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North Fraser Pretrial
center
Port Coquitlam
ISC v3c 152

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Name?

1451 King Street
Port Coquitlam
BC. V3C 1S2
North Fraser

Name?

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British Columbia

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Pages 4 through 6 redacted for the following reasons:

s:15

Bordua, Karine JAG:EX

From: Lang, Matt JAG:EX
Sent: Monday, February 6, 2012 2:53 PM
To: PSSG NFPC Staff
Subject: Inmate Mail
Importance: High

Please reacquaint yourself with the following SOP regarding inmate correspondence with particular attention to removing any letters with a “no contact” concern.

4.01.6 Outgoing Correspondence

1. Inmates will leave all mail, except for privileged correspondence, unsealed. Night shift unit officers are to examine the correspondence, removing any letters having “**no contact**” concerns or any restrictions authorized by a deputy warden, and then seal the envelopes for processing.
2. Correspondence shall not be read without specific authorisation by a deputy warden.
Such authorisation will be based on reasonable grounds in accordance with **CAR section 14(5)**. When authorized, reading of correspondence will be documented and a report submitted to the deputy warden of operations.
3. Officers shall make an effort to confirm the identity of any privileged addressees before forwarding the mail.
4. An administrative clerk will pick up all outgoing inmate mail every morning (Monday – Friday) for processing.

Thanks

Matt Lang
Deputy Warden/Operations
North Fraser Pretrial Centre

[s.17](#)

Bordua, Karine JAG:EX

From: Negrin, Gordon JAG:EX
Sent: Wednesday, December 28, 2011 2:45 PM
To: PSSG NFPC Staff
Subject: Re: Outgoing inmate mail - no names
Attachments: 20111228143250.pdf
Importance: High

Just a reminder that all inmate mail must be logged on the inmates clog. Do not forward to admin any mail that is missing the senders and/or addressee names missing from the envelope(s).

Thank you for your cooperation.

Gordon Negrin
A/DW
office s.17
cell: s.17
fax:604-468-3538

Bordua, Karine JAG:EX

From: Lang, Matt JAG:EX
Sent: Thursday, November 8, 2012 5:01 PM
To: PSSG NFPC All Regular CS's; PSSG NFPC Acting CS's
Subject: Monitoring Mail

Just as a reminder monitoring inmate mail is defined within ACP as follows:

7.4.7. Inmate correspondence

1. *The handling and processing of inmate correspondence is authorized in section 19 of the Correction Act, and in section 13 (privileged communication) and section 14 (inmate communication) of the Correction Act Regulation.*
Revised: Dec-10 B.C. Corrections Branch Adult Custody Policy Page 7.4–2 Chapter 7: Administration.
2. *Correctional centres develop procedures for intercepting, examining, recording, monitoring and restricting inmate correspondence in accordance with the designation matrix.*
3. ***Inmate mail is not read unless the deputy warden approves reasonable grounds for reading the mail.***
4. *Grounds for monitoring or restricting of mail must be documented.*
5. *The monitoring of inmate correspondence ceases when the grounds that initiated the monitoring are no longer valid.*
6. *When an authorized access of an inmate's correspondence discloses evidence of a criminal offence, the manager or correctional supervisor may relate the content of the accessed records to the police.*
7. *When police seek to seize or access a record, staff only release or allow access to the record upon receipt of a search warrant or court order.*

Please ensure we are in compliance with the ACP. Thank you

Matt Lang
Deputy Warden/Operations
North Fraser Pretrial Centre

s.17

Bordua, Karine JAG:EX

From: Negrin, Gordon JAG:EX
Sent: Thursday, November 1, 2012 1:37 PM
To: PSSG NFPC Programmes; PSSG NFPC Segregation Staff
Subject: Re: incoming ISO mail

Just a reminder: Any incoming mail (books, magazines, etc.) being delivered to ISO for inmates on the upper tier, that it be delivered to the upper tier and not left in the lower floor. Some items have gone missing for the inmates on the top tier.

Thank you for your cooperation.

Gord.

Gordon Negrin | Assistant Deputy Warden | Programs
Ministry of Justice | BC Corrections | Adult Custody Division
North Fraser Pretrial Centre | 1451 Kingsway Avenue | Port Coquitlam, B.C. | V3C 1S2
W.: [s:17](tel:604-468-3538) | C. [s:17](tel:604-468-3538) F.: 604.468.3538
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Bordua, Karine JAG:EX

From: Anderson, Lisa R JAG:EX
Sent: Monday, March 12, 2012 4:22 PM
To: Negrin, Gordon JAG:EX
Subject: RE: Attempt to mail in contraband

10-4...just curious!

From: Negrin, Gordon SG:EX
Sent: Monday, March 12, 2012 4:21 PM
To: Anderson, Lisa R SG:EX
Subject: RE: Attempt to mail in contraband

Just the inmates name and address, no return address on the envelope.

From: Anderson, Lisa R SG:EX
Sent: Monday, March 12, 2012 4:18 PM
To: Negrin, Gordon SG:EX
Subject: RE: Attempt to mail in contraband

Was this sent in as 'privileged' correspondence or just regular mail?

From: Negrin, Gordon SG:EX
Sent: Monday, March 12, 2012 4:08 PM
To: PSSG NFPC Staff
Subject: Re: Attempt to mail in contraband

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nose always working for you.

A reminder to keep your ears, eyes and

<< File: IMG-20120312-00025.jpg >> << File: IMG-20120312-00024.jpg >>

Gordon Negrin | Assistant Deputy Warden | Programs
Ministry of Justice | BC Corrections | Adult Custody Division
North Fraser Pretrial Centre | 1451 Kingsway Avenue | Port Coquitlam, B.C. | V3C 1S2
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Bordua, Karine JAG:EX

From: Negrin, Gordon JAG:EX
Sent: Monday, December 19, 2011 4:40 PM
To: PSSG NFPC Programmes; PSSG NFPC All Regular CS's; PSSG NFPC Administration
Cc: PSSG NFPC Management
Subject: Legal mail for Alpha East
Importance: High

Staff are reminded that all legal mail, once determined it may be legal, must be opened in front of the inmate and the inmate pulls each page apart from each other without getting to close and reading it. Over the next 2 weeks, pay special attention to legal mail coming into AE.

Thank you.

Gordon Negrin
A/DW Programs
office *s. 17*
cell: *s. 17*
fax:604-468-3538

Bordua, Karine JAG:EX

From: Lang, Matt JAG:EX
Sent: Friday, November 25, 2011 3:22 PM
To: PSSG, NFPC Staff
Subject: FW: LEGAL MAIL
Attachments: image2011-11-22-131624_2.pdf; 016.JPG; 012.JPG; 015.JPG

I'm sending this out to all staff as information for those that may be assigned to a post that is required to deliver privileged correspondence to inmates. I've copied our SOP's relating to this process. Our practise has modified over time and the post assigned to this task is now Papa 1. Amendments to the SOP will be made to reflect our current practise.

The attachments contain a letter intercepted from a CSC inmate outlining a process to get contraband into an institution. The pictures are of a recent contraband interception by CO Garmulewicz. Officer Garmulewicz was following outlined process and through his diligence discovered a very well disguised amount of drug. We have known this method of introducing contraband to our jail for a period of time and have been successful in detecting various types of contraband, ranging from cell phones, tobacco, and other drugs. However considering the practise has continued and instructions are being communicated on how to get better at it, we must assume there has been and continues to a number of successful entries into our institutions. I believe the more we are aware of what to look for the less successful this will become.

I want to acknowledge officer Garmulewicz for his good work.

4.01.8 Privileged Correspondence

1. *Privileged correspondence will be managed by the internal movements officers of "B and C" pod (Papa 1). This task will not be delegated down to other staff.*
2. *The officers will pick up the privileged correspondence daily from the wardens' assistant and, deliver the items to the respective inmates. The officers will have the inmate sign the privileged correspondence form, and then have the inmate open the package / envelope under the officer's direct supervision.*

3. *The officer will look through the material completely, removing any paperclips, staples, or other unauthorized items and will ensure that no contraband is concealed within the items.*
4. *In the event there is electronic / digital media enclosed in the privileged correspondence, please refer to the NFPC SOP on E-Disclosure which prohibits certain devices such as USB memory sticks.*
5. *Outgoing privileged correspondence may be submitted sealed by the inmate. The officer receiving or documenting the mail will cross reference the address on the envelope with available material on the internet to ensure the mail is being directed properly. Such resources as the alt.lawsociety.bc.ca, 411.ca and yellowpages.ca can be used for this purpose.*

Matt Lang
Deputy Warden/ Operations
North Fraser Pretrial Centre

s.17

From: Jack STOWE [mailto:jack.stowe@rcmp-qrc.gc.ca]
Sent: Wednesday, November 23, 2011 7:25 AM
To: Kelly, Dawn SG:EX; Green, Dina I SG:EX; Tosh, Don G SG:EX; Vike, Evan SG:EX; Davis, Gordon E SG:EX; Draaisma, Harry SG:EX; Hawkins, Joanne SG:EX; Pastorek, John SG:EX; Bush, Kenneth SG:EX; Bishop, Kevin SG:EX; Anderson, Lisa R SG:EX; Lang, Matt SG:EX; Doherty, Patrick SG:EX; Chafe, Phillip SG:EX; McGrath, Shane J.M SG:EX; Dicastro, Steve SG:EX
Subject: LEGAL MAIL

Attached are directions, written by a former Kent inmate, on how to introduce contraband into the institution via legal mail. It's a magnificent piece of writing!

Bordua, Karine JAG:EX

From: Negrin, Gordon JAG:EX
Sent: Friday, November 25, 2011 8:41 AM
To: PSSG NFPC Staff
Subject: FW: Outgoing inmate mail- another reminder

Once again, all outgoing inmate mail **must have** the inmates name on the NFPC return address. This will make it easier to make the required clog entry as well.

Thank you.

Gordon Negrin

From: Negrin, Gordon SG:EX
Sent: Wednesday, November 16, 2011 9:25 AM
To: PSSG NFPC Staff
Subject: Re: Outgoing inmate mail

A reminder:

All outgoing inmate mail must have the inmate's name, along with the NFPC return address, noted on the envelope.

Thank you.

Gordon Negrin | Assistant Deputy Warden | Programs
Ministry of Public Safety & Solicitor General | BC Corrections | Adult Custody Division
North Fraser Pretrial Centre | 1451 Kingsway Avenue | Port Coquitlam, B.C. | V3C 1S2
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Bordua, Karine JAG:EX

From: Negrin, Gordon JAG:EX
Sent: Friday, September 30, 2011 10:29 AM
To: PSSG NFPC Staff
Subject: Re: Proper ID and address for mail

Please see attached example. There is no sender name information. The first name signed off on the enclosed letter also does not match to the cell (26) noted. Do not send letters to admin for mail out unless it is filled out properly and also noted on the inmates c log.

Thank you for your cooperation.

Gordon Negrin
ADW Programs

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-W
C



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pdf

Bordua, Karine JAG:EX

From: Lang, Matt JAG:EX
Sent: Friday, June 13, 2014 12:57 PM
To: PSSG NFPC Staff
Subject: FW: Privileged Correspondence
Attachments: 4.01 Inmate Correspondence.doc

From: Town, Carol JAG:EX
Sent: Friday, June 13, 2014 12:45 PM
To: PSSG NFPC Staff
Subject: FW: Privileged Correspondence

There seems to be some confusion surrounding the procedures of processing privileged correspondence.

I am resending this SOP relating to processing of privileged correspondence, in hopes of clarifying things, or at least a reminder.

Please note, the ability of an inmate to submit this type of correspondence sealed.

The original email was sent by DW Lang

Thank you for your attention to this matter.

Carol Town

Carol Town
Correctional Supervisor
North Fraser Pre-trial Centre
1451 Kingsway Avenue PoCo, BC
V3C 1S2
Phone: 604-468-3500

4.01.3 Privileged Correspondence

Privileged correspondence is defined as communication between an inmate and the following:

- the assistant deputy minister
- the provincial director
- the warden
- the director, Investigations and Standards
- a member of Parliament or of the Legislative Assembly
- the Ombudsmen
- Human Rights Tribunal
- If the inmate is detained or subject to a warrant for arrest and detention under the **Immigration Act** (Canada), an immigration officer as defined in the Act, or, if the inmate is detained or subject to a warrant for arrest and detention under the **Immigration and Refugee Protection Act** (Canada), a person designated as an officer under the act
- the inmates lawyer, or a lawyer from a jurisdiction other than British Columbia who is able to satisfy the person in charge that he or she is qualified to practise law in that jurisdiction and is a lawyer representing the inmate in respect of a legal matter in that jurisdiction. _

1. Privileged correspondence will be managed by the visits officer.

2. The visits officer will pick up the privileged correspondence daily from the visit communication clerk between 1200 – 1630 hours and deliver the items to the respective inmates.
3. The privileged correspondence will be opened in the presence of the inmate to whom it is addressed by the officer. The inmate must be present when the legal correspondence is opened. The material will be screened by the officer for contraband. Paperclips and any other unauthorized items will be retained by the officer.
4. The inmate will sign the privileged correspondence form upon receipt of the correspondence.
5. In the event there is electronic / digital media enclosed in the privileged correspondence, the officer will label and inventory it in the presence of the inmate. Refer to NFPC SOP **4.05.5** on E-Disclosure which prohibits certain devices.
6. **Outgoing privileged correspondence can be submitted sealed by the inmate.** If the destination of the correspondence is in question, the correspondence will be forwarded to the deputy warden of programs.

Matt Lang
Deputy Warden/Operations
North Fraser Pretrial Centre

s.17

Bordua, Karine JAG:EX

From: Martin, Lisa C JAG:EX
Sent: Friday, January 24, 2014 8:59 AM
To: PSSG NFPC Staff
Subject: Attention - living unit officers - mail

Please be reminded that ALL mail needs to be c-logged, outgoing and incoming.

This also includes privileged mail even though it does not account for one of their seven free letters.

Thanks L.

Lisa C. Martin
Deputy Warden - Programs
North Fraser Pretrial Centre
Ph: s.17
Lisa.C.Martin@gov.bc.ca

Bordua, Karine JAG:EX

From: Negrin, Gordon JAG:EX
Sent: Wednesday, June 26, 2013 11:17 AM
To: Mustedanagic, Harris JAG:EX; Sidhu, Jess JAG:EX; Grommyr, David JAG:EX
Subject: Re: Inmate mail

Hi.

A letter (attached) that came from C North last night had to be returned, once we figured out who it belonged to. I just want to remind you guys that it's important to make sure the mail is addressed properly for who it's going to and the sender as well. Full name and address (NFPIC address for sender) is required and also noted on the inmates c log. If for some reason the mail could not be processed, i.e. significant incident, let the CS know.

Based what is noted on last night's schedule, the email went to you three.

Thank you.

G. Negrin



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pdf

Pages 21 through 23 redacted for the following reasons:

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