell Inspection on Admission to Segregation**

Prior to placement in a segregation cell, the officer assigned duties, will thoroughly inspect the cell for contraband and cleanliness.

### **1.07 Cell Inspection upon Release from Segregation**

Before an inmate is released from segregation, an officer will inspect the cell. The cell must be cleaned to a high standard. Any new damage will be noted. A Correctional Supervisor will render a decision whether a charge is warranted for any new damage.

# FORD MOUNTIAN CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCatri, Warden

June 20, 2011

**Subject: Segregation**

### 1.08 Placement of Inmates

An inmate who has been awarded a segregation disposition, or placed in segregation on separate confinement, will generally be placed in SG~~s~~.15 to SG s.15

Inmates who are suicidal or otherwise require observation will be placed in the observation cell, SG~~s~~.15

Inmates identified by Health Care staff as requiring a medical isolation cell will be placed at the direction of the Assistant Deputy Warden or in their absence, the Correctional Supervisor.

Inmates admitted to segregation as a result of a high count who are on “overflow” status will be placed wherever a bed is available.

### 1.09 Segregation Unit Log Books

It is the responsibility of staff assigned to segregation to maintain segregation cell records.

The segregation unit log will be maintained daily, when inmates are housed in segregation with the following information:

- date, length of shift, staff on duty and their signature;
- security checks, visual cell inspections, and counts completed;
- name and CS number of every inmate admitted to the segregation unit;
- inmate ablution times;
- all movement in and out of the segregation unit;
- any visitors to segregation, i.e. HCC staff, WSI, managers, etc;
- Supervisor’s rounds
- the time and summary of details of any unusual events or occurrences.

**\*\* Note – All entries in the Log Books are subject to Court Subpoena and reviews by outside agencies. Therefore, staff are to ensure legibility, clarity and accuracy on all entries.**

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

**S. DiCatri, Warden**

**June 20, 2011**

**Subject: Segregation**

### **1.10 FMCC Segregation Inmate Roster**

It is the responsibility of staff assigned to segregation to maintain and update the Inmate Roster. Recorded on it will be:

- the name and CS number of each inmate;  
date of admission to segregation;
- reason for placement in segregation;
- length of disciplinary disposition, including start and expiry dates (disposition calculation – count start date as first day);
- any noteworthy information, such as “suicidal”, “not to be out with certain inmates”, etc.

The inmate roster will be rewritten and maintained daily.

The previous days roster will be forwarded to the Deputy Warden.

### **1.11 Inmate Exercise Periods**

After the first 24 hours of confinement, an inmate will be allowed a minimum of one-hour exercise period outside of their segregation cell each 24-hour period; unless a Warden considers that this could endanger the inmate or other persons.

This one-hour period may be utilized by the inmate for such things as ablutions, or exercise in the fresh air exercise area, or the common area of the segregation unit.

It is the responsibility of the segregation staff to establish a schedule whereby each inmate housed in the segregation unit is provided with an opportunity to be out of his cell for a one-hour period in each twenty four hour period. It is the responsibility of the segregation staff to maintain a log indicating when each inmate was given the opportunity, and took the opportunity, for one hour out of his cell.

If the opportunity for this one-hour period is refused by the inmate, this is also to be logged. If the inmate declines his period of exercise on more than one occasion, a report is to be submitted to the Assistant Deputy Warden or in their absence, the Correctional Supervisor and then forwarded to the Deputy Warden.

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

**S. DiCastri, Warden**

**June 20, 2011**

**Subject: Segregation**

Inmates in Segregation will normally receive their ablutions on the dayshift. Inmates on separate confinement will normally be scheduled during the days, though their conditions may allow for time out during the afternoon. Unless otherwise specified by the Deputy Warden, no more than one inmate may be out at one time.

### Process for initiating exercise period:

- (a) Officer notifies inmate to be ready to open his cell door when it is accessed from the control panel.
- (b) Officer conducts check of segregation side inmates.
- (c) Officer leaves segregation side
- (d) Inmate's cell door is accessed, allowing inmate to open it.
- (e) In time for next check, inmate is instructed to return to his cell, or go to courtyard and secure door behind him.
- (f) When secured, officer enters area and conducts check.
- (g) Officer exits and secures area, then releases inmate to complete his hour.
- (h) Inmate instructed to re-enter his cell and secure door.

If, at any point, the inmate refuses to comply (once out of his cell) the Correctional Supervisor is to be notified immediately.

### **1.12 Client Log**

It is the responsibility of the segregation staff to make daily entries in each inmate's client log detailing the inmate's behaviour and demeanour. All visits to, or by the inmate, are to be recorded, including those by officers, medical staff, chaplains, etc.

### **1.13 Cell Possessions**

Unless authorized in writing by the Deputy Warden or designate, an inmate confined in a segregation cell, will:

- (a) Receive bedding in the amount normally received in the regular rooms:
  - 1 pillow
  - 1 pillowcase
  - 1 mattress
  - 2 sheets
  - 2 blankets.

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- (b) Be issued:
  - 1 pair of orange coveralls
  - 1 pair of shorts or briefs
  - 1 pair of socks
- (c) Be allowed reading material as follows:
  - 3 pocket books
  - 1 Bible
  - writing paper
  - envelopes
  - legal documents (only when required, will be secured in segregation storage room when not in use)
  - correspondence.

\* ***a stubby pencil will be provided upon inmate request, but must be returned when not in use.***
- (d) Personal hygiene materials:
  - toilet tissue
  - small bar of soap.
- (e) Self-administered medication prescribed and distributed by the Health Care Centre or obtained from FMCC canteen.
- (f) Other permitted cell effects for inmates in segregation for disciplinary purposes:
  - wedding ring
  - religious medallion
  - 1 Styrofoam cup.

Any and all personal possessions may be removed under the direction of a Supervisor. A written report will be completed and forwarded to the Deputy Warden detailing the reasons for removal when this occurs.

All personal effects not permitted in the segregation cell will be stored in the effects room.

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

S. DiCatri, Warden

June 20, 2011

**Subject: Segregation**

### **1.14 Personal Hygiene Kit**

Every inmate that is assigned to the Segregation area, regardless of their status, will be given a Personal Hygiene Kit.

The kit will contain:

- 1 bar of soap
- 1 toothbrush
- 1 tube of toothpaste
- 1 razor (\* blades checked after each use and razor is to be replaced when required)
- inmates may add their personal shampoo for the duration of their stay.

The kit will only be issued during ablutions periods, and will be returned immediately after use. Inmates are not to retain the kit in their possession. Kits are to be stored in the segregation storage room.

### **1.15 Meals**

Inmates in Segregation will be served and will eat all meals in their cells. They will be issued plastic eating utensils, disposable dishes and cups, which will be collected at the end of the meal. When meals are ready to be served the door hatch will be opened, the meal served and then staff will secure the door hatch until such time as the tray, etc. are ready to be collected.

If an inmate refuses his meal, staff will document it in his client log. If an inmate refuses two meals in a row, segregation staff will contact the Correctional Supervisor. If the inmate refuses three meals in a row, the Assistant Deputy Warden will be notified. Refer to Inmate Fasting Standard Operating Procedures.

### **1.16 Mail**

Inmates in the Segregation unit will retain their customary mail privileges.

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

S. DiCastri, Warden

June 20, 2011

**Subject: Segregation**

### **1.17 Phone Calls**

Inmates housed in the Segregation unit will retain regular phone privileges. Inmates are expected to clean their cell and shower prior to using the phone.

Inmates requiring access to the phone for the purpose of contacting their lawyer will be provided access to the phone during business hours.

### **1.18 Canteen**

Inmates housed in the Segregation Unit, under Correction Act Regulation Section 17, 18, 19, Separate Confinement or overflow status are allowed general canteen privileges. Purchase of canteen items which affect the security and operation of the segregation unit are excluded. Canteen purchases of medical, health (i.e. tylenol, tums, motrin), and hygiene products only will be approved for inmates housed in the segregation unit. Items will be stored in the segregation storage room for use during their ablutions period.

### **1.19 Province Newspapers**

Inmates housed in the segregation unit will be provided access to the Province newspaper. Inmates can request the newspaper only, during their ablution time period, once they have completed their personal hygiene and cell cleaning.

Newspapers are not allowed in an inmate's cell. Reading of the newspaper will be restricted to the common area only.

Staff may deny an inmate access to the newspaper based on behavioural reasons. This decision will be recorded in the inmate's client log on Cornet and a Correctional Supervisor must be notified of the decision and the reason to the denial.

### **1.20 Night Lights**

The lighting in each Segregation cell occupied by an inmate will be reduced to night lighting after the 2200 count is cleared and will continue until the commencement of the following day shift.

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

S. DiCastri, Warden

June 20, 2011

**Subject: Segregation**

### **1.21 Cleanliness**

Inmates are expected to maintain a high level of personal hygiene while in segregation. Cells will be swept and mopped daily; floors, walls, ceilings and windowsills are to be clean; sinks and toilets will be clean inside and out; beds made properly; all garbage removed during the one-hour exercise period.

Garbage cans will not be placed in the inmate areas within the segregation unit. Inmates, during ablution periods, will be provided with a clear small plastic garbage bag. At the end of their ablution period inmates will take their garbage bags and place them outside their cell door.

Upon completion of each ablution period, staff will remove the discarded inmate garbage, laundry or any other items not authorized. Segregation staff will ensure no large garbage cans/bags are left in inmate areas.

Segregation inmates are expected to maintain an acceptable level of body hygiene by showering, washing their hair on a regular basis and availing themselves to clothing changes. This will be done during the daily scheduled ablution period.

Cleaning supplies are not to be left out in the common areas of segregation from ablution to ablution. Inmates may request the use of cleaning supplies during their ablution period. Segregation staff are responsible to ensure they are in the same condition as when they were given to the inmate for cleaning purposes.

Permitted cleaning supplies for inmates in segregation:

- short whisk broom
- small scrub brush
- rags
- small plastic bucket.

**\*\* Note: All common areas, floors, etc. are to be cleaned by the unit cleaner. All mops are to be secured in the storage room at all other times.**



# FORD MOUNTIAN CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCatri, Warden

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### Subject: Segregation

Segregation staff will conduct complete inspections of the unit on a daily basis. Day shift staff will be responsible for ensuring the maintenance of cell and inmate cleanliness. Each shift is responsible for ensuring that the unit is kept clean. A daily inspection will also be completed by the Correctional Supervisor. All common areas, showers, courtyards, and storage room will be inspected by segregation staff each shift and arrangements made to correct any deficiencies.

#### 1.22 Cell Checks

At the commencement of each shift and each subsequent s.15 interval, the segregation staff will walk through the segregation unit and view directly into each cell s.15 to ensure the inmate count is accurate and identify any security concerns.

It is the responsibility of staff assigned to the segregation unit to ensure that a visual cell inspection is conducted and all inmates are housed in the segregation unit at a minimum of s.15. These cell checks will be recorded in the Segregation Unit Log Book.

**\* When conducting visual inspections, it is essential that staff observing breathing/movement of the inmate.**

Inmates identified as being at high risk of self harm, will be placed on s.15 s.15 checks and s.15 staff will perform visual inspections of such inmates at s.15 until transfer to FRCC.

In unusual situations or circumstances, it is the responsibility of staff to make more frequent checks as directed by the Assistant Deputy Warden. The Assistant Deputy Warden or Correctional Supervisor may direct the segregation staff to complete visual inspections on a more frequent basis.

#### 1.23 Control Centre Security

At no time will staff have direct contact with an inmate when alone in segregation.

At such times when s.15 staff are present, s.15 staff s.15 when an inmate is released from his segregation case of "out alone" inmates).

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

S. DiCatri, Warden

June 20, 2011

**Subject: Segregation**

### **1.24 Officer Access to Segregation**

Only authorized Officers and staff are to be attending the segregation unit. Authorized Officers and staff are those who are assigned to the unit and those that have business to conduct relative to the operation of the unit.

### **1.25 Security Checks**

It is the responsibility of the segregation staff on the day shift to conduct daily searches of all cells and common areas within the segregation unit. The result of these searches is to be logged in the Segregation Unit Log Book, noting any damage or any security weaknesses/deficiencies.

Security weaknesses are to be communicated to the Correctional Supervisor immediately. The Correctional Supervisor will take corrective action if he/she deems it necessary.

### **1.26 Supervisor Visits**

The Assistant Deputy Warden and the Correctional Supervisor will visit the segregation unit on at least one occasion during the shift if inmates are housed in the segregation unit. The Correctional Supervisor will visit the segregation unit on <sup>s.15</sup> occasions during their shift if inmates are housed in the segregation unit.

### **1.27 Medical Visitation/Medication Distribution**

A health care professional will visit the segregation unit at least once during each 24-hour period. The health care professional is required to see every inmate in the segregation area that has been secured in their cell for a 24-hour period. If the medical officer feels that an inmate's confinement will result in a deterioration of an inmate's mental or physical fitness, they are to submit to the Deputy Warden, their recommendations for removal from segregation.

Inmates that are out for ablutions are to be secured in their cells until completion of the medical officer's daily rounds.

Written care, treatment and observation instructions issued by a health care professional or officer in charge of the centre, will be followed and results fully recorded.

# **FORD MOUNTIAN CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

**S. DiCatri, Warden**

**June 20, 2011**

**Subject: Segregation**

A complaint of illness by an inmate or observance by an officer of what appears to be mental or physical illness of an inmate will be reported immediately to the medical staff and Correctional Supervisor. A Client Log must also be completed.

### **1.28 Internal Segregation Reviews**

A review of all inmates in the segregation area will be completed every business day by the Deputy Warden or daily by the Assistant Deputy Warden. The Correctional Supervisor will ensure that these reviews are completed on weekends and holidays. The results will be recorded by the Deputy Warden and daily by the Assistant Deputy Warden or in their absence, the Correctional Supervisor on the inmate's client log.

# FRASER REGIONAL CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCastri, Warden

November 8, 2011

**Subject: Separate Confinement**

### 1.01 General

Authority for the separate confinement of inmates is detailed in section 17, 18 and 19 of the Correction Act Regulations. The B.C. Corrections Branch Adult Custody Policy details circumstances for placement, limitations, notifications and review of separate confinement placements.

[http://portal.ag.gov.bc.ca/portal/page/portal/COR\\_Home/Common\\_Menu\\_Items/Tools/Policy\\_Procedures](http://portal.ag.gov.bc.ca/portal/page/portal/COR_Home/Common_Menu_Items/Tools/Policy_Procedures)

### 1.02 Authority

The Warden or designate, will review all inmates considered for placement on separate confinement status and render a decision. Correctional Supervisor's authority to place inmates on separate confinement is limited to s.17 CAR for periods of time up to seven hours.

### 1.03 Notification of Placement

Inmates will be notified, in writing, of their separate confinement placement by a Supervisor.

### 1.04 Review

The Assistant Deputy Warden - Regulations will make daily entries in the client log of all inmates on separate confinement status. The Assistant Deputy Warden - Regulations will document all noteworthy information regarding the inmate's behaviour/demeanor, as well as any comments or concerns raised by the inmate during daily rounds.

The Assistant Deputy Warden responsible will meet with all inmates on separate confinement (s.18, s.19) status at least once every seven days and will determine if continued confinement is required.

A health care professional reviews the impact of separate confinement after every thirty (30) day period.

The Deputy Warden responsible will provide the Warden with a written report for each inmate whose placement in separate confinement has reached thirty (30) days. The Warden, in consultation with the Deputy Warden, will determine if separate confinement will continue. The decision will be confirmed in writing to the inmate and documented in the CORNET Client Log.

# FRASER REGIONAL CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCastri, Warden

November 8, 2011

**Subject: Separate Confinement**

The Warden, or designate, will meet with inmates on separate confinement (S.19) once every thirty (30) days to determine if voluntary separate confinement will continue. The decision will be confirmed in writing to the inmate and documented in the CORNET Client Log.

### **1.05 Voluntary Separate Confinement**

In accordance with s.19 CAR, if the person in charge and an inmate agree that the inmate would be at risk of serious harm or is likely to be at risk of serious harm if not confined separately, the person in charge and the inmate may agree that the inmate be confined separately from others.

Prior to an inmate being placed on separate confinement for peer related issues all opportunities for the inmate to remain on a regular living unit must be exhausted. Inmates will not be granted s.19 status for the purpose of avoiding a protective custody placement.

When the Assistant Deputy Warden responsible agrees that a s.19 placement is appropriate, the inmate will be housed in the segregation unit. Unless special circumstances exist, inmates confined under s.19 will be housed in segregation cells s.15. Inmates on s.19 may be double bunked if required for operational purposes providing they are considered appropriate for double bunking.

Classification will review each inmate on s.19 following the initial placement. Arrangements will be made to transfer the inmate to another Correctional Centre, within the province, where the inmate will have the opportunity to be housed on a regular unit and participate in employment and program opportunities.

### **1.06 Separate Confinement – Permitted Cell Effects in the Segregation Unit**

Cell possessions for inmates in the segregation unit confined under s.17, 18 or 19 CAR will be limited to the following:

- (a) Receive bedding in the amount normally received in the regular living units:
  - 1 pillow
  - 1 pillowcase
  - 1 mattress
  - 2 sheets
  - 2 blankets.

# FRASER REGIONAL CORRECTIONAL CENTRE

## Standard Operating Procedures

S. DiCastri, Warden

November 8, 2011

**Subject: Separate Confinement**

- (b) Be issued:
  - 1 pair of red pants,
  - 1 red T-shirt
  - 1 pair of shorts or briefs
  - 1 pair of socks
  - 1 pair of running shoes.
  
- (c) Be allowed reading material as follows:
  - 3 pocket books
  - 1 Bible
  - writing paper
  - envelopes
  - legal documents (only when required, will be secured in segregation locker when not in use)
  - correspondence.

\* *a stubby pencil will be provided upon inmate request, but must be returned when not in use.*
  
- (d) Personal hygiene materials:
  - toilet tissue
  - small bar of soap.
  
- (e) Self-administered medication prescribed and distributed by the Health Care Centre or obtained from FRCC canteen.
  
- (f) Other permitted cell effects for inmates in Segregation:
  - wedding ring
  - religious medallion
  - medical alert identifier
  - 1 Styrofoam cup.

Any and all personal possessions may be removed under the direction of a Supervisor. A written report will be completed and forwarded to the Deputy Warden of Operations detailing the reasons for removal when this occurs.

# **FRASER REGIONAL CORRECTIONAL CENTRE**

## **Standard Operating Procedures**

**S. DiCatri, Warden**

**November 8, 2011**

**Subject: Separate Confinement**

All personal effects not permitted in the segregation cell will be stored in the segregation storage room, or in the case of items too large to be stored in that area, placed in the inmate's personal effects locker in Admissions and Discharges.

### **1.07 Separate Confinement – Canteen**

Inmates housed in the segregation unit are allowed general canteen privileges. Purchase of canteen items which affect the security and operation of the segregation unit are excluded. A list of canteen items allowable for purchase is available in the segregation office. Hygienic items will be stored in the segregation office for use during their ablutions period.

**FRASER REGIONAL CORRECTIONAL CENTRE**  
**Standard Operating Procedures**



S. DiCastri, Warden

February 16, 2011

**Subject: Segregation**

**Purpose:** To separate inmates from general population as it pertains to the Correction Act Regulation.

**1.01 Placement**

Authority for placing an inmate in Segregation for medical observation is found in section 17(1)(a)(v) of the Correction Act Regulation.

The Segregation Unit is divided into the following sections:

- Segregation Side: cells s.15
- Medical Observation: cells s.15
- Medical Side: s.15

The recommendation for placing an inmate in Segregation must be clearly noted on the Separate Confinement Notification form.

An inmate may be placed in a Segregation cell as a result of the following:

- (1) Where it is determined by the Assistant Deputy Warden that the provisions of Section 24 in the Correction Act Regulation, Segregation Pending a Disciplinary Hearing apply to the inmate.
- (2) Where the inmate has been sentenced to a period of Segregation as a result of a Disciplinary Hearing.
- (3) Where the provisions of Sections 17, 18 and 19 in the Correction Act Regulation apply to the inmate and no other reasonable placement exists.
- (4) Where no other cells are available, an inmate may be temporarily held in a Segregation cell, but will be transferred to another unit as space is available.

**1.02 Alternative Segregation Cells**

In the event there are no Segregation cells available, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will designate a



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**Standard Operating Procedures**



S. DiCastri, Warden

February 16, 2011

**Subject – Segregation**

cell within another living unit as a Segregation cell. This designation can be made until a Segregation cell in the Segregation Unit becomes available.

**1.03 Staffing**

In the event of an incident or disturbance in the Segregation Unit, the Segregation Officer will

s.15

**1.04 Searches**

Upon admission to the Segregation Unit, the inmate will be strip searched and a search of his personal effects will be made.

The Correctional Officer assigned to the 0700 – 1900 hour and 1900 – 0700 hour shift (*long shifts*) is responsible for ensuring that a strip search of all new intake is performed by the escorting staff. The Segregation Correctional Officer will record in the new intake c-log that a strip search was performed upon admission into the segregation unit.

**\*\* Note – Strip searches will only be conducted by an officer of the same gender as the person being searched.**

All inmates who enter or leave the Segregation Unit, including the unit cleaner, will be frisk searched by the escorting staff.

Regular cell and unit searches will be conducted and any such search will be entered in the unit log book.

**1.05 Escorts**

All inmate movement to and from Segregation will be under restraint unless the inmate(s) has been cleared from Segregation unit placement.

During movement, inmates will be handcuffed with hands behind the back, unless a medical condition prohibits such applications. Escort staff will maintain care and control of the inmate with hands on physical contact for safety, balance and secure custody. Inmates with medical condition will be restrained with hands secured to the front. The escorting officer will search, change and secure the inmate in a cell. If more than one inmate is escorted to Segregation at one time, they will be processed individually.

**FRASER REGIONAL CORRECTIONAL CENTRE**  
**Standard Operating Procedures**



S. DiCastri, Warden

February 16, 2011

**Subject: Segregation**

The Correctional Supervisor, following an incident, will assign the escorting officer(s). The charging officer or officers directly involved will not be utilized for the escort.

Upon the transfer of the inmate(s) to an alternate living unit location (i.e. 4C), the Segregation officer is responsible for and will transfer the inmate's cell effects to the location where the inmate(s) has been moved.

The effects must be received by the inmate in a reasonable and practicable time, and no later than by the Segregation officer shift end.

**1.06 Cell Inspection on Admission to Segregation**

Prior to placement in a segregation cell, the Segregation officer will thoroughly inspect the cell for contraband and cleanliness.

**1.07 Cell Inspection upon Release from Segregation**

Before an inmate is released from segregation, the Segregation officer will inspect the cell. The cell must be cleaned to a high standard. Any new damage will be noted. A Correctional Supervisor will render a decision whether a charge is warranted for any new damage.

**1.08 Placement of Inmates**

An inmate who has been awarded a Segregation disposition, or placed in segregation in separate custody, will generally be placed in SG.15 to SGs.15

Inmates who are suicidal or otherwise require observation will be placed in an observation cell, or another cell equipped with a camera.

Inmates identified by Health Care professional as requiring a medical isolation cell will be placed at the direction of the Correctional Supervisor.

Inmates admitted to Segregation as a result of a high count who are on "overflow" status will be placed wherever a bed is available.

Inmates received as "overflow" will be permitted access to the MED/OBS area for recreational activities as operational needs permit.

Inmates not on discipline will be provided additional time out of their cells unless operational needs prevail.

**FRASER REGIONAL CORRECTIONAL CENTRE**  
**Standard Operating Procedures**



S. DiCastri, Warden

February 16, 2011

**Subject: Segregation**

When it is necessary to house an inmate overnight in s.15 , authorization must be obtained from a Warden.

**1.09 Segregation Unit Log Books**

It is the responsibility of staff assigned to the Segregation Unit to maintain segregation cell records.

The Segregation Unit Log will be maintained daily with the following information:

- date, length of shift, staff on duty and their signature;
- security checks, visual cell inspections, and counts completed;
- name and CS number of every inmate admitted to the Segregation Unit;
- inmate ablution times;
- all movement in and out of the Segregation Unit;
- any visitors to Segregation, i.e. HCC staff, BCBC, Wardens, etc;
- Supervisor's rounds, and
- the time and summary of details of any unusual events or occurrences.

**\*\* Note – All entries in the Log Books are subject to Court Subpoena and reviews by outside agencies. Therefore, staff are to ensure legibility, clarity and accuracy on all entries.**

**1.10 FRCC Segregation Inmate Roster**

It is the responsibility of staff assigned to the Segregation Unit to maintain and update the Inmate Roster. Recorded on it will be:

- the name and CS number of each inmate;
- date of admission to segregation;
- reason for placement in segregation;
- length of disciplinary disposition, including start and expiry dates (disposition calculation – count start date as first day);
- any noteworthy information, such as "PC status", "suicidal", "not to be out with certain inmates", etc.

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S. DiCastri, Warden

February 16, 2011

**Subject: Segregation**

The inmate roster will be rewritten daily. Segregation staff will maintain the new inmate roster. The previous day's roster will be forwarded to the Deputy Warden of Operations.

**1.11 Inmate Exercise Periods**

After the first 24 hours of confinement, an inmate will be allowed minimum of a one-hour exercise period outside of their segregation cell each 24-hour period; unless the Warden considers that this could endanger the inmate or other persons.

This one-hour period may be utilized by the inmate for such things as ablutions, or exercise in the fresh air exercise areas, or the common area of the Segregation Unit.

It is the responsibility of the Segregation Unit staff to establish a schedule whereby each inmate housed in the Segregation Unit is provided with an opportunity to be out of his cell for a one-hour period in each twenty four hour period. It is the responsibility of the Segregation staff to maintain a log indicating when each inmate was given the opportunity, and took the opportunity, for one hour out of his cell.

If the opportunity for this one-hour period is refused by the inmate, this is also to be logged. If the inmate declines his period of exercise on more than one occasion, a report is to be submitted to the Correctional Supervisor and then forwarded to the Deputy Warden of Operations.

Inmates in Segregation will normally receive their ablutions on the dayshift. Inmates in separate custody will normally be scheduled during the dayshift, though their conditions may allow for time out on the afternoon shift. Unless otherwise specified by the Deputy Warden of

Operations, no more than one inmate may be out on the Segregation side at one time unless they are from the same cell. At no time will PC and GP inmates be out together.

The inmates that are given their ablutions on the medical and observation sides will be required to switch after half an hour, in order to give the other inmate the opportunity to either shower or use the phone.

**FRASER REGIONAL CORRECTIONAL CENTRE**  
**Standard Operating Procedures**



S. DiCasteri, Warden

February 16, 2011

**Subject: Segregation**

Where the inmate is known to be violent, the following procedures apply:

- inmate restricted to "out alone" (No other inmates out in that area until violent inmate secured);
- The one hour out can be in OBS section or left on segregation side, depending on operational needs.

If on the segregation side:

- (a) Officer notifies inmate to be ready to open his cell door when it is accessed from the segregation control panel.
- (b) Officer conducts check of segregation side inmates.
- (c) s.15
- (d) Inmate's cell door is accessed, allowing inmate to open it.
- (e) In time for next check, inmate is instructed to return to his cell. or go to courtyard and secure door behind him.
- (f) s.15
- (g) Officer exits and secures area, then releases inmate to complete his hour.
- (h) Inmate instructed to re-enter his cell and secure door.

If in OBS area:

- (a) Repeat steps (a), (b), (c), (d) above.
- (b) Inmate instructed to move to SG33B, door accessed, then shut by inmate from OBS area.
- (c) Inmate completes his hour.
- (d) Segregation side inmates secured. Cleaning supplies left available.
- (e) Inmate instructed to proceed back through SG33B, clean his cell, then secure himself inside the cell.

If, at any point, the inmate refuses to comply (once out of his cell), a Correctional Supervisor is to be notified immediately.

#### **1.12 Client Log**

It is the responsibility of the Segregation staff to make daily entries in each inmate's client log detailing the inmate's behaviour and demeanour. All visits to, or by the inmate, are to be recorded, including those by officers, medical staff, chaplains, etc.

**FRASER REGIONAL CORRECTIONAL CENTRE**  
**Standard Operating Procedures**



S. DiCatri, Warden

February 16, 2011

**Subject: Segregation**

**1.13 Cell Possessions**

Unless authorized in writing by the Assistant Deputy Warden, an inmate confined in a Segregation cell, will:

- (a) Receive bedding in the amount normally received in the regular living units:
  - 1 pillow
  - 1 pillowcase
  - 1 mattress
  - 2 sheets
  - 2 blankets.
- (b) Be issued:
  - 1 pair of red pants,
  - 1 red T-shirt
  - 1 pair of shorts or briefs
  - 1 pair of socks
  - 1 pair of running shoes.
- (c) Be allowed reading material as follows:
  - 3 pocket books
  - 1 Bible
  - writing paper
  - envelopes
  - legal documents (only when required, will be secured in segregation locker when not in use)
  - correspondence.

\* *a stubby pencil will be provided upon inmate request, but must be returned when not in use.*
- (d) Personal hygiene materials:
  - toilet tissue
  - small bar of soap.
- (e) Self-administered medication prescribed and distributed by the Health Care Centre or obtained from FRCC canteen.
- (f) Other permitted cell effects for inmates in Segregation for disciplinary purposes:



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February 16, 2011

**Subject: Segregation**

- wedding ring
- religious medallion
- 1 Styrofoam cup.

Any and all personal possessions may be removed under the direction of a Supervisor. A written report will be completed and forwarded to the Deputy Warden of Operations detailing the reasons for removal when this occurs.

All personal effects not permitted in the Segregation cell will be stored in the Segregation storage room, or in the case of items too large to be stored in that area, placed in the inmate's personal effects locker in Admissions and Discharges.

**1.14 Personal Hygiene Kit**

Every inmate that is assigned to the Segregation area, regardless of their status, will be given a Personal Hygiene Kit.

The kit will contain:

- 1 bar of soap
- 1 toothbrush
- 1 tube of toothpaste
- 1 razor (\* blades checked after each use and razor is to be replaced when required)
- inmates may add their personal shampoo for the duration of their stay.

The kit will only be issued during ablutions periods, and will be returned immediately after use. Inmates are not to retain the kit in their possession. Kits are to be stored in the inmate's corresponding slot in the Segregation Staff Station.

**1.15 Meals**

Inmates in Segregation will be served and eat all meals in their cells. They will be issued plastic eating utensils, disposable dishes and cups, which will be collected at the end of the meal. When the meals are ready to be served the door (meal) hatch will be opened, the meal served and then staff will secure the door (meal) hatch until such time as the tray, etc. are ready to be collected.

**FRASER REGIONAL CORRECTIONAL CENTRE**  
**Standard Operating Procedures**



S. DiCastri, Warden

February 16, 2011

**Subject: Segregation**

If an inmate refuses his meal, staff are to record it on his client log. If an inmate refuses two meals in a row, Segregation staff will contact the Correctional Supervisor. If the inmate refuses three meals in a row, the Assistant Deputy Warden is to be notified. Refer to Inmate Fasting Standard Operating Procedures.

**1.16 Mail**

Inmates in the Segregation Unit will retain their customary mail privileges.

**1.17 Phone Calls**

Inmates housed in the Segregation unit will retain regular phone privileges. Inmates are expected to clean their cell and shower prior to using the phone.

Inmates requiring access to the phone for the purpose of contacting their lawyer will be provided access to the phone during business hours.

**1.18 Canteen**

Inmates housed in the Segregation Unit, under CAR Section 17, 18, 19, separate confinement or overflow status are allowed general canteen privileges. Purchase of canteen items which affect the security and operation of the Segregation unit are excluded. A list of canteen items allowable for purchase is available in the Segregation office. Canteen purchases of medical/health products (i.e. tylenol, tums, motrin) will be approved on a case by case basis for inmates on s.24 or serving a Segregation disposition. Hygiene items will be stored in the Segregation staff office for use during their ablutions period.

**1.19 Province Newspapers**

Inmates housed in the Segregation Unit will be provided access to the Province Newspaper. Inmates can request the newspaper only, during their ablution time period, once they have completed their personal hygiene and cell cleaning.

Newspapers are not allowed in an inmate's cell. Reading of the newspaper will be restricted to the common area only.

Segregation staff are to monitor the condition of the newspaper when it is handed out and returned. Segregation staff may deny an inmate access



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to the newspaper based on behavioural reasons. This decision will be recorded in the inmate's CLOG file on CORNET and a Correctional Supervisor must be notified of the decision and the reason to the denial.

**1.20 Lighting**

The lighting in each Segregation cell occupied by an inmate will be reduced to night lighting after the 2200 count is cleared and will continue until the commencement of the following day shift.

Lights will be illuminated in the common areas at 0700 hours and remain on until the 2200 hour count has cleared.

**1.21 Cleanliness**

Inmates are expected to maintain a high level of personal hygiene while in Segregation. Cells will be swept daily; floors, walls, ceilings and windowsills are to be clean; sinks and toilets will be cleaned inside and out; beds made properly; all garbage removed during the one-hour exercise period.

Garbage cans will not be placed in the inmate areas within the Segregation unit. Inmates, during ablution periods, will be provided with a clear small plastic garbage bag. At the end of their ablution period inmates will take their garbage bags and place them at door SG32 or SG34A, whichever is applicable.

Upon completion of each ablution period, staff will remove the discarded inmate garbage, laundry or any other items not authorized. Segregation staff will ensure no large garbage cans/bags are left in inmate areas.

Segregation inmates are expected to maintain an acceptable level of body hygiene by showering, washing their hair on a regular basis and availing themselves to clothing changes. This will be done during the daily scheduled ablution period.

Cleaning supplies are not to be left out in the common areas of Segregation from ablution to ablution. Inmates may request the use of cleaning supplies during their ablution period. Segregation staff are responsible to ensure they are in the same condition as when they were given to the inmate for cleaning purposes.

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Permitted cleaning supplies for inmates in Segregation:

- short whisk broom
- small scrub brush
- rags
- small plastic bucket.

**\*\* Note: All common areas, floors, etc. are to be cleaned by the unit cleaner. All mops are to be secured in the storage room at all other times.**

Segregation staff will conduct complete inspections of the unit on a daily basis. Day shift staff will be responsible for ensuring the maintenance of cell and inmate cleanliness. Each shift is responsible for ensuring that the unit is kept clean. A daily inspection will also be completed by the Correctional Supervisor. All common areas, showers, courtyards, kitchen, janitor room and storage room will be inspected by Segregation staff each shift and arrangements made to correct any deficiencies.

## **1.22 Cell Checks**

s.15 At the s.15 and each subsequent s.15 interval, the segregation staff will walk through the segregation unit and view directly into each cell s.15 to ensure the inmate count is accurate and identify any security concerns.

It is the responsibility of staff assigned to the Segregation Unit to ensure that a visual cell inspection is made on each inmate housed in the Segregation Unit at a minimum of s.15 intervals. These cell checks will be recorded in the Segregation Unit Log Book.

- \* **When conducting visual inspections, it is essential that staff observing breathing/movement of the inmate.**
- \* **Viewing an inmate on closed circuit television (CCTV) does not constitute a visual cell inspection.** s.15

Inmates identified as being at risk of self harm, will be placed on s.15 checks and the segregation staff will perform visual inspections of such inmates at s.15 intervals.

In unusual situations or circumstances, it is the responsibility of staff to make more frequent checks as directed by the Assistant Deputy Warden.

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The Assistant Deputy Warden or Correctional Supervisor may direct the segregation staff to complete visual inspections on a more frequent basis.

During staff break relief periods for the purpose of continuity, communication, and security, a designated staff will perform relief duties throughout the course of night shift 2200 – 0700 hours.

The Operations Supervisor working 1900 – 0700 hours will assign the designated relief staff.

**1.23 Control Centre Security**

The Segregation Unit Satellite Control Centre s.15 will be locked and secured with the Supervising Officer in the Control Centre on all occasions when an inmate is out of his cell in the unit and a door accessing that area is open.

At such times when s.15 staff are present, s.15 staff s.15 when an inmate is released from his Segregation cell (except in the case of "out alone" inmates).

At no time will staff have direct contact with an inmate when alone in Segregation.

When an inmate cleaner is in the Segregation Unit, the segregation staff will have no direct contact with the inmate cleaner. The inmate cleaner will clean the kitchen area/hallway. The Segregation Officer will ensure the effects locker room is secured prior to the cleaner being granted access to the area.

**1.24 Officer Access to Segregation**

Only authorized Officers and staff are to be attending the Segregation Unit. Authorized Officers and staff are those who are assigned to the unit and those that have business to conduct relative to the operation of the unit.

**1.25 Security Checks**

It is the responsibility of the Segregation Unit staff on the day shift to conduct s.15 searches of all cells and common areas within the Segregation Unit. The result of these searches is to be logged in the

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Segregation Unit Log Book, noting any damage or any security weaknesses/deficiencies.

Security weaknesses will be communicated to the Correctional Supervisor immediately. The Correctional Supervisor will take corrective action if he/she deems it necessary.

**1.26 Supervisor Visits**

The Assistant Deputy Warden - Regulations will visit the Segregation Unit on at least <sup>s.15</sup> occasion during the shift. The Correctional Supervisor will visit the segregation unit on at least <sup>s.15</sup> occasions during their shift.

**1.27 Medical Visitation/Medication Distribution**

A health care professional will visit the Segregation Unit at least once during each 24-hour period. The health care professional is required to see every inmate in the Segregation area that has been secured in their cell for a 24-hour period. If the medical officer feels that an inmate's confinement will result in a deterioration of an inmate's mental or physical fitness, they are to submit to the Warden, their recommendations for removal from Segregation.

Inmates that are out for ablutions are to be secured in their cells until completion of the medical officer's daily rounds.

Written care, treatment and observation instructions issued by a health care professional or officer in charge of the centre, will be followed and results fully recorded.

A complaint of illness by an inmate, or observance by an officer of what appears to be mental or physical illness of an inmate, will be reported immediately to the medical staff.

**1.28 Internal Segregation Reviews**

A review of all inmates in the Segregation area will be completed every business day by the Deputy Warden of Operations and daily by the Assistant Deputy Warden - Regulations. The results will be recorded by the Assistant Deputy Warden in the inmate's client log.

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## 1.21 Segregation

### 1.21.1 Definition

*Refer to Corrections Branch Adult Policy for entire policy*

#### 1.21.1.1 Use of Segregation /Observation

- An offender may be placed in the Segregation/Observation unit under the following circumstances:
  - Sec. 24.1 when an offender has been charged with a violation of the Correction Act Regulation and, when in the assistant deputy warden or the warden on-call's opinion, it is in the best interest of the management, security or operation of the Correctional Centre that the offender be segregated pending a disciplinary hearing.
  - Where the offender has been sentenced to a period of segregation as a result of a disciplinary hearing.
  - Where the provision of Sec. 17 of the Correction Act Regulation Separate Confinement – Short Term apply to the offender.
  - Where the provision of Sec. 18 of the Correction Act Regulation Separate Confinement – Longer Term apply to the offender.
  - Where it is determined that the provisions of Sec. 19 in the Corrections Act Regulations, Voluntary Separate Confinement apply to the offender.
  - Where no other cells are available an offender may be temporarily held in a Segregation/Observation cell but will be transferred to another unit as soon as possible.

### 1.21.2 Segregation Unit Records

*Refer to Corrections Branch Adult Policy for entire policy*

#### 1.20.2.1 Segregation Observation Status Log

- The status log is to be checked at the beginning of each shift and updated as offenders are admitted discharged from Segregation/Observation.
- A daily copy is saved on the public drawer under P:\OPERATIONS\Segregation Status Log.

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#### **1.21.2.2 Segregation/Observation Unit Log Book**

- The following will be recorded in the unit log book:
  - Times and names of staff, contactors, and Healthcare personnel entering the unit
  - Start and completion of tier times including the time, cell and offender name
  - Time, name and CS of every offender admitted or discharged from Segregation/Observation.
  - Medication distribution [and nurse's rounds](#)
  - Shift change information
  - Security checks, unit or cell frisks
  - Counts
  - Meal carts
  - All movements in and out of the unit

#### **1.21.2.3 Segregation/Observation Shift Report**

- The oncoming dayshift will review the previous day's shift report saved in the public folder under P:\OPERATIONS\LIVING UNIT REPORTS\Segregation and any current information will be transferred onto that days shift report.
- All critical information regarding an offender's behaviour or status must be recorded on the shift report. As well as any significant incidents, codes and noted deficiencies.
- Each shift will be responsible for updating entries on the shift report prior to the end of their shift.

#### **1.21.2.4 Segregation/Observation Incident Book**

- Each living unit will also have an incident book. All incidents out of the ordinary routine of the living unit will be recorded in this book. The incident book will be signed by the Segregation/Observation staff at the beginning of each shift. This book will be maintained at all times. Any significant information that is written in the incident log should be placed on the living unit report.

#### **1.21.2.5 Client Log Entries**

- When an offender is admitted to Segregation or Observation, the unit officer who admitted the offender will record this in the Client Log as well as the cell number, reason being placed in Segregation/Observation, the offender's status and any special handling precautions.



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- It is the responsibility of the unit officer to make a daily Client Log entry on each offender detailing the offender's behaviour and demeanour, time he received his tier time, if he refused to take his medication, eat his meals, shower, is seen by Healthcare personnel or any usual activities.
- Client Log entries of those offenders serving a Segregation sentence, or housed in Segregation under Sec. 17, 18 or 24.1 will be reviewed daily by the assistant deputy warden of regulations.

#### **1.21.2.6 Observation Unit Record Sheet**

- As soon as an inmate is placed on medical observation, Healthcare will complete an *Observation Unit Record Sheet* ensuring all information on the top portion of the form is completed. Healthcare will then immediately forward the form to Segregation/Observation for staff.
- Healthcare will make a notation in CORNET that an observation form has been issued and the period for which observation is required.
- The *Observation Unit Record Sheet form* will be used by correctional officers when documenting observations on each s.15 check on the inmate under the date/time/comment section on the form.
- Completed Observation Unit Record Sheet forms will be returned to Healthcare and reviewed by the appropriate Healthcare professionals, then filed in the Healthcare record once the inmate is removed from observation protocol.

#### **1.21.3 Segregation Pending Disciplinary Hearing**

*Refer to Corrections Branch Adult Policy for entire policy*

- Only the assistant deputy warden or a higher level of manager has the authority to place an inmate on Segregation status pending a disciplinary hearing under Sec. 24.1 of the Correction Act Regulation.
- An inmate should not be held in the Segregation unit without valid reasons, which are:
  - Inmate is likely to endanger self or other person if not housed in segregation;
  - Inmate is likely to jeopardize the management, operation and security of the correctional centre; and
  - Segregation is necessary to preserve evidence for the disciplinary hearing.

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- As per Corrections Act Regulation Sec. 24.1(2), an inmate's placement on Segregation status, pending a disciplinary hearing, must be reviewed within 24 hours of confinement and at least every 24 hours after, until the inmate is released from confinement. If on a review, it is determined that the reasons for placement no longer exist, the inmate must be released from confinement in a cell in the Segregation unit.
- Each weekday the Internal Placement correctional supervisor, or, in their absence, the Admin correctional supervisor, will forward a list of Sec. 24.1 placements to the ADW of Sentence Management; or, in their absence, the ADW of Staffing, for review of continuation of placement on Sec. 24.1.
- The assistant deputy warden conducting the review will make a decision to continue or terminate the placement, and record that decision and reasons on the inmate's Client Log.
- On weekends and holidays the correctional supervisor responsible for Segregation will contact the on-call manager for a decision. The reasons for the continuation or removal will then be documented by the correctional supervisor.
- The purpose of this procedure is to ensure the ADW of Regulations is available to chair disciplinary hearings. On weekends and holidays discretion should be used when referring decisions to the on-call manager. If that manager is an ADW of Regulations who may be required to conduct the hearing when they return to work, it may make operational sense for the duty assistant deputy warden to make the decision, (especially if going to days of rest).

## **1.21.4 Segregation for Medical Observation**

*Refer to Corrections Branch Adult Policy for entire policy*

### **1.20.4.1 Placement in Observation**

- When an offender has been deemed at risk of self harm or has a medical condition requiring observation, the assistant deputy warden, with consultation with Healthcare, will place the inmate on Sec. 17 of the Correction Act Regulations and wherever possible, house him in an observation glassed cell under CCTV surveillance.
- The assistant deputy warden will ensure that the Correctional Supervisor and the staff working in Segregation are made aware of special handling precautions including any s.15 check procedures and completion of the *Observation Unit Record Sheet*. This will also be documented in the offender's Client Log.



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#### **1.20.4.2 Self Harm Reduction Clothing**

- Offenders identified and placed on Sec.17 or 18 by the assistant deputy warden will be issued the following harm reduction items as a suicide prevention measure:
  - 1 harm reduction gown
  - 1 white safety blanket
  - 1 white safety mattress
- Only those inmates placed in Observation on s.15 checks for harm prevention will be given the specially designed white mattress and white safety blanket, which are clearly marked as such.
- Items such as papers, books, and pencils are given at the discretion of the correctional supervisor based on the inmate's mental state and behaviour.
- When an inmate is placed on observation, the must ensure his socks and underwear are removed and his cell is frisked s.15 ensuring he only has the items listed above.
- All hygiene items and towel will only be issued when the inmate is on tier and will be returned promptly.
- An inmate placed in harm reduction clothing will be issued regular clothing during a visit.

### **1.21.5 Segregation/Observation Unit Procedures**

#### **1.21.5.1 Staffing**

- Correctional staff assigned to work in Segregation/Observation must have correctional officer status. This would include any staff assigned to provide coverage for the Segregation/Observation officer. Correctional staff does not require correctional officer status if they are only conducting visual checks of an inmate in Observation via camera that do not require the operation of the door control system.

#### **1.21.5.2**

s.15

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s.15

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s.15

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### 1.21.5.3 Security and Control

- Food slots and cuffing slots are to be kept secured when not in use.
- Segregation and Observation tiers will be kept separate at all times by keeping the door (SG s.15) between the tiers locked at all times.
- The Segregation (SG s.15) and Observation (SG s.15) doors onto the tier will be kept closed at all times when an offender is out or unless another officer is present.
- If staff are required to enter the Segregation and Observation tier while an inmate is on tier, then s.15 must be present. s.15 staff is to remain in the staff office.
- An offender will not be permitted in the servery area unless s.15 staff are present.
- The unit officer will not go on the Segregation or Observation tier when an offender is unsecured unless another officer is present and secured in the office.
- No more than one offender may be out on tier at one time unless they are from the same cell or unless deemed suitable to be on tier together by the assistant deputy warden.
- s.15
- s.15
- unit log book.
- The s.15 is to be weighed at the beginning of each shift and the weight recorded in control.
- Segregation/Observation staff s.15 are to be present for the extra set of s.15 s.15 which are stored in the s.15 the s.15 in the s.15 and the video camera at the s.15 each missin s.15 be reported to a correctional supervisor of operations.

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#### **1.21.5.4 Allowable Items**

- Offenders serving a Segregation sentence are only permitted the following items in their cells:
 

1 red shirt or T-shirt	2 blankets
1 pair red pants	2 bed sheets
1 pair socks	1 pillow
1 pair of underwear	1 pillow case
1 pair slippers	1 mattress
1 pair shower thongs	1- 2inch pencil
1- 2 inch toothbrush	1 bible or book
1 bar soap	1 Styrofoam cup
1 envelope	2 sheets of writing paper
- Offenders are not permitted boxer shorts or personal shorts.
- Running shoes and jackets can be issued to inmates in segregation/observation for use while out in yard and must be returned as soon as the inmate has completed his yard time.
- Offenders may exchange their pants and shirts for clean clothing every second day and socks underwear daily. This will be recorded in the daily CORNET Client Log entry. This is a one for one exchange. The officer must account for the clothing or bedding prior to issuing clean items.
- Offenders in Observation are issued a towel during their tier time and must return it upon completion of their tier time

#### **1.21.5.5 Admitting Offender into Segregation/Observation**

- Prior to placing an offender in a segregation/observation cell, the living unit officer will thoroughly inspect the cell for contraband and cleanliness. The unit officer will assign the offender a cell and ensure that the entry/exit form is completed.
- All inmates must be escorted into Segregation/Observation.
- The escorting officer and the unit officer will skin frisk all offenders admitted to segregation/observation and search all personal effects. All items that are not permitted into segregation will be logged on the "Personal Inventory Form" and placed in a clear plastic tote then secured with a numbered safety seal. The seal number will be written on the "Personal Inventory Form". The bin is not to be opened until the offender is released from Segregation/Observation.

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- Offenders are allowed to keep only their personal hygiene items and self administrated medication. These items must be stored in the staff office in the designated storage area. The offender may only use these items when on tier.
- Staff is to ensure that the offender has only the proper amount/type of bedding and clothing permitted in Segregation/Observation.

#### **1.21.5.6 Meals**

- Offenders in Segregation/Observation are issued the same meals that are provided throughout the centre and served the allotted amount of food and drinks as the approved menu.
- The living unit officer will, with the assistance of another officer if available, provide each offender with his meal. The meals will be distributed through the meal slot on the bottom of the door.
- Each offender is issued a plastic knife, fork, and spoon on each meal tray. The plastic utensils, any Styrofoam bowls, plates, extra cups, and the meal tray must be returned after each meal. If the inmate does not comply with this direction, the officer must contact the correctional supervisor and arrange to have these items removed.
- All food must be eaten during the meal period and extra is to be removed from the cell.

#### **1.21.5.7 Tier Time**

- Offenders serving a Segregation sentence or Sec. 24.1 are permitted one hour tier time per day.
- Offenders on Sec. 18 or 17 are permitted 1.5 hours tier time a day.
- During tier time the offenders are expected to clean their cell and shower. Cleaning supplies are issued to the offender during their tier time. Offenders are not permitted brooms, mops or mop buckets.
- Cleaning supplies are not to be left out on the Segregation or Observation tiers from ablution to ablution. Offenders may request the use of cleaning supplies during their tier times. Unit staff is to ensure that the cleaning supplies are in the same condition as when they were given to the offender. Offenders are permitted the following cleaning supplies during their tier times:

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- Paper towel
- Spray bottle of Virox
- Toilet brush
- Small plastic bucket
- Small whisk broom and dustpan

- Segregation, Sec. 17, 18, 19, and 24.1 offenders are permitted to use the yard while on their tier time. Only those offenders housed together in the same cell may access the yard at the same time.
- After 1700 hours when all Observation offenders have completed their tier times, the unit officer can place the TV in the Observation tier to allow the Observation offenders an opportunity to watch television.
- Upon completion of each tier time, unit staff will remove the discarded offender garbage, laundry, and any other items left on tier.
- If the offender refuses his tier time, the cell door will remain open/unlocked for the period of the tier time. The unit officer will record in the Client Log that the offender refused to use his tier time.

#### **1.21.5.8 Phone Calls**

- Segregation, Sec 17, 18, 19, and 24.1 offenders are permitted to use the phone while on their tier time. Phone cards are to be kept in the staff office.
- If an offender is unable to make contact with his lawyer during his tier time, staff will try to assist the offender in making another call throughout the day.

#### **1.21.5.9 Cell Cleanliness and Inspections**

- Offender's cells are expected to be cleaned by 0930 hours Monday through Friday and 1230 hours weekends and holidays.
- All cells are to be inspected s.15 by the living unit officer and a USO. This is to be recorded on the designated cell inspection section on the status log. A CS will confirm the inspection is completed to the standard detailed in policy during their rounds and sign off the status log.
- Inspection of each cell will include an inventory of clothing and bedding items, cleanliness, and checking for any damage.
- Offenders housed in Segregation/Observation are expected to maintain the same standard of cell cleanliness as other offenders in the centre. Cells will be swept daily, floors, walls, ceiling, and windowsills are to be clean, sinks and toilets

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will be cleaned inside and out, and all garbage and food removed. Inmates are not permitted to store any food items, condiments, cutlery, bowls, and extra papers in their cells.

- Prior to offenders being released or transferred from Segregation/Observation, he will clean his cell to the satisfaction of the unit officer.

#### **1.21.5.10 ADW Rounds**

- The ADW of regulations and the CS will conduct s.15 segregation rounds, reviewing placement, cleanliness and any security concerns.

#### **1.21.5.11 Water/ Sprinkler Shut-off**

- The toilet/drinking water or the sprinklers may be shut off at the discretion of the assistant deputy warden if the offender has abused their access to water (i.e., plugged the toilet, damaged sprinkler head etc.) and he/she deems the offender to be at risk to continue this behaviour.
- So long as the behaviour continues, the unit staff will have to, from time to time, allow the offender access to drinking water and to flush his toilet.
- Entries will be made in the Segregation/Observation status log indicating that the water is shut-off. The living unit officer will record in the offender's Client Log the time, date, and who authorized the water to be shut-off, when the officer turned the water back on, and when the offender was given the opportunity to use his water or plumbing in their interim.

#### **1.21.5.12 Escorting Offenders Housed in Segregation/Observation**

- All offenders housed in Segregation/Observation, except for those on overflow status, must be cuffed behind the back when escorted.
- Offenders should be cuffed through the cuffing slots on the cell doors prior to opening the cell door.
- All inmates attending a disciplinary hearing should be cuffed behind their back prior to being brought into the hearing room.



## 1.21 Segregation

### 1.21.1 Definition

1. A “segregation unit” means an area designated by the Warden to segregate inmates. Refer to the definitions of the Correction Act Regulation. The segregation unit at Nanaimo Correctional Centre is designed with s.15 segregation cells, s.15 holding cells, a staff post, storage areas, a disciplinary hearing room and a secure common area. All cells have call buttons and speakers. Control will monitor calls and direct staff to respond as necessary.
2. A segregation unit's primary function is to house inmates who are awaiting a disciplinary hearing or serving a disposition as a result of an inmate disciplinary hearing.
3. A segregation unit may house inmates who are on “separate confinement”—a temporary placement that is used when no other reasonable placement exists.

### 1.21.2 Segregation Unit records

1. The following will be recorded in the Segregation Unit Log Book including the date and time:
  - Name and CS of every inmate admitted or discharged to/from segregation.
  - The assigned cell number, the section the inmate is being held under and the approving manager.
  - Inmate movements in or out of the segregation unit and the reason for the absence.
  - Inmates name, start and completion of tier times. Including any reason for ending the tier time or inmate refusal of tier time.
  - Visitors to the segregation unit, including name, date and position of the visitor.
  - Counts & Cell Checks not to exceed s.15 between checks. High risk inmates will be checked on a schedule established by Health Care or the Shift Supervisor.
  - Medication Distribution
  - Meal Deliveries and tray removals
  - Security checks, unit or cell frisks
  - Summary of details concerning any unusual occurrence in the segregation unit.
  - Shift change information
  - Correctional Supervisors will review and sign off the Count Log daily.
2. The following will be recorded in the Segregation Incident Book:

- All critical information regarding an offender's behavior or status, codes, alarms and information concerning the unit are to be recorded in the Segregation Incident Book.
- The Incident Book is to be reviewed and signed off by staff entering the unit and the Correctional Supervisor ensuring all remain current with the unit.

### **1.21.3 Segregation pending disciplinary hearing**

Refer to [Adult Custody Policy](#) Section 1.21.3

### **1.21.4 Segregation for Medical Observation**

Refer to [Adult Custody Policy](#) Section 1.21.4

### **1.21.5 Segregation for separate confinement**

Refer to [Adult Custody Policy](#) Section 1.21.5 and NCC [SOP](#) Section 1.22.

### **1.21.6 Authority**

1. Staff must obtain the authority of a Correctional Supervisor or Manager prior to placing an inmate in segregation or removing an inmate from segregation.
2. The ADW of Regulations or another Manager must authorize an inmate to be confined in segregation under CAR sec 17(1) in excess of 7 hours, CAR sec 18, 19, 24, or 27.
3. In all cases, the person authorizing the placement under section 17 and 18 must ensure the reason to place the inmate in separate confinement meets the criteria listed under section 17(1).
4. When completing a separate confinement form, the supervisor or manager authorizing the confinement must:
  - Complete the form in full and sign the form. The signed form is to be scanned and attached to the client log in CORNET as soon as practicable. Forms without an authorizing signature are legally invalid.
  - The form must indicate what section the confinement is under (CAR 17, 18 or 19) and must indicate the specific reason(s) under CAR 17.1 that the inmate is being

held in separate confinement.

- The form should clearly state the decision to place an inmate in separate confinement and should detail the reasons for the decision by listing the specific examples of behavior that have influenced the decision.
- The names of victims or specific event details can be omitted to preserve the safety of involved third parties.
- The inmate will be provided with a signed copy of the separate confinement form.
- When confined under CAR 18.1, the inmate will be advised that he has the right to appeal the decision under CAR 18(3). An inmate may appeal separate confinement decision under CAR 18 by completing an inmate complaint form. The complaint will be processed as per the established inmate complaint process at NCC. The inmate will receive a written response to his complaint.

#### **1.21.7 Staffing**

1. When segregation is occupied, the “On Call Manager” will be consulted prior to calling additional staff for this area. In general this area will not be staffed. The shift supervisor will assign staff to supervise the one hour ablution periods.
2. The Dorm officer is responsible to visually check each inmate that is co segregation cell. The timeframe between these checks will not exceed s.15
3. Correctional staff assigned duty in a segregation unit must have correctional officer status.

#### **1.21.8 Security, Control and Procedure**

1. There are cameras in segregation s.15  
Control will randomly review the c
2. All inmates are to be skin searched on admission to segregation regardless of their placement.
3. Each inmate who is placed in segregation is to complete and sign a “Segregation Intake Form”.
4. The intake form explains the inmates entitlements while in segregation and confirms the condition of his cell. Completed forms are placed on the clipboard in the segregation office.
5. Inmates are to be pat frisked when they return to the cell.

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6. Two staff are to be present on the unit when a segregation door is opened or an inmate is outside his cell on the unit. One staff must be of Correctional Officer rank.
7. s.15 inmates are kept separated at all times.
8. Inmates are to be directed to use call buttons only if in distress.
9. Unoccupied cells are not to have any items in them. The cell door is to be closed and locked.
10. All common areas are to be kept free of cleaning equipment and other items not in immediate use.
11. No inmates are permitted in the staff office area.
12. Staff Office, storage and other areas shall be closed and locked at all times.
13. The door that leads to the Segregation Compound is to remain closed at all times, unless for entrance, egress or yard times.
14. Only Correctional staff carrying out their duties are to be in the segregation area.
15. The Nurse and Centre Chaplain are to be escorted by an officer when in segregation area.
16. The segregation area is to be visited by the Shift Supervisor a minimum of s.15 per shift.
17. Meal/cuff slots on the segregation cell doors are to remain secured other than for meal times, unless approved by a manager.

#### **1.21.9 Allowable Items**

1. Each inmate in the Segregation Unit is permitted the following items:
  - 1 red shirt or t-shirt
  - 1 pair red pants
  - 1 pair socks
  - 1 pair underwear
  - 2 blankets
  - 2 bed sheets
  - 1 mattress
  - 1- 2" pencil
  - 1 Bible
  - 1 plastic cup

- 5 sheets of writing paper and 3 envelopes
  - 3 books and school work is permitted provided the inmate's behaviour is satisfactory.
  - 1 towel
2. During ablutions running shoes and jackets can be issued to the inmate for use while out in yard. They must be returned following completion of yard.
  3. Inmates may exchange their clothing for clean items every second day. Towel, socks and underwear can be exchanged daily.

#### **1.21.10 Segregation Inmates' Personal Effects Storage**

1. Upon admittance into the segregation unit the personal effects of the inmate are to be:
  - Collected from the inmate's bed space as soon as possible.
  - Itemized onto a personal effects sheet by the staff that took possession of the items.
  - Placed into a blue effects bag (located on the coat rack in the segregation storage room). If additional space is required a second blue effects bag or a box for larger items may be used. Ensure effects bag or box is labeled.
  - Blue effects bags are to be labeled with the inmate's name & CS number and the label is to be placed into the side pocket of the blue effects bag.
  - Blue effects bags are to be stored in the effects / cleaning room in segregation.
  - An inmate's personal toiletries (shampoo, soap, shave cream etc) and self administered medications are to be placed in the "Cubby locker" corresponding to the segregation cell the inmate is assigned to. Toiletries DO not include razors.
  - The effects sheet is to be signed by the inmate at the earliest convenience and a copy is attached to the blue bag. If items are removed from the blue bag at a later time or date, the effects sheet will be adjusted reflecting the changes in front of the inmate. Have the inmate initial the changes.
  - The original copy of the Record of Inmate Personals is to be given to the Records Department to be placed in their warrant file.
  - When the Inmate signs for the return of effects on the copy from the effects bag, this then goes to the Records Department to be placed in their warrant file.

#### **1.21.11 Ablution Times**

1. As per CAR Section 2(1)(b), inmates serving a segregation sentence or on Sec. 17, 18, 19 or 24 are entitled to receive at least one hour ablutions out of their cell in a 24 hour period. The following restrictions and procedures apply:
  - Only a maximum of 15 compatible CAR Section 27 inmates are exercised at one time.
  - Section 17, 18 & 19 inmates are normally kept separate during ablution times. For

operational reasons compatible inmates housed in segregation and can share ablution times on the approval of the shift supervisor or a manager.

- Prior to an inmate's ablutions, Correctional staff are to frisk the segregation and yard area for contraband and safety hazards, ensure cleaning supplies are filled and available for the inmates use.
- During ablutions inmates are expected to clean their cell and shower.
- Razors, toothbrushes, toothpaste, soap and shampoo is kept in the staff office to be supplied to the inmate upon request. Dorm staff will ensure these items are kept stocked.
- RAZORS must be collected by staff after use. The razor is to be examined for tampering and be disposed of in the sharps container in the staff office.
- Segregation toothbrushes only are to be utilized. These short handled brushes are available from the staff office.
- During ablution the inmates will have use of the segregation hallway, shower area, phone and exercise yard where practicable.
- Inmates are to have reasonable access to cleaning supplies during their ablution and to clean their cell on a daily basis.
- At the conclusion of the inmate's ablution all toiletries are to be secured in the inmate's cubby locker. Razors are collected and disposed of and the inmate pat frisked before being locked back in his cell.
- Shoes &/or sandals are to be kept outside the cell door.
- An inmates exercise period may be terminated
  - If operationally required
  - Where an inmate becomes unruly
  - When an inmate refuses staff direction.

The Correctional Supervisor is to be notified of all terminations and an entry into the inmate's client log.

- Where an inmate declines his exercise period, the Correctional Supervisor will be notified and it is to be noted on inmates client log.
- Daily client log entries are to be entered by the staff supervising the ablutions.
- Following tier times, staff will removed the inmates discarded garbage and laundry. Inmate footwear is to be returned to the shelves by the cubby lockers.

### **1.21.12 Meals**

1. Inmates in the segregation unit are provided the same meals and portions that are provided through out the centre as per the approved menu.
2. The Shift Supervisor will ensure meal delivery.
3. Meals will be distributed through the meal slots on the segregation cell door.

4. Each inmate is issued a plastic knife, fork and spoon on the meal tray. The plastic utensils and the dishes must be returned to the kitchen after each meal.
5. All food must be eaten during the meal period and extra food is to be removed from the cell.
6. If an inmate declines his meal, it is to be left on the meal slot for 20 minutes. Food is not to be saved or held for the inmate to eat later.
7. All meal trays, dishes, utensils and food items are to be removed from the cell after 30 minutes.
8. Inmates who have shown signs of self harm behavior will be given no plastic cutlery, finger foods only (ie. Sandwiches) until transferred to another centre.

#### **1.21.13 Phone Calls**

Section 17, 18, 19, 24 and 27 inmates are permitted to use the phone while on their ablution time. If an offender is unable to make contact with his lawyer during his ablution time, staff will try to assist the offender in making another call through out the day.

#### **1.21.14 Cell Cleanliness and Inspections**

1. Offenders housed in segregation are expected to maintain the same standard of cell cleanliness as other offenders in the centre. Cells will be swept daily, floors, walls, ceiling and window sills are to be clean. Sinks and toilets will be cleaned inside and out and all garbage and food removed daily.
2. Prior to an offender being released or transferred from segregation, staff releasing or transferring the inmate will direct the inmate to clean his cell. Staff are to ensure that the cell is cleaned properly.
3. Cells are to be inspected by the Correctional Supervisor on a daily basis.

#### **1.21.15 Escorting Inmates Housed in Segregation**

1. All inmates housed in Segregation except those on overflow status must be cuffed behind the back when escorted.
2. Inmates should be cuffed through the cuffing slots on the cell doors prior to opening the

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cell door.

3. All inmates attending a Disciplinary Hearing should be cuffed behind their backs prior to being brought into the hearing room.

#### **1.21.16 Holding Cells**

1. s.15 area, s.15  
s.15 These  
tes classified as open or medium wh  
n one of the s.15 holding cells will be checked by Correctional Staff at least s.15  
s.15
2. Inmates who are not cla s.15 classified secure will have checks conducted by  
Correctional Staff every s.15 No inmate will be held longer than 7 hours without  
approval of a manager.

#### **1.21.17 Hearing Room**

Disciplinary hearings following the Corrections Act Regulation take place in this room. The room is also utilized by the RCMP and other outside agencies for interviews.

#### **1.21.18 Fire Evacuation**

1. The Shift Supervisor may order the segregation officer to unlock and remove inmates to the secure compound if there is a threat to life in the segregation area.
2. The fire detection and alarm system will automatically unlock all cells in the event of a second stage fire alarm. Control officers must be familiar with the system and must be able to bypass the system in the event the segregation area is not in danger from fire or smoke. The Shift Supervisor will be informed of the status once the system is in alarm.



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## 1.22 Separate Confinement

### 1.22.1 Authority

Refer to [Adult Custody Policy](#) Section 1.22.1

### 1.22.2 Definition

Refer to [Adult Custody Policy](#) Section 1.22.2

### 1.22.3 Circumstances for separate confinement

Refer to [Adult Custody Policy](#) Section 1.22.3

### 1.22.4 Types of separate confinement

Refer to [Adult Custody Policy](#) Section 1.22.4

### 1.22.5 Separate confinement—short term

Refer to [Adult Custody Policy](#) Section 1.22.5

### 1.22.6 Limitation

Refer to [Adult Custody Policy](#) Section 1.22.6

### 1.22.7 Notification

1. Within 24 hours, an inmate subject to short term separate confinement must be provided written reasons for confinement.
2. Within 24 hours of making a decision with respect to placement of an inmate in short term separate confinement, except in an emergency, the manager or supervisor approving the placement ensures that the inmate is provided written notice of the decision and reasons.

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3. The separate confinement notification form is used for this purpose. The manager or supervisor approving the separate confinement will complete this form detailing the placement decision and the reasons for the placement. The form is to be printed, signed and a scanned copy of the form attached to the inmate's client log in CORNET. A copy of the signed form is issued to the inmate.

### 1.22.8 Separate confinement—longer term

Within 24 hours, the inmate must be given written reasons for confinement. The separate confinement notification form is used for this purpose. The manager approving the separate confinement will complete this form detailing the length of the confinement and the reasons for the length of the confinement. The form is to be printed, signed and a scanned copy of the form attached to the inmate's client log in CORNET. A copy of the signed form is issued to the inmate.

Refer to [Adult Custody Policy](#) Section 1.22.8 for further information.

### 1.22.9 Review of decision

1. The inmate is provided an opportunity to make submissions and to have the decision reviewed. For more information refer to NCC [SOP](#) Section 1.21.6(4).
2. The Warden or designate renders a decision, after considering submissions made by the inmate and provides reasons in writing to the inmate for the decision.
3. In addition to an initial review requested by the inmate, the warden or designate meets with the inmate and reviews the decision to keep the inmate in separate confinement at least once every 15 days and determines if separate confinement status must continue. Written reasons must be given to the inmate on each occasion that the person in charge confirms, varies or rescinds the decision. Refer to section 18(5) (a) of the [Correction Act Regulation](#).
4. The inmate is provided the opportunity to make submissions regarding separate confinement at least once every 15 days. These submissions are reviewed by the warden or designate.
5. Inmate submissions will be recorded in or attached to the inmate's client log in CORNET along with any other evidence or considerations relevant to the decision.
6. Principles of procedural fairness apply to separate custody reviews. This includes the inmate's:
  - Right to know the case against him/ her;

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- Right to respond to the case against him/ her; and
  - Reasons for the decision to keep the inmate on separate confinement status. Reasons for separate confinement placement are recorded on file.
7. A detailed record of the inmate's behaviour while on separate confinement status is noted in the segregation log and the inmate's client log in CORNET.
  8. The following reviews are conducted after every 30-day period that an inmate is on separate confinement status:
    - The deputy warden reviews the decision to confine separately; and
    - A mental health professional reviews the impact of separate confinement.
  9. The results of the review to continue to confine separately are provided to the inmate in writing and documented in the CORNET Client Log.
  10. The results of the review to determine the impact of separate confinement are considered in consultation with the deputy warden.
  11. The warden is notified in writing of the inmate's current overall status at minimum every 60 days.

#### **1.22.10 Voluntary separate confinement**

The warden or designate meets with the inmate at least once every 30 days to determine if voluntary separate confinement status will continue. The decision is confirmed in writing. The manager reviewing the placement will complete a separate confinement notification form detailing the reasons for the continuation. The form is to be printed, signed and a scanned copy of the form attached to the inmate's client log in CORNET. A copy of the signed form is issued to the inmate.

Refer to [Adult Custody Policy](#) Section 1.22.10 for further information.

#### **1.22.11 Right to terminate**

Refer to [Adult Custody Policy](#) Section 1.22.11

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	<b>Chapter 1: Operations Security and Control</b> <b>Section 34: Inmate Discipline</b>	1.34

**Preamble**

North Fraser Pretrial Center "Standard Operating Procedures" are local policies written in support of *Adult Custody Policy*. They do not supersede *Adult Custody Policy* but rather offer site specific policy detail and daily procedures specifically tailored to the North Fraser Pretrial Center. In researching policy specifics, personnel should first review *Adult Custody Policy* referenced in blue, augmented by NFPC *Standard Operating Procedures* noted below.

**1.34 Inmate Discipline**


Refer to: *Adult Custody Policy 1.19*

Refer to: *Corrections Act Regulations 21-29*

**1.34.1 The Charge Process**

1. All inmates are subject to discipline for breaches of Corrections Act Regulations section 21 through the application of the process set out in the Corrections Act Regulations sections 21-29.
2. Persons designated in writing by the warden, will hold disciplinary hearings as required, and in accordance with Corrections Act Regulations and Adult Custody Policy.
3. Resolution under Section 22(1) will be documented in CLOG.
4. A single uninterrupted event should not be the subject of several duplicative charges. Where the events are substantially different, more than one charge may be laid.
5. Once institutional violation reports have been completed, they shall be given to the appropriate correctional supervisor who will ensure they are correct. The correctional supervisor will approve the charge (if appropriate) and arrange for service of the document.
6. The correctional supervisor will provide the *Violation Report*, and any supporting evidence (Physical/statements/electronic) they discover in the course of their investigation, to the disciplinary hearing coordinator.

Approved by Mr. J. Pastorek, Warden, North Fraser Pretrial Center

	<b>BC Corrections Branch</b> <b>North Fraser Pretrial Centre</b>	Updated: Oct 01, 2009
	<b>Chapter 1: Operations Security and Control</b> <b>Section 35: Use of Segregation</b>	1.35

**Preamble**

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### 1.35 Use of Segregation

Refer to: *Adult Custody Policy Section 1.20*

Refer to: *Corrections Act Regulation sections 17-19 and 24*

Refer to: *NFPC 1.36 – Separate Confinement*


#### 1.35.1 General

1. A segregation unit is defined by the Corrections Act Regulations as "*An area designated by the warden to segregate inmates.*"
2. A segregation unit's primary function is to house inmates who are awaiting a disciplinary hearing or serving a disposition as a result of an inmate disciplinary hearing.
3. A segregation unit may house inmates who are on "separate confinement"—a temporary placement that is used when no other reasonable placement exists.
4. An Inmate may be held in a segregation unit when:
  - i. In the opinion of the ADW, the provisions of Sections 17, 18, or 19 of CAR (Separate Confinement) apply to the inmate.
  - ii. In the opinion of the ADW the provisions of Section 24 of CAR (Segregation Pending Disciplinary Hearing) apply to the inmate.
  - iii. The Inmate is serving a disposition as a result of a disciplinary hearing.
  - iv. When no other cells are available an inmate may temporarily be held in a segregation cell. He shall be transferred to another unit as soon as space is available.
  - v. For medical observation in consultation with the health care supervisor or doctor

#### 1.35.2 Searches

1. Upon admission to the segregation unit, inmates will be strip searched in accordance with sections 10, 11 and 12 of the CAR, a search of personal effects shall also be made. Strip searches will be conducted in an area that maintains the inmates' dignity and will not be recorded on camera, including handheld or static security cameras. Normally, the holding cell in segregation is utilized for this purpose. As this room is equipped with a camera, a temporary screen/shield must be employed to ensure privacy.
2. Any inmates entering the segregation unit, for purposes other than placement in the unit, will be subject to a "frisk search" upon entry and departure to/from the unit.

#### 1.35.3 Escorts

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1. Upon initial admission to the segregation unit the escorting officer(s) is to remain in the segregation unit until the inmate has been admitted to the segregation unit, searched, and secured in a segregation cell or the holding cell. All pertinent information relevant the inmate's status is to be passed on at this time.
2. The escorting officer(s) shall turn over custody of the inmate(s) to segregation staff then provide security, backup, and observation while the segregation staff frisk and secure the inmate. If more than one inmate is escorted to segregation at one time, they will be processed individually, with the escorting officer(s) maintaining control of those waiting processing.
3. Inmates placed under Corrections Act Regulation Sections: 17, 18, 19, 21 and 24 require an officer escort when moving off the unit (i.e. to Records, Health Care, etc.). Authorized restraints may be used during escorts based on the inmates security needs.
4. Inmates shall be escorted from their cell to the exercise area or yard and back to their cell at exercise periods. These moves will not be done <sup>s.15</sup> unless authorized by a correctional supervisor
5. Inmates assigned to the Isolation Unit will be under escort when moved off the unit.

#### 1.35.4 Cell Inspection on Admission to Segregation

Before an inmate is placed into a segregation cell, an officer shall thoroughly inspect the cell for contraband and cleanliness.

#### 1.35.5 Cell Inspection on Release from Segregation

Before an inmate is released from a segregation cell an officer shall thoroughly inspect the cell. The cell must be cleaned to a high standard. Any new damage shall be noted. The correctional supervisor shall be called to render a decision as to what action is taken regarding the new damage.

#### 1.35.6 Placement of Inmates

1. Inmates who are suicidal or otherwise require heightened levels of observation shall be placed in Segregation cells <sup>s.15</sup> whenever possible.
2. Cells <sup>s.15</sup> will be utilized for inmates that are high risk of violence or a security concern, unless they require an observation or a medical isolation cell.
3. All other segregation placements shall generally be placed in cells on <sup>s.15</sup> or <sup>s.15</sup>
4. Inmates admitted to segregation on 'overflow' status due to high counts shall be transferred out to another unit as soon as bed space is available.

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5. Inmates identified by health care staff as requiring a medical isolation shall be placed in cells <sup>s.15</sup> of
6. All other medical cells will be used for medical reasons unless otherwise directed.
7. Inmates in the medical/isolations areas will receive time out of their cells in keeping with the general institutional lockdown periods except where operational/medical circumstances dictate otherwise.
8. 'Multiple occupancy' will only be used in segregation if necessary, and in consultation with the correctional supervisor.

### 1.35.7 Segregation Unit Log

It shall be the responsibility of staff assigned to the segregation unit to maintain and update the Inmate segregation unit log book and the segregation status log.


### 1.35.8 Inmate Exercise Periods

1. It shall be the responsibility of the A Pod correctional supervisor in consultation with the segregation unit staff to establish a schedule whereby each inmate housed in the segregation unit is provided an opportunity to be out of his cell for a one-hour period in each twenty-four hour period.
2. Exercise periods will only be conducted in the <sup>s.15</sup> exercise area or yard. Inmates will be afforded access to both areas during their exercise period (i.e. ½ hour exercise area, ½ hour yard). Inmates will be given the option of which area to start their hour exercise period and will be afforded one change during the hour.
3. Inmates housed in segregation are required to maintain the cleanliness of their cell to the standards required by institutional policy.
4. The Correctional Supervisor with authorization from an ADW, may terminate, suspend, or deny an inmates one hour exercise period if the inmate:
  - i. is threatening another person;
  - ii. is causing a disturbance;
  - iii. is inciting others;
  - iv. is damaging property;
  - v. is engaging in behaviour that jeopardizes the management, operation or security of the center;

\*In each case as noted above, the correctional supervisor will document the circumstances in the inmates' client log.

5. In the event that the inmate refuses his opportunity for the one-hour period out of his cell, it will be captured in his client log and reported to the correctional supervisor.



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6. In extraordinary circumstances it will be permissible, with ADW authorization, to run two sets of exercise periods simultaneously (i.e. one pair in the yard, one pair in the exercise area).

#### 1.35.9 Progress Logs/Client Log

It shall be the responsibility of the segregation staff to maintain each segregation inmate's progress log/client log. Daily entries shall be made documenting the inmate's behaviour.

#### 1.35.10 Cell Possessions

1. All inmates being housed in segregation for non-disciplinary reasons shall be allowed to retain their grey plastic cell effects container in their cell, provided it does not jeopardize the safety and security of the inmate and/or the centre.
2. The segregation staff shall determine which effects the inmate is permitted to retain while housed in the segregation unit.
3. The remainder of the inmate's cell effects shall remain in the container which will be sealed with yellow security tags (in the presence of the inmate wherever possible).
4. The sealed cell effects container shall be returned to the inmate upon release from segregation.
5. Inmate's being admitted directly to segregation from A&D shall have their effects container taken to segregation by the escorting officer
6. All inmates being housed in segregation under section 21/24 of the CAR shall **NOT** be allowed to retain their grey plastic cell effects container in their cell for security reasons. When an inmate is moved to segregation under section 21 or 24 of CAR, the following procedure shall be followed:
7. Segregation inmates will:
  - i. Receive bedding in the amount normally received in the regular living units.
  - ii. Be issued one set of clothing normally received in the living unit. Other clothing is to be placed in the inmate's storage locker until his period in Segregation is over.

**Note:** The correctional supervisor may restrict an Inmates bedding, clothing or other possessions where the safety of the inmate, or the operation or security of the centre is threatened or compromised. In all cases where clothing or bedding is restricted, the correctional supervisor will document the circumstances in the inmates' client log, and report them to the ADW.

8. Inmates in Segregation will be allowed to retain the following, unless otherwise restricted:
  - i. 1 book
  - ii. writing paper
  - iii. envelopes
  - iv. 1 golf pencil
  - v. legal documents



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- vi. correspondence
- vii. self administered medication prescribed by the Health Care Unit
- viii. soap
- ix. toothpaste
- x. toothbrush

#### **1.35.11 Segregation for Separate Confinement**

1. Inmates on separate confinement referred to in section 17, 18, 19 of the *Correction Act Regulation* may be housed in the segregation unit when no other reasonable option exists.
2. The recommendation to place an inmate in segregation must be clearly noted on the "Separate Confinement Notification form".
3. Inmates being held in segregation under these sections shall not be deprived of any privilege granted to other inmates unless the privilege cannot be reasonably granted having regards for the limitations of the area.
4. Separate custody inmates shall be given as much time out of their cell as possible, having regard for the operational requirement of the area in which they are housed.
5. Unless otherwise specified separate custody inmates shall be allowed to keep the same cell effects (except razors when housed in cells  $\frac{9}{10}$  as other inmates in the centre, having regards for the limitations of the area in which they are housed.

#### **1.35.12 Water Shut Offs**

Inmates abusing their access to water (i.e. plugging their toilets, throwing water at staff etc.) will have the water to their cell shut off. The decision to shut off the water rests with the correctional supervisor. An inmate whose water has been shut off must be advised of this situation and the water must be turned on temporarily from time to time to allow the inmate access to drinking water and to flush his toilet. Entries must be made in the segregation unit Log indicating when water has been shut off and when water has been turned back on (including all temporary water restoration times).

#### **1.35.13 Door Sliders**


All Door Window sliders are to be kept closed at all times.

#### **1.35.14 Meals**

All inmates in segregation shall be served and eat all meals in their cells. They shall be issued plastic eating utensils (spoons and knives) once per day.

#### **1.35.15 Mail**

Inmates in the Health Care/Isolation/Segregation Unit shall retain customary mail privileges.

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#### 1.35.16 Phone Calls

Inmates have access to the telephones during their authorized exercise period. Inmates may be permitted to make legal calls at other times as time permits and circumstances warrant.

#### 1.35.17 Cleanliness

1. The maintenance of a high level of hygiene shall be required of all inmates in Health Care/Isolation/Segregation. Cells shall be swept and mopped daily. Floors, walls, ceiling and window sills are to be kept clean. Sinks and toilets shall be cleaned inside and out. Beds are to be made and, all garbage is to be removed from cells during the one-hour exercise period.
2. Inmates shall keep themselves clean by showering regularly and availing themselves of regular clothes changes.

#### 1.35.18 Cell Checks


1. It shall be the responsibility of officers assigned to the Segregation Unit to ensure that a cell check is made on each inmate housed in the Health Care/Isolation/Segregation unit at a minimum of <sup>s.15</sup> intervals.
2. In the event that an inmate is identified as being at high risk of self-harm, or in other unusual situations or circumstances, checks will be conducted at intervals not exceeding <sup>s.15</sup>
3. <sup>s.15</sup> when all inmates are confined to their cells, physical checks of the tiers are to be conducted for items of contraband or new damage that may have been caused during the inmate's time out.

#### 1.35.19 Security Check

1. It shall be the responsibility of the segregation unit staff to conduct <sup>s.15</sup> searches of all cells, tiers, and common areas within the health care/isolation/segregation unit. The results of these searches are to be logged in the segregation living unit report, noting any damage or any security weaknesses/deficiencies.
2. Security weaknesses are to be communicated to the correctional supervisor immediately.


#### 1.35.20 Exercise Area and Yard Doors

1. Exercise area doors <sup>s.15</sup> and vard doors <sup>s.15</sup>
2. <sup>s.15</sup>

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#### 1.35.21 ADW Visits

1. The ADW regulations, duty nurse and A-Pod supervisor will conduct daily segregation rounds to determine that the inmate's health is not compromised by ongoing segregation. It is as at this time that the ADW will also review inmates on CAR 24 status for ongoing confinement pending their disciplinary hearing.
2. The ADW will conduct further visits to segregation as operational timelines permit. All visits are to be logged in the segregation unit log.

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#### Preamble

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### 1.36 Separate Confinement

Refer to: *Adult Custody Policy 1.21*

Refer to: *Corrections Act Regulation Sections 17-19*


#### 1.36.1 General

1. Separate confinement is a temporary measure for removing particular inmates from some or all inmates for security or safety reasons.
2. Separate confinement is not punitive and is only used to provide the correctional centre or inmate an opportunity to remedy behaviour or circumstances that led to the separate confinement.
3. Such confinement may be within the segregation unit when no other reasonable option exists.
4. A separately confined inmate may be placed in the same cell as another inmate when the person in charge determines that it is appropriate.
5. The warden or person in charge can place an inmate apart from other inmates, by authority of section 17 of the *Correction Act Regulation* when the inmate:
  - i. Is endangering him/herself or is likely to endanger him/herself;
  - ii. Is endangering or is likely to endanger another person;
  - iii. Is or is likely to jeopardize the management, operation or security of the correctional centre;
  - iv. Must be confined separately for medical reasons;
  - v. Suffers from mental illness;
  - vi. Is at risk of serious harm from other inmates due to certain factors (e.g. nature of offence, mental or emotional incapacity, known informer);
  - vii. Is to be subject to an examination of mental condition for the purposes of the *Mental Health Act*; or
  - viii. May have contraband hidden in his or her body.

#### 1.36.2 Initial Placement Procedure

1. The CS responsible for the area will initiate the separate confinement form, indicating the reasons and background for the proposed placement. The CS will then present the form and case for discussion and approving authority to the ADW regulations pursuant to *Corrections Act Regulation 17(1)*.
2. An inmate being placed in separate confinement is to be advised in writing within 24 hours with written reason(s) for the placement in accordance with section 17(4) CAR. The reason(s) must be clearly indicated with sufficient detail to allow the inmate to understand the case to be met, should he wish to challenge his special custody status. A copy of the reason(s) shall be entered into the inmate's case plan (CLOG).

Approved by Mr. P. Coulson, Warden, North Fraser Pretrial Center

	<b>BC Corrections Branch</b> <b>North Fraser Pretrial Centre</b>	Amended: Feb 1, 2010
	<b>Chapter 1: Operations Security and Control</b> <b>Section 06: Living Unit Policy</b>	1.06

#### **1.06.17 Unit Disciplinary Sentence**

1. Living unit disciplinary sentences will be conducted in accordance with CAR Section 27.
2. An inmate serving a disciplinary sentence on a living unit will retain customary unit privileges when not confined to his assigned cell.
3. An inmate serving a disciplinary sentence on a living unit will consume meals in his assigned cell unless otherwise noted by a supervisor.
4. An inmate serving a disciplinary sentence on a living unit is prohibited from communication with other inmates when confined to his assigned cell.

#### **1.06.18 Inmate Health**


1. Officers will monitor inmates for illness, injury, fasting or risk of self-harm.
2. Where an officer suspects an inmate may be suffering from a physical or psychological illness or injury, or that the inmate may be fasting or presenting a risk of self-harm, the correctional supervisor will be informed without delay.

#### **1.06.19 Self-Administered Medication**

1. During cell inspections officers will review self-administered medication in the possession of inmates and confiscate medication with an expired prescription stop date.
2. Officers will consult with the duty nurse prior to removal of the medication to ensure that treatment needs are not interrupted.
3. Tampered blister packs and loose medication will be deemed contraband.
4. Confiscated medication will be forwarded to health care.

#### **1.06.20 Duty Nurse Supervision**

1. The duty nurse will attend a living unit only when an officer is present.
2. Unit officers are directly responsible for the supervision and security of the duty nurse when the nurse is on the unit.
3. Officers will remain at the side of the duty nurse at all times.
4. Inmates are restricted from approaching the duty nurse without the prior approval of the unit officer.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	Issued: Aug 05, 2008
	<b>Chapter 4: Programs Section 4: Inmate Televisions</b>	Subsection: 4.04

**Preamble:** North Fraser Pre-trial Center "Standard Operating Procedures" are local policies written in support of *Adult Custody Policy*. They do not supersede *Adult Custody Policy* but rather offer site specific policy detail and daily procedures specifically tailored to the North Fraser Pre-trial Center. In researching policy specifics, personnel should first review *Adult Custody Policy* referenced in blue, augmented by NFPC *Standard Operating Procedures* noted below.

#### **4.04 Inmate Television**

Refer to: *Adult Custody Policy Section 10.9*

##### **4.04.1 General**

1. Inmate televisions are provided through the Inmate Benefit Fund (IBF)
2. Televisions (limit one per cell) must be located in the cell on the desk and not supported by, or propped by any items or materials.
3. Health care and the living units will also have one mounted unit television.
4. No televisions are provided for segregation or records holding cells due to the operational nature of the area.

##### **4.04.2 Television Security**

Televisions are installed with a security label to confirm that the units are secure.

##### **4.04.3 Television Use**

1. Inmate access to televisions is limited to assigned cells only. Inmates are not permitted to enter another cell to watch television.
2. Inmates are not permitted to remove a television from one cell to another.
3. There are no restrictions to the times inmates may watch television, however the viewing must not disturb other inmates.
4. Living unit televisions will be controlled by the living unit officer. Unit televisions will be turned off during all lockdowns.
5. Television privileges may not be suspended as punitive action however they may be suspended as part of a formal disciplinary disposition under *Corrections Act Regulation Section 27*
6. Institutional televisions in inmate areas are connected to a continual electronic loop which plays the *Corrections Act Regulations* continuously on one of the channels for inmate reference and education.

##### **4.04.4 Damaged Televisions**

1. Inmates who wilfully damage (including damage to the security seals), and/or abuse the television privilege may be subject to discipline under the *Correction Act Regulation*.

Approved by Mr. J. Pastorek, Warden, North Fraser Pretrial Center



# **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

## **SEGREGATION**

### **3.00 SEGREGATION – GENERAL**

The Segregation Unit is to house inmates that are serving segregation dispositions under CAR Section 27 or inmates who are separately confined under CAR Section 17, 18 or 19.

These inmates have typically demonstrated an inability to follow established rules. Often inmates are housed in segregation because they pose a risk to the safety of staff or the management of the institution.

### **3.01 STAFF DUTIES AND RESPONSIBILITIES FOR SEGREGATION**

#### **ADW Responsibilities**

The ADW Regulations (or designate) shall visit the Segregation Unit on at least one occasion during the shift. They shall conduct a review of each inmate's status and make note of such review in the Cornet Client log.

#### **CS Responsibilities**

The CS shall visit the Segregation Unit and the inmates therein on at least one occasion during each shift.

The CS PLU F shall visit the Segregation area and the inmates therein on at least one occasion during each shift. The Segregation area shall be visited by the operations CS in the absence or outside the regular shifts of the CS Women's unit supervisor.

Daily, the CS shall assist the Segregation Officer with the supervision of the inmate's daily duties of cleaning their cells.

#### **Staff Assigned to Segregation**

Officers working in segregation must be of Correctional Officer rank working in a correctional centre.

Officers posted in segregation, either full-time or temporary, must have a demonstrated knowledge of the segregation procedures and policy. Officers posted to segregation for extended periods of time will be provided formal training by a senior officer with the required knowledge and experience.

It is preferred to have male staff supervise male segregation inmates but not necessary at all times. Female staff may supervise segregation for break relief and to

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fulfill escort staff duties. Inmates serving exercise period and/or showering should be supervised by male staff.

Only female staff will supervise female segregation inmates in the PLU F.

### **Segregation Staff Protocols**

Every oncoming Segregation staff shall personally make a full and accurate count of inmates under their supervision prior to the departure of the officer that they are relieving. The Officer shall detail the time and results of the count in the Segregation Unit log book.

The oncoming officer shall confirm that the s.15  
are present and document it in the Unit Log Book. The keys shall then be passed from one officer to the other. The Officer being relieved must relate any pertinent information to the oncoming Officer before leaving the post.

Every Segregation Officer shall conduct a physical security check at s.15  
s.15 The time and results of the physical security check are to be noted in the Segregation Unit log book. Should any safety or security concerns become evident, the Segregation Officer is to immediately notify the CS. Any contraband is to be seized and dealt with in accordance with CAR and related policy, and turned over to the CS at the earliest possible time.

The Segregation Officer is to remain locked and secure in the Segregation Staff Station at all times when an inmate is out of their cell and in the unit. When inmates are out of their cells in the unit, a staff member may enter the common area only with a second officer present. At no time, is an officer to take their assigned keys into the segregation common area when inmates are out of their cells.

In the event that an inmate is not secured in their cell while an incident or disturbance within the segregation unit is taking place, s.15

s.15 The back  
up must include a supervisor. Wherever possible, the response group will assess the situation from the segregation office or from the best available vantage point before entering.



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### **Segregation Staff Responsibilities**

The Segregation Officer is responsible for maintaining an accurate and current Segregation Unit Log book. The log must contain the following information:

- a. Date and time that the shift started, printed name and signature of officer on shift.
- b. Time and full accurate count of inmates at the commencement of the shift.
- c. Time and results of physical and visual security check
- d. All regularly scheduled inmate checks (informal counts) with results
- e. All formal counts and results
- f. Inmate ablution times – start time and end time
- g. All inmate movements into and out of the unit and internally (cell to cell).
- h. Intake - should include cell assignment and where inmate is from
- i. Transfers out – should include destination and reason for movement
- j. Cell movements – should include from cell and to cell
- k. Any visitors to Segregation (WSI, Wardens, Nurse, etc.) with time
- l. Supervisor's rounds

The Segregation Officer must ensure that all inmates are secured any time that they are not able to directly supervise them from the office. The Officer may use the outside exercise run for this purpose.

The Segregation Officer must ensure that every inmate is provided the opportunity to clean their cell daily. The Segregation Officer will be accompanied by the CS (Tower Shift supervisor) while the inmates are accessed from their cell to conduct the necessary cleaning duties. All cells must pass inspection by the CS before the inmates are re-secured. Ablutions are not to commence until the cleaning routine is completed.

The Segregation Officer must ensure that every inmate under their charge is provided with a period of ablution (one-hour of exercise/fresh air) every day. It is the responsibility of the Segregation Officer to coordinate the times of the ablution periods.

The Segregation Officer must ensure that every inmate in segregation is in possession of only those items that are clearly permitted in segregation cells and in the allowable quantities, as indicated in policy.

The Segregation Officer shall ensure that every inmate housed in segregation is seen at least once every 24 hours by a medical staff.

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The Segregation Officer shall receive and review all submitted request and complaint forms throughout their shift and they will forward those forms to the CS at the end of their shift.

The Segregation Officer shall make an entry into each segregation inmate's CORNET Client Log a minimum of once per shift.

The Segregation Officer shall ensure that a cell inspection form is completed for every cell whenever an inmate is newly assigned to that cell.

Every Segregation Officer and Officer relieving the Segregation Officer for meal breaks and rest periods, are to make themselves familiar with the Segregation fire evacuation routing and policy.

### **3.02 SHIFT EXCHANGE INFORMATION TRANSFER**

Every oncoming Segregation Officer shall personally make a full and accurate count of each inmate under their supervision before the officer being relieved leaves their post. The results will be logged in the unit log book.

At every shift exchange, the oncoming segregation Officer is to account for the  
s.15 and record their findings in the unit log  
book.

The oncoming officer shall conduct a physical security check at s.15  
The Officer shall detail the time and the results of the security check in the unit log book. Should any safety or security concerns become evident, the segregation officer is to immediately notify the CS – Shift Supervisor.

The Segregation Officer being relieved is to ensure that all relevant and vital information about each inmate is conveying to the oncoming Segregation Officer.

### **3.03 LOG BOOK MAINTENANCE**

The Segregation Log Book is a legal document and must be effectively maintained as such.

As per Provincial Policy the Deputy Warden of Operations ensures that a segregation unit log book is maintained in which the following is recorded:

- Name of each inmate and the assigned cell number, with the date and time of the start and end of confinement.
- Name of the officer who ordered the confinement

## **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

- Date and time of any absence from the Segregation cell, the reason for the absence, the name of the officer authorizing the absence, and the date and time of the inmates return to the cell
- Date and time of any visit to the inmate, the name of the visitor and, in the case of a Corrections Branch employee, his/her position; the names of the officers on each shift supervising the segregation unit; and
- Date and time of details concerning any unusual occurrence in the segregation unit.

The top of each page, above the left margin, must indicate the correct date. The left margin must indicate the time of day of the entry being made. The centre of the page is the information line. The right margin must indicate the in and out counts and the staff initials.

The information line must indicate clear and concise information such as inmate full names and CS numbers when the entry involves inmate movements.

All entries that affect the actual unit count **MUST** be in red ink. All other entries and entries that indicate temporary inmate movements (i.e. don't affect the actual unit count) must be in blue or black ink.

The log book is to be used to indicate ablutions times and times that inmates are unlocked for whatever reason.

All inmate checks (minimum of every s.15 unless otherwise indicated) must be logged in the unit log book. This includes all formal counts.

All medical/contract personnel that enter the segregation area must be logged in the book.

All staff and visitors to the unit must be logged in the book.

### **3.04 CLIENT LOG MAINTENANCE**

Segregation Officer is to enter activity and conduct notations in each Segregation inmate's client log.

- These notations/observations are to be recorded for each shift.
- This is to assist with daily segregation reviews and separate confinement reviews.
- Inmates serving segregation dispositions will be reviewed s.15 by an ADW on shift.
- All incidents concerning an inmate held in Segregation must be logged in the inmate's client log.

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### 3.05 RESTRAINTS IN SEGREGATION

The segregation office will maintain the following inventory of restraint items:

- 
- s.15
- 

The Segregation Officer shall count these items and record their results in the unit log book at the beginning of their shift.

The Segregation Officer shall sanitize each item after its use.

### 3.06 SEGREGATION PROTOCOLS

Unlocking inmates:

- s.15
- The Segregation Officer must ensure that all other doors are showing secure prior to unlocking a cell door to let the occupant(s) of that cell out. In the event that a door does show insecure, an additional staff member must be used to ensure that the door is in fact physically secure.
- Under no circumstances, are keys to be used to unlock the cell doors of inmates who are in segregation. Keys are not to be carried on anyone's person in the segregation common area when inmates are not secured in their cells.

Escorts:

- Only one inmate will be allowed out of their cell at a time to facilitate an escort.
- The inmate's cell will be accessed only when the designated escorting officer has hands-on control of the door and have visually inspected the cell through the cell window. The designated escorting officer will signal the Segregation Officer when it is safe to access the cell door.
- Upon accessing the door and removing the inmate to be escorted from the cell, the cell door shall be immediately re-secured.
- Inmates let out of their cells for the purposes of escorts will be escorted by the designated escorting officer to the s.15 door, they will be pat frisked and the required restraints will be applied. The s.15 door will be accessed from the office via the Segregation Door Control Panel when the designated escorting officer has indicated that it is safe to do so.
- Under no circumstances, is the Segregation Officer to act alone as the escorting officer. A second staff must always be present.

Restraints:

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- All inmates escorted from segregation will have, at a minimum, hand cuff restraints applied and will be frisked prior to leaving the segregation area through the s.15 door.
- All inmates escorted into segregation must have restraints applied. The level of restraints applied is at the discretion of the CS – Shift Supervisor directing the movement. All inmates must be frisked.

### Medication and Meal Distribution:

- All meals and medications are to be distributed to inmates via the trap door located on each cell door.
- All garbage collection after meals and at the end of the night is to be completed via the trap door located on each cell door.

### Segregation Common Area:

- All cell doors are to be secured when inmates are on ablutions. This includes the cell door of the inmates having ablutions.
- Segregation inmates will be secured prior to staff leaving the segregation area for any reason. The outside exercise area can be used for this purpose.
- Inmates must be secured prior to the Segregation Officer entering the segregation area to complete their required checks. The outside exercise area can be used for this purpose.

### 3.07 SEGREGATION DAILY ROUTINE

0600	s.15	Called to control and logged in Unit Log Book.
0630		Inmates being discharged or those going to court unlocked to shower and cleanup. Court inmates will be fed in A&D.
0650		Day Shift due to report to their post. Day Shift will conduct a visual check and count of all inmates. s.15 Results of both to be logged. Night shift to exchange keys, radio and any relevant information.
0700		Night Shift ends. Day Shift commences. s.15
0710		Meal cart on Unit, inmates to be fed and meal cart to be out of unit by 0745 hrs. (Weekdays)
0730		Segregation Escort Officer commences shift (weekdays).
0745	s.15	
0800		CS (Tower Shift Supervisor) to attend Segregation to assist with the supervision and inspection of cell cleaning.

<p align="center"><b>PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY &amp; CONTROL –SPECIALIZED PLACEMENT - B4</b></p>
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- 0830 Ablutions/Exercise period to begin if all exterior movements are complete. Inmates out for 1 hour tier time each. Only the occupant(s) of 1 cell is/are permitted be unlocked at a time (max. 2 inmates).
- 0930 s.15 Called to control and logged in Unit Log Book.
- 1005 Meal cart on Unit, inmates to be fed and meal cart to be out of unit by 1045 hrs. (Weekends)
- 1115 s.15 Called to control and logged in Unit Log Book.
- 1130 Ablutions cease. s.15
- 1205 Meal Cart on unit. Inmates fed and meal cart to be out of unit by 1245 hrs. (Weekdays).
- 1300 Ablutions commence again.
- 1400 s.15 Called to control and logged in Unit Log Book.
- 1405 Meal Cart on unit. Inmates fed and meal cart to be out of unit by 1445 hrs. (Weekends).
- 1500 Segregation Escort Officer completes shift (Weekdays).
- 1545 s.15 Called to control and logged in Unit Log Book.
- 1600 Ablutions cease, s.15
- 1630 Meal Cart on unit. Inmates fed and meal cart to be out of unit by 1715 hrs. Officer to ensure that logging of all inmates is completed prior to end of shift at 1900.
- 1800 s.15 Called to control and logged in Unit Log Book.  
Ablutions commence again.
- 1850 Night Shift due to report to their post. Night Shift will conduct a visual check and count of all inmates. s.15  
Results of both to be logged. Day shift to exchange keys, radio and any relevant information.
- 1900 Day shift ends. Night Shift commences. s.15  
s.15
- 2030 s.15 Called to control and logged in Unit Log Book.



## **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

2130 Night rounds by CS – Tower Shift Supervisor. Inmates provided opportunity to remove excess garbage during cleanliness inspection.

2200 Night Lock Down. s.15 Called to control and logged in Unit Log Book.

Officer to ensure that logging of all inmates is completed prior to end of shift at 0700. Officer to check next day's scheduled movements for transfers, courts, releases etc. Officer to update Seg roster and white board.

### **3.08 ADMITTANCE PROCEDURE**

Inmates arriving to Segregation are to be escorted by a minimum of two officers (unless otherwise deemed appropriate by the Shift Supervisor). Under the authority of the Shift Supervisor, mechanical restraints may be used when moving a difficult inmate. When two or more inmates are being escorted mechanical restraints are to be utilized.

All inmates admitted to the segregation unit MUST be skin searched and changed into a freshly laundered set of institutional clothing. Inmate shoes are to be placed with personal effects and all other dirty inmate clothing is to be placed into laundry.

Upon arrival in Segregation Unit, Escorting Officers shall:

- Turn custody of inmate over to the Segregation Unit Staff
- Remove mechanical restraints if they were required, and if it is safe to do so.
- Provide back up and observation while Segregation Staff strip search, clothing change, and secure inmates in their cells.
- When more than one inmate at a time has been transferred, keep those waiting under restraints and under observation.

Prior to placing an inmate into a segregation cell, the Segregation Officer is to inspect the cell for any security/damage issues – even if the cell is already occupied by another inmate. The results of the inspection are to be documented.

### **3.09 SEGREGATION INMATE PERSONAL EFFECTS**

Any inmate's possessions which are deemed unacceptable by the authority of the Segregation Standing Orders shall be:

- labeled and stored in the inmate's effects bag in Segregation
- a record of all items will be made and placed in the inmate's Intake Package Folder.

Inmate possessions when collected by the inmate:

- Will be secured in a designated blue bag and sealed.

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- A segregation effects form will be completed indicating that all items were gathered by inmate and accounted for.
- The Segregation Officer will apply a seal to the bag and note the seal number on the form.
- The inmate and the officer will sign the segregation effects form.
- The form is to be kept with the effects bag.

Inmate possessions when collected by staff:

- Items will be appropriately photographed and then secured in the designated blue bag with a seal.
- The photos will be loaded onto the "Segregation Effects Folder" on the <sup>s.15</sup> of the computer network. The file will be labeled with the Inmate Name, CS Number and date.
- The photo(s) is to be printed and attached to the Segregation Effects Form.
- The seal number will be noted on the form and both the inmate and the Officer will sign the form.
- The form is to be kept with the effects bag.

### **3.10 TRANSFERS TO SEGREGATION FROM ANOTHER UNIT (NOT RECORDS)**

The Shift Supervisor directing the transfer of the inmate shall ensure that a CORNET client log entry is completed on the inmate which includes:

- Date of transfer
- Reason for transfer
- Approval of Medical Officer or Duty Nurse, where applicable
- Other relevant information

The Shift Supervisor shall ensure that notification is provided to the ADW Regulations of any transfers to segregation so that the correct paperwork can be prepared.

The Segregation Officer shall make a Client Log entry indicating cell placement and confirming that a cell condition sheet was completed.

### **3.11 PERMITTED CELL POSSESSIONS**

Personal Hygiene items – Inmates will be permitted one bar of hand soap, one toothbrush and one pair of shower slippers. No other personal hygiene items are permitted in segregation cells. All items such as toothpaste, toothbrushes, combs, shampoo, deodorant, etc. must be acquired from the staff during ablutions and returned to the staff at the conclusion of the ablution. Razors are permitted only by approved special request and must be returned when the inmate has finished shaving. Staff must be aware of what items are issued so that they know which items need to be returned. Toothbrushes are a one for one exchange. Any misuse of a



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toothbrush will result in the inmate responsible having access to a toothbrush only on ablution.

Institutional clothing and bedding – one set of institutional clothing and one set of bedding is permitted per inmate. Shoes are not permitted.

Writing material – Inmates are permitted one small golf pencil in their cell. No other form of writing instrument is permitted. Inmates will be permitted to keep the pencil as long as they use the pencil appropriately (ie. No writing on the walls or attempts at self-mutilation, etc.) Writing paper is to be provided in reasonable quantities.

Mail – Inmates will be permitted to receive and retain mail on a one for one basis. Excess mail that has been read will be placed in the inmate's personal effects for storage.

Photos, pictures, artwork, clippings, etc. – Not permitted. All items of this nature are to be placed in the inmate's personal effects for storage.

Reading Material – reading material is to be shared equally amongst the inmates housed in segregation. Reading material will be supplied by the institution. Inmates are permitted a bible (the bible must not be tampered with in any manner).

Self-Administered medication – Permitted with the permission of the medical staff.

Telephone Cards and address books – will be held in the staff office. Telephone calls will be processed by the Segregation Officer.

Canteen items – Inmates may retain shower slippers purchased through canteen. No other canteen items are permitted. Inmates are permitted to purchase shower slippers while in segregation.

Any or all possessions shall be taken from an inmate if misused. The Segregation Officer shall enter the information in the Cornet Client Log and an Incident Report forwarded to the OIC.

### **3.12 INMATE CLOTHING IN SEGREGATION**

Upon Admission into Segregation, an inmate's institutional shoes will be itemized, bagged and placed into the segregation storeroom by segregation staff. All other institutional clothing will be placed as dirty laundry to be washed.

The inmate will be issued a fresh set of institutional clothing by the Segregation Officer. Shoes are not permitted in Segregation.

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Issued Clothing will be changed twice a week and sent to laundry/ Sunday and Thursday. Undergarments and socks can be changed daily

### **3.13 PERSONAL HYGIENE (RAZORS)**

Segregation inmates will maintain an acceptable level of body hygiene by fully bathing on a regular basis. This will be done during the daily scheduled ablution period.

An inmate in segregation or medical observation cell may submit a special request to use a razor. The inmate will be placed in a medical observation and permitted to shave under the direct supervision of an officer. The razor will be surrendered to staff immediately after use.

Inmates under observation for suicidal and/or irrational behaviour will not be issued a razor under any circumstance.

### **3.14 INMATES RELEASED OUT OF SEGREGATION**

Under no circumstances should the inmate be told what unit they are being moved to prior to their release from segregation.

The cell being vacated is to be appropriately cleaned by the inmate being released from segregation. The cell will be inspected and searched for contraband prior to the inmate leaving the Segregation unit. Any notable damage is to be reported to the CS, who will determine if/when the inmate can be released. Any new damage is to be noted on the cell condition form. A client log entry is to be completed.

Inmate's are to be changed into freshly laundered clothing. All cell effects and dirty clothing are to be turned over to the Segregation Officer. All personal items (mail, bible, etc) will be placed with inmate's personal effects in storage and returned to inmate.

Inmate being released from Segregation will be returned their personal effects from storage. This should include their shoes. They must sign for all effects to confirm that all items were accounted for.

Inmates being released from Segregation are to be escorted to their living unit by the Segregation Escort Officer. The escorting officer will personally deliver the inmate's intake package to the receiving living unit officer.

The Segregation Officer will make a client log entry indicating the unit the inmate was moved to, condition of segregation cell when inmate vacated it and whether the inmate received all of their effects or not.

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### **3.15 CELL INSPECTIONS/SEARCHES**

All Segregation cells are to be inspected for cleanliness, damage, and contraband prior to being assigned to an inmate and upon an inmate being released from a Segregation cell.

Upon being assigned to a Segregation cell, the Officer is to note all damage with the inmate present. The Officer will indicate damage on the cell condition form and make note of cell inspection results in the inmate's Client Log.

CS's are to ensure that complete unit searches are conducted on regular intervals to ensure the security of the Unit.

All inmates will be frisk searched and screen searched as determined appropriate by the Segregation officer.

Strip searches may only be conducted pursuant to CAR Sec. 12(2) and must be carried out in compliance with CAR Sec. 11.

An inmate who is absent from Segregation for any reason shall be pat frisked prior to leaving Segregation and upon his return to Segregation.

Further searches shall be conducted of an inmate and his cell when, in the opinion of an officer, an inmate may be in possession of contraband. Strip searches may only be conducted pursuant to CAR Sec. 12(2) and must be carried out in compliance with CAR Sec. 11.

A record of all searches shall be recorded in the Segregation Unit logbook, and shall be noted on the Officer's Living Unit Report.

### **3.16 ABLUTIONS / EXERCISE PERIOD**

1. After the first 24 hours of confinement, inmates are to receive an hour for exercise during each subsequent 24 hour period.
2. The ablution schedule will commence after the clean-up routine is completed in Segregation and is to be coordinated by the Segregation Officer daily.
3. Inmates are to be offered a minimum of one opportunity to complete their one hour ablutions daily. Ablutions are to be offered to inmates in an equitable manner in accordance with provincial policy.
4. When Segregation staff feel that allowing the inmate out of his cell represents a danger to the safety and security of the Centre they are to immediately notify the CS - Shift Supervisor. If an inmate is to be denied their ablutions, the CS - Shift Supervisor must authorize it. Inmates who are denied ablutions for

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whatever reason must have it documented in their Client Log with the specific reasons why the ablution was not allowed.

5. Inmates residing in segregation are to be given the opportunity to have access to fresh air on their ablution/exercise period by accessing the secure outside run adjacent to the segregation common area. During the winter months, 3 pairs of inmate running shoes and 3 inmate jackets are to be provided for use by inmates wishing to access this area. They are to be stored in the segregation office or segregation storage room. Upon request by the inmate, they can be handed out when required and collected immediately upon completion of their use. Inmates are not to retain possession of these items.
6. Inmates are permitted out of their cells during ablution times. While inmates are out in the common area they are not permitted to loiter in the designated "out of bounds" area. This area is defined and outlined by the black line painted on the segregation common room floor. Inmates will only be permitted to access this area for the purpose of entering and exiting their own segregation cell.
7. Cell doors are to remain closed and secure at all times while inmates are out on their ablutions.

### **3.17 CLEANING OF THE SEGREGATION COMMON AREA**

The Segregation will designate a volunteer to conduct the cleaning of the segregation common area and shower room daily.

### **3.18 MEDICAL AND OBSERVATION INMATES**

Inmates who are housed in either the Observation or Hospital unit areas must be given a daily opportunity for one hour of fresh air and exercise. Inmates in these areas must not be permitted into Segregation for ablutions without prior approval of the CS.

- Depending on the nature of the inmate, the Officer may designate the <sup>s.15</sup> for this purpose. Operational requirements will dictate how inmates in the Observation or Hospital units receive their ablutions.
- It will be the responsibility of either the medical escort or a control runner to supervise/escort the outside exercise portion of these events.

Inmates who are housed in Observation must also be given the opportunity to shower daily. The decision to shower the inmate in either Segregation or Hospital Unit will be made by the Shift Supervisor, considering behaviour, security and operational requirements.

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It will be the responsibility of the Segregation Officer to co-ordinate the timing of the exercise and shower periods. The start and conclusion times of each period shall be recorded in the Segregation Unit Log.

Inmates housed in observation cells that are not under observation for any reason may have the cell camera covered by staff upon their request. A client log entry will be completed by the staff authorizing the camera to be covered.

### **3.19 INMATES REQUIRING CLOSE WATCH (SELF HARM/SUICIDE WATCH)**

The Warden or designate has the authority to place inmates identified as suicidal and/or inmates who demonstrate violent behaviour or destructive behaviour on Close Watch status.

- These inmates will be placed in harm reduction clothing and their cell effects restricted after reviewing the situation and/or interviewing the inmate.
- Harm reduction clothing will be worn by the inmates to enhance safety and security.
- The purpose of this is to reduce the risk of injury to self, staff or other inmates.

Inmates on close watch will be placed in Segregation under the authority of Section 17 and 18 of the CAR.

- They will only be removed from this status by an ADW with the approval of a health care professional.
- The CS – Shift Supervisor will note on shift summary when an inmate is placed or removed in a harm reduction gown and the reasons, i.e. inmate safety or security.
- Unit Officers will note by entry in the Cornet Client log when an inmate is required to be placed in a harm reduction gown or removed (date, time, authority)

Whenever possible, close watch inmates will NOT be placed in the Health Care observation cells. They must be placed in a CCTV monitored cell in Segregation and supervised by staff.

- Every effort must be made to ensure that the camera remains on and uncovered at all times.

It is imperative that a physical check of these inmates is completed at a minimum of every <sup>s.15</sup> The camera system is not to be used for this purpose.

- Every check is to be logged in the Unit log book.

Inmate Effects – To prevent the use of cell and personal effects in the making of ligatures, and in an effort to reduce the risk of self harm or death, close watch inmates will only be issued the following:

- 1 only harm reduction gown
- 1 only mattress



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- 1 only safety blanket
- 1 only pencil
- 1 only sheet writing paper
- 1 only book (plus 1 bible)
- Regular towel and toiletries will be dispensed/returned for showers

Harm reduction clothing is not to be altered in any manner. Any alteration of harm reduction clothing by an inmate is a breach of the Correction Act Regulation (CAR).

Should ongoing risk justify prolonged use, new harm reduction gowns will be issued as required/warranted but at least twice weekly

Visits - Inmates will be issued regular clothing during visits

### **3.20 MEDICAL**

The Nurse shall visit each inmate confined in Segregation at least once during each 24 hour period of confinement.

All medication shall continue as prescribed by Medical staff. Inmates on self-administered medication (blister packs) shall retain those medications in their cell with them, if approved by health care.

Any complaint of illness by an inmate or observance by an officer of what appears to be mental or physical illness of an inmate shall be reported immediately to Medical staff and the CS - Shift Supervisor.

This is to be recorded in the Cornet Client log and segregation unit log book.

Medical requests of a non-emergency nature are to be forwarded to Health Care by way of a Health Services Request, completed by the inmate seeking attention. Inmates charged under the Correctional Centre Rules and Regulations for being under the influence of unknown substances such as drugs and intoxicants, must be examined by the Medical staff, or the Duty Nurse prior (if possible) to being transferred to the Segregation Unit. Such examination shall determine the medical fitness for the Segregation Unit, not the degree of impairment.

Inmate under the influence of unknown substances shall be checked every <sup>s.15</sup> and placed in a camera cell (if available).

### **3.21 MAIL**

During confinement in the Segregation Unit an inmate will retain his customary privileges regarding mail.

Inmates will be permitted to retain mail on a one for one basis. Excess mail that has been read will be placed in the inmate's personal effects for storage.

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### **3.22 PHONE CALLS**

Inmates housed in the segregation unit, regardless of status, will be permitted to make social phone calls during their ablution time.

Inmates will be required to clean their cell and shower prior to accessing the telephone for social calls.

All calls are to be dialed by the Segregation staff. Segregation staff will retain phone cards for all inmates housed in the segregation unit.

Professional (privileged) calls will be reasonably accommodated by the Segregation Officer in conjunction with the need to appropriately offer ablution times to the segregations population and to effectively manage the segregation routine.

Any abuse of the phone system can result in the ablution time or phone privileges being temporarily suspended and possible charges being processed, depending on the nature of the incident.

Consideration may be given to allow for special circumstances to accommodate phone calls outside of the normal schedule via an approved special request.

### **3.23 CANTEEN**

Inmates in the Segregation Unit are not permitted any article from the canteen other than shower slippers.

Inmates may order canteen on Monday during their last week of detention in the segregation unit.

- The canteen will be stored in the inmate's segregation effects locker.
- The canteen will be issued to them by the Segregation Officer upon their release from Segregation.

### **3.24 EARNED REMISSION (SENTENCED INMATE ONLY)**

The Adult Custody Manual 3.8.8(2) states, "An inmate confined to a Segregation Unit for disciplinary reasons or pending hearing shall be eligible for remission."

### **3.25 SEGREGATION AREA OFFICE, JANITOR ROOM AND EFFECTS ROOM**

1. These rooms are to remain locked when not in use. They are off limits to inmates.

## **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

### **3.26 SAFETY PROCEDURES / FIRE PROCEDURES**

All Segregation staff are to make themselves familiar and knowledgeable with the location and use of all safety equipment.

All Segregation staff are to make themselves familiar and knowledgeable on the location and use of the sprinkler system shut offs.

All Segregation staff are to make themselves familiar and knowledgeable with the Segregation fire evacuation routing and policy.

All Segregation staff are to make themselves familiar and knowledgeable with the location and purpose of the emergency lock box.

### **ENHANCED SUPERVISION PROGRAM**

Refer to: Adult Custody Policy Section 4.6

#### **4.01 DEFINITION**

Inmates who routinely exhibit behaviours or participate in activities which are detrimental to the effective operation of a correctional centre or are likely to endanger others or themselves, or who experience significant peer issues, are provided an opportunity through enhanced supervision to proactively address their status through an individualized plan which targets their particular needs or behaviours.

Inmates are expected to successfully move at their own pace through a three stage individualized case plan intended to maximize opportunities for positive change while also ensuring safety and security for the centre and individuals.

Periods of confinement may be extended to meet case management needs but they do not resemble those associated with a segregation disposition or separate confinement.

#### **4.02 AUTHORITY**

Classification to enhanced supervision is determined by the warden or designate in consultation with a classification officer.

In urgent circumstances, when a classification officer is not available for consultation, the warden or designate may classify an inmate to enhanced supervision. The classification officer will conduct a review of the placement within 48 hours, not including weekends or statutory holidays.

The Warden designates authority to classify an inmate to ESP in consultation with a classification officer.



# **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

## **SEPARATE CONFINEMENT**

### **5.01 AUTHORITY**

Authority for the separate confinement of inmates is contained in section 33(2)(d) of the *Correction Act* and sections 17 to 20 of the *Correction Act Regulation*.

### **5.02 DEFINITION**

Separate confinement is a temporary measure for removing particular inmates from some or all inmates for security, safety or operational reasons.

Separate confinement is not punitive and is only used to provide the correctional centre or inmate an opportunity to remedy behaviour or circumstances that led to the separate confinement.

A separately confined inmate may be placed in the same cell as another inmate when the person in charge determines that it is appropriate.

### **5.03 CIRCUMSTANCES FOR SEPARATE CONFINEMENT**

The responsibility for placing an inmate on separate confinement resides with the ADW regulations or in their absence the on call manager, by authority of section 17 of the *Correction Act Regulation* when an inmate:

1. Is endangering him/herself or is likely to endanger him/herself;
2. Is endangering or is likely to endanger another person;
3. Is or is likely to jeopardize the management, operation or security of the correctional centre;
4. Must be confined separately for medical reasons;
5. suffers from mental illness;
6. Is at risk of serious harm from other inmates due to certain factors (e.g. nature of offence, mental or emotional incapacity, known informer);
7. Is to be subject to an examination of mental condition for the purposes of the *Mental Health Act*; or
8. May have contraband hidden in his or her body.

The Correctional Supervisor may authorize section 17 placement for durations of less than 7 hours. Further confinement must be reviewed and authorized by a manager.

### **5.04 TYPES OF SEPARATE CONFINEMENT**

1. Short term Separate Confinement (CAR Sec. 17) — up to 72 hours:
2. Long term Separate Confinement (CAR Sec. 18) – up to 15 days, which may be renewed following a detailed review of circumstances;

## **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

3. Voluntary Separate Confinement (CAR Sec. 19) -- mutual agreement between the inmate and the warden or designate.

### **5.05 PRIVILEGES AND ACCESS TO CELL EFFECTS**

Inmates placed in separate confinement retain the rights and privileges of inmates in the general population identified in section 2(1) of the *Correction Act Regulation*.

One or more privileges, activities and access to specified cell effects and canteen items may be withdrawn due to limitations of the area where the inmate is kept, operational requirements of the centre, or the protection of inmates or staff.

### **5.06 SEPARATE CONFINEMENT IN SEGREGATION**

An Inmate on Separate confinement may be placed within the segregation unit when no other reasonable options exist. While housed in the segregation unit, inmates must adhere to all rules and regulations that apply to that area. The ADW Regulations is to note any exceptions to an inmate not being permitted any of the following:

#### **Personal Effects:**

Due to security concerns related to the area, limited personal effect items are permitted in segregation cells. List of allowable items are in accordance with the segregation policy.

#### **Canteen Items:**

Inmates on separate confinement who are housed in segregation on separate confinement status will be permitted to order and retain in their cells a limited and restricted quantity of canteen items. Canteen items will be restricted to food items only and only food items which do not require any preparation or cooking time.

#### **Access to a TV:**

Inmates on separate confinement who are housed in segregation are not permitted the use of personal TV's in their cells due to the limitations of the area.

#### **Telephone Use:**

Inmates on separate confinement who are housed in segregation are permitted the use of the telephone during their ablution time. Any requests for privileged phone calls outside of this time will be accommodated as reasonably as possible.

#### **Exercise and Access to Fresh Air:**

Inmates on separate confinement who are housed in segregation will be provided a minimum of one hour of ablution a day in the segregation common area and will be provided access to fresh air on the segregation exercise run. Additional time may be approved by the ADW if operational needs permit.

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### **5.07                      SEPARATE CONFINEMENT IN MEDICAL OBS/HOSPITAL UNIT**

An Inmate on Separate confinement may be placed within the Hospital unit or a medical observation cell if deemed necessary by an ADW, and when no other reasonable options exist. Inmates residing in this area are subject to the daily rules regulations and program schedule provided for this area. The ADW Regulations is to note any exceptions to an inmate not being permitted any of the following:

#### **Personal Effects:**

Inmates on separate confinement, who are housed in Medical Observation cells, unless otherwise deemed by an ADW, will be given access to their personal effect items.

#### **Canteen Items:**

Inmates on separate confinement who are housed in Medical Observation cells or the Hospital Unit can have access to canteen items, but will be restricted to food items which do not require any preparation or cooking time.

#### **Access to a TV:**

Inmates housed in Medical Observation cells on separate confinement will be permitted the use of a TV. Inmates residing in the hospital unit will have access to the unit TV in accordance with centre rules and regulations.

#### **Telephone Use:**

Inmates on separate confinement housed in Medical Observation cells will be given access to the telephone daily either in the hospital unit or segregation common area as part of their ablution time. Any requests for privileged phone calls outside of this time will be accommodated as reasonably as possible.

Inmates on separate confinement housed in the hospital unit have access to the phone in the hospital unit.

#### **Exercise and Access to Fresh Air:**

As Deemed appropriate by the ADW Regulations, all inmates residing in Medical Observation cells on separate confinement will be provided with ablutions either in the hospital unit or in segregation common area. Access to fresh air will be provided on a daily basis during inmate's ablution periods in segregation on the exercise run or in the courtyard with hospital unit inmates.

### **5.08                      SEPARATE CONFINEMENT IN SPECIAL HANDLING UNIT**

An Inmate on Separate confinement may be placed within the Special Handling Unit if deemed necessary by an ADW. Inmates residing in this area are subject to the daily rules regulations and program schedule provided for this area. The ADW Regulations is to note any exceptions to an inmate not being permitted any of the following:

## **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

### **Personal Effects:**

Inmates on separate confinement who are housed on Special Handling units will be given access to their personal effect items.

### **Canteen Items:**

Inmates on separate confinement who are housed on Special handling units can have access to ordering and retaining canteen items.

### **Access to a TV:**

Inmates on separate confinement who are housed on Special Handling Units will be retain and be permitted the use of a TV in their cell.

### **Telephone Use:**

Inmates on separate confinement who are housed on Special handling units are to be given access to the telephone daily as part of their ablution time. Any requests for privileged phone calls outside of this time will be accommodated as reasonably as possible.

### **Exercise and Access to Fresh Air:**

Inmates on separate confinement who are housed on Special handling units will be provided with a minimum of one hour ablutions a day in the unit common area and be given access to fresh air on the unit exercise run.

## **5.09 SEPARATE CONFINEMENT IN REGULAR LIVING UNIT**

An Inmate on Separate confinement may be housed on a regular living unit if deemed necessary by an ADW, and when no other reasonable options exist. Inmates residing in this area are subject to the daily rules regulations and program schedule provided for this area. ADW Regulations is to note any exceptions to an inmate not being permitted any of the following:

### **Personal Effects:**

Inmates on separate confinement who are housed on regular living unit will be given access to their personal effect items.

### **Canteen Items:**

Inmates who are housed on regular living units can have access to ordering and retaining canteen items.

### **Access to a TV:**

Inmates who are housed on regular living units will retain and be permitted the use of a TV in their cell.

## **PRINCE GEORGE REGIONAL CORRECTIONAL CENTRE POLICY SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4**

### **Telephone Use:**

Inmates on separate confinement housed on regular living units are to be given access to the telephone daily as part of their daily ablution time. Any requests for privileged phone calls outside of this time will be accommodated as reasonably as possible.

### **Exercise and Access to Fresh Air:**

Inmates on separate confinement housed on regular living units will be provided with a minimum of one hour ablutions a day in the unit common area and be given access to fresh air in the courtyard when available.

## **5.10 NOTIFICATION**

Within 24 hours, the ADW Regulations is required to provide to the inmate with notification in writing detailing the reasons for separate confinement.

The Separate Confinement Notification form is used for this purpose, with the original hard copy filed and a copy electronically attached to the inmate's CORNET client log.

A notation in the CORNET Client Log must be made that details reasons for confinement and the precautions that involved staff should take in the supervision of this inmate. This information is also to be conveyed verbally to all staff responsible for supervising this individual at the time of confinement.

## **5.11 SEPARATE CONFINEMENT REVIEWS**

All reviews for Separate confinement Inmates are to be conducted by the ADW Regulations or another manager in their absence.

Reviews for short term separate confinement (CAR Sec. 17) are to be conducted within 72 hours.

Reviews for long term separate confinement (CAR Sec. 18) are to be conducted every 15 days.

An inmate is given the opportunity to make written submissions in order to have the decision to be separately confined reviewed. Every 15 days the inmate is given the opportunity to make further submissions. Inmate submissions should be recorded in the client log along with any other evidence or considerations relevant to the decision. The ADW Regulations or on call manager renders a decision, after considering the submissions made by the inmate, and provides reasons in writing to the inmate for the decision made.

In addition to an initial review requested by the inmate, the ADW Regulations or other manager meets with the inmate at least once every 15 days. At this time, the decision to keep the inmate in separate confinement is reviewed to determine whether separate confinement status must continue. Written reasons must be given to the inmate on each occasion that the person in charge confirms, varies or rescinds the decision. Refer to section 18(5) of the *Correction Act Regulation*.

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Reviews for voluntary separate confinement (CAR Sec. 19) are to be conducted within 30 days, however an inmate can request in writing to have a review of their status conducted at any time.

Principles of procedural fairness apply to separate custody reviews. This includes the inmate's:

- Right to know the case against him/ her;
  - Right to respond to the case against him/ her; and
  - Reasons for the decision to keep the inmate on separate confinement status.
- Reasons for separate confinement placement are recorded on file.

A detailed record of the inmate's behaviour while on separate confinement status is maintained. Daily CORNET client log entries are to be made detailing the inmate's behaviour whenever an inmate is placed on separate confinement regardless of where he is housed within the Centre.

Despite the provisions of sections 17, 18 and 19 of the *Correction Act Regulation*, the warden or designate may at any time terminate the separate confinement of an inmate.



<b>Surrey Pre-Trial Services Centre Standard Operating Procedures</b>	Issued: July 21, 2009
<i>Chapter 1: Security and Control</i>	D. Hawboldt, Warden

Preamble: Surrey Pre-Trial Services Centre "Standard Operating Procedures" (SPSC SOP) are local policies written in support of the B.C. Corrections Branch Adult Custody Policy (ACP). They do not supersede ACP but rather offer site specific policy specifically tailored to Surrey Pre-Trial Services Centre. In researching policy specifics, Personnel consult ACP, augmented by SPSC SOPs as noted below.

## **Segregated Inmates Housed on Regular Living Units 1.21.1**

*Refer to: Adult Custody Policy Section 1.21*

*Refer to: Corrections Act Regulation Section 17-19 and 24*

*Refer to: SPSC SOP – Segregation, Separate Confinement, At-Risk Observation*

### **1.01 Alternative to Segregation Cells**

In the event that there are no segregation cells available, the warden or their designate may assign a cell within a living unit as a segregation cell.

Under the discretion of the officer in charge an inmate may be secured in a cell on a regular unit pending a disciplinary hearing, on separate confinement or completing a disposition. The officer in charge making the decision ensures the inmate is reviewed to ensure they are not required to remain in segregation due to self harm observation or significant violence.

### **1.02 Staffing**

Staffing levels are considered and inmates are assessed prior to being segregated in a cell on a regular living unit.

### **1.03 Escorts**

The correctional supervisor assesses all inmates moving to or from a designated segregation cell and makes the determination whether the inmate requires increased staffing and/or restraints during the escort.

### **1.04 Searches**

The inmate is frisk searched and a search of their personal effects is conducted prior to placement in a cell on a regular unit.

### **1.05 Cell Inspection**

Before an inmate is placed into a cell, an officer thoroughly inspects the cell for contraband, damage and cleanliness.

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When an inmate is released from a cell, an officer inspects the cell and records any new damage.

## 1.06 Documentation

The following logs are maintained daily by the staff:

- The Unit Log;
- The Inmate Roster;
- The Inmate's Face Sheet;
- The inmate's client log - daily entries are made, documenting the inmate's behaviour, exercise periods and demeanour.

It is the responsibility of the staff assigned to a unit with a designated segregation cell to keep a running log in the unit log book for the inmate(s) confined to their cell.

The unit log book is maintained daily with the following information:

- Name and cs number of every inmate admitted to or released from the cell for segregation or separate confinement purposes;
- Inmate ablution times;
- Medical and supervisory rounds;
- If applicable the length of disciplinary disposition, including the start and expiry dates (disposition calculation- first day of confinement is the start date unless specified otherwise);
- The time and summary of details of any unusual events or occurrences.

**\*\* Note –** All entries in the log books are subject to subpoena and reviews by outside agencies, therefore staff are to ensure legibility, clarity and accuracy on all entries.

All noteworthy information, such as 'PC/MDO or GP status', "not to mix with certain inmates" is noted on the living unit roster.



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## **1.07 Inmate Exercise Periods**

Inmates are permitted a minimum of one-hour exercise period outside of their cell each 24-hour period; unless the warden or their designate considers that this could endanger the inmate or other persons. This one-hour period may be utilized by the inmate for such things as ablutions, or recreation in the fresh air exercise yards or the common areas.

Every inmate that is confined to a designated segregation cell outside of the segregation unit is evaluated on a case by case basis. The correctional supervisor attends the unit to discuss the process and evaluate the inmates' risk and whether or not he can be out at the same time as the other inmates. An inmate may be let out with other inmates on units to do their ablutions (for example allowing time between 1600-1700 allows the inmate to get their own dinner meal, shower, clean ect).

If the inmate cannot be accommodated during regular unit operation other options may include:

- the inmate may be moved to segregation to complete their ablutions; or
- completion of their exercise periods during ESP times or during a staff meal period.

These options are not exhaustive and several other choices may be used depending on the inmates' risk on the unit. The unit staff will usually work with the correctional supervisor to determine the best solution for every individual case.

It is the responsibility of the unit staff to establish and to ensure each inmate that is confined to a cell is provided with an opportunity to be out of their cell for a one-hour period in each twenty four hour period. It is the responsibility of the unit staff to indicate in the unit log book when each inmate was given the opportunity for one hour out of their cell.

If the opportunity for this one-hour period is refused by the inmate, this is documented in the inmate's client log. If the inmate declines their period of exercise on more than three occasions, a report is submitted to the correctional supervisor and then forwarded to the deputy warden of operations.

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If, at any point, an inmate refuses to comply with staff direction (once out of their cell), the correctional supervisor is notified immediately.

### **1.08 Inmate Possessions/Privileges**

Inmates in a designated segregation cell not in the segregation unit, are reviewed and if suitable, retain the same privileges as other inmates at SPSC. The person conducting the review ensures that the information is put in the client log.

Inmates may make legal calls outside of their ablution period as time permits and circumstances warrant with the approval of the correctional supervisor.

### **1.09 Cleanliness**

Inmates confined to a cell maintain the same level of cell cleanliness and personal hygiene as other inmates on regular program at SPSC.

### **1.10 Cell Checks**

Inmates confined to their cell are checked at irregular intervals not greater than  
s.15

These cell checks are random and recorded in the unit log book.

If at any point a staff member has concerns about the inactivity or well being of an inmate, they are to contact a supervisor immediately.

### **1.11 Meals**

Inmates confined to a cell may be served and eat all meals in their cells. They are issued regular meals and utensils. Meal trays are collected at the end of the meal.

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## **1.12 Canteen**

Inmates confined to a cell in a regular unit on separate confinement status may order regular canteen but are made aware by the unit staff that if they are transferred back to segregation, they are not permitted perishable food or items that require cooking, heating or refrigeration as there are no facilities for storage or preparation in segregation.

In addition, if an inmate confined to a cell is returned back to segregation from a regular unit may have some items placed in their effects that would otherwise be permitted in units due to the limitations and security concerns of the segregation area.

## **1.13 Medical Visitation**

A nurse or medical doctor shall visit each inmate confined to their cell at least once during each 24-hour period, normally during after morning segregation rounds.

A complaint of illness by an inmate or observance by an officer of what appears to be mental or physical illness of an inmate is reported immediately to the medical staff.

<b>Surrey Pre-Trial Services Centre Standard Operating Procedures</b>	Amended: June 22, 2010
<i>Chapter 1: Security and Control</i>	G. Davis, Warden

Preamble: Surrey Pre-Trial Services Centre "Standard Operating Procedures" (SPSC SOP) are local policies written in support of the B.C. Corrections Branch Adult Custody Policy (ACP). They do not supersede ACP but rather offer site specific policy specifically tailored to Surrey Pre-Trial Services Centre. In researching policy specifics, Personnel consult ACP, augmented by SPSC SOPs as noted below.

## **Segregation 1.21**

*Refer to: Adult Custody Policy Section 1.20*

*Refer to: Corrections Act Regulation Section 17-19 and 24*

*Refer to: SPSC SOP - Separate Confinement, At-Risk Observation*

### **1.01 Alternative to Segregation Cells**

In the event that there are no segregation cells available, the warden or their designate may designate a cell within a living unit as a segregation cell.

### **1.02 Staffing**

Officers working in segregation have correctional officer status. Officers assigned to work in segregation on a regular basis complete the Segregation Post Training package within 6 months of being posted in segregation.

When female inmates are placed in segregation, at least one officer is a female officer.

In the event of an incident or a disturbance in the segregation unit, s.15  
s.15

### **1.03 Segregation Equipment**

All s.15 and other equipment are accounted for in the segregation unit log book and the shift exchange form daily.

### **1.04 Escorts**

The correctional supervisor assesses the requirement of escort staff for movement of inmates to and from segregation. The escorting officer turns the inmate over to a segregation officer who searches, changes and secures the inmate within a cell.

The correctional supervisor assesses all inmates moving to or from segregation that are pending institutional charges, completing a segregation disposition, or

<b>Surrey Pre-Trial Services Centre Standard Operating Procedures</b>	Amended: June 22, 2010
<i>Chapter 1: Security and Control</i>	G. Davis, Warden

Preamble: Surrey Pre-Trial Services Centre "Standard Operating Procedures" (SPSC SOP) are local policies written in support of the B.C. Corrections Branch Adult Custody Policy (ACP). They do not supersede ACP but rather offer site specific policy specifically tailored to Surrey Pre-Trial Services Centre. In researching policy specifics, Personnel consult ACP, augmented by SPSC SOPs as noted below.

separate confinement and makes the determination whether the inmate requires restraints during the escort.

### **1.05 Searches**

Upon admission to the segregation unit, the inmate is strip searched and a search of his/her personal effects is conducted.

**\*\*Note –** Strip searches are conducted by an officer of the same gender as the person being searched in accordance with the Corrections Act Regulations.

All inmates entering the segregation unit, for purposes other than placement in the unit, are subject to a 'frisk search' upon entry and departure to/from the unit.

Regular cell and unit searches are conducted and any such search is logged in the unit log book.

If an inmate refuses a strip search upon admission to segregation, they will be advised of potential consequences, (may be charged with an infraction of the Correction Act Regulation) and may be confined separately in an observation cell. Force is only used when all other less intrusive measures have been exhausted and the inmate's refusal to be searched would lead to an imminent risk to themselves, other inmates or staff.

### **1.06 Placement of Inmates**

Inmates, who have been awarded a segregation disposition, or awaiting a disciplinary hearing, are generally placed in cells SG s.15 (female) and SG s.15 (male). Observation and medical cells may be used for segregation inmates if no other space is available.

Inmates who are suicidal or otherwise require heightened observation are placed in an observation cell, or other cell equipped with a camera, unless directed by the warden or designate

Inmates identified by a health care professional as requiring a medical isolation cell are placed there at the direction of a correctional supervisor.

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Inmates may be housed in segregation on 'overflow' status when no other living unit beds are available. "Overflow" inmates are permitted access to the MED/OBS area for recreational activities as operational needs permit.

Inmates housed in segregation for non-disciplinary purposes will be provided additional time out of their cells when possible.

When it is necessary to house an inmate overnight in SGs.15 - holding cell, authorization must be obtained by a warden.

### **1.07 Cell Inspection**

Before an inmate is placed into a segregation cell, a segregation officer thoroughly inspects the cell for contraband, damage and cleanliness.

When an inmate is released from a segregation cell, an officer inspects the cell and records any new damage.

### **1.08 Cleanliness**

Inmates in segregation maintain the same level of cell cleanliness and personal hygiene as other inmates in regular units at SPSC.

### **1.09 Documentation**

The following logs are maintained daily by segregation staff:

- The Segregation Unit Log;
- The Observation Cell Logs – kept in accordance with the At Risk Observation SOP;
- The Inmate Roster;
- The Inmate Effects Log;
- The Inmate's Face Sheet;
- The Inmate's client log - daily entries are made, documenting the inmate's behaviour, exercise periods and demeanour.



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## **1.10 Inmate Exercise Periods**

Inmates are permitted a minimum of one-hour exercise period outside of their segregation cell each 24-hour period; unless the warden or their designate considers that this could endanger the inmate or other persons.

This one-hour period may be utilized by the inmate for such things as ablutions, or exercise in the fresh air exercise areas, or the common area of segregation.

Segregation unit staff establish a schedule whereby each inmate housed in Segregation is provided with an opportunity to be out of his/her cell for a one-hour period daily. Segregation staff record when each inmate was given the opportunity in both the unit log book and inmate's client log, and whether or not the inmate took the opportunity, for one hour out of his/her cell.

Unless otherwise specified by the warden or their designate, no more than one inmate may be out on the segregation side at one time. PC, MDO and GP inmates do not mix during their exercise periods.

## **1.11 Inmate Possessions/Privileges**

Except where otherwise noted in this SOP and in the Segregation Post Job Description, inmates in the segregation area, retain the same rights and privileges as other inmates at SPSC. Exceptions are made to allow for the limitations of the segregation area, safety and operational requirements.

A disposable razor is available for male inmates during their period of ablutions/exercise and is returned to the segregation officer after use and disposed of in the 'sharps container'. Inmates are not allowed to retain razors in their possession. Female inmates are not permitted razors while housed in the segregation unit.

Any personal effects that are not permitted in a segregation cell will be stored in the segregation lockers as described in the Segregation Post Job Description. Inmates may make legal calls outside of their abluion period as time permits and circumstances warrant.



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## 1.12 Cell Checks

Inmates confined to their cell are checked at irregular intervals not greater than s.15 Inmates that are 'at risk' are checked by direct visual observation through their cell door at intervals not greater than s.15

Some inmates may require constant supervision due to special circumstances such as heightened at risk, or placement in a special restraint apparatus. When an inmate requires continual visual supervision the officer conducting this supervision does not get assigned other tasks and does not move away from the direct physical observation and supervision of the inmate unless relieved.

A direct visual check is conducted on inmates that are restrained with extra restraints. This check will include examination of the restraints for security purposes, extremities for circulation and inmate breathing, and expression for signs of obvious physical distress.

- **When conducting visual inspections, it is essential that staff observe breathing/movement of the inmate.**
- **Viewing an inmate on closed circuit television (CCTV) does not constitute a visual cell inspection.**

If at any point a staff member has concerns about the inactivity or well being of an inmate, they are to contact a supervisor immediately.

Segregation officers document checks in the appropriate log books.

Prior to confirming the final count at s.15 daily, segregation staff verify the identity of each inmate in their cell and that they are in good health.

## 1.13 Meals

Inmates in segregation are served and eat all meals in their cells. Unless items are considered to be hazardous or used for self-harm, inmates in segregation are issued plastic eating utensils, disposable dishes and cups, which are collected at the end of the meal.

Meal hatches are secured after every meal period.

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#### **1.14 Canteen**

Inmates in segregation on s.21 - Discipline may only order hygiene items from canteen.

Inmates on 'at-risk observation' may not order canteen.

Inmates on separate confinement status may order regular canteen but may not order perishable food or items that require cooking, heating or refrigeration as there are no facilities for storage or preparation.

In addition, inmates housed in the segregation unit may not order some items that would otherwise be permitted in units due to the limitations and security concerns of the segregation area.

#### **1.15 Control Centre Security**

The segregation unit staff station is locked and secured with an officer in the staff station on all occasions when an inmate is out of his/her cell and a door accessing that area is open.

On those occasions when s.15 staff are present, s.15 staff s.15 when an inmate is released from his/her segregation cell (except in the case of a 'special handling inmates').

At no time will staff have direct contact with an inmate when alone in segregation.

#### **1.16 Night Lights**

The lighting in each segregation cell is reduced to night lighting after the 2200 count is cleared and stays reduced until the commencement of the following dayshift, unless an incident occurs where full lighting is required.

#### **1.17 Medical Visitation**

A nurse or medical doctor shall visit segregation unit at least once during each 24-hour period, normally during morning rounds.

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Written care, treatment and observation instructions issued by medical personnel in consultation with a supervisor are followed and the results fully recorded in the inmate's client log by the unit staff.

Inmates that are out for their ablutions are secured in their cells until the completion of the medical officer's daily rounds.

Psychologists, psychiatrists and MDO program staff are permitted to use the disciplinary hearing room for their interviews when operationally possible and the inmate does not pose any immediate risk to any persons.

If the inmate is unable to leave his/her cell, the interview may be conducted by medical personnel provided a staff escort is present at the cell. Psychologists, psychiatrists and MDO program staff may be granted access to the secure area of segregation with an escort.

### **1.18 Inmates Admitted to Segregation After Violence**

Inmates that have been involved in a violent act such as fighting or self-harm, are examined by a medical officer either prior to or immediately following their admission to segregation. This examination determines the medical fitness for placement in segregation and may include treatment.

An Inmate Injury Report and pictures are submitted in cases where an inmate requires examination for an injury.

### **1.19 Officer Access to Segregation**

Only authorized officers attend the segregation unit. Staff are reminded not to loiter after their business has been completed.

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## **Separate Confinement 1.22**

*Refer to: Adult Custody Policy Section 1.21, 1.22*

*Refer to: Corrections Act Regulation Section 17, 18, 19*

*Refer to: SPSC SOP Segregation, Segregated Inmates Housed on Regular Living Units*

### **1.01 Definition**

Separate confinement is a short term (section 17), longer term (section 18) or voluntary (section 19) temporary measure for removing particular inmates from the normal program for administrative or personal safety reasons.

### **1.02 Authority**

A warden reviews all inmates considered for placement on separate custody status and renders a decision.

A correctional supervisor is designated to make decisions on initial placement under section 17 for up to 7 hours.

Only a warden is designated to make decisions on separate confinement for over 7 hours.

A voluntary separate confinement placement is made by mutual agreement between the inmate and a warden.

### **1.03 Circumstances for separate confinement**

A warden can place an inmate apart from other inmates, when the inmate:

- Is endangering him/herself or is likely to endanger him/herself;
- Is endangering or is likely to endanger another person;
- Is or is likely to jeopardize the management, operation or security of the correctional centre;
- Must be confined separately for medical reasons;
- Suffers from mental illness;
- Is at greater than usual risk of harm from other inmates (e.g. nature of offence, mental or emotional incapacity, known informer);

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- Is to be subject to an examination of mental condition for the purposes of the Mental Health Act; or
- May have contraband hidden in his or her body.

A separate confinement placement is not for disciplinary purposes.

#### **1.04 Initial Placement Procedure**

The following procedure is followed when an inmate is being considered for placement on separate confinement:

- The inmate is given written notice within 24 hours of the decision to place him/her in separate confinement. This notice includes the specific reason(s) for the placement in separate confinement.
- The person authorizing the separate confinement placement ensures a copy of the decision is attached to the inmate's client log and that the staff in charge of the area where the inmate is placed is notified verbally regarding the placement.

#### **1.05 Review**

It is the responsibility of unit staff to maintain the client log for each inmate designated as separate confinement.

The assistant deputy warden of regulations meets daily with an inmate placed on separate confinement and documents any comments or concerns. If requested by the inmate the rational for maintaining or removing the inmate's separate confinement status is provided.

The assistant deputy warden of regulations formally reviews the inmate's status relative to long term separate confinement once every 15 calendar days. The inmate is to be interviewed as part of the review process. After considering the evidence and the submissions made by the inmate, the assistant deputy warden renders a placement decision. The assistant deputy warden provides written reasons to the inmate for confirming, varying or rescinding the placement decision. Should the inmate require a continuation of the placement, the inmate is provided with the specific reasons for the continuation of the placement and any changes or concerns during the review period.

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If an inmate has been on long term confinement for a period of 60 days, the deputy warden of operations formally reviews the continuing placement decision. The review includes consultation with the on-site psychologist and is reported to the warden. For every additional 30 days the inmate remains on long term separate confinement, the deputy warden of operations reviews and reports on the continued placement decision.

#### **1.06 Limitation**

An inmate placed on separate confinement is not, for that reason only, deprived of any privilege granted to other inmates at the centre unless the privilege cannot reasonably be granted to the inmate. Regard for the limitations of the area where the inmate is kept separate and the necessity for the effective operation of that area are considerations when making this decision.

Inmates on separate confinement are provided a minimum of one hour per day exercise period (fresh air), additional time out of their cell is permitted if operationally available.

#### **1.07 Voluntary separate confinement**

If a warden and an inmate agree that the inmate may be at risk of serious harm in general population, then the inmate may be separately confined. Such an agreement must be confirmed in writing.

The inmate may, at any time, request a review of their voluntary separate confinement placement.

The deputy warden of operations will formally review and report on the separate confinement decision every 30 days.

#### **1.08 Right to Terminate**

Despite provisions of the Corrections Act Regulation, the warden may at any time terminate the separate confinement of an inmate.



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#### **1.19.4. PROCEDURES**

Refer to Section 1.19 of the [Adult Custody Policy](#)

#### **1.19.5. CONSENT**

Refer to Section 1.19 of the [Adult Custody Policy](#)

#### **1.19.6. CONDITIONS**

Refer to Section 1.19 of the [Adult Custody Policy](#)

#### **1.19.7. REFUSAL**

Refer to Section 1.19 of the [Adult Custody Policy](#)

### **1.20. DISCIPLINARY PANEL GUIDELINES – (REVISED -JUNE/09)**

#### **1.20.1. GENERAL**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.2. INITIATION OF DISCIPLINARY PROCEEDINGS - SECTION 23, CAR**

Refer to Section 1.20 of the [Adult Custody Policy](#)

The reporting officer must, prior to the completion of the shift, present the signed and dated report to the immediate supervisor, who will review the allegations with the reporting officer.

#### **1.20.3. INVESTIGATING CORRECTIONAL OFFICER—APPOINTMENT**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.4. INVESTIGATING OFFICER—RESPONSIBILITIES**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.5. WARDEN—RESPONSIBILITIES**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.6. INDIVIDUALS WHO ARE DISQUALIFIED FROM HEARING CHARGES**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.7. CRIMINAL OFFENCE**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.8. CONDUCT OF HEARING**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.9. PROCEDURAL STEPS FOR THE HEARING**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.10. ADJOURNMENTS**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.11. FINDING**

Refer to Section 1.20 of the [Adult Custody Policy](#)

#### **1.20.12. DISPOSITION**

Refer to Section 1.20 of the [Adult Custody Policy](#)



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### **1.20.13. REDUCTION/SUSPENSION OF PENALTIES**

Refer to Section 1.20 of the [Adult Custody Policy](#)

### **1.20.14. FAILURE TO COMPLY—SECTION 27(6)**

Refer to Section 1.20 of the [Adult Custody Policy](#)

### **1.20.15. REVIEW OF DECISION**

Refer to Section 1.20 of the [Adult Custody Policy](#)

[Correction Act Regulation](#) Section 29 gives the Warden of II&SO the responsibility to review appeals “forthwith”. Requests received for appeals are considered “privileged correspondence” and should be registered in the client log and forwarded as soon as practical. Should an inmate request the appeal to be faxed it should be forwarded to the Correctional Supervisor for processing.

### **1.20.16. CONCLUSION**

Refer to Section 1.20 of the [Adult Custody Policy](#)

### **1.20.17. APPOINTMENTS BY THE ASSISTANT DEPUTY MINISTER**

Refer to Section 1.20 of the [Adult Custody Policy](#)

### **1.20.18. STATEMENT OF PENALTIES IMPOSED**

Refer to Section 1.20 of the [Adult Custody Policy](#)

### **1.20.19. ASSISTANCE TO INMATE**

Where an inmate is illiterate, or is not fluent in the English language, the officer in charge is to appoint a person to assist that inmate in presenting his or her case.

### **1.20.20. PRISONER'S LEGAL SERVICES FOR DISCIPLINARY HEARINGS**

The Legal Services Society is required to provide legal assistance to inmates who are charged under the [Correction Act Regulation](#). The Law Centre provides pamphlets to the units, which identify how the inmates may access it. When serving an inmate with their charge sheet, Staff are to inform the inmate of their right to contact legal assistance and record it on the charge sheet (i.e. inmate informed of their right to call legal assistance, date and staff signature included). Prior to the Disciplinary hearing, staff is to permit the inmate reasonable access to the phone for this purpose. During the hearing, the officer conducting the hearing is to confirm the inmate has been informed and given the opportunity to contact legal assistance.

## **1.21. SEGREGATION-(REVISED-FEB-11)**

### **1.21.1. DEFINITION**

Refer to Section 1.21 of the [Adult Custody Policy](#)

### **1.21.2. SEGREGATION UNIT RECORDS**

Refer to Section 1.21 of the [Adult Custody Policy](#)

### **1.21.3. SEGREGATION PENDING DISCIPLINARY HEARING**

Refer to Section 1.21 of the [Adult Custody Policy](#)

### **1.21.4. SEGREGATION FOR MEDICAL OBSERVATION**

Refer to Section 1.21 of the [Adult Custody Policy](#)

### **1.21.5. SEGREGATION FOR SEPARATE CONFINEMENT**

Refer to Section 1.21 of the [Adult Custody Policy](#)

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#### **1.21.6. STAFFING**

Only Correctional Officers are to be scheduled into Segregation however, it is permissible to utilize a Security Officer for lock down relief periods or for supervising Inmates requiring two staff. If a situation arises for the need to access a unit cell that Security Officer will call their supervisor for assistance and will not access the cell until assistance has arrived.

#### **1.21.7. ACCESS**

Access to Segregation is limited to On Duty staff; there will be no access by any other person without approval of the Correctional Supervisor.

#### **1.21.8. SEGREGATION DETENTION**

Transfer of an inmate to segregation cells as a result of [Correction Act Regulation](#) sections 17, 18, and 19 for separate confinement. Result of Correction Act Regulations section 24 placement in Segregation pending disciplinary hearing.

Result of Correction Act Regulation section 27 Penalties for breach of a rule

While an inmate is in segregation, the Correctional Supervisor must check on the condition of the inmate at least once per shift and record the results of his check in the unit log book.

#### **1.21.9. SEGREGATION LOG PROVISIONS:**

The segregation log is comprised of the following sections:

**Segregation Unit Record Sheet Section.** This is a running record for each 24 hour period of who is running the shift, which inmates are in Segregation/Observation, all matters in relation to inmate admissions, checks, meals, medications, exercise, attitude, etc. These are removed and filed monthly.

**Segregation Log Section.** A running record of behaviour management notes, specifically including directions, cautions, staffing requirements, observation requirements (not the actual checks themselves), etc. These sheets are not to be removed.

**Memoranda sections.** In chronological order, any memoranda or letters copied or sent to the "Segregation Log".

#### **1.21.10. VISITS**

Inmates in segregation receive regular visits unless they are placed behind glass as a result of a disciplinary sanction imposed at a hearing, under the regulations. Other than that, they are placed behind glass if the inmate is being abusive to staff, is being uncooperative, is being violent or has been violent that day, but the Correctional Supervisor decides the visit can proceed, or the inmate is likely to disrupt the orderly operation of visits.

#### **1.21.11. INMATE EFFECTS UPON TRANSFER TO SEGREGATION**

To avoid unnecessary cost in time and money spent on investigating the loss of inmate effects upon transfer to Segregation the following applies:

Inmate cell effects will be immediately secured by the Unit Officer upon being informed of an inmate transfer to Segregation.

All inmate effects must be packed and tabulated on an inmate effects card.

The original inmate effects card is packed with the effects, and both are placed in the inmate effects locker in Segregation.

At this time, a copy of the inmate effects card is presented to the inmate for signature indicating all major items are accounted for. The inmate (or the officer for him) may list on this copy any major item(s) missing; the inmate will then sign. If necessary, the inmate will be informed that failure to sign results in forfeiture of any and all further claims. Refusal to sign is noted by the officer on the copy of the inmate effects card.

The completed copy of the inmate effects card is then passed to the Correctional Supervisor, who will check, initial and forward to the CMU co-ordinator.

When the inmate effects are placed in the locker in Segregation proper entries must be made in the "SEG I/M EFFECTS LOG" which is kept with the Segregation lockers.

When the inmate is transferred out of Segregation, the inmate will sign off for the packed effects in the "SEG I/M EFFECTS LOG" (after checking his effects if he so desires). The inmate effects card is then placed in the inmate's Warrant File.

At this time, the Segregation Officer will arrange with the Change room Officer for the inmate to be provided with a full set of bedding and clothing before the inmate leaves for his new unit.

#### **1.21.12. OPERATION**

Inmates are not permitted in the office at any time.

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*While in segregation the inmates shall have Continued access to hygiene facilities, and the opportunity for one (1) hour exercise in the common area or the common room if available in every 24 hour period, receive visits, receive and send correspondence, have access to provincial chaplains, possession of reading materials, receive regular meals on tray service and have use of telephone for business calls and limited personal calls. The inmate will, however, be locked in his cell at times other than those requiring him to be outside of his cell to complete authorized activity.*

**1.21.12.1. Doors Secured during exercise**

gation, doors s.15 are to be locked. In the case of a seriously dangerous inmate the s.15

**1.21.12.2. Items permitted in the Segregation Cells.**

*Hand soap, toilet paper and a small quantity of paper towels.*

*Sandals will be stored in their cell when not in use.*

*One set of clothing, one pair of socks and one set of bedding.*

*Maximum of 3 books and or magazines.*

*If inmates are involved in the school program, school books, papers and pens are permitted. This is to be reviewed on an individual basis, hard covered books may be permitted with the approval of the Correctional Supervisor.*

*Small golf type pencil and small quantity of writing paper and envelopes.*

*Legal correspondence.*

**1.21.12.3. Items that will be stored in personal effects cupboard in the Office**

*Self-administered medications, including vitamins and creams.*

*Other soaps, shampoos, deodorants, toothpaste and toothbrush.*

*Small quantity of personal correspondence or papers for safekeeping.*

**1.21.12.4. All other inmate personal effects**

*All other inmate personal effects from their cells will be stored on a designated shelf in s.15 This storage area is to be kept locked at all times. These effects all be issued and signed for by the inmate upon discharge or transfer from Segregation Inmates are not permitted in s.15 at any time.*

**1.21.12.5. Other procedures or reinforcement in effect**

*1 - Library books may be continued in segregation, rotated by School Staff and the Segregation Officer. No hard covered books are permitted other than those books which are pre-authorized for inmates actively participating in the School Program.*

*2 - Towels will be issued when the inmate showers, then placed in laundry basket. NO towels permitted in cells.*

*3 - Laundry room, shower room and Hearing room will be kept locked at all times.*

*4 - Cutlery and dishes will be removed from cells ½ hour after meals.*

*5 - Inmates may order canteen while in segregation. Canteen items, with the exception of vitamins, will be stored in the canteen until the inmate is released from segregation. When inmates are due for release, the segregation officer will contact the canteen staff to arrange for the inmates to sign for and take possession of his canteen.*

*6 - Inmates who purchase vitamins through canteen may have those vitamins available to them while in segregation. Vitamins will be stored in the personal effects.*

**1.21.12.6. Canteen**

*Inmates are not permitted any canteen items except for personal hygiene products. Inmates may order canteen while in segregation, but it will be stored in the canteen until the inmate is released from segregation. When inmates are due for release, the segregation officer will contact the canteen staff to arrange for inmate to sign for and take possession of his canteen.*

**1.21.12.7. Segregation Unit Inspections**

*The Segregation Unit is subject to the same standards as all other units. The standards for inspection include:*

*Bedding to be folded neatly.*

*Ceiling, four walls, floor and door clean of all foreign matter, i.e. scribbles, coffee stains, etc.*

*Toilet and sink clean (spotless) both inside and out.*

*No photos, pin ups or cut outs mounted on walls or doors.*

*No floor coverings of any description will be spread on floor as rugs, i.e. blankets, etc.*

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No articles of cloth or paper are to be spread or hung over the lights in the cells.

Cell inspections will be made before any transfer or discharge from Segregation. If the cell doesn't pass inspection then the transfer or discharge is to be delayed until rectified. To ensure inmates maintain these standards, the Correctional Supervisor responsible for this area (Sierra 2) will inspect for compliance daily at 0930 hrs.

#### **1.21.12.8. Razors**

The Segregation/Observation Unit is identified as holding inmates considered at high risk of self-harm. To reduce the risks of slashing, this unit will not have razor blades in the unit.

Razors are **not** permitted within the Segregation unit. Generally, those on unit can wait until they are released from segregation and are back into a regular unit. For those inmates that are required for court and request a shave, the Segregation Officer, or another Officer designated by the supervisor, may take the inmate over to A/D just prior to the court movement for the supervised shave.

#### **1.21.12.9 s.15 Segregation Frisks**

s.15 frisks are to be done in Segregation. Records will provide one staff member s.15 to assist with searching segregation. Its officers and the 2I/C (Sierra 2) are also to attend. Inmate cells have to be searched for contraband and garbage removal. Also combs & toothbrushes etc. are to be removed from cells; toilets flushed and taps run. Staff will, if they have reasonable grounds that an inmate has contraband and with the approval of the Correctional Supervisor, conduct pat frisks and /or skin frisks. Also ensure that there is a roll of toilet paper in the cells. In addition to these s.15 searches in segregation, those inmates on s.15 shall also be searched.

#### **1.21.12.10. Search Forms**

A search form is to be generated each night segregation is frisked.

## **1.22. SEPARATE CONFINEMENT-(REVISED-FEB-11)**

### **1.22.1. AUTHORITY**

Refer to [Correction Act Regulation](#) Sections 17 to 20

### **1.22.2. DEFINITION**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.3. CIRCUMSTANCES FOR SEPARATE CUSTODY**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.4. TYPES OF SEPARATE CONFINEMENT**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.5. SEPARATE CONFINEMENT SHORT TERM**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.6. LIMITATION**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.7. NOTIFICATION**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.8. SEPARATE CONFINEMENT LONGER TERM**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.22.9. REVIEW OF DECISION**

Refer to Section 1.22 of the [Adult Custody Policy](#)

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*Inmates designated to separate custody may be on 23-hour lock-up. All visits may be behind glass for the duration of the period in separate custody if Management makes that determination as part of the decision for separate custody. Otherwise, behind glass visits are determined by the Correctional Supervisor on the day in question.*

#### **1.22.10. SEPARATE CONFINEMENT-VOLUNTARY**

Refer to Section 1.22 of the [Adult Custody Policy](#)

Refer to Section 1.22 of the [Adult Custody Policy](#)

#### **1.22.11. RIGHT TO TERMINATE**

Refer to Section 1.22 of the [Adult Custody Policy](#)

### **1.23. RELATIONAL INTELLIGENCE SYSTEM FOR CORRECTIONS (RISC)(DELETED JUNE – 2008)**