

BC Corrections employee classifications and ranges of wages attached to those classifications for staff working within the nine provincial correctional centres:

Position Title	Classification	Annual Wage
Warden	Business Leadership	\$102,622.00
Deputy Warden	Business Leadership	\$88,343.33
Assistant Deputy Warden	Business Leadership	\$79,812.97
Correctional Supervisor	Correctional Services R24	\$57,761.19 to \$66,022.89
Correctional Instructor	Correctional Services R21	\$56,055.99 to \$64,052.10
Correctional Instructor	Correctional Services R18	\$51,290.00 to \$58,511.52
Correctional Officer	Correctional Services R16	\$48,406.09 to \$55,109.47
Security Officer	Correctional Services (Growth to CO)	\$36,511.19 to \$47,623.67
Director of Business and Finance	Applied Leadership	\$72,388.94
Business Office Manager	Clerk R14	\$41,971.68 to \$47,623.67
Purchasing Officer	Clerk R14	\$41,971.68 to \$47,623.67
Warden's Assistant	Clerk Stenographer R11	\$38,588.68 to \$43,711.58
Assistant to Staffing Manager	Clerk Stenographer R9	\$36,511.19 to \$41,310.32
Financial Clerk	Clerk R9	\$36,511.19 to \$41,310.32
Office Assistant	Office Assistant R7	\$34,565.97 to \$39,060.90
Switchboard/ Reception	Office Assistant R7	\$34,565.97 to \$39,060.90
Records Clerk	Office Assistant R7	\$34,565.97 to \$39,060.90
Stockworker	Stockworker R9	\$36,511.19 to \$41,310.32
Chaplain	Social Program Officer R24	\$56,055.99 to \$64,052.10
Senior Regional Chaplain	Social Program Officer R26	\$59,523.00 to \$68,060.20

All correctional officers' over-time for 2011 for 2011 to August 29, 2012:

Year	Hours
2011	27,310.2
2012 (Jan-Aug)	13,971.3

All correctional officers' sick days for 2011 to August 29, 2012:

Note, usage is shown in "hours" versus "days" as correctional officer work various shift lengths, e.g., 7 hours, 7.5 hours, 9.58 hours, 11 hours, etc.

Year	Hours
2011	16,381.4
2012 (Jan-Aug)	9,723.0

YEAR	Month	ACCW	FMCC	FRCC	KRCC	NCC	NFPC	PGRCC	SPSC	VIRCC
2012	Aug	\$42,430	\$20,639	\$63,299	\$106,645	\$46,924	\$199,000	\$2,125	\$49,505	\$45,183

FRCC Standard Operating Procedures

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Protection of Evidence
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Reporting of Incidents
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Routine and Emergency Building Maintenance
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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

May 2, 2012

Subject: Admissions & Discharges

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy. Legal requirements are detailed in the Criminal Code of Canada.

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1.02 Records Supervisor Responsibilities

The Records Supervisor will ensure that all policies and procedures outlined in the B.C. Corrections Branch Adult Custody Policy are implemented and adhered to by staff and all other regulations and legal requirements are complied with.

1.03 Operations Responsibilities

The Assistant Deputy Warden and Correctional Supervisors will assist the Records Supervisor by ensuring inmates required for processing are made available upon request in a timely manner.

1.04 Security and Control

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1.05 Photo Identification Cards

Living unit staff will ensure that whenever an inmate is required to attend the Sentence Management Unit (SMU) the inmate will have their current photo identification / ICCS card in their possession.

Identification cards will be retained by Admission & Discharge staff in SMU until the inmate is returned to his respective unit.

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Standard Operating Procedures

S. DiCastri, Warden

May 2, 2012

Subject: Admissions & Discharges

SMU and correctional staff, assigned to off-ground escorts, will physically cross reference the inmate's photo identification / ICCS card prior to any movement / transfers to ensure photo ID accuracy and inmate's identity.

When an inmate reports to SMU for off-site court and / or Temporary Absence (T.A.) without proper identification staff will confirm the inmate's identity using CORNET prior to the inmate leaving the building.

Admission & Discharge staff will issue / update new identification cards as required.

1.06 Classification Review/Living Unit Assignment

All inmates, excluding intermittent, admitted to FRCC will be reviewed by a Classification Officer prior to living unit placement.

For each inmate, the Classification Officer will:

- Determine double bunking status;
- Determine initial Escort Level (I, II, or III);
- Assign a Living Unit based on inmate's classification rating, custody status, alerts, available bed space and any other pertinent information.

The Classification Officer will also note on the intake summary, of inmates admitted from other correctional centres, any request for a service provider (i.e. Chaplain, Native liaison, A & D Counsellor) the inmate has outstanding.

Intermittent sentenced inmates admitted to FRCC are reviewed by a Classification Officer for appropriate security placement as soon as practical.

1.07 Medical Screening/Admissions

Medical files of all new admissions will be reviewed upon admission to FRCC by Health Care Personnel (Nurse). In the event a new admission to FRCC was not medically screened by the initial intake centre or the new admission is a direct intake (from courts or the street), the nurse will complete a medical screening form (HS005) upon intake. A copy of this form will be placed in the inmate's unit file.

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May 2, 2012

Subject: Admissions & Discharges

1.08 Medical Segregation

The nurse reviewing intake medical files may segregate any inmate they feel has a contagious disease, is suicidal, requires psychiatric care or is under the influence of an intoxicant. The nurse will notify the intake classification officer immediately when this occurs.

1.09 Admission with Firearm

Where on admission an inmate has legal possession of a firearm,

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The inmate will be given the opportunity to have the item(s) removed by family/friends.

1.10 Admission with Illegal Weapon/Explosive

Where on admission an inmate has an illegal firearm, weapon or explosive, the police will be contacted immediately to have the item(s) removed. Handling of firearms and weapons should be kept to an absolute minimum. Staff will not touch the explosive and staff must notify the Assistant Deputy Warden or in their absence, the Correctional Supervisor immediately. The area may have to be evacuated until the explosive is removed.

** Weapons/firearms which are suspected to be connected with an offence should be secured pending presentation of a search warrant and subsequent seizure by police.

1.11 Admission with Alcoholic Beverages

Alcoholic beverages found in an inmate's effects during the admitting process will be dealt with as follows:

- Encourage inmate to empty contents in sink;
- Encourage inmate to have friend/family pick up item(s);
- Store the item securely in the inmate's effects.

1.12 Identification Photos

All inmates will have current identification photos in the warrant file, unit file, on their issued ICCS Telephone Card and in the Cornet data base.

If an inmate alters his appearance (i.e. facial hair, shaved head, etc.), Admissions and Discharges staff will take a new photo and ensure the photo is distributed appropriately.

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Standard Operating Procedures

S. DiCastri, Warden

May 2, 2012

Subject: Admissions & Discharges

1.13 Releasing Information

Release of information will only occur in accordance with the Freedom of Information Act and Protection of Privacy Act (FOIPPA).

1.14 After-Hour Inmate Movement

All inmate movement after Admissions and Discharge hours of operation will be recorded in the Control Count Log Book (i.e. new admissions, transfer to hospital, etc.).

The CORNET system will be updated the following morning by Admissions and Discharge staff.

Admissions and Discharge staff will ensure the CORNET system accurately reflects the inmate count, including living unit locations.

1.15 Discharging Inmates

The following procedures will be followed for the discharge of inmates; including individuals on remand status and serving intermittent sentences.

- Prior to the discharge of any inmate from this Centre, the "Provincial Inmate Discharge Form" must be completed. The Records Supervisor, and two Records Officers must each review all documentation to ensure all warrants and sentences have been satisfied. The Inmate Discharge Form must be initiated on the last business day prior to release.
- Review CPIC for outstanding warrants. The CPIC generated for this purpose must be dated no more than one week prior to expected release date.
- Contact the Victim Notifier / SMU clerk to ensure K-File or VN-File victims have been contacted and are aware of the inmate's discharge. If unable to contact the Victim Notifier / SMU clerk and there is no phone number for the victim available, advise the police agency closest to the known residence of the victim or the police agency where the orders originated.
- Prior to discharge, the inmate's identity must be confirmed by referencing photos and information on the Cornet Client Physical Description screen.
- Ensure inmate understands and signs "Probation Referral Form" (if applicable). Releasing Officer is required to sign and print their name on

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May 2, 2012

Subject: Admissions & Discharges

- this as well. Original copy to be given to the inmate, one copy to be filed in the Records Supervisor Office and one copy to be given to the Records Secretary to be forwarded to the Probation Office.
- Ensure the inmate receives and signs for monies belonging to him. If a benefit cheque (welfare) is given to the inmate, the inmate is to sign the stamped "received benefits" portion of the trust account statement. All signed trust account statements will be returned to Inmate Accounts.
- Ensure the inmate receives and signs for their effects stored in their assigned blue bag and any other effects that may have been added while in custody at FRCC.
- Ensure a Form 7807 is completed and faxed to the appropriate Police Agency for any high profile offenders.
- The inmate's issued "Telephone Card" is to be returned and placed in the warrant file. PSA must be updated – the inmate's account will be deactivated and moved to "trans".
- If the inmate is not leaving FRCC grounds via corrections staff, they will be escorted to their ride (or taxi) by records staff.
- The inmate will be released on CORNET.
- The name, CS# and time of discharge will be recorded on the diary.
- The running count sheet will be updated.
- The file location screen on CORNET must be updated to reflect the correct file location.
- Following release, the inmate's files will be sent to NFPC for "dead filing".
***All files of parole releases will remain at FRCC**.*

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

December 5, 2006

Subject: Auxiliaries/Part-time Regulars

1.01 Call-In Times

Call-in times for auxiliary employees or part-time regular employees not on scheduled days of rest are as follows:

0500 - 0630 hours

1315 - 1400 hours

1715 - 1800 hours

1.02 Communication

In accordance with the Master Agreement, sections 31.5 (g) & (h), auxiliary employees or part-time regular employees are to provide a direct communication link that will give them personal contact with their work unit/recall section.

- Where telephone/radio communication is used, two attempts, at least 5 minutes apart, will be made to contact the auxiliary/part-time regular employee.
- Where a pager is used, a single attempt will be made and the auxiliary/part-time regular employee must respond to the employer within 5 minutes of the page.
- The lease and payment of the personal communication equipment is the sole responsibility of the auxiliary/part-time regular employee.
- Management will not be held responsible for personal communication equipment that is not operating properly.

1.03 Booking Sheet

The Shift Scheduler or in their absence, the Correctional Supervisor or Assistant Deputy Warden, is responsible for the completion of the FRCC Booking Sheet. Documentation is required for all auxiliary/part-time regular employees who are offered work.

The FRCC Booking Sheet entries will include:

- Date and time of call
- Date required

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 5, 2006

Subject: Auxiliaries/Part-time Regulars

- Ordered by/approved by
- Staff replaced
- Reason staff is being replaced
- Auxiliary/part-time regular contacted
- Accepted / NA / Unavailable
- Comments (ie; STIIP etc.)
- Signature

The original Booking Sheet will be forwarded to the business office daily.

1.04 Notifying Deputy Warden

The Shift Scheduler, Correctional Supervisor or Assistant Deputy Warden will notify the Deputy Warden – Operations and the Assistant Deputy Warden - Staffing, in writing, of any auxiliary or part-time regular employee who declines an offer of work or cannot be contacted (unavailable) during the call-in times on the next business day.

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Standard Operating Procedures

S. DiCatri, Warden

February 14, 2011

Subject: Bomb/Bio-Terrorist Threats and Suspicious Mail

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

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1.03 Immediate Notification

The officer or staff member receiving either a verbal or written bomb or bio-terrorist threat will immediately contact the Assistant Deputy Warden or in their absence, the Correctional Supervisor and provide them with all details.

1.04 Written Bomb Threat

The officer or staff member receiving or finding a written bomb or bio-terrorist threat will place the threat letter in an evidence envelope which will be provided to the police for analysis.

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Standard Operating Procedures

S. DiCatri, Warden

February 14, 2011

Subject: Bomb/Bio-Terrorist Threats and Suspicious Mail

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Standard Operating Procedures

S. DiCatri, Warden

February 14, 2011

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1.09 Warden's Responsibilities

The centre Warden will phone the Provincial Director, Adult Custody Division, as soon as possible in accordance with the B.C. Corrections Branch Adult Custody Policy and will provide a brief written summary within two hours.

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

August 12, 2008

Subject: BSCS System Failure

1.01 Definition

BSCS failure refers to a complete or partial shut down of the Building Security and Communication System whereby it is not possible to provide staff/inmate movement through operation of the Control Centre.

1.02 Procedure – (Main Building)

In the event of BSCS failure

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

August 12, 2008

Subject: BSCS System Failure

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- Flashlights will be issued to staff who have been assigned keys
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- All inmates will be secured in their cells

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FRASER REGIONAL CORRECTIONAL CENTRE OPERATIONS MANUAL

S. DiCatri, Warden

July 28, 2011

Subject: Case Management

1.01 Definition

Case management refers to all of the initiatives taken to ensure that an inmate's time in custody, either sentenced or on remand, is most effectively used by the inmate.

Case management includes: institutional placement, risk/needs assessments, programs and activities, core programs, case management planning, reclassification, transfer, community re-entry, file maintenance and information sharing.

1.02 Objective

The purpose of case management is to manage the risk and needs presented by the offender in a manner that most effectively protects the public and effects change in the offender's criminal behavior. Case management strategies that reduce criminogenic factors in offenders will protect the public by reducing recidivism. Case management strategies also contribute to an offender developing positive coping skills within the institution, which reduces the propensity to violence while in custody.

The purpose of the Inmate Needs Assessment (INA) is to determine the level of need offenders have for program intervention and to provide information on:

- the likelihood of re-offending by an offender
- the factors that contribute to an offenders criminal conduct
- developing a focused case plan to manage the offender during their sentence.

The INA will be completed by the case manager within two weeks of admission or sentencing for all inmates sentenced to 60 days or more and as required, or at minimum every 6 months thereafter.

1.03 General

Refer to the B.C. Corrections Branch, Adult Custody Policy.

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The following principles will be applied to all case management decisions:

FRASER REGIONAL CORRECTIONAL CENTRE OPERATIONS MANUAL

S. DiCastri, Warden

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Inmates sentenced to 60 days or more, will be assigned a case manager by the Case Management Coordinator. Inmates who are remanded on Immigration status or serving a Federal sentence will not be assigned a case manager.

1.04 Staff Involved

Correctional Officers will be assigned a caseload of inmates under the direction of the Case Management Coordinator. All living unit officers are case managers. It is the responsibility of all officers to maintain their caseload. Case management requires the combined effort of all correctional staff in connecting the inmate with the available range of programs, activities and opportunities to ensure that they make the best use of their sentence. Each living unit officer has individual case management accountability and has group responsibility to ensure case management functions are completed.

1.05 Classification Officers

The FRCC *Inmate Assessment* form will be completed by a Classification Officer during the initial classification interview on all inmates admitted to the centre. The security rating for internal placement will be reviewed as well, recommendations for CORE program participation will be made.

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July 28, 2011

Subject: Case Management

Classification decisions will be updated as required by changes in the offender's status and situation. The offender's positive participation in CORE programs and the case management plan will be of consideration in reducing required levels of security.

1.06 Case Management Coordinator & Living Unit Supervisor

The Case Management Coordinator is responsible for case management and the Living Unit Supervisor is responsible for CORE program coordination. When this position is vacant, these duties will be assigned to a CORE program facilitator by the Assistant Deputy Warden – Programs.

The Case Management Coordinator will ensure that all case management responsibilities are being completed by living unit staff and all required documentation is completed in a timely manner. They will assist unit staff in their case management responsibilities.

The Case Management Coordinator will:

- Manage the assignment of inmates to case managers and alternate case managers;
- Enter INA's and CORE programs information onto Cornet and the IPWR;
- Review Case Management Plans (60+) and INA's to ensure completion;
- Coordinate monthly remission reviews.

The Living Unit Supervisor will:

- Prioritize and schedule CORE programs in accordance with risk/needs assessments;
- Review, audit and evaluate CORE program delivery and facilitators;
- Support, evaluate, and coach CORE program facilitators;
- Initiate/support reclassification requests for inmates involved with case management (i.e. CORE programs completion).

The Living Unit Supervisor will ensure that High and Medium Risk/Needs inmates are prioritized for participation in CORE programs and that Low Risk/Needs inmates are not attending CORE programs.

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July 28, 2011

Subject: Case Management

Where timely parole applications are not occurring, the Case Management Coordinator will review the case management plan with the case manager to ensure that appropriate assistance for application is provided. Where the inmate's application is delayed due to incompleteness of CORE programs, incomplete release plan, or simply because he does not wish to apply, these reasons will be noted in the client log and the CRC will be advised.

1.07 Community Release Coordinators

The CRC will provide information to all new inmates upon admission regarding parole, key dates and income assistance strategies in preparation for eventual release back to the community.

The CRC will review the Parole Review List (Cornet) to confirm timely and correctly completed applications are received in consultation with the Living Unit Supervisor.

When timely application is not occurring, the CRC will review the issue with the Living Unit Supervisor.

1.08 Case Managers (Living Unit CO's and SO's)

Based on the Inmate Needs Assessment (INA), the case management plan will identify how the offender will address the major needs areas through involvement with the center's programs and activities. Where there are waiting lists for programs or counseling, higher risk/needs offenders will take priority.

The role of the case manager is to ensure that the offender is enrolled in the center's CORE programs and activities that most closely correspond with the offender's needs and are most likely to effect behavioral change in those needs. The case manager will monitor, encourage, assist, and record the offender's progress and behavior change.

Within five days of an inmate entering the living unit the case manager will make the first case management contact. For inmates transferred from other correctional centres the Case Manager will note, in the inmate's CLOG, any requests for a service provider (i.e. Chaplain, Native Liaison, A & D Counsellor) the inmate has outstanding. The case manager will give the inmate an

FRASER REGIONAL CORRECTIONAL CENTRE OPERATIONS MANUAL

S. DiCastri, Warden

July 28, 2011

Subject: Case Management

overview of the programs to be taken. Within two weeks of admission, the case manager will complete an Inmate Needs Assessment and a case management plan for every inmate serving 60 days or more. The case manager will then make an entry on the inmate's client log titled: "Case Manager's Initial Interview" and identify that the case management plan and/or INA are completed.

Case managers will ensure that the case management planning process is effectively carried out as identified in the Inmate Assessment. Changes to the plan will be discussed between the Case Manager, Case Management Coordinator, Living Unit Supervisor and where necessary the Classification Officer and Conditional Release Coordinator. All recommended changes to the security classification of an inmate will be forwarded to a Classification Officer.

Requests for changing case managers will be forwarded to the Case Management Coordinator. Case management changes will normally not be made unless there are significant extenuating circumstances.

The INA will be reviewed each time an inmate's file is reviewed for reclassification or at a minimum every 6 months, and where appropriate, changes will be made to the assessment and the revised assessment will be forwarded to the Case Management Coordinator. This review will be noted in the monthly case management summary.

The case manager's responsibility is to ensure the inmate makes use of all available opportunities to satisfy the case management plan and to provide advice as required and to monitor key application dates for community re-entry.

1.09 Client Log Entries

Unit officers will log all inmate conduct and progress on the inmate's client log as it occurs and at minimum one entry for each inmate in a block of shifts. Noteworthy information will be logged as it occurs by the assigned living unit officer. Inmates in Segregation and the Intensive Program Unit require daily client log entries.

FRASER REGIONAL CORRECTIONAL CENTRE OPERATIONS MANUAL

S. DiCatri, Warden

July 28, 2011

Subject: Case Management

CORE program facilitators will log all inmate CORE programs including program completion and level of participation and provide appropriate reports to the case manager and Living Unit Supervisor.

The case manager will review the case plan with the inmate once per month at month end, prior to the remission panel, and complete the "Case Management Monthly Summary" form.

Inmates will be interviewed in relation to key dates for community release (parole) and inmate's comments regarding community release will be logged if the inmate is not applying for parole.

Work program officers will complete a weekly work assessment of the inmate in the inmate's client log.

1.10 Closing Summary

The case manager will complete a closing summary which details the inmates:

- Summary of behaviour and response to direction;
- Peer interaction;
- Release plans, if any;
- Information resources provided to inmate , if any;
- Additional factors that are considered important.

1.11 Processing Applications and Requests

All relevant applications and requests go through the unit officers for comment, including:

- parole applications;
- transfer requests;
- reclassification requests;
- remission inquiries.

All Freedom of Information (FOI) requests will be reviewed by the living unit officer to ensure adequate information is detailed on the written request. The form will then be forwarded to the Sentence Management Unit for appropriate action.

FRASER REGIONAL CORRECTIONAL CENTRE OPERATIONS MANUAL

S. DiCatri, Warden

July 28, 2011

Subject: Case Management

Community Release Applications must be reviewed in detail by the receiving living unit officer to ensure accurate completion.

1.12 Remission

A review will occur during the first week of every month to evaluate inmate performance and assess remission earned/not earned. Case managers will ensure that the monthly case management summary is completed and that there are sufficient comments on the client log that would enable the assessors to make an objective decision on inmate work, CORE programs and unit/leisure performance.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

November 21, 2006

Subject: Citizens of Foreign Countries

1.01 General

Refer to the B.C. Corrections Branch, Adult Custody Policy.

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1.02 Notification

The Records Supervisor will ensure that the nearest Citizenship and Immigration Canada Office is notified of new intake inmates who may be of interest to them.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 27, 2011

Subject: Classification

1.01 General

All inmates serving a sentence of two years less a day will be classified in accordance with BC Corrections Branch Adult Custody Policy.

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1.02 Re-classification

In accordance with BC Corrections Branch Adult Custody Policy requests for re-classification may be initiated at any time by the inmate or by corrections staff.

In addition, a re-classification review will be conducted on each inmate every 30 days by a Classification Officer. The results of the re-classification review will be recorded on the inmate's client log. If the inmate's classification level is changed, a new Inmate Assessment report will be completed.

1.03 Violent Offender Management Plan

All inmates transferred to FRCC will be reviewed on intake by classification for any assaults or serious threats directed towards staff. Any inmate who in the last two (2) years who has been involved in, initiated, assaulted or seriously threatened staff will be identified by classification. The Classification Officer will notify the Assistant Deputy Warden (ADW) of Sentence Management Unit (SMU) (Deputy Warden in their absence) by email.

Inmates who meet this criteria will have their placement options discussed by a group consisting of the Warden (or designate), Deputy Warden, ADW of SMU (or designate), ADW of Regulations and a Classification Officer.

During weekend and statutory holiday intake, inmates who meet the criteria will be sectioned 17 or 18 until the next business day when the group can convene and discuss placement options. Reasons given on the form will include "Need for Development of a Violent Offender Management Plan."

Review will be made daily on segregation rounds. All decisions regarding placement or any movement will go through this group and will be identified on the CLOG in Cornet as assigned by the Deputy Warden on rounds.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 18, 2012

Subject: Code Blue

1.01 Code Blue – Definition

“Code Blue” is the designated call for any serious medical emergency including suicide and attempted suicide requiring the immediate presence of a Health Care Professional.

1.02 Correctional Supervisor Responsibilities

The Correctional Supervisor will identify the Code Blue responders at the commencement of each shift.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will report to control on the announcement of a Code Blue (except on night shift 2300 – 0700).

The Correctional Supervisor, or designate, will contact 911 if/when the Health Care Professional indicates an ambulance is required.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will notify the Deputy Warden of Operations (during regular business hours) or the on-call person (after hours) of all Code Blue alerts.

1.03 Responsibilities of Officer at the Scene

Staff will contact control, by radio, telephone or call box, if/when emergency medical assistance is required.

Staff will order the lock up of other inmates/detainees in the unit, if applicable, and provide immediate first aid as required.

Inmates/detainees housed in the Fraser House areas will be ordered to go to their respective rooms until the Code Blue emergency has been dealt with.

Trained correctional staff will administer emergency first aid and resuscitation techniques, including Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) where indicated, to an inmate in crisis until relieved by healthcare providers or emergency health services personnel.

1.04 Code Blue – Announcement

Upon receipt of a Code Blue call, the Control Operator will announce “Code Blue and location” on the PA system and portable radio.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 18, 2012

Subject: Code Blue

1.05 Designated Responders – Main Building

Day/Afternoon Shifts

- Nurse
- Correctional Supervisor
- Runners

Night Shift

- Correctional Supervisor
- All staff, excluding segregation and control posts.

Designated Responders – Fraser Houses

Day/Afternoon Shifts

- Correctional Supervisor assigned to the Fraser House areas (in the absence of a Correctional Supervisor for the houses, an Operations Correctional Supervisor for the main building will respond).
- House prowl assigned to the houses.
- Health Care Centre nurse escorted by a Control Prowl from the main building.
- The Control Prowl will meet the HCC nurse in the Sentence Management Unit and will escort him/her out to the Fraser Houses.

Night Shift

- Correctional Supervisor
- Night Prowl
- Other House Officer

1.06 Health Care Centre – Responsibility

Upon announcement of a “Code Blue” the Duty Nurse will immediately respond to the area of the emergency.

If the Code Blue is called in either of the Fraser House areas, the Duty Nurse is to immediately respond to the Sentence Management Unit and will be escorted to the house by a Control Prowl.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 18, 2012

Subject: Code Blue

The Nurse will pick up the emergency response kit and AED while en route to the emergency. The kits and AED are located:

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Both the November and Sierra Houses are equipped with Level 3 first aid kits for the nursing staff.

Upon arrival at the scene, the Nurse will determine if further medical assistance is required. The nurse will inform the Supervisor, or Senior C.O., at the scene, if further medical assistance is required.

In the event a code blue is called outside of health care hours it is the responsibility of the Correctional Supervisor to assign an officer to retrieve the AED.

1.07 Code Blue - Stand Down

After the initial emergency response has arrived and no additional staff are required, the Supervisor or Senior C.O. at the scene will inform the Assistant Deputy Warden or in their absence, the Correctional Supervisor in the Control Centre to direct the Control Operator to announce "Stand down Code Blue" on the PA system and portable radio. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will determine when the centre will make the "resume to regular program" announcement via the PA system and portable radio.

1.08 Reporting

Any staff initiating and all staff directly involved in the response to a Code Blue will submit an incident report to the Assistant Deputy Warden or in their absence, the Correctional Supervisor. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will ensure an Inmate Injury Report is completed for all Code Blues. All completed reports will be forwarded to the Deputy Warden of Operations.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 18, 2012

Subject: Code Blue

1.09 Control Log

The Control Centre will maintain a log of all Code Blues. A Control Officer will log the date, time, location and a brief description of the incident in the Log Book.

1.10 Police Notification

Whenever serious injury or death occurs, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately contact the RCMP. The scene is to be protected and inmates and staff will not be permitted at the scene until authorized by the RCMP or the Warden (or designate).

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

January 24, 2012

Subject – Code Red – Inmate Walkaway/Escape/Prison Breach

1.01 Inmate Walkaway/Escape/Prison Breach

The officer who first observes an inmate escaping or who first notices a missing inmate will notify FRCC Control and will advise:

- who has walked away/escaped
- the location where the walkaway/escape occurred
- the direction of travel of escapee (if known)
- description of escapee and escapee's clothing.

1.02 Definitions

- (a) “walkaway” - when an inmate who is supervised on a work crew outside the secure perimeter of the centre on-grounds or off-grounds leaves his designated work site and becomes unlawfully at large. Also pertains to unrestrained supervised escorts (Level III), inmates in the loading dock area, and housed in Sierra House.
- (b) “escape” - when an inmate escapes lawful custody from within the secure perimeter of the centre or from a restrained supervised escort.
- (c) “prison breach” - when an inmate uses force or violence to break out of the secure perimeter of the Centre.

1.03 Walkaways

The Assistant Deputy Warden or in their absence the Correctional Supervisor, upon being notified that a walkaway has occurred, will immediately refer to and utilize the “Deputy Warden / Assistant Deputy Warden Walkaway Check List” and will perform all the chronological sequenced steps indicated on the checklist to manage the incident.

(Location: Supervisor's drive - under forms - titled Walkaway Checklist)

In the case of a walkaway the Assistant Deputy Warden or in their absence the Correctional Supervisor, will immediately notify the Warden or designate or during after hours the person on-call.

When a walkaway occurs, staff will not pursue the inmate unless another officer is available to assume supervision of the remaining inmates on the work crew. If staff have a clear and direct line of sight on the escaping inmate, and another officer has assumed supervision of the remaining inmates on the work gang, they may pursue to maintain line of sight.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

January 24, 2012

Subject: Code Red – Inmate Walkaway/Escape/Prison Breach

If line of sight is lost, the staff member will stop, radio Control with their location and wait for the arrival of the police. Capture will only occur when police assistance arrives.

In the event of a walkaway from an off-site work crew, all remaining inmates will be secured in the vehicle and will be returned to the Centre upon the arrival of the Work Program Coordinator or other designed officer. If the walkaway occurs from an on-site work crew, all remaining inmates will be returned to the compound by the Off-site Work Programs Coordinator or other designated officer, pending further direction.

Inmates who are observed out of bounds from their assigned work area will be considered to be a “walk away” until determined otherwise.

Inmates observed out of bounds will immediately be escorted back to the centre. They will enter the building through the Sentence Management Unit. Upon entry they will be skin frisked and then secured in a segregation cell pending investigation.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately notify the Warden or designate, or if after hours, the person on-call.

1.04 Escape/Prison Breach

In the event of a prison breach or escape from the secure perimeter of the Centre, the Assistant Deputy Warden or in their absence the Correctional Supervisor will designate staff to immediately position themselves at the location where the breach occurred.

Unless staff have a clear and direct line of sight on the escaping inmate, they will not pursue the inmate off FRCC grounds.

1.05 Code Red Alert

A Control Officer will make a “code red” announcement on the staff portable radio system for any escapes or prison breaches. When a Code Red is called, all staff are to immediately return all on-grounds work crews under their supervision, to their living units and await instruction from the Assistant Deputy Warden or in their absence, the Correctional Supervisor. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will determine the appropriate time to conduct a formal count in the event of a Code Red.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

January 24, 2012

Subject – Code Red – Inmate Walkaway/Escape/Prison Breach

1.06 Search Master

The Assistant Deputy Warden or in their absence, the Correctional Supervisor is the designated Search Master and is responsible for co-ordinating walkaways/escape/prison breach procedures.

1.07 Walkaway/Escape/Notification

A Control Officer will immediately notify the Assistant Deputy Warden or in their absence, the Correctional Supervisor of any walkaway, escape, or prison breach. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will report to Control to direct escape procedures.

A Control Officer will notify Admissions and Discharges, during hours of operation, of any walkaway/escape or prison breach.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately notify the police (911) with the following information:

- their name and institution;
- name and description of escapee;
- location and time of escape including direction of travel (if known);
- any other pertinent information (i.e. last known residence, local ties in the community, etc.).

The Assistant Deputy Warden or in their absence, the Correctional Supervisor is to gather the following information:

- Client Identification Card (Client ID Sheet)
- Inmate Classification Assessment Report (ICA)
- Provincial Case File (Client History)
- Warrant of Committal or other holding document.

(During hours of operation, Admissions and Discharges will create a file with the above information).

The Control Supervisor, when on shift, will attend the Control Centre and will assist in escape procedures as directed.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 24, 2012

Subject: Code Red – Inmate Walkaway/Escape/Prison Breach

The Assistant Deputy Warden or in their absence, the Correctional Supervisor may request Police attendance directly to FRCC Control to provide a communication link between Corrections and Police involved in the search.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately notify the Warden or designate, or if after hours, the person on-call of all Walkaways/Escape/Prison Breaches.

1.08 Staff Deployment

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 24, 2012

Subject: Code Red – Inmate Walkaways/Escape/Prison Breach

1.09 Code Red - Stand Down

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will direct the Control Centre to announce “Resume regular program” on the PA system and portable radio once the formal count is complete. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will determine when the centre will return to regular program following the completion on the formal count. The Control Centre will make the ‘resume regular program’ announcement via the PA system and portable radio.

1.10 Walkaway/Escape Reports

The Assistant Deputy Warden or Correctional Supervisor coordinating the response will prepare the Report to Crown Counsel (RTCC). A copy of the Warrant of Committal, or other holding document, is to be attached and the RTCC will be distributed as follows:

- original to RCMP;
- copy to Admissions and Discharges;
- copy to Warden or designate.

1.11 Investigative Reports

It is the responsibility of the Work Program Assistant Deputy Warden to investigate and submit reports on all walkaways/escapes that occur from a work activity.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will investigate and submit reports on all other walkaways/escapes. In the absence of the Work Program Assistant Deputy Warden, the Work Program Coordinator will investigate and submit all reports for walkaways/escapes which occur from a work activity.

1.12 Incident Reports

A full written report is required from each staff member, including Control and Escort Officers. This report is to be submitted to the appropriate manager/supervisor, as soon as possible, following a walkaway/escape or prison breach.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

January 24, 2012

Subject: Code Red – Inmate Walkaways/Escape/Prison Breach

1.13 Other Required Notification

A & D will enter, on CORNET, escape information that occurs during their regular hours of operation.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately complete the "Escape-Inadvertent Release Notification form" and fax it to the Assistant Deputy Minister. {Fax # (250) 387-5698} and the Provincial Director, Adult Custody. {Fax # (250) 952-6883}

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will contact the PEP Emergency Coordinators at 1-800-990-9888. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will provide PEP with the full name of the escapee(s) including aliases, D.O.B., CS#'s and all victim information on file. If a 'no contact order' is on file, the Assistant Deputy Warden or in their absence, the Correctional Supervisor must also contact the Victim Safety Unit at 604-660-0316 or 1-877-315-8822.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will also contact FRCC's Records Department during business hours following the escape, when it involves a K-file. A Records Officer will contact the victim. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will contact the victim after hours and, in the event the victim cannot be contacted, the Records Officer, or the Assistant Deputy Warden or in their absence, the Correctional Supervisor in their absence, will contact the Police Detachment nearest to the victim's residence.

1.14 Notification

The Warden will determine if/when the Local Community should be notified of a walkaway, escape or prison breach. Phone lists for this purpose will be located in Control.

The Warden or designate will immediately phone the Provincial Director, Adult Custody Division, regarding an escape, prison breach or walkaway and will provide a brief written summary within two hours.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

January 24, 2012

Subject: Code Red – Inmate Walkaways/Escape/Prison Breach

A written report will be submitted by the Warden in accordance with B.C. Corrections Branch Adult Custody Policy. Critical incident reporting and notification applies.

The Warden or designate notifies the Provincial Director, Adult Custody Division on the next business day of offenders unlawfully at large (e.g. failure to return from a temporary absence). Notification is by telephone.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

February 16, 2011

Subject: Code Yellow

1.01 Code Yellow Definition

A code yellow will be called under the following circumstances:

- a staff member is being assaulted or believes they may be assaulted;
- a staff member witnesses an inmate assault or fight;
- a staff member requires assistance to lock down or restrain.

1.02 Code Yellow - Initiating

Staff can initiate a code yellow by activating their PAT alarms. Code yellows may also be initiated via portable radio, telephone, or call box.

1.03 Code Yellow – Announcement

When a PAT alarm or other communication (as noted above) is received by the Control Centre, the Control Officer will immediately announce “code yellow and location” on the Public Address system and portable radio (eg. “code yellow – living unit four alpha”).

1.04 Code Yellow - Stand-down

Control will not stand down a code yellow unless directed to by a supervisor. The responding supervisor will notify Control when the incident has concluded and request for Control to announce “resume normal movement” on the Public Address System and portable radio. Staff will not unlock the inmates in their living unit until this announcement has been made.

1.05 Assistant Deputy Warden/Correctional Supervisor Responsibilities

The Correctional Supervisor will identify the code yellow responders at the commencement of each shift.

The Assistant Deputy Warden will report to control on the announcement of a code yellow during inmate waking hours. During night shift, the Correctional Supervisor is a designated responder.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will notify the Deputy Warden of Operations (during regular business hours) or the person on-call (after hours) of all code yellow alerts involving staff assaults or serious inmate injury.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCasti, Warden

February 16, 2011

Subject: Code Yellow

*** When responding to a code staff are to move quickly but in a controlled manner in order to arrive safely and be able to deal with the situation effectively.**

1.06 Staff Responding to a Code Yellow

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FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

February 16, 2011

Subject: Code Yellow

1.07 Role of the Correctional Supervisor Response

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1.08 Code Yellow Responders (Stage 1)

Note ⇒ * Indicates OC Spray Carrier

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FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

February 16, 2011

Subject: Code Yellow

s.15

1.09 Responders – Stage 2

All available staff in the Centre are to respond to a “Stage 2” announcement. Records and Programs staff will respond immediately once their inmates are secure. In the event of a subsequent code yellow, all available staff will respond to the subsequent code yellow.

1.10 Code Yellow Responders – North Compound

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1.11 Code Yellow Responders – Fraser Houses

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 16, 2011

Subject: Code Yellow

s.15

1.12 Inmates Lock-up

Upon the announcement of a "Code Yellow", all inmates in a living unit will immediately proceed to their cell and secure the cell door behind them.

Inmates in program or other areas may be required to proceed to an area designated by staff upon the announcement of a code yellow.

Upon the announcement of a "Code Yellow" in the Fraser Houses, all inmates are to proceed to their rooms and close their door.

1.13 Reporting

Any staff initiating and all staff directly involved in the response to a code yellow will submit an incident report to the Correctional Supervisor. The Correctional Supervisor will gather all reports, including a report from the Supervisor whose area of responsibility the incident occurred in and will forward them, along with their report, to the Assistant Deputy Warden or in their absence, the Deputy Warden of Operations.

The Officer assigned to a PAT from which a false code yellow is initiated, will submit an incident report to the Shift Supervisor.

Control staff will complete an incident report on all code yellows, other than false alarms.

1.14 Control Log

The Control Centre will maintain a log of all code yellows. A Control Officer will log the date, time, location and a brief description of the incident in the log book.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

August 21, 2008

Subject: Community Advisory Board

1.01 General

Fraser Regional Correctional Centre will establish a Community Advisory Board (CAB) for the purpose of encouraging local public awareness and community involvement with the Correctional Centre.

The Community Advisory Board will be comprised of members of the Maple Ridge community. Criteria for the selection of individual members will be on the basis of personal interest and security clearance. Approval for membership will be authorized by the Warden.

Committee members must be willing to commit to this program for a minimum of one year. Membership should not exceed three years.

The Warden has the authority to terminate CAB membership for just cause, in the event it is deemed that the member is no longer performing in the best interest of the community, the Centre, its staff or inmates. Written notification of termination will be forwarded to the member.

An up-to-date list of current committee members will be located in the Control Centre.

Individual CAB members will be provided with identification cards.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

June 1, 2011

Subject: Computer Access / Usage / System Support

1.01 Accounts Access Form

A completed Accounts Access Form must be submitted to the System Analyst by all staff requiring access to E-mail, IDIR/NT, Internet, Justin, Cornet, and any other available applications. Staff must sign the Accounts Access Form and the accompanying conditions for use of Computing Facility Form prior to being granted access.

1.02 Internet Usage Agreement

Each time an employee signs on to the Internet, the employee acknowledges and agrees to the following:

1. My use of the Internet will be conducted in an ethical and professional manner.
2. I will **not** use this access for personal use during scheduled hours of work. I understand that this includes participating in Internet forums.
3. Unless authorized to do so, I will **not** at any time access or download offensive material which includes, but is **not** limited to pornography, hate literature or any material which contravenes the BC Human Rights Act. I will **not** transmit sensitive material via the Internet.
4. I will **not** at any time use this access for personal financial gain, listen to music or watch video recordings that are unrelated to my work.
5. I will ensure that my Internet usage does **not** contravene any laws or regulations, including copyright and licensing issues and laws respecting obscene and discriminatory material.
6. My Internet usage will be monitored without further warning and any inappropriate usage may be cause for disciplinary action up to and including dismissal, or cancellation of contract.

1.03 E-Mail – Staff Requirements

Staff are expected to access and read their e-mails at minimum once per shift.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 1, 2011

Subject: Computer Access / Usage / System Support

1.04 E-mail Limitations

E-mail usage is limited to that which serves a legitimate work purpose only. Staff will not send e-mails to "all staff". Staff wishing to send information to all staff must send the information to the manager responsible, who in turn will forward the information to all staff, if deemed appropriate.

1.05 System Support

For assistance with Cornet, Justin, ICARS, LMS, contact BC Solutions (ITS) by telephone.

1.06 Computer/Printer - Repair/Replacement

When a computer/printer becomes defective the staff member operating the unit at that time will contact ITS (1-250-387-7000) and inform them of the problem. If ITS is unable to repair the unit remotely the staff member will be provided with an INC#. Staff are to record this. Once the call with ITS is completed staff will complete a FRCC Computer/Printer Repair Form located in the "P" drive under Templates. The following information will be provided:

Computer (CPU)

- Date (CPU became defective and ITS contacted)
- ITS Contacted (check box if completed)
- Employee (name of person operating CPU at time unit became defective)
- Location (work area where unit became defective)
- D# (located on top or side of CPU)
- INC# (provided by ITS)
- Replacement D# (if defective unit is replaced)
- Defective Unit Location (where the CPU has been relocated to)

Upon completion of the FRCC Computer/Printer Repair form, the staff member will email the document to the staff listed at the bottom of the form.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 1, 2011

Subject: Computer Access / Usage / System Support

Printer

- Date (printer became defective and ITS contacted)
- ITS Contacted (check box if completed)
- Employee (name of person operating printer at time unit became defective)
- Location (work area where unit became defective)
- P# (located on top of printer)
- INC# (provided by ITS)
- Replacement P# (if defective unit is replaced)
- Defective unit location (where the printer has been relocated to)

Upon completion of the FRCC Computer/Printer Repair form, the staff member will email the document to the staff listed at the bottom of the form.

If a FRCC contractor's CPU / Printer becomes defective they will notify the Correctional Supervisor on shift. The Correctional Supervisor will complete the Computer/Printer Repair Form as indicated above.

1.07 Removal of Account Access

Staff account access will be removed anytime a staff member is expected to be absent from the work site for a period of time that exceeds seven weeks. The Warden may increase/decrease the length of time prior to account access removal based on an individual staff members circumstances.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 18, 2012

Subject: Contingency Plans

1.01 General

In accordance with Corrections Branch Adult Custody Policy, Fraser Regional Correctional Centre and Ford Mountain Correctional Centre will establish and maintain up to date Standard Operating Procedures for emergency situations.

A contingency binder containing the Standard Operating Procedures, plus a Flood Threat Response Plan binder will be maintained and located in the Emergency Operation Centre, Incident Command Centre boardroom.

1.02 Review

Contingency Plan Standard Operating Procedures will be reviewed annually. The annual review will be completed by each year.

1.03 Training

Regular staff training sessions will be dedicated to a review of contingency plans. Training records will be maintained.

1.04 Emergency Telephone Lists

Emergency Telephone List will include telephone numbers of:

- managers
- Tac Team members
- all staff, listed geographically
- WSI
- and emergency services (e.g.; police, fire)

Emergency telephone lists will be in the Assistant Deputy Warden's office, the Correctional Supervisor's office and in the Emergency Contingency binders located in Control and in the Incident Command Centre boardroom.

Telephone lists will be maintained by assigned administrative personnel. Emergency telephone lists will be updated manually as changes occur. Telephone lists will be reprinted and replaced following work force adjustment, hiring of new staff, or at minimum on a monthly basis.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 17, 2012

Subject: Contraband

1.01 General

Refer to the Corrections Branch Adult Custody Policy for definition, notification, confiscation and disposition of contraband.

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1.02 Inmates – Authorized Property

A list of items approved for inmate possession will be included in the Inmate Information Guide.

1.03 Seizure

Staff may seize an object or substance if, on reasonable grounds, they believe it is contraband or is evidence related to an offense.

As soon as practicable, staff will:

- Make a record describing the object or substance and the circumstances in which it was seized,
- Deposit the object or substance in the local contraband safe; and
- Ensure continuity of evidence if the object or substance is required as evidence in a trial, inquiry or proceeding other than a disciplinary hearing.

1.04 Disposition

When a seized object or substance is contraband, but its possession outside the correctional centre would be lawful, staff may:

- Store it in the inmate's effects;
- Provide it to police for police investigation, charges or disposal if evidence in a criminal offense;
- Dispose of it if the object or substance is perishable or subject to spoilage, will deteriorate in value if kept, involves unreasonable expense or inconvenience, is unsafe to retain or is dangerous to life, health or property.

Contraband, whose possession is prohibited by law and not of value for instructional purposes, is disposed of in a manner determined by the Warden in accordance with the Corrections Act and any other applicable legislation.

Standard Operating Procedures

S. DiCastri, Warden

July 5, 2012

Subject: Contractors / Volunteers

1.01 General

A contractor is any person or business that has entered into a binding agreement to provide a service within Fraser Regional Correctional Centre.

Contractors providing direct services to inmates must be security cleared by means of JUSTIN and CORNET prior to providing services and annually thereafter; CPIC cleared (through their local police detachment) prior to providing services and every three (3) years thereafter, and must complete a review by the Criminal Record Review Program (CRRP) prior to providing services and every five (5) years thereafter unless otherwise authorized by the Warden or designate.

CPIC clearance results disclosed by the contractor will be returned to the contractor or securely destroyed.

Contractors not providing direct service to inmates must be security cleared annually by means of JUSTIN and CORNET.

1.02 Requirement of Contractor

Identified contractors are required to attend on-site contractor training.

1.03 Personal Property

Contractor property/possessions (i.e.; lunches, bags, purses, wallets, knapsacks, cell phones, electronic devices, etc.) are not permitted into the living units or work and program areas.

Exceptions: coffee cups, water bottles, writing implements, personal prescriptions, feminine hygiene products, job related materials and other items approved by the Warden.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 5, 2012

Subject: Contractors / Volunteers

1.04 Volunteers

Volunteers providing direct services to inmates must be security cleared by means of JUSTIN and CORNET prior to providing services and annually thereafter; and CPIC cleared (through their local police detachment) prior to providing services and every three (3) years thereafter, unless otherwise authorized by the Warden or designate.

CPIC clearance results disclosed by the volunteer will be returned to the volunteer or securely destroyed.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 5, 2012

Subject: Contractors / Volunteers

1.01 General

A contractor is any person or business that has entered into a binding agreement to provide a service within Fraser Regional Correctional Centre.

Contractors providing direct services to inmates must be security cleared by means of JUSTIN and CORNET prior to providing services and annually thereafter; CPIC cleared (through their local police detachment) prior to providing services and every three (3) years thereafter, and must complete a review by the Criminal Record Review Program (CRRP) prior to providing services and every five (5) years thereafter unless otherwise authorized by the Warden or designate.

CPIC clearance results disclosed by the contractor will be returned to the contractor or securely destroyed.

Contractors not providing direct service to inmates must be security cleared annually by means of JUSTIN and CORNET.

1.02 Requirement of Contractor

Identified contractors are required to attend on-site contractor training.

1.03 Personal Property

Contractor property/possessions (i.e.; lunches, bags, purses, wallets, knapsacks, cell phones, electronic devices, etc.) are not permitted into the living units or work and program areas.

Exceptions: coffee cups, water bottles, writing implements, personal prescriptions, feminine hygiene products, job related materials and other items approved by the Warden.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 5, 2012

Subject: Contractors / Volunteers

1.04 Volunteers

Volunteers providing direct services to inmates must be security cleared by means of JUSTIN and CORNET prior to providing services and annually thereafter; and CPIC cleared (through their local police detachment) prior to providing services and every three (3) years thereafter, unless otherwise authorized by the Warden or designate.

CPIC clearance results disclosed by the volunteer will be returned to the volunteer or securely destroyed.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

August 13, 2008

Subject: Control

1.01 British Columbia Buildings Corporation (BCBC)

Refers to all BCBC employees and includes the contracted company (i.e. WSI) who is responsible for the building maintenance/management at Fraser Regional Correctional Centre. This does not include any subcontracted companies.

1.02 Access to Control

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1.03 Control Operators – Rotation with Runners

Staff assigned to the Control Centre will rotate with staff assigned to the runner positions s.15, providing that staff assigned to the runner positions are qualified control operators.

1.04 Workstation Sign on/Sign off Requirements

Officers assigned to the Control Centre will ensure they are logged on as the user at their workstation. This includes signing on the workstation at the commencement of their shift or portion thereof, and signing off the workstation when they leave, whether it is temporary or at the end of the shift.

1.05 Access / Securing of Doors

The Control Officer who accesses a door is responsible for ensuring the door is secured after each use. All insecure door alarms will be responded to immediately upon detection.

1.06 Fire Doors – Level One and Two

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

August 13, 2008

Subject: Control

Staff assigned to the Control Centre will ensure all fire doors on levels one and two are secured after each use in accordance with the above.

1.07 Synchronization of Clocks

The Control Supervisor is responsible for ensuring all computerized systems utilized in the Control Centre time clocks are synchronized with local time on a daily basis.

Control operators will inform the Control Supervisor if they notice the times are incorrect on any of the control computer systems.

1.08 Control Summary Form

Control officers will detail the following information on the Control Summary Form;

- “Pat” alarm test – with PAT number
- Work crew radio check (hourly)
- Night shift radio check
- Code yellow(s)
- Code blue(s)
- Code red(s)
- BSCS deficiencies
- Problematic equipment
- Any other pertinent information
- Radio checks with November and Sierra House (hourly)

A Control Summary Form will be completed for each shift and forwarded to the Control Supervisor. The Control Supervisor will forward all completed forms to Administration for filing.

1.09 Control Centre Security and Key Inspection

Control officers assigned to the night shift post (1900 – 0700 hours) will account for all ^{s.15} and perform a visual check of all CCTV cameras on the BSCS system nightly.

In addition, night shift control officers will confirm that the CCTV cameras are assigned to a DVR recorder which is functional and capable of recording and saving video footage.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

August 13, 2008

Subject: Control

A Control Centre Security and Key Inspection Report will be completed on each night shift and forwarded to the Assistant Deputy Warden - Regulations, or in their absence a Correctional Supervisor.

Control officers will submit FTR reports for CCTV cameras or DVR recorders identified as not functioning immediately. In such circumstances the Assistant Deputy Warden – Regulations, or in their absence, a Correctional Supervisor will be contacted and verbally informed on the nature of the deficiency. The Assistant Deputy Warden or in their absence, a Correctional Supervisor will notify the WSI Call Centre of the deficiency. The relay of the information will be recorded by control officers in the Control Centre Log Book.

The Assistant Deputy Warden – Regulations, or in their absence a Correctional Supervisor on concluding a review of the Control Centre Security and Key Inspection Report will forward the form to administration for filing.

1.10 Control Log Book

In addition to the Control Shift Summary Form and the Control Centre Security and Key Inspection Report, control officers will maintain a log book on a shift by shift basis. Information to be recorded in the log book includes, but is not limited to, the following;

- Date
- Names of officers on shift
- Shift (eg; 0700 – 1900)
- Time, location, and nature of any incidents (ie; 0800 – Code Blue, U2A)
- Time emergency services contacted
- Time of arrival of emergency services, managers, and any other person(s) attending the centre in response to the incident.
- BSCS problems/failures – nature of problem including times, names of contractors attending.
- Any other pertinent information

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

August 13, 2008

Subject: Cornet System Power Outage

1.01 General

In the event of a Cornet power outage, staff will manually record all data which would normally be entered into Cornet

1.02 Re-entry of Information to Cornet

Upon the restoration of power to Cornet, staff will enter all data that was manually maintained during the outage.

1.03 Accuracy of Cornet Data Entry

Data entered onto Cornet following a power outage must be backdated to the date and time the information was received to ensure accuracy of records.

1.04 Electronic forms (ICON)

In the event that ICON is unavailable, staff will manually record all incidents on the paper version of the form "Incident Reports". Once ICON has been restored, staff will enter the information onto ICON ensuring that it is backdated to the appropriate date and time to ensure accuracy of records.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 5, 2012

Subject: CPIC Use

1.01 General

CPIC queries are completed by authorized Canadian Police Information Centre (CPIC) users as detailed in the Memorandum of Understanding (MOU) and Adult Custody Policy section 3.3.6.

1.02

The MOU between the Province of British Columbia and CPIC permits authorized Corrections Branch users to conduct query-only CPIC checks on inmates.

CPIC clearance checks from contractors and volunteers will be obtained through their local police detachment. CPIC clearance results will be returned to the contractor and/or volunteer or securely destroyed. Any costs associated are the responsibility of the contracting and/or volunteer agency.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

February 2, 2007

Subject: Critical Incident Response Team (C.I.R.T.)

1.01 General

Critical incident stress is the acute stress caused by being exposed to distressing experiences. Internalization of stress can result in a delayed emotional reaction of varying degrees which can affect one's personal and work life.

The following describes a process designed to assist staff to cope with the stress caused by critical incidents or emergencies, and continue a productive career with minimal long-term effects. The intent is to provide additional assistance to employees in a manner that compliments existing Policies and Standard Operating Procedures.

1.02 Certified Program

CIRT members will have completed a regional, certified training program.

1.03 Objectives

- To reduce the chance of staff remaining emotionally traumatized following a critical incident, or series of critical incidents, by providing peer counselling to affected staff.
- To co-ordinate, monitor and provide follow-up assistance to staff.
- To be available for staff as a resource for general stress-related issues.

1.04 Critical Incident Defined

Any work-related situation faced by employees which causes them to experience unusually strong emotional reactions, and which has the potential to interfere with their ability to function – either at the scene or later. This includes, but is not limited to:

- Actual or threatened physical assault;
- Victim/witness of a serious accident/injury;
- Attempted, successful suicide (staff or inmates);
- Riots/disturbances/uprisings;
- Any involvement in a life-risking incident.

1.05 Critical Incident Stress Syndrome Defined

The emotional, physical and cognitive reaction to a critical incident, the accumulative effect of previous incidents or any situation which is outside that which is normally experienced by the individual.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 2, 2007

Subject: Critical Incident Response Team (C.I.R.T.)

1.06 Critical Incident Stress Debriefing (CISD) Defined

A support group discussion that utilizes specifically trained peer personnel, possibly combined with mental health professionals.

- The purpose of the CISD is to mitigate the impact of a critical incident and facilitate the return of staff to routine functions after the incident.
- It can be conducted in individual or group settings.
- Generally occurs within 24-72 hours following the critical incident.

1.07 Peer Counselling

Provided at any time, individual peer counselling to deal with the effect of stress when recognized in, or requested by, an individual.

1.08 Assistant Deputy Warden Responsibilities

The Assistant Deputy Warden will, in consultation with the Warden or Deputy Warden, determine whether a debriefing is required with the staff involved. If deemed appropriate the Assistant Deputy Warden will ensure the on duty (on call) Critical Incident Team Co-ordinator is notified as soon as possible, whenever a critical incident has occurred.

After arrival of the CIRT member(s), the Assistant Deputy Warden or his/her designate, will advise the member(s) in brief, of all details of the situation which will assist the members in carrying out their responsibility with the affected staff.

The Assistant Deputy Warden will ensure all staff, including supervisors and managers, involved will be provided the opportunity to receive an initial defusing from the Critical Incident Response Team following other operational requirements.

Following the formal operational critique, (attended by the CIRT Coordinator, or designate, as an observer), the Assistant Deputy Warden will discuss with the CIRT Coordinator, and will provide a neutral area which provides ample space and privacy, free from distraction, for the CISD.

**** In the absence of an on-site manager the Correctional Supervisor will call the on-call manager for direction.**

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Standard Operating Procedures

S. DiCatri, Warden

February 2, 2007

Subject: Critical Incident Response Team (C.I.R.T.)

1.09 CIRT Members Relieved

CIRT members will be relieved of their duties when required to attend a critical incident.

1.10 Duties of CIRT Coordinator or Designate

Provide leadership and guidance for the Critical Incident Response Team.

Provide 24 hour availability to respond to requests for debriefing services of a critical incident.

Provide an appropriate CIRT for the incident.

Upon receipt of a request to provide debriefing services by the Assistant Deputy Warden or his/her designate, the Team Coordinator will determine:

- The type of incident
- Number of staff involved
- Types of debriefing required
- How many peer counsellors are required
- Which peer counsellors should attend (i.e. specialties)?

The Team Coordinator will contact team members and advise them:

- To attend
- The location
- Description of incident
- Name of officer in charge.

The Team Co-ordinator will attend at all incidents that require group debriefing and provide leadership and direction to team members and coordinate the initial defusing with the CISD.

On the request of the CIRT Coordinator, the Assistant Deputy Warden or his/her designate will arrange for the attendance of other helping professionals at the CISD sessions.

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S. DiCastri, Warden

February 2, 2007

Subject: Critical Incident Response Team (C.I.R.T.)

Consult/liaise with the Assistant Deputy Warden or his/her designate to ensure effective coordination of services and assistance to affected employees occurs.

Delegate follow-up and referral duties to team members.

Arrange and conduct debriefing of team members after completion of the CISD.

Arrange, and/or conduct, initial on-going education for staff and supervisors regarding the CIRT.

1.11 Duties of the CIRT Member

The CIRT member will, upon receipt of the critical incident response call, notify his immediate supervisor, and upon being relieved of his/her duties, will attend the critical incident scene.

The CIRT member will be clearly identified as a member of the CIRT.

Upon arrival at the scene, the CIRT member will report to the Assistant Deputy Warden or his/her designate and be briefed on the nature of the incident. He/she will in no way interfere or become part of the operation. He/she will act as an observer to determine the involvement and development of the incident until the incident and any essential operational and/or criminal investigations are concluded.

The CIRT member will make himself/herself available for a CISD to provide staff involved with support, guidance, referrals, general information and follow up.

Following the CISD, the CIRT member will follow up with affected staff to determine coping ability and make referrals as necessary.

The CIRT member will report to the CIRT Coordinator as soon as practical and advise the Coordinator of any follow up requirements; i.e. contact with affected members, contact with the Warden regarding follow up interviews, medical, psychiatric concerns or possible job absences.

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Standard Operating Procedures

S. DiCatri, Warden

February 2, 2007

Subject: Critical Incident Response Team (C.I.R.T.)

1.12 Team Structure

Coordinator Review – The CIRT members will review the Coordinator's position every two years. Upon presentation by a non-team member, a request for review by the CIRT of this position will take place anytime during this term.

1.13 Term of Service

A minimum of a two year commitment from each team member is expected. Unless asked by the rest of the team to resign during this period, any member may resign through a letter of resignation to the Team Coordinator. The Team Coordinator will update the nominal roles and notify all affected work areas of this decision.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

May 4, 2011

Subject: Critical Incidents Notification Requirements

1.01 Notification to Provincial Warden

Refer to the B.C. Corrections Branch Adult Custody Policy.

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1.02 Assistant Deputy Warden – Notification Requirements

The Assistant Deputy Warden will notify the Warden or designate, or if after hours the person on-call immediately for all critical incidents identified in the BC Corrections Branch Adult Custody Policy.

In addition, the Assistant Deputy Warden will notify the Warden or designate or if after hours the person on-call.

- Of all unscheduled off-grounds escorts where it has been determined that the inmate will not return to the Centre overnight. (i.e. admitted to hospital)
- All inadvertent holds and/or releases.
- Any time OC is deployed or any other greater use of force is deployed.
- All code yellow alerts involving staff assaults or serious inmate injury.
- For consultation prior to deploying the Tactical Team or cell entry team.
- Any other significant event at or involving the Centre.

1.03 Correctional Supervisor – Notification Requirements

The Correctional Supervisor will notify the Warden or designate, or if after hours, the person on-call immediately for all critical incidents identified in the B.C. Corrections Branch Adult Custody Policy.

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In addition, the Correctional Supervisor will notify the Warden or designate, or if after hours, the person on-call:

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S. DiCastri, Warden

May 4, 2011

Subject: Critical Incidents Notification Requirements

- Of all unscheduled off-grounds inmate movement (i.e. hospital),
- All inadvertent holds and/or releases.
- Any time OC is deployed or any other greater use of force is deployed,
- All Code Yellow alerts involving staff assaults or serious inmate injury,
- Of all Code Blue alerts,
- For approval to deploy a Tactical Team or cell entry team,
- For approval to grant overtime,
- For approval to grant leave, (the Correctional Supervisor may authorize leave if the number of auxiliaries available exceeds the number listed for the specified shift; days – 15, afternoons – 10, nights – 7)
- For approval to review the DVR or review calls on the ICCS,
- For approval to contact BCBC after hours,
- Any other significant event at or involving the Centre.

1.04 Investigation, Reporting and Review Process

Upon notification of a significant event and once any immediate risk is controlled the officer in charge immediately begins gathering and safeguarding, when reasonable and relevant, all information including logs, files, reports and / or statements, photographs or video.

Within twenty four (24) hours of an event that gives cause for a review, the Warden reports to the responsible Provincial Director using the Corrections Branch eForm.

The review process is to begin within seven (7) days of the incident followed by the review report submission to the Deputy Minister and responsible Provincial Director within thirty (30) business days of the start of the review.

An extension of time limits can only be granted by the Assistant Deputy Minister, Corrections Branch.

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Standard Operating Procedures

S. DiCatri, Warden

March 14, 2012

Subject: Digital Video Recording

1.01 General

All digital video recording (DVR), including Retention and Destruction will be in accordance with the BC Corrections Branch Adult Custody Policy.

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1.02 Authority to Review

Authorization from the warden or designate must be obtained prior to the viewing of any (DVR).

1.03 Viewing Limitations

DVR retrieved for viewing is on a “need to know” basis. A Supervisor may assign a Correctional Officer to review an incident on the DVR system once authorization from the warden or designate has been obtained. Unless required for inmate identification purposes, the officer involved in the incident will not review the digital video recording. DVR records used for training purposes are edited to protect the identity of individuals unless specific permission from the individual is obtained in advance of the recording.

1.04 Documentation

A DVR – Record of Viewing form will be completed each time the Digital Video Recording System is reviewed. The completed form will be forwarded to the Deputy Warden – Operations.

1.05 Disclosure to Law Enforcement Agencies

Upon confirmation of an active investigation, a law enforcement agency may view, but not remove DVR records. If viewing will not suffice, requests for copies of DVR records must be approved by the warden prior to release and only upon written confirmation of an active investigation, including file number. The warden may request a valid warrant or court authorization prior to release. DVR records released must be labelled and the DVR checklist completed as per BC Corrections Adult Custody Policy.

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Standard Operating Procedures

S. DiCastri, Warden

March 14, 2012

Subject: Digital Video Recording

1.06 Disclosure to Non-Law Enforcement Agencies or Individuals

Request for DVR records from individuals other than law enforcement agencies will include a DVR checklist from the requesting privacy analyst, Adult Custody Division, which must be completed, saved and forwarded with the DVR as soon as possible. DVR records released must be labelled as per BC Corrections Adult Custody Policy.

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Standard Operating Procedures

S. DiCastri, Warden

November 6, 2006

Subject: Disciplinary Hearing Guidelines

1.01 General

Disciplinary Hearing Guidelines are detailed in the B.C. Corrections Branch, Adult Custody Policy and in the Correction Act Regulation.

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1.02 Authority

The Warden will designate Disciplinary Chairpersons in accordance with the Adult Custody Designation Matrix. Disciplinary Chairperson must successfully complete Branch approved training prior to conducting hearings.

Charge approval will be limited to Correctional Supervisors or Managers. Acting Correctional Supervisors will not approve charges.

1.03 Recording

All disciplinary chairpersons are responsible for familiarizing themselves with the recording system. The disciplinary chairperson is responsible for ensuring all disciplinary hearings are permanently recorded.

In the event that the recording system is not functioning, the disciplinary chairperson will use a tape/tape recorder to record the hearing.

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Standard Operating Procedures

S. DiCatri, Warden

February 7, 2011

Subject: Distribution of Medication

1.01 Inmates Attending Health Care

Only inmates requested by a health care professional will attend the Health Care Centre.

1.02 Medication Distribution – Designated Times

The Correctional Supervisor is responsible for assigning a runner to report to health care at the designated times for escorting the health care staff for medication distribution.

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The runner designated for this purpose will not be an initial code yellow responder however, they will respond to 'stage 2' codes.

1.03 Medication Distribution

Medication will be distributed to inmates on their living units. Assigned living unit officers are responsible for having the inmate(s) who are to receive medication ready when the health care professional attends the unit.

Health care staff will be escorted by corrections staff at all times when outside of the Health Care Centre and in possession of medication. The living unit door will be opened and the medication cart will be placed to serve as both a counter for medication distribution and as a barrier between the inmate and health care staff. The Living Unit Officer will control the inmate movement, allowing only one inmate at a time to receive their medication.

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Standard Operating Procedures

S. DiCastri, Warden

February 7, 2011

Subject: Distribution of Medication

When medication must be dispensed at either of the houses, the health care professional will be escorted by a Control Prowl Officer. The escorting officer and the health care professional will attend the Sierra staff station. The House Officer will retrieve the required inmate(s) and have them proceed to the main door.

The health care professional will confirm each inmate's identity by way of the telephone card prior to distributing medication.

1.04 Medication Distribution – Segregation

All Segregation inmates will be secured prior to the health care professional arriving on the unit to distribute medication.

The health care professional will dispense medication through the hatch in the cell door.

1.05 Medication Distribution – Enhanced Supervision Unit

All Enhanced Supervision Unit inmates will be secured in their cells prior to the health care professional arriving on the unit to distribute medication.

The health care professional will dispense medication through the hatch in the cell door where a hatch is available. There will be at least two staff present if the cell door is required to be accessed.

1.06 Medication Distribution Fraser Houses

Medication will be distributed to inmates within the Fraser Houses. House officers assigned to the area are responsible for having the inmates who are to receive medication ready when the health care professional attends the Fraser House.

Health Care staff in possession of medication will be escorted by corrections staff at all times when outside the Health Care Centre. Health care staff will not enter the Fraser House. Generally the medication will be dispensed at the front door of the Fraser House. The Fraser House Officer and the Fraser House Prowl will control the inmate movement, allowing only one inmate at a time to receive their medication.

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S. DiCastri, Warden

February 7, 2011

Subject: Distribution of Medication

1.07 Methadone Distribution – General

(i)

- Methadone will be distributed to General Population inmates in records. Inmates on the Segregation Unit, ESP Unit, MDO Unit, Protective Custody Units and Sierra House will have their methadone distributed on their unit.
- The health care professional will confirm each inmate's identity by way of their telephone card prior to distributing the methadone.
- The health care professional will provide water and bread to the inmate. A visual mouth check will be done by the health care professional to ensure methadone has been ingested.
- Inmates receiving methadone will be directly observed by corrections staff for s.15 minutes following ingestion (monitoring period).
- If an officer suspects that an inmate has regurgitated his methadone, the officer will contact their supervisor and health care professional immediately.
- Inmates receiving methadone will have no contact with inmates not on the methadone program during the s.15 minute monitoring period.

(ii) Methadone – Order of Location of Distribution

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(iii) Methadone – Security and Supervision

The following staff have been identified to provide security and supervision during the methadone distribution process Monday – Friday:

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S. DiCatri, Warden

February 7, 2011

Subject: Distribution of Medication

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(iv) Methadone - Distribution Procedures

s.15

Monday – Friday (statutory holidays not included)

General Population

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The ADW Regulations will assign a Correctional Supervisor (CS) who will attend records to provide supervision and to ensure protocol is followed for methadone distribution.

- Methadone distribution will commence upon the inmates arrival. Inmates from the first floor will receive their methadone first. The health care professional will confirm that the methadone has been ingested and the records officer will directly observe the inmate(s) until the arrival of the Off-Grounds Work Program Officers. One Work Program Officer will assume supervision of the first floor inmate(s) for the duration of the s.15 minute monitoring period. The second Off-Grounds Work Program Officer will directly

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Subject: Distribution of Medication

observe the inmates(s) from the second floor for the minute monitoring period. s.15

- Inmates will return to their living units following the monitoring period. s.15
- The breakfast meal carts on all General Population Units will not be opened until all inmates on the methadone program have returned to their living unit.

Once methadone has been distributed to all inmates in records, the Correctional Supervisor will escort the medical staff to Segregation, the General Population ESP unit, MDO unit and the Protective Custody ESP units.

Segregation

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General Population ESP Unit

s.15

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S. DiCatri, Warden

February 7, 2011

Subject: Distribution of Medication

MDO Unit

s.15

Protective Custody

s.15

Protective Custody ESP

s.15

Sierra House

The ADW Regulations will assign a Correctional Supervisor who will attend Sierra House to provide supervision and to ensure protocol is followed for methadone distribution.

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February 7, 2011

Subject: Distribution of Medication

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Weekends and Statutory Holidays

Methadone distribution will commence at s.15 hours in records. The ADW Regulations will assign a Correctional Supervisor to supervise the methadone distribution. The order and location of distribution will be the same as during the week. The Correctional Supervisor will identify two officers to provide security and supervision in the records department and one officer to provide security and supervision on units U3A / U3B. The Correctional Supervisor will escort the health care professional to the Segregation Unit, ESP Unit, MDO Unit and the Protective Custody Units as above.

Sierra House Weekends and Statutory Holidays

Methadone distribution will commence at 0700 hours at the Sierra House. The ADW Regulations will assign a Correctional Supervisor who will assume the supervision of methadone distribution at the Sierra House.

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S. DiCastri, Warden

February 7, 2011

Subject: Distribution of Medication

s.15

(v) - Contact Concerns

Contact concern alerts will be checked by the Health Care Security Officer during their shift daily. A list identifying any concerns will be provided to the Correctional Supervisor by s.15. The Correctional Supervisor will provide this list to the officers assigned to provide security and supervision of the methadone distribution.

General population inmates receiving methadone with contact concerns with other inmates receiving methadone will be placed separately in records. The movement to records will be coordinated between the Living Unit Officer, control and the officer providing supervision to ensure that the two inmates are not moving to records or to their unit at the same time.

Contact concerns amongst Protective Custody inmate(s) receiving methadone will be brought to the attention of the ADW Regulations. In such circumstances the affected inmate(s) will receive methadone in the Health Care Centre under the supervision of a Correctional Supervisor as assigned by the ADW Regulations. Following ingestion the Health Care Security Officer will directly observe the inmate(s) for the s.15 minute monitoring period.

Contact concern alerts will be checked by the Correctional Supervisor during night shifts for methadone distribution on weekends and statutory holidays. The Correctional Supervisor will be provided with a list of all inmates requiring methadone from a health care professional prior to s.15 on the applicable days.

1.08 Documentation Requirements

Living unit staff / Sierra House staff assigned the task of directly observing inmates following the ingestion of methadone for the s.15 minute monitoring period will complete an entry in the Living Unit Log. The entry signifies that the inmate(s) did not divert methadone and were monitored for the required s.15 minute monitoring period prior to being returned to regular unit program.

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S. DiCatri, Warden

January 14, 2010

Subject: Document Disposal

1.01 General

Refer to B.C. Archives Policy.

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1.02 Disposal Procedures

All documents containing staff or inmate information requiring disposal must be “shredded”.

Shredders are located in the Business Office and the Sentence Management Unit.

Paper requiring shredding will be placed in the “shredding” boxes located on each living unit and in every staff office. Additional boxes may be ordered through Stores.

Staff are responsible for ensuring that the contents of the shredding boxes are shredded on a regular basis

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Standard Operating Procedures

S. DiCatri, Warden

April 24, 2012

Subject: Documentation Requirements

1.01 General

In accordance with Corrections Branch Adult Custody Policy, all documentation that requires the signature of a staff member must include the staff member's full signature, not initials, and the staff member's first initial and full last name must be printed legibly.

1.02 Health Services/Dental Services Request Forms

Health/Dental Service Request Forms are intended to be "Private and Confidential". Staff will provide inmates with a sealable envelope for Health/Dental Services Request Forms. These envelopes will be addressed to Health Care and will be placed in the appropriate slot in the Muster Room.

1.03 Inmate Request Forms

Any staff receiving a request form from an inmate will:

- Sign and print their name legibly in the designated area.
- Ensure inmate's full name and CS# is on the form.
- Document the date the form was received in the designated area.
- Provide pertinent information relating to the request in the designated area.
- Clarify the nature of the request with the inmate if necessary.
- Forward the request to the intended recipient.

1.04 Inmate Complaint Forms

Any staff receiving a complaint form from an inmate will:

- Sign and print their name legibly in the designated area.
- Ensure inmate's full name and full CS# is on the form.
- Document the date the form was received in the designated area.
- Provide pertinent information relating to the complaint in the designated area.
- Clarify the nature of the complaint with the inmate if necessary.
- Attempt to resolve the complaint if possible. If the complaint can be resolved at the unit level or Correctional Supervisor level, provide this information in the designated area and forward to the intended recipient.

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S. DiCatri, Warden

April 24, 2012

Subject: Documentation Requirements

- If the complaint is not resolved at the unit level, forward the complaint form to the intended stating could not be resolved at unit or supervisor level.
- The recipient will review the complaint and provide a written response to the inmate.
- A copy of the complaint plus the written response must be forwarded to the identified location within the administration area.
- provide the inmate with the “inmate copy” of the form.
- Forward the complaint to the Assistant Deputy Warden’s office for recording in the Complaint Log.
- Complete a Cornet entry indicating the complaint number, the date which the complaint was received and include the name of the intended recipient.

1.05 Complaint Log

The Assistant Deputy Warden is responsible for maintaining the Complaint Log. The log will remain in the Assistant Deputy Warden’s office. All complaints will be logged. The Assistant Deputy Warden will record the following:

- the date of the complaint
- the complaint number
- the date received
- the inmate’s name and CS#
- their name (Assistant Deputy Warden)
- name of the person complaint forwarded to for response

* The Assistant Deputy Warden will place all complaints addressed to the Warden, Deputy Wardens Operations/Programs, or to other Assistant Deputy Wardens in the identified location in the administration area.

1.06 Special Request Forms

Special Request Forms will be used by inmates for financial transactions.

Staff receiving a special request form will sign and print their name legibly in the designated area. Staff will provide any pertinent information relating to the request. Unit staff will check the inmate’s trust account status on cornet prior to sending the request. Staff will review the request and clarify the nature of the request with the inmate if necessary.

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S. DiCastri, Warden

April 24, 2012

Subject: Documentation Requirements

1.07 Canteen Forms

Canteen orders must be recorded on the form designated specifically for canteens.

Staff receiving a completed canteen order form will sign and print their name legibly and provide the date received, in the designated area on the form. Staff will ensure the inmates name, full CS# and signature is recorded by the inmate in the designated area. Unit staff will check the inmate's trust account status prior to sending off the request.

The Living Unit Officer will complete a Unit Canteen Registry List. The completed list will be submitted with the completed canteen forms to the Correctional Supervisor.

Canteen order forms are processed in accordance with a schedule established by the Programs Department. Canteen schedules are located on each Living Unit. Completed canteen forms will be reviewed by the Correctional Supervisor prior to forwarding to the contractor. The Correctional Supervisor will ensure all required information is documented on the canteen slips prior to forwarding to the canteen contractor.

1.08 Living Unit Logs

Note: All entries in the Log Books are subject to Court Subpoena and reviews by outside agencies. Staff are to ensure legibility, clarity and accuracy on all entries. Entries are to be documented and signed by the officer making the observation(s).

Staff members assigned to the supervision of a living unit will, at the commencement of their shift, make an opening entry in the Living Unit Log Book which will detail the following information:

- date and time
- signature and printed name of staff member
- shift the staff member is working (i.e. 0700 – 1500)
- equipment received (radio, keys, etc.)
- “visual count completed”
- “security check completed”
- unit count (in/out)

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S. DiCatri, Warden

April 24, 2012

Subject: Documentation Requirements

At 0000 hours staff will start a new page in the living unit log book. The new page will clearly identify the date at the top of the page. A line will be drawn through any remaining space on the previous page and will be initialled by the staff.

Living Unit Log entries will be made at the following times:

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S. DiCatri, Warden

April 24, 2012

Subject: Documentation Requirements

s.15

Staff performing visual checks or inmate movement on units where they are not the assigned officer for the shift will document the time check completed, the count, and will print and sign their name on the corresponding line.

1.09 Supervisor Responsibilities

Supervisors will monitor log books for accuracy and will ensure entries are being made as detailed above. Correctional Supervisors will attend each unit at minimum, three times each shift and the Assistant Deputy Warden will attend each unit at least once per shift. Supervisors will print their name and initial the log book each time they attend the living unit and review the log book for accuracy.

1.10 Living Unit Reports

Staff assigned to living unit supervision will complete the designated portion of the Living Unit Report for each shift or partial shift worked.

Staff will ensure their name is documented in the designated area which reflects the period of time assigned to the unit.

1.11 Living Unit Rosters

Living unit rosters will be updated each time an internal unit move occurs or when an inmate is admitted to or transferred from the unit

The living unit officer will print for the living unit and save an up to date roster prior to the end of the shift ensuring the date and their names are accurate.

The correctional supervisors will copy the unit rosters from the "P" drive to the "Supervisors" drive daily prior to 0200 hours verifying accuracy of the date and living unit officer's names.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 24, 2012

Subject: Documentation Requirements

Segregation and Enhanced Supervision living unit rosters will be forwarded daily by the ADW Regulations to the Deputy Warden of Operations following Segregation rounds.

1.12 Client Log Entries (Cornet)

Staff member's assigned to living unit supervision will record an inmates conduct and progress on the inmate's Cornet Client Log. A minimum of one log entry is required each block of shifts for each inmate and all noteworthy information will be recorded as it occurs.

1.13 Program/INA/Remission Forms

Staff will record their name in the designated area of all Program, INA, Remission and other related forms, log entries and/or file entries.

1.14 Sentence Calculations

Staff members responsible for adjusting an inmate's sentence calculation will ensure that the calculation is immediately forwarded to a records supervisor for review and sign off.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 22, 2012

Subject: Drug Interdiction

1.01 General

Refer to the B.C. Corrections Branch, Adult Custody Policy.

s.15

- 1.02** The Corrections Branch has policy with respect to use, possession and trafficking in all drugs and alcohol in Correctional Centres. Accordingly, FRCC has established the following procedures in compliance with Branch policy;

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 22, 2012

Subject: Drug Interdiction

1.03 Staff Expectations

Staff are expected to apply due diligence in observing, detecting and reporting drug use and trafficking related to Correctional Centres. Staff will immediately report any incidents and/or suspicions regarding drug/alcohol use, possession and/or trafficking to their direct supervisor.

1.04 Inmates- Referral to Health Care Professional

Inmates suspected of ingesting or carrying drugs internally are referred to a health care professional for assessment.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 18, 2012

Subject: Emergency Situations

1.01 General

Refer to Contingency Planning in the BC Corrections Branch Adult Custody Policy.

s.15

1.02 Natural Disasters/Supply Interruption/Spills

In the event of a natural disaster including earthquake, storm, flood, and forest fire, a major electrical, gas, fuel, food and staple or water supply interruption threatening the security or operational viability of the centre and environmental spills and disasters, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately:

- Contact emergency services (911)
- Contact the Warden or designate, or if after hours, the person on call
- Contact PEP – Provincial Emergency Preparedness at 1-800-663-3456.

1.03 Emergency Operation Centre

Conditions permitting, the Emergency Operations Centre, Incident Command Centre boardroom will be in the Command Centre in emergency situations.

s.15

1.04 Priorities

Methods to resolve emergencies are directed toward protection of:

- Life
- Public Safety
- Staff Safety
- Inmate Safety
- Property

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will determine the appropriate response based on the above-noted priorities.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

July 18, 2012

Subject: Emergency Situations

1.05 Labour Interruption

In the event of a labour interruption, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately:

- Contact the Warden or designate, or if after hours, the person on call.

1.06 Inmate Protests

In the event of an inmate protest (sit down, food strike, work strike, program strike, etc) the Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately:

- Contact the Warden or designate, or if after hours, the person on-call.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 23, 2011

Subject: Enhanced Supervision Placement – Protective Custody Inmates

1.01 General

The Enhanced Supervision Placement (ESP) for Protective Custody Offenders, pursuant to the Warden's duties and authorities under the Corrections Act Regulations and B.C. Adult Custody Policy (4.6) provides for the enhanced assessment and supervision of offenders who have shown a pattern of:

s.15

The Enhanced Supervision Placement consists of two (2) separate groups ("Group A" and "Group B").

1.02 Classification / Placement

Offenders who have demonstrated the above identifying behaviours will be classified to the Enhanced Supervision Placement, Protective Custody Unit. A Classification Officer will classify an offender on a case by case basis to "Group A" for a period of assessment unless there are contact concerns in "Group A". All inmates on ESP will be reviewed weekly by the Warden or designate. The justification to return to a prior level, continue or remove the inmate from ESP will be summarized as part of this review.

1.03 Cell Placement

"Group A" offenders are to be housed on the top tier when operationally possible to minimize interaction / communication opportunities between both groups.

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

February 23, 2011

Subject: Enhanced Supervision Placement – Protective Custody Inmates

1.04 Group Placement

“Group A”

“Group A” is the induction level. Offenders will have limited peer interaction through increased cell confinement. Offenders demonstrated past / current behaviour in relation to peer / staff interaction and institutional rule adherence while classified to “Group A” will determine the offenders progression to “Group B”.

“Group B”

Group B is the final level of the Enhanced Supervision Placement. The offender has demonstrated improvement in peer / staff interaction. Offender has increased peer interaction by decreased cell confinement. An offender on Group B who continues to demonstrate positive peer / staff interaction and institutional rule adherence will progress to a regular Protective Custody Unit where his regular sentence plan will resume (work opportunities, recreational activities, etc.).

1.05 Offender Restrictions & Privileges

The ESP Protective Custody Unit schedule, as outlined in the Unit Post Job description, will be adhered to at all times.

* Regardless of “Group” placement, if an inmate opts not to attend gym or yard, they are locked during that time period.

1.06 Work Programs

There will be no work programs offered to offenders on “Group A”. Three (3) offenders will be classified as unit cleaners from “Group B” who have no contact concerns with either group as they will be unlocked during all unlock periods.

1.07 Case Plan Management

Offenders classified to the ESP or Protective Custody Unit will be assigned Case Managers. An ESP Case Plan will be developed for each offender classified to ESP. The plan will include:

- Summary of reasons for placement;
- Recommended programming, if any;
- Behaviour and conduct expectations

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

February 23, 2011

Subject: Enhanced Supervision Placement – Protective Custody Inmates

The inmate is encouraged to make submissions regarding the plan. The plan may change as the inmate progresses or when it is deemed appropriate due to the inmate's submissions.

Correction's staff will complete C-Log entries on CORNET daily for each offender classified to Enhanced Supervision Placement. This entry will be in regards to observed behaviour and demeanour.

1.08 Escorts

All inmates will be escorted by Correction Staff to and from the ESP, Protective Custody Unit.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

Purpose: Enhanced Supervision provides a three (3) stage structured environment for inmates who are experiencing difficulties functioning on a regular living unit.

1.01 Placement

The Warden, or designate, may place an inmate on Enhanced Supervision Placement (ESP) as a result of the following:

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The inmate is advised in writing upon classification to Enhanced Supervision Placement as soon as practical.

1.02 Stages

Level 1

Inmates on this level will be permitted to have limited access to the unit courtyard and T.V. room and will have additional time outside of their cell beyond that afforded to them during programs or ablutions. Inmates will be expected to continue with the direction of their case plan and positive behaviour and peer interaction.

Level 2

Although they will remain on the ESP, at this level inmates will be permitted continued access to the unit courtyard & T.V. room. Inmates will also have access to the West/East courtyard. Inmates will be expected to continue with the direction of their case plan and positive behaviour and peer interaction.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

Level 3

Inmates will begin re-integrating into the normal general population routine by having frequent time out of their cells, which may include attending gym and other program activities (AA, Church, School) off the unit. Inmates will be expected to continue with the direction of their case plan, positive behaviour and peer interaction.

At each level inmates will be expected to follow the rules of the placement in addition to the rules and regulations of the institution and their behaviour and participation, as identified in their case plan, will be closely monitored.

Rule infractions may result in return to a prior level; circumstances of the infraction will dictate to which level. Enhanced Supervision Placement is not intended to replace the Section 21 (CAR) process for inmates committing infractions.

Specific case plans will be established for each inmate within four (4) days of entry to ESP. The case plan and clear indicators of satisfactory achievement will be noted and explained to the inmate. The inmate is encouraged to make submissions regarding the plan. The plan may change as the inmate progresses or when it is deemed appropriate due to the inmates submissions.

All inmates on ESP will be reviewed weekly by the Warden or designate. The justification to return to a prior level, continue or remove the inmate from ESP is summarized as part of this review.

1.03 Alternative Segregation Cells

In the event there are no segregation cells available, a manager or the Correctional Supervisor may designate a cell within ESP, as a segregation cell.

1.04 Searches

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

1.05 Placement of Inmates

An inmate who is pending institutional charges (s.24) or is serving a segregation disposition, or is on separate confinement status and is housed on living unit 4C, will generally be placed in cells 4C7 to 4C13.

Inmates housed on ESP as a result of bed space shortages will be identified as being on “overflow” status and will be placed wherever a bed is available.

Inmates on “overflow” status will be provided the same privileges as an inmate housed on a regular living unit, program and operational needs permitting.

1.06 Escorts

Inmates serving or pending segregation, on separate confinement status, or level 1 (ESP) will be escorted to and from the unit

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s.15

Inmates on overflow status, or level 2 – 3 (ESP), s.15

In such circumstances a Correctional Supervisor will assess the inmate

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

1.07 Cell Inspection on Admission to the Enhanced Supervision Placement

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

1.08 Cell Inspection upon Release from the Enhanced Supervision Placement

s.15

1.09 ESP Log Books

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

- date, length of shift, staff on duty and their signature;
- physical and visual security checks and counts completed;
- name and CS number of every inmate admitted to the ESP;
- inmate ablution times;
- all movement in and out of the unit;
- any visitors to the unit i.e. health care professional, 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 ESP Inmate Rosters

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

- the name and CS number of each inmate;
- date of admission to the unit;
- reason for placement (i.e. segregation, separate confinement, etc);
- length of any disciplinary dispositions, including start and expiry dates;
- An area for comments (eg; "see file")

Pertinent information (eg; alerts, etc.) regarding inmates will not be detailed on the Inmate Roster for security/privacy reasons.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

The inmate roster will be updated as changes occur. At the end of each day (2200 hours) staff will print a new roster and the roster from that day will be given to the Correctional Supervisor who in turn will forward it to Administration for filing.

1.11 Whiteboard

The whiteboard located in the ESP office area will note the following information:

- Inmate name and CS#
- Assigned cell number
- Inmate's status on the unit {eg; level #, separate confinement (s.17, s.18, s.19) status, segregation, overflow etc.}
- An area for noteworthy alerts
- All other pertinent information should be noted as "see file".

Inmates will not be permitted access to the ESP office area where the whiteboard is located for security/privacy reasons.

Staff assigned to ESP will review the whiteboard at the commencement of each shift. Staff will review the client log of inmates who have a corresponding "see file" comment at the commencement of each shift. Living unit staff will review the whiteboard for accuracy each shift.

The whiteboard will be updated following inmate transfers on and off the unit, as well as, after any changes regarding the inmate's status, level, new pertinent information, or cell assignment.

The correctional supervisors will review the whiteboard for accuracy on a daily basis.

1.12 Inmate Exercise Periods

Inmates on ESP will be provided with a daily exercise period of at least one hour unless the Warden or designate considers that allowing the inmate out of his cell could endanger the inmate or other persons.

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Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

It is the responsibility of ESP staff to establish a schedule whereby each inmate housed in ESP while pending, serving a disposition, or on separate confinement status is provided with an opportunity to be out of his cell for at least a one-hour period daily. It is the responsibility of ESP staff to maintain a log indicating when each inmate was provided with their opportunity for their ablution/exercise period.

Staff will record if the opportunity for time out was declined by the inmate. If the inmate declines his period of exercise on more than one occasion, a report will be submitted to the Correctional Supervisor, and in turn, forwarded to the Deputy Warden of Operations.

Inmates in ESP pending, serving a disposition, or on separate confinement status will normally receive their ablution/exercise period during dayshift in the Segregation Unit. If ablutions cannot be completed in the Segregation Unit, they will be conducted in ESP with as little disruption as possible. Unless otherwise specified by the Deputy Warden of Operations, no more than one pending, serving a disposition, or separate confinement status inmate may be out in ESP at one time. At no time will PC and GP inmates be out together.

1.13 Client Log

It is the responsibility of ESP 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, health care professionals, chaplains, etc.

The ADW – Sentence Management Unit or designate will make an entry in the client log weekly. This entry will summarize all pertinent information relating to the inmate's status and detail case plan participation.

1.14 Personal Effects

All personal effects not allowed in a cell in ESP will be stored in the ESP storage room.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

1.15 Meals

All inmates in ESP who are serving a segregation disposition, on separate confinement status will be served and will eat all of their meals in their cells. Plastic eating utensils and disposable cups will be provided with each meal. All dishes, utensils and the meal trays will be collected after each 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.

Staff will prepare each inmates meal tray with allotted condiments, utensils etc. and will deliver each meal to the inmates confined to their cells. Staff will not utilize inmates to assist in this process.

If an inmate refuses his meal, staff will record it on his client log. If an inmate refuses two (2) meals in a row, ESP staff will contact the Correctional Supervisor. If the inmate refuses three (3) meals in a row, the health care professional is to be notified and a report is to be forwarded to the Correctional Supervisor who will in turn forward it to the Deputy Warden of Operations. Refer to Inmate Fasting Standard Operating Procedures.

1.16 Mail

Inmates in ESP will retain their customary mail privileges.

1.17 Canteen

Inmates housed on ESP, regardless of their status, retain canteen privileges unless such items demonstrate a risk to themselves or others. Perishable items are not permitted.

1.18 Laundry

Inmate laundry workers will not be permitted to enter the ESP Unit. The following process will be followed for clothing exchange on ESP:

- The laundry workers, accompanied by the Laundry Officer, will deliver the cart of clean clothing to the corridor outside of ESP.
- The Laundry Officer will notify ESP staff when the cart has been delivered.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

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s.15

- ESP staff will retain a small supply of clothing on the unit for distribution to segregation and separate confinement status inmates during their ablution periods.
- The empty laundry cart and the bagged dirty laundry will be placed in the corridor for pick up by the laundry workers.

1.19

Cleanliness

Inmates are expected to maintain a high level of personal hygiene while in ESP. Cells will be swept and mopped daily; floors, walls, ceilings and window sills are to be clean; sinks and toilets will be clean inside and out; beds made properly; and all garbage removed.

Daily cleanliness inspections will be conducted by the Correctional Supervisor, and ESP staff at 0800 hours Monday to Friday and at 1100 hours on the weekends. If a Correctional Supervisor is not available and an alternate officer has not been assigned to assist with the inspection, the inspection will be delayed until the Correctional Supervisor is able to attend. The 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.

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. All common areas, showers, courtyards, kitchen, janitor room and storage room will be inspected by ESP staff each shift and arrangements made to correct any deficiencies.

1.20

Cell Checks

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

When conducting visual inspections in Enhanced Supervision Placement, 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.

1.21 Staff Assigned to the ESP

A minimum of one Correctional Officer will be assigned to the ESP. In circumstances where the unit is reduced to single staffing the Correctional Officer will remain on the unit. If all inmates on the unit are on overflow status the Assistant Deputy Warden will determine if the officer(s) assigned to the unit will be a Security or Correctional Officer(s).

1.22 Officer Access to the ESP

Only authorized persons will attend ESP. Authorized persons are those who are assigned to the unit and those that have business to conduct relative to the operation of the unit. Staff will not loiter after their business has been completed.

1.23 Security Checks

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1.24 Management Attendance

The Assistant Deputy Warden - Regulations will attend ESP on at least one occasion during the shift. The Correctional Supervisor will attend ESP on at least three occasions during the shift.

1.25 Medical Visitation/Medication Distribution

A health care professional will visit ESP at least once during each 24-hour period. The health care professional is required to see every inmate in ESP area that is on some form of cell

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Enhanced Supervision Placement

confinement. If the health care professional feels that an inmate's confinement will result in a deterioration of an inmate's mental or physical fitness, they will submit to the Warden, their recommendations for removal from confinement.

Inmates that are out for ablutions are to be secured in their cells until completion of the health care professional'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 health care staff.

1.26 Enhanced Supervision Reviews

All inmates on ESP will be reviewed weekly by the Warden or designate. The justification for ESP placement is summarized as part of the review.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 20, 2012

Subject: Escorts

- 1.01** All escorts and the use of restraints during escorts will be in accordance with B.C. Corrections Branch, Adult Custody Policy.

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1.02 Cancellation of Escorts

Scheduled escorts will not be cancelled without the approval of a Deputy Warden.

In circumstances where it has become necessary to terminate an escort, an incident report will be completed by a staff designated by the Assistant Deputy Warden – Regulations or in their absence a Correctional Supervisor, detailing the reason why the escort was cancelled. On weekends and during periods outside of regular business hours the on-call manager is to be contacted and will determine whether or not the cancellation of an escort is appropriate.

1.03 Escort Risk Assessment

Upon initial intake into the centre, a Classification Officer will complete an intake risk assessment and assign each inmate with a escort designation.

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Prior to any off-grounds escort, the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will review the inmate's escort level designation. Any changes must be documented on the inmate's client log (CORNET).

The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will complete an Inmate Assessment/Escort Report prior to the escort. The escort officer will sign the Escort Risk Assessment form to acknowledge the information and the escort classification. The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will review the escort information with the escort staff. Based upon the security level,

s.15

A copy of the Inmate Assessment/Escort Report will be placed in the inmate escort file and a copy forwarded to administration for scanning into the inmate's client log (CLOG). Upon completion of the escort, correctional staff will complete their comments on the inmate's CLOG on CORNET.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 20, 2012

Subject: Escorts

Escorts – Fraser Houses

The Assistant Deputy Warden – Fraser Houses, or in their absence, the Assistant Deputy Warden – Work Programs (Monday – Friday) and the Assistant Deputy Warden – Regulations (evening & weekends) will be responsible for completing an Escort Risk Assessment on any inmates from the houses requiring an off-site medical appointment.

1.04 Police Assistance

The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor, after consultation with the Deputy Warden - Operations (during business hours) or the person on-call (after hours), will contact the Ridge Meadows RCMP NCO s.15 to request for police assistance when required for The Ridge Meadows RCMP NCO and the NCO of the local police detachment of the destination of all should be contacted with the details (i.e. name, time, etc.) of the escort prior to leaving the centre, for information/emergency purposes, even when police assistance is not required.

1.05 Documentation

A temporary inmate file must accompany the escort staff for all off grounds escorts, with the exception of work crews.

Admissions and discharges will create the temporary files for pre-arranged escorts and for emergency escorts which occur during their hours of operation. The Correctional Supervisor or designate, will create the temporary file in Admissions and Discharges' absence.

The temporary file will include copies of:

- Inmate identification card, which includes an inmate photograph
- Inmate Health Assessment form
- Current holding documentation
- Inmate Escort Risk Assessment form
- Blank inmate progress log sheets

1.06 Communication with Centre

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 20, 2012

Subject: Escorts

s.15

1.07 Hospital Notification

The Correctional Supervisor will be responsible for notifying the hospital when the escort is in route.

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All security for other hospital facilities will be contacted through the main switchboard.

1.08 Medical Information/Confidentiality

The B.C. Corrections Branch, Adult Custody Policy addresses the confidentiality and handling of medical information.

1.09 Hospital Security

The Correctional Supervisor will have the hospital security notified whenever an inmate is sent to hospital under any circumstances.

Upon arrival at the hospital, escort staff will meet with hospital security to obtain a hospital portable radio for communication purposes. Prior to leaving the hospital, escort staff will advise hospital security of their departure and will return the radio to reception. Escort staff will keep Hospital security informed of the inmate's movement throughout the hospital.

Correctional staff will be responsible for their own parking and may submit their receipts for re-imbursement. Escort/hospital coverage staff will park the government vehicle or their personal vehicle, in the visitor's parking lot. Hospital security requires the license plate number of the escort staff's vehicle(s).

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 20, 2012

Subject: Escorts

1.10 Hospital Supervision

Hospitalized inmates are subject to the provisions of:

- Correction Act Regulations
- Standard Operating Procedures and rules of the Correctional Centre from which they are absent
- Hospital/health care facility rules.

When an inmate is hospitalized for an extended period, a supervisor will be assigned to perform an on-site security review s.15

B.C. Corrections Branch, Adult Custody Policy, details escort/hospital supervision requirements.

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1.11 Inmate Files – Hospitalized Inmates

The B.C. Corrections Branch, Adult Custody Policy, details minimum requirements for the recording of information during an inmate's period of hospitalization.

Upon the inmates return to the Centre, the Records Supervisor will ensure the temporary file is placed in the inmate's Warrant file. The Records Supervisor will make an entry on the inmate's client log detailing any pertinent information from the escort.

1.12 Inmate Telephone Use

Inmates will not receive incoming telephone calls when hospitalized.

Outgoing telephone calls will only be permitted on the authority of the Warden or designate.

All telephone calls (including attempted calls) will be recorded in the inmate's temporary file. The number called and the time of call will be recorded.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 20, 2012

Subject: Escorts

1.13 Inmate Visits

Hospitalized inmates will only receive visits authorized by the Warden or designate.

All hospital visitors must be screened and all visits will occur at pre-arranged times for specified time limits, as determined by the Warden or designate.

1.14 Escapes

Refer to FRCC's Standard Operating Procedure for "Code Red".

1.15 Forwarding Medical Information

If the escort staff receive oral instruction from a community-based medical/health care personnel regarding an inmates medical treatment, care or future scheduled appointments, staff will obtain the name and contact number of the medical/health care person who made the statement. This information will be provided to the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor upon return to the Correctional Centre who will in turn provide the health care department with the information in writing.

1.16 Protective Vests / Escort Equipment

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

November 14, 2006

Subject: Evacuation Procedures

1.01 General

In the event of a total evacuation, consideration must be given to the status of inmates (i.e. general population, protective custody, MDO) and the degree of security and control (i.e. sentence, remand). In cases of extreme emergency where life is at stake, s.15

. Staff must accompany inmates when mixed and keep them divided. Twenty four hour supervision is a requirement. Mechanical restraints may be applied on inmates who threaten the physical safety of staff or other inmates.

1.02 Evacuation

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1.03 Evacuation Routes

Evacuation routes will be posted in each living unit and program area. The Assistant Deputy Warden or in their absence, the Correctional Supervisor has the authority to re-route the evacuation as necessary based on the circumstances.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

November 14, 2006

Subject: Evacuation Procedures

1.04 Living Unit/Program Area Officer Responsibility

In the event of an evacuation, the Living Unit/Program Area Officer is responsible for taking the living unit/program area log book and inmate roster with them

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

November 14, 2006

Subject: External Charges

1.01 General

Refer to the B.C. Corrections Branch, Adult Custody Policy.

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1.02 Contacting Local Police Agency

The Deputy Warden of Operations is the Centre's primary Liaison Officer with the local police. All contact with the police regarding external charges will be through the Deputy Warden of Operations, unless the circumstances require immediate police involvement, in which case, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will contact the police.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

December 6, 2011

Subject: Fire Contingency

1.01 General

The personal safety and welfare of staff, inmates, and visitors supersedes security in an absolute emergency. When in the opinion of the Officer in Charge, death or serious injury is eminent; all doors restricting movement will be opened for evacuation.

All staff will review the fire regulations of their work site(s) at the earliest opportunity and ensure inmates are aware of these regulations.

All staff are required to take a simulated test twice per calendar year. A simulated test is to include knowledge of emergency procedures within the living unit, directions to inmates, proper notification and evacuation routing. The Deputy Warden of Operations will ensure annual records are kept of tests and results.

1.02 Finding Smoke or Fire

When smoke or fire is discovered, the Control Centre staff will be immediately notified and the nearest fire alarm device will be activated. Control Centre staff will be informed of the location of the fire and its' nature. If possible, the observing officer is to extinguish the fire with available fire fighting equipment, keeping in mind the "one extinguisher rule". Control staff will immediately notify the Assistant Deputy Warden or in their absence, the Correctional Supervisor of the situation.

(one extinguisher rule: if the fire cannot be put out with one extinguisher, staff are to evacuate the area and await the arrival of the fire department).

1.03 Life Threatening Emergency

If in the opinion of the observing officer, the fire is out of control and presents a life threatening emergency, the observing officer will advise Control and will assist in the total/partial evacuation of the Centre. Those areas directly affected by the fire/smoke will be evacuated first. Refer to FRCC's Evacuation Procedures.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 6, 2011

Subject: Fire Contingency

1.04 Staff Supervising Inmates/Visitors

Staff supervising inmates and visitors will be responsible for their safekeeping. The Control Centre will advise staff if normal evacuation routes cannot be used and what alternate routes they are to take when exiting the building, as determined by the Assistant Deputy Warden or in their absence, the Correctional Supervisor.

1.05 Normal Evacuation Routes

All areas in the Correctional Centre are equipped with a detailed evacuation map of exits. There are *exit routes* on the map. Control staff will talk staff through alternative exits.

1.06 Assistant Deputy Warden/Correctional Supervisor Responsibilities

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will:

- Immediately report to the Control Centre;
- Review the need for further assistance and, if required, direct Control to notify the Fire Department, Police and Ambulance Service;
- Deploy staff accordingly and if the fire can be controlled by staff using existing fire equipment, ensure the fire is contained and out;
- Notify the person on-call in a timely manner;
- Deploy staff for total/partial evacuation, if required;
- Assign staff to meet and brief Fire/Police Officers as they attend the Centre.

1.07 Fire Responders

The Correctional Supervisor will assign, ^{s.15} staff to be fire responders. The assigned staff will respond directly to the location of the fire and await the Correctional Supervisor. If any of these staff are required to leave grounds, the Correctional Supervisor will assign an alternate responder.

The first available ^{s.15} will respond directly to the location of the fire. The ^{s.15} will proceed to the Equipment Room, retrieve four full-face respirators, and respond to the location of the fire. The ^{s.15} will control the response at the point of entry.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

December 6, 2011

Subject: Fire Contingency

1.08 General Rules during an Alarm

General rules to follow during an alarm:

- Do not panic;
- Do not run;
- Do not go back into a burning or smoke filled room without protective gear;
- If trapped by fire or smoke, contact Control for assistance;
- In a fire/smoke filled area, keep low as the temperature is often less at ground level and more oxygen is available.
- Feel any doors with the back of your hand before entering a possible fire site.

1.09 Securing of Files

In the event of total evacuation, or partial evacuation including Admissions and Discharges, the Admissions and Discharges staff will take all warrant files with them when evacuating the Centre. If after Admissions and Discharges hours of operation, the Assistant Deputy Warden or in their absence, the Correctional Supervisor is responsible for the removal of warrant files from the Centre.

1.10 Fire Evacuation Procedures – Night Shift

Upon activation of a fire alarm, smoke detector or a flow alarm from the sprinkler system during a night shift, the following procedures will be followed:

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

December 6, 2011

Subject: Fire Contingency

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

October 12, 2010

Subject:

s.15

1.01 General

s.15

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 18, 2012

Subject: Flood Contingency Plan

1.01 General

Refer to the B.C Corrections Branch Adult Custody Policy.

s.15

1.02 Natural Disaster/Flood

In the event of a flood, threatening the security or operation of the Centre, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately:

- Contact emergency services (911)
- Contact the Warden or designate.
- Contact PEP- Provincial Emergency Preparedness at 1800-663-3456

1.03 Command Centre

Conditions permitting, the Emergency Operation Centre, Incident Command Centre boardroom will be the command centre in the event of a flood.

The Crisis Management binders and Flood Threat Response Plan binder, located in the s.15, will be distributed to the assigned personnel in the event a flood crisis is declared.

1.04 Priorities

Methods to resolve emergencies (flood/rising water) are directed to the protection of:

- Public safety
- Staff safety
- Inmate Safety
- Property

The Assistant Deputy Warden, or in their absence the Correctional Supervisor, will determine the appropriate response based on the above noted priorities in consultation with the Warden or designate.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

April 18, 2012

Subject: Flood Contingency Plan

1.05 Assistant Deputy Warden/Correctional Supervisor Responsibilities

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will:

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1.06 Normal Evacuation Routes

In the event the Warden or designate determine the need to evacuate, due to flood/rising waters, the detailed evacuation maps located throughout the Centre will be utilized unless it is determined unsafe and alternative routes must be considered.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 18, 2012

Subject: Flood Contingency Plan

1.07 Securing of Files

In the event of a total or partial evacuation of the Centre, due to flooding, the Admissions and Discharges staff will determine if the Warrant files can be placed on higher ground for protection or the need for removal of all Warrant files exists. After Admission and Discharge hours of operation this duty will fall to Assistant Deputy Warden or in their absence, the Correctional Supervisor.

1.08 Warden's Responsibilities

In the event of a total or partial evacuation of the Centre, the Warden will phone the Provincial Director, Adult Custody Division, as soon as possible in accordance with the B.C. Corrections Branch Adult Custody Policy.

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 13, 2011

Subject: Fraser House Standard Operating Procedures

1.01 General

FRCC will have designated living unit(s) for open custody inmates. Only general population inmates classified appropriately will be housed in these Fraser Houses.

1.02 Open Custody Work Programs

Inmates classified as open custody who are housed in the designated houses will be assigned to work programs specific to their classification level.

Open custody inmates housed on alternate units will not be assigned to open custody work programs.

1.03 Recreation

Inmates will be allowed to leave the house but must remain within the designated areas outside of the houses. Inmates must inform staff prior to leaving the house and upon return to the house. Access to the outside areas will be restricted to daylight hours and adjusted seasonally.

1.04 Movement – Documentation Requirements

All inmates on or off of the living unit will be recorded in the house log book. Staff will document the inmates name and full CS# for all new intake, discharges and transfers to/from the house.

Movement for work and recreational programs (Fraser Houses only) will be recorded as follows;

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 13, 2011

Subject: Fraser House Standard Operating Procedures

- 1.05 Educational Programs** Inmates classified to and housed in the Fraser Houses, who enrol in the basic school program, will complete their studies by way of independent study (i.e. no classroom attendance).
Whenever possible, inmates from the Fraser Houses will be scheduled to attend vocational programs separate from inmates assigned to other units.
- 1.06 Religious Services** A separate religious service will be held for inmates housed in the Fraser Houses and will be facilitated in the Fraser House program room.
- 1.07 Laundry**
Laundry for inmates in the Fraser Houses will be completed in the house. Only inmates assigned to laundry duties are permitted in the laundry room. Laundry duties will be completed between the hours of 0730 – 1430 (Reds), 1530 – 1900 (work clothing) and bedding on weekends. . The door to the laundry room will be secured during non-working hours. Individual reds will be washed within the individual laundry bags and returned to the same owner. Work clothing will be bulk washed. Bedding will exchange on a one for one basis under the supervision of the house officer.
- 1.08 Disciplinary/Management Concerns Open Custody Inmate**
Disciplinary issues resulting from employment will be managed by the Assistant Deputy Warden - Work Programs. The Assistant Deputy Warden - Regulations will manage all disciplinary issues unrelated to the inmate's employment.
- 1.09 Unit Lock-ups** Inmates housed in the Fraser Houses may remain out of their rooms during staff coffee break periods, but will remain inside the house perimeter. Control staff will be notified when the house will be left unattended. Meal breaks for staff will be relieved by a Control Prowl.

Inmates will not be allowed outside of the Fraser Houses while the house is not directly supervised by Corrections staff.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 13, 2011

Subject: Fraser House Standard Operating Procedures

Inmates are expected to remain in their rooms between 2150 – 0700 hours. In the event an inmate requires the use of the bathroom facilities the inmate is to proceed directly to the bathroom and to not disturb others or loiter in any fashion.

1.10 Unit Computers

Computers will be available for inmate educational and recreational purposes. Internet access is not permitted. A printer will be available for school and job search purposes only. Computer software programs will be approved by the Deputy Warden of Programs.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: FRCD Training Agency

1.01 General

FRCD is certified by Worksafe B.C. as a First Aid Training Agency.

The Deputy Warden – Programs will ensure all instructors, classrooms and equipment conforms to Worksafe B.C. Regulations. Refer to First Aid Agency Procedures in the programs drive outlining:

- Record keeping
- Infection control procedures
- Monitoring the instructor
- Renewal of instructor certification
- Appeal procedures

Correctional officers are trained every three years in the administration of Cardio Pulmonary Resuscitation and Automated External Defibrillator (AED). AED orientation and training is specific to the AED brand used in the correctional centre.

Standard Operating Procedures

S. DiCastri, Warden

October 13, 2011

Subject: Gym

1.01 Responsibility

It is the responsibility of the Programs Supervisor to develop and maintain a gym schedule for all units with the exception of Segregation. The Programs Supervisor is responsible for maintaining up-to-date Inventory Lists for all gym/weight room equipment.

1.02 Gym Attendance

The Living Unit Officer is required to supervise the gym period for their living unit when there is no assigned Gym Officer. Any inmate not wishing to attend the gym will be locked up in their cell for the duration of the gym period.

***** NOTE**

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1.03 Gym Movement

Inmates from the east tower will enter the gym through the north access door. Inmates from the west tower will enter the gym through the west access door. All inmates will remain in the gymnasium until the Supervising Officer completes a security check of the weight room and weight room equipment.

The officer will count the inmates off of the unit and will count them into the gym. This counting process will be repeated in reverse when the inmates are returning to their unit from the gym.

1.04 Gym Equipment – Security/Repairs/Replacement

The Program Supervisor will assign an officer to complete a frisk of the gym and check all equipment prior to the first scheduled gym period each day.

The assigned officer will report deficiencies with the equipment or any security concerns to the Program Supervisor, or in their absence, to the Correctional Supervisor.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

October 13, 2011

Subject: Gym

Arrangements for any repairs or replacement of gym equipment is the responsibility of the Programs Supervisor.

1.05 Gym Keys

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1.06 Gym Cleanliness

Living Unit 3D is responsible for scheduling and providing supervision for inmate gym cleaners.

1.07 Gym Log Book

The Supervising Officer/Gym Officer will record the date, their name, the time period, and the number of inmates attending the gym for each gym period. The Supervising Officer will make a notation indicating they have completed a security inspection in the log book. The Supervising Officer/Gym Officer will complete a Living Unit report for the gymnasium.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 8, 2012

Subject: Health Care Services

1.01 General

The primary purpose of health care services is to treat illness, injury and disease to improve and restore the health of the offender.

1.02 Confidentiality

Confidentiality of personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act and provides approved personnel the authority to review and sever personal medical records in response to information request.

Information obtained during treatment of an offender is confidential except if the information is necessary for the safe management of the offender and security of staff. This information is entered on the Cornet Health Information Form and client log updates.

1.03 Health Care Orientation

Health professionals employed in a Correctional Centre will be given orientation in the following areas:

- Security and control procedures
- Local procedures and routines
- Personal safety matters
- Adult Custody Division operating policies
- Emergency procedures, including response requirements to medical emergencies, fire and evacuation
- Overview of the organization of the Corrections Branch and Justice System

1.04 Assessment Requirements

When an offender is transferred within the provincial correctional system and has had an initial assessment from another centre, a repeat assessment is not required unless ordered by a physician.

1.05 Offender Refusal

Offenders have a right to refuse treatment. If the offender refuses treatment or a pre-scheduled procedure the offender will be required to sign a "Refusal Form" and it will be documented in his current chart, Client Log as well if applicable, documented on an Inmate Injury Report.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 8, 2012

Subject: Health Care Services

1.06 Specialized Health Treatments

The centre must arrange treatment, program and security measures necessary to provide any special health program approved by a health care professional.

An offender requiring health care beyond the resources available in the facility, is to be transferred to a facility where such care can be provided or placed in a hospital.

1.07 Infection Control

Infection control information and training will be provided to all institutional staff. Infection control kits are available in designated areas within a correctional facility. The Director of Health Services will approve the contents of the kits. Corrections staff will verify on a regular basis that the kits contain the required items.

1.08 Health Care Review

The Corrections Branch ensures that a review process is in place to monitor and evaluate health care services.

1.09 Critical Incident Review

In the event of an in custody death the health care contractor will not commence any investigation until the Corrections Branch, Investigations and Standards Office and the Office of the Coroner have completed their investigation. Only the Medical Director, Corrections Branch and the Director, Mental Health Services may access health care records as members of a Critical Incident Review team. The health care contractor will receive written confirmation of the completed investigation from the Correction Branch prior to commencing its own investigation and review.

1.10 Health Care Policy & Procedures

The following manuals of policy and procedures are maintained by the Corrections Branch:

- B.C. Corrections Health Care Services Manual
- B.C. Corrections Healthcare Records Users Manual
- B.C. Corrections Dry Formulary

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 25, 2012

Subject: Hostage Taking

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Hostage Alert

Staff stating their rank followed by their name is a Hostage Alert Signal.

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1.03 Hostage Contingency Plan

The Assistant Deputy Warden, or the Correctional Supervisor if the Assistant Deputy Warden is absent or taken hostage, upon receiving confirmation of a hostage taking, will:

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 25, 2012

Subject: Hostage Taking

s.15

1.04 Corrections/Police Involvement

Corrections staff will maintain 'holding and containment' action until police negotiators arrive to assume responsibility for the hostage situation. The Warden acts in the capacity of consultant on Corrections Branch Policy and matters relating to the Institution. Corrections staff will comply with instruction of the RCMP during the negotiations, provided the instructions do not compromise the secure operations of the Centre.

1.05 Failed Negotiations

If negotiations fail, the Warden has the final decision regarding rescue.

1.06 News Media

Unless authorized, staff will not speak to the media.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 18, 2012

Subject: Immigration Unit

1.01 General

Inmates who are detained under the Immigration Act (Canada) or the Immigration and Refugee and Protection Act (Canada) will, where circumstances allow, be housed separately from inmates who are sentenced to imprisonment as a result of a conviction for an offence under the Criminal code, another federal enactment or an offence under a provincial enactment.

1.02 Work Programs

Inmates who are detained under the Immigration Act (Canada) or the Immigration and Refugee and Protection Act (Canada) must give their consent before being assigned to a work program. Once such an inmate consents to employment and has been assigned to a work program the inmate is expected to comply with all standard operating procedures, rules and regulation associated to the work assignment.

Employment opportunities for inmates assigned to the designated immigration unit will, where circumstances allow, be separate from inmates who are sentenced to imprisonment.

1.03 Religious Service

FRCC's chaplains provide multi-denomination services and individual pastoral counselling as requested or required. Access to ministerial representatives within the community will be coordinated by FRCC's chaplains.

1.04 Education

English, as a second language, classes will be available to inmates assigned to the designated immigration unit.

Inmates assigned to this unit who enrol in the basic school program will complete their studies by way of independent study (i.e. no classroom attendance).

1.05 Recreation

Yard and gym periods will be scheduled on a regular rotational basis with all units in the centre. In accordance with FRCC Standard Operating Procedures, only one living unit will attend the yard/gym at any given time.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

July 18, 2012

Subject: Immigration Unit

1.06 Disciplinary/Management Concerns

Inmates housed on the Immigration Unit will conduct themselves in accordance with expected inmate conduct, daily routines and will abide by the rules governing the conduct of inmates in accordance with s.21 of the Correction Act Regulation.

1.07 Information Sharing with Canada Border Service Agency

The Canada Border Services Agency (CBSA) liaison officer will be advised of significant events involving immigration detainees, including:

- Escorts to hospital or for other medical emergencies;
- Transfers between correctional centres;
- Hunger strikes or fasting;
- Assaults or fights;
- Serious non-cooperation or violence toward correctional staff; or
- Other behavioural concerns that may affect the proper care and management of the detainee.

When an immigration detainee with a communicable disease is being removed from the correctional centre, the escorting CBSA staff are advised in advance.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

February 14, 2011

Subject: Inadvertent Releases

1.01 General

Refer to Corrections Branch, Adult Custody Policy on Escapes, Prison Breaches, and Inadvertent Releases.

1.02 Definition

An inadvertent release is the release of an offender when an active warrant or detainer is in effect.

1.03 Records Supervisor Responsibilities

Upon confirmation that an offender has been inadvertently released, the Records Supervisor will;

- Notify the Assistant Deputy Warden of Sentence Management or if after hours, the person on-call;
- Notify local law enforcement agency;
- Ensure any K-file or Victim Notification victims are contacted and advised. If victims cannot be contacted, notify law enforcement agency in area where victim is known to reside;
- Contact Provincial Emergency Program Coordination Centre (1-800-990-9888) to ensure Protection Order Registry Check is completed;
- Initiate ICON incident reports for all staff involved with inadvertent release;
- Complete an ICON Incident Report.

1.04 Inadvertent Release – After Hours

In the event an inadvertent release occurs outside of the work hours for the Records Correctional Supervisor, a Correctional Supervisor will complete the notifications in s1.03 Records Supervisor responsibilities in consultation with the Assistant Deputy Warden or if after hours the person on-call.

1.05 Warden's Responsibilities

The Warden or person on-call if after hours will:

- As soon as possible after being notified will phone the Provincial Director, Adult Custody Division and will provide a brief written summary within two hours.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

February 14, 2011

Subject: Inadvertent Releases

- The Warden, or designate, will provide notice of ICON Incident Report via email to the Provincial Director, Adult custody Division and to the Assistant Deputy Minister's office through the Director of Programs and Strategic Services.
- Critical Incident reporting and notification applies for inadvertent releases in accordance with the Corrections Branch, Adult Custody Policy

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 12, 2012

Subject: Infection Control

1.01 Preventative Control

Institutional Health Services will ensure all inmates receive information concerning infection control through information sharing sessions.

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1.02 Bleach Bottles

30 ml filtered bleach bottles will be readily and freely available to inmates at FRCC to reduce the spread of infectious disease. Five (5) bottles will be available in the living unit kitchen area, and bottles will also be available from health care.

Living Unit Officers will check the bottles daily to ensure they have sufficient bleach in the Living Unit kitchen area. New bottles are available through the Maintenance Instructor. Empty bottles will be returned to the Maintenance Instructor.

1.03 Contraband

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1.04 Infection Control Kits

- 1) Correctional officers are issued and carry, while on duty, disposable latex gloves in a belt worn pouch.
- 2) Each Emergency / First Aid Kit will contain a one way valve mask (Laerdal Pocket Mask™)
- 3) When accessible, one way valve face masks (Laerdal Pocket Mask™) are used whenever mouth to mouth resuscitation is required.

Staff

Infection control kits (green) contain the following:

- Disposable suit, hood and boot covers
- Wyoming knife
- Goggles

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 12, 2012

Subject: Infection Control

- Face masks
- Heavy duty gloves
- One way valve mask (Laerdal Pocket Mask™)
- Bandages
- Clean-up kit

Each officer will be responsible to ensure, through daily checks that the seal on the Infection Control Kit in their assigned work area is intact. This includes all living units, SMU, Programs and Work Program areas.

Two spare kits will be available for immediate replacement of any used kits.

When the Infection Control Kit is used or the seal is broken, the officer assigned to that work area will requisition replacement items from the Maintenance Instructor. The Correctional Supervisor is responsible to for ensuring the kits are restocked and resealed as necessary.

1.05 Clean-up of Blood and Body Fluids

All body fluids should be treated as potentially infectious.

Large Volume Spills:

- Wear gloves, goggles coveralls, slippers
- Pour 6% full strength bleach over spill area
- Scrub contaminated area with mop
- Once area cleaned, rinse mop with water
- Wash area again, using water
- Rinse mop
- Discard water
- Wash hands using disinfectant soap

Smaller Volume Spills:

- Wear gloves and goggles
- Pour 6% full strength bleach over spill area
- Scrub contaminated area with mop
- Once area cleaned, rinse mop with water

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 12, 2012

Subject: Infection Control

- Wash area again, using water
- Rinse mop
- Discard water
- Wash hands using disinfectant soap

Walls and Room Contents:

- Wear gloves and goggles
- Pour 6% full strength bleach in bucket
- Pour water into second bucket
- Wipe walls and room contents with cloth soaked in bleach
- Rinse cloth with water and wipe wall and room contents
- Discard bleach and water
- The cloth is to be double bagged in a plastic garbage bag and discarded in large garbage bins outside stores
- Wash hands with disinfectant soap.

1.06 Disposal of Contaminated Items

Inmate

All contaminated inmate clothing and/or items will be placed in clearly identified bio hazard contamination impenetrable plastic bags. Bags of contaminated items are to be placed in the Infectious Waste room located outside of stores.

Staff

All contaminated staff uniform clothing and/or other issue items, including footwear will be placed in clearly identified bio hazard contamination impenetrable plastic bags. Bags of contaminated items are to be sent at the earliest opportunity to the maintenance supervisor for disposal.

The maintenance supervisor will ensure that proper bio hazard disposal protocols have been performed. The contaminated uniform clothing will then be moved to the Infectious Waste room by the maintenance supervisor. In the event an incident occurs after hours the operations correctional supervisor is to dispose of the contaminated items as indicated.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 12, 2012

Subject: Infection Control

An inventory list detailing the disposal and or decontamination of uniform clothing and/or other items is to be completed and provided to stores for tracking purposes. The information will also be recorded on the ICON incident report and the ADW Regulations notified.

Staff members requiring a change of clothing as a result of a contamination incident are to speak with an operational CS who will arrange temporary replacement clothing. A supply of uniform track suits in various sizes will be maintained in the CS equipment room for this purpose.

1.07 Condoms

Condoms will be readily and freely available to inmates at FRCC for assisting the spread of infectious disease. Ten (10) condoms will be available in the living unit kitchen area, and condoms will also be available from health care.

Living Unit Officers will check the supply of condoms daily to ensure they have sufficient amounts in the Living Unit kitchen area. Also, a limited supply should be kept locked in the staff office to draw from. New condoms are available through the Health Care Centre.

Staff who discover unopened condoms or lubricant packages in an inmate's possession will not confiscate these articles.

Inmates suspected of using condoms to conceal contraband are disciplined through the normal process.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

August 14, 2008

Subject: Inmate Death/Coroner's Inquest

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

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1.02 Notification of Next of Kin

When an inmate dies while in custody, the chaplain will contact the local police or RCMP to notify the next of kin. If the chaplain has developed a prior relationship with the inmate's next of kin, the chaplain will consult with local police or RCMP to determine the most appropriate course of action for notifying the next of kin.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 8, 2011

Subject: Inmate Access to Legal Counsel, Investigation and Standards Office and Ombudsman

1.01 Access to Telephone

Inmates pending a disciplinary hearing, serving a segregation sentence, a period of cell confinement, on separate confinement status or classified to the Enhanced Supervision Placement (ESP) unit, will be granted reasonable access to the telephone when requesting to make calls to legal counsel, Investigation and Standards Office, or the Ombudsman. Calls may be deferred to a scheduled abatement period providing they are not emergent, and keeping in mind that access should be provided between 0900 – 1600 unless a specified time has been indicated.

Inmate access to legal calls may only be denied when continued cell confinement is necessary for the security and order of the Correctional Centre, or the safety of the inmate.

1.02 Inmate Requests for Review of Disciplinary Hearings

The officer receiving a written request for review will immediately contact the Correctional Supervisor. The Correctional Supervisor will also be contacted if an inmate informs his supervising officer of his request for review but has not forwarded the written request for review due to confidentiality reasons.

The Correctional Supervisor will;

- Obtain the request for review from the receiving officer.
- Ensure the inmate is aware of his right to confidentiality.

If the inmate waives his right to confidentiality, the Correctional Supervisor will immediately thereafter fax the request for review to Investigation and Standards office. The Correctional Supervisor will note the date and time of the fax on the correspondence. The Correctional Supervisor will provide a copy of the faxed request for review to the Deputy Warden of Operations. The original will be returned to the inmate.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

June 8, 2011

**Subject: Inmate Access to Legal Counsel, Investigation
and Standards Office and Ombudsman**

If the inmate does not wish to waive confidentiality, the Correctional Supervisor will ensure an envelope is provided to the inmate. The Correctional Supervisor will immediately upon receipt, deliver the sealed envelope to Administration for mail delivery.

The Correctional Supervisor will record an entry in the inmate's client log detailing when the request for review was received, and whether it was sent by fax or by mail.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

February 14, 2011

Subject: Inmate Call Control System (ICCS) – Telephone Cards

1.01 General

Inmate access to telephones requires the use of a phone card. Each inmate is provided with a phone card upon initial admission to custody. Telephone cards are transferred from centre to centre in the inmate's warrant file. Inmates whose appearance has changed significantly will have a new phone card issued. Inmates will only use phones specifically designated for inmate use on the living units.

1.02 Phone Card Use

Inmates will leave their phone card in their cell unless they are using it to make a call, attend the Sentence Management Unit or for work program identification purposes. Inmates are not permitted to use or possess phone cards issued to another inmate. Inmates will not alter or disfigure their phone card. A \$5.00 replacement fee will be charged to the inmate to replace lost or damaged cards.

1.03 Phone Card Funds

The cost of debit and long distance calls and process for transferring funds to phone cards will be posted in each living unit. Inmates must submit a Special Request Form to have funds transferred from their trust account to their phone card account.

1.04 Indigent Phone Card

Inmates who have no funds and require the use of the phone for emergency or release purposes may submit a request to the Correctional Supervisor requesting the use of the indigent phone card.

The Correctional Supervisor will report all uses of the indigent card to the Deputy Warden of Operations. The Correctional Supervisor will ensure a minimum balance of thirty (\$30) dollars is on the indigent card at all times.

1.05 Telephone Blocks

Telephone numbers may be blocked individually or globally. Global number blocks can only be authorized by a Warden. The Assistant Deputy Warden can authorize an individual call block. Phone number blocks will be instituted where there are reasonable grounds to believe that the inmates;

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 14, 2011

Subject: Inmate Call Control System (ICCS) – Telephone Cards

s.15

An inmate disputing the need for a telephone number block may do so in writing to the Deputy Warden responsible, stating their reasons for required access. The Deputy Warden will respond to such disputes within 30 days.

1.06 Telephone Call Termination Disputes

Where an inmate believes that a charged telephone call was prematurely terminated for reasons that were not a result of cause by system software, or the actions of the inmate, the inmate may submit a complaint form to the Assistant Deputy Warden responsible. The Assistant Deputy Warden or designate will investigate and determine if funds are to be credited to the inmate. Any such credits will be made within seven (7) days of the decision.

1.07 Lawyer Calls

Lawyer telephone numbers will be entered on the system as “free cut” and “privileged” upon the written request of the lawyer.

Messages for incoming calls from lawyers, the Ombudsman and ISO, will be taken by staff and forwarded to the inmate upon receipt. The inmate will then be provided with telephone access to return the call.

1.08 Monitoring

All inmate telephone calls, with the exception of those to legal counsel or other privileged parties, are subject to monitoring in accordance with Section 14 of the Correction Act Regulation. A warning to this effect will be posted immediately adjacent to all phones.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

February 14, 2011

Subject: Inmate Call Control System (ICCS) – Telephone Cards

Monitoring of calls will only occur where there are individualized grounds to believe that the inmate's conversations with third parties may disclose some threat to the Centre.

1.09 Record of Monitoring

Only a manager or Correctional Supervisor (CS), with written designation by the Warden or designate, will monitor calls or retrieve and listen to archived recorded calls. The Warden or designate signs and dates the Record of Monitoring form authorizing the manager or CS to retrieve and listen to archived recorded calls. All monitored calls must be recorded on Digital Recording System Recording Form.

1.10 Restricted Communication

If an inmate's communication has been restricted, an authorized person must as soon as practicable inform the inmate in writing and give reasons for the restriction.

1.11 Retrieval of Archived Telephone Recordings

The Warden or designate will request archived telephone recordings from Telus as required.

Designated individuals require written approval from the Provincial Director or Deputy Provincial Director to retrieve archived calls from another correctional centre.

1.12 Retention and Destruction

When required a hard copy (i.e. CD) of retrieved archived call recordings or call detail records will be created in response to formal investigations. Materials created will be retained on-site for the current year, plus two additional years then moved to off-site storage.

1.13 Disclosure of Non-Privileged Telephone Communications

Information retrieved from monitored phone calls will be distributed on a "need to know" basis only.

Information retrieved from monitored phone calls will be provided to police and other criminal justice agencies by a manager or Correctional Supervisor, where:

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Subject: Inmate Call Control System (ICCS) – Telephone Cards

- There is a valid warrant for the digital recording;
- There are reasonable grounds to believe that it is in the interest of public safety to provide information derived from the call.

1.14 Calls to Other Correctional Centres

Telephone calls between inmates at other Correctional Centres must be approved by the Warden or designate. Consideration will only be given to immediate family.

1.15 Technical Support

In the event that problems occur with the Inmate Call Control System, the Telus Single Point of Contact (SPOC) Centre will be contacted by the Assistant Deputy Warden.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 1, 2011

Subject: Inmate Canteen

1.01 General Process

Inmates will submit their completed canteens forms to the living unit staff by 2200 hours on Thursday evenings.

1.02 Staff Responsibilities – Canteen Order Form

The living unit officer will review each submitted canteen form to ensure the inmate has properly documented:

- printed inmate name
- CS number
- date
- signed by the inmate
- location of the inmate
- inmate has added the total amount and number of items ordered in the appropriate column

The living unit officer will check the inmate's Cornet trust account information to confirm the inmate has adequate funds. The staff will sign and date the canteen form. The living unit officer will complete a unit canteen registry list. The completed list will be submitted with the completed canteen forms to the Correctional Supervisor by 0200 hours.

1.03 Correctional Supervisors Responsibilities

The Correctional Supervisor will verify that all canteen forms are completed, retain a copy of the canteen registry and place all paper work in the muster room canteen bin by 0600 hours for pick-up by the contractor.

1.04 Canteen Staff Delivery

Canteen will be delivered to each unit between Friday & Sunday. The living unit officer will verify and sign for all canteens delivered to the unit. Living unit officers will only accept canteens for inmates who are currently assigned to their unit. Canteens for inmates that have been moved to another unit will remain on the canteen cart. Upon completion of canteen delivery, the canteen contractor will contact the Correctional Supervisor who will assign an officer to distribute canteens for inmates who have moved to another unit since submitting their canteen order form.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 1, 2011

Subject: Inmate Canteen

1.05 Staff Responsibilities – Distribution of Canteen

The living unit officer will accept canteens for those inmates present on their unit. An inmate assigned by the unit officer will assist in the removal of canteen bags from the canteen cart. The canteens will be placed in the staff office. The living unit officer will distribute canteens one at a time. All inmates receiving canteen will produce their ICCS telephone cards to confirm their identity prior to receiving canteen. If their ICCS telephone card is not available, the officer will verify the inmate's identity by utilizing the Cornet data base. The unit officer will place a check mark next to each inmate name on the canteen registry form indicating canteen received by the inmate.

Inmates will open their canteens and confirm the contents immediately and sign off the Canteen Summary Form acknowledging receipt of contents. Deficiencies will be identified to the unit officer and the inmate will be required to submit in writing, details of missing items.

Staff will record in the inmate Cornet Client Log that a request form (include request #) has been generated for missing canteen. The living unit officer will notify the contractor of any deficiencies.

Completed canteen forms (yellow copy) will be placed in the canteen basket located above the living unit mail slots, in the muster room, by the conclusion of their shift.

1.06 Transferred Inmates

If an inmate is transferred to another centre or released, the canteen will be returned to the canteen office and the inmate's account credited.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 9, 2011

Subject: Inmate Clothing and Personal Effects

1.01 General

Refer to BC Corrections Branch Adult Custody Policy.

s.15

Upon admission to the Centre, an inmate will surrender all personal property. Only pre-approved items will be given to an inmate during initial intake.

All personal property not given to an inmate during initial intake, and items subsequently received, will be itemized on the Effects Summary and Effects Intake screens in CORNET.

The effects screen will be completed during the admitting procedure at the initial receiving Centre. All clothing and other personal property will be itemized on the form.

Records staff will ensure all medication(s) belonging to the inmate are forwarded immediately to the intake nurse. The intake nurse will record the medication(s) in (PAC) and once documented, records staff will ensure that the medication(s) are placed in the inmate's personal effects and recorded by description only (e.g. prescription medication: bottle, white pills – not recorded by name) in the Effects Intake screen in CORNET.

When itemizing personal effects, staff will note:

- colours (note: items of jewellery that appear to be gold/silver should be marked as yellow/grey respectively;
- condition (new, used, poor)
- brand names.

After all effects have been recorded, the inmate and staff sign the printed Client Personal Effects Report indicating the list to be complete and accurate.

1.02 Effects – Transfer From Other Correctional Centre

Sealed effects bags received when an inmate transfers to FRCC from another Correctional Centre will not be opened. These bags will be stored directly in the A & D Effects Room. Staff will document "one sealed blue effects bag" and will also confirm/record the security tag number on the Personal Property Inventory Form.

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Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Inmate Clothing and Personal Effects

1.03 Storage of Effects

All inmate clothing and personal effects will be stored in the blue effects bags. Clothing will be placed directly in the effects bag. Personal property (i.e. wallets, jewellery, ID) will be placed in a sealed clear plastic bag and then placed in the effects bag. The blue effects bag will be zipped up, and the zipper will be secured with a numbered security tag. The number on the security tag will be recorded on the effects screen. The effects bags will be stored in the A & D Effects Room.

Any clothing and/or personal effects that do not fit in the effects bag will be secured in a clearly labelled box and placed on the storage rack in the vicinity of the corresponding inmates effect bag(s).

1.04 Access to Effects

Inmates will not be granted access to their effects while in custody, unless special circumstances exist. Requests to access personal effects must be approved by the Assistant Deputy Warden of Sentence Management. Special Circumstances may include but are not limited to:

- legal documents for Court purposes;
- access to telephone numbers for emergency purposes (i.e. death in the family);
- Court order – warrant.

If at any time the original security tag is broken to allow access to effects staff will record the item(s) added or removed on the effects screen. The new security tag number will also be recorded.

Requests for access to clothing for trial purposes must be submitted a minimum of seven (7) days prior to court appearance to the Deputy Warden – Offender Management.

1.05 Later Additions to Effects

FRCC will not accept clothing or personal effects that are dropped off or mailed to the Centre. Unauthorized items received by mail/courier will be returned to sender. Postal insurance is purchased through the Inmate Benefit Fund. Inmates requiring a one-for-one clothing exchange for Court purposes must submit a special request to the Records Supervisor for approval.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 9, 2011

Subject: Inmate Clothing and Personal Effects

If an inmate due for release does not have clothing to be released in, A & D staff will attempt to find suitable clothing from FRCC's welfare clothing supply at no cost to the inmate. Clothing for release purposes will be accepted just prior to release from the John Howard Society and/or the Salvation Army. Clothing received from such organizations will be bagged, labelled and attached to the outside of the inmate's blue effects bag.

1.06 Transfer of Effects

When inmates are being transported from one Correctional Centre to another, they will not have access to their personal effects. Personal effects and cell effects will be placed in a secure area during transport.

If the volume of inmate effects exceeds the limit for transport, any remaining effects are to be forwarded to the other Correctional Centre by House Mail or Courier.

1.07 Inmate Effects – Money

Money will not be stored with effects. Any monies found in the possession of the inmate or his effects will be counted in the presence of the inmate. The dollar amount will be recorded on a receipt. Staff and the inmate will sign the receipt. Staff will enter the receipt on CORNET. The white copy of the receipt will be given to the inmate. The pink copy of the receipt will be attached to the outside of the envelope that contains the money and will be turned over to the Trust Accounts Clerk during business hours. After hours, the money will be stored in the safe until the next business day, at which time it will be given to the Trust Accounts Clerk.

1.08 Release of Effects

Whenever releasing inmate effects, staff will ensure the effects are properly signed out on the effects form.

1.09 Disposal of Abandoned Clothing and Personal Effects

In accordance with s.36 Correction Act Regulation, unclaimed property abandoned by an inmate at a Correctional Centre on his or her release, transfer or escape from the Correctional Centre and not claimed by the inmate within three months from the date of release, transfer or escape is forfeited to the government.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

March 9, 2011

Subject: Inmate Clothing and Personal Effects

The disposal of inmate property will be done in the following manner:

- All money (foreign and domestic) will be signed over to the Business Manager for disposal. A receipt, with the inmate's name, CS# and the dollar amount must accompany the money.
- All clothing that is usable will be placed in the Centre's inmate welfare clothing and provided, at no cost, to inmates in need.
- All jewellery and other articles of intrinsic value will be signed over to the Business Manager for disposal.
- Hats, belts and footwear in usable condition will be placed in the inmate welfare clothing and provided, at no cost, to inmates in need.
- Personal papers, photos, I.D. and all other documents will be shredded.
- Lottery tickets will be signed over to the Business Manager for disposal.

The Assistant Deputy Warden of Sentence Management is responsible for the disposal of inmate effects.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 28, 2011

Subject: Inmate Complaints and Requests

1.01 Inmate Complaint Process

1. Inmate complaint forms will be legibly signed and dated by the receiving staff member.
2. The white (top) copy is to be returned to the inmate.
3. Complaint forms will be logged on Cornet as soon as practicable (prior to the end of shift) by the receiving officer.
4. Regardless of whom the complaint form is addressed, it will be forwarded soon as practicable (prior to the end of shift) to the warden's office and be handled in accordance with section 37 of the *Correction Act Regulation*.
5. Staff members should attempt to resolve inmate concerns wherever possible and without unnecessary delay.
 - a) If a complaint is rectified at the unit level, the complaint form is still to be sent to the person in charge with the situation thoroughly explained on the form.
 - b) A formal letter will be sent to the inmate by the person in charge or delegate to conclude the matter.
6. An inmate may make a written complaint to the Director, Investigation and Standards Office in accordance with the provisions of section 28 of the *Correction Act*. Such complaints must be forwarded without delay.

1.02 Inmate Request Process

1. Inmate request forms will be legibly signed and dated by the receiving staff member.
2. The white (top) copy is to be returned to the inmate.
3. Request forms will be logged on Cornet as soon as practicable (prior to the end of shift) by the receiving officer.
4. General requests will be forwarded to the person or department they are addressed to.
5. Requests to the Chaplain, Native Liaison and the Drug & Alcohol Counsellor will be forwarded to administration (DW – Programs Assistant) who will log receipt of their request prior to forwarding to the appropriate party.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCasti, Warden

July 28, 2011

Subject: Inmate Complaints and Requests

1.03 Processing Unmarked Forms

Inmate forms identified as neither a request or complaint will follow the Inmate Complaint Process as indicated in Section 1.01

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 15, 2011

Subject: Inmate Correspondence

1.01 General

All outgoing and incoming correspondence, except privileged correspondence will be opened and examined for contraband prior to being delivered to the intended recipient.

In accordance with section 14 of the Correction Act Regulation, staff will not monitor mail unless provided with direction to do so by a Deputy Warden.

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The Deputy Warden will also identify through Incident Reports when an inmate's correspondence should be monitored. In such cases, a Correctional Officer may be directed to review the identified inmate's correspondence.

- The Deputy Warden of Operations will continue to receive all reports or concerns with inmate correspondence, but any Deputy Warden can request the monitoring of mail under the reasons given in the CAR or through an incident report.

1.02 Privileged Correspondence

Communication between an inmate and the following is a privileged communication:

- the Assistant Deputy Minister;
- the Provincial Director;
- the Warden;

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Subject: Inmate Correspondence

- the Director;
- a member of Parliament or of the Legislative Assembly;
- the Ombudsman;
- 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 that Act;
- the inmate's 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.
- British Columbia Human Rights Tribunal (BCHRT)

Incoming privileged correspondence will be given to the inmate unopened/sealed by a Correctional Supervisor. The inmate is required to immediately open it, in the presence of the Correctional Supervisor, to ensure there is no contraband present.

If there is any suspicion that the correspondence is not privileged, staff will reseal the correspondence and forwarded to the Deputy Warden of Operations, accompanied by a written report from the officer involved.

1.03 Mail Registry

All incoming and outgoing correspondence will be logged on Cornet in the inmate's C-Log. All alerts will be checked for no contacts prior to incoming mail being distributed and outgoing mail being sent. Outgoing entries will include full name of intended recipient as well as date and time correspondence is entered into C-Log. Incoming mail entries will include all information provided by the sender (i.e. name, address) as well as date and time letter was received and entered in C-Log.

Once the incoming mail is logged on Cornet, to maintain privacy, it will be secured in the unit office until it can be hand delivered directly to the inmate.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 15, 2011

Subject: Inmate Correspondence

- Incomplete outgoing correspondence (i.e. no inmate name / address and / or the recipient's name) will be returned to the inmate to be completed.
- Incomplete incoming mail for inmates that are in our centre, that does not have a return address, or return addressee, will be subject to monitoring as described in the Correction Act Regulation (CAR) Section 14. This correspondence will be brought to the attention of the Correctional Supervisor who can inform the inmate his mail will be monitored because of missing information on the envelope. The correspondence should be monitored to discover a return address or who the letter may be from so an informed C-log entry under the mail log can be entered under the clients name or the mail denied depending on the content.
- Incoming mail without an inmate's name will be placed in "dead mail" at the front desk and destroyed after a six month period.
- All mail that is "Return to Sender" will be approved to be returned to sender by a Deputy Warden
- Mail that is unable to be distributed will be placed in dead mail at the front desk and destroyed after a six month period. All dead mail will be monitored monthly by a Deputy Warden and all dead mail for destruction must be approved for such by a Deputy Warden.

All mail will be processed each business day. Staff will remove all outgoing mail from the living unit mailbox each day between 2300-0700 hours and deposit the mail in the outgoing mailbox located in the Muster Room. Staff will collect all incoming mail from their living unit mailbox at 2300 hours and will ensure the correspondence is processed and delivered prior to 0630 hours. The front desk officer is responsible for ensuring that the outgoing mail is transferred from the Muster Room to administration prior to 0815 hours each business day, including all documentation located in the "Warden/Admin" and "Inmate Telephone Request" boxes. The front desk officer is responsible for collecting and processing all mail collected in the "Inmate Mailbox" located in reception. Between 1445 and 1500 hours, on each business day, the front desk officer will transfer the processed incoming mail from administration and distribute accordingly to the living unit mail boxes located in the Muster Room.

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September 15, 2011

Subject: Inmate Correspondence

In circumstances where the front desk officer is unavailable for mail pick-up, the Assistant Deputy Warden - Regulations or in his absence, the Correctional Supervisor will assign a correctional staff member these tasks.

Any incoming correspondence that is forwarded or returned to sender will be logged by the front desk officer.

1.04 Examination of Contraband

All incoming mail other than privileged correspondence will be opened and searched for money (including cheques and money orders), drugs and other contraband by the Reception C.O.

Any mail, where the content may jeopardize the safety and security of the institution, will be forwarded to the Deputy Warden of Operations. Administration will maintain a log of all such mail.

1.05 Restricted Communication

Inmate correspondence will be restricted where there are reasonable grounds to believe that the inmate is:

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If an inmate communication has been restricted, an authorized person must as soon as practicable inform the inmate in writing and give reasons for the restriction.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 15, 2011

Subject: Inmate Correspondence

1.06 Correspondence with Youth

Inmates are prohibited from corresponding with underage persons without the prior written consent of the underage person's parent or guardian. Inmates wanting to correspond with inmates in a Youth Centre must receive prior written permission from the Youth Warden.

1.07 Suspicious Mail

Any envelope/letter that creates suspicion of being contaminated will not be opened, if not already opened, or moved. If the envelope, opened or sealed, must be moved and it appears to be safe to do so, handling will be limited by one person. When possible the letter will be secured in an evidence bag. Staff will not attempt to taste or smell the suspicious envelope/letter.

Staff who suspect an envelope/letter of being contaminated will immediately notify the Assistant Deputy Warden or in their absence, the Correctional Supervisor. The following process will be followed:

- Notify RCMP (911)
- Notify fire department (911)
- Notify the Warden, or if after hours, the person on-call
- Order the evacuation of the affected area pending the arrival of emergency personnel
- Restrict the access to the affected area – emergency personnel access only
- Further movement or disposal of the suspicious envelope/letter will be limited to emergency personnel only.

1.08 Police Access

When police seek to seize or access a record (copy or original) staff only release or allow access to the record upon receipt of a warrant or court order. Otherwise, the Correctional Supervisor or manager may relate (i.e. verbally) the contents of the accessed records to police when an authorized access of the correspondence has disclosed evidence of a criminal offence.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 6, 2012

Subject: Inmate Counts

1.01 Formal Counts

Formal counts will be conducted daily at the following times:

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A formal count may be initiated at any time by a manager or an operations Correctional Supervisor.

There will be no inmate movement permitted during formal counts unless authorized by Correctional Supervisor. Inmates are required to stand in front of their own cell for formal counts that do not coincide with lockups. Inmates will line up in a single line when away from their living units. Officers conducting counts will physically observe each inmate in their area of responsibility and will, as far as practicable, be satisfied that the inmate(s) is healthy. It is essential staff observe breathing/movement of the inmate. Results are recorded in writing and include the name and signature of the staff member conducting the count.

Inmate counts will be called into Control at formal count times. Control will record all counts. Control will verify their count with Admissions and Discharges and notify the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor of the cleared count or any discrepancies.

Formal counts will be announced over the intercom by Control.

1.02 Formal Counts – Fraser Houses

Formal counts in the Fraser houses will be conducted as follows:

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 6, 2012

Subject: Inmate Counts

1.03 Living Unit and Program Area Counts

Counts are conducted at unscheduled times. If required, staff have the ability to stop movement and line up inmates.

Staff will conduct a count:

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Counts (i.e. visual cell inspections) will be recorded s.15
and include the name and signature of the staff member conducting the count. The officers will, as far as practicable, be satisfied that the inmate(s) is healthy. It is essential that staff observe breathing /movement of the inmate.

Counts will be reconciled s.15

1.04 Outside Work Crews Counts

Staff will advise Control of their inmate count when they leave from and return to the Centre. Staff will conduct constant counts of inmates under their supervision. Work Crew counts will be called into Control s.15

Control will log the count given by the Work Crew Officer. If control does not receive a count by the Work Crew Officer, they will initiate contact of the Work Crew Officer.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

June 6, 2012

Subject: Inmate Counts

1.05 Identification Counts

Counts which confirm the identity of inmates will be conducted:

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When an identification count is conducted all staff supervising inmates will confirm the identity of the inmates under their supervision by way of CORNET picture identification or inmate telephone card picture identification. The officer will, as far as practicable, be satisfied that the inmate(s) is healthy. It is essential that staff observe breathing movement of the inmate.

Staff will forward their confirmed inmate lists to the Correctional Supervisor who in turn will forward all lists to the records department for reconciliation.

1.06 North Compound/Loading Dock Counts

Formal counts on the Loading Dock will be initiated by a single short blast of the air horn. Inmates will assemble in the center of the loading dock until the count is complete.

All counts in the North Compound will be initiated by a single short blast of the air horn. Inmates will assemble in the cover-all and line up along the yellow dotted line until the count is complete.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 5, 2012

Subject: Inmate Fasting

1.01 General

Refer to Inmate Fasting, Inmate Health Care Services, BC Corrections Branch Adult Custody Policy.

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1.02 Definition

A fast is a complete and voluntary abstinence from nourishment. A fasting inmate is acting on the basis of impaired and irrational judgement concerning consequences.

1.03 Right to Fast

Staff will not interfere with an inmate's exercise of the right to fast provided the inmate is:

- old enough to consent to their own medical treatment
- mentally competent; and
- conscious

1.04 Notification

When it becomes known that an inmate is fasting, correctional staff will notify the:

- Warden or designate, who in turn will inform the Provincial Director and Director, Health Services;
- Health Care Professional immediately if the inmate has been fasting for 24 hour or more, or within 24 hours if the inmate has commenced fasting.

Within twenty four (24) hours the Warden or designate, will notify the next of kin upon the recommendation of the Director, Health Services.

The Assistant Deputy Minister, Corrections Branch will be notified in accordance with the BC Corrections Branch Adult Custody Policy.

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FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 5, 2012

Subject: Inmate Fasting

1.05 Surveillance/Medical Observation

Correctional staff will:

- Place food and water where it is available to the inmate at all times.
- Keep the inmate under close observation, maintain frequent communication, and encourage eating.

The Assistant Deputy Warden/Correctional Supervisor will:

- In consultation with medical staff and the Warden, ensure the fasting inmate is housed in a location where surveillance can be provided.
- Ensure a correctional officer is assigned to keep a record (Inmate Fasting Form) of;
 - meals missed or refused;
 - inmates stated purpose for the fast
 - inmate's response to encouragement by staff, and other individuals in contact (ie; medical staff, chaplain, etc.);
 - inmate's general appearance and condition; and
 - each physical check (ie; 15 mins. or 30 mins.) of the inmate.
- Inform medical staff immediately of a deterioration in the inmate's health, especially loss of consciousness.

The Warden or designate will:

- Support frequent visits and discussions with close family members, friends, or relatives who may persuade the inmate to break the fast.
- Maintain a list of names and telephone numbers of close family members, friends, or relatives.

Medical staff will:

- Assist in the determination for the appropriate placement of the inmate based on his medical needs.
- Make a referral to a mental health professional.
- Regularly review the inmate's condition.
- Advise, in consultation with correctional staff on the removal of the inmate from medical observation.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

July 5, 2012

Subject: Inmate Fasting

- 1.06** When an inmate becomes unconscious or when the clinician determines that the life and health of an inmate is threatened, the Warden on the advice of the clinician will transfer the inmate to a hospital facility by an emergency medical absence.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

November 26, 2007

Subject: Inmate Files

1.01 Files on Admission/Transfer

All inmates admitted to Fraser Regional Correctional Centre will be accompanied by a warrant file and a medical file.

Inmates being transferred from FRCC to another Centre will be accompanied by their warrant file and the medical file.

1.02 Temporary Files

In the event the required files did not accompany the inmate upon admission, a temporary file(s) will be created. Copies of legal holding documents and any pertinent security information must be faxed from the sending Centre. FRCC's medical personnel will consult with the sending Centre's medical personnel regarding pertinent medical information and arrange for the faxing of required documentation.

1.03 Warrant Files/Unit Files

Warrant files will be maintained in accordance with BC Corrections Branch, Adult Custody Policy.

Living Unit Officers are responsible for the secure storage of their files and filing new material upon receipt. The Living Unit Officers will contact the Records Supervisor if a unit file is damaged beyond repair and a replacement is required.

1.04 Client Log – Documentation Requirements

Living Unit Officers will document general inmate conduct and progress on each inmates client log at minimum once in each block of shifts. Living Unit Officers will record all "noteworthy" information as it occurs on the day it occurs. Auxiliary officers assigned to the living units are required to document all noteworthy information as it occurs on the day it occurs.

1.05 Inmate Identification Verification Binders

Each living unit at FRCC will have an Inmate Identification Verification Binder which will be secured in the living unit staff office.

The Inmate Identification Verification Binder will maintain identification information for each inmate that is housed on the living unit.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

November 26, 2007

Subject: Inmate Files

The content will be as follows:

- Inmate picture identification (face sheet)
- Inmate photo sticker and CS number

Each inmate's identification verification information will be placed in the binder covered in protective plastic.

1.06 Movement of Unit File

It is the responsibility of the Living Unit Officer to ensure the unit file accompanies the inmate or follows in a timely manner when an inmate is moved from one unit to another within the Centre.

1.07 Warrant / Unit / Medical Files Leaving the Centre

Warrant / Unit / Medical files will not leave the Correctional Centre unless requested by an authorized person of the Branch. (Warden, Director of ISO)

1.08 Client Log – Freedom of Information

Under the Freedom of Information and Protection of Privacy Act, inmates may have access to certain information recorded or attached to their client log. Inmate requests to review or obtain information will be processed by designated staff only.

1.09 Closing Summary

Living Unit Officers will complete a Closing Summary on all sentenced inmates three days prior to discharge and forward, via e-mail, to the Living Unit Supervisor for a final remission review. The Closing Summary will be attached to the client log following the remission review by the Living Unit Supervisor.

1.10 Inactive Unit Files

Upon expiration of sentence, Living Unit staff will forward the inactive unit file to Admissions and Discharges. Admissions and Discharges will box the unit file with the corresponding warrant file and send to North Fraser Pretrial Centre for dead filing.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

December 4, 2006

Subject: Inmate Industry Safety Management System

1.01 General

The Industry Safety Management System is an internet safety data system that is intended to assist in the safe operation of the inmate work programs in the district. The system outlines practice and procedures that are consistent with Worksafe B.C. regulations and industry operations in the community at large.

The Inmate Industry Safety Management System will include:

- Safety manual (including safety library)
- Practice and Procedures for work site risk/hazard assessments.
- Equipment and tool work hazard assessments.
- Monitoring and organizing the instructional requirements for all equipment associated with industry projects and work areas.
- Personal protective equipment for all industry work sites.
- Equipment data collection and procedures for all job hazard assessments.
- Incident investigations.
- First aid requirements
- Safety library for all tools and equipment.
- Ability to audit, plan and track instruction to inmates.

1.02 Responsibilities

The Deputy Warden – Programs will define the roles of the administrator, supervisor, users and identify the:

- Administrator:**
- Maintains overall control of Inmate Industry Management System
 - Ensures users are instructed in Inmate Industry Management System, policies, procedures and best practices
 - Ensures Inmate Industry Management System is administered and enforced in all areas

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 4, 2006

Subject: Inmate Industry Safety Management System

Supervisor: - Responsible for daily administration of safety programs on-site
- Analysis and preparation data entry of safety assessments
- Assisting in instruction and ensuring Inmate Industry Management System is maintained

User: - View and print access only
- Provide information and instruction to inmate workers

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 4, 2006

Subject: Inmate Information Guide

1.01 General

In accordance with section 5(1)(c) Correction Act Regulation, the person in charge is required to provide inmates with reasonable access to information regarding daily routines of the Correctional Centre. The Inmate Information Guide provides information regarding daily routines and expected inmate conduct.

Inmates who fail to:

- Follow the direction of correction's staff,
- Conduct themselves in accordance with expected inmate conduct and daily routines, or
- Abide by the rules governing the conduct of inmates in accordance with section 21 of the Correction Act Regulation,

may be subject to disciplinary action.

A copy of the Inmate Information Guide will be posted in each living unit for inmate access.

FRCC's Inmate Information Guide forms part of FRCC's Standard Operating Procedures.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Inmate Laundry

1.01 General

Laundry will be exchanged on a one for one basis only.

Each inmate on all living units excluding segregation, are permitted to have the following;

- two sets of reds
- three pairs of socks
- three pairs of underwear
- two towels

1.02 Laundry – Fraser Houses

The House Correctional Supervisor will assign 5 inmates per house to complete all house laundry and maintain the cleanliness of the houses.

Only the assigned inmate is authorized to be in the laundry room. Laundry will be dropped off at the laundry door prior to 0800 hours daily in a marked laundry bag. This will be returned by 1500 hours daily. Work clothing will be laundered in bulk and returned to the boot room by 1900 hours.

Upon return of the inmates employed out of the house, all work clothing will be placed in the designated bins, the laundry room door will be secured and all subsequent access to the laundry room will be controlled through the house officer.

The house Correctional Supervisor will ensure there are sufficient laundry supplies available in the November and Sierra Houses. Worn out clothing will be exchanged on a one-for-one basis as per the posted house schedules. Bedding will be laundered as per the posted house schedule on a one-for-one basis. The Correctional Supervisor of the houses will be in charge of ordering clothing and bedding through the Stores department.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: Inmate Laundry

1.03 Laundry – 1A / 1B and North Compound Units

The inside Work Program Supervisor will assign an inmate on living units 1A / 1B to complete all living unit laundry and maintain the cleanliness of the living unit.

Only the assigned inmate is authorized to be in the unit laundry room. Upon the return of the inmates employed off of the unit, the laundry room door will be secured and all subsequent access to the laundry room will be controlled through the living unit officer.

The Maintenance Instructor will ensure there are sufficient laundry supplies available for living units 1A / 1B

1.04 Laundry – Segregation

The laundry officer will provide the segregation unit with a supply of clean clothing each evening. The segregation officer will provide clean clothing on a one for one exchange basis only for inmates on their daily ablution period.

1.05 Laundry Distribution Procedures

General Population Living Units

All inmates will be secured in their cells prior to the arrival of the laundry officer and the designated inmate laundry workers. A maximum of three inmate laundry workers may accompany the laundry officer and they will be restricted to the old TV rooms on the living unit. The laundry officer will place an empty laundry bin in the doorway of the TV room. The cart with clean laundry will remain inside the TV room and will not be accessible to the inmates on the unit. Inmates will be accessed from their cells, no more than five inmates at any one time. Dirty laundry will be placed in the bin one item at a time and will be replaced with clean clothing by the laundry officer on a one for one exchange basis only.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Inmate Laundry

The living unit officer will be present on the unit for the laundry exchange. They are responsible for the control and supervision of the inmates, securing and unsecuring the cells and for removing excess laundry from the inmate's cells.

Inmates absent from the centre as a result of court, medical, or other appointments will, whenever possible, bag their laundry and leave it at the staff desk in the morning. The laundry officer will ensure the items in the bag are exchanged on a one for one basis.

Protective Custody Living Units

Process for distribution on general population living units will be adhered to. Inmate laundry workers will be replaced by one or more inmates from the unit receiving the laundry exchange.

MDO Unit

Process for distribution on general population living units will be adhered to. Inmate laundry workers will be replaced by one or more inmates from the MDO unit.

Intensive Program Unit

Process for distribution on general population living units will be adhered to for inmates on the phase program and overflow inmates. Inmate laundry workers will be replaced by one or more inmates from the unit. Inmates confined under s.17, s.18, s.19, or 24 CAR, or serving a segregation disposition will receive their laundry from the unit officer during their daily ablution period. The laundry officer will provide the Intensive Program Unit with a supply of laundry each evening for this purpose.

1.06 Laundry Schedule - Responsibility

The laundry officer determines the schedule of laundry distribution daily to ensure conflicts with recreation schedules are avoided. The laundry officer will contact or ensure each unit is contacted prior to arrival on the unit.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: Inmate Laundry

Inmates will receive socks, underwear, and towels on alternate days from their reds.

e.g. Day 1 East Tower – sock, underwear, towels

West Tower – reds

Day 2 East Tower – reds

West Tower – socks, underwear, towels

1.07 Kitchen Workers - Whites

The laundry officer will ensure a supply of kitchen whites are available on the unit where inmate kitchen workers are assigned. Living unit staff will distribute these items daily on a one for one exchange basis. Only one set of whites is permitted in each inmate's cell.

1.08 Bedding

Bedding will be distributed in accordance with the posted schedule.

1.09 Access to Maintenance Shop

Access to the maintenance shop after 1530 hrs Monday to Friday and any time on weekends or statutory holidays requires the approval of a supervisor.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 2, 2011

Subject: Inmate Meals

1.01 Meal times

Meals will be served at the following times *:

Breakfast (Monday – Friday) - 0720 hours
Brunch (Saturday, Sunday & Stat. holidays) - 1015 hours
Lunch (Monday – Friday) - 1115 hours
Snack (Saturday, Sunday & Stat. holidays) - 1300 hours
Dinner (Monday – Sunday) - 1630 hours.
(* approximate times)

1.02 Menu Selections

Upon admission to the centre, inmates will choose between a regular diet, vegetarian diet or vegan diet. Inmates will not be permitted to change their diet selection after they have made the initial declaration. Inmates may avoid food items that they dislike or that cause them food intolerance. HCC staff will advise, in writing, the centre staff when a life-threatening allergy or therapeutic reason requires a special diet. Ethnic diets respecting religious or cultural traditions are available to inmates. These diets will be approved by a Chaplain.

1.03 Kitchen Meal Line Supervision

Lunch, brunch and dinner meals will be supervised by designated staff.

1.04 Meal Complaints

The Deputy Warden of Programs will respond to written inmate meal complaints.

1.05 Meal Allotment

Inmates are entitled to one full meal only at each meal period.

1.06 Saving Food/Food Storage

Saving of food items, apart from fruit, is not permitted. Fruit, which is part of the daily ration, can be kept for the duration of the day. Living Unit staff will dispose of any excess food items in the living unit fridge, after the 2200 hour daily lock down.

No food items, other than canteen items and one piece of fruit, will be permitted in an inmate's cell.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

June 2, 2011

Subject: Inmate Meals

1.07 Dining Areas

Inmates will eat their meals in the designated dining areas of their living unit or work program area. Inmates on segregation or separate confinement status will eat meals in their cell.

1.08 Delivery/Return of Meal Carts

Inmates will be assigned the duty of meal cart delivery to the units and the return of the carts to the kitchen.

1.09 Identification of Meal Carts

Meal carts will not be identified with a unit designation until such time as they are secured.

1.10 Fraser Houses

Breakfast/Lunch

Breakfast / lunch will be delivered by transport vehicle at 0700 hours. The house officer will direct the retrieval of the meal carts and ensure the number of meals is reflective of the number of inmates housed in each house. The house officer will ensure all meal trays are placed on the cart and returned to the loading area by 0800 hours.

Inmates will eat their meals in the assigned eating areas:

- Breakfast will be bulk and consistent with Provincial guidelines.
- Lunch will be "bulk lunches" consistent with Provincial guidelines.
- Coolers will be provided for each off ground work crew and will contain bulk food equivalent to 12 meals.
- Each work crew officer will be responsible to retrieve their needed meals prior to departing for the work day.
- The house officer will place the bulk lunches for those inmates remaining in the house for the day in the lunch fridge (located in the boot room) and secure the door.
- At 1115 hours the house cleaners under direct supervision of the house officer will issue the "bulk lunches" to those inmates present.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

June 2, 2011

Subject: Inmate Meals

Dinner

Dinner will be delivered by transport vehicle at 1600 hours. The house officer will direct the retrieval of the meal carts and ensure the number of meals is reflective of the number of inmates in the house. The house officer will ensure all meal trays are placed back on the cart and returned to the loading area by 1700 hours.

Weekends

The weekend bulk lunches (coolers) for those work crews that will be off grounds will be delivered by transport the last business working day (generally Friday) at 1600 hours. These lunches will be secured in the lunch fridge for the work crew staff to retrieve in the mornings prior to taking the crews out. There will be enough bulk meals for the entire weekend including stat holidays when required.

Brunch and lunch will be delivered at 1000 hours on weekends and stat holidays for those inmates remaining in the houses. The house cleaners under supervision of the house officer will be responsible for ensuring that the lunches are stored in the lunch fridge until the 1300 hour meal time.

1.11 Meal Distribution – Segregation/Enhanced Supervision Placement Unit (ESP)

All inmates in segregation and inmates in the ESP who are serving a segregation disposition, on separate confinement status (s.17, 18, 19 CAR) or pending a disciplinary hearing (s.24 CAR) will be served and will eat all of their meals in their cells. Plastic eating utensils and disposable cups will be provided with each meal. All dishes, utensils and the meal trays will be collected after each meal. Once meals have been served, staff will secure the door (meal) hatch until such time as the tray, etc. are ready to be collected.

Staff will prepare each inmates meal tray with allotted condiments, utensils etc. and will deliver each meal to the inmates confined to their cells. Staff will not utilise inmates to assist in this process.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 2, 2011

Subject: Inmate Meals

1.12 Living Unit Meal Distribution Supervision

The Living Unit Officer will count the meals prior to distribution and will supervise the distribution of meals to the inmates in their living unit. The Living Unit Officer will ensure all trays, lids, cups and bowls are returned to the kitchen after each meal, in a clean, orderly fashion.

Inmates will only use cups and bowls provided to them by the centre for bulk items supplied by the kitchen.

Living unit staff will not contact the kitchen if a deficiency is identified with inmate meals. Living Unit staff will direct meal deficiencies to the Correctional Supervisor or a Program Supervisor.

1.13 Meal Counts

The staff assigned to the Enhanced Supervision Placement Unit (U4C) will phone the living unit meal counts to the kitchen.

1.14 Meal Evaluation

A meal will be made available to designated Programs staff, a minimum of three times each week to ensure compliance with menu standards. Designated staff will complete the "Meal Evaluation Form" and will distribute as specified on the form

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1.15 Meal Cart Delivery Lunch

- The staff assigned to Living Unit 2B will report to the kitchen between 1100 – 1115 hours on weekdays to search the inmates out of the kitchen.
- After the inmates are searched, the officer will supervise the inmates in distributing the meal carts to the Living Units via the elevator.
- Once all meal carts are in the hallway outside the Living Unit, Control will make a general announcement "pick-up your meals".

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 4, 2011

Subject: Inmate Off-load Procedures

1.01 Definition

An “off-load” is a multiple inmate movement which is initiated to alleviate bed load pressures and usually involves the transfer of inmates to another region.

1.02 List of Inmates to Off-Load

Classification will maintain an up-to-date list of potential inmates to transfer outside of the region. (ie; Lower Mainland)

Classification officers will consider the following when placing an inmate on the off-load list:

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 4, 2011

Subject: Inmate Off-load Procedures

1.03 Inmate Off-Load Notification

As part of the intake procedures at Fraser Regional Correctional Centre all inmates who, at that time, meet the criteria to be placed on an off-load list will be informed by the Classification Officer that they may be transferred to another region if bed load pressures dictate.

Inmates confirmed to be off-loaded will be informed of their impending transfer the night before transfer following the 2200 hour lockup. Inmates will be provided with a bag and given instruction to have all cell possessions packed up by the morning.

Inmates will not be provided with access to the telephones following notification of transfer.

1.04 Identity Confirmation

Prior to an inmate being off-loaded to another centre, the identity must be confirmed by referencing photos and information on the Cornet Client Physical Description screen.

1.05 Off-Load Frisking Procedures

All inmates will be frisked prior to being restrained and placed on the transport vehicle.

The Correctional Supervisor will assign a Correctional Officer to assist the Transport Officer(s) with frisking.

1.06 Off-Load Inmate Restraint Procedures

All inmates will be restrained s.15 prior to being placed on the transport vehicle.

Whenever possible, depending on the availability of restraints, inmates will be restrained individually.

1.07 Inmate Effects

Inmates' cell effects will be secured in a separate compartment. If a separate compartment is not available, inmates' effects will be transported by courier, house mail, or by using alternate Corrections transport as soon as possible following the off-load. All blue bags containing personal clothing and effects will be transported by contracted courier, house mail, or by using alternate Corrections transport as soon as possible following the off-load.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 4, 2011

Subject: Inmate Off-load Procedures

1.08 Inmate Files

Warrant, Progress and Medical files must accompany all inmates being transferred. All files will be secured in a separate compartment, out of the reach of any inmates.

1.09 Transport Vehicle Log Book

The officer assigned to transport the off-load will detail the following information in a transport vehicle log book;

- their name
- the date
- destination
- # of inmates being transported
- the location of each inmate in the transport vehicle.

1.10 Emergency Contact Numbers/Calling

The Assistant Deputy Warden of Sentence Management will provide the transport driver with a list of emergency contact numbers and a calling card for all off- loads outside of the region.

1.11 Brief Relief

Each inmate being off-loaded outside of the region will be provided with one bag of "Brief Relief" prior to departure.

FRASER REGION CORRECTIONAL DISTRICT

Standard Operating Procedures

S. DiCastri, Warden

May 2, 2007

Subject: Inmate Pay Scales

1.01 FRCC inmate pay scales will be established in accordance with the BC Corrections Branch Adult Custody Policy.

Inmates employed will be paid in accordance with the following wage scale:

	<u>Starting Wage/Day</u>	<u>Maximum Wage/Day</u>
Unit Cleaners/Laundry (open)	\$2.50	\$4.50
Unit Cleaners (Secure)	\$1.50	\$3.50
Seg/IPU/Visits/Cleaners (Secure)	\$1.50	\$3.50
Inside Maintenance (Secure)	\$1.50	\$3.50
Laundry (Secure)	\$1.50	\$3.50
Shops (Secure)	\$1.50	\$3.50
Shops (Medium)	\$1.50	\$4.00
Outside grounds maint. (Open)	\$2.00	\$4.50
Off Grounds Crew	\$2.50	\$4.50
Kitchen (Secure)	\$3.50	\$6.50
Joint Venture (off grounds ext day)	\$6.50	\$6.50
Joint Venture (on grounds open)	\$2.50	\$4.50
Joint Venture (on grounds medium)	\$2.00	\$4.00

1.02 Pay Increments

Inmates will start at the base rate identified for each work assignment. Good performance may result in raises at increments of fifty cents (\$.50) per day after 4 weeks from employment start date or date of last raise. Pay rates will not exceed the units for the designated work area. When inmates are moved from one work assignment to another, their rate of pay will remain the same providing it does not exceed or fall below the pay scale designated for that work assignment. Increments in the new work assignment are subject to the above noted process. If an inmate is charged and convicted under the CAR, pay will be reduced to the base rate of pay effective when they return to work.

1.03 Incentive Wages

Inmates may be entitled to additional compensation in recognition of quantity and quality of work performance, including the payment of overtime and piecework as detailed in BC Adult Custody Policy; Inmate Pay Scales.

Incentive pay must be pre-approved in writing by the Warden and will only apply in specialized circumstances and normally only for a short period of time. Incentive pay must not exceed \$9.50 per inmate, per day.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 20, 2007

Subject: Interim Accommodation Project ID Pass Stickers

1.01 Interim Accommodation Project Identification (ID)

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All workers with the affixed ID stickers are authorized access onto FRCC property but are restricted to work performed on the Interim Accommodation Project, and are prohibited from entering FRCC's secure perimeter.

Interim Accommodation workers seeking access into FRCC's secure perimeter must have authorization from a Centre manager prior to access being granted.

1.02 Secure Perimeter Access

Interim Accommodation workers authorized access into the Centre's secure perimeter will be issued a visitor identification pass in accordance with the Non-Correctional Staff Visitor ID Standard Operating Procedures.

1.03 Master List Interim Accommodation Workers

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1.04 Correctional Staff Duties - Workers Without Proper Identification

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however are working on the Interim Accommodation Project are to be reported immediately to a Correctional Supervisor or the ADW – Regulations.

1.05 ADW – Regulations Duties – Workers Without Proper Identification

The Correctional Supervisor or the ADW – Regulations upon receipt of information that an identified person working on the Interim Accommodation Project does not have the appropriate ID sticker will:

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 20, 2007

Subject: Interim Accommodation Project ID Pass Stickers

- Attend the area where the identified person in question is working
-

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- Direct that the project manager to acquire the identified person's identification information.
- On receipt of the identified person's identification information, the Correctional Supervisor or ADW – Regulations will complete a security clearance check to determine if the identified person is approved to work on the construction site
- The Correctional Supervisor will advise the project manager on the outcome of the security clearance review upon its completion.

If it is determined the identified person has been cleared to work on the project, however has not been issued an Interim Accommodation Project ID sticker as a result of an oversight:

- The Correctional Supervisor or ADW – Regulations will attend Administration and have an ID sticker issued to the identified person.
- The Correctional Supervisor or ADW – Regulations will present the ID sticker to the project manager, and instruct the project manager

s.15

1.06 Temporary Identification (

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 20, 2007

Subject: Interim Accommodation Project ID Pass Sticker



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1.07 Visits Reception Officer / Control Officer Responsibilities

The Visits Reception Officer or in their absence a Control Officer will take possession of Interim Accommodation worker personal ID in circumstances where the worker has been identified by a supervisor as having a spare hard hat issued to them. The Visits Reception Officer or in their absence a Control Officer will hold the worker's personal ID in a safe keeping until the worker returns the spare hard hat.

In circumstances where the Interim Accommodation worker attends the visits reception desk and requests their personal identification be returned ,without returning the spare hard hat, the Visits Reception Officer or in their absence Control Officer will contact the Correctional Supervisor – Operations for further instructions.

The Visits Reception Officer at the conclusion of their work day will brief Control Staff on all Interim Accommodation worker's personal ID's that remain unclaimed.

Control Staff will monitor the unclaimed Interim Accommodation worker personal ID's. At the conclusion of daily work being performed on the Interim Accommodation Structures, Control Staff will report any remaining Interim Accommodation worker personal ID's which remain unclaimed along with spare hard hats which have not been returned to the Correctional Supervisor – Operations.

1.08 CS Responsibilities Unclaimed Interim Accommodation Worker ID's

The Correctional Supervisor will report unclaimed Interim Accommodation worker personal ID's and spare hard hats which have not been returned to the ADW – Regulations.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 20, 2007

Subject: Interim Accommodation Project ID Stickers

1.09 ADW – Regulations Unclaimed Interim Accommodation Worker ID

The ADW – Regulations or designate will consult with and advise the Interim Accommodation Project Manager of the following:

- The number of Interim Accommodation worker personal ID's remaining in possession of the correctional centre.
- The number of spare hard hats issued which remain outstanding.
- Coordinate with the Interim Accommodation Project Manager the return of the missing spare hard hats' back into possession of the Correctional Supervisor and the return of Interim Accommodation worker personal ID's back to the employees.

1.10 Persons not Approved on Interim Accommodation Project

In the situation that the worker is not listed as being approved to work on the Interim Accommodation Project the ADW-Regulations or designate will consult with the Deputy Warden of Operations or in their absence the Deputy Warden of Programs for further instructions.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 8, 2011

Subject: Internal Inmate Movement

1.01 Inmate Movement – General

All Protective Custody, Mentally Disordered Offenders (MDO), Enhanced Supervision Placement (ESP) and Segregation inmates will be escorted throughout the Centre.

All sectioned, segregation and disciplinary inmates will be restrained ^{s.15} unless the Warden or designate authorizes otherwise. Staff will maintain a hand on the inmate at all times to prevent the inmate from falling.

Inmates employed within the shops, excluding the kitchen and maintenance crews, will be escorted to and from their living units by the applicable shop officer and instructor.

General population inmates may move unescorted throughout the Centre.

All inmate movement between the November and Sierra Houses, and the secure institution, will be escorted.

1.02 Escorted Inmate Movement - Communication

Staff escorting inmates throughout the Correctional Centre will not utilize their door access card to open doors. Staff will communicate with the Control Centre through the applicable door callbox when escorting inmates.

The Control operator is responsible for ensuring it is safe to access the door prior to granting access.

The escorting staff conducting an inmate movement from the November or Sierra House will contact the Control Centre prior to the movement occurring.

1.03 Inmate Movement – Disciplinary

The Correctional Supervisor is responsible for determining the staffing requirement for internal escorts and whether restraints are required.

The Correctional Supervisor will assign who the escorting officer(s) are following an incident. The charging officer or officers directly involved in the incident will not be utilized for the escort. The Correctional Supervisor will assess and make a determination whether a supervisor will continue to accompany any further movement of segregation or separate confinement

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 8, 2011

Subject: Internal Inmate Movement

inmates throughout the Centre. When an inmate is moved from one landing (open medium custody) to a more secure unit for disciplinary or re-classification purposes, the inmate's cell effects are to be frisked for contraband by the escorting officer prior to the move commencing.

1.04 Logging Movement

All inmate movement will be recorded in the log book designated for the area from which the inmate is leaving, and recorded upon his arrival, in the log book designated for the area of the inmate's destination.

The time of each movement, the name(s) and CS#(s) of the inmate(s) is to be entered in the log book. Documentation of an inmate's personals will be made in log books leaving and entering their new destination. The adjusted unit or program area count will be recorded. If an officer other than the designated officer for that area removes an inmate from a unit or program area, they will record the name(s) and CS # (s) of the inmates in the log book. They will record the adjusted count and will print their name to correspond with their entry in the log book.

1.05 CORNET Entries

A CLOG entry must be made by staff on all inmates admitted to their unit. CLOG entries will include the cell and bunk to which the inmate is assigned. All staff will also complete the LCHANGE entries on all inmates admitted to their units.

1.06 Staff Responsibilities

Staff will document the inmates name and full CS# for all new intake, discharges and transfers to/from the unit. The inmates name and the last three CS#'s will be recorded when the movement is for program or recreational purposes. (refer to Open Custody Living Units for documentation requirements specific to these units)

All inmate movements within the Centre will be communicated to the Control Centre prior to the movement by staff in the area that is initiating the movement.

It is the responsibility of the staff initiating movement from an area to ensure staff are present at the inmate's destination prior to allowing the movement to occur.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 8, 2011

Subject: Internal Inmate Movement

The supervisor initiating the move and the officer(s) completing the move will check Cornet for no contact and contact concern alerts.

1.07 Control Responsibilities

All inmate movement within the Centre will be controlled by Control Centre operators.

1.08 Inmate Movement – Yard / Gym

All inmates choosing not to attend yard/gym will be secured in their cells for the duration of the yard/gym time. Living Unit Officers will escort their unit to yard and to the gym. The officer will ensure all inmates proceed directly to their intended destination and will ensure the yard / gym door is secured once the movement has been completed. The officer will count the inmates off of the unit and will count them into the yard/gym. This process will be repeated in reverse when the inmates are returning to their unit from the yard/gym.

1.09 Inmate Movement – Elevators

Inmates will use elevators for internal movement. Control operators will complete a visual check, via CCTV, of the elevator prior to allowing inmates to enter the elevator car and the adjacent corridors prior to allowing inmates to exit the elevator.

Inmate movement on elevator 7 will be limited to escorted inmate movement only.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

October 31, 2006

Subject: Ion Scanner

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

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1.02 Responsibility

The Deputy Warden of Operations is the designated Radiation Safety Officer (RSO).

The RSO is responsible for monitoring the ion scanner's use and maintenance schedule.

Only staff that have completed the required training will operate the ion scanner.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 18, 2012

Subject: Key Control

1.01 Responsibility

The Deputy Warden of Operations is responsible for the security and control of all locks and keys. The Deputy Warden of Operations will provide the Warden with an inventory of all locks and keys s.15

1.02 Inventory

An inventory of all keys will be maintained by the Control Supervisor. Control staff s.15 to the Control Supervisor, or in their absence, the Correctional Supervisor.

The Correctional Supervisor will report any missing keys to the Assistant Deputy Warden – Regulations, Deputy Warden – Operations and the On-call Manager if applicable.

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Incomplete key inventory sections will indicate which keys are missing and what actions had been initiated.

1.03 Key Cutting/Lock Re-keying

Only the following designated officers may approve key/locksmith work:

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Authorization must be in writing and signed by one of the above before work is commenced. s.15

The Deputy Warden of Operations will ensure that all key and lock

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All key presses must have a sign-out sheet identifying who drew which keys.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 18, 2012

Subject: Key Control

1.04 Disposal of Locks and Keys

Disposal of all damaged and unnecessary keys and locks will be the responsibility of the Deputy Warden of Operations. The destruction of all worn out and damaged locks and keys will be carried out under the authority of the Deputy Warden of Operations, with the assistance of BCBC.

1.05 Location of Keys

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1.06 Log Book

Control staff will maintain a log book, recording all keys signed out/in, the date, time and name of officer. The Control Supervisor will check the log daily to ensure complete and accurate key logs are maintained.

1.07 Padlocks

The Correctional Supervisor has the authority to order the application of padlocks when, in his/her opinion, it is in the best interest of security.

The Correctional Supervisor has the authority to order a padlock be cut, if for any reason the lock is inoperative or the key is unavailable. The

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

April 18, 2012

Subject: Key Control

1.08 Correctional Supervisor – Operations Key Sets

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 1, 2011

Subject: K-File Relationship Violence

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Victim Notification – Standard

Victim notification for inmates classified to FRCC and FMCC, will be completed by FRCC.

1.03 Victim Notification – Escapes / Walkaways

s.15

1.04 Victim Notification - Parole

FRCC will follow the victim notification procedures detailed in the B.C. Corrections Branch Adult Custody Policy for inmates being released on parole.

Contact Between Victim and Offender

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

June 6, 2012

Subject: Living Unit Cell, Security & Cleanliness Inspections

1.01 General

All inmates are expected to have their cell cleaned to standards by 0800 daily (Monday to Friday) and by 1100 hrs on Saturdays, Sundays, and Statutory holidays. Inmates that are required to report to their work assignment prior to 0800 are expected to clean their cells prior to reporting to work. For the duration of the day (to 1500 hrs), inmates are required to keep their beds made, cells orderly and must sleep under only one blanket.

1.02 Cell Cleanliness Standards

Cell cleanliness standards detailed in the Inmate Information Guide are as follows:

Each inmate is responsible for the daily cleanliness of his living area including walls, floors, sinks, toilet, windows, and other property within their cell. The following standard of cleanliness is expected of inmates:

- Beds will be made hospital style; sheets and blankets tucked in on all sides.
- Additional blanket to be folded at the foot of bed
- Ledges and light fixtures dusted and cleaned
- Sink and toilet cleaned inside and out
- Floors mopped clean
- Desk, mirrors, and windows wiped clean
- Clothes folded on shelves
- Walls and door wiped clean
- No graffiti on walls, ceiling, desktop, or closet area
- Hygiene products stored on shelves in a tidy, organized fashion
- All personal property placed in effects storage bin, this includes canteen items and hygiene products not currently in use.
- No cell fixtures or items affixed to cell walls, or other surfaces except tack board
- Ceiling, mirror, and closet area clean and orderly
- Cell windows, view ports, bunks and light fixtures will remain clean and unobstructed
- Institutional food trays, plates, lids etc. are not permitted in cells.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 6, 2012

Subject: Living Unit Cell, Security & Cleanliness Inspections

- No unauthorized amounts of canteen items, institutional property, (including bedding, towels, clothing), or personal effects
- No unauthorized institutional food line items (only one piece of fruit permitted in cell until evening lockup)

1.03 Cell Inspection – Living Unit Officer Responsibilities

s.15

Inmates present at the time of inspection are required to stand directly outside their cells. Living unit officers will provide inmates with direction where inmates are not meeting cell cleanliness standards.

Correctional Officers assigned to the Fraser Houses will conduct a formal room inspection at 0900 hours daily. Included in this inspection will be the assurance of a neat and tidy room, as well any identifying damages or security issues. The inmate will be notified of any deficiencies upon return from work.

1.04 Correctional Supervisor Responsibilities

Correctional Supervisors will inspect

s.15

in their assigned

area of supervision.

s.15

The Correctional Supervisors will advise the living unit officer of any deficiencies for inmates who are not present at time of inspection.

1.05 Noted Deficiencies Follow-up

Living unit officers will follow-up with the inmate upon returning to their cell. Living unit officers will inspect each inmate's cell to confirm the deficiency was corrected. Living unit officers will make a CLOG entry detailing the noted deficiencies and inmate corrective action. The Correctional Supervisors will re-inspect the cells where deficiencies were identified to ensure direction had been followed.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

June 6, 2012

Subject: Living Unit Cell, Security & Cleanliness Inspections

1.06 Living Unit Inspection Tracking Log

A Living Unit Inspection Tracking Log will be maintained by the Correctional Supervisors. This log will be located on the Supervisor's drive.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 24, 2012

Subject: Living Unit Report

1.01 General

It is the responsibility of each Living Unit Officer and November/Sierra House assigned to a living unit between the hours of s.15 to complete a living unit report during their shift.

Living Unit reports can be accessed on the "P" drive/Templates/Operations. These reports are to be saved in the designated drive.

The Correctional Supervisor will complete a summary of all pertinent information noted on the living unit reports in preparation for the following morning's muster meeting.

The following information will be noted in the Living Unit Report;

- Current date
- Name of staff
- Shift worked
- General atmosphere
- Inmate dynamics
- Unusual occurrences
- Maintenance requirements
- Security checks
- Equipment checks
- Critical information

* Noteworthy comments concerning individual inmates on the Living Unit Report will also be entered in the inmate's client log.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Managing Inmate Illness

1.01 Reporting to Work

Inmates will report to their assigned work area each morning unless they are showing obvious signs of illness (ie; vomiting). Inmates who indicate they are ill (but not showing obvious signs of illness) and are unable to work as a result will be returned to their living unit from their assigned work area and secured in their cell. The officer returning an inmate to the living unit will notify the On-site Work Program Coordinator of these moves.

Inmates will be advised they need to complete a Health Care Request Form upon their return to the unit if the need to see Health Care is of an important/urgent nature.

1.02 November / Sierra Houses

Inmates who are housed in the November and Sierra Houses and are unable to attend work due to illness will be restricted to their room during working hours and to house program for the remainder of the day.

1.03 Medical Assessment

The Correctional Supervisor will inform health care of all inmates who are absent from work due to illness in their assigned tower. Health care personnel will make arrangements for a medical assessment of these inmates as required.

1.04 Inmate Pay

Inmates will not receive pay when absent from work due to illness.

1.05 Extended Illness

Inmates who are absent from work for three or more days without being medically excused by health care professional will be moved to a non-working unit.

Inmates who are absent from work for legitimate medical reasons and will be off work for an extended period of time will be moved to a non-working unit until they are fit to return to work. Whenever possible these inmates will be returned to their previously assigned work area.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Managing Inmate Illness

1.06 Lunch

Lunch will be served to the inmates remaining in their unit by the assigned landing float. Lunch will be eaten in the inmate's assigned cell.

1.07 Program Participation

Inmates who are absent from work due to illness will not be entitled to attend yard or gym on that day. Ill inmates will not be expected to attend CORE programs, however, absence from such programs may impact their completion.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 10, 2010

Subject: Multiple Occupancy

1.01 General

All inmates are reviewed for multiple occupancy (ie. double bunking) status by a Classification Officer upon admission to the Centre. Assistant Deputy Wardens, Classification Officers, and Records Supervisors with classification training have the authority to determine or alter an inmate's multiple occupancy status.

1.02 Criteria

The decision to place an inmate into a double bunked cell will consider the following:

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 10, 2010

Subject: Multiple Occupancy

1.03 Unit Placement

During the initial classification process, new intake will be instructed that if suitable for multiple occupancy, and are placed in a single cell, they will be required to move to a double bunked cell when the single cell is required for an inmate who is not suitable for multiple occupancy.

Staff will review the multiple occupancy status of each intake and place them in cells accordingly.

1.04 Requests to Change Status

Inmates requesting a change in their double bunking status must submit a request in writing to the Correctional Supervisor or Classification Officer stating reasons for the requested change. Changes will only be made under exceptional circumstances.

After initial living unit cell placement, movement from cell to cell will only occur at the discretion of living unit officers whose regular assignment is in that living unit, or a supervisor. Auxiliary staff or staff not regularly assigned to that living unit will contact a supervisor prior to any cell to cell movement.

Inmate requests purely for the purpose of preference will not be considered for movement into single cells.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 24, 2007

Subject: Muster Report

1.01 Muster Report

A muster report will be completed by the Correctional Supervisor prior to 0630 hrs each night shift on the approved Muster Report Form.

1.02 Circulation

The Correctional Supervisor will circulate the completed form to all staff via e-mail upon completion. This document is intended for viewing only by staff. Staff will not print this document.

The Correctional Supervisor will print three copies of the muster report for placement as follows;

s.15

The Correctional Supervisor will electronically file a copy of the muster report on an identified hard drive.

1.03 Formal / Informal Muster

A formal muster will occur at 0650 hrs Monday to Friday and at 0650 and 1000 hrs on weekends and statutory holidays. All staff who are commencing their shift at these times will attend the muster.

Informal musters occur at 1450 and 1850 hrs daily and at any other time a shift commences outside of the formal muster times. All staff who are commencing their shifts at these times will review the muster report in the muster room and will initial the report indicating they have read it. Staff working in areas other than the living units will review the muster report sent by e-mail at the commencement of their shift.

1.04 Supervisor Responsibility

It is the Correctional Supervisor's responsibility to ensure the times designated for formal muster periods are used solely for that purpose.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 24, 2007

Subject: Muster Report

1.05 Muster Report Information

The Correctional Supervisor will include all critical information detailed on the living unit reports and any other pertinent information from the previous shift. This information will be noted in the "Critical Information from Previous Shift" portion of the Muster Report Form. Correctional Supervisors will include specific information such as; inmate names, CS #'s, lock-up times, etc. The Muster Report will include program information and detail any plans for that day. Pertinent information from the classification intake report will be noted on the Muster Report.

The Correctional Supervisor will review the previous day's muster report form and will detail any relevant information which warrants being carried over in the "Critical Information: Continue to Monitor" portion of the Muster Report Form. The Correctional Supervisor will review the classification intake report daily. All staff assaults within the last two years will be noted in this section.

All information entered on this section of the form will be followed by the date of initial entry and will include the last name of the Correctional Supervisor who created the initial entry (ie; 01 January 05 – Smith).

Removal of information from the "Critical Information: Continue to Monitor" portion of the form will occur when the information is no longer applicable. Removal of items will only occur following consultation with the Deputy Warden of Operations/Programs.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

December 4, 2006

Subject: Native Medicine Pouches

1.01 General

The Native Liaison Worker has been authorized to distribute medicine pouches to select members of the Native Brotherhood group.

1.02 Description

Medicine pouches are leather bags which contain sage and cedar chips. The bags are sewed and glued closed and are attached to light wool so it can be worn around the neck. Medicine pouches are blessed by a spiritual leader and are important cultural representations of personal healing.

1.03 Conditions of Ownership

Inmates who are given a medicine pouch will also be provided with a letter authorizing its possession by the Native Liaison Worker. Inmates are not permitted to give their pouch to another inmate.

Medicine pouches must be worn under the shirt. Inmates are required to show their medicine pouch to any staff member requesting to see it for security purposes.

Medicine pouches should not, if possible, be handled by staff. If security concerns cannot be resolved by a visual inspection of the pouch, the inmates will be required to surrender the pouch for a full inspection by the Native Liaison Worker and the Deputy Warden – Programs.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Non- Correctional Staff Identification Passes

1.01 General

All professional non-correctional staff requiring access to the Fraser Regional Correctional Centre (FRCC) will obtain one of three different types of identification (ID) passes from the Front Desk Officer or in their absence, a Control Officer or administration staff. Upon confirmation of identity the approved visitor will sign the centre's Visitor Log indicating they have entered the secure perimeter of FRCC. On completion of the visit the Front Desk Officer, or in their absence a Control Officer or administration staff, will ensure the visitor has signed out of the centre.

All visitors will provide proof of identity by presenting and leaving one of the following pieces of current identification:

- Driver's license
- BCID
- Passport

A visitor identification pass will not be issued without confirmation of the visitors identity.

Visitor passes will be categorized by color:

- Yellow
- Green
- Orange

1.02 Yellow Photo Identification Pass

The yellow photo ID pass will be issued only to visitors that are not correctional personnel who attend FRCC on a regular basis, are security cleared by means of Justin, CORNET, CPIC (through their local police detachment), completed a review by the Criminal Record Review Program (CRRP) and have completed the contractor security training program.

All yellow photo identification ID passes will be numbered and kept in numerical order in the control / reception area.

The issuing of yellow photo ID pass will include but is not limited to:

<p style="text-align: center;">FRASER REGIONAL CORRECTIONAL CENTRE Standard Operating Procedures</p>
<p>S. DiCatri, WardenApril 24, 2012</p>
<p>Subject: Non- Correctional Staff Identification Passes</p>

s.15

Issuing of Yellow Contractor ID Pass

The Front Desk Officer or Control Officer upon confirming a contractor's identity will issue the yellow photo ID.

Contractor personnel at the completion of their work day will return the photo ID to the Front Desk Officer and sign out of the visitor log book.

- After regular business hours and during the weekend control staff will be responsible for issuing and retrieving all FRCC identification passes.

Visitors issued the yellow photo ID pass are permitted access within the secure perimeter of FRCC unescorted during periods of work.

1.03 Green Visitor Identification Pass

The green visitor identification pass will be issued to contractors who are currently security cleared by means of Justin CORNET and CPIC (through their local police detachment), but have not completed the contractor security training.

Contractors wearing the green visitor identification pass will be escorted by WSI or FRCC correctional staff within the secure perimeter of the centre.

Contractors can be left unsupervised and without escort in areas they are working where no inmates are present.

Once the contractor(s) has completed providing service to FRCC, they will be escorted from their work location out of FRCC's secure building perimeter by WSI or correctional staff.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Non- Correctional Staff Identification Passes

Issuing of Green Contractor ID Pass

All green contractor ID passes will be issued by the Front Desk Officer or in their absence, by a Control Officer upon confirmation of the contractors identity and confirmation the contractor has been security cleared.

The Front Desk Officer will:

- Direct the contractor to produce valid personal photo ID and confirm identity.
- Take possession of the photo ID and place it on the ID pass board.
- Have the contractor sign in to the visitor log book stating reason for visit.
- Contact a runner and ensure the contractor is escorted to work location in accordance with security rating associated with Green Contractor ID pass.
- On conclusion of contractors visit, retrieve the Green ID pass. Have the contractor sign out of the visitor log book and return the visitor's personal ID.

1.04 Orange Visitor Identification Pass

The orange visitor identification passes will be issued to all visitors who have not been security cleared by means of Justin and CORNET and are entering the centre's administration area or secure perimeter of FRCC.

Visitors wearing the orange visitor identification pass will be escorted by WSI or FRCC correctional staff and will not be left without an escort at any time. Person's issued the orange visitor ID passes will include, but is not limited to, contractors attending the centre to facilitate immediate emergency building repairs, lawyers or persons cleared into the centre by a manager.

Issuing of Orange Visitor ID Pass

All Orange Visitor ID Passes will be issued by the Front Desk Officer or in their absence a Control Officer.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Non- Correctional Staff Identification Passes

The Front Desk Officer will:

- Identify with the visitor the reason for the visit and access into the secure perimeter of the centre.
- Direct the visitor to produce valid photo ID and confirm the visitors identity.
- Have the visitor sign into the log book stating reason for the visit.
- Contact a runner and ensure the visitor is escorted in accordance with security rating associated with the orange visitor ID pass.
- On conclusion of the visit, retrieve the orange ID pass, have the visitor sign-out of the visitor log book and return the visitors personal ID.

1.05 Front Desk Officer / Correctional Supervisor

Prior to the end of the Front Desk Officer's work day, the Front Desk Officer will hold a briefing with the control staff and inform them of the number of visitors remaining within the secure perimeter of FRCC.

1.06 Runner / WSI Responsibilities

Runners dispatched to perform escorts of contract visitors wearing green contractor ID passes or visitors wearing orange visitors ID passes will complete the escort as required ensuring they follow the protocol associated with the visitor ID pass.

1.07 Control Staff Responsibilities

Control staff are responsible for ensuring the movement of a visitor in accordance with the security rating associated to the visitor's identification pass.

s.15

If any FRCC ID passes remain outstanding, control staff will contact the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor and inform them that a visitor(s) may still be in the centre.

After hours and during weekends control staff will be responsible for issuing and retrieving visitor identification ID passes.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Non- Correctional Staff Identification Passes

1.08 Correctional Supervisor Responsibilities

The Correctional Supervisors will ensure correctional staff are monitoring visitor movement within the secure perimeter of the centre, and that movement of the visitor is per the security rating and escort requirement associated with the visitor identification ID pass. Following the lock-up, Correctional Supervisor will confirm with control staff that all FRCC visitor ID passes are accounted for and returned.

In circumstances when a FRCC ID pass remains outstanding and the location of the visitor cannot be confirmed, the Correctional Supervisor will immediately inform the ADW – Regulations.

1.09 ADW – Regulations Responsibility

The ADW – Regulations will ensure correctional staff are following all of the visitor identification pass protocols and procedures as outlined in section 1.01 – 1.08.

Upon being notified by a Control Officer or a Correctional Supervisor that a visitor remains within FRCC secure perimeter and is unaccounted for following the the Assistant Deputy Warden – Regulations will immediately initiate and coordinate a search for the missing visitor until they are found.

At the conclusion of the search the Assistant Deputy Warden – Regulation or in their absence the Correctional Supervisor, will direct the staff who located the missing visitor to complete an incident report detailing all relevant information as to why the visitor remained in the Correctional Centre after hours and why they could not be found. The completed reports will then be forwarded to the Deputy Warden – Operations.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: Officer Check

1.01 General

s.15

1.02 Officer Check Requirement

An officer check occurs hourly;

s.15

The transport driver will contact Control when leaving the centre and when they have completed the transport of inmates.

In addition a supervisor has the authority to order an officer check of all staff if he/she determines it is necessary.

1.03 No Contact

s.15

1.04 Off-Site Work Crews

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Officer Check

1.05 Health Care Personnel

s.15

1.06 Recording Officer Checks

A record of all officer / Health Care personnel checks will be recorded by the Control Centre on the appropriate form and forwarded to the Control Supervisor at the end of each shift.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 28, 2006

Subject: Open Custody Living Units

1.01 General

FRCC will have designated living unit(s) for open custody inmates. Only general population inmates classified as open custody will be housed on these designated units.

1.02 Open Custody Work Programs

Inmates classified as open custody who are housed on the designated open custody units will be assigned to work programs specific to their classification level.

Open custody inmates housed on alternate units will not be assigned to open custody work programs.

1.03 Recreation

Yard and gym periods for inmates housed on the designated open custody units will, wherever possible, be scheduled in the last available yard/gym period of the day.

At the conclusion of the yard/gym period, the yard/gym will be thoroughly searched by designated staff.

1.04 Movement – Documentation Requirements

All inmates on or off of the living unit will be recorded in the living unit log book. Staff will document the inmates name and full CS# for all new intake, discharges and transfers to/from the unit

Movement for work and recreational programs (open custody living units only) will be recorded as follows;

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 28, 2006

Subject: Open Custody Living Units

1.05 Educational Programs

Inmates classified to and housed on the designated open custody living units, who enrol in the basic school program, will complete their studies by way of independent study (i.e. no classroom attendance).

Whenever possible, inmates from the designated open custody units will be scheduled to attend vocational programs separate from inmates assigned to other units.

1.06 Religious Services

A separate religious service will be held for inmates housed on the designated open custody units.

1.07 Laundry

Laundry for inmates on the designated open custody units will be completed on the unit. Only inmates assigned to laundry duties are permitted in the laundry room. Laundry duties will be completed between the hours of 0730 – 1430. The door to the laundry room will be secured during non-working hours. Laundry will exchange on a one for one basis under the supervision of the unit officer.

1.08 Disciplinary/Management Concerns Open Custody Inmate

Disciplinary issues resulting from employment will be managed by the Assistant Deputy Warden - Work Programs. The Assistant Deputy Warden - Regulations will manage all disciplinary issues unrelated to the inmate's employment.

1.09 Unit Lock-ups

Inmates housed on the designated open custody living units may remain unlocked during staff coffee break periods. Control staff will be notified when the unit will be left unattended. Inmates will be confined in their cells during staff meal break periods (1200 – 1300, 1715 – 1815).

Inmates not attending yard/gym during the designated periods are not required to be confined to their cells. Control staff will be notified when the unit is left unattended.

Staff assigned to the adjoining living unit will ensure any required visual cell inspections are completed when the unit is left unattended.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

December 28, 2006

Subject: Open Custody Living Units

1.10 Unit Computers

Computers will be available for inmate educational and recreational purposes. Internet access is not permitted. A printer will be available for school and job search purposes only. Computer software programs will be approved by the Deputy Warden of Programs.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

October 6, 2010

Subject: Parole

1.01 General

The purpose of a Conditional Release (parole) is to contribute to the maintenance of the just, peaceful and safe society.

1.02 Parole Board of Canada

The Parole Board of Canada has jurisdiction along with the Correction and Conditional Release Act.

1.03 Parole Hearing Schedule

Parole hearings are scheduled by the Parole Board of Canada and provided to the Conditional Release Coordinator (CRC).

1.04 Cornet

The Conditional Release Coordinator duties are as follows:

- Enters all applications for parole in the Conditional Release Event screen (CORNET).
- Enters all hearing details about the conditional release event including revocation / termination hearings.
- Updates CORNET whenever there is a change in the offenders status and information.

1.05 Types of Parole

Listed below are the types of parole.

1) Day Parole

- Authority granted to an offender to be at large during his sentence. After a minimum period on day parole has been satisfied this measure prepares the offender for full parole.
- May be in custody for a period not exceeding six months.
- To return each night to either a Correctional Centre or an approved community based residential facility.
- Offenders with a deportation order (removal) on file are not eligible for day parole in accordance with the Immigration and Refugee Protection Act.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

October 6, 2010

Subject: Parole

2) Full Parole

- Authority granted by the Parole Board of Canada to be at large during the offender's sentence after a minimum period has been satisfied.

3) Parole by Exception

- Parole may be granted at any time to an offender:
 - 1) Who is terminally ill.
 - 2) Whose physical or mental health is likely to seriously suffer if the offender continues to be held in confinement.
 - 3) For whom continued confinement would create hardship that was not forceable at time of sentencing.
 - 4) Who is subject to surrender under the Extradition Act and to be detained until surrendered.

1.06 Parole Board of Canada Guidelines

For further information regarding parole applications, parole eligibility and Parole Board of Canada guidelines refer to the Adult Custody Policy.
(sec. 6)

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: s.15

1.01 General

s.15

1.02 Signing on/Testing the s.15

At the start of each shift, the s.15 will be signed on and tested by the staff member using it. The Correctional Supervisor is responsible for ensuring staff are signed on to their s.15 correctly.

Control is to be notified before s.15

* s.15 do not need to be signed off.

November / Sierra Houses

All staff assigned to the Fraser houses are required to wear s.15 and will be pre-assigned to the specific house. Staff assigned to the Fraser houses are to contact the Control Centre and advise s.15 they have acquired.

1.03 Wearing s.15

Staff members will wear s.15

s.15 will not be obstructed by any clothing or placed in pockets/bags.

1.04 Activating s.15

There are two ways to activate s.15 :

- s.15
- s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: s.15

1.05 Defective s.15

defective is to be turned into the Control Supervisor, or in their absence, Control staff. The Control Supervisor is responsible for the repair of . turned in will be accompanied by a tag/memo which will clearly state the .

1.06 Location

s.15

1.07 Technology

s.15

1.08 Control Staff s.15

Procedures for control staff to follow when are located in Control.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 7, 2011

Subject: Personnel

1.01 Staff Addresses/Telephone Numbers

Staff will notify, in writing, the Assistant Deputy Warden Staffing changes in address and phone numbers. Staff are responsible for manually updating these changes in Employee Self Service (ESS) under Employee Address.

1.02 Releasing Staff Information

When a staff member on shift receives a call asking for staff information, the staff member will gather all information from the caller, including a return phone number, and phone the staff member personally with the information message. Under no circumstances is a staff member to release information relating to another staff member over the phone or by personal request.

1.03 Private Vehicles

- Private vehicles are to be parked in a parking lot designated for staff use only, unless authorized by the Warden.
- All private vehicles must be locked and keys removed when on institutional grounds.
- The process for dealing with damage to private vehicles on the property is covered in the Master Agreement.
- Damage to vehicles on institutional property must be reported to the Assistant Deputy Warden or in their absence, the Correctional Supervisor immediately.
- Firearms and/or ammunition are not to be in personal vehicles while parked on Centre grounds or brought into the building.

1.04 Staff Attend Court

Staff required to attend Court or a Coroners Inquest to testify regarding incidents arising in the course of their duties will immediately inform the Warden or designate. The Warden will arrange a briefing if necessary.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 7, 2011

Subject: Personnel

1.05 Staff I.D. Cards

All staff employed at the Centre will be issued a Corrections Branch identification card. Staff will carry it with them whenever on official business or visiting a Correctional Centre within the Province of B.C.

1.06 Staff Visiting After Hours

Only staff scheduled on shift may enter the secure portion of the Correctional Centre. All others (i.e. staff on STIIP, any other leave or on days of rest) require the approval of a manager prior to entering the secure portion of the Centre. The manager will advise the Deputy Warden of Operations, in writing, whenever they grant access to off-duty staff to enter the secure portion of the Centre.

Off-duty staff entering the secure portion of the Centre will sign in and out, in the Visitor's Log located in the reception area. Staff will note the date, time, and reason for the visit.

s.15

Family members and friends are not permitted in the locker room area or within the secure portion of the Correctional Centre without prior approval of the Warden or designate.

1.07 Staff Property/Possessions

Staff property/possessions (i.e. bags, purses, knapsacks, cell phones, electronic devices etc.) are not permitted in the living units and inmate work and program areas. Exemptions: coffee cups, water bottles, writing implements, personal prescriptions, feminine hygiene products, job related materials and any other items approved by the Warden.

1.08 Unlawful Possession of Property

Any employee, without lawful excuse, may not be in possession of property belonging to Fraser Regional Correctional Centre or other facilities of the Corrections Branch.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 7, 2011

Subject: Personnel

1.09 Employment Outside the Branch

Employees who operate their own business or are gainfully employed by a business other than the Provincial Government must consider the following:

- Does the activity or business harm the reputation of the employer.
- Does the activity or business render the employee less efficient in the performance of their primary duties.
- Does the activity or business affect the employee's relationship with other employees.
- Is the activity or business unlawful and thus injurious to the general reputation of the employer.
- Is the activity or business of such a nature that a conflict of interest may arise.
- Is the activity or business of such a nature that it could benefit from inside information gained by the employee through their public service jobs.

Employees have an obligation to inform the employer if they are in conflict with any of the above statements. If an employee is uncertain if a conflict of interest exists, they will discuss circumstances with their respective manager.

1.10 Employee Standards of Conduct

All employees will conduct themselves in accordance with the "Standards of Conduct for Corrections Branch Employees".

1.11 Personnel Files

Employees or their designate (with written authority), will be entitled to review their personnel file to facilitate the investigation of a grievance as per the BCGEU Master Agreement.

Employees wanting to review the content of their file must obtain verbal/written approval of an excluded manager.

1.12 Employment Reference Request

Work performance references must be provided by a manager. All employment reference requests are to be forwarded to the Assistant Deputy Warden of Staffing.

Standard Operating Procedures

S. DiCatri, Warden

February 26, 2010

Subject: Physical Restraint and Tactical Equipment

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Inventory

s.15

1.03 Storage

The Control Supervisor is responsible for the storage and security of all

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

November 14, 2006

Subject: Police and Canadian Forces Assistance

1.01 General

Refer to the BC Corrections Branch, Adult Custody Policy.

s.15

1.02 Request for Assistance

Requests for Police and/or Canadian Forces assistance will be determined by the Warden or designate, or if after hours, the person on-call.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 22, 2012

Subject: Protection of Evidence

1.01 General

In the event of a serious incident that would include any use of force or control technique, a suicide or attempted suicide, an inmate engaged in self harm, an escape or attempted escape, a Code Blue or other medical issue or any other incident that in the judgement of the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor may be of a serious nature, the first officer to attend the scene will take the following actions:

1. Initiate call for appropriate code response (render first aid if required);
2. Protect all evidence relating to the scene by:

s.15

1.02 Evidence to Protect

Evidence to protect includes, but is not limited to:

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 22, 2012

Subject: Protection of Evidence

1.03 Responsibilities

The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will:

1. Assign an officer to be a scribe as soon as a critical incident occurs.
2. Assign an officer, if required, to monitor the scene, and control and monitor access to the scene.
3. Appoint an officer to video record and/or take photos of the scene.
4. Obtain and seal recordings from control relevant to the incident.
5. Collect log books from area of incident.
6. Gather reports from all officers involved in a critical incident and forward them, along with their report, to the Warden or designate.
7. Designate an officer to save CCTV video evidence.

1.04 Control Officer Responsibilities

In all cases of critical incidents, control staff will record in the log the following information in chronological order:

s.15

A separate incident report is to be submitted by each member of the Control Team on duty. The report is to be specific and detail what that individual Control team member heard, observed or was directed to do during the critical incident

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

February 22, 2012

Subject: Protection of Evidence

1.05 Collection and Storage of Evidence

Whenever possible, evidence will be collected, sealed and placed in storage by one officer.

Evidence will be stored in a locked s.15
in his/her possession The officer storing the evidence will keep until the evidence:

- is turned over to the appropriate authority;
- is required for legal proceedings;
- is no longer needed.

Evidence bags will be used. Evidence bags will be sealed and signed.

1.06 Written Reports

Written reports will be submitted by attending Correctional Officers on all critical incidents.

Reports are forwarded to the Warden or designate and will be distributed as detailed in the B.C. Corrections Branch, Adult Custody Policy.

1.07 Video Recorded Evidence

In the event of a serious incident that would include a bonafide Code Yellow response, any use of force or control technique on an inmate, a suicide or attempted suicide, an inmate engaged in self harm, the escape or attempted escape of an inmate, a Code Blue or other medical issue, or any other incident that in the judgement of the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor may be of a serious nature, the DVR from all camera's which would have recorded the events leading up to, during and the conclusion of the incident will be saved as evidence.

1.08 Documented Evidence

In the event of a serious incident (as detailed above) all log books (ie; living unit, control etc.) will be pulled as evidence.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

February 22, 2012

Subject: Protection of Evidence

1.09 Secure Storage of Log Books

s.15

1.10 Protection of Scene – Hospital

In the event death of an inmate is pronounced (or certified) at a hospital, attending correctional staff will provide supervision until the body is released to the coroner. If the coroner chooses not to attend the scene, supervision ceases following notification of the death to the coroner and receipt from hospital staff of written confirmation of death.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

November 3, 2006

Subject: Protective Custody Placement

1.01 Authority

Classification Officers and in their absence, the Correctional Supervisor, have the authority to place an inmate in protective custody.

1.02 Placement

A protective custody placement will be offered to;

s.15

1.03 Documentation Requirements

The Classification Officer or Correctional Supervisor who offers and/or places an inmate in protective custody is responsible for making an entry on the inmate's client log noting all pertinent information regarding the inmate's placement.

1.04 Alerts

Protective Custody alerts will be entered on Cornet by the Classification Officer. The Correctional Supervisor will ensure the Classification Officers are aware of all details of any protective custody placements they make.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

November 3, 2006

Subject: Radio Procedures

1.01 General

All radio communication will be in accordance with Radio Procedures, B.C. Corrections Branch, Adult Custody Policy.

s.15

1.02 Radio Issue/Equipment

s.15

It is the responsibility of staff returning the radio, to place it in the battery charger.

Radios will be carried in protective cases or on clips attached to the waist belt.

1.03 Radio Inventory/Repair

It is the responsibility of the Control Supervisor to:

- Maintain an inventory of all radios and radio equipment in the Centre;
- Arrange for the repair of radios and radio equipment, as required.

All damaged/defective radios will be turned in to the Control Supervisor, or in their absence, the Correctional Supervisor, with a written report identifying the problem. A copy of this report is to be forwarded to the Deputy Warden of Operations.

1.04 Radio Checks

s.15

Control staff

will maintain a log of all radio checks.

1.05 Radio Communication

All radio communication will be made solely for business relating to the operation of the Centre.

Off-site work program staff may communicate radio to radio. All other radio communication will be made through FRCC Control.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

November 3, 2006

Subject: Radio Procedures

1.06 Emergency Communication

Emergency radio communication only is permitted during an emergency situation. Control staff will announce, to all portables, when emergency communication only is to be used.

1.07 Radio Call Numbers

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

February 26, 2008

Subject: Recruitment Incentive Program

1.01 General

Refer to BC Corrections Branch Adult Custody Policy – sec 11.8.

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

January 4, 2011

Subject: Reporting of Incidents

1.01 Reporting of Incidents

In all cases where a serious incident takes place, a full written report is required from each staff member involved, including Control and Escort Officers. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will also submit a report detailing the nature of the incident, their direction to staff, resources used in managing the issue, the outcome of the incident and preventative recommendations. All documentation must be completed in a full and detailed manner.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will also retrieve all evidence, including any video recording (DVR) that may show evidence of the incident (leading up to, during and following). The Assistant Deputy Warden or in their absence, the Correctional Supervisor will retrieve and photocopy all written evidence, including relevant unit logs. The Assistant Deputy Warden or in their absence, the Correctional Supervisor is responsible for ensuring continuity of all evidence.

Incidents considered serious would include, but are not limited to, a bona fide code yellow response, any use of physical force on an inmate, the suicide or attempted suicide or other incident of self harm by an inmate, the escape or attempted escape of an inmate, any code blue or other serious medical issue or any other incident which in the judgement of the Assistant Deputy Warden or in their absence, the Correctional Supervisor may be of a serious nature.

It is the responsibility of the Assistant Deputy Warden or in their absence, the Correctional Supervisor to ensure that a complete information package is forwarded to the Warden or designate.

1.02 Client Injury Form

In the event of an injury the report of client injury form, as well as an incident form is completed. The form can either be printed and completed by hand or started electronically, saved and printed when signatures and comments are required.

Once completed the form is scanned and attached to the inmate's client log in CORNET, with the original kept at the correctional centre where the injury occurred.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 14, 2010

Subject: Restraint and Control Devices and Apparatus

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy for authority and use of restraint and control devices and apparatus.

1.02 Restraint Devices

Devices include s.15 and other restraint devices approved by the Provincial Director, Adult Custody Division.

1.03 Issue –

will be issued, on a shift by shift basis, to the runners and Correctional Supervisors. will be available for staff on each living unit. If necessary, can be obtained

s.15

s.15

An inmate will not be physically restrained by means of a device:

- For a period that is longer than necessary;
- For more than 24 hours unless specified in writing, with reasons stated, by the Centre Director to the Adult Custody Provincial Director.

1.04 Inventory

s.15

This report will be forwarded to the Deputy Warden of Operations. The Living Unit staff will account for their equipment on the Living Unit report forms. Any missing equipment will be reported to the Correctional Supervisor immediately.

The Control Supervisor is responsible for the overall equipment inventory and control for all s.15 stored in the centre. The Control Supervisor will forward a report quarterly detailing the inventory and security state of the equipment and storage areas to the Deputy Warden of Operations.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 14, 2010

Subject: Restraint and Control Devices and Apparatus

1.05

s.15

The Correctional Supervisor will complete an incident report and forward it, by the end of their shift, to the Deputy Warden of Operations whenever s.15 are used. If used after regular business hours, the person on-call will be notified immediately.

1.06 Restrains and Epileptic Inmates

An inmate who is known to be epileptic will not share restraints with another inmate.

1.07 Special Restraint Apparatus

Refer to FRCC's Standard Operating Procedures for use of

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

November 14, 2006

Subject: Rights on Arrest or Detention

1.01 General

Refer to the B.C. Corrections Branch, Adult Custody Policy.

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

July 18, 2012

Subject: Riot / Major Disturbance

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Deployment of Tactical Team

Tactical squads are deployed on the authority of the Warden. Once activated the tactical team is under the authority of the team commander, who reports to the Warden until the situation is resolved.

The Warden or designate notifies the Provincial Director and local police (when necessary).

1.03 Assistant Deputy Warden Responsibility

In the event of a riot or major disturbance, the Assistant Deputy Warden or, in their absence, the Correctional Supervisor will upon the authority of the Warden:

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

July 18, 2012

Subject: Riot / Major Disturbance

s.15

1.04 Control Supervisor Responsibility

The Control Supervisor, or in his/her absence, a Control Officer will:

s.15

1.05 Emergency Response Check-off Sheets

Emergency Response Check off Sheets will be completed by the Assistant Deputy Warden or in their absence, the Correctional Supervisor and the Control Centre.

s.15

1.06 Inmate Egress / Voluntary Exit

The Warden in consultation with the Tac Team Leader, will determine the egress route for inmates being removed from the area of the riot/major

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 18, 2012

Subject: Riot / Major Disturbance

disturbance. The voluntary exit of inmates from the area will be directed by the Tactical Team, or other assigned staff, and will be through the egress route determined by the Warden.

1.07 Recording Inmate Location

Following a riot/major disturbance the Assistant Deputy Warden or other manager will assign an officer, or a Tactical Team member, to record where inmates are found in the area of incident. The assigned officer / tactical team member will record the inmate's name, CS# and the location where he was found.

1.08 Tactical Port Protocol

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 23, 2010

Subject: Routine and Emergency Building Maintenance

1.01 Routine Maintenance

All requests for routine maintenance in the centre will be made through the Control Supervisor, on a Facility Trouble Report. In addition, Living Unit Officers will record living unit maintenance requirements on the Living Unit Report form. The Deputy Warden of Operations is responsible for the overall building maintenance of the Centre.

1.02 Emergency Maintenance

In the event of an emergency, the Correctional Supervisor requires the approval of the Deputy Warden of Operations, or the person on-call if after hours, prior to contacting W.S.I.

When WSI after hours emergency services are required, the following procedures must be followed:

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

June 23, 2010

Subject: Routine and Emergency Building Maintenance

It is the responsibility of W.S.I. to make arrangements for the appropriate tradesmen to respond to any emergency situation.

1.03 Emergency Numbers

The emergency phone numbers for W.S.I. will be located in the Assistant Deputy Warden – Regulation's office, the Correctional Supervisor's office, the Control Supervisor's office and in the Control Centre.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

January 14, 2010

Subject: Searches

1.01 Searches - Visitors

Searches of visitors will be conducted in accordance with B.C. Corrections Branch Adult Custody Policy and the B.C. Corrections Act.

s.15

1.02 Searches – Contractors

Searches of contractors will be conducted in accordance with the B.C. Corrections Branch Adult Custody Policy and the B.C. Corrections Act.

s.15

1.03 Searches – Inmates

Searches of inmates will be conducted in accordance with the B.C. Corrections Branch Adult Custody Policy and the B. C. Corrections Act.

s.15

Searches conducted in a Living Unit with inmates present will be conducted with the unit secured. Each inmate will be locked in his assigned cell. “Unless precluded by circumstance, an inmate should be present during the search of his/her possessions and or living area”, as per the B.C. Corrections Branch Adult Custody Policy.

The Correctional Supervisor is responsible for the completion of the Frisk Record. All items removed from a cell (contraband, excess clothing), will be itemized on the Frisk Record. The Frisk Record will be forwarded to the Deputy Warden of Operations upon completion.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

February 22, 2007

Subject: Security Alerts

1.01 Alert Entry

Only Supervisors/Managers will enter security alerts on CORNET. If an inmate requires additional alert entries subsequent to the initial security alert review performed by classification, those alerts will be entered by the Correctional Supervisor / Assistant Deputy Warden who has made the determination.

1.02 Review of Security Alerts Upon Admission

Upon admission, each inmate's security alerts will be reviewed. The Classification Officer will ensure all security alerts identified on CORNET are noted on the Intake Risk Assessment Form.

The Classification Officer will confirm that alerts are entered on corresponding inmates (e.g. Inmate Smith has a "no contact" with inmate Brown then inmate Brown's alerts must have a "no contact" with inmate Smith). In the event an alert has not been entered, the Classification Officer will enter it at this time. If an alert needs to be entered and the inmate is not at our centre, the Classification Officer will contact, via e-mail, the Classification Officer at the other centre. If an alert needs to be entered on an inmate who is no longer in custody, the Classification Officer will contact the Systems Services Unit and have the inmate temporarily activated to allow for alert entry.

1.03 Alert Removal

Only classification officers will remove alerts from CORNET. Alerts will only be removed with the authorization of the person who initially entered the alert. Requests for authorization of alert removal should be communicated via e-mail and a copy of the approval should be kept for future reference. The Classification Officer removing the alert will make an entry in the client log, noting the date of removal, the officer who approved the removal and the reasons for removal. When a "contact concern" alert is removed, the Classification Officer removing the alert will make an entry on the inmate's client log detailing the reason for removing the alert.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

November 3, 2011

Subject: Security Inspections

1.01 General

Physical security inspection routines are conducted in accordance with the B.C. Corrections Branch, Adult Custody Policy.

s.15

1.02 Physical Security Inspection

s.15

1.03 Night Shift Security Checks

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

November 3, 2011

Subject: Security Inspections

1.04 Night Shift – Perimeter Check

s.15

1.05 Weekly Physical Inspection

s.15

1.06 Security Deficiencies

The Correctional Supervisor will be notified of all security deficiencies. A Facility Trouble Report will be completed for security deficiencies and will be forwarded to the Control Supervisor. B.C.B.C. will be contacted for security deficiencies which require immediate repair upon the approval of the Deputy Warden of Operations, or, if after hours, the person on-call.

1.07 Security Obligation

All staff are responsible for maintaining the security of the Centre. Staff observing a breach in security will notify their supervisor immediately.

1.08 Perimeter Security Checks

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCastri, Warden

November 3, 2011

Subject: Security Inspections

1.09 Program Areas – Security Checks

s.15

1.10 Security of Doors

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, 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 1-8
- Medical Observation: cells 9 & 10
- Medical Side: 11, 12, & 13.

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

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, 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 not enter a cell when alone.

1.04 Searches

s.15

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 ^{s.15}, 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 ^{s.15}. 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 SG1 to SG8.

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 SG21, 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, s.15
etc.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

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. DiCatri, 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:

s.15

If in OBS area:

s.15

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:

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

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.

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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.

Permitted cleaning supplies for inmates in Segregation:

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- 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.**

s.15

1.22 Cell Checks

s.15

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s.15

1.23 Control Centre Security

s.15

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

s.15

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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

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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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January 24, 2012

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.

s.15

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 mental health 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.

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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 1-8. 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.

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- (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.

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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.

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S. DiCastri, Warden

December 8, 2010

Subject: Social Assistance – Ministry of Social Development

1.01 General

All inmates at FRCC will have the opportunity to apply for social assistance prior to their release from custody as detailed in the Protocol Agreement between the Ministry of Social Development (MSD), Region 3 and Ministry of Public Safety and Solicitor General, FRCC.

1.02 Responsibility

The Programs Supervisor is the designated Corrections Liaison with the Ministry of Social Development staff.

The Programs Supervisor is responsible for:

- the coordination and management of all inmate requests for social assistance;
- providing inmates with social assistance information/application forms;
- the delivery of the “orientation video”;
- providing the MSD staff with approved CORNET documentation as required;
- the coordination of inmate movement as required for appointments with MSD staff.

1.03 Funds

Any social assistance cheques for inmates will remain in the possession of the Trust Accounts Clerk until the inmate’s discharge date.

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October 12, 2010

Subject: Special Restraint Apparatus –

s.15

1.01 Apparatus

Only restraint apparatus approved by the Assistant Deputy Minister as part of the Corrections Branch's list of "Approved Restraint Equipment" will be used. Refer to the BC Corrections Adult Custody Policy.

s.15

1.02 Application

Restraint apparatus will only be used in situations where the inmate;

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1.03 Authority

The Correctional Supervisor requires the approval of the Warden, designate, or the person on call after hours, prior to the application of

s.15

1.04 Medical Review

When on duty and where practicable medical staff will conduct a review of the inmate's medical status prior to

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in order to identify any medical concerns related to that type of restraint.

In the event that this is not practical then a medical assessment will be conducted as soon as possible after an inmate has been placed

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. The medical staff will record the outcome of the assessment in the medical file and advise the Assistant Deputy Warden – Regulations/Correctional Supervisor of any immediate medical concerns.

The inmate will be checked by medical staff at a minimum of every hour. Medical staff will record checks in the medical file.

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Subject: Special Restraint Apparatus –

s.15

A medical review will begin within 2 hours of an inmate being placed on or in a special restraint apparatus when a medical staff is available on-site. When medical staff is not available a review is conducted as soon as possible after a medical staff starts their duties.

When medical staff are not on duty and, until such a time as they have reported to the centre, the Correctional Supervisor will conduct the initial and hourly assessments.

Until the arrival of medical staff, the Correctional Supervisor and assigned staff will assess the inmate for:

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1.05 Video Recording

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1.06

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will only be applied by trained personnel.

Application of may be limited by the physical condition and physique of the inmate:

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Subject: Special Restraint Apparatus – s.15

- inmates in apparent reasonable health and with a normal physique should be placed s.15 on the floor in a safe area to minimize any contact with cell fixtures;
- all inmates will be fitted with s.15

s.15

s.15 will be applied to not interfere with the inmate's ability to breathe freely.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will check that all restraints are securely fastened and the inmate is advised of necessary protocol for removal s.15

1.07 s.15

will only be by trained personnel.

s.15 is determined by the physical condition and physique of the inmate.

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Subject: Special Restraint Apparatus – s.15

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will check that s.15

1.08 Monitoring and Removal

An Officer will be assigned to:

- Provide direct and constant observation of the inmate s.15
- Maintain a record that indicates:

- Immediately notify the Assistant Deputy Warden or in their absence, the Correctional Supervisor if the inmate appears to be having breathing or circulation difficulties at any time during this monitoring period or adjustment of equipment or restraints appears necessary.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will observe and communicate with the inmate at a minimum of every hour and record in the appropriate log.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor will authorize the inmate to be removed from the restraint apparatus as soon as it is safe to do so.

1.09 Extended Use

The Warden must approve the use of s.15

Approval will only be granted if in the opinion of the Warden, extended use is necessary to ensure that safety of the inmate.

Prior to authorizing extended use the Warden will consult with a medical staff regarding any health concerns.

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Subject: Special Restraint Apparatus –

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1.10 Reporting

The Assistant Deputy Warden/Correctional Supervisor will ensure that all reports pertaining to the incident are submitted to the Deputy Warden of Operations; at a minimum these will include:

- Incident Reports;
- Use of the Use of Force form which will clearly indicate the rationale for the use of the apparatus and will include the specific nature of the inmate self-harm which had, or was likely to have, occurred;
- all video recordings and any photographs;
- written assessment from medical staff;
- Monitoring Record maintained while inmate was placed

s.15

*** The Deputy Warden will review with the Warden prior to the document being forwarded to the Provincial Director.**

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

August 24, 2009

Subject: Staff Dress and Deportment

1.01 Dress Regulations and Staff Deportment

Corrections' personnel are professionals within the Justice System and are required to contribute a high standard of expertise and skill in the performance of their duties. It is, therefore, in the view of the Branch, incumbent upon employees to present themselves in appearance and through performance, in a manner that reflects this expertise and skill.

The dress regulations contained within this section are issued to cover both male and female uniformed officers. They are designed to cover general as well as specific times of apparel issue to individual officers.

- Officers will wear full seasonal dress while on duty on and off the Institutional property unless otherwise instructed by the Warden. The issue, including loan articles will be of the type agreed to by the joint Union Management Clothing Committee.
- Officers who are to attend court or coroner's inquests as a result of an incident arising from the performance of their duties are to appear in uniform.
- When off duty, no part of the issue uniform will be worn, except for travel to and from the work location.
- All officers required to return to the institution in an emergency will report in uniform, unless otherwise instructed.
- Officers who choose to wear civilian clothes to work and change to seasonal dress may do so but must be changed into uniform at the commencement of their shift. Under no circumstances may a staff member wear combined civilian and uniform issue clothing while on duty or to and from work.
- Officers will keep their uniforms neat, pressed, clean and in good repair.
- Officers may not alter the original style of their uniforms unless approved in advance by the Warden.
- Hats will not be worn inside the secure perimeter of the centre (including contractors)

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August 24, 2009

Subject: Staff Dress and Deportment

- In compliance with local safety practices and WCB regulations (8.10) and provincial policy, the wearing of personal accessories such as jewellery is not allowed except for the following items:
 - watches;
 - wedding rings;
 - earrings: studs only (no hoop type or dangling earrings whatsoever for all male and female staff);
 - Medic Alert bracelet.
- An employee's hair styling must be kept neat, groomed and will be styled so it does not create a hazard in the performance of duties. An employee's hairstyle must be of such style and length so that it:
 - Does not impede the employee from accessing their PAT or radio;
 - Does not impair vision or sightlines in anyway;
 - Does not prevent any person or the CCTV system from identifying the officer and;
 - Does not conceal the employee's name tag or rank insignia.

Hair must be pulled back in a pony tail or bun if it does not meet the above criteria. Employees who use machinery in their daily duties must wear their hairstyle in such a manner which prevents it from being snagged or pulled as per WCB regulations. The employee's hairstyle color should reflect positively on the uniform and professionalism of a peace officer.

- When in dress uniform hair will not exceed collar length unless confined.
- Moustaches may be worn provided they are kept clean, neat and groomed, and do not exceed one inch in length. Staff whose duties require the use of a breathing apparatus will remain clean shaven where the mark or respirator seals with the face, in compliance with the Occupational Health and Safety Regulations of the Workers' Compensation Board.
- Fingernails must be kept clean and inconspicuous in both length and colour of nail polish, if applicable.
- Cosmetics may be worn in a manner reflecting the dignity of the profession.

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August 24, 2009

Subject: Staff Dress and Department

Caps

- The forage cap will be worn level on an officer's head.
- No foreign material such as colored paper or cloth is allowed behind cap badge.
- Wires or stiffeners will not be removed or bent.
- The cap badge will be worn in the front centre of the cap as indicated by seam on cap with the bottom edge of the badge just below the inside of the top edge of cap strap as indicated by shape of bottom edge of badge.
- The cap strap, peak and cloth fabric (including "baseball cap") must be kept tight and clean.
- The forage cap will be worn when in uniform outside the Correctional Centre including to and from the parking lot. The "baseball cap" may be worn while working gangs only.

Ties

- Officers will wear issue ties only.
- Ties will be worn snug with the top bottom of the shirt fastened.
- When in uniform, other than summer issue, officers are required to wear their ties.
- Ties will be clip-on only

Shirts

- Shirts will be issue only
- Shirt pockets will be buttoned at all times
- When an officer is in summer dress, shirts may be worn with only the top button unfastened
- Maternity shirts do not need to be tucked in

Patrol Jackets:

- Patrol jackets may be worn in the winter or summer with or without the liner
- Patrol jackets will be buttoned up when worn.
- Officers are cautioned against the practice of loading patrol jackets and shirt pockets with articles which detract from their appearance.

Blazer:

- Civilian attire is not to be worn with issue blazers.

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Subject: Staff Dress and Deportment

Trousers or Belts:

- Trousers are to be worn with issue belt only.

Footwear:

- Issue only, except when alternate footwear is recommended by a qualified medical practitioner and approved by a Warden.

Parka:

- Neat and in good condition.

Raincoat:

- Neat and in good condition.

Insignia:

- Only approved rank insignia is to be worn in the manner directed by the Assistant Deputy Minister (see below)

Rank Insignia and ID:

Warden:

- Hat – gold oak leaves on peak
- Hat badge – gold provincial coat of arms
- Epaulets – 3 pips, 1 crown

Deputy Warden of Programs / Operations / Offender Management:

- Hat – gold braid on peak
- Hat badge – gold provincial coat of arms
- Epaulets – 2 pips, 1 crown

Assistant Deputy Warden:

- Hat – gold braid on peak
- Hat badge – gold provincial coat of arms
- Epaulets – 1 pip, 1 crown

Correctional Supervisor:

- Epaulets/shoulder boards – 3 gold chevrons, 1 crown

Instructor:

- Epaulets/shoulder boards – 3 gold chevrons

Correctional Officer:

- Epaulets/shoulder boards – 1 gold chevron
- After five (5) years of service as a CO – 2 gold chevrons

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August 24, 2009

Subject: Staff Dress and Deportment

Security Officer:

- Epaulets/shoulder boards “blank”

Crests – supplied automatically on all parkas, patrol jackets and any other authorized outer wear other than the trench coat.

Name Tags:

- material
- colour – black
- lettering – white, capitalized block print – surname, with first initial
- size – 2-1/2 inches by 1/2 inch
- permanently affixed
- on shirts, the name tag is to be centered and sewn with the bottom of the tag resting on top of the seam of the right breast pocket

Tie Pins:

Although tie pins are not part of the uniform issue, staff may wear with their uniforms, tie pins bearing the British Columbia coat of arms, the Canadian ensign, or the Canadian flag.

Medals and Ribbons:

Officers who have received medals (e.g.; exemplary service or military service) may wear the undress ribbons centred above the left breast pocket of the uniform shirt.

Dry Cleaning:

The Stores Officer will process uniform dry cleaning in compliance with the BCGEU Master Agreement.

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August 24, 2009

Subject: Staff Dress and Deportment

1.02 General Dress Uniform

Dress uniform will be issued to all staff and chaplains.

Dress uniform will include:

- Tunic shell
- Dress slacks
- Forage cap and cap badge
- Dress shirt
- Tie
- Socks
- Lanyard
- Tunic buttons
- Collar dogs
- Shoulder flashes
- Rank insignia
- Service bars
- Name tag (brass)

Chaplains are provided a white or ecclesiastical shirt and collar.

Use of personal dress shoes require prior approval from the Warden.

1.21.1 White gloves will be issued for ceremonial occasions only. (i.e. marriage, funerals, honour guard and parade wear)

1.21.2 Refer to the Adult Custody Manual, sec 11.2.19 – 11.3.5 for dress uniform protocols.

Standard Operating Procedures

S. DiCatri, Warden

May 10, 2010

Subject: Staff Evacuation Protocols

1.01 General

In circumstances where a disturbance has occurred on a living unit during a lockdown period and it is determined by a Correctional Supervisor that no immediate danger to staff exists, staff will remain on the living unit at the staff station.

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After their arrival on the adjacent unit, the staff will contact control via radio to inform of their location.

1.02 Living Unit Staff Responsibilities

During a disturbance on a living unit staff are to immediately contact a Correctional Supervisor and inform the Correctional Supervisor that a disturbance is in progress.

Staff will document the following details of the events as they occur and for as long as it is safe to scribe the incident:

- Identity of inmate(s).
- Location of cell(s) where kicking, banging, yelling is present.
- Threats, demands, or other comments made by inmates participating in the disturbance.
- Damage to cells or common space.
- Weapons present.
- Inmate Injury.

1.03 Correctional Supervisor Responsibilities

Upon being notified that a living unit disturbance is in progress, the Correctional Supervisor will notify the Assistant Deputy Warden-Regulations.

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Standard Operating Procedures

S. DiCatri, Warden

May 10, 2010

Subject: Staff Evacuation Protocols

The Correctional Supervisor while in conversation with the disturbance participants will attempt to resolve and de-escalate the incident. If attempts at dialogue and resolution fail, the Correctional Supervisor will immediately report all findings to the Assistant Deputy Warden-Regulations or in their absence, the on-call manager.

1.04 Assistant Deputy Warden Responsibilities

Upon confirmation of a living unit disturbance the Assistant Deputy Warden-Regulations will notify the Deputy Warden or in their absence, the on-call manager. In addition, the Assistant Deputy Warden-Regulations will initiate and implement Provincial and Local Standard Operating Procedures (SOP) for riot / disturbance situations. The Assistant Deputy Warden-Regulations in coordination with the Deputy Warden or in their absence, the on-call manager will ensure the Critical Incident Notification Standard Operation Procedures is followed. The Assistant Deputy Warden-Regulations will attend Central Control for the purpose of ease of incident monitoring and communications.

1.05 Control Supervisor / Control Staff Responsibility

The Control Supervisor or in his / her absence, a Control Officer will:

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1.06 Inmate Visual / Unit Security Checks

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Standard Operating Procedures

S. DiCastri, Warden

May 10, 2010

Subject: Staff Evacuation Protocols

1.07 Inmate Cell Breach

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1.08 Staff Evacuation from Fraser Houses

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1.09 Staff – Full Centre Evacuation

In circumstances where the Assistant Deputy Warden-Regulations directs that all staff including contractor workers evacuate the centre, control staff will notify all staff to report to the

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Standard Operating Procedures

S. DiCatri, Warden

May 10, 2010

Subject: Staff Evacuation Protocols

1.10 Shift Scheduler Responsibilities

The Shift Scheduler will contact all staff resources as directed by the Assistant Deputy Warden-Regulations, on-call manager, or in the event that a crisis command post has been established on direction of the Crisis Manager.

An accurate staffing list with contact telephone numbers will be maintained in the Shift Scheduler's office. The staffing list will include all ERT member telephone numbers and contractor staff. (WSI, medical)

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

February 14, 2011

Subject: Staff Injury

1.01 Reporting

Staff will immediately notify their direct Supervisor of any injury which occurs while on duty, regardless of the degree of injury. If required, the Supervisor will contact the Assistant Deputy Warden to arrange for relief coverage for the injured staff.

All injuries will be recorded in the WCB Log Book by medical personnel (First Aid Attendant). The Assistant Deputy Warden or in their absence, the Correctional Supervisor will complete a WCB Form 7. The injured staff will complete a WCB Form 6A. All completed forms will be forwarded to the Assistant Deputy Warden – Staffing who will notify the pay office.

1.02 Emergency Treatment

During FRCC's Health Care Centre's hours of operation, a health care professional will provide emergency medical treatment until the arrival of Emergency Health Services (Ambulance) or until the injured staff is referred to other medical resources.

1.03 Non-Emergency Treatment

During FRCC's Health Care Centre's hours of operation FRCC's Health Care personnel may provide short-term treatment to injured staff prior to directing them to other medical resources.

1.04 Medical Personnel Unavailable

In the event of a staff injury where health care personnel are unavailable, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will assess the situation and determine whether emergency health services is required or if the injured staff requires transportation via institutional vehicle or can transport themselves to appropriate medical services.

1.05 Notifications

In the event a staff member requires transportation to hospital, via EHS or otherwise, the Assistant Deputy Warden or in their absence, the Correctional Supervisor will immediately contact the Warden, or if after hours, the person on-call. The staff members spouse or next of kin will be contacted at the staff member's request, or if the staff is unconscious.

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Standard Operating Procedures

S. DiCastri, Warden

February 14, 2011

Subject: Staff Injury

1.06 ICON Reports

An ICON will be prepared by all staff who witnessed the injury to staff. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will forward all reports, including their own, to the Deputy Warden of Operations.

1.07 Joint Accident Investigation

A Joint Accident Investigation will be completed for every staff injury. The Deputy Warden of Operations will review the completed WCB forms and will assign the Joint Accident Investigation accordingly.

The Joint Accident Investigation will be completed by an employer representative and an employee representative of the Occupational Health and Safety Committee. Upon completion the Joint Accident Investigation will be forwarded to the Warden.

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

December 5, 2006

Subject: Staff Training and Development

1.01 General

Refer to Section 5 of the Management Services Policy Manual.

s.15

1.02 Uniforms During Training

Staff are required to wear their uniform when attending both on and off-site training courses, unless otherwise directed.

1.03 Compulsory Training

Any course or training considered necessary by the Branch is compulsory to attend.

1.04 Registration Forms

Course Registration Forms on line, can be accessed. Other inquiries are to be forwarded to the manager responsible for staff training.

1.05 Record Keeping

The manager responsible for staff training will maintain an ongoing record of courses attended by staff

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

May 9, 2012

Subject: s.15

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Definitions

s.15

1.03 Authority for Deployment and Use

The Warden may designate in writing to designated managers and correctional supervisors the authority to use s.15 .

The Warden identifies correctional officers who are approved to s.15
. Only correctional officers with

The Warden designates a staff member to maintain a sign-out form
s.15 to record each occasion when

are also recorded on this form.

s.15

1.04 Deployment

Prior to s.15 the user must have the specific authorization of the Warden or designate.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

May 9, 2012

Subject:

s.15

s.15

1.05 Justification for Deployment

s.15

s.15

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

May 9, 2012

Subject:

s.15

1.06 Intervention Requirements

s.15

s.15

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCasti, Warden

May 9, 2012

Subject:

s.15

s.15

1.07

s.15

1.08 Reporting

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

May 9, 2012

Subject:

s.15

s.15

1.09 Storage

s.15

1.10 Maintenance

As per Adult Custody Policy section 1.4.

1.10.1 Training

s.15 will be conducted and maintained as outlined in the Correction Branch Adult Custody Policy Section 1.4 "Training".

1.12 Testing

s.15 according to BC Corrections Branch Adult Custody Policy.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

November 6, 2006

Subject: Substance Testing

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Urinalysis

Refer to 5.16 Correction Act Regulation.

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 13, 2011

Subject: T.A. – Temporary Absence

1.01 General

Temporary Absence is a procedure that permits an inmate to be absent from a Correctional Centre, with or without an escort, subject to conditions on a time limited basis for a specific purpose.

Inmates may apply for a Temporary Absence any time during a sentence.

1.02 Types of Temporary Absences (T.A.)

- Medical
 - Emergency; and
 - Non-emergency

Canada Border Service Agency authorities are notified as soon as possible, or by the next working day of any medical absence granted to an inmate who is not a Canadian citizen or landed immigrant.

- Education
- Employment
- Rehabilitative / re-integration
- Humanitarian
- Operational
- Communicable disease

1.03 Temporary Absence - Adult Custody Policy

For in depth detail and processing procedures, refer to the B.C. Corrections Branch Adult Custody Policy. (section 5)

s.15

Canada Border Services Agency authorities are contacted prior to granting any temporary absences for inmates who are not Canadian citizens or landed immigrants.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

July 18, 2012

Subject: Tactical Operations/Cell Entry and Extractions

1.01 General

Refer to the B.C. Corrections Branch Adult Custody Policy.

s.15

1.02 Deployment

Tactical squads are deployed on the authority of the Warden. Once activated the tactical team is under the authority of the team commander, who reports to the Warden until the situation is resolved.

The Warden or designate notifies the Provincial Director and local police (when necessary).

1.03 Cell Entry and Extractions

Refer to Tactical Operations/Tactical team guidelines in the B.C. Corrections Branch Adult Custody Policy for creation of cell entry and extraction teams.

s.15

- 1.04** In the case where staff have left or lost control of a living unit, where a tactical port has been installed, the Assistant Deputy Warden – Regulations, or in their absence, the Correctional Supervisor will on the authority of the Warden:

s.15

<p style="text-align: center;">FRASER REGIONAL CORRECTIONAL CENTRE Standard Operating Procedures</p>
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<p>S. DiCasteri, Warden</p>

<p style="text-align: right;">July 18, 2012</p>
--

<p>Subject: Tactical Operations/Cell Entry and Extractions</p>

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

S. DiCastri, Warden

September 1, 2008

Subject: Television

1.01 General

FRCC's Inmate Benefit Fund will purchase one TV for each cell in the centre, including the Fraser houses but not including Segregation or the Intensive Program Unit.

1.02 Damage of TV's

TV's that are broken accidentally or through manufacturer defect will be repaired or replaced with costs for non-warranty work or replacement coming from the Inmate Benefit Fund.

Inmates who wilfully damage (including damage to security seals), and/or abuse the TV privilege may be subject to discipline under the CAR.

1.03 TV Security

All inmate televisions will have tamper proof security seals installed.

An inspection of the TV and remote control will be included and noted on the cell condition sheet.

1.04 TV – Suspension of Privilege

Inmates serving a period of cell confinement on a living unit may have their television privileges temporarily suspended during the period of confinement, where, in the opinion of a supervisor, the TV remaining in the cell compromises the safety and/or security of the inmate or the centre.

Suspensions of the TV privilege will be reported in writing to the Deputy Warden of Operations.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S., DiCatri, Warden

December 4, 2006

Subject: Tool Control

1.01 General

Tools which are restricted to one specific area will be colour-coded to denote their authorized location.

1.02 Inventory

The Officer or Instructor in charge of each shop or work area will prepare an inventory list of all tools in use or in storage. A copy of the inventory list will be forwarded to the Deputy Warden of Programs.

1.03 Shadow Boards

Wherever practical, each shop or inmate work area will have a tool crib or shadow board, or both, for the purpose of checking inventory. These are

s.15

1.04 Issue of Tools

Tools will only be issued by and to persons authorized by the Warden. Upon receipt, the care and control of the tool(s) will be the responsibility of the receiver.

Tools will not be loaned to any individual or contractor for their own personal use.

1.05 Storage/Disposal

Tools that are deemed to be no longer serviceable will be withdrawn and held in storage until condemned and disposed of in a manner determined by the Deputy Warden of Programs.

Upon receipt of new tools, or the disposal of condemned tools, inventory adjustments will be made immediately.

1.06 Security

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

March 22, 2011

Subject: Use of Force

1.01 General

Use of force is clearly defined and detailed in the B.C. Corrections Branch, Adult Custody Policy. All staff will familiarize themselves and will conduct themselves in accordance with this policy.

s.15

1.02 Authority

All Correctional Officers, under the direction of a supervisor, have the authority to apply s.15 . The use of must be pre-approved by the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor and will be reported;

- To the Deputy Warden of Operations (during business hours) or to the person on call after hours;
- In writing to the Deputy Warden of Operations.

Only the Warden, or designate, will authorize the use of special restraint apparatus s.15 If/when approved, the Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor is responsible for the application of the restraint device, the monitoring and recording of information for the duration of use of the restraint device in accordance with B.C. Corrections Branch, Adult Custody Division Policy.

Only the Warden, or designate, will authorize the use of s.15

Only the Warden, or designate, will authorize the use of the Tactical Team and/or cell entry team.

Only staff who have successfully completed the approved training/certification course(s) are authorized to use restraint and control devices and apparatus.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

March 22, 2011

Subject: Use of Force

1.03 Reporting

Use of control tactics as identified in the B.C. Corrections Branch Adult Custody Policy, other than the use of restraints^{s.15} employed in external or internal escorts, will be reported in writing. The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will initiate and ensure completion of required reports (i.e. use of capstun). The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will gather incident reports from officers involved and will forward them, along with their report, to the Deputy Warden of Operations, who will indicate whether or not a force options review is required.

When an inmate is injured and requires medical treatment resulting from a use of force, the injury will be photographed.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

November 6, 2006

Subject:

s.15

1.01 Definition

s.15

is intended for the control of individuals or small groups of inmates in restricted spaces.

1.02 Issuing of s.15 in Secure Centres

Refer to BC Corrections Branch, Adult Custody Policy.

1.03 General

The Assistant Deputy Warden has been delegated the authority from the Warden to issue and authorize the use of s.15.

Only staff who have successfully completed the approved training/certificate course are authorized to possess, transport, or deploy

s.15

The Correctional Supervisor is responsible for maintaining a record of s.15. Each time s.15 is received, the Correctional Supervisor will record the name of officer receiving s.15 on the Correctional Supervisor Inventory Log Form. The Correctional Supervisor Inventory Log Form will be forwarded to the Deputy Warden of Operations no later than the next business day.

A supply of s.15 will be stored securely in s.15. The Assistant Deputy Warden - Regulations may access the storage area and issue s.15. The Assistant Deputy Warden - Regulations will record their name and quantity of s.15 removed from s.15 on the form located in the drawer where the s.15 is stored.

1.04 Notice of

s.15

When time and circumstances permit, inmates who may be subjected to s.15 will be advised that failure to cease their activities will result in the use of such agents.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

November 6, 2006

Subject:

s.15

Following deployment of s.15
. Inmates will also be provided the opportunity

A health care professional will examine the inmate as soon as possible

Where time and circumstances permit, a health care professional should be consulted s.15 to determine if there are medical concerns over its use.

s.15

1.05 Reporting

An incident report detailing the circumstances that resulted in the use of s.15 will be completed by the officer and by all staff directly involved in the incident. The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will complete the *Use of Force Form*. All reports and the *Use of Force Form* will be forwarded to the Deputy Warden of Operations no later than the next business day.

Where it is not possible to allow the inmate s.15, the Incident Report will note the reason and will also indicate the times the inmate was checked

1.06 Disposal

s.15 will be removed from circulation and deleted from the inventory by the Control Supervisor.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Vehicle Management

1.01 General

Government vehicles will be used for government business. Only those persons who hold a valid B.C. Drivers License and are either employees of the Branch or others having received Warden approval may operate a government vehicle. Government vehicles will be operated in accordance with the B.C. Motor Vehicle Act and the Core Policy and Procedures Manual.

1.02 Driver's License Class

Government vehicles rated for a passenger load of ten (10) or more persons must be driven by a staff member who possesses a valid class four (4) driver's license.

Vacant transport vehicles are authorized to be driven by a person with a valid class five (5) license. (i.e. fuelling purposes)

1.03 Vehicle Key Control

Vehicle keys will be issued by the Correctional Supervisor, a Vehicle Trip Log indicating vehicle number, date, times keys out/in and vehicle operator will be maintained by the Correctional Supervisor. The operator will return the key to the Correctional Supervisor immediately upon completing a trip. Vehicles will remain locked at all times when not in use.

Vehicles required for the off ground work crews will have their key sets

s.15

1.04 Vehicle Pre-Trip Inspection/Report

A Pre-Trip Inspection Report will be completed by the vehicle operator prior to driving a vehicle. The inspection will include but will not be limited to those areas listed on the Vehicle Pre-Trip Inspection Report.

Operators will ensure the following information is legibly provided at the time of use:

- Date of trip
- Destination
- Mileage at the start of trip
- Mileage at the end of trip
- Printed name of operator
- Time trip started and ended.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: Vehicle Management

Staff will search the inside of vehicles for unauthorized persons and contraband prior to and after every use.

Vehicle trip sheets will be submitted to the Correctional Supervisor after each vehicle use. The Correctional Supervisor will ensure the report is complete and then forward it to the Business Manager.

The Business Manager will obtain vehicle mileage on all government vehicles on the last day of each month.

1.05 Off Ground Work Vehicles

Prior to an off ground work vehicle, including flatbed and dump trucks entering a public roadway, the load must be secure and covered. When the vehicle is empty the vehicle must be swept clean of any loose debris.

1.06 Vehicle Damage

Vehicle operators will report any damage identified during their pre-trip inspection or during vehicle use, immediately, to the Assistant Deputy Warden or in their absence, the Correctional Supervisor. All associated reports will be forwarded to the Business Manager by the next business day.

The Business Manager will investigate all unreported damage to government vehicles in a timely manner and report findings to the Warden.

1.07 Vehicle Insurance

Government vehicles are insured for third party liability through I.C.B.C. Vehicle insurance/registration is carried in the vehicle log book.

1.08 Accidents

Vehicle operators are responsible for reporting all accidents, regardless of the extent of damage or injury. Upon return to the Centre, the vehicle operator will complete a Vehicle Accident Report form and submit it to the Assistant Deputy Warden or in their absence, the Correctional Supervisor. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will review the form for completeness, obtain any further information from the operator, make any necessary notifications and will promptly forward the report to the Business Manager.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 1, 2008

Subject: Vehicle Management

Vehicle operators must contact the Underwriters Adjustment Bureau at 1-800-263-5361 to immediately report all accidents. The Business Manager or, in their absence, the Assistant Deputy Warden - Regulations, will ensure that all other appropriate authorities (i.e. police, ICBC), are notified.

1.09 Stolen Vehicle

Incident reports will be submitted to the Assistant Deputy Warden or in their absence, the Correctional Supervisor and forwarded to the Business Manager any time a government vehicle is stolen. The Assistant Deputy Warden or in their absence, the Correctional Supervisor will notify the local police if a government vehicle is stolen.

1.10 Payment of Fines

Payment of traffic violations, parking fines and impoundment towing fees will be the responsibility of the Operator.

1.11 Gas Credit Cards

Gas/oil credit cards are assigned to all vehicles and are not transferable. Vehicle operators are required to record the vehicle number on the gas receipt for each fuelling. All vehicle receipts will be submitted to the Business Manager.

1.12 Lost/Stolen Credit Cards

The Business Manager will be notified immediately when a credit card is lost, stolen or destroyed. Replacements will be arranged by the Business Manager.

1.13 Vehicle Headlights

Vehicle operators will use headlights anytime, day or night, that a vehicle is in operation.

1.14 Vehicle Passengers

Spouses and children may accompany government employees travelling on government business with the Wardens' approval. Animals, other than the Branch's drug dog, will not be transported in government vehicles.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

September 1, 2008

Subject: Vehicle Management

1.15 Vehicle Cleanliness

Operators will ensure vehicle interiors are clean upon return to the Centre. The off-site gang coordinator will ensure vehicles are cleaned as required by an inmate work crew.

1.16 Privately Owned Vehicles

The Warden may authorize the use of privately owned vehicles rather than government vehicles or public transportation. Employees having received prior authorization will be reimbursed for the costs incurred in the use of privately owned vehicles in accordance with collective agreements and current policies established by Treasury Board.

Damage to private vehicles by inmates may be recovered up to a maximum of \$500.00. Refer to Core Policy and Procedures Manual.

1.17 Non-Employee Use of Government Vehicles

Contractors/Non-Government employees who are required to use a government vehicle in fulfilling their Ministry responsibilities must have signed authorization from an excluded manager. All non-government employees must also sign the "Terms and Conditions for Non-Government Employees operating government vehicles".

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 24, 2012

Subject: Visits

1.01 Authority to Regulate Visits

Authority to regulate, terminate and deny visits is pursuant to the B.C. Correction Act, the Adult Custody Policy and the Correction Act Regulations.

s.15

1.02 Types of Visitors

Refer to the Adult Custody Policy for details regarding the three categories of visitors:

- (1) Professional
- (2) Programmatic
- (3) Family and friends.

s.15

1.03 Visit Settings

The visits area can accommodate official, medium and secure visits as defined in the Adult Custody Policy.

s.15

Professional and programmatic visits may be held in the Programs and Sentence Management areas providing all security requirements are met.

The Visits CO / Programs CO will determine the appropriate visit setting.

Visits for the Fraser Houses will be concluded in the Visits / Program building located in the northern yard.

1.04 Visit Restrictions

Reasons for restricting visits are defined in the Adult Custody Policy.

s.15

The officer requesting to restrict a visit is required to report the reason(s) in writing to the Warden or designate. Visits may **only** be restricted by a manager.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Visits

All visit restrictions and the reasons for the restrictions will be entered on CORNET by the Visits CO / Programs CO.

Visitors who are under an active court supervision order (ie; bail, probation, parole, conditional sentence statutory release), or are within 90 days of release from custody or expiration of sentence are prohibited from visiting the centre.

1.05 Inmate Visit Form

Inmates are required to submit a completed ("Inmate Visit Form") listing potential visitors for screening and data entry prior to any visits being booked. This does not include visits which are professional or programmatic.

1.06 Screening

The Visits CO / Programs CO will screen all potential visitors prior to visit clearance using the CORNET system.

1.07 Visitor Identification/Signing In

All visitors are required to provide proof of identify before being admitted to the Correctional Centre. One piece of the following picture identification is required:

- Driver's license
- BCID
- Passport
- Native status card
- Canadian Immigration document

All visitors are required to sign in at the front desk before being admitted to the Correctional Centre.

Visitors, family and friends, will sign the appropriate CORNET visits form.

Professional and programmatic visitors will sign the appropriate diary.

1.08 Visit Bookings / Visit Times

The Visits CO / Programs CO will book visits Monday through Friday, between 1130 and 1500 hours.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Visits

Visit times for the main building are Monday - Friday:

- 1515 – 1615 hours (PC / GP)

Weekends / Statutory holidays are between:

- 1130 – 1230 hours (GP)
- 1305 – 1405 hours (PC)
- 1440 – 1540 hours (GP)

Visits for the Fraser Houses are on Saturdays, Sundays and statutory holidays between:

- 1230 – 1400 hours
- 1430 – 1600 hours

A maximum of two adults and two children under the age of nineteen (19) may visit an inmate at one time. Inmates are permitted a maximum of two (2) visits per week (Sunday - Saturday). Exceptions may be approved on a case by case basis.

**** Note – Under nineteen (19) is classified as an underage child and must be accompanied by a parent or legal guardian with appropriate documentation.**

Main Building: A maximum of sixteen (16) visits, which includes six (6) secure, may be booked for each visit period.

Fraser Houses: A maximum of one (1) visit per inmate per weekend may be booked to a maximum of five (5) inmates per visit period. Exceptions may be approved on a case by case basis.

1.09 Professional Visitor Booking

All professional visits from law enforcement agencies including parole officers, probation officers, immigration and police and all social workers, psychologists, etc will be booked through the Sentence Management Unit (SMU) administrative assistants Monday to Friday. Should a provincial transfer of an inmate become necessary and a pre-booked professional

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

April 24, 2012

Subject: Visits

visit exist, prior to the visitor attending FRCC the SMU administrative assistants will contact the visitor and inform them of the inmate's location.

In situations where the SMU administrative assistants are absent from the centre, the front desk officer will be responsible for booking the visits.

The front desk officer will book all professional visits that include lawyers and programmatic visitors (i.e. John Howard Society) Monday to Friday. After hours, on weekends and statutory holidays the programs Correctional Supervisor will book these visits and make the necessary arrangements.

Notification of scheduled professional visits/appointments will be logged on the muster report the day prior to the visit by the programs Correctional Supervisor.

1.10 Supervision of Visits

The Programs Supervisor will assign a Programs CO to sign in, frisk (if required), and ion scan visitors during designated visit times. The Programs CO will then accompany the visitors to the visits area and will remain there for supervision purposes for the duration of the visits.

For the Fraser Houses, a Correctional Supervisor, House Prowl Officer and a House Program Officer will assist with supervision of visits for inmates.

1.11 Visitor Personal Belongings

All personal belongings will be stored in lockers assigned by the front desk or Programs Officer. If a visitor leaves the centre without taking their belongings from their assigned locker(s), the Correctional Supervisor will attend the reception area and open the locker with the Programs Officer or other witness present. The visitor's belongings are to be bagged, tagged, logged and signed by both the Correctional Supervisor and the witnessing officers and secured in the Correctional Supervisor's office for safekeeping.

1.12 Visitor Clothing

A visit may be denied or terminated and future visiting privileges suspended for wearing clothing that is revealing or inappropriate for family setting.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

April 24, 2012

Subject: Visits

1.13 Visits – Assistant Deputy Warden/Correctional Supervisor Responsibilities

The Assistant Deputy Warden or in their absence, the Correctional Supervisor is responsible for any security issues with respect to visitors to the centre or in the visits area.

The Assistant Deputy Warden or in their absence, the Correctional Supervisor is responsible for accommodating professional visits outside of regularly scheduled visit times.

1.14 Visits – Suspensions

Visitors may be suspended from visiting a Correctional Centre, based on the level of threat they present to the security of the centre. Refer to the Adult Custody Policy for process and authority to suspend visitors.

s.15

1.15 Visitor Tags

Everyone who is not a staff member at FRCC will be required to obtain a Visitor Identification Tag at the front desk prior to being granted access to the secure perimeter of the centre.

The Front Desk Officer, or in their absence, a Control Officer or administration staff will provide approved visitors with visitor tags and will have the visitor sign in and out.

The visitor will leave their drivers' license or B.C. Government Identification to ensure the visit tag is returned. Regular visitors (i.e. program contractors / contractors) will be issued photo identification tags upon completion of the contractor training unless otherwise authorized.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

November 9, 2011

Subject: Visual Cell Inspections

1.01 General

Within the secure building a visual inspection (i.e. inmate counts) of each cell, living unit and common area housing secure medium and open custody inmates will be conducted by Corrections staff at intervals not exceeding s.15. All checks will be recorded in the designated log book and will include the name and signature of the staff member conducting the count.

Within the two Open Custody Fraser Houses a visual inspection of each cell, room, living unit and common area will be conducted by Corrections staff at intervals not exceeding s.15. All checks will be recorded in the designated log book and will include the name and signature of the staff member conducting the count.

Checks may be conducted at s.15 but to introduce an element of randomness to the process, every effort should be made to ensure checks are not consistently s.15.

1.02 Visual Cell Inspections –

Segregation Unit, Enhanced Supervision Program (ESP), MDO Unit

When conducting visual inspections in segregation, the Enhanced Supervision Program and the MDO Unit, 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.

*** All inmates housed in the Segregation Unit, Living Unit 4C as well as all inmates on Sec 17, 18, and 24 that are housed on other living units, will be monitored at s.15 unless otherwise specified s.15.**

1.03 Visual Cell Inspections – Regular Living Unit / Fraser Houses

s.15

November 9, 2011

s.15

s.15

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCastri, Warden

July 13, 2009

Subject: Work Groups / Substitution

1.01 Work Groups

For the purpose of Article 4 (b) and the Letter of Understanding Re: Article 4 (b) of the Corrections Component Agreement, it is agreed that Fraser Regional Correctional Centre has the following functional work group:

- Operations
- Programs
- Sentence Management

1.02 Substitution

1. Selections shall be based upon service seniority from persons with a satisfactory appraisal and placement within a functional work group who are on shift when the approved substitution occurs.
2. Employees must apply to substitute within their functional workgroups in writing or via email to the Assistant Deputy Warden – Staffing. The employer will respond to an application within 15 working days. An employee may withdraw an application to substitute at any time in writing or via email to the Assistant Deputy Warden – Staffing.
3. The employer will maintain a list of eligible employees who are available to substitute in a specific classification/functional work group.
4. Employees returning from an extended absence or a transfer from another Centre will be required to complete an orientation before becoming eligible for substitution.
5. Employees moving to a new function work group are required to complete a minimum eight consecutive shifts in their new work group before becoming eligible for substitution.
6. Training for substitution shall be made in order of seniority of those who have applied; training will commence within a reasonable time commencing from the date the employee submits their letter requesting substitution. “Trained”, for the purposes of this agreement, shall be defined as any specialized instruction received which is post, or work area specific, and qualifies as an imperative component of the job description, including first line supervision, integrated offender management, scheduling, records, classification, fisheries, conditional release coordination and core facilitation.
7. Based on the stated objective in the letter of understanding re: Article 4 (b), it is agreed that consistency of supervision and/or performance is imperative to the security, safety and good management of the Centre. To meet this objective, staff members who begin to substitute at the commencement of their shift will not be displaced by a more senior officer.

FRASER REGIONAL CORRECTIONAL CENTRE
Standard Operating Procedures

S. DiCatri, Warden

July 13, 2009

Subject: Work Groups / Substitution / Staff Rotation

1.03 Declining Substitution

Employees not wishing to substitute will advise the Assistant Deputy Warden - Staffing in writing. A letter rescinding this request is required prior to being considered for future substitution opportunities.

FRASER REGIONAL CORRECTIONS DISTRICT

Standard Operating Procedures

S. DiCastri, Warden

February 22, 2012

Subject: Work Programs

1.01 General

All sentenced inmates are required to work. Remand inmates may volunteer to work.

The work program in the Fraser District provides work opportunities for all inmates. We offer a dynamic work program that provides inmates the opportunity to learn new skills that will transfer to employment upon their release from custody. Linking vocational opportunities to inmate industries.

We strive to ensure a safe work environment that is consistent with industry and Worksafe B.C. standards.

1.02 Work Programs/Classification of Inmates

Inmates are assigned to work programs in accordance with their level of classification.

Open custody inmates – are eligible for employment on work assignments outside the secure perimeter of the centre, on off-site work programs, or any work programs identified for medium or secure custody inmates. The following process will be followed when assigning inmates to off-site work programs:

- Only inmates classified to open custody will be placed on off-site work programs.
- Inmates assigned to off-site work programs will be housed in the designated house.
- The Off-site Work Program Coordinator will review the inmate Intake Risk Assessment Form and the inmate's client log prior to assigning an open custody inmate to an off-site work program.
- 'K-file' or 'VN file' inmates will be limited to inside work placement only. They will not generally be considered for open work placement without victim consultation and consideration.

Medium custody inmates – are eligible for employment on outdoor work sites which are within the secure perimeter of the Centre or any work programs identified for secure custody inmates.

Secure custody inmates - are only eligible for employment within the secure Centre.

FRASER REGIONAL CORRECTIONS DISTRICT

Standard Operating Procedures

S. DiCastri, Warden

February 22, 2012

Subject: Work Programs

1.03 Work Programs Responsibilities

The Assistant Deputy Warden - Work Programs is responsible for the overall supervision and coordination of all inmate work programs at FRCC.

The On-site Work Programs Coordinator is responsible for supervision and coordination of all work programs within the secure perimeter (including the North Compound).

The Off-Site Work Programs Coordinator is responsible for the supervision and coordination of all off-site work programs including the loading dock.

1.04 Work Placement

The On-site Work Program Coordinator is responsible for the initial inmate work assignment. Changes in work assignment may be made by the On-site Work Program Supervisor, Off-site Work Program Supervisor, Assistant Deputy Warden – Work Programs or Assistant Deputy Warden – Regulation.

Inmates are not required to apply for employment as they will be placed as soon as an opportunity exists in their classification level. An inmate may request to the unit officer for a specific work placement. If an inmate has a specific skill or general interest in working in a specific area, unit officers may email the On-site Work Program Coordinator with the inmate's request and particulars.

1.05 Work Programs – Equipment Safety Protocol

The Inmate Industry Safety Management System will be utilized for all inmate work programs. Inmates will not utilize tools and/or equipment until they have been instructed to the standard specified in the Safety Management System.

The Deputy Warden – Programs will delegate “administrator”, “supervisor” and “user” access to the Industry Safety Management System.

Refer to Work Program Industry Safety Management System Standard Operating Procedures.

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1.06 Work Programs Lists

Each evening (Monday-Thursday) the Programs Supervisor will update and distribute work crew lists for the following day, to the living unit staff and the Correctional Supervisor. On Fridays, the Programs Supervisor will distribute the lists for the weekend and Monday.

Substitutions will be identified on these lists.

1.07 Work Programs – Inmate Identification

Employed inmates are required to give their issued Telephone Cards to their assigned work officer during morning assembly each work day for identification purposes.

Inmates classified to outside work assignments are not permitted to leave the house with a defaced Telephone Card. The inmates' picture, name and CS number must be clearly visible. Inmates with a defaced Telephone Card will be re-classified to inside work only (loading dock) until they have been provided with a replacement Telephone Card.

Telephone Cards will be returned to the inmates at the end of the work day.

1.08 Work Programs – Clothing

To ensure dignity, inmates who are working and subject to searches will wear red shorts under their institutional clothing when going to and from work. Inmates will change from their institutional clothing to work clothing at the muster area. Institutional 'red' clothing, excluding red shorts, is not permitted outside of the secure perimeter of the centre.

1.09 Work Programs – Contraband

Inmates will not be in possession of any items while reporting or returning from work assignments other than;

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1.10 Searches – Inside Work Assignments

s.15

1.11 Searches – Loading Dock and North Compound

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Searches – November House

s.15

Searches - Sierra House

s.15

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1.12 Searches – Vehicles

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1.13 Work Area Counts/Security

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1.14 Off-site Work Program – Lunch/Coffee

Bag lunches will be provided for all inmates assigned to off-site work programs. The supervising officer is responsible for the pick-up of lunch/coffee. Drink containers and utensils will be provided daily. Inmates are not permitted to have personal containers.

1.15 Work Programs – Return to Work

When an on-site employed inmate has a scheduled appointment, he will return to his work assignment following the appointment unless medically excused from doing so.

1.16 Work Programs – Illness

Inmates will report to their assigned work area each morning unless they are showing obvious signs of illness (i.e.; vomiting). Inmates who indicate they are ill but not showing obvious signs will be returned to their living unit and secured in their cells. The officer returning an inmate to his cell will inform the appropriate Work Program Supervisor of these moves and will advise the inmate to complete a Health Care Request Form.

The On-site Work Programs Coordinator will inform the Correctional Supervisors and health care of all inmates who are absent from work due to illness. Health care personnel will arrange for a medical assessment of these inmates as required.

Inmates who are absent from work due to illness will not be entitled to attend yard or gym on that day.

Inmates who are ill from off-site work programs will be restricted to their rooms during working hours.

1.17 Work Programs – Injuries

If an inmate is injured during on-site work activities, the officer supervising the inmate is required to:

- Initiate 'Code Blue' if necessary;
- Inform their supervisor;
- Have the inmate assessed by health care;
- Initiate a Client Injury Form and forward it to health care; and
- Complete an Incident Report.

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Inmates injured on off-site work activities will be provided first aid by the supervising staff and if required, emergency personnel will be contacted. Immediately following initial first aid, the officer supervising the inmate is required to:

- Inform their supervisor;
- Have the inmate seen by health care;
- Initiate a Client Injury Form and forward it to health care; and
- Complete an Incident Report.

1.18 Work Programs – Documentation

Weekly work assessments will be completed every Friday by supervising staff which will be attached to the inmate's client log for review during the remission awards process. Where additional information needs to be recorded, this will be done in incident reports or daily in the inmate's client logs.

1.19 Work Programs – Counts/Contacting Control

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1.20 Fisheries Alarm Response Procedures

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Staff on Site

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Location of the Alarms are:

s.15

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Staff Away From Hatchery

s.15

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After Hours Alarm Response

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Break-in:

Control will notify the Assistant Deputy Warden - Regulations or in their absence, the Correctional Supervisor and the RCMP immediately. The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will contact the person on-call and advise them of the alarm situation.

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Water flow / Level Alarms: In Descending Order

The Assistant Deputy Warden – Regulations or in their absence, the Correctional Supervisor will contact the person on-call and advise them of the water flow alarm.

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** The order to make contact with these staff will be:

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Research area Zone 7 - ACCW Alarm Responses (1530 – 0700)

s.15

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1.21 Progressive Discipline to Manage Working Inmates

A designated supervisor will review an inmates' work placement based on recommendations from staff and work performance reviews. Progressive discipline is to be used in managing the inmates at their work location, which may include but is not limited to the following:

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Inmates, who have been recommended for reclassification from their current work assignment, will not be given an alternate assignment until reviewed by any of the work program supervisors or classification. Inmates pending reclassification will remain secured in their cells during working hours without pay until assessed. Inmates that are housed in either Fraser House will be restricted to their rooms. Once assessed, they

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will remain secured in their cells during working hours until appropriate work is available to them.

Inmates who are reclassified from their work assignments as a result of behavioural concerns or work performance issues will not be placed on the Enhanced Supervision Placement (ESP) unless a review by classification, in consultation with the Deputy Warden of Operations has occurred. If bed space in the centre is limited to the point where placement on the ESP is necessary pending the classification review for program placement, the inmate will be considered to be on overflow status and will follow applicable unit rules.

1.22 Off-site Work Programs

Fraser Regional Correctional Centre will not commence any joint venture work program until it is approved by the Warden of FRCC. Only authorized representatives of the community organizations may enter an agreement for a joint venture work program with FRCC. Approval will only be provided if the proposed work program complies with Branch Policies, protocols and all legal and/or bylaw requirements. Work locations must not be in close proximity to schools, day-cares, women's shelters or similar institutions. Any civilian employees or volunteers working in the program must be security checked. The Off-grounds Work Supervisor will conduct ongoing reviews of all joint venture work programs to ensure compliance.

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Subject: Workplace Hazardous Material Information System

1.01 Workplace Hazardous Material Information System (WHMIS)

In accordance with ADM Directive 96.22, the Corrections Branch will implement WHMIS, a nationwide system that provides information on hazardous materials used in the workplace.

1.02 Ordering WHMIS Related Products

All cleaning products, paints, thinners, etc., for the Fraser District, will be ordered through the Stores Department only, using the appropriate order form. All authorized WHMIS related products will be issued by the stores person, who will attach the appropriate Material Safety and Data Sheet (MSDS) when issuing the product.

Stores personnel will forward a copy of the MSD Sheets to the following areas:

- Shop Supervisor
- Health Care Centre
- Control
- Administration Boardroom

Designated persons will ensure that the MSD Sheets are placed in the binder in the above noted areas, and will forward a copy of each sheet to all areas that use that product.

The product information and link (if available) will be added to the Master MSDS Inventory Log by the stores person prior to the product being distributed.

The Master MSDS book will be maintained and will remain in the stores department.

Ford Mountain Correctional Centre will identify person/persons responsible for updating their binders.

1.03 Health Care Notification

The Health Care Nursing Supervisor will be provided with a MSDS sheet for their information at the time a WHMIS product is issued.

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1.04 WHMIS Training

Any staff who have not received WHMIS training through the Employment Readiness Program at the Justice Institute will be trained in the WHMIS Program during their orientation training.

1.05 Application

5.3 (1) Sections 5.3 to 5.21 (the WHMIS Requirements) apply to employers and workers with respect to controlled products used, stored or handled at a workplace, except as provided in subsections (2) to (4).

(2) The provisions concerning a supplier label and MSDS do not apply if the controlled product is:

- an explosive within the meaning of the Explosives Act (Canada),
- a cosmetic, device, drug or food within the meaning of the Food and Drugs Act (Canada),
- a control product within the meaning of the Pest Control Products Act (Canada),
- a prescribed substance within the meaning of the Atomic Energy Control Act (Canada) or any successor legislation, or
- a product, material or substance packaged as a consumer product and in quantities normally used by the consuming public.

3) The provisions do not apply if the controlled product is:

- wood or a product made of wood,
- tobacco or a product made of tobacco,
- a manufactured article, or
- being transported or handled pursuant to the requirements of the Transportation of Dangerous Goods Act, 1992 (Canada) or the Transport of Dangerous Goods Act.

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(4) The provisions do not apply to a hazardous waste, except that the employer must ensure the safe storage and handling of a hazardous waste generated at the workplace through the combination of worker education and the information required by this Regulation.

1.06 Prohibition

5.4 (1) An employer must ensure that a controlled product is not used, stored or handled in a workplace unless all the applicable WHMIS requirements concerning labels, identifiers, MSDSs and worker education and training are complied with, except as provided in subsection (2).

(2) An employer may store a controlled product in a workplace while actively seeking information required by subsection (1).

1.07 WHMIS Program

5.5 If controlled products are used in the workplace the employer, in consultation with the Occupational Health and Safety Committee, if any, or health and safety representative, if any, must establish and maintain an effective WHMIS program, as part of the overall workplace health and safety program, which:

- addresses applicable WHMIS Requirements including education and training, and
- is reviewed at least annually or more frequently if required by a change in work conditions or available hazard information.

1.08 Worker Education

5.6 (1) An employer must ensure that general WHMIS education, as it pertains to the workplace, is provided to workers on the:

- elements of the WHMIS program,
- major hazards of the controlled products in use in the workplace,
- rights and responsibilities of employers and workers, and

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- content required on labels and MSDSs, and the significance of this information.

(2) The employer must ensure that a worker who works with or in proximity to a controlled product received from a supplier has access to all hazard information received from the supplier concerning that controlled product as well as any further hazard information of which the employer is aware or ought to be aware concerning the use, storage and handling of that product.

(3) If a controlled product is produced in a workplace, the employer must ensure that a worker who works with or in proximity to that controlled product has access to all hazard information of which the employer is aware or ought to be aware concerning that product and its use, storage and handling.

1.09 Worker Training

5.7 (1) An employer must ensure that a worker who works with or in proximity to a controlled product is instructed in:

- procedures for the safe use, storage, handling and disposal of the controlled product,
- the safe use, storage, handling and disposal of a controlled product contained or transferred in:
 - a pipe or a piping system including valves,
 - a process or reaction vessel, or
 - a tank car, tank truck, ore car, conveyor belt or similar conveyance.
- procedures to be followed if the controlled product escapes from equipment, or from another product, and
- procedures to be followed in case of an emergency involving a controlled product.

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(2) Instruction required by subsection (1) must be specific to the workplace and cover the safe work procedures and emergency response procedures to be used in the workplace.

1.10 Supplier label

5.8 (1) An employer must ensure that the container of a controlled product or a controlled product received at a workplace is labeled with a supplier label.

(2) Subject to sections 5.8(3) and 5.18, as long as any amount of a controlled product remains in a workplace in the container in which it was received from the supplier, an employer must not remove, deface, modify or alter the supplier label.

(3) If a label applied to a controlled product or a container of a controlled product becomes illegible or is accidentally removed from the controlled product or the container, the employer must replace the label with either a supplier label or a workplace label.

(4) An employer who has received a controlled product in a multi-container shipment where the individual containers have not been labeled by the supplier must apply to each container a label that meets the requirements of the Controlled Products Regulations (Canada).

(5) If a controlled product imported under section 23 of the Controlled Products Regulations (Canada) is received at the workplace without the supplier label, the employer must apply a label that meets the requirements of that regulation.

(6) An employer who has received a controlled product transported as a bulk shipment must:

- apply a supplier label to the container of the controlled product or to the controlled product at the workplace, or
- where pursuant to section 15 of the Controlled Products Regulations (Canada) the supplier is not required to label a controlled product transported as a bulk shipment, an employer must apply a workplace label to the container of the controlled product or to the controlled product at the workplace.

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1.11 Workplace label for employer-produced products

5.9 (1) If an employer produces a controlled product at a workplace, the employer must ensure that a workplace label is applied to the controlled product or the container of the controlled product.

(2) For purposes of subsection (1), "produces" does not include the escape of a controlled product from equipment or from another product.

(3) Subsection (1) does not apply when the controlled product is in a container that is intended to contain the controlled product for sale or distribution and the container is or is about to be appropriately labeled.

1.12 Workplace label for decanted products

5.10 (1) If a controlled product in a workplace is in a container other than the container in which it was received from a supplier, the employer must ensure that the container has a workplace label applied to it.

(2) Subsection (1) does not apply to a portable container that is filled directly from a container that has a supplier label or workplace label applied to it,

- if the controlled product:
 - is under the control of and is used exclusively by the worker who filled the portable container,
 - is used only during the shift in which the portable container was filled, and
 - the content of the container is clearly identified, or
- if all of the controlled product is required for immediate use.

1.13 Piping Systems and Vessels

5.11 If a controlled product in a workplace is contained or transferred in:

- a pipe, or piping system including valves,
- a process or reaction vessel, or

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- a tank car, tank truck, ore car, conveyor belt or similar conveyance,

the employer must ensure the safe use, storage and handling of the controlled product through worker education and the use of labels, placards, or colour coding or any other mode of identification.

1.14 Placard Identifiers

5.12 If the controlled product is not in a container or is in a container in a form intended for export, the employer may fulfill the labeling requirements under sections 5.8 to 5.10 by posting a placard which:

- discloses the information required for a workplace label, and
- is of a size and in locations so that the information is conspicuous and clearly legible to workers.

1.15 Laboratory Label

5.13 (1) A label for a container of a controlled product that originates from a laboratory supply house and is packaged in quantities of less than 10 kg (22 lbs) for each container and that is intended for use in a laboratory must disclose:

- a product identifier,
- where an MSDS is available, a statement indicating that fact, and
- the risk phrases, precautionary measures, and first aid measures applicable to the product.

2) The employer must ensure that the contents of a container of a controlled product are clearly identified on the container if:

- the container is not the container in which the controlled product was received from the supplier, and
- the employer intends to use the controlled product, or it is, in the normal course of business, used, exclusively in a laboratory.

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(3) The employer must ensure that a controlled product undergoing analysis, tests or evaluations in a laboratory is clearly identified.

1.16 Supplier MSDS

5.14 (1) An employer who acquires a controlled product for use at a workplace must obtain a supplier MSDS for that controlled product if the supplier is required to prepare an MSDS.

(2) When a supplier MSDS obtained under subsection (1) for a controlled product is 3 years old, the employer must, if possible, obtain from the supplier an up-to-date supplier MSDS for the controlled product if any of the product remains in the workplace.

(3) If the employer is unable to obtain an MSDS as required by subsection (2), the employer must add to the existing supplier MSDS any new hazard information of which the employer is aware or ought reasonably to be aware, applicable to that controlled product on the basis of the ingredients disclosed in that document.

(4) The employer may provide at a workplace an MSDS in a format different from the format provided by the supplier or containing additional hazard information if the MSDS provided by the employer

- subject to section 5.18, contains at least the content of the supplier MSDS, and
- the supplier MSDS is available at the workplace and the MSDS provided by the employer indicates that fact.

1.17 Employer MSDS

5.15 (1) If an employer produces a controlled product in the workplace, the employer must prepare an MSDS for the product which discloses, subject to section 5.18, the information required under the Controlled Products Regulations (Canada).

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(2) For the purpose of subsection (1), "produces" does not include the escape of a controlled product from equipment or from another product nor does it include intermediate products undergoing reaction within a reaction or process vessel.

(3) The employer must update the MSDS referred to in subsection (1)

- as soon as practicable after new hazard information becomes available to the employer, and
- at least every 3 years.

1.18 Availability of an MSDS

5.16 (1) An employer must ensure that a copy of an MSDS required by sections 5.14 or 5.15 is made readily available:

- a) at the workplace to workers who may be exposed to the controlled product, and
- b) to the Occupational Health and Safety Committee, if any, or to the health and safety representative, if any.

(2) If an employer is required by subsection (1) to make an MSDS readily available, it may be made available on a computer system if the employer:

- a) takes all reasonable steps to keep the system in active working order,
- b) makes the MSDS readily available on the request of a worker, and
- c) provides training in accessing computer-stored MSDS to
 - I. one or more workers working at a workplace where the MSDS is available on a computer terminal, and
 - II. members of the Occupational Health and Safety Committee, if any, or the worker health and safety representative, if any.

The MSDS Master Tracking Log is located on the All-share drive with any available links.

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1.19 Deletions from an MSDS

5.17 If an employer claims an exemption under section 5.18, the employer may delete the information that is the subject of the claim from the MSDS required by sections 5.14 and 5.15 for the time period in Section 5.18(3), but may not delete hazard information.

1.20 Confidential Business Information

5.18 (1) If, under the WHMIS Requirements, an employer must disclose on a label or an MSDS

- the chemical identity or concentration of an ingredient of a controlled product,
- the name of any toxicological study that identifies an ingredient of a controlled product,
- the chemical name, common name, generic name, trade name or brand name of a controlled product, or
- information that could be used to identify a supplier of a controlled product,

The employer may consider such information to be confidential business information and claim an exemption from the requirement to disclose that information.

(2) A claim under subsection (1) must be made to the commission established under the Hazardous Materials Information Review Act (Canada) and must be filed in accordance with the procedures established under that Act and the regulations made under it.

(3) Information that an employer considered to be confidential business information is exempt from disclosure from the time a claim is filed under subsection (1) until the claim is finally determined by the commission and for a period of 3 years after that if the claim is found to be valid.

(4) An employer who makes a claim under subsection (1) must abide by the decisions and orders of the commission.

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(5) An appeal from a decision made by the commission under this section may be made under and in accordance with the provisions of the Hazardous Materials Information Review Act (Canada) and any regulations made under that Act.

1.21 Confidentiality

5.19 (1) If a person enforcing the WHMIS Requirements obtains information from the commission under section 46(2)(e) of the Hazardous Materials Information Review Act (Canada), the person to whom the information is communicated must keep it confidential and must not disclose such information to any person except for the purposes of the administration of enforcement of these requirements.

(2) A person to whom information is disclosed pursuant to subsection (1) must keep the information confidential.

1.22 Disclosure in Emergencies

5.20 (1) An employer must, for a controlled product that is or was present in the workplace, provide information respecting the controlled product, including confidential business information in the possession of the employer, to

- a member, in good standing, of the College of Physicians and Surgeons of be or that of any other province or territory in Canada, or
- a person registered or licensed under the Nurses (Registered) Act, the Nurses (Registered Psychiatric) Act or the Health Professions Act and
- authorized to practice nursing in BC, or under equivalent legislation in any other province or territory in Canada who requests information on the controlled product for the purpose of making a medical diagnosis of, or providing medical treatment to, a person who used, handled or was exposed to the controlled product at the person's workplace.

(2) A person to whom information is provided by an employer pursuant to subsection (1) must not communicate or disclose the information to any other person except as may be necessary for the purposes mentioned in that subsection.

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(3) A person to whom information is disclosed under subsection (2) must keep the information confidential.

1.23

Prohibited Disclosure

5.21 A person must not use, disclose or release information protected as confidential business information under the WHMIS Requirements except as provided by sections 5.19 and 5.20.

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December 5, 2006

Subject: Workplace Violence Program

1.01 Mission Statement

FRCC is an adult detention facility and as such the environment presents an inherent violence hazard. Administrators and front line supervisors recognize the inability to eliminate all incidents of workplace violence. Operational strategies have been undertaken to minimize the violence risk to workers through inmate risk assessments, information exchanges, environmental arrangements and emergency contingencies. Workplace Risk Assessments will be completed in accordance with WCB Regulations.

1.02 Definition of Violence

"Violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury."

1.03 Risk Assessment

FRCC has a mandate similar to a number of existing adult detention facilities. Adult detention facilities are occupational environments with extensive experience in violence recognition and response. The Risk Assessment process is necessary and ongoing. The occupational experiences governing workplace violence recognition and response have been reviewed and incorporated into FRCC's Standard Procedures. In addition, the Classification Officers conduct inmate risk assessments on initial intake and as required during an inmate's period of incarceration.

1.04 Reporting Requirements/OHS Role

A worker exposed to an incident of violence as defined under the Workers Compensation Board "Definition of Violence" will report the incident to their immediate supervisor without delay. The OHS Committee will review and investigate injuries to workers in accordance with WCB Regulations and provide recommendations on how to minimize workplace violence.

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Subject: Workplace Violence Program

1.05 Supervisory Response

The immediate supervisor responding to a report of an incident of violence will investigate the circumstances without delay and take appropriate corrective action within established protocols and contingencies. The supervisor will debrief the worker and must ensure that a worker reporting an injury or adverse symptom is directed to the OFA, informed of CIRT assistance, and advised to consult a physician of the workers choice for treatment or referral.

1.06 Documentation

An Incident Report will be completed by the reporting worker for any violent incident and forwarded to their immediate supervisor. The immediate supervisor will ensure when a worker is reporting an injury or adverse symptom that the required Occupational Health and Safety Accident Investigation and supporting documentation are completed.

1.07 Violence Recognition and Response

A synopsis of worker instruction, environmental arrangements, information exchange and emergency contingencies that have been adopted to minimize the violence risk to workers are:

1. Instruction of Workers:

- Interpersonal Communications Skills
- Recognition of early behaviour signals for potential and imminent assault
- Use of Force
- s.15
- Inmate Frisking Procedures
- Escort Procedures
- s.15
- Emergency Contingencies: Hostage Taking, Bomb and Bio-Terrorist Threat, Fire, BSCS Failure, Evacuation
- Emergency Code Yellow Contingencies
- Soft Cell Extraction Procedures
- Tactical Response
- s.15
- Portable Radio Communications
- Cordless Telephone Communications

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Subject: Workplace Violence Program

- Personal Injury Reporting Procedures
- Role of CIRT Program
- Crisis Management Response Training for Supervisors

2. Environmental Arrangements:

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3. Information Exchange:

- Classification Officer interviews admissions to the Centre and completes a violence risk assessment.
- Inmate information available on the living unit contains:
 - Criminal history (PCF)
 - Intake risk assessment form (in unit file and attached to client log)
 - Inmate alerts (Cornet)
 - Chronological reports of inmate behaviour (Client log)
 - Classification information (Cornet)
- Cornet security alerts on electronic file
- Living unit log book identifying critical operational information
- Living unit reports identifying critical operational information
- Muster meetings prior to commencement of workers shift for information
- Emails identifying critical operational information

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- Emails regarding new intake from classification to supervisors for dissemination at muster meetings
- Daily review of health care appointments to assess security coverage

4. Emergency Contingencies:

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1.08 Operational Review

The Deputy Warden of Operations will conduct a review of violent incidents and ensure that corrective action is taken for identified deficiencies.