


<b>POSITIONS</b>	<b>WAGE</b>
Correctional Officer	\$48,406.09 to \$55,109.47
Correctional Supervisor	\$57,761.19 to \$66,022.89
Assistant Deputy Warden	\$79,812.97
Deputy Warden	\$88,343.33
Warden	\$102,622.00
Provincial Director*	\$113,073.64
Assistant Deputy Minister	\$167,775.00

\*There is no Provincial Warden position.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Code Blue</b>	
	Date Issued: April 12, 2013	L. Anderson, Warden

### 1.01 General

A code blue is a medical emergency requiring the immediate assistance of a nurse.

### 1.02 Initiating

Officers may initiate a code blue via the portable radio, telephone or intercom.

### 1.03 Announcement

When a code blue is initiated, the control officer will immediately announce a code blue and the location over the public address system (PA) and the portable radio. s.15

### 1.04 Stand Down

The direction to stand down a code blue will only be given by a supervisor or manager. The control officer will announce the stand down of a code blue over the PA and the portable radio.

### 1.05 Movement


All movement other than response to the area of incident will cease until direction is given by a supervisor or manager to resume normal movement.

### 1.06 Control / Pod Control Responsibilities

s.15

The log books will be maintained with the following information:

- time, date and location of the incident
- emergency services called
  - time called
  - time of arrival
  - number of attendants
- description of the incident
- any other relevant information

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Code Blue</b>	
	Date Issued: April 12, 2013	L. Anderson, Warden

### 1.07 First Officer on Scene

An officer who finds an inmate or staff in medical distress will:

- relay the code and location to control
- direct all other inmates to their cells to lock up
- provide first aid until the arrival of health care personnel and/or emergency services
- remain at the scene to provide health care personnel and/or emergency services with necessary information relating to the cause of the code blue

### 1.08 Health Care Personnel Responsibilities

Health care personnel will respond to all code blue announcements but will not enter the area of incident without an officer escort.

The crash cart will accompany the nurse to all code blue incidents.


### 1.09 Correctional Supervisor Responsibilities

The correctional supervisors of operations are designated responders to all code blue incidents in their area of supervision. Upon arrival to the incident location, the correctional supervisor will assess the situation and provide direction to the responding officers.

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### 1.10 Responders

s.15

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Code Blue</b>	
	Date Issued: April 12, 2013	L. Anderson, Warden

### **1.11 Assistant Deputy Warden Responsibilities**

The assistant deputy warden of regulations or after hours, the correctional supervisor, will notify the deputy warden of operations or after hours, the on-call manager, of all code blue incidents involving serious inmate injuries or death.

### **1.12 Reporting**

The officer who initiated the code blue and all officers directly involved in the response will submit an incident report. Incident reports must include all details of the roles of the officers from incident start to finish, including the collection and continuity of evidence.

### **1.13 Notification**

The Coquitlam RCMP will be contacted whenever there is a serious inmate injury or death.

The coroner will be contacted whenever a death occurs.

The assistant deputy warden of regulations or after hours, the correctional supervisor, will notify the warden or designate and on call manager of all serious inmate injuries or death.



## North Fraser Pretrial Centre Standard Operating Procedures

### Methadone and Suboxone Distribution

Date Issued: April 16, 2013

L. Anderson, Warden

#### 1.01 Identification

Prior to receiving methadone or suboxone an inmate's identity will be independently verified by the supervising officer as well as a health care professional.

#### 1.02 Client Alerts

Officers will review inmate client alerts for contact concerns prior to commencing distribution in each pod.

#### 1.03 Distribution and Supervision

- The program rooms will be frisked prior to distribution and chairs arranged so that inmates are more than an arm's length apart
- Inmates will not be in possession of any personal items other than their identification card or sticker
- Inmates will be frisk searched by the supervising officers, which will include a visual inspection of the inmate's mouth
- Both the officer and the health care professional distributing the methadone will confirm the identity of the inmate
- The health care professional will complete a visual inspection of the inmate's mouth prior to distributing the methadone
- The health care professional will monitor the inmate's ingestion of methadone and a full glass of water (8 oz/250 ml)
- The inmate's mouth will be inspected by the officer and health care professional following the consumption of the methadone and water
- At the completion of the distribution process the inmate will be directed to sit in the program room or other designated area for twenty minutes. Officers will maintain constant, direct supervision during this time
- Inmates will be frisk searched out of the program room or designated area
- Program rooms or other designated areas will be frisk searched at the completion of the monitoring

#### 1.04 Enhanced Supervision Placement – General Population

General population inmates who are on <sup>s.15</sup> will receive methadone in the pod lobby with the rest of the unit.

General population inmates who are on <sup>s.15</sup> will receive methadone in the pod lobby and be monitored in a health care holding cell or the visits area.

Distribution and supervision procedures detailed in section 1.03 will be followed.

#### 1.05 Protective Custody Inmates

Protective custody inmates from <sup>s.15</sup> and <sup>s.15</sup> will receive methadone one unit at a time in the pod lobby. Distribution and supervision procedures detailed in section 1.03 will be followed.



## North Fraser Pretrial Centre Standard Operating Procedures

### Methadone and Suboxone Distribution

Date Issued: April 16, 2013

L. Anderson, Warden

#### 1.06 Enhanced Supervision Placement – Protective Custody

Protective custody inmates who are on s.15 will receive methadone in the pod lobby with the rest of the unit.

Protective custody inmates who are on s.15 will receive methadone in the pod lobby and be monitored in a health care holding cell or the visits area.

Distribution and supervision procedures detailed in section 1.03 will be followed.


#### 1.07 Segregation

Inmates in segregation who are single bunked will receive their methadone in their cell and be monitored via closed circuit television by segregation officers.

Inmates in segregation who are not single bunked will receive their methadone in the segregation exercise yard and will remain there for twenty minutes while being monitored via closed circuit television by segregation officers.

#### 1.08 Suboxone Distribution

All methadone distribution and supervision guidelines will apply to inmates who are administered suboxone. However, the consumption of water (8 oz/250 ml) will occur prior to the inmate placing the suboxone under their tongue.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

### 1.01 Use of Segregation

Refer to: [Adult Custody Policy Section 1.20](#)

Refer to: [Correction Act Regulation sections 17-19 and 24](#)

Refer to: [NFPC 1.36 – Separate Confinement](#)

### 1.02 General


An inmate may be placed in a segregation cell when:

- the provisions of section 17 of the Correction Act Regulation, separate confinement – short term apply to the inmate.
- they have received a segregation disposition as a result of a disciplinary hearing in accordance with section 27 of the Correction Act Regulation.
- the provisions of section 18 of the Correction Act Regulation, separate confinement – longer term apply to the inmate.
- the provisions of section 19 of the Correction Act, voluntary separate confinement apply to the inmate.
- the provisions of section 24 of the Correction Act Regulation, segregation pending a disciplinary hearing apply to the inmate.
- 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.

### 1.03 Searches

Upon admission to the segregation unit inmates will be strip searched in accordance with sections 10, 11 and 12 of the Correction Act Regulation (CAR) and a search of personal effects will be conducted. Strip searches will be conducted in an area that maintains the inmate's dignity and will not be recorded on closed circuit television or a hand held device. When the segregation holding cell or any other cell equipped with a camera is used, a temporary screen/shield must be used to cover the camera to ensure privacy.

Inmates entering the segregation unit for purposes other than placement in the unit will be subject to a frisk search upon entry and departure.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

#### 1.04 Escorts

Upon admission to the segregation unit the escorting officer(s) will remain in segregation until the inmate has been admitted, searched, and secured in a segregation or holding cell. All information relevant to the inmate's status will be passed on at this time.

The escorting officer(s) will turn over custody of the inmate(s) to the segregation officer(s) then provide security, backup, and observation while the segregation officer searches and secures 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 for processing.

Inmates confined under 17, 18, 19, 24 or 27 of the CAR require an officer escort when moving out of the segregation unit (i.e. to records, health care, etc). Authorized restraints may be used during escorts based on the inmate's security needs.

Inmates will be escorted from their cell to the exercise yard or the telephone / shower area and back to their cell at exercise periods. These moves will not be completed remotely through pod control unless authorized by a correctional supervisor.

Inmates assigned to the isolation unit will be escorted when moved from the unit.

#### 1.05 Segregation Cell Inspection

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

A cell inspection will be completed <sup>s.15</sup> by the segregation officers of the segregation unit, healthcare unit and isolation unit.

Segregation cell cameras will be unobstructed at all times.


Before an inmate is released from a segregation cell an officer will thoroughly inspect the cell. The cell must be cleaned and any new damage noted. The correctional supervisor will determine what action is taken regarding any new damage.

#### 1.06 Placement of Inmates

Whenever possible, inmates who are suicidal or otherwise require increased levels of observation will be placed in segregation cells <sup>s.15</sup>

Cells <sup>s.15</sup> will be utilized for inmates that are determined to present a safety or a security concern unless they require an observation or a medical isolation cell.



	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

All other segregation placements will be housed in the cells on level <sup>s.15</sup>

Inmates admitted to segregation on overflow status as a result of the unavailability of appropriately designated bed space (i.e. protective custody) will be transferred out to a regular unit as soon as bed space is available.

Inmates identified by a health care professional as requiring medical isolation will be placed in cells <sup>s.15</sup> of the isolation unit. All other health care cells will be used for inmates with medical concerns unless otherwise directed.

Inmates in the health care and isolation units will receive time out of their cells consistent with the rest of the centre unless operational/medical circumstances in the area dictate otherwise.


Double bunking placements in the segregation unit will be determined by the correctional supervisor responsible for segregation. If there are classification concerns the correctional supervisor will consult with the classification officer or assistant deputy warden of regulations to determine the appropriate placement.

## 1.07 Segregation Unit Log

[Refer to: 1.06.12 Living Unit Log Entries](#)

Officers assigned to the segregation unit will maintain and update the segregation unit log book with the following information:

- Current date
- Assigned officers and shift hours
- Equipment checks
- Living unit inmate count at start of shift
- Visual checks
- Formal counts
- Living unit and program area counts
- Identification counts
- Inmate movements on and off the unit
- Visitors to the unit (including a detailed entry for daily segregation rounds which identifies all persons who conducted the round)
- Unusual occurrences
- Emergency response codes
- Physical security checks
- Cell inspections

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

### 1.08 Segregation Status Log

Segregation officers will maintain and update the segregation status log with the following information:

- Current date
- Inmates last name and full correctional service number
- The status of the inmate (i.e. s.17,18,19 24 or 27 CAR)
- The review / release date
- Date / time the inmate was admitted to segregation
- Exercise out / in time
- Inmate's classification (i.e. PC /GP)
- Security cautions or alerts

The Delta One correctional supervisor will ensure the segregation status log is accurate and all inmates housed in the unit have current / active documentation which corresponds with their confinement status.

The Segregation Status Log will be updated each night shift by the segregation officer and reviewed for accuracy by the night shift correctional supervisor.

### 1.09 Inmate Exercise Periods

The assigned correctional supervisor, in consultation with the segregation unit officers, will establish a schedule allowing for each inmate housed in the segregation unit to be provided an opportunity to be out of his cell for a minimum of one hour period in each twenty-four hour period.


Exercise periods will be conducted in the 1st, 2nd or 3rd level telephone/shower area or exercise yard. Inmates will be granted access to both areas during their exercise period (i.e. ½ hour telephone/shower, ½ hour yard). Inmates will be given the option of which area to start their hour exercise period and may request one change during the hour.

The correctional supervisor, with authorization from the ADW of regulations, may terminate, suspend, or deny an inmate's one hour exercise period if the inmate:

- is threatening another person
- is causing a disturbance
- is inciting others
- is engaging in behaviour that jeopardizes the management, operation or security of the center

If an inmate is not provided with their exercise period due to the circumstances noted above, the correctional supervisor will document the circumstances in the inmate's CORNET client log. When an inmate declines his opportunity for an exercise period, the segregation officer will document the circumstances in the inmate's CORNET client log and will advise the correctional supervisor.

When authorized by the ADW of regulations, exercise periods for inmates from two separate cells on the same level may be completed at the same time. (i.e. inmates from one cell in the yard and inmates from the other cell in the telephone/shower area).

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

### 1.10 CORNET Client Log

A daily CORNET client log entry will be completed for each inmate housed in the segregation unit.

### 1.10 Cell Possessions

Inmates in segregation will receive the following institutional issue:


- one set of clothing (shirt, pants, socks, underwear)
- two sheets and one blanket (two blankets, October through April)
- one towel
- mattress with a built in pillow
- centre issued hygiene items including toilet tissue, bar soap, flexible tooth brush, toothpaste and shampoo
- razors – will be provided to inmates for use during exercise periods only. The correctional supervisor will approve razors for inmates housed on the first tier on a case by case basis
- Styrofoam cup

Inmates housed in the segregation unit will be permitted to have the following personal items in their cell:

- ICCS phone card
- 2 soft cover pocket books
- 1 bible
- writing paper
- envelopes
- legal documents
- E-disclosure laptop / hard drive
- flexible pencil
- self administered medications issued by healthcare or purchased through canteen (i.e. Tylenol)
- correspondence
- personal hygiene items (CAR section 18 and 19 inmates on tiers two and three only, refer to section 1.11)

All other personal effects will be stored in grey bins in the segregation storage lockers. If personal effects exceed the storage capacity in the segregation unit, the excess effects will be transferred to the records effects room. A CORNET client log entry will be made detailing where the inmate's effects were transferred and the name of the officer that transferred the effects.

The correctional supervisor has the authority to remove any or all of an inmate's personal effects if it is believed it may endanger the inmate or another person or it may compromise the safe and effective operation of the area in accordance with s.2(2)(a) and s. 2 (2)(b) of the Correction Act Regulation. When inmate effects are removed or not provided as noted above, the correctional supervisor will complete a CORNET client log entry detailing the reasons for restricting or removing the personal items.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

### **1.11 Canteen**

Where an inmate is confined in the segregation unit under sections 18 or 19 of the CAR and no alternate placement options are available, the inmate may purchase personal hygiene and care items from the segregation canteen list. Personal hygiene and care items will be limited to one of each product type for each inmate in their cell at one time.

### **1.12 Water Shut Offs**

Inmates abusing their access to water (i.e. plugging their toilets, throwing water at staff etc.) may have the water to their cell shut off on the direction of 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 to allow the inmate access to drinking water and to flush his toilet. Entries will be made in the segregation unit log book indicating when the water was shut off and turned back on, including all temporary water restoration times.

### **1.13 Cell Door Window Sliders**

Cell door window sliders will be kept closed at all times between 0630 – 2200 hrs.

### **1.14 Meals**

Inmates in the segregation unit will be served all meals in their cells. Inmate will be provided with a package containing plastic eating utensils and the daily allotment of condiments on a daily basis.

### **1.15 Mail**


Inmates in the segregation, health care, and isolation units will retain the same mail privileges as all other inmates.

### **1.16 Phone Calls**

Inmates have access to a telephone during their exercise period. When approved by a correctional supervisor, inmates may make legal calls outside of their exercise period as time permits and circumstances warrant.

### **1.17 Cleanliness**

Inmates are expected to maintain appropriate personal hygiene while in the segregation, health care, and isolation units. Cells will be swept and mopped daily (where permitted). Floors, walls, ceilings and window sills will be kept clean. Sinks and toilets will be cleaned inside and out, beds will be made and all garbage will be removed from cells during exercise periods.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

Cleaning supplies will not be left out in the common areas of segregation from one exercise period to another.

Inmates are expected to shower and change their clothing on a regular basis

### 1.18 Visual Checks

Officers assigned to the segregation unit will conduct a visual cell check of each inmate housed in the segregation, healthcare and isolation units at intervals <sup>s.15</sup> (temporary exemption from ACP). The monitoring of an inmate via the use of closed circuit television does not constitute a visual check.

When an inmate has been identified as being at high risk of self-harm, checks will be conducted at intervals <sup>s.15</sup>

### 1.19 Security Checks

Officers assigned to the segregation unit will conduct <sup>s.15</sup> visual inspections of all windows, doors, locks, floors, ceilings, walls, ventilation covers, glazing, access plates, protective screens, emergency alarm systems, cameras and any other security features within the segregation unit, healthcare unit and isolation unit. The results of these checks will be logged in the segregation living unit report, noting any damage or deficiencies.

Deficiencies will be communicated to the correctional supervisor immediately.

### 1.20 Exercise Area and Yard Doors

Exercise area doors <sup>s.15</sup> and yard doors <sup>s.15</sup> may be left insecure outside the inmate exercise period timelines.

<sup>s.15</sup> Officers assigned to <sup>s.15</sup> are authorized to key access doors <sup>s.15</sup>


### 1.21 Staffing

Officers assigned to work in the segregation unit must have correctional officer status.

### 1.22 ADW / Supervisor Visits


The ADW of regulations, duty nurse and disciplinary coordinator will conduct <sup>s.15</sup> rounds of the segregation, healthcare and isolation areas.

The supervisor responsible for segregation (1735 – 2230) will visit the segregation unit at least <sup>s.15</sup>  
<sup>s.15</sup> All visits will be logged in the segregation unit log.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Segregation</b>	
	Date Issued: July 8, 2013	L. Anderson, Warden

### 1.23 Segregation on a Living Unit

When there are no available beds in the segregation unit, the warden may designate a cell or cells on a regular living unit to be used as a segregation cell. The ADW of regulations will develop and communicate a schedule for exercise periods, meals and movement which will be clearly documented and posted for the living unit officers.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Separate Confinement</b>	
	Date Issued: August 14, 2013	L. Anderson, Warden

### 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.

### 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 attached to the inmates CORNET client log. A client log entry will be made confirming the inmates receipt of the Separate Confinement Notification form.

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Separate Confinement</b>	
	Date Issued: August 14, 2013	L. Anderson, Warden

### **1.06 Review**

Inmates placed on short term separate confinement (s.17 CAR) will have their separate confinement status reviewed every twenty four hours. The warden or designate completing the review will document in the inmates 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 attached to the inmates 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 inmates CORNET client log that the review occurred, any changes in status and any other pertinent information resulting from the review.

Reviews are conducted every 30 day period that an inmate is on separate confinement status by the deputy warden and a mental health screener. The warden is notified in writing of the inmate's current overall status every 60 days.

### **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 attached to the inmates CORNET client log. A client log entry will be made confirming the inmates receipt of the Separate Confinement Notification form.

### **1.12 Review**



	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Separate Confinement</b>	
	Date Issued: August 14, 2013	L. Anderson, Warden

Inmates placed on voluntary separate confinement will have their separate confinement status reviewed by classification every seven days at minimum. The classification officer completing the review will document in the inmates CORNET client log that the review occurred, any changes in status and any other pertinent information resulting from the review.

The warden or designate will meet with the inmate at least once every 30 days to determine if the voluntary separate confinement status will continue. The warden or designate will record the results of the review in the inmates CORNET client log.

An inmate may request in writing a review of their separate confinement status, at any time.

### **1.13 Submissions**

Inmates on separate confinement status are provided the opportunity to make submissions regarding the confinement at any time during the confinement. The warden or designate will review the submissions 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 the inmates receipt of the response to their submission(s).

### **1.14 Termination**

Despite the provisions of s.17, 18 and 19 of the CAR, the warden or designate may at any time terminate the separate confinement of an inmate.

### **1.15 Limitations**


Inmates placed in separate confinement retain the rights and privileges of inmates on a regular unit as identified in s. 2(1) of the CAR.

One or more of the privileges and access to specified cell effects may be withdrawn due to limitations of the area where the inmate is housed, operational requirements of the centre or the protection of inmates or staff. Reasons for withdrawal of privileges or specified articles will be documented in the CORNET client log.

### **1.16 Placement**

The warden or designate will determine whether the inmate on separate confinement needs to be housed in the segregation or isolation unit or if they can be placed on a regular living unit.

### **1.17 CORNET Client Log Entries**

	<b>North Fraser Pretrial Centre Standard Operating Procedures</b>	
	<b>Separate Confinement</b>	
	Date Issued: August 14, 2013	L. Anderson, Warden

Unit offices will complete a daily CORNET client log for all inmates confined under s. 17, 18 or 19 of the Correction Act Regulation.

#### **1.18 Form Retention**

All original signed Separate Confinement Notification forms will be forwarded to administration for filing.