

B.C. Corrections Branch Adult Custody Policy	Revised: Feb-11
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4.8. Enhanced Supervision Placement (revised: Feb-11)

4.8.1. Definition

- Enhanced supervision placement (ESP) is for inmates who routinely exhibit behaviours or participate in activities that are:
 - Detrimental to the operation of a correctional centre; or
 - Likely to endanger others or themselves.
- Individualized plans for an ESP are made available to provide these inmates with an opportunity to address their particular needs or behaviours.
- Individualized plans for an ESP are also made available to inmates who experience significant peer issues.
- Inmates are expected to successfully move at their own pace through a three-stage individualized case plan that maximizes opportunities for positive change. The case plan also enhances correctional centre security and protects the safety of everyone in the centre.
- Extended periods of confinement may be used to meet case management needs, but these periods do not constitute a segregation disposition or separate confinement.

4.8.2. Authority

- Classification to an enhanced supervision placement (ESP) is determined by the warden or designate in consultation with a classification officer.
- In urgent circumstances, when a classification officer is not available for consultation, the warden or designate may classify an inmate to an ESP. The classification officer conducts a review of the placement within 48 hours of the decision, not including weekends or statutory holidays.

4.8.3. Classification

- Any inmate may be internally classified to an enhanced supervision placement (ESP) when identified as high risk due to:
 - Mental or physical disorders;
 - Pattern of predatory or assaultive behaviour;
 - Pattern of aggressive, challenging, or abusive behaviour;
 - Court-ordered no-contacts when no other placement is reasonable or effective;

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- Significant peer issues;
 - Pattern of non-compliance; or
 - Behavioural pattern of damaging property.
2. The warden or designate determines the location where an inmate classified to an ESP is housed.
 3. Inmates are classified to the level appropriate to their needs to ensure the best chance of success at completing case plan objectives.
 4. The inmate is advised in writing upon classification to an ESP as soon as practical.

4.8.4. Case manager/ individualized case plan

1. A case manager is assigned to each inmate who is classified to an enhanced supervision placement (ESP).
2. The case manager develops a case plan within four days.
3. The case plan includes:
 - A summary of reasons for the classification decision;
 - Required programs to be completed, if any; and
 - Behaviour and conduct expectations that must be demonstrated consistently by the inmate.
4. An inmate is given a copy of the case plan and is encouraged to make submissions regarding the plan.
5. Corrections staff make daily entries in the CORNET Client Log regarding the inmate's status, conduct, and achievements.
6. On a weekly basis, the warden or designate reviews the case plan and the inmate's progress in achieving case plan objectives. The justification to continue or remove the inmate from an ESP is summarized as part of this weekly review.
7. The individualized case plan may change as the inmate progresses through the original plan, or when it is deemed appropriate to change the plan due to the inmate's submissions.
8. Upon transfer to another correctional centre, the current ESP case plan is reviewed and updated if necessary. The inmate is given a copy of the updated case plan and is encouraged to make submissions regarding the plan.

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4.8.5. Case plan stages

1. The purpose of an individualized case plan for enhanced supervision in three stages is to provide the inmate with adequate support and opportunities for success.
2. Case plan stages include the following:
 - Level one provides reduced peer interaction, and enhanced staff guidance and supervision;
 - Level two provides greater integration with peers and appropriate program participation. Close supervision is maintained; and
 - Level three most closely resembles reintegration into the routine of a standard living unit setting. The inmate's peer interactions and behaviour, however, are closely monitored.

4.8.6. Classification review

The Adult Custody Division classification review process applies.

4.8.7. Programs

1. Programs are only delivered to inmates in an enhanced supervision placement (ESP) when included in individualized case plans.
2. Standard inmate privileges and services are not withheld from inmates who are classified to an ESP, except for reasons related to:
 - Institutional security and safety; and
 - The inmate's individualized case plan.

Surrey Pre-Trial Services Centre Standard Operating Procedures	Issued: April 18, 2011
<i>Chapter 4: Programs</i>	G. Davis, A/Warden

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

4.2 Enhanced Supervision Placement

Refer to: Adult Custody Policy Sections 4.1, 4.2, 4.4, 4.5, 4.7, 4.8

4.2.1 Purpose

The purpose of Enhanced Supervision Placement (ESP) is to assess, manage and supervise inmates with a high risk classification in accordance with Adult Custody Policy. Staff closely monitor peer and staff interactions, and promote positive behaviour changes through case management, with the goal of facilitating reintegration back into mainstream inmate population.

4.2.2 Responsibility

The programs supervisor responsible for case management is primarily responsible for determining enhanced supervision placements, provided the person filling this post is a designated classification officer. Other correctional supervisors who have classification officer designation may classify inmates to ESP in the absence of the programs supervisor and in consultation with a warden. In urgent circumstances, when a classification officer is not available, a warden may classify an inmate to ESP.

All enhanced supervision placement decisions made in the absence of a classification officer are reviewed by a classification officer within 48 hours, not including weekends or statutory holidays.

4.2.3 Case Management Plan

The programs supervisor responsible for case management ensures an individualized case plan is completed, in accordance with Adult Custody Policy, for all inmates classified to ESP.

A copy of the case plan is given to the inmate, and the inmate is encouraged to make submissions regarding the case plan. The completed and signed case plan is scanned and attached to the inmate's client log.

All inmates classified to ESP are assigned a primary and secondary case manager who meets with the inmate, at minimum, once per week to discuss progress in the inmate's case plan. All meetings are documented in the inmate's client log.

Living unit staff maintain a daily client log entry for all inmates on ESP. These entries reflect the inmate's status, conduct, and achievements

4.2.4 Stages of ESP

In accordance with Adult Custody Policy, there are three levels of ESP, each providing the inmate with adequate support and opportunities for success.

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Inmates are classified to the level appropriate to their needs to ensure the best chance of success at completing case plan objectives.

Inmates classified to ESP are provided a copy of a confinement and reintegration schedule established for their ESP level. Periods of confinement on each ESP level are designed to meet case management needs and are not reflective of separate confinement or a segregation disposition. During periods of confinement, cell doors are to be secured.

Inmates on ESP are housed on a living unit and are assigned to specific cells designated for ESP. They are permitted benefits, services and programs as outlined in their case plan. Privileges and services are not withheld except for reasons related to institutional security and safety and the inmate's case plan.

When practicable and when bed space permits, inmates on ESP are housed with other ESP inmates, and not bunked with inmates serving a segregation disposition.

4.2.5 Classification Review

The Adult Custody Division classification review process applies to all inmates classified to ESP.

Justification to continue or remove an inmate from ESP is summarized in the client log. The inmate is notified of all review outcomes.

Inmate Assessments in ICON are updated by the programs supervisor responsible for case management when an inmate is classified to or removed from ESP.

Kamloops Regional Correctional Centre Standard Operating Procedures	Issued: August 10, 2012
Chapter 4 Case Management Authorized by: E.Vike, Warden	

4.8 Enhanced Supervision Classification

4.8.1 Definition

Refer to Corrections Branch Adult Policy for entire policy

4.8.2 Authority

Refer to Corrections Branch Adult Policy for entire policy

4.8.2.2 Written Notification and Documentation

- Upon placement to ESP, the inmate will receive written notification in the form of the completed "Notice of ESP Placement" completed by the classification officer.
- The approving authority that has placed the inmate on the ESP will document this on the CORNET Client Log as well as attaching the "Notice of ESP Placement."
- The IPO CS will meet with the inmate and inform him of the placement and expectations.

4.8.3 Classification

Refer to Corrections Branch Adult Policy for entire policy

4.8.4 Case Manager/Individualized Case Plan

Refer to Corrections Branch Adult Policy for entire policy

4.8.4.1 Case Management Team

- The case management team will consist of the following:
 - ADW Regulations
 - Internal placement officer (IPO)
 - Psychologist and/or mental health coordinator
 - Mentally disordered offender liaison (when applicable)
 - Program CS (when applicable)
- The case management team will meet once a week to discuss each inmate's progress on ESP.

Kamloops Regional Correctional Centre Standard Operating Procedures	Issued: August 10, 2012
Chapter 4 Case Management Authorized by: E.Vike, Warden	

4.8.4.2 Case Plan Roles and Responsibilities

Internal Placement Officer

- The IPO (through the case management co-ordinator and mental health liaison officer for MDO inmates) will, as part of the initial case plan, review the inmate's behaviours and consult with the psychologist and/or mental health coordinator and, if required, arrange for them to interview the inmate.
- The IPO (through the case management co-ordinator and mental health liaison officer for MDO inmates) will develop an Initial Case Plan within four days of the inmate being assigned to the ESP program. The Initial Case Plan shall include:
 - A summary of reasons for the classification decision,
 - Programming recommended, planned and completed to date,
 - Overall behaviour and conduct expectations,
 - Recommendations from the psychologist and/or mental health, coordinator for behaviour modifications,
 - The level at which the inmate will start in the program.
- The Initial Case Plan will include:
 - Reasons for the classification decision,
 - Behaviours to be demonstrated,
 - ESP modules to be completed,
 - Specific behaviours to be avoided,
 - Learning exercises to be completed.
- The inmate will receive a copy of the Initial Case Plan.
- The IPO will conduct a weekly review of the ESP inmate's behaviour and program participation and will make recommendations to the case management team. With progression to each new level, the inmate will receive an updated case plan.
- All case plans, updates to the plans and reviews of the plan will be recorded or attached to the Client Log on CORNET.
- The IPO CS will supervise the living unit staff to ensure proper daily documentation and involvement in the inmate's reintegration to regular status.

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Living Unit Officer:

- The living unit officer must make a Client Log comment daily on each ESP inmate in their unit specific to the inmate's general behaviour and attitude, the activities they participated in, time out of their cells and any visitors on the unit that they may have received.
- The unit officer will provide information and guidance to the inmate, as required in completing the case plan.

ADW Regulations:

Will meet with the case management team once a week to review the inmate's progress through the ESP and authorize the inmate's progress to the next level, removal from ESP or return to a previous level.

Case Management Co-ordinator/ Mental Health Liaison Officer

(The mental health officer will work with those inmates with a MDO designation)

- Will assist the IPO with developing an initial ESP plan.

Psychologist and /or Mental Health Coordinator

- The psychologist and the mental health coordinator will make recommendations to assist living unit staff with strategies for effective daily management of the inmate.
- Will provide strategies, skills and support to both the inmate and correctional staff in dealing with difficult behaviours.
- Will assist the IPO CS and the inmate in setting behaviour goals for the case plan.
- Will review with the inmate and the mentally disordered offender case manager in release planning.

Program CS

- Will make recommendations for suitable programs, arrange for attendance and ensure the inmate is given priority on program waitlists.
- Will monitor the inmate's progress in the program and ensure a summary of the inmate's participation and behaviour is recorded in the Client Log.
- Will arrange for school attendance and monitor progress and conduct.

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4.8.5 Case Plan Stages

- Each inmate on ESP is expected to successfully move at their own pace through the three levels.
- Each inmate's case will be considered on an individual basis thus allowing variations in procedures and activities as required.
- The inmate will be reintegrated into normal unit routine as he progresses through the program.
- At each level inmates will be expected to follow the rules of the program in addition to the rules and regulations of the institution. Their behaviour and program participation will be closely monitored.
- Rule infractions may result in a return to a previous level; circumstances of the infraction will dictate to which level. The ESP does not replace the violation process laid out in section 21 of CAR for inmates committing infractions. If an inmate is charged and placed on section 24, the ESP will be suspended for the period of time for which the inmate is on section 24. If removed from section 24 but still pending disciplinary hearing, the ESP will resume until the hearing is concluded. Upon conclusion of the hearing and or disposition the ESP status will be reviewed by the ADW of regulations in consultation with the IPO.

Level One

- The inmate's initial case plan will be developed within the first 4 days by the IPO.
- The inmate will be housed in a unit determined by the IPO or the ADW of regulations.
- The inmate will be permitted out only during his 1 hour ablution per day and may share this time out with other inmates as approved by the IPO and detailed in the inmate's case plan.
- He may attend one yard during his tier time as detailed in the case plan.
- He will eat all his meals in his cell.
- The inmate is not permitted to attend gym or church. A chaplain can visit the inmate in the unit.

Level Two

- The inmate will be permitted 3 hours out of his cell with the other inmates housed on the unit.
- The inmate can attend one yard as part of his allotted time as detailed in the case plan.
- The inmate will be housed in a unit determined by the IPO or the ADW of regulations.
- He will eat all his meals in his cell.

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- The inmate is not permitted to attend gym or church. A chaplain can visit the inmate in the unit.

Level Three

- Will most closely resemble reintegration into the routine of a regular living unit.
- In order to provide enhanced supervision, the inmate will be permitted on tier from 0700 to 1645 hours which is normally the period of lesser inmate activity and enhanced supervision is more feasible. Once he demonstrates acceptable and manageable behaviour, he will be allotted the same tier time as any other inmate but will continue to be monitored on the program
- The inmate can attend yard and gym with the living unit.
- The inmate will be housed in a unit determined by the IPO or the ADW of regulations.

4.8.6 Classification Review

Refer to Corrections Branch Adult Policy for entire policy

4.8.7 Program

Refer to Corrections Branch Adult Policy for entire policy

4.8.7.1 Programs

- Completion of specific CORE programs may be a requirement in case planning for an inmate placed on ESP. CORE programs for consideration in the ESP program will include Breaking Barriers, Violence Prevention and Substance Abuse Management.
- ESP inmates may request to attend certain spiritual programs. The requests will be considered on a case by case basis.
- ESP inmates may still access the services of the drug and alcohol counsellor in the living unit. The Program CS will review the inmate's behaviour to ensure there are no security or safety concerns before making the arrangements.

4.8.7.2 Court Yard

- Access to the yard is not to be denied to any inmate on the ESP program. An ESP inmate on Level 3 can attend the regular scheduled yard with the unit population. ESP inmates on Level 1 and 2 will attend yard as detailed in the case plan. The living unit officer will consult with the IPO or CS to determine a suitable yard and time.

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S. DiCatri, Warden

September 17, 2012

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:

- The inmate demonstrates a pattern of behaviour or participates in activities that are detrimental to the operation of the Centre;
- Likely to endanger themselves or others;
- Mental or physical disorders;
- Pattern of predatory or assaultive behaviour;
- Pattern of aggressive, challenging or abusive behaviour;
- Court ordered no contacts when no other placement is reasonable or effective;
- Significant peer issues;
- Pattern of non-compliance;
- Behavioural pattern of damaging property.

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.

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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

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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 s.15 to s.15

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

s.15

s.15

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

In such circumstances a Correctional Supervisor will assess the inmate s.15

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

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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.

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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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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 Classification Officer under the direction of the Warden or Assistant Deputy Warden Sentence Management Unit, or in their absence the Deputy Warden of Offender Management, 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.

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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 s.15
- The Laundry Officer will notify ESP staff when the cart has been delivered.

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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 s.15 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

s.15

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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 s.15 Correctional Officer will be assigned to the ESP. In circumstances where the unit is reduced to s.15 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

s.15

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

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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 Classification Officer, under the direction and authority of the Warden or designate. The written review will be forwarded to the Assistant Deputy Warden of Sentence Management Unit or in their absence the Deputy Warden of Offender Management.

The justification to return to a prior level, continue or remove the inmate from ESP will be summarized as part of this review.

FRASER REGIONAL CORRECTIONAL CENTRE

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S. DiCastri, Warden

September 17, 2012

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 (4.8.2) provides for the enhanced assessment and supervision of offenders who have shown a pattern of:

- High risk victimization due to mental or physical disorders.
- Established patterns of predatory or assaultive behaviour.
- Consistent substantial non-compliance to centre Rules and Regulations.
- Re-classification from a work program.
- Separate Confinement status.

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

1.02 Classification / Placement / Reviews

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 Classification Officer, under the direction and authority of the Warden or designate. The written review will be forwarded to the Assistant Deputy Warden of Sentence Management Unit or in their absence the Deputy Warden of Offender Management.

The justification to return to a prior level, continue or remove the inmate from ESP will be summarized as part of this review.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 17, 2012

Subject: Enhanced Supervision Placement – Protective Custody Inmates

1.03 Cell Placement

"Group A" offenders are to be housed s.15 when operationally possible to minimize interaction / communication opportunities between both groups.

s.15

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.

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 17, 2012

Subject: Enhanced Supervision Placement – Protective Custody Inmates

1.06 Work Programs

There will be no work programs offered to offenders on "Group A". s.15
offenders will be classified as unit cleaners from "Group B" who have
no contact concerns with either group s.15

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

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.

ALOUETTE CORRECTIONAL CENTRE FOR WOMEN STANDARD OPERATING PROCEDURES

D. KELLY, A/WARDEN

October 15, 2012

SUBJECT: Enhanced Supervision Placement

1.01 Purpose

The purpose of Enhanced Supervision Placement (ESP) is to assess, manage and supervise inmates with a high risk classification in accordance with Adult Custody Policy, section 4.8. Staff closely monitor peer and staff interactions and promote positive behaviour changes through case management, with the goal of facilitating reintegration back into mainstream inmate population.

1.02 Responsibility

Classification to an enhanced supervision placement (ESP) is determined by the warden or designate in consultation with a classification officer.

In urgent circumstances when a classification officer is not available for consultation, the warden or designate may classify an inmate to an ESP.

All enhanced supervision placement decisions made in the absence of a classification officer are reviewed by a classification officer within 48 hours, not including weekends or statutory holidays.

All inmates on ESP will have weekly entries made on their client log by the operations supervisor and daily entries made by the unit staff.

1.03 Placement

Any inmate may be internally classified to an enhanced supervision placement (ESP) when identified as high risk due to:

- Mental or physical disorders;
- Pattern of predatory or assaultive behaviour;
- Pattern of aggressive, challenging, or abusive behaviour;
- Court-ordered no-contacts when no other placement is reasonable or effective;
- Significant peer issues;
- Pattern of non-compliance; or
- Behavioural pattern of damaging property.

The warden or designate determines the location where an inmate classified to an ESP is housed. ESP cells will have their door windows obscured by a magnet or slider to prevent intimidation or influence over other inmates.

Inmates are classified to the level appropriate to their needs to ensure the best chance of success at completing case plan objectives. Progression through the levels will be determined during weekly reviews.

ALOUETTE CORRECTIONAL CENTRE FOR WOMEN STANDARD OPERATING PROCEDURES

D. KELLY, A/WARDEN

October 15, 2012

SUBJECT: Enhanced Supervision Placement

The inmate is advised upon classification to ESP as soon as practical and is provided with a copy of the ESP induction letter and their ESP case plan outlining reasons for and expectations of the placement.

1.04 Case Management Plan

The supervisor responsible for case management will ensure an individualized case plan is completed within 4 days (in accordance with Adult Custody Policy) for all inmates classified to ESP. The case plan will include:

- A summary of reasons for the classification
- Recommended placement
- Behaviour and conduct expectations

A copy of the case plan is given to the inmate, and the inmate is encouraged to make submissions regarding the case plan. The completed and signed case plan is attached to the inmate's client log.

All inmates classified to ESP are assigned a primary and secondary case manager who meets with the inmate, at minimum, once per week to discuss progress in the inmate's case plan. All meetings are documented in the inmate's client log.

Living unit staff will make a daily client log entry for all inmates on ESP. These entries reflect the inmate's status, observations and behaviours of ESP inmates.

1.05 Phases of ESP

In accordance with Adult Custody Policy, there are three levels of ESP, each providing the inmate with adequate support and opportunities for success.

Inmates are classified to the level appropriate to their needs to ensure the best chance of success at completing case plan objectives.

- Level one provides reduced peer interaction, and enhanced staff guidance and supervision;
- Level two provides greater integration with peers and appropriate program participation; close supervision is maintained;
- Level three most closely resembles reintegration into the routine of a standard living unit setting. The inmate's peer interactions and behaviour are closely monitored.

Inmates classified to ESP are provided a copy of a confinement and reintegration schedule established for their ESP level. Periods of confinement on each ESP level are

**ALOUETTE CORRECTIONAL CENTRE FOR WOMEN
STANDARD OPERATING PROCEDURES**

D. KELLY, A/WARDEN

October 15, 2012

SUBJECT: Enhanced Supervision Placement

designed to meet case management needs and are not reflective of separate confinement or a segregation disposition. During periods of confinement, cell doors are to be secured. Inmates on ESP are housed on a living unit and are assigned to specific cells designated for ESP. They are permitted benefits, services and programs as outlined in their case plan. Privileges and services are not withheld except for reasons related to institutional security and safety and the inmate's case plan.

ESP inmates will not be considered for employment.

When practicable and when bed space permits, inmates on ESP are housed with other ESP inmates, and not bunked with inmates serving a segregation disposition.

1.06 Cell Inspection

Each inmate on ESP is responsible for the daily cleanliness of their living area.

1.07 Medication / Methadone Distribution

ESP inmates will receive their medication/methadone during regular living unit program and will not be kept separate from the regular living unit population unless otherwise specified by the Internal Classification officer (ICO).

If reasons exist to not have the ESP inmate out with the regular living unit population, the ICO will enter an alert in the alerts screen in CORNET.

1.08 Escorts

During regular unit program, Level 1 ESP inmates will be escorted to and from their cells.

1.09 Classification Review

Justification to continue or remove an inmate from ESP is summarized in the client log. The inmate is notified of all review outcomes.

1.10 Reviews

The Adult Custody Division classification review process applies to all inmates classified to ESP.

Weekly reviews of all ESP inmates will be conducted in person by the classification officer and the Assistant Deputy Warden Regulations. The review will consider the inmate's unit performance, social interaction and documentation in their client log.

The justification to continue with or remove the inmate from ESP will be summarized in Cornet as part of the weekly review. The inmate will be notified of all review outcomes.

**ALOUETTE CORRECTIONAL CENTRE FOR WOMEN
STANDARD OPERATING PROCEDURES**



D. KELLY, A/WARDEN

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SUBJECT: Enhanced Supervision Placement

Information gathered in the weekly review will be used to determine movement from one ESP phase to another or removal from the program.

Inmate Assessments in ICON are updated by the supervisor responsible for case management when an inmate is classified to or removed from ESP.

	North Fraser Pretrial Centre Standard Operating Procedures	
	Enhanced Supervision Placement	
	Date Issued: August 1, 2012	L. Anderson, Warden 

1.01 Enhanced Supervision Placement

Refer to: Adult Custody Policy Section 4.8

1.02 General

The warden or designate may place an inmate on ESP as a result of the following:

- Pattern of predatory or assaultive behaviour
- Mental or physical disorders
- Pattern of consistent non-compliance
- Significant peer issues
- Pattern of behaviour that is detrimental to the operation of the centre
- Pattern of aggressive, challenging or abusive behaviour
- No contacts exist and no other placement is reasonable or effective



1.03 Placement

1. Inmates will be classified and placed within the ESP by internal classification officers (ICO) under the direction and authority of the warden or his/her designate.
2. Inmates will be provided a copy of the provincial ESP induction letter and the provincial ESP case plan as soon as practical outlining reasons for placement and expectations of the placement.
3. Inmates classified to ESP will be housed on the third tier of the unit unless an inmate's physical limitations preclude such a placement. ESP cells will have their door windows obscured by a magnet or slider to prevent intimidation or influence over other inmates.

1.04 Phases

1. Unlock periods will occur as scheduled in each unit and will not be altered unless approved by the correctional supervisor (CS) on a case by case basis.

Weekdays	Weekends
Phase 1	Phase 1
Phase 2	Phase 2
s.15	s.15
Phase 3	Phase 3

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2. Progression through the phases will be determined during weekly reviews.

3. Inmates classified to ESP will be permitted all regular benefits and services available to other inmates in the centre, unless the privilege cannot be reasonably granted having regards for the limitations of the area.

4. Inmates classified to ESP will not be considered for employment.

5. Inmates classified to ESP will only participate in programs when program attendance has been specified in the ESP case plan.

1.05 Escorts

Inmates on ESP phase 1 will be escorted to and from their cells if they are required for any movements during periods of lock up.

1.06 Medication / Methadone Distribution

1. Inmates classified to ESP will receive their medication / methadone during regular living unit program and will not be kept separate from the regular living unit population unless otherwise specified by the ICO.

2. If reasons exist not to have the inmate classified to ESP out with the regular living unit population the ICO will enter "Contact Concerns" 'alert' in CORNET.



3. Program Officers will review alerts daily prior to medication distribution to ensure any contact concerns are identified.

1.07 Case Management

The ICO will develop a case plan using the Provincial Case Plan Form within four days of placement on ESP. The case plan will include:

- A summary of reasons for the classification
- Recommended placement
- Behaviour and conduct expectations

It is the responsibility of the operations CS in A Pod and C Pod to make an entry in the client log once every 4 days. The entry will summarize all pertinent information relating to the inmates status and detail the inmates case plan participation.

	North Fraser Pretrial Centre Standard Operating Procedures	
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	Date Issued: August 1, 2012	L. Anderson, Warden 

1.08 Reviews

1. Weekly reviews of inmates classified to ESP will be conducted in person by the ICO and the CS responsible for the living unit. The review will consider the inmates unit performance, social interaction and the documentation in their CORNET client log.
2. On a weekly basis, in consultation with the ICO, the CS responsible for the living unit and the deputy warden of offender management or his/her designate, a review of the case plan of each inmate on ESP will occur. The justification to continue or remove the inmate from an ESP is summarized as part of the weekly review.
3. Information gathered in the weekly review will be used to determine movement from one ESP phase to another or removal from the placement.
4. Correctional officers and or inmate services officers assigned to living units with inmate(s) on the ESP will complete daily CORNET client log entries reflecting observations and behaviours of the inmates classified to ESP.

4.8. ENHANCED SUPERVISION PLACEMENT (ESP)(REVISED: FEB-11)

4.8.1. DEFINITION

Refer to Section 4.8 of the Adult Custody Policy

4.8.2. AUTHORITY

Refer to Section 4.8 of the Adult Custody Policy

4.8.3. CLASSIFICATION

Refer to Section 4.8 of the Adult Custody Policy

4.8.4. CASE MANAGER/INDIVIDUALIZED CASE PLAN

Refer to Section 4.8 of the Adult Custody Policy

4.8.5. CASE PLAN STAGES

Refer to Section 4.8 of the Adult Custody Policy

4.8.6. CLASSIFICATION REVIEW

Refer to Section 4.8 of the Adult Custody Policy

4.8.7. PROGRAMS

Refer to Section 4.8 of the Adult Custody Policy

4.8.8. LOCAL POLICY - INMATE MANAGEMENT (REVISED: MAY/11)

4.8.8.1. Managing Inmates within This Unit

- Inmates are to have their cells ready for inspection at 0900 hours, Monday through Friday, excluding statutory holidays.
 - The number of inmates permitted in the Unit and the inmate mix is determined by the ADW Regulation.
 - Inmates housed in cells on the lower level of the Enhanced Supervision Program are not permitted access to the second tier, with the exception of s.15 (with approval of the Unit Officer).
 - Inmates are not to enter the cell of another inmate, as per the CAR.
 - You may not visit in or talk at, another inmate's cell or cell door.
 - Inmates are afforded opportunities to be out of their cells for extended periods as operational requirements permit.
 - Inmates may have access to the Unit's courtyard when operationally feasible, and at the discretion of the unit officer. Due to the mix of inmates out at any given time, inmates may need to choose to either participate in the yard program or remain in their cells.
 - Cell contents are consistent with other inmate populations. Exceptions may be made as per the individualized case plans and must be in consultation with, and only on the direction of, the ADW Regulation.
 - With the exception of visits and healthcare, programs will be provided on the unit when feasible and appropriate.
 - Visits are to be conducted during regular visiting periods in the Visits Area of the centre. To minimize interaction between inmates from this unit with other inmate populations, visits for inmates in this unit are conducted under glass s.15 by officers.
 - Inmate movement outside of the unit will be done individually, unless authorized by a supervisor. When an inmate from this unit arrives at another location (i.e. healthcare or records), he is secured separately from other inmate populations.
 - If the movement is through s.15 all ESP inmates are to be s.15 during the move. Inmates may be s.15 to move from the unit to another location in the centre when moved through s.15 This will be at the discretion of the Correctional Supervisor (CS).
 - s.15
- The A/B unit will have a supply of institutional razors. This razor inventory shall be accounted for at all times using the Razor Log form, in addition to this, each shift will record on their shift activity sheet start and closing balances. When an inmate requests access to a razor, the unit staff will record this on the attached form ensuring that after 30 minutes or less the razor is returned intact and placed into the sharps container. s.15
- As per Adult Custody Policy – 4.8.1-(4) Inmates are expected to successfully move at their own pace through a three-stage individualized case plan that maximizes opportunities for positive change. The case plan also enhances correctional centre security and protects the safety of everyone in the centre.
 - Rules as outlined in section 21 and 22 of the CAR apply equally to all inmates in this placement.
 - Non-compliance with Correctional Centre Rules is dealt with fairly, consistently, with immediacy and in accordance with s. 21 & 22 of the CAR.

4.8.8.2. Staffing

Only regular correctional officers will be scheduled to work in the Enhanced Supervision Placement Unit. However, a security officer can be assigned for lock-down / relief periods when it is necessary for continuous coverage. s.15

Staff continuity is important and officers posted to this unit normally will not be re-assigned. When an officer posted to this unit is re-deployed, Staffing CS will provide an explanation to the ADW Regulation.

A supervisor makes a minimum of s.15 tours of this unit each shift and takes special note of individual behaviours and unit atmosphere. The supervisor provides a summary of concerns or findings within his / her daily supervisor's shift report.

4.8.8.3. Staff Assignments and Responsibilities (revised June – 08)

A daily Client Log entry in CORNET is made on each inmate by unit staff.

Officers posted to this unit are to review the ESP Rules Agreement with each inmate placed on the ESP shortly after arrival of the inmate to the unit. The Agreement is to be signed by the inmate and a copy provided to him. If the inmate refuses to sign the agreement, that is to be noted on the form and in his "Client Log".

Case Plans - Refer to Adult Custody Policy – Sec 4.8.5

Case Plan Stages

- Level one provides reduced peer interaction, and enhanced staff guidance and supervision;
- Level two provides greater integration with peers and appropriate program participation. Close supervision is maintained; and
- Level three most closely resembles reintegration into the routine of a standard living unit setting. The inmate's peer interactions and behaviour, however, are closely monitored. During this level an inmate can be placed into a regular unit as approved by the ADW Regulation. He will be reviewed and may be returned to the ESP unit if his behaviour warrants it

Each week by the end of work day Sunday, the unit officer is to send to the ADW Regulation and the DW Operations a summary for each inmate on the ESP. The summary will include:

- Custody status: remand, sentenced, federal, immigration hold, or dual/combined status;
- The reasons that resulted in the placement in the Enhanced Supervision Placement and the date the inmate was placed on the Unit;
- An indication of whether the rules of the program were reviewed with the inmate;
- Individual expectations for cell cleanliness, personal hygiene, cooperation with staff and peer interaction, compliance with rules and direction of staff.
- Programming completed overall attitudes and behaviours of each inmate, including an inmate's adherence to unit rules, interaction with staff, and any noteworthy events/issues.

Inmates on stage three that are placed in regular units will also be reviewed as part of the weekly summary.

Each Monday, the ADW Regulation will review case management plans and progress. Any issues that arise prior to that meeting are to be forwarded to the ADW Regulation immediately.

Decision for movement may not be made until the following Friday.

All lockable rooms and cabinets are to be kept secured when not being used.

NO INMATES ARE PERMITTED IN THE UNIT OFFICE, AT ANY TIME, FOR ANY REASON.

NO INMATES ARE PERMITTED TO PASS THROUGH THE OFFICE TO GET TO THE OTHER UNIT AT ANY TIME, FOR ANY REASON.

4.8.8.4. Unit and Cell Frisks, General Unit Rules

This unit holds, at times, the most difficult to manage inmates. As such, staff are to be diligent in their day to day observations and report any unusual behaviours, suspicions, or contraband.

Resources permitting, the Enhanced Supervision Unit and each cell are to be fully frisked s.15 during s.15 A supervisor is to be present during searches and submits search reports to the ADW Regulation by the end of the shift.

s.15

Prior to movements allowed in or out of the unit, inmates must be secured in their cells or in the common room if the inmate being moved is of a different population or group than the group out for exercise.

Given the mixed populations this unit sometimes holds, all fridges must be secured prior to letting out individual groups. Additionally, kettles and other kitchen

Equipment is to be accounted for prior to one group being secured and another being unlocked.

The laundry room is to be secured at all times, except when an inmate needs to place his laundry in the washing machine, or retrieve his laundry from the dryer.

4.8.8.5. Separate Custody Inmate Housed in the Enhanced Supervision Program

Separate custody inmates, as defined in the Correction Act Regulation section 18.1, are normally housed in the Enhanced Supervision Unit, but may also be housed in Segregation as circumstances warrant.

Separate custody status inmates housed in the Enhanced supervision Program are managed individually from other inmates, including separate exercise. Separate custody inmates are single celled, and while out of their cell, do not have contact with other inmates.

4.8.8.6. Enhanced Supervision Placement Forms

- *These forms must be completed and signed by new inmates when placed in the ESP Unit.*
- *Ensure these forms are signed, scanned and placed in the inmates file.*
- *Enhanced Supervision Placement Rules Notification.*
- *Declaration of Information Received Form*
- *Living Unit intake checklist form*
- *Weekly Reviews*

Refer to Section 4.8 of the Adult Custody Policy

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SECURITY & CONTROL –SPECIALIZED PLACEMENT - B4

ENHANCED SUPERVISION PROGRAM

Refer to: Adult Custody Policy Section 4.6

4.01 DEFINITION

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

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

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

4.02 AUTHORITY

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

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

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

4.03 CLASSIFICATION CRITERIA

Any inmate may be internally classified to enhanced supervision when identified as high risk due to:

- Mental or Physical disorders requiring enhanced support or guidance from correctional staff;
- Pattern of predatory or assaultive behavior;
- Pattern of aggressive, challenging, or abusive behaviour;
- Court-ordered no-contacts when no other placement is reasonable or effective;
- Significant peer issues;

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- Patter of non-compliance; or
- Behavioural pattern of damaging property.

The Warden or designate determines the location where an inmate classified to enhanced supervision is housed.

Inmates are classified to the level appropriate to their needs to ensure the best chance of success at completing the case plan objectives.

The inmate is advised in writing upon classification to ESP as soon as practicable.

4.04 REFERRAL PROCESS

Any officer can refer an inmate to Enhanced Supervision Placement. A referral form is available for staff wanting to refer an inmate to ESP. Information on the form will include the inmates name and C.S. number, reason and criteria for ESP placement and a brief comment or explanation as to how the inmate meets the established criteria for placement.

All ESP referral forms are saved to the ESP referral folder located on the Public Drive/Reports Folder.

The ADW Regulations will review all referrals for ESP Placement in consultation with a Classification officer will complete the Induction Letter, making reference to amount of abluion time and whether the inmate is general population or protective custody. Classification officer will also update the Inmate Assessment. Original Referral Form and Induction Letter are to be attached to the inmate's client log.

The referring officer will be notified and/or consulted on placement decision as soon as practical.

4.05 PLACEMENT

New Intakes/transfers: The authority to place a new intake lies with the ADW SMU or in their absence the ADW Regulations and or on call Manager in consultation with the intake officer. (Classification Officer).

Court Ordered No Contacts: The authority to place an inmate who receives court ordered no contacts lies with the ADW SMU or in their absence the ADW Regulations and or on call Manager in consultation with a classification Officer.

High Risk Offenders/Behavioural I/M's: The authority for placement for post intake inmates will reside with the ADW of Regulations or in their absence the on call Manager in consultation with a classification officer.

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Female Offenders: The authority for placement of post intake inmates will reside with the ADW of Regulations or in their absence the on call Manager in consultation with PLU F Supervisor (Classification Officer).

4.06 CASE MANAGER/INDIVIDUALIZED CASE PLANS:

Upon notification of a new ESP placement, the CS Programs will be designated as the case manager and will be responsible for developing an individual case plan for each inmate.

The CS programs will determine if it is necessary or required to have additional members assist with the development and maintenance of the individualized case plan. These additional case managers may include unit staff, supervisors, managers, and or counsellors.

The Case manager develops a case plan within four days of being classified to ESP.

The Case manager in consultation with the inmate will complete a detailed Inmate Needs Assessment.

The Case plan includes:

- A summary of reasons for the classification decision;
- Required programs to be completed if any.
- Behaviour and conduct expectations which must be demonstrated consistently by the inmate.

Individualized case plans must not be punitive. They must clearly state the reasons for restricting or prohibiting certain activities in the case plan. The plan must outline clear and concise goals which are to be achieved in order to reach the desired results.

Individualized case plans are to be authorized by an ADW of Regulations prior to approval to ensure that all security measures have been accounted for.

An inmate is to be given a copy of the case plan in writing upon completion and approval of the case plan. The inmate is to be clearly informed of all expectations and should be encouraged to make submissions regarding the plan.

Corrections staff are required to make CORNET Client Log entries once per shift regarding the inmate's status, conduct and any achievements made which are outlined his individual case plan.

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4.07 CASE PLAN STAGES

The purpose of the three-staged management of enhanced supervision is to provide the inmate with adequate support and opportunities to move successfully through the individualized case plan.

- Level one provides reduced peer interaction and enhanced staff guidance and supervisions (specialized placement such as 4East with individualized restrictions).
- Level two provides greater integration with peers and appropriate program participation. Close supervision is maintained (specialized placement such as 4East with more interaction and program possibilities in individual case plan).
- Level three most closely resembles reintegration into a routine living unit setting. The inmate's peer interactions and behaviour are closely monitored (regular living unit with individualized restrictions if required).

4.08 PROGRAMS/PRIVILEGES

Programs are delivered only as supported by the individualized case plan.

Privileges and services available to inmates are not withheld from inmates who are classified to Enhanced Supervision Placement, except for reasons related to:

- Institutional security and safety; and
- The inmate's individualized case plan.

4.09 REVIEW PROCESS

The case plan, and the inmates progress in achieving the case plan objectives are reviewed weekly, and justification to continue or remove the inmate from enhanced supervision is summarized by the warden or an ESP review group as designated by the warden.

The ESP review group will be comprised of a CS programs (or designate) and the ADW Regulations (or designate), other staff may be called into the review process if/when necessary.

ADW of Regulations is responsible to arrange and coordinate staff to attend the ESP Review. ESP review meetings must occur once per week.

A review will consist of:

- All group members are to read and review client log entries for all ESP inmates prior to attending meeting

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- Review and discuss client log entries.
- A discussion with the unit officer.
- A discussion with the inmate when necessary
- A consensus reached and decision made on the progress of the inmate and his case plan.
- CORNET client log entry completed outlining results or outcomes of the review.
- Meet with inmate to discuss the results of the review and or changes with plan.
Inmate to make submission if any towards case plan.
- Updating the individual case plan or programs if necessary or required.

The CS Core Programs is responsible for completing the necessary Cornet Client Log entries.

CS Core Programs to update individual Case plans and distribute all documents.

4.10 ESP PAPERWORK

The afternoon classification officer and the ADW authorizing placement shall be responsible for ensuring the appropriate paperwork is completed.

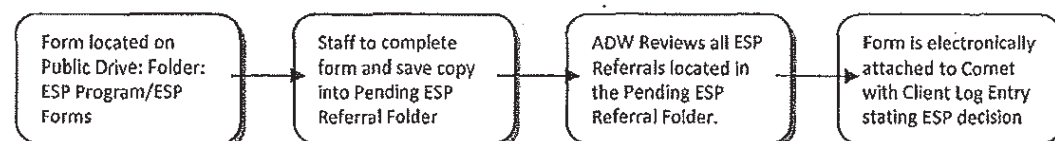
The CS Core Programs is responsible for completing and maintaining all paperwork in regards to ESP case plans and reviews. Electronic copies of all forms are to be attached to the inmates CORNET client log and saved to the Admin inbox on the Reports Drive.

All ESP forms are to be electronically labeled and saved in the same manner.

ESP_IM Name_Document Type_Date.doc

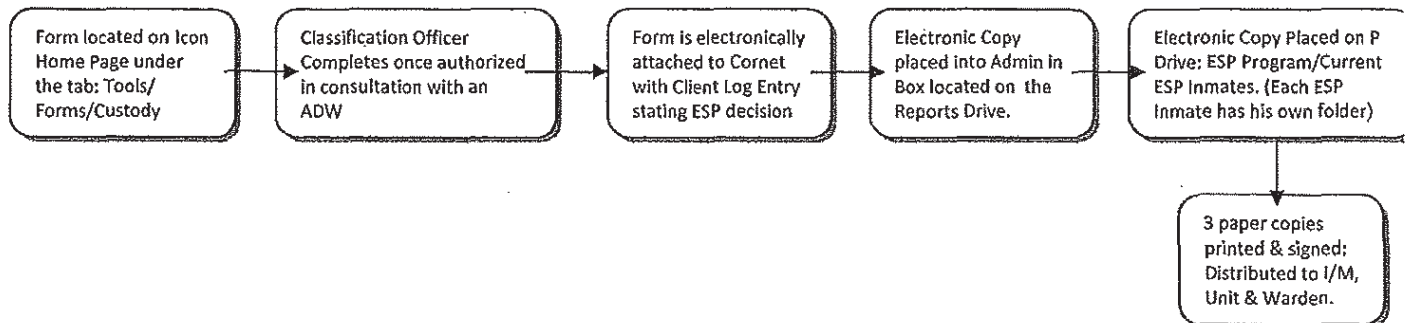
(Example: ESP_Smith, R._Induction letter_March 25, 2011.doc)

ESP Referral Form – PGRCC Template

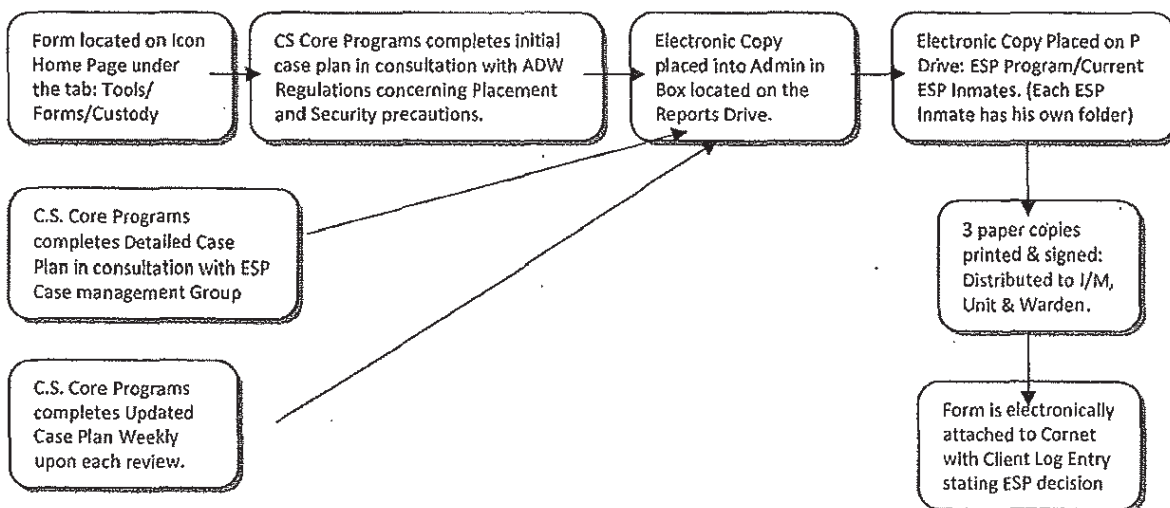


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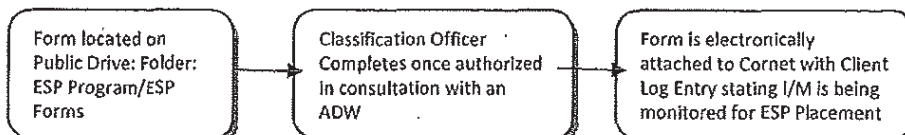
ESP Induction letter – in accordance with Provincial Policy



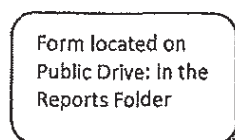
ESP Placement Case Plan – In accordance with Provincial Policy



ESP Warning Letter – PGRCC Template. (Only to be used when an individual flagged for behaviour fails to meet the established criteria for ESP placement however should be notified he has been flagged and will be closely monitored in the future.)



List of Inmates to be reviewed – PGRCC Spreadsheet. (Updated daily by classification/ADW Regulations.)



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

4.11 ESP PROCESS

