
	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.


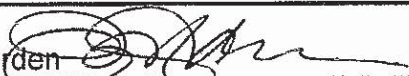
3. Program Officers will review alerts daily prior to medication distribution to ensure any contact concerns are identified.

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.

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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.

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	Chapter 1: Operations Security and Control Section 1: Institutional Security	1.01

Preamble

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

1.01 Security Inspections

Refer to: [Adult Custody Policy 1.1.2](#)

1.01.1 Visual Inspections

It is the responsibility of all officers supervising inmates (F-block, living units, work crews, etc.) to ensure that all security features, windows, locks, locking devices, walls, floors, ventilation covers, panels, access plates, protective screens, doors and any other security devices are given constant and ongoing visual checks during each shift. Officers are to be alert for operational wear or tampering, and to ensure the structural integrity of all items is at an acceptable level.

1.01.2 Physical Inspection


1. A physical inspection of all security features including windows, locks, locking devices, walls, floors, ventilation covers, panels, fixtures, access plates, protective screens, doors and any other security devices will be conducted by the s.15 of the day s.15 unlocking inmates, or receiving them from other areas.
2. These physical inspections will be monitored by the correctional supervisors, and will be recorded in the unit log book, as well as the unit shift summary. A physical inspection requires all doors, windows, panels and other items noted above to be checked for their security and physical integrity.
3. Random physical inspections will occur on an ongoing basis as staff conduct patrols of their assigned work area.

1.01.3 Cell Call buttons

1. Cell call alarms and intercoms will be tested s.15 to ensure their functionality. Under the supervision of the control supervisor, each pod officer will select one unit at a time, directing unit staff to test each cell call device in their unit. The pod officer will note the cell call alarms on the “SAMS” screens, and will record the exercise in the pod log book. The unit officer will also record the cell call test in their log book and on the living unit report.
2. The control supervisor will note any deficiencies and take the appropriate steps to report them to WSI.

1.01.4 Security Deficiencies

1. The correctional supervisor will be notified of all security deficiencies. The CS will complete an online work request with WSI.

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2. WSI will be contacted directly via the “call center” for security deficiencies which require immediate or expedited repair.

1.01.5 Security Obligation

All staff are responsible for maintaining the security of the centre. Staff observing a breach in security will notify their supervisor immediately.

1.01.6 Perimeter Security Checks

Perimeter building security checks will be carried out on an ongoing basis. The control prowler officer will carry out security checks of all perimeter fencing, the building exterior, and all locks, doors and gates looking for operational wear or tampering, and to ensure the perimeter security integrity.

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	Chapter 1: Operations Security and Control Section 2: Institutional Security	1.02

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1.02 BSCS Door Access

Refer to: [Adult Custody Policy 1.1.1](#)

1.02.1 Purpose

To provide direction that will promote and maintain the integrity and security of the centre’s BSCS system.

1.02.2 Interlock (Mantrap) Violations

1. In the event that a control officer encounters an “Interlock” violation, they shall immediately determine the cause of that violation by checking door status of all doors in that area. The officer may also request the assistance of another officer or supervisor to review the deficiency. Only when the control officer has determined that there is no risk to safety or security by overriding the violation may they continue with processing movement in that area.
2. s.15 the control officer shall report the failure to a supervisor.

1.02.3 Personnel/Prisoner Movement

1. It is the responsibility of the control officer in a given area to confirm verbally and/or visually all persons requesting access to BSCS doors. Their identification and, in the case of inmates, destination shall be confirmed prior to granting access.
2. Door access protocols as defined in training and post job descriptions shall be strictly adhered to, allowing for a control officer to determine if an officer requesting access is under duress.

1.02.4 Use of Keys


Refer to: [NFPC Standard Operating Procedures 1.03 – Keys and Locking Systems](#)

The use of keys on doors normally controlled by the BSCS system shall not be permitted except in the event of s.15

1.02.5 Doors Held/Blocked Open

No BSCS door shall be held or blocked open, however in emergent or critical circumstances a correctional supervisor may authorize a door to be held open.

All security perimeter entrances and gates remain locked when not in use.


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1.02.6 Access to Pod/Central Control

Access to all control stations within the centre is to be strictly controlled and monitored to prevent access by unauthorized personnel. Whenever a door to a control station is accessed any adjacent door must be secured.

1.02.7 s.15

s.15 of the BSCS is for emergency use only. It shall only be used in response to emergencies such as fire, natural disasters, tactical operations, or as directed by a supervisor.

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	Chapter 1: Operations Security and Control Section 3: Keys and Locking Systems	1.03

Preamble

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1.03 Keys and Locking Systems

Refer to: [Adult Custody Policy 1.1](#)

1.03.1 Delegation of Authority

1. The deputy warden - operations shall designate a supervisor(s) to be responsible for the maintenance of the inventory of keys and locks for the correctional centre. This responsibility has been delegated to the control supervisor.
2. The reproduction of keys shall be done only on the authority of the deputy warden - operations or designate.
3. Supervisor(s) responsible for the key/lock inventory shall dispose of damaged or unnecessary key/locks upon approval of the deputy warden - operations.

1.03.2 Key Inventory

1. A written inventory of all keys and locks shall be submitted to the deputy warden - operations on or about March 31st of each year.
2. Central control will maintain a s.15 record of all institutional keys issued from that area.
3. The control supervisor and in their absence, all correctional supervisors are responsible for inventory and equipment during the shift and shall control access to key sets in s.15
4. An inventory of emergency response keys will be maintained in central control and are to be issued only upon direction of a correctional supervisor or the ADW - regulations.

1.03.3 Lost/Missing Keys

1. Keys will only be stored in s.15 When any key set is reported lost or missing the control supervisor or correctional supervisor will notify the ADW – regulations immediately.
2. An investigation shall commence immediately and upon completion, a written report shall be forwarded to the deputy warden.
3. Under no circumstances shall keys and/or equipment be taken from the centre, outside of authorized duties.
4. In the event that a staff member has inadvertently keys or equipment home with them, they are expected to return them to the centre immediately.
5. WSI has the responsibility to create or duplicate keys upon request from an excluded manager.

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

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 29, 2010
	Chapter 1: Operations Security and Control Section 4: Issued and Centre Equipment	1.04

Preamble

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1.04 Issued and Centre Equipment

Refer to: [Adult Custody Policy](#)

1.04.1 General

1. Issued and centre equipment (equipment) includes but is not limited to s.15 and any other non uniform equipment officers may use on a day to day basis.
2. All officers are expected to conduct themselves in a professional manner when carrying or utilizing issued equipment. Issued equipment is an important tool to assist staff in their day to day duties and is relied upon to ensure the safety of staff and inmates.
3. Equipment shall not be used for any reason other than its intended purpose.
4. Only authorized equipment provided by the employer shall be used. Staff may not provide or use their own personal equipment for any reason.

1.04.2 Storage and Issue

1. Equipment storage, maintenance and inventory are the responsibility of the control correctional supervisor (CS).
2. Equipment is to be issued from s.15 throughout the day, with a written record being completed at the time of each issue. Equipment will be returned to s.15 when it is no longer required, and the written record/inventory will be amended to reflect the equipment return.
3. Supervisors will ensure that staff under their direction are in possession of appropriate equipment and will monitor the presence of the equipment on an ongoing basis. The nightshift CS rounds will include equipment checks where equipment is stored outside of s.15 (living units).
4. In cases where staff are required to exchange equipment person to person, each officer bears the responsibility to ensure they give/receive all of the appropriate equipment or the post in which they are/were assigned.

1.04.3 Lost or Missing Equipment


Lost, missing or unaccounted for equipment has the potential to be a serious breach of security. Staff who discover, or are otherwise aware that equipment is missing shall immediately notify their supervisor, and may be required to submit a report. The supervisor will notify the ADW or designate, and will initiate

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a thorough investigation, reporting the findings to the ADW or designate, and deputy warden of operations via an icon report.

1.04.4 Leaving Grounds with Equipment

1. Equipment is not to leave the grounds except to conduct authorized escorts or otherwise as directed by the warden or designate.
2. Staff leaving grounds for rest or meal breaks must secure their equipment before leaving the centre.
3. Staff are solely responsible for equipment in their possession. Officers who fail to return equipment as required will immediately notify the ADW or designate, and return the equipment immediately. An incident report may be issued to the officer as part of the required investigation.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 11, 2012
	Chapter 1: Operations Security and Control Section 5: Counts	1.05

Preamble

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1.05 Counts

Refer to: [Adult Custody Policy 1.1.8 /1.1.9 /1.1.10](#)

1.05.1 Formal Counts

Formal counts will be conducted at the following times each day:


s.15

- identification count required of all inmates in conjunction with this formal count

1.05.2 Formal Count Routine

1. The s.15 formal count will be completed by the oncoming dayshift officer while the centre is still under lockdown. The officer will complete the formal count and a security check of the unit prior to unlocking.
Note: Steps 2-4 do not apply to the s.15 Formal Count.
2. With the exception of the s.15 formal count, central control will announce “five minutes to lockup” five minutes prior to the scheduled formal count times to advise the inmates of an impending lockup. Living unit officers will ensure that inmates prepare themselves for the upcoming lockup and formal count. This announcement does not indicate the need to start locking.
3. Central control will call a formal count at the above noted times via the paging system by stating “All units, formal count, lockup and call your counts to Pod Control”. When this announcement occurs, officers will begin securing inmates in their assigned cell.
4. The living unit officer will instruct all inmates to lockup. The living unit officer is required to attend each cell, manually ensure each cell door is secure, and confirm that the appropriate number of inmates are present.
5. The living unit officer will verify the count by cross referencing their warm body count with the living unit log book and CORNET. The living unit officer will phone their respective pod control and provide 3 counts for their unit:
 - The physical inmate count in their living unit (warm body)
 - The count of inmates assigned to that living unit that are in another area of the facility (i.e. video court, visits, health care, etc. [internal count])
 - The count of inmates assigned to that living unit that are off grounds at court (court)

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6. Once the pod control officer has received all counts from the living units in their pod they will phone the A&D audit officer at local s.15 and relay living units counts.
7. When inmates are participating in a program (i.e. work/chaplain/law library) when a formal count is called, the officer(s) or staff responsible for supervising the inmates will report the count to the A&D audit officer.
8. Living unit officers, inmate services officers, and pod control officers will remain at their assigned post until the count is clear.
9. Once A&D confirms that the warm body count is correct, they will phone central control who will then announce "the count is clear" via the paging system.
10. In the event that there are discrepancies in the count, the A&D supervisor will contact the appropriate correctional supervisor, who will immediately investigate the discrepancy, and report their findings to the ADW Regulations.
11. In circumstances where the formal count cannot be reconciled, the ADW Regulations will initiate an identification count.


1.05.3 Living Unit and Program Area Counts

1. Inmate counts are maintained in the living unit or program area log book. All inmate movement to and from the living unit or designated program area are recorded in the log book. Officers maintain an awareness of the number of inmates assigned to their supervision by conducting counts on an ongoing unscheduled basis. Living unit and program area counts are reconciled with the log book on intervals not to exceed s.15. A log book entry will be recorded when the living unit or program area count is reconciled (i.e. Unit AE count reconciled with log book - staff name and initials).

Living unit and program area reconciliation counts will be conducted at the following times each day:

s.15

2. Central control will notify the inmates via the paging system to return to their cells for living unit counts that do not coincide with a lock/unlock times (ie. s.15). Inmates that are presently in the shower or on the phone do not have to return to their cells. There will be no movement on or off the living unit during the count unless authorized by a correctional supervisor. Inmates will not be locked in their cells during the count. Once the count is reconciled the inmates will return to regular living unit program.

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3. Once the living unit officer has reconciled their count they will notify their respective pod control officer. When the pod control officer has received notification from all living units in the pod they will advise central control. Once central control receives notification from all s.15 pods that their counts are reconciled they will announce via the paging system that normal movement can resume.

1.05.4 Identification Counts

Counts confirming the identity of inmates will be conducted:

- Daily at final evening lockdown s.15
- On the direction of a manager or supervisor at times when the formal count cannot be reconciled
- Following an escape or disturbance
- At times determined by the warden

When conducting identification counts officers will confirm each inmate's identity by way of CORNET picture identification (CORNET bulletin or CORNET stickers folder)

During identification count inmates must be viewed with the cell light on allowing the officer to confirm the inmate's identification. Officers will pay particular attention to an inmate having any signs of having been involved in a fight/assault or are otherwise in need of medical or corrections assessment/intervention when conducting the daily s.15 hrs identification count.

In the event of a count discrepancy during an identification count updated status reports will be provided to each unit officer. Officers will recount their assigned unit and the name of each inmate will be cross-referenced with the updated status reports. Discrepancies will immediately be brought to the attention of the correctional supervisor. An incident report will be submitted by the officer assigned to the unit or area where the count error occurred.



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Amended: Feb 1, 2010

Chapter 1: Operations Security and Control Section 06: Living Unit Policy

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1.06 Living Unit Policy

Refer to: [Adult Custody Policy Section 1.1.12](#)

1.06.1 General

This policy is established to provide direction to officers to ensure a consistent and reliable standard of service delivery. The firm application of the living unit policy will minimize conflict with inmates and promote officer safety. Officers are to familiarize themselves with the living unit "post descriptions" at the commencement of their shifts.

1.06.2 Officer Presence

Officers will not vacate their assigned living unit or connector without prior authorization of their immediate supervisor unless directed by emergency response or scheduled rest and meal periods. Officers are expected to patrol all areas of the unit, engaging inmates and providing supervision from numerous vantage points.

1.06.3 Supervisory Presence

1. Correctional supervisors will conduct a unit tour including all cells, s.15 in the company of the assigned officer.
2. Correctional supervisors will conduct ongoing unit tours of living units throughout s.15 as operational circumstances permit.
3. The ADW - regulations will tour living units on an on going basis as operational circumstances permit.
4. The ADW - regulations will tour all living units s.15

1.06.4 Direct Supervision Guidelines

Refer to new SOP – Visual checks

1.06.5 Indirect Supervision Guidelines

1. Pod control officers will provide visual surveillance of the living unit in the absence of a living unit officer, inmate services officer, or prowler officer.
2. A living unit lockup will be instituted when officer absences are anticipated to be in excess of s.15 .



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1.06.6 High Risk Violent Inmates

Inmates identified to present an elevated risk of violence or other operational classifications such as ESP (Enhanced Supervision Program) will be housed on s.15. A correctional supervisor or classification officer shall record this in CLOG and the alerts screen.

1.06.7 Unit Tier Access

1. Inmate access to tiers two and three is restricted to those who have assigned cells on the specific level or for access to telephones and showers only.
2. Inmates are not to loiter on tiers two and three.

1.06.8 Nightshift Supervision

1. Officers are prohibited from cell access without the prior authorization of the correctional supervisor, except for scheduled court movement.
2. Supervisor authorization and control officer notification is required when accessing a cell on night shift.
3. During nightshift checks and informal counts, officers will confirm that the correct number of inmates are present, and be satisfied that the inmate is healthy. Officers should be alert for such signs as s.15
4. Officers will inform the correctional supervisor of any unusual inmate behaviour or sleep patterns and document the information in the inmate progress file.

1.06.9 Morning Court and Video Court Movement

Refer to: *NFPC Standard Operating Procedure 3.1*

1. Officers will awake inmates thirty (30) minutes prior to court movement by knocking on the cell door and informing the inmate to prepare for court.
2. Inmates will be confined to cells pending court movement.
3. Control will inform the unit officer when to commence court movement.
4. Officers will then work s.15 accessing cells and directing inmates to attend the admissions and discharge unit. Staff will ensure that connector doors are locked and the unit is secure, prior to unlocking inmates.
5. Inmates may not take anything to court (including video court) other than legal documentation required for their defence.



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6. E- Disclosure equipment may not leave the center for any reason, including court without written permission from the deputy warden. This will be determined on a case by case basis.
7. E- Disclosure equipment may be taken to video court appearances.
8. Inmates who may be confined in video courtrooms for extended periods of time may be permitted to bring clear containers of drinking water. No food items or other beverages will be permitted.

1.06.10 Contractor Supervision

Refer to: [NFPC Contractor / Volunteer Policy 1.12](#)

1. Contractors will be under direct officer supervision when on a living unit when inmates are not confined to cells.
2. Inmates are prohibited from approaching contractors.
3. Officers will monitor tool control.

1.06.11 Cornet and Inmate Profile Binder

1. Officers will ensure that cornet and the inmate profile binder are maintained and updated with the most current inmate cell placement and security information.
2. Inmate profile binders are to remain in the living unit connector. They are confidential, and not for inmate viewing.
3. Officers will ensure inmates are assigned to specific cells and bed locations. These placements should not be changed without a thorough clog review and may include consultation with the correctional supervisor.

1.06.12 Living Unit Log Entries

1. At the commencement of each shift the unit officer will document in the unit log his/her identity, date, time, shift duration, and Hi-light it. This should be transferred to the top of each new page. Officers will also note receiving keys and specific equipment assigned to that post.
2. All living unit registries shall note these 4 separate count categories:
 - i. WARM BODY COUNT – This is the physical count of all inmates actually in the living unit.
 - ii. INTERNAL COUNT – This is the count of inmates assigned to your living unit that are temporarily elsewhere within NFPC (i.e. HCU, Programs, Visits, etc.)

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- iii. COURT COUNT – This is the count of the inmates assigned to the living unit who are attending court off grounds. NB: Video Court inmates should be noted under Internal Count.
 - iv. TOTAL COUNT – This is the total number inmates once the Warm, Internal, and Court counts are tabulated.
3. All inmate movement on or off the living unit, where the court or total count columns change shall be highlighted with a highlight marker to make it easier to view a change in unit count.
 4. Officers will document the date, time, and identity of all persons entering and leaving the unit in the log.
 5. All inmate movement on or off the living unit will be documented in the unit log. The sending or receiving destinations will be recorded. Inmates will be identified in the log using the last name, and complete correctional service number.
 6. Officers will document lockdown periods and formal counts in the unit log.
 7. All incidents will be documented in the unit log.
 8. Inmates serving a CAR section 17 short term separate confinement or CAR section 21 disciplinary confinements will be documented in the unit log and the scheduled exercise times noted.
 9. Officers will document s.15 cell checks in the unit log as well as routine unit patrols
 10. Officers will document all time periods when the unit is monitored by s.15 supervision.
 11. Living Unit logs and inmate profile binders are confidential and not for inmate viewing.

1.06.13 Cell Assignment

1. Inmates will be assigned a cell by the living unit officer. Cell assignments will be recorded in Cornet by the unit officer, and will be updated on an ongoing basis. Inmates shall not be relocated to another cell without a CLOG review.
2. Unassigned cells will be secured from inmate access.
3. Officers will document the inmate cell assignment and prior occupancy search in the living unit log and complete a CLOG entry.
4. Inmates are strictly prohibited from entering a cell other than their assigned cell.

1.06.14 Unit Security



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1. Officers will visually inspect the unit s.15 for security deficiencies and record on their unit shift summary.
2. Unit cell doors will be secured by officers and inspected for tampering.
3. Inmates are prohibited from accessing the officer workstation.
4. Unit connector doors are to be secure at all times when inmates are out on the unit (e.g. they can be s.15).
5. Inmates on off-grounds escort or court attendance will have their cell secured if occupying a single occupancy cell.
6. Unit connector doors are to be secure at all times when inmates are out on the unit (e.g. s.15).
7. Officers will ensure that the unit workstation and confidential materials are secure when departing from the unit.
8. Cell lighting, cameras, windows and sprinklers must be kept free from obstruction at all times.

1.06.15 Cell Cleanliness Standards

1. Inmates will adhere daily to the following cell cleanliness standards:
 - i. Beds will be made hospital style, sheets and blanket(s) tucked in on all sides
 - ii. Light fixtures dusted, no lint
 - iii. Sink and toilet cleaned inside and out
 - iv. Floors mopped clean
 - v. Ledges clean from dirt and lint
 - vi. Mirrors and windows wiped clean
 - vii. Clothes folded on shelf
 - viii. Desk wiped clean and tidy
2. Inmates who attend morning court are required to meet cell cleanliness standards. Officers should exercise discretion in consideration of an early morning hour, confinement to cell and a limited time line. At a minimum the bed should be made, the cell tidy, and garbage removed.
3. Inmates are required to keep their beds made for the duration of the day. They may sleep on top of the made bed, under one blanket only.
4. Upon discharge or transfer an inmate will remove all personal possessions, institutional property, garbage, and clean the cell to established cleanliness standards. In the event that an inmate is discharged from court or transferred without an opportunity to clean his cell, a unit cleaner will be directed to clean the vacated cell.



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1.06.16 Daily Inspections

1. Officers will conduct formal cell inspections daily. At the morning unlock inmates will have the option of getting up for breakfast or remaining in their cells but they must be up, dressed and ready for inspection and their cells must be cleaned to standards including making the bed, and ensuring that all fixtures and surfaces are clean.
2. Unit program is suspended, during inspection (unit televisions off, recreation yard and exercise room secured).
3. Inmates will be directed inside their assigned cells, with the door closed against the pins until the completion of inspection.
4. Officers will document inspection deficiencies and damage to cells on the living unit report.
5. The ADW– regulations and correctional supervisors will accompany unit officers during formal cell inspections s.15
6. Institutional bedding is not permitted outside the living unit cell.
7. Inmates are not permitted to convert canteen items for other usage (i.e. pop bottles to water bottles), toilet paper holders, toilet seats ect.
8. Institutional food line items and condiments are not to be stored in a cell beyond the day that the food was dispensed. Food line items and condiments that are not consumed as required will be confiscated.

1.06.17 Unit Disciplinary Sentence

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

1.06.18 Inmate Health

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



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1.06.19 Self-Administered Medication

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

1.06.20 Duty Nurse Supervision

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

1.06.21 Cell Radios and Televisions

1. Cell radio and television volumes must not be disruptive to the living unit environment or operations.
2. Cell radios and televisions will be shut off when an inmate is not in his cell and during formal morning cell inspections. Televisions may not be propped up with any object.

1.06.22 Authorized Personal Effects

The amount of an inmate's personal effects, except as noted for legal and educational materials is restricted to the amount that fits within his issued cell effects container. Such items are:

- i. Wedding bands
- ii. Authorized religious effects
- iii. Prescription eye wear, hearing aids, dentures, prosthetics, medical alert identifiers.
- iv. Legal documents or educational materials – NO BINDERS – Additional storage boxes (Maximum of 2) for these items may be approved by a correctional supervisor



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- v. Letters, newspaper, and personal documents (addresses, pictures, telephone numbers)
- vi. Approved books or magazines received directly from the publisher (maximum of six)
- vii. Non perishable authorized canteen items.
- viii. Play station/X Box and games authorized by this centre
- ix. One microwaveable bowl.

1.06.23 Authorized Institutional Issue Cell Effects

1. Inmates are prohibited from storing unauthorized amounts of institutional toiletries in cells.

2. Approve cell effects are:

- i. One inmate Smart Card (see 1.1.6.37 – Smart Card Process for Court Attendance)
- ii. One institutional personal cell effects container
- iii. One chair – no additional chair permitted when double bunked
- iv. One multi-picture cardboard frame, no larger than the cell effects container unfolded
- v. Approved self-administered medication blister packages
- vi. Three library books
- vii. Toiletries:
 - one Institutional razor - to be exchanged one for one
 - one toothbrush- to be exchanged one for one
 - soap
 - two toilet paper rolls
 - toothpaste
 - one comb
 - one towel

3. Bedding:

- i. one pillow/one pillow case
- ii. one mattress
- iii. two sheets
- iv. two blankets
- v. Clothing: (Including those on the inmate)
- vi. two shirts
- vii. two T-shirts
- viii. two pairs of pants
- ix. one pair of runners
- x. one pair of shower sandals
- xi. two pairs of underwear
- xii. two pairs of socks
- xiii. one sweatshirt (Nov.1-April 1)



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4. Eating Utensils:

- i. one cup
- ii. one bowl
- iii. one plastic knife, spoon, and fork

*Sweatshirts are general issue to all inmates from Nov. 01-Apr. 01 however, inmates may request a sweatshirt outside of these timeframes by making a written request for approval by the correctional supervisor.

1.6.24 Cell Effects Containers

1. Authorized personal effects must be stored in the institutional cell effects container, and not exceed the volume capacity of the container.
2. It shall be the responsibility of the inmate to manage authorized personal effects and ensure compliance with the established capacity restrictions.
3. Personal items that exceed the capacity of the cell effects container will be returned to the admission and discharge unit and secured in the inmate's personal effects bag or disposed of as determined by the ADW of SMU.

1.6.25 Court Releases

1. The A&D staff shall notify the living unit officer when an inmate from their unit is released at court. The living unit officer shall:
 - i. Record the court release in the Living unit Log book (i.e. Jones 356 released at court; effects container secured and returned to A&D);
 - ii. Unlock the inmate's cell and place all non-institutional items that are believed to be the inmate's personal belongings in the cell effects container;
 - iii. Place all available inmate identification (face sheet, Intake risk assessment) in the cell effects container to ensure accurate identification of cell effects;
 - iv. Place smart card in red box at entrance to unit;
 - v. Store the effects container in the corridor adjoining the units until the cell effects container can be returned to A&D at the earliest opportunity;
 - vi. Cell effects containers shall be returned to the A&D in a timely manner. The A&D supervisor must be contacted if the cell effects container cannot be returned in a timely manner.

1.6.26 Movement to Segregation

1. The inmate's living unit cell shall be immediately secured once the decision has been made to move the inmate to segregation.

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



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2. The living unit officer shall gather the inmate's personal cell effects from the cell and place them in the cell effects container.
3. The cell effects container shall be taken to the segregation unit, and its movement to that unit recorded in the inmates CLOG.

1.06.27 Dining Area

1. The dining tables will be cleared of all food and miscellaneous items following each meal period.
2. Dining room chairs will be cleared from the floor area and stacked prior to each staff meal period and night lockdown.

1.06.28 Meal Line Supervision

1. The unit officer will unlock and review the contents of their units' meal cart prior to bringing it onto the unit.
2. Inmates are not permitted to approach the meal cart until the officer clears the contents.
3. The officer will confirm the meal tray count prior to distribution and upon completion of each meal period.
4. Inmates absent from the unit will have their meal put aside by the unit officer.
5. A unit cleaner will dispense the meals under the direct supervision of the unit officer.
6. All kitchen utensils provided for each meal will be returned to the kitchen at the end of the meal period.
7. The unit Officer will frisk and secure the meal cart prior to it leaving the unit.
8. A unit cleaner will return the meal cart to the hallway following the conclusion of the meal period.

1.06.29 Inmate Telephone Privileges

1. Inmates shall have the right to initiate or return an emergency telephone call during lockdown periods, if in the opinion of the correctional supervisor, a legitimate emergency exists.
2. Messages respecting professional telephone calls received for inmates will be forwarded to the inmate by the unit officer.



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3. Inmates confined to cells will be permitted legal telephone privileges on approval by the correctional supervisor.

1.06.30 Unit Program Activities


1. Unit program such as courtyard, programs room, weight room, television and telephones may commence immediately upon unlock but noise levels must be kept to a minimum until 0900.
2. All unit programs shall cease during the daily unit inspection.
3. A maximum of six inmates will be allowed in the program room to participate in unsupervised activities (i.e. board games, computer use). The program room is not a hangout; inmates in the room must be participating in activities.
4. Inmate access to the recreation yard and fitness room will be unrestricted unless operational requirements dictate otherwise.
5. Officers will ensure that recreation and fitness room equipment is accounted for following program activity.
6. The courtyard may be used for exercise and recreation during times which the unit is unlocked. Chairs, blankets, pillows, storage bins, or other items are not to be taken to the courtyard.

s.15


1.06.31 Inmate Dress and Deportment

1. Authorized footwear is to be worn by an inmate any time he leaves his assigned cell regardless of destination.
2. Slippers or sandals are not permitted outside the living unit.
3. Inmates will not be bare-chested in the living unit unless en-route to the shower or while outside in the recreation yard. Inmates must wear pants at all times while outside of their cell or the shower.
4. Institutional issued shirt, T-shirt, trousers, socks and shoes will be worn for any inmate movement outside of the living unit.
5. F-Block work program clothing will be stored in the workshop and are to be identified as contraband outside the work location.
6. Inmates will only be permitted headwear as authorized for religious or health reasons.
7. Inmates will not be permitted to display or wear gang colours, insignia or associated gang paraphernalia.

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

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8. Inmates will not alter or damage institutional clothing. Unauthorized alterations or damaged clothing will be confiscated.
9. An inmate who alters or damages institutional clothing may be given the opportunity to deduct the cost of the article(s) from his account. If the inmate refuses to approve authorized payment from his account for damages the inmate shall be subject to disciplinary action.

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	Chapter 1: Operations Security and Control Section 7: Inmate Complaint Policy	1.07

Preamble

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

1.07 Inmate Complaint Procedure

Refer to: [*Adult Custody Policy 7.7*](#)

1.07.1 Authority


In accordance with S 37 of the Correction Act Regulation an inmate may make a written complaint to a staff member who must forward it, as soon as practicable, to the person in charge.

The person in charge must, within 7 days of the receipt of the complaint, investigate the complaint and advise the inmate, in writing, of the results of the investigation as soon as practicable.

The Branch approved inmate complaint form will be available for inmates on all living units.

1.07.2 Procedure

1. An officer receiving an inmate complaint form will:
 - i. Sign and print their name in the designated area
 - ii. Record the date the complaint form was received
 - iii. Complete the Living Unit Resolution portion of the complaint form including information relating to the nature of the complaint and any proposed or actioned resolution to the complaint
 - iv. Provide the inmate with a copy of the complaint (yellow copy)
 - v. Notify the correctional supervisor that a complaint form has been received
 - vi. Complete a CORNET client log entry detailing the complaint number, nature of the complaint and who the complaint was addressed to
2. Upon notification of the receipt of an inmate complaint form or on the next round through the living unit the correctional supervisor will:
 - i. Review the complaint and proposed or actioned resolution of the complaint
 - ii. If the resolution from the unit officer appropriately resolves the complaint, provide comments to that effect
 - iii. If the complaint was not resolved at the unit officer level, attempt to resolve the complaint
 - iv. Detail the proposed or actioned resolution and forward the complaint form to the intended recipient (white and pink copy)

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3. In circumstances where the intended recipient is not the warden or deputy warden, the intended recipient will provide comments or detail a resolution for any complaints that remain unresolved and will forward the complaint to their respective deputy warden. All complaint forms will be reviewed and signed off by the deputy warden prior to the inmate being provided with the written response.

Complaint forms that do not specify who the complaint is addressed to will be forwarded to the warden who will assign the review and response of the complaint to the appropriate deputy warden.

A copy of the completed complaint form, including any related written responses, will be forwarded to the inmate (white copy) and a copy (pink) will be provided to the warden's assistant for filing. All complaint responses will be attached to the inmates CORNET client log except for complaints addressed to the warden as privileged correspondence.

Preamble

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1.08 Inmate Request Procedure

1.08.1 Location

The three parts – *Corrections Branch Special Request Form* (individually numbered) is available to all inmates of NFPC for this purpose. A supply of these requests will be maintained on each living unit.

1.08.2 Procedure

1. Upon receiving a completed request form, the living unit officer will:


- i. Upon receiving any request, sign, print their name, and complete the date portion of the request legibly. Return the yellow copy to the inmate as a "receipt".
- ii. Notwithstanding to whom the request is addressed, the living unit officer will attempt to respond to, and address the request, making note of the response in the living unit officer comments/resolution section of the form.
- iii. Enter the pertinent information into the inmates "CLOG",
- iv. If the request is resolved, the completed document will be forwarded to the person to whom it was addressed for a signature. The "original" will be returned to the inmate and the pink "file" copy will be forwarded to administration.
- v. If the request remains unresolved, the attempts will be recorded in "CLOG" and the form will be given to the correctional supervisor.
- vi. Request will not be forwarded off the unit until reviewed and signed by the correctional supervisor.

2. The Correctional Supervisor will:

- i. Review the request and proposed resolution and, if still unresolved, attempt to resolve the request.
- ii. If the request is resolved the resolution will be noted in the remarks section and in the inmates "CLOG". The completed document will be forwarded to the person to whom it was addressed for a signature. The "original" will be returned to the inmate and the "file" copy will be forwarded to administration.
- iii. If the request remains unresolved the form will be signed by the correctional supervisor and forwarded to the appropriate person.

1.08.3 Resolutions


1. Resolved requests will have the "original" returned to the inmate and the pink "file" copy forwarded to administration.

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	Chapter 1: Operations Security and Control Section 8: Inmate Requests	1.08

2. Resolutions will be entered into the inmates "CLOG".
3. All officers involved in processing requests will ensure attempts at resolution are addressed as quickly as possible.

1.08.4 Inmate Health Requests

1. Inmates requesting non emergent health care services must submit a health care request.
2. Health care requests are located on each living unit in the serving area, and also with the unit officer.
3. Inmate health requests may be deposited in the locked health care drop box located on each unit.
Health requests are collected daily by health care staff and placed in a priority sequence.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Aug 05, 2008
	Chapter 1: Operations Security and Control Section 9: Information Recording and Dissemination	1.09

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

1.09 Information Recording and Dissemination

Refer to: [Adult Custody Policy Section 7.2](#)

1.09.1 General

1. This policy sets out expectation for the exchange of information between supervisors and correctional officers at North Fraser Pretrial Centre. The policy establishes a protocol, based on minimum standards, for the communication of pertinent information during shift exchange.
2. All staff have the responsibility to review shift exchange information, muster reports, living unit reports, log books and any other information pertaining to their assigned area of responsibility.

1.09.2 Supervising Officer Shift Information Exchange

1. The correctional supervisors shall conduct an information exchange with staff (muster)
s.15
2. The correctional supervisors will ensure that staff receives information that is of significance to the safety and security of the centre even if it may not directly affect more than one functional area.
3. The exchange will include but will not necessarily be limited to:


s.15

4. The muster will normally take place for s.15 however it may be lengthened at the correctional supervisor's discretion where there are particularly important, or numerous subjects that require dissemination or discussion.

1.09.3 Staff Station Information Exchange

1. During information exchange the following topics will be reviewed:

s.15

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s.15

2. At the conclusion of the information exchange, the oncoming officer is to confirm that the exchange occurred by making an entry in the living unit log book, noting date, time and off-going officer's identity.
3. Additional information can be accessed electronically, as time permits, from the muster reports and living unit reports, or from further discussion with the correctional supervisor.

1.09.4 Daily Living Unit / Correctional Supervisor Report

1. Officers will complete information for all headings identified on the living unit report form.
2. Officers will update the living unit report on an ongoing basis. It will be completed and filed prior to the end of their shift.
3. Officers will review the previous living unit report at the commencement of shift.
4. The correctional supervisor will periodically review the living unit report during their shift.
5. The correctional supervisor will complete a daily "Correctional Supervisor Report" summarizing all pertinent and noteworthy events in their pod.
6. Control officers will also complete a shift summary, summarizing all critical events and BSCS related matters.

1.09.5 Muster Report

1. The nightshift correctional supervisor will compile and transfer pertinent and appropriate information from the living unit reports and the correctional supervisor reports, to the daily muster report.
2. The muster report will be reviewed with all oncoming shifts.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 02, 2008
	Chapter 1: Operations Security and Control Section 10: Health Care Security	1.10

Preamble

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1.10 Health Care Security Procedures

1.10.1 General

The health care unit is a sensitive area given the presence of s.15 and the need to provide for the safety of health care professionals. Officers providing security coverage must be vigilant in ensuring security protocols are adhered to, and that health care professionals maintain appropriate security practices.

1.10.2 Officer Presence

1. Officer presence is required prior to inmate access into the health care unit. Offenders will be frisked prior to entry, and prior to departing the health care unit.
2. Officers will provide direct supervision, monitor inmate movement, and conduct ongoing tours of the area to ensure security and effective inmate management.
3. Officers will not vacate the health care unit unless inmates are secured in the holding cells.

1.10.3 Duty Nurse/Pharmacy Technician Escort

1. The duty nurse and pharmacy technicians will be under direct officer escort when transporting medication.
2. The duty nurse will be under direct officer escort when conducting rounds or attending to inmates in medical and segregation cells.

1.10.4 Inmate Supervision and Control

2. Copies of the daily health care appointments will be provided to the correctional supervisors for each pod prior to s.15 .
3. s.15
4. The health care security officer will contact the s.15 pod correctional supervisor in the event there is a perceived need for increased officer presence, or security measures.
5. A maximum of s.15 are permitted outside of the holding cells at any given time.

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6. Inmates are not to be left alone in treatment rooms at any time.
7. Protective custody inmate movement is to be conducted in a manner to minimize contact with general population inmates.
8. Inmate access to the nurse's workstation is strictly prohibited.

1.10.5 Workstation Security


1. Offices and treatment room doors will be closed and locked, or completely open with a padlock securing them to the wall. Doors that cannot be locked without a key may be left insecure
2. The pharmacy and break room must remained locked and secure at all times when one or more inmates are present in the health care center.

1.10.6 Pod Treatment Rooms


Direct officer presence is required for inmate supervision and control when treatments are conducted in the pod treatment rooms.

1.10.7 General Meetings and Staff Training


1. Health care operations are not to be interrupted during staff information meetings and training sessions.
2. Inmates are to be summoned to the health care unit and secured in holding cells prior to a general lockdown.
3. The ~~s.15~~ pod correctional supervisor will ensure that adequate officer security coverage is provided.

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	Chapter 1: Operations Security and Control Section 11: s.15	1.11


s.15

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s.15

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s.15

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Preamble

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

1.12 Contractor / Volunteer / Visitor Access

Inmate Visitor Procedures are addressed in NFPC SOP 1.25

1.12.1 Definitions


1. A "Visitor" is defined as a person who is a friend or relative of an inmate and is attending the center for that purpose.
2. An "Official Visitor" is defined as a person who for the purpose of the work, find it necessary to Visit the center. This would refer to "Professional Visitors" such as Lawyers, Police, Probation Officers, Youth Case Workers, and Federal Liaison Officers. Articling law students are considered "Professional Visitors" provided they can produce law society identification.
3. A "Contractor" is defined as a person who is performing a task for the center, the employer, or WSI. This would include but is not limited to: Construction Workers / Tradesmen, Technical Workers, Suppliers, Health Care Personnel, Kitchen Personnel, and Medical Consultants.
4. A "Volunteer" is defined as a person or group that is approved to attend the center to provide a service without contract or remuneration. This would refer to groups such as Alcoholics/Narcotics Anonymous, religious groups, PWA, native groups, John Howard Society, Salvation Army.
5. A "Staff" is considered to be: Uniformed Officers, on site WSI representatives, K- File Clerks, Chaplains, and the NFPC IT person. These personnel are considered staff, and therefore not restricted by this policy.

1.12.2 Staff Visitors

Staff may conduct tours of the center for friends, family and colleagues with authorization from an excluded manager only. Tours must be conducted between 0800hrs-2200hrs and are limited to non-inmate areas such as: upper corridors, pod control, central control, and the records bubble.

1.12.3 Official Identification

1. All persons as defined in 1.12.1, must properly identify themselves before access to the center will be granted.
2. Official Identification will consist of one piece of "Primary Identification" such as:
 - i. Passport;
 - ii. Driver's licence;
 - iii. Government registered identification;
 - iv. Native Indian Status

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- Accompanied by one piece of “*Secondary Identification*” bearing the name and signature of the person


1.12.4 Visitor / Professional Visitor Entry – Non-Secure Area Access

- Persons defined as “*Visitor*” or “*Professional Visitor*” who requires access to the center must sign in at the reception desk with identification as defined in 1.1.12.2. Access may be granted to these persons to the upper corridors and visits areas, including open visit rooms. They will not be permitted beyond those areas.
- To ensure adequate space is available, professional visits should be booked one day in advance. Access will be granted after identification has been satisfied and the person has signed in.
- All persons entering the center are prohibited from wearing hats or head coverings of any kind, except that which is recognized as traditional/cultural headwear (i.e. Turban/Yarmulkes/Hijab), or that is required by *Worksafe BC*.
- Professional Visitors who require access to the secure areas of the center will be addressed in 1.12.6

1.12.5 Contractor / Volunteer / Professional Visitors – Secure Area Access

- Contractors, Volunteers, and Professional Visitors who wish unescorted access to the secure parts of the center must receive advanced authorization to enter the center.
- As part of this authorization, a CPIC background check, interview, and facility orientation will be conducted.
- All persons entering the center are prohibited from wearing hats or head coverings of any kind, except that which is recognized as traditional/cultural headwear (i.e. Turban/Yarmulkes/Hijab), or that is required by *Worksafe BC*.
- All Contractors / Volunteers attending the Centre and requiring access to the secure area **must** enter the secure perimeter via the vestibule (man-trap) at Central Control. Central Control will check the persons identification, check for security clearance and grant or deny access to the Centre.
- Central Control **will not** permit access to the secure area of the Centre to any Contractor / Volunteer that does not meet identification or security clearance standards.
- In the absence of required identification or security clearance, short term temporary access, may be granted by an ADW or designate, on a case by case basis, considering the reason for access, time of day, number of attendees and any other factors deemed relevant. The ADW or designate will determine if an officer escort is required or if the contractor (i.e. WSI or Healthcare) can provide the escort. Other security protocols will be determined at that time.
- All other Contractor / Volunteers are required to sign in at the Administration / Reception area and may require escort to other areas of the Centre.

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

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1.12.6 Contractor / Volunteer Registries


1. All contractors and volunteers that are cleared for access to the centre will be listed on an alphabetical registry that includes names and dates-of-birth. Photos of some contractors / volunteers will be logged on a photo registry. Hard copies of these registries will be kept in central control. Electronic copies may be accessed on the government computers. In all cases, the electronic copy will be the most current.
2. Central control will use the alphabetical registry and, when applicable, the photo registry to determine if a Contractor / Volunteer is permitted access to the centre. The control officer will verify that the name and date-of-birth on the visitor's identification matches that on the alphabetical registry, and, when applicable, that the picture on the visitor's identification matches that on the photo registry.
3. If a contractor / volunteer is not listed on the alphabetical registry, they will not be permitted access to the secure area. There will be no exceptions without the consent of an ADW or designate.

1.12.7 Visual Pass System

1. All contractors / volunteers within the secure perimeter of the centre must wear NFPC issued identification. This includes health care (Doctors/Nurses/Clerks), programs, kitchen, janitors, WSI contractors, and any other contracted personnel. There will be **no exceptions** to this requirement without authorization from an ADW or designate.
2. NFPC identification will be issued and returned to the control center s.15. Issued identification may be personalized or generic contractor / volunteer passes.
3. When a contractor / volunteer presents photo identification at central control, the control officer will provide NFPC identification in exchange. The visitor's photo identification will be held in central control for the duration of the visit at the centre. Identifications will be exchanged when the contractor / volunteer exits the secure area of the centre.
4. Each and every time the person enters or leaves the secure perimeter, they must exchange the identification with the control officer.
5. Central Control, by retaining photo identification of all Contractors / Volunteers in the building will, at any given time, know how many contracted and/or support personnel are in the building and their identities.

1.12.8 Access Levels and Escorts


1. Contractors / volunteers may have varying levels of access to the centre and may require varying escort needs.
2. Access restrictions and/or escort instructions will be indicated on the contractor / volunteer photo registry.

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3. All visitors not listed on the photo registry will require escort within the secure area of the centre.
4. Escorts may be performed by WSI or corrections staff.
5. NFPC identification will be colour coded to reflect access levels and escort requirements according to the following system:
 - i. **Green:** indicates that the Contractor / Volunteer is permitted unescorted access to all areas of the Centre at any time.
 - ii. **Yellow:** indicates that the Contractor / Volunteer may be permitted unescorted access, but only to locations required by their work function. These persons will be monitored by indirect supervision.
 - iii. **Red:** indicates that the Contractor / Volunteer cannot access the secure area without an Escort.
6. Some contractors / volunteers may be escorted to the living units or pod program areas to provide services. The unit officer will assume responsibility of these visitors while in these areas. When the contractor / volunteer is prepared to leave the area, the unit officer will notify pod control. The pod control officer will arrange an escort out of the area.
7. Unit officers will record all visitors in the unit log book.
8. All contractors / volunteers that are not directly supervised by corrections staff while in inmate areas **must** be provided and at all times carry a s.15

1.12.9 Tool Control

1. On site s.15 employees are exempt from tool management documentation.
2. All other Contractors entering the secure area and not familiar with working within a correctional center shall have a tool control checklist completed before entering an area of the centre where inmates are present. They must have any tools or equipment inspected and inventoried.
3. This inventory shall be completed by the escort/control prowl officer.
4. The inventory shall be given to central control upon entry to the secure perimeter.
5. If the job is an ongoing process over long periods of time. The contractor will be responsible for equipment and it must be kept on the worker or in a suitable locked container while inside the secure perimeter of NFPC. The inventory list of tools entering and leaving during this work will be maintained in the Control Centre. The contractor is responsible to inform the control centre when new tools are entering and leaving the site.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 02, 2008
	Chapter 1: Operations Security and Control Section 12: Visitor Contractor Volunteer Access	1.12

6. When a contractor is prepared to leave the centre permanently, the tool inventory shall be checked by the escort/control prowler officer to ensure that all tools/equipment brought into the centre are accounted for before the contractor leaves the site.
7. The tool control checklist shall remain with central control upon the contractor's departure from the secure perimeter.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: May 24, 2012
	Chapter 1: Operations Security and Control Section 13: Staff Personal Items	1.13


Preamble

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

1.13 Staff Personal Items

1.13.1 General

1. Staff will not bring bags, purses, backpacks or lunch bags to the living units or inmate work or program areas, including staff offices where inmates routinely attend for meetings/appointments.
2. Coffee cups (no glass, ceramic, etc) water bottles (plastic), food items in disposable packaging (paper, plastic only) writing implements, personal prescriptions (necessary for immediate medical intervention), feminine hygiene products and work related materials may be taken to the living units or inmate work or program areas, including staff offices where inmates routinely attend for meetings/appointments.
3. Cellular phones, electronic devices (for gaming, music, etc), metal utensils and any other items which may pose a risk if they were to be in the possession of an inmate will not be permitted within the secure perimeter.
4. Any exceptions must be approved by the warden.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 02, 2008
	Chapter 1: Operations Security and Control Section 14: Use of Force	1.14

Preamble

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1.14 Use of Force

Refer to: [Adult Custody Policy 1.2](#)


Refer to: [NFPC Standard Operating procedures section 2.16 – Reporting Requirements](#)

1.14.1 General

Use of force is clearly defined and detailed in [Adult Custody Policy](#), and is part of initial and ongoing officer training. All staff will familiarize themselves and will conduct themselves in accordance with this policy.

1.14.2 Authority

1. All correctional officers, under the direction of a supervisor, have the authority to apply s.15
s.15 The use of s.15 must be pre-approved by the ADW – 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.
2. Only the warden, or designate, will authorize the use of s.15 Nightshift
 correctional supervisors must contact the on-call manager for approval.
3. Only staff who have successfully completed the approved training/certification course(s) are authorized to use restraint and control devices and apparatus.
4. When an inmate is injured and requires medical treatment resulting from a use of force, the injury will be photographed.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 15: Restraint and Control Devices	1.15

Preamble

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1.15 Use of Restraints

Refer to: [Adult Custody Policy 1.3](#)

1.15.1 Application

This policy applies to the use of restraints on inmates as an additional means of control but excludes those instances where inmates are confined temporarily in holding cells pending escort/transfer. Use of restraint devices on inmates confined to their cells will only be used in situations where the inmate:

s.15

1.15.2 Authority – Restraints During Confinement

1. The use of s.15 may be used on inmates already confined to their cell where an additional control is required as per Section 1.15.1 above.
2. Authority to apply restraints to inmates while confined in their cell rests with the ADW,
3. In the absence of an onsite ADW, the officer in charge may authorize the application of the restraints, but must consult with the on-call manager as soon as possible thereafter.
4. Staff member members must visually check the inmate s.15 while they remain in restraints. Each of these checks shall be recorded in the unit log and or client log.
5. Inmates will not be ‘hog tied’, where hand and ankle restraints are closely attached while secured in restraint devices.

1.15.3 Special Restraint Devices –

s.15

Refer to: [Adult Custody Policy 1.3.5. – 1.3.12.](#)

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 16: Restraint and Control Devices	1.16

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

1.16 s.15

Refer to: [Adult Custody Policy 1.3.13](#)

1.16.1 Authorized Users

Only those officers who have successfully completed Branch sanctioned s.15 training qualify to take the supplementary training in s.15 use.


1.16.2 Deployment of s.15

s.15 will be issued to the following:

s.15

1.16.3 Reporting Requirements

In all instances where s.15 is drawn from its holster, an incident report shall be completed.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 17: Restraint and Control Devices	1.17

Preamble

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1.17 s.15

Refer to: [Adult Custody Policy 1.3.14 / 1.3.19](#)

1.17.1 s.15 – General

1

s.15

2

s.15
s.15

must be

authorized by a correctional supervisor in response to extra ordinary circumstances.

1.17.2 Authorized Users

1. The correctional supervisors have been delegated the authority from the warden to issue and authorize the use of s.15
2. Only staff who have successfully completed the approved training/certificate course are authorized to possess, transport, or deploy s.15

1.17.3 Storage and Inventory

1

supervisors are responsible for maintaining s.15 . Correctional
s.15 is issued, a correctional supervisor will record the name of officer receiving s.15 Each time
s.15 on

2


s.15

- 3 A supply of s.15 The ADW – regulations or other authorized person may access the storage area and issue additional s.15 as necessary. This Officer will record their name and s.15

1.17.4 Deployment of s.15

- 1 Under no circumstances will staff deploy s.15 during escorts on commercial aircraft or inside a hospital or ambulance.
- 2 Use of s.15 should be avoided once an inmate has been subdued or when staff are physically engaged in restraining an inmate.

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

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 17: Restraint and Control Devices	1.17

3 s.15 will be issued to the following Posts:

s.15

1.17.5 s.15

1. Any inmate who has been the subject of s.15
2. Remove subject from s.15
An offender who remains actively aggressive may be confined with access to s.15
3. s.15
4. Have health care personnel review the subjects condition
5. Observe the inmate s.15

1.17.6 First Aid

s.15 should be seen by the nursing staff as soon as it is reasonable and practical to do so.

1.17.7 Reporting Requirements

1. In all instances where s.15 an incident report detailing the circumstances that resulted in its use will be completed by the officer s.15 and by all staff directly involved in the incident.
2. The ADW – regulations or in their absence, the correctional supervisor will complete the “Use of Force Form”. All reports will be forwarded to the deputy warden of operations no later than the next business day.
3. Specific focus shall be given to the documentation of:
 - i. Time of s.15
 - ii. Time and process of s.15
 - iii. Placement in clean setting, clothing, bedding
 - iv. Review by health care personnel

	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: Oct 15, 2009
	Chapter 1: Operations Security and Control Section 18: s.15	1.18

Preamble

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1.18 Stun Devices: s.15

Refer to: [Adult Custody Policy 1.4](#)

1.18.1 Definitions


s.15

1.18.2 Authority

s.15

1.18.3 Storage / Inventory

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: Oct 15, 2009
	Chapter 1: Operations Security and Control Section 18: s.15	1.18


s.15

1.18.4 Application of s.15

s.15

1.18.5 Intervention Requirements

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: Oct 15, 2009
	Chapter 1: Operations Security and Control Section 18: s.15	1.18

s.15

s.15

1.18.6 s.15


s.15

1.18.7 Health care

s.15

1.18.7 Reporting

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: Oct 15, 2009
	Chapter 1: Operations Security and Control Section 18: s.15	1.18

s.15

1.18.8 Records maintenance


s.15

1.18.9 Testing

s.15

1.18.10 Training


s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 19: Physical Restraint, s.15	1.19

Preamble

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s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 20: Fire Arms – Visiting Law enforcement	1.20

Preamble

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

1.20 Firearms Storage – Police Agencies / Sheriffs

Refer to: [Adult Custody Policy 1.6](#)


1.20.1 General

All Peace Officers will be required to secure their weapons (firearms/stun devices) in provided gun lockers upon entering NFPC.

1.20.2 Firearms Storage

The approved locations for the unloading, storage and safe keeping of peace officers’ weapons, (i.e. police, sheriffs) are:

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Updated: Nov 23, 2009
	Chapter 1: Operations Security and Control Section 21: Offsite Escorts and Transports	1.21

Preamble

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

1.21 Offsite Escorts and Transports

Refer to: [Adult Custody Policy Section 1.7 and 1.8](#)

1.21.1 Definition

1. An escort is defined as any time an inmate is taken from the center by correctional staff to an insecure site for short term duration. This would include, but is not limited to, medical appointments or hospital placement.
2. A transport is defined as the transportation of one or more inmates between security facilities such as correctional centres, or between correctional centres and sheriff or police lockups by correctional staff.

1.21.2 Searching Escort / Transport Vehicle


Escorting staff will search the escort vehicle prior to and immediately after transporting an inmate.

1.21.3 Staffing

1. Escort staff are determined by the warden or designate, according to the assigned inmate escort risk level.
2. s.15 escorts are conducted by staff who are assigned by the warden or designate.
3. s.15 escorts are conducted by s.15 correctional officer. Additional staff may be assigned by the warden or designate.
4. s.15 escorts are conducted by s.15 correctional officers. The warden or designate may assign additional staff to these escorts.
5. Staff are required to use all equipment designated for an off grounds escort/transport (s.15 s.15 Protective vest) and are required to sign out this equipment with a CS from the armory.

1.21.4 Inmate Security

1. Staff will maintain constant visual contact and close physical proximity to an inmate under escort. Where s.15 officer is present, s.15 will be practiced to focus, and broaden the area being monitored.
2. In health care settings, staff will directly monitor the inmate from within the same room. A curtain may be used temporarily for privacy, to maintain the inmate's dignity during treatments.

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3. The use of electronic entertainment devices such as ipods, mp3 players, DVD players, or video games by staff is strictly prohibited.
4. Staff rest periods and meal breaks are paid, therefore officers must consume their meals and refreshments while supervising the inmate.
5. Staff are to use the nearest restrooms whenever necessary, provided the inmate is restrained properly. Staff may utilize hospital security to monitor the inmate for restroom use only.


1.21.5 Documentation

Escort staff will be provided with a temporary inmate file for each inmate being escorted at any given time. The file will be made up in advance where possible by the records staff and will consist of:

- i. Cornet client ID card;
- ii. Health information form (HEIN) and any other pertinent medical information that is not confidential;
- iii. Inmate progress log sheets;
- iv. Current holding documents;
- v. Inmate escort risk assessment;

1.21.6 Escort Risk Procedures

1. An escort risk assessment is conducted on each occasion for an off-site escort. As per *Adult Custody Policy section 1.7.2 (7)* this is done as a reassessment on the ICON Inmate Assessment.
2. Off-site escorts of an emergent nature (i.e. when there is insufficient time to conduct an escort risk assessment prior to the escort leaving the correctional centre) are classified as **s.15** escorts. At the earliest possible opportunity, an escort risk assessment is conducted and the appropriate escort risk level is applied.
3. Security precautions for an off-site escort are based on assessment of the risk that an inmate presents to the community, the public, escort staff and other personnel connected with the inmate's escort.
4. Inmates are classified as **s.15** Security classifications are assigned by the warden or designate, after reviewing institutional information and law enforcement intelligence.
5. The health care centre will provide the names of all offenders scheduled for appointments as early as possible. An ongoing list of scheduled escorts will be maintained and referred to in the "shared drive".
6. The internal placement officers will review the list on an ongoing basis, highlighting and noting any potential security issues based on current intelligence from internal and external sources.
7. The nightshift correctional supervisor complete all pre-scheduled escort risk assessments.
8. All risk assessments should consider, at a minimum:

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s.15

4. The nightshift correctional supervisor will advise the records department and have them create or update the escort file(s) for the offenders in question. This should be done as soon as the escort is planned.
5. In the event of an unforeseen or emergent escort, a correctional supervisor will be responsible for the completion of the *“Escort Risk Assessment”*.

1.21.7 Transport Risk Assessment

1. A transportation document is completed prior to each occasion when an inmate, or group of inmates, is transported between correctional centres or between correctional centres and sheriff or police lockups.
2. Correctional centres develop a transportation document that reflects at a minimum the following information:
 - i. Number of inmates being transported;
 - ii. Length of transport;
 - iii. Means of transport (i.e. type of vehicle, seating plan);
 - iv. Transportation path (i.e. road, ferry, air);
 - v. Security rating of the inmate(s) involved;
 - vi. Classification rating of the inmate(s) involved; and
 - vii. Relevant intelligence information.
3. The ADW- regulations determines transportation staffing needs after reviewing the transportation document.
4. Transporting staff review the transportation document and are aware of any unique issues related to the transportation prior to departure.
5. Transporting staff retain a copy of the transportation document during the transport.
6. The transportation document is returned to the correctional centre for filing.

1.21.8 Communications

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1. Each escort team will be issued a cellular phone and a list of emergency contact numbers.
2. s.15
3. NFPC SOP 1.28. s.15 are required to contact the control center s.15 as per

1.21.9 Escapes

1. The escorting staff will consider safety of staff, civilians and inmates. Every reasonable effort will be made to prevent an escape.
2. An escape will be immediately reported to central control, hospital security, and the local police agency. Control will notify the ADW immediately.
3. If safe to do so, staff will give chase or search for the inmate. Staff will remain in contact with central control for further directions from the ADW.

1.21.10 Inmate Visits

1. The inmate will be admitted in the hospital registration system as a “no information” patient so that hospital staff will not confirm their presence as a patient to any external queries.
2. Inmates’ visits will be restricted to immediate family, lawyers, immigration/consulate officials and/or police.
3. Visit times must meet hospital visit policies. Any person requesting a visit must contact the centre in the usual manner (NFPC Visits Number 604 468-3566) and all visitors must be approved in advance by the deputy warden. The ADW may approve visits in the absence of the deputy warden outside of regular business hours.
4. An approved visitor list including applicable dates and times will be maintained by the ADW and a copy of this list will be provided to the hospital escort staff.
5. All visitors must show 2 pieces of ID (one must be government issued picture ID) to the escort staff on duty at the hospital.
6. Visitors are not to give personal items or anything else to inmates without the approval of the warden or deputy warden. Any concerns on the part of escort staff with the behaviour of visitors or their interference with the maintenance of security of the inmate are to be immediately communicated to the ADW.
7. Within the first hour of each shift the hospital escort staff are to contact the ADW (an available correctional supervisor if the ADW is not available) to confirm the visit schedule and resolve any outstanding security concerns.

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	Chapter 1: Operations Security and Control Section 21: Offsite Escorts and Transports	1.21

1.21.11 Police Protocols

The ADW or designate will contact the Port Moody Police Department and advise of any escort of an inmate into the Port Moody community (ERH, clinics, doctors' offices) prior to the inmate leaving the centre. The appropriate police department / detachment will be given advance knowledge of any escort destined for their community. s.15

1.21.12 s.15

s.15 will not be utilized in a hospital, medical building, or on a BC ferry.

1.21.13 Vehicle Parking

Parking stalls marked for Police use may be used by escorting staff in a security vehicle.

1.21.14 Hospital Protocol


Prior to departing a correctional facility with a prisoner destined for a fraser health facility, the control supervisor will follow this process for a "regular" notification. In the absence of the control supervisor, the CS will make the initial contact.

1. **Call** s.15 **Security Operations Centre at** s.15 This is a dedicated number exclusively for the use of correctional agencies.
2. The s.15 operator will require the following information from the correctional staff member making the call:

s.15

The s.15 operator will convey the information to on site contracted security personnel who will:


s.15

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3. It is acknowledged that the involvement of contract security personnel or even Fraser Health Protection Services staff may be more significant in circumstances involving a high risk prisoner.
4. The escorting officers will advise security personnel when they are en-route to the medical facility and, upon departing the medical facility so that they may be logged out.
5. Where “special precautions” are required such as the escort of a very high risk/profile inmate the Fraser Health Protection Services management representative must be contacted and advised of the circumstances. This is in addition to the regular notification through the s.15 Operations Centre.
6. Hospital security contact info is available on the supervisor drive and is attached to the final page of this document.

1.21.15 BC Ferries

1. BC ferry operations and security center must be notified of all offender transports in advance by calling s.15 The “OSC” is staffed 24/7 and will complete all internal messaging regarding the escort.
2. When escorting/transporting offenders on a BC ferry, prisoners must remain secured in the escort vehicle under staff supervision for the entire duration of the voyage.
3. Regular escort vehicles are not subject to any loading requirements, however the “Z Class” falls under the “commercial vehicle” category with oversize and power requirements s.15
The OSC must be notified indicating that the “Z class” is being used for the escort. This will ensure appropriate loading and parking of the unit.

	North Fraser Pre-trial Centre Standard Operating Procedures	Updated: Nov 23, 2009
	Chapter 1: Operations Security and Control Section 21: Offsite Escorts and Transports	1.21



PROTECTION AND EMERGENCY MANAGEMENT (PEM)

Protection

RCH, BH, ERH, RMH, QPCC, FCC

Community sites/programs in these areas

Tom Vukelich - Manager
Gary Holly – Advisor
Sandra Gee, Advisor

Office

Cellular

Pager

s.15, s.17

SMH, PAH, DH, MSA, CGH, HV, MMH, FCH, ARH

Community sites/programs in these areas

Greg Conlan – Manager
Scott MacMillan, Advisor
Mike Cathcart, Advisor

Office

Cellular

Pager

s.15, s.17

LMH, SSF, Central City & Corporate Office

Community sites/programs in Langley

Contract Administration

Dave Brown – Manager

Office

Cellular

Pager

s.15, s.17

Emergency Management and Business Continuity

Office

Cellular

Pager

Deirdre McLachlan- Manager
Terri-Lou Woods – Coordinator EM
Sean McCune – Coordinator BC
Andrew Morrison – Advisor EM
Jillian Harris – Advisor BC

s.15, s.17

Parking, Photo ID and Access Control

Office

Cellular

Pager

Geoff Roberts- Manager
Karen Maude – Advisor Parking
Parking parking@fraserhealth.ca
Photo ID PID@fraserhealth.ca

s.15, s.17

ID photos are taken at all acute sites & QPCC by contracted security services. Call 8999 for service

Administration

Office

Cellular

Pager

Don MacAlister - Director
Brenda Welvaert – Assistant

s.15, s.17


After Hour On Call Pager and On-Site Security Response

Between the hours of 1800 – 0600 and 24 hours weekend/statutory holidays contact **PEM after hour On Call Management Representative Pager** s.15, s.17 for Protection and Emergency Management major issues

Fraser Health contracts with s.15 to provide ON-SITE SECURITY RESPONSE at all acute sites and QPCC.

Regular/Routine security response: Dial s.15, s.17 Urgent/Emergency security response: Dial s.15, s.17

Updated Dec 8, 2008

	North Fraser Pre-trial Centre Standard Operating Procedure	Amended: Nov. 19, 2010
	Chapter 1: Operations Security and Control Section 22: Internal Inmate Movement	1.22

Preamble

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

1.22 Internal Inmate Movement

1.22.1 Objective

To provide direction for the secure and safe movement of inmates within the perimeter of NFPC.


1.22.2 General

1. The correctional supervisor has authority to exercise discretion in the execution of inmate movement necessitated by emergent operational needs.
2. Inmate movement will be conducted in a manner that ensures operational integrity of the centre. Inmate movement will be minimized when opportunity presents to provide service delivery within a designated living unit or podular common area.
3. Inmate movement will be authorized and monitored by control/pod operators.
4. All inmates (except morning courts and maintenance/laundry workers visiting the pod in the course of their duties) will be frisked prior to leaving a pod, and are subject to further frisking prior to entering / departing a program area. The frisk will primarily be conducted by an inmate services officer, but may be done by any available officer in their absence. This does not apply to morning court movement.
5. Officer or contracted program personnel must be present at destination to facilitate inmate movement in all areas of the centre.
6. Unescorted inmate movement will be suspended during officer rest periods and meal breaks.
7. Inmate movement will be suspended during formal counts.
8. Inmate loitering during movement is prohibited.
9. General inmate movement will be suspended during emergencies.

1.22.3 Supervision

1. Officers initiating inmate movement will coordinate the movement with officers or contract personnel at the point of destination and provide the necessary count and inmate particulars.

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

	North Fraser Pre-trial Centre Standard Operating Procedure	Amended: Nov. 19, 2010
	Chapter 1: Operations Security and Control Section 22: Internal Inmate Movement	1.22

- Inmate failure to promptly attend a location will be reported by the destination officer or contractor to the officer at the point of origin and to affected control operators. The supervisor responsible for the area is to be immediately notified if the inmate's whereabouts cannot be ascertained.

1.22.4 Documentation


- Inmate movement will be documented in the designated logbook provided for officers in their area of supervision.
- The date, time, inmate name, nature of movement, and count will be recorded.

1.22.5 s.15 Movement

- Inmates classified as protective custody, separate confinement, and disciplinary status are deemed a s.15 movement and require officer escort when the inmate is being moved outside of the unit.
- s.15 movement within a pod may be conducted without an officer escort provided no other inmates are in the pod lobby and the movement is directly supervised by the sending and receiving officers.
- Officers will notify control prior to commencement of a s.15 escort.
- Control operators will ensure that s.15 inmate movement is conducted in a manner as to minimize exposure to other inmates.

1.22.6 s.15 Supervision

- A correctional supervisor will directly oversee initial escort and placement of disciplinary and behaviour related separate confinement status inmates in segregation. Such movements require the inmate s.15
- Segregation placements of inmates on separate custody for their own protection, or at their own request may not require s.15
- The charging officer, when circumstances permit, is not to participate in the escort of an inmate under disciplinary sanction.
- Inmates who are identified by the correctional supervisor to present an elevated risk of violence during movement will be s.15

	North Fraser Pre-trial Centre Standard Operating Procedure	Amended: Nov. 19, 2010
	Chapter 1: Operations Security and Control Section 22: Internal Inmate Movement	1.22

- Escort officers will remain with the inmate until the escort is completed and the inmate is secured at destination.

1.22.7 Unit

- Inmates will report in person to an officer when entering the living unit.
- Inmates will not depart their living unit without officer authorization.
- When facilitating inmate movement to unmanned living units escort officers will document the unit log and complete the unit intake or transfer requirements.

1.22.8 Medication Window


- Access to the medication window is on a single living unit basis.
- One inmate is permitted access to the medication window at a time.

1.22.9 Health Care Centre

- Inmates scheduled to enter the health care centre will be frisk searched prior to entering the area.
- Officer presence is required for inmate movement into the health care centre.
- Inmates identified by the correctional supervisor to present an elevated risk of violence must remain under the direct supervision of the escort officer when attending the health care centre.
- Escorting officers are to provide the health care security officer with the name and custody status of the inmate(s) under their supervision.

1.22.10 Records

- The records correctional supervisor will facilitate and control the flow of inmate admissions, courts, and provincial transfer movement.
- Wherever possible, movement to records will be conducted on a podular and individual unit basis.
- Living unit officers who are unable to meet scheduled movement times will notify the records correctional supervisor.
- Escorting officers are to provide records personnel with the name and custody status of inmates under escort to records.

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	Chapter 1: Operations Security and Control Section 22: Internal Inmate Movement	1.22

5. The records correctional supervisor will facilitate and control the flow of inmate admissions, courts, and provincial transfer movement.
6. Wherever possible, movement to records will be conducted on a podular and individual unit basis.
7. Living unit officers who are unable to meet scheduled movement times will notify the records correctional supervisor.
8. Escorting officers are to provide records personnel with the name and custody status of inmates under escort to records.
9. Escorting officers are to remain with separate confinement, protective custody, and disciplinary status inmates until they are secured in holding cells or in their living units.
10. Records officers will not initiate the movement of inmates from records to a living unit until they have notified the living unit officer.
11. Inmate movement into the records sally port must be under direct officer supervision and control.
12. Prior to inmate movement into the records sally port inmates must be secured with s.15

1.22.11 Work Programs

1. The programs Instructor will facilitate workshop movement.
2. The programs Instructor will advise control when workshop movement may commence and advise of any work program that is not operational.

1.22.12 Inmate Maintenance Workers


Designated inmate maintenance workers may work unsupervised in the corridors.

1.22.13 Miscellaneous Inmate Workers

Officers assigned supervision of program areas shall coordinate inmate worker movement with outside scheduled movement periods.


1.22.14 Perimeter Compound

Unescorted inmate access into the workshop compound is prohibited.

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1.22.15 Inmate Programs

1. Inmate program participation must be approved by program officers.
2. Attendance lists will be provided to unit officers to control inmate movement.

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	Chapter 1: Operations Security and Control Section 23: NFPC Vehicles	1.23

Preamble

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

1.23 NFPC Vehicle Use

Refer to: [Adult Custody Policy 1.8 Emergency Vehicles](#)

1.23.1 Authority

NFPC vehicles may only be operated under the authority of a Supervisor

1.23.2 Use of Vehicles

NFPC vehicles are to be used for official government business purposes only. They are not to be used during off-duty hours or for driving to and from work (portal to portal) without the Deputy Minister's approval. Operators should note that insurance coverage is not valid if a vehicle is used for other than official business.

*** Note - As Per Adult Custody Policy 1.8.1, and the Motor Vehicle Act, NFPC vehicles are not considered emergency vehicles.**

1.23.3 Responsibility of Vehicle Operators

1. Vehicle operators are responsible for the safe and proper operation of vehicles and are accountable for the care and condition of vehicles while operating them.
2. Vehicle operators will be responsible for performing a pre-trip inspection and filling out a vehicle trip sheet, which is located in the vehicle. The operator must fill out the information requested on the trip sheet and remit the completed form with the keys upon return to the centre.
3. Any damage or malfunctions must be recorded on the vehicle trip sheet and be reported immediately upon return to the centre.
4. Payment of any traffic violation fines, parking tickets or impoundment/towing fees are the responsibility of the vehicle operator.
5. Officers will be reimbursed for parking fees incurred in the performance of their duties.


1.23.4 Maintenance

It is the responsibility of the Business Manager to ensure that vehicle servicing and repair occurs in accordance with the standards set by the Vehicle Management Branch.

1.23.5 Designated Onsite Vehicle Parking

All vehicles shall be parked in designated parking spots only. All vehicles shall be parked s.15 of the Centre. Staff are to ensure this is strictly adhered to in the Records Sally Port and Shop Compound area.

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

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1.23.6 Operation of Incarceration and Passenger Vans

Based on approved guidelines, the following load factors will determine the drivers licence requirements for operation of vehicle in the Adult Custody Division fleet:

(Note: # of occupants, includes the driver)

Secure Vans

1. 10 occupant versions of secure vans with the inmate effects shelf in one of the rear cages, which are, due to their capacity, identified as a "van" on the vehicle registration, can be operated up to full capacity by the holder of a Class 5 licence.
2. 11+ occupant versions of secure vans which are, due to their capacity, identified as a "bus" with a seat count of from 11 to 24 on the registration can be driven by a Class 5 licence holder when empty, but as soon as **one** passenger is added, the vehicle is considered to be in use as **"intended by design"** and therefore must be driven by the holder of a Class 4 licence.

Passenger Vans

1. Passenger vans capable of transporting 10 or fewer occupants, identified as a "van" on the vehicle registration, can be operated up to full capacity by the holder of a Class 5 licence.
2. Passenger vans capable of transporting 11+ occupants can be driven by a Class 5 licence holder when empty, but as soon as **one** passenger is added, the vehicle is considered to be in use as **"intended by design"** and therefore must be driven by the holder of a Class 4 licence.

Z Class Inmate Transports

24 occupant versions of Corrections Z Class incarceration trucks are, due to their capacity, registered as a "bus" with a seat count of **s.15** and can be driven by a Class 5 licence holder when empty, but as soon as **one** passenger is added, the vehicle is considered to be in use as **"intended by design"** and therefore must be driven by the holder of a Class 4 licence.

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

1.24 Communications and Safety Equipment

Refer to: [Adult Custody Policy 1.9](#)

1.24.1 General


All officers are expected to execute their duties in a professional manner when operating any of the communications systems within the centre. All communications and safety systems shall be utilized exclusively for corrections branch duties. Officer is expected to maintain appropriate conduct and utilize equipment for its intended purposes

1.24.2 Communications System Tests

1. At the commencement of each shift, an officers shall ensure communications systems and safety equipment assigned to their post are operational. Officers will test this equipment at the commencement of each shift to ensure it functions properly.
2. In the event a deficiency is noted, it shall be reported immediately to the correctional supervisor.

1.24.3 Requirements

All officers are required to correctly utilize any communications and safety equipment provided by the employer.

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	Chapter 1: Security and Control Section 25: Visitors	1.25

Preamble

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

1.25 Visits Procedures

Refer to: [Adult Custody Policy 1.10](#)

1.25.1 Mandate

North Fraser Pretrial Centre (NFPC) policy reflects that this is a secure facility and that all reasonable means will be implemented at the point of entry to prevent the introduction of weapons, drugs or any other contraband.

1.25.2 Visitor Access

1. A “*visitor*” is defined as a person who is a friend or relative of an inmate and is attending the center for that purpose.
2. An “*official visitor*” is defined as a person who for the purpose of the work, find it necessary to visit the center. This would refer to “*professional visitors*” such as lawyers, police, probation officers, youth case workers, and federal liaison officers.
3. A “*contractor*” is defined as a person who is performing a task for the center, the employer, or WSI. This would include but is not limited to: construction workers / tradesmen, technical workers, suppliers, health care personnel, kitchen personnel, and medical consultants.
4. A “*volunteer*” is defined as a person or group that is approved to attend the center to provide a service without contract or remuneration. This would refer to groups such as alcoholics/narcotics anonymous, religious groups, PWA, native groups, John Howard society, Salvation Army.


1.25.3 Official Identification

1. All persons as defined in 1.10.1.2, must properly identify themselves before access to the center will be granted.
2. Official Identification will consist of one piece of “*Primary Identification*” such as:
 - i. Passport;
 - ii. Driver’s licence;
 - iii. Government registered identification;
 - iv. Native Indian Status
3. Accompanied by one piece of “*Secondary Identification*” bearing the name and signature of the person.

1.25.4 Official / Programmatic Visitors Timeframes

Persons requesting programmatic visitor status will be required to make application through the deputy warden of programmes or his/her designate for security clearance. The deputy warden of programs will consult with the NFPC chaplain with regard to qualifications of spiritual advisers.

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

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During Business Hours

- Official/Programmatic visitors may enter the centre to visit an inmate at any time during business hours. Professional visitors will report to the reception area at which time they must show the proper identification.
- Official/Programmatic visits may be held in designated programs rooms or as otherwise approved by the assistant deputy warden

After Hours


- Official/programmatic visits may happen outside of normal business hours with approval from the assistant deputy warden.

1.25.5 Inmate Personal Visits

1. Family and friends will not be allowed access to secure areas of NFPC where inmates also have access.
2. Visitors are required to sign in on the visitors' list provided for this purpose. Registration on this form will include the name, address and the date of the visit.
3. Visitors shall not enter any areas of the institution except approved routes to and from the visiting areas.
4. A maximum of two (2) adult visitors (children not included) may visit an inmate at one time, unless otherwise approved by the deputy warden of programs. Visitors will not be allowed to visit more than one (1) inmate at any given time.
5. Visitors will be expected to wear a manner of clothing socially accepted in a family setting.
6. Professional visitors are permitted to maintain possession of authorized valuables.
7. Non professional visitor's personal items and non-essentials are to be secured in effects lockers.

1.25.6 Booking Visits

1. General public wanting to visit an inmate can call and book an appointment at (604) 468-3566. The Visits Line is open 0900 – 1600 hours Monday to Friday only.
2. Visitors **MUST** book at least 1 day in advance and are allowed to book up to 6 days in advance. *
Note – Same day visits are not permitted
3. Visitors must call on Friday to book for Saturday, Sunday and Monday times.
4. Visit times are as follows:

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	1300	1400	1500	1615	1715
Monday	•	•	•	•	•
Tuesday		•	•	•	•
Wednesday	•	•	•	•	•
Thursday		•	•	•	•
Friday	•	•	•	•	•
Saturday	•	•	•	•	•
Sunday	•	•	•	•	•

1.25.7 Miscellaneous

Food and/or beverages will not be permitted in the visits area. All areas of North Fraser Pretrial Centre are designated as non-smoking.

1.25.8 Termination / Suspension and Restriction of Visits

Refer to: [Adult Custody Policy 1.10.8 / 1.10.9](#)


Refer to: [Corrections Act Regulations Sections 30 and 31](#)

1. A visit request that **may be denied**, as authorized by [Adult Custody Policy, or Corrections Act Regulations](#), will be brought to the attention of the deputy warden of programs for review prior to the request being denied.
2. Prior to terminating a visit, less restrictive alternatives may be considered. Such alternatives may include warning a visitor and/or inmate of improper conduct, with impending consequences and potential disciplinary measures clearly defined.
3. In the event that a visit is denied restricted or terminated, the officer involved will submit an incident report, and notify the assistant deputy warden.
4. Visitors who are under an active court supervision order (i.e. bail, probation, parole, conditional sentence, statutory release), or are within 90 days of release from custody or expiration of sentence will not be permitted to visit inmates at NFPC.

1.25.9 Legal Counsel

1. In-person lawyer visits may take place in the Pod secure visits booths, or video conferencing rooms based on availability. Lawyer visits may also occur by video link, refer to SOP on "lawyer client video visits" in the programs section
2. Visits by Legal Counsel are subject to normal security considerations as laid out under "Persons Subject to Search".
3. Lawyers may, upon request, visit their clients in an area other than the Pod visits booths or Video Conferencing rooms. In the event a lawyer makes this request, he/she must do so in advance of the visit taking place. Call-in times apply, and are required for A&D interview rooms only, due to frequent

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

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and intended use. For visits in A&D, the visit must be booked before 1530 hours if the visit is to take place before noon on the following day or before 1000 hours if the visit is to take place during the afternoon or evening of the same day.

1.25.10 Visiting Access for Media

1. Media visitors will book visits (unless otherwise approved) as per general public visit policy
2. In person visits will be secure.
3. Reporters will be permitted to bring in pen and paper only. Electronic recording devices and cameras are prohibited. If the media makes a request for photos, direct them to the media liaison officer at headquarters.

1.25.11 Special Visits


Special visits by people not on the approved visitors list, including prospective employers, sponsors and parole advisors, shall receive prior authorization by the deputy warden of programmes or his/her designate. Special visits will be held in the pod visits areas.

1.25.12 Seizure of Contraband

1. If contraband is found on the person or in the clothing of a visitor the contraband shall be confiscated. It may be returned to the visitor upon completion of the visit, depending on the nature of the item(s)
2. If the contraband is suspected to be a narcotic or other item the possession of which is a violation of law, the Assistant Deputy Warden will be contacted and the RCMP immediately notified.
3. The officer(s) conducting the search shall maintain possession of the contraband seized to maintain continuity of evidence until the arrival of law enforcement officials.

1.25.13 Deposits to Inmate Trust Account

1. A visitor may deposit cash monies to an inmate's account through the reception staff during the hours of 0830 hours to 1600 hours daily, or through the visits officer for the duration of their shift.
2. The reception staff shall provide the visitor with an official government receipt for the funds that are to be deposited into the inmate's account. The inmate's full name and CS number is to be included on the official government receipt.
3. All funds and a copy of the official government receipt are to be placed in a sealed envelope and deposited into the safe located in the reception area. The receipt information will then be recorded on the reception receipt report.
4. Whenever a receipt is VOIDED or CANCELLED all three copies must be so marked and left together in the receipt book

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1.25.14 Articles Left by a Visitor

NFPC will not accept any articles from a visitor for an inmate except for:

- i. Money for deposit to an inmates trust account
- ii. Clothing exchange as authorized by a correctional supervisor (SMU)
- iii. Mail

1.25.15 Articles Taken to Visits

An inmate shall not be allowed to take any article to a visit with him except in the case of professional visits in where legal documents or other correspondence, pen and paper may be necessary.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: May 14, 2009
	Chapter 1: Operations Security and Control Section 26: Search of Visitors	1.26

Preamble

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1.26 Search of Visitors

Refer to: [Adult Custody Policy 1.11](#)

Refer to: [Corrections Act Section 14](#)

Refer to: [Corrections Act Regulations Sections 10, 11 and 12](#)


1.26.1 General

Searches will be conducted to ensure the operational security of the centre and to enhance contraband interdiction. In the interest of the safety and security of employees, inmates, and visitors to the centre all reasonable measures will be employed to suppress the introduction and presence of contraband. All persons entering the grounds are subject to a search of their person and possessions. Consent to a search is a pre-requisite for access to the centre.

1.26.2 Searches of Persons with Medical Devices / Pacemakers

The following searching process should be followed when a visitor reports to have a medical device such as a pacemaker:

- i. Request a pacemaker identification card (not required)
- ii. If the person states that their doctor has indicated that they should not go through the metal detector or be handwanded because it could affect the functionality of the device or the magnetic calibration of their device, or if they are concerned about their privacy, a pat-down frisk shall be conducted.
- iii. Refusal to allow a frisk will result in the visit to be denied.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Feb 14, 2011
	Chapter 1: Operations Security and Control Section 27: Smart Cards	1.27

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1.27 Smart Cards

Refer to: [Adult Custody Policy Section 7.8](#)

Refer to: [NFPC SOP 6.10](#)

1.27.1 General


1. Inmates are required to carry their smart card on their person, whenever they are outside of their cell. The only exception to this requirement is going to court off grounds.
2. Inmate "Smart cards" are provided for the purpose of:
 - i. Inmate identification
 - ii. Access to "ICCS" *Inmate Call Control System*
 - iii. Access to vending
3. Inmates are prohibited from tampering with, altering, or using another inmate's smart card.
4. In the event that the quality or condition of the inmate's smart card makes it impossible to correctly identify him, digital images and physical descriptors on Cornet will be referenced.

1.27.2 New / Replacement Cards

1. Inmates who change their appearance significantly will be photographed and provided a new smart card at no expense to them.
2. Smart cards that become worn do to normal use and everyday wear and tear will be replaced at no cost to the inmate
3. Inmates who damage, destroy, or alter a smart card, must pay five dollars from their trust account to have the smart card replaced.

1.27.3 Health Care / Medication

1. An inmate must present their smart card and be clearly identified before any medication will be dispensed.
2. When an inmate is en route to court, and requires medication, Cornet images may be used to verify the inmate's identity in the absence of the smart card.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 28: Working in Isolation	1.28

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

1.28 Working in Isolation (Officer Check)

1.28.1 General

An officer check system refers to the systematic radio communication process where staff initiates radio contact with control s.15. During an officer check, each officer will radio or telephone control and state their work post and s.15. Radio silence will be maintained by the control center during the officer check radio transmissions unless an emergency situation exists.

1.28.2 Officer Check Requirement

An officer check will occur s.15


- i. For all staff working alone, without regular contact with other personnel – generally between 2230 – 0630 hours.
- ii. For all staff performing off-grounds escort or hospital duties.
- iii. The transport driver will contact Control when leaving the centre and when they have completed the transport of inmates.
- iv. In addition, a supervisor has the authority to order a check of all staff if it is determined to be necessary.

1.28.3 Health Care Personnel

Health care personnel will contact control s.15 any time there is only one health care professional on shift. If control fails to receive contact from the health care professional, they will attempt to make contact. If attempts to make contact are unsuccessful a control officer will inform the correctional supervisor and dispatch an officer to the health care centre.


1.28.4 Failure to Make Contact

1. In the event a radio transmission from staff within the centre is altered or not received during an officer check, control will notify the correctional supervisor immediately. The CCTV's and the BSCS cameras are to be used whenever possible to assist with determining the appropriate response.
2. If the correctional supervisor fails to check in as scheduled, the control officer will dispatch officers to search for the supervisor and will contact the on-call manager.

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	Chapter 1: Operations Security and Control Section 28: Working in Isolation	1.28

1.28.5 Recording Officer Checks

A record of all officer / health care personnel checks will be recorded by the control center on the appropriate form and forwarded to the control supervisor at the end of each shift.

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	Chapter 1: Operations Security and Control Section 29: Searches of Inmates	1.29

Preamble

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

1.29 Searches of Inmates

Refer to: [Adult Custody Policy 1.14](#)

Refer to: [Correction Act 2005 Section 13](#)

Refer to: [Corrections Act Regulations Sections 10-12](#)

1.29.1 General


Inmate searches are conducted for the purpose of detecting contraband preserving the security of the center, and maintaining the safety of all staff and inmates. New admissions, Provincial transfers from less secure facilities, inmates returning from extended periods of hospitalization, inmates being placed in segregation, and any other situation as directed under section 12(1) CAR will be strip searched.

1.29.2 Strip Searches

1. A strip search will only be conducted by a staff member of the same gender as the inmate. A second staff member of the same gender as the inmate observes the officer conducting the strip search. When a member of the opposite gender is present, they must remove themselves from direct view of the inmate being strip searched. This requirement is exempted when the warden or designate believes on reasonable grounds that a delay in locating an authorized person of the same gender would result in danger to human life or safety.
2. The inmate remains unclothed for the minimum period of time required to complete the search.
3. A written record of the strip search is entered on CORNET Client Log and includes the names of the officer(s) conducting the search unless the strip search is conducted upon the:
 - i. Admission, entry, transfer or return of an inmate to a correctional centre;
 - ii. Entry to, or return from, a cell in a segregation unit; or
 - iii. Return of an inmate from a visit, work or program area in the correctional centre if the inmate could have had access to an item that is contraband and may be hidden on or in the inmate's body.

1.29.3 Conducting a strip Search

Upon bringing the inmate into the holding tank or search area (No camera present), the subject is instructed to face towards the wall. The officer will conduct a preliminary pat search for any obvious articles on the inmate while the second search officer covers. Once this has been done the officer:

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s.15

5. Returns the inmates essential clothing or provide alternates as quickly as possible.


***At no time shall the offender be left standing uncovered prior to or following the search procedure. The offender shall be provided with a clean gown or clothing to preclude unnecessary embarrassment.**

1.29.4 Admissions and Discharge Unit

1. Inmates leaving from the centre under officer escort will be frisk searched and electronically scanned prior to escort.
2. Provincial transfers from secure centres, court returns, and inmates returning from off grounds escort may be strip searched, or frisk searched and electronically scanned,
3. Inmate personal and institutional effects will be searched for contraband.

1.29.5 Programs

1. Inmates may be strip searched, or frisk searched and electronically scanned on departure from workshops, health care unit, or other program area.
2. Workshop compounds will be visually searched for contraband prior to inmate access. See also [NFPC SOP 1.15](#) for searches of workshops.
3. In the event of a contact visit the following will apply:

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- i. All visitors are subject to frisk search when individualized grounds have been established.
- ii. Inmates may be subject to a strip search following a contact visit.

1.29.6 Operations

Refer to: [Corrections Act Section 13\(2\)](#)

Refer to: [NFPC Policy 1.15\(2\) for NFPC Search program](#)

1. A cell search will be conducted prior to occupancy.
2. s.15 will be visually searched for contraband prior to inmate access.
3. s.15 will be searched for contraband on arrival and departure to/from the unit
4. Unless precluded by circumstance, an inmate should be present during a search of their possessions and assigned cell.
5. Searches will be conducted with a minimum of disturbance to inmate possessions and living area.
6. On initial admission to Segregation inmates will be strip searched (see use of segregation).
7. Inmates leaving and returning to Segregation will be frisk searched.
8. Inmate correspondence will be searched for contraband.

1.29.7 Search of Legal materials


Inmates may have designated file boxes in their cells for storage of legal materials. Such boxes are labelled to clearly indicate the following:

- i. The inmate's name and full CS number
- ii. The box contains legal materials only

When properly labelled legal material file boxes are searched for contraband, reasonable steps will be taken to have the inmate present. If it is not practicable to have the inmate present, the inspection of the box is videotaped.

1.29.8 Search Documentation


1. Officers who conduct an intrusive search of an inmate under CAR section 12 guidelines will submit an incident report no later than the end of shift.
2. When significant contraband is found, or an inmate's legal box is searched without the inmate present, an ICON report of the grounds and results of a search is submitted by the officer in charge of the search team(s).

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3. The search of a cell or inmate property will be documented in the unit log book..
4. The correctional supervisor will document the search of an area in the assigned unit log, and provide a "Search Summary" to the assistant deputy warden no later than the end of shift.
5. The correctional supervisors will maintain an ongoing record of institutional searches

1.29.9 Religious Items

1. Sensitivity must be exercised when searching religious articles.
2. Sensitive religious articles such as medicine bags may be searched by having the person handle the item under observation of an officer.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 30: Contraband	1.30

Preamble

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1.30 Contraband

Refer to: [Adult Custody Policy 1.15](#)

Refer to: [Corrections Act 2005 Sections 13-17](#)

Refer to: [Corrections Act Regulations 10-12](#)

1.30.1 General

Searches will be conducted to ensure the operational security of the centre and to enhance drug interdiction. In the interest of the safety and security of employees, inmates, and visitors to the centre, all reasonable measures will be employed to suppress the introduction and presence of contraband. All persons entering the grounds are subject to a search of their person and possessions. Consent to a search is a pre-requisite for access to the centre.


***See also NFPC Standard Operating Procedures on searches:**

[Inmates - section 1.14](#)

[Visitors – section 1.11](#)

[Contractors – section 1.13](#)

[Staff – section 1.12](#)

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	Chapter 1: Security and Control Section 31: NFPC Drug Interdiction Search Program	1.31

Preamble


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

1.31 Search Program

Refer to: [Adult Custody Policy 1.16](#)

1.31.1 Daily Routine

1. Daily Institutional searches will be managed by correctional supervisors under the direction of the warden or designate. A search schedule will be created and maintained by the correctional supervisors
2. Institutional searches may also be conducted at other times, at the discretion of a correctional supervisor.
3. Correctional supervisors will:
 - i. Coordinate the search based on available Intelligence from all sources;
 - ii. Oversee the search, ensuring that frisking and searching is done in keeping with policy;
 - iii. Record the area search, personnel involved, and their findings in the "*Unit Search*" folder;
 - iv. Report the search results to the ADW;
4. Search areas will include all living units, programs areas, SMU, segregation/ISO/HCU, and any other part of the institutional property.
5. Searches will be focused on contraband control as well as security maintenance s.15
6. Staff will be assigned to conduct unit checks of unsupervised areas during the search.

	BC Corrections Branch North Fraser Pre-trial Centre	Issued: June 09, 2008
	Chapter 1: Security and Control Section 32: s.15	1.32

Preamble

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

1.32 s.15

Refer to: [Adult Custody Policy 1.17](#)

1.32.1 Responsibility

1. The control supervisor is the designated s.15
2. s.15 is responsible for:
 - i. monitoring the use and maintenance of the s.15
 - ii. Complying with the annual requirements of s.15
 - iii. Training staff to operate the s.15
3. Only staff that has completed the required training will operate the s.15

1.32.2 General Use

The s.15 intended use is to:

s.15

1.32.3 Warnings

The s.15 will be stored and operated in compliance with s.15
s.15 including the posting of warnings.

	BC Corrections Branch North Fraser Pretrial Centre	Issued: February 20, 2012
	Chapter 1: Operations Security and Control Section 33: Substance Testing	1.33

Preamble

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

1.33 Substance Testing

Refer to: [Adult Custody Policy 1.17/1.18](#)

Refer to: [Correction Act 2005 Section 20](#)

Refer to: [Corrections Act Regulations Section 16](#)

1.33.1 General

Demands for an alcohol screening device sample or urine sample should be made where there are reasonable and probable grounds to believe that an inmate is under the influence of alcohol or drugs and where there is no other reasonable alternative, or where abstention is a condition of programme participation.

1.33.2 Procedures for Using the Alcohol Screening Device (ASD)

1. Inmates suspected of ingesting, carrying drugs internally or being under the influence of a drug or alcohol will be referred to a health care professional for assessment.
2. Inmates will be subject to the alcohol screening device (ASD) or other test at any time, should evidence indicate the presence of alcohol or drugs.
3. The ASD shall be used only to give an indication of the presence of alcohol in the blood, and should be used to support other physical signs that are consistent with the use of alcohol such as, unsteady gait, slurred speech or the odour of alcohol.
4. The ASD shall not be used indiscriminately.
5. The ASD shall not be relied upon to determine intoxication.
6. The ASD will be kept in the control supervisor’s office when not in use and will be signed out to the designated officer by a correctional supervisor.
7. The ASD test results shall be noted in CLOG along with other related observations and information.
8. An inmate shall be placed in separate confinement if he demonstrates behavioural and/or physical signs consistent with the use of alcohol or illicit drug use and poses a risk to his own or others safety and well being.
9. Only authorized staff will apply the alcohol screening device.
10. A Log will be maintained to detail the use of the ASD.

	BC Corrections Branch North Fraser Pretrial Centre	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 34: Inmate Discipline	1.34

Preamble

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1.34 Inmate Discipline

Refer to: [Adult Custody Policy 1.19](#)

Refer to: [Corrections Act Regulations 21-29](#)

1.34.1 The Charge Process

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

	BC Corrections Branch North Fraser Pretrial Centre	Updated: April 13, 2012
	Chapter 1: Operations Security and Control Section 35: Use of Segregation	1.35

Preamble

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1.35 Use of Segregation

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

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


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

1.35.1 General

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

1.35.2 Searches

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

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1.35.3 Escorts

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

1.35.4 Cell Inspection on Admission to Segregation


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

1.35.5 Cell Inspection on Release from Segregation

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

1.35.6 Placement of Inmates

1. Inmates who are suicidal or otherwise require heightened levels of observation shall be placed in s.15 whenever possible.
2. Cells s.15 will be utilized for inmates that are high risk of violence or a security concern, unless they require an observation or a medical isolation cell.
3. All other segregation placements shall generally be placed in cells s.15

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4. Inmates admitted to segregation on 'overflow' status due to high counts shall be transferred out to another unit as soon as bed space is available.
5. Inmates identified by health care staff as requiring a medical isolation shall be placed in cells 1 or 2 of "Isolation"
6. All other medical cells will be used for medical reasons unless otherwise directed.
7. Inmates in the medical/Isolations areas will receive time out of their cells in keeping with the general institutional lockdown periods except where operational/medical circumstances dictate otherwise.
8. 'Multiple occupancy' will only be used in segregation if necessary, and in consultation with the correctional supervisor.


1.35.7 Segregation Unit Log

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

1.35.8 Inmate Exercise Periods

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

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

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5. In the event that the inmate refuses his opportunity for the one-hour period out of his cell, it will be captured in his client log and reported to the correctional supervisor.
6. In extraordinary circumstances it will be permissible, with ADW authorization, to run two sets of exercise periods simultaneously (i.e. one pair in the yard, one pair in the exercise area).

1.35.9 Progress Logs/Client Log

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

1.35.10 Cell Possessions

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

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

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8. Inmates in Segregation will be allowed to retain the following, unless otherwise restricted:

- i. 1 book
- ii. writing paper
- iii. envelopes
- iv. 1 golf pencil
- v. legal documents
- vi. correspondence
- vii. self administered medication prescribed by the Health Care Unit
- viii. soap
- ix. toothpaste
- x. toothbrush

1.35.11 Segregation for Separate Confinement

1. Inmates on separate confinement referred to in section 17, 18, 19 of the *Correction Act Regulation* may be housed in the segregation unit when no other reasonable option exists.
2. The recommendation to place an inmate in segregation must be clearly noted on the “*Separate Confinement Notification form*”.
3. Inmates being held in segregation under these sections shall not be deprived of any privilege granted to other inmates unless the privilege cannot be reasonably granted having regards for the limitations of the area.
4. Separate custody inmates shall be given as much time out of their cell as possible, having regard for the operational requirement of the area in which they are housed.
5. Unless otherwise specified separate custody inmates shall be allowed to keep the same cell effects (except razors when housed in cells s.15 as other inmates in the centre, having regards for the limitations of the area in which they are housed.

1.35.12 Water Shut Offs

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

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1.35.13 Door Sliders

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

1.35.14 Meals

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

1.35.15 Mail

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

1.35.16 Phone Calls

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

1.35.17 Cleanliness

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

1.35.18 Cell Checks

1. It shall be the responsibility of officers assigned to the Segregation Unit to ensure that a cell check is made on each inmate housed in the Segregation unit s.15 Inmates housed in the Health Care unit and Isolation unit require a visual check s.15
The monitoring of the cctv system does not constitute a visual check.
2. In the event that an inmate is identified as being at high risk of self-harm, or in other unusual situations or circumstances, checks will be conducted at intervals s.15
3. At the completion of each exercise period or s.15 when all inmates are confined to their cells, physical checks of the tiers are to be conducted for items of contraband or new damage that may have been caused during the inmate's time out.

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1.35.19 Security Check


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

1.35.20 Exercise Area and Yard Doors

1. Exercise area doors s.15 and yard doors s.15 may be left insecure outside the inmate exercise period timelines.
2. s.15 assigned staff are authorized to key access doors s.15

1.35.21 ADW Visits

1. The ADW regulations, duty nurse and s.15 Pod supervisor will conduct daily segregation rounds to determine that the inmate's health is not compromised by ongoing segregation. It is as at this time that the ADW will also review inmates on CAR 24 status for ongoing confinement pending their disciplinary hearing.
2. The ADW will conduct further visits to segregation as operational timelines permit. All visits are to be logged in the segregation unit log.

	BC Corrections Branch North Fraser Pretrial Centre	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 36: Separate Custody	1.36

Preamble

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1.36 Separate Confinement

Refer to: [Adult Custody Policy 1.21](#)

Refer to: [Corrections Act Regulation Sections 17-19](#)


1.36.1 General

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

1.36.2 Initial Placement Procedure

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

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

	BC Corrections Branch North Fraser Pretrial Centre	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 36: Separate Custody	1.36

1.36.3 Circumstances for Separate Custody - Long Term

1. The assistant deputy warden has written delegation of authority to extend the term of an inmate in separate confinement in accordance with the provisions of Section 18 CAR for up to 15 days, with possible extensions in increments of 15 days.
2. The assistant deputy warden must be satisfied that the conditions leading to the initial confinement still apply and must, within 24 hours, convey the decision to the inmate in writing. The assistant deputy warden will also record the decision in the inmate's case plan (CLOG).

1.36.4 Review of Separate Confinement

The inmate shall be provided an opportunity to have the decision for separate confinement reviewed by the assistant deputy warden, who shall render a decision after speaking with the inmate and classification staff. The inmate has the right to make submissions regarding his status and the ADW will consider this, as well as all other relevant information in making an informed decision. The assistant deputy warden must provide written reasons to the inmate for confirming, varying or rescinding his/her decision.

1.36.5 Voluntary Separate Confinement (CAR 19)

1. Authority for voluntary separate confinement is found in section 19 of the *Correction Act Regulation*.
2. If the warden or designate and an inmate agree that the inmate may be at risk of serious harm in general population, then the inmate may be separately confined. Such an agreement must be confirmed in writing.
3. At any time, the inmate may request in writing a review of his/her separate confinement status.
4. The warden or designate meets with the inmate at least once every 30 days to determine if voluntary separate confinement status will continue. The decision is confirmed in writing.

1.36.6 Conditions of Separate Confinement

An inmate placed in separate confinement shall not, for that reason only, be deprived of any privilege granted to other inmates at the correctional centre unless that privilege cannot reasonably be granted to the inmate, having regard for the limitations of the area in which he is kept separate and the necessity for the effective operation of that area of the centre.

	BC Corrections Branch North Fraser Pretrial Centre	Amended: Dec 15, 2010
	Chapter 1: Operations Security and Control Section 37: Digital Video Recording (DVR)	1.37

Preamble

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1.37 Digital Video Recording

1.37.1 Authority to View

1. Supervisors and managers are responsible for overseeing the appropriate operation and use of the digital video recording (DVR).
2. Security and correctional officers are prohibited from viewing DVR without direct authorization from the ADW. In select cases, an officer may be assigned by the ADW to review DVR for investigative or identification purposes.

1.37.2 Saving DVR

DVR is a key evidentiary component used in civil, criminal, and administrative tribunals. In order to protect the Adult Custody Division’s interests, it is necessary to capture and store DVR footage of all incidents that may give rise to formal reviews, investigations or proceedings.

DVR footage shall be searched, saved, and filed in **s.15** for all incidents of:


- i. The application of physical force on an inmate;
- ii. Violence;
- iii. Injury or self harm;
- iv. Staff injury;
- v. Emergency response

1.37.3 Filing

All saved DVR files must be stored in **s.15** by year/month/incident number. In the event that no ICON number is generated and a DVR file is created, it shall be filed under year/month/”No inc#”.

1.37.4 Releasing DVR to Outside Agencies

1. Police officers, conducting an initial investigation of an incident may view DVR files on site.
2. When police seek to seize a DVR record for an “active Investigation”, it will be provided upon approval for the warden. The assistant deputy warden- standards and regulatory service (ADW SARS) will be the single point of contact for this purpose.
3. The release of DVR for incidents that are not under “active investigation” require the requesting agency to provide a “production order”.

	BC Corrections Branch North Fraser Pretrial Centre	Issued: June 09, 2008
	Chapter 1: Operations Security and Control Section 38: Incident Reports - ICON	1.38

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

1.38 Incident Reports – ICON

1.38.1 Reporting Requirements

- 1 Incident reports will be completed when requested by a manger or correctional supervisor.
- 2 Incident reports are required for, but not limited to:
 - i. Destruction of Property;
 - ii. Cell extraction;
 - iii. Serious Injury or death;
 - iv. Suicide attempt / self harm;
 - v. Application of control tactics and restraints in response to inmate behaviour;
 - vi. Use of force resulting in injury to staff or inmate;
 - vii. Inmate / inmate assault;
 - viii. Use of s.15
 - ix. Code Yellow, Code Blue, Code Red;
 - x. Discovery of contraband;
 - xi. Intelligence information received/gathered;
 - xii. Significant observations;
 - xiii. Any other unusual incidents that may occur

***Note – Incident reports are legal documents, and subject to court subpoena and review from outside agencies. Staff will ensure that clarity, accuracy and appropriate content are included in their submissions**

1.38.2 Reporting Process

- 1 Upon conclusion of an incident, the correctional supervisor or OIC will “*Initiate*” incident reports through “*ICON*”, determining which officers will complete the “*Primary* and *Supplementary*” documents.
- 2 The correctional supervisor will assign reports to all staff who were directly involved in managing the incident, ensuring that there is adequate reporting to provide sufficient information for a comprehensive review of the incident. Staff with peripheral involvement may also be required to provide reports based on the severity of the incident and the need for inclusion of these reports.
- 3 Once assigned a report, officers will summarize all circumstances respecting the event and their involvement, ensuring the information provided is factual, relevant, un-biased and non-judgemental.

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- 4 All reports will be completed prior to the conclusion of the shift. Where this is not possible the assistant deputy warden or OIC may grant authorization for it to be completed at a later date.
- 5 Generally, the correctional supervisor will submit their report in the “*Reviewers Comments*” section, not on a separate report. The assistant deputy warden of the area involved will complete the “*Approvers Comments*” section, submitting the completed document into the archives.
- 6 In the event the correctional supervisor is directly involved in an incident, he/she will complete an incident report. It will be “*reviewed*” by another correctional supervisor before going on to the “*approval*” stage.
- 7 The correctional supervisor will retrieve all evidence including any videotape or DVR relevant to the incident and related documents (i.e. log books, cell placement logs, etc.)
- 8 All reports and evidence collected is to be forwarded to the Assistant Deputy Warden – Regulations as one completed incident report package.
- 9 The incident report package shall include (where applicable):
 - i. Completed IR(s) as filed in “ICON”
 - ii. Inmate injury report(s)
 - iii. WCB forms (6A, 7, 7A)
 - iv. Incident release form(s)
 - v. Search reports
 - vi. Use of force reports
 - vii. Accident investigations report
 - viii. Relevant evidence
 - ix. All other relevant documents



BC Corrections Branch North Fraser Pretrial Centre

Amended: June 15, 2010

Chapter 1: Operations Security and Control Section 39: Building Deficiencies

1.39

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

1.39 Building Deficiencies

1.39.1 General

Building deficiencies can range from minor, to having a direct and serious impact on the operation, security and safety of the facility. The timely reporting and tracking of deficiencies is critical in monitoring the response of WSI in addressing these issues, minimizing the risk to staff and inmates.

1.39.2 Minor Repairs

Minor repairs are defined as general facility deficiencies that do not directly impact security, safety, or the operation of the center. Examples of minor deficiencies would be:

- i. Janitorial
- ii. Paint
- iii. Furniture
- iv. General lighting
- v. Appliances

1.39.3 Critical Repairs

Critical repairs are those that potentially have a direct impact on the security, safety and operation of the center. Repairs of this nature are of a higher priority, and have a higher expectation for repair by WSI. These deficiencies should be addressed within 24hrs. of reporting. Examples of critical repairs are:

- i. Any window, plumbing, lighting or damage in a cell
- ii. Locking mechanisms
- iii. Security doors
- iv. s.15
- v. Slip/fall hazards
- vi. Structural deficiencies

1.39.4 Reporting

1. Minor repairs will be reported on the WSI website at [RealSuite Login](#). For living unit minor repairs, the officer will document minor deficiencies on the living unit report. The nightshift supervisor will review all LU reports, submitting the required work orders on the WSI website.
2. Critical repairs will be reported directly to the WSI call center at s.15, s.17. These repairs will be noted as "urgent", and requiring repair within 24hrs. (Discretion may require immediate response if necessary)



BC Corrections Branch North Fraser Pretrial Centre

Issued: May 15, 2010

Chapter 1: Operations Security and Control Section 40: Managing Trespassers

1.40

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

1.40 Managing Trespassers

1.40.1 Authority

Refer to: [ACP Sections 1.2 / 2.11](#)

Refer to: [Correction Act Sections 17 \(1\) \(2\)](#)

1. Officers, carrying out their duties under the *Corrections Act*, have the authority to investigate any situation where a member of the public may be on grounds without authorization. In cases where a criminal act is, or may have been committed, officers may detain a member of the public for the police, if it is safe to do so.

ACP 2.11.2. Applicability of section 10 of the Charter

Officers are required to inform individuals of their rights on arrest or detention in the following circumstances:

1. *Return to custody of inmates who are escaping from a correctional centre or escort.*
2. *Return to custody of inmates on temporary absences who have breached one or more conditions.*
3. *An individual believed to be committing a criminal offence in a correctional centre or aiding the escape of an inmate from a correctional centre or escort.*

ACP 2.11.7. Police


1. *When correctional centre staff arrests an inmate or other person, the police are immediately notified by a supervisor and requested to attend.*
2. *The correctional officer informs police of the reason for the arrest, and provides information or reports requested by the police.*

2. Engaging a suspicious trespasser or potential trespasser requires the approval of the ADW or in their absence, the nightshift CS.

1.40.2 Situational Awareness and Risk Analysis

1. Before approaching a trespasser, officers will evaluate the risk and merit of approaching the person, as well as the appropriate resources required to do so safely.
2. The subject should first be observed on CCTV to attempt to determine if their trespassing is accidental or intentional. Staff should be mindful of the location of the centre and the possibility that the trespassers intent may be innocent or criminal.
3. With the appropriate approval, officer(s) approaching a trespasser shall maintain a safe distance as they open a dialogue with the person.

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

	BC Corrections Branch North Fraser Pretrial Centre	Issued: May 15, 2010
	Chapter 1: Operations Security and Control Section 40: Managing Trespassers	1.40

4. Persons who flee should not be pursued.
5. Through dialogue and observations, officers may be able to determine the intent of the trespassers actions and, have the authority to direct them off the property.
6. Trespassers who refuse to leave the property shall not be the subject of forceful removal, but will be observed from a safe distance or CCTV pending the arrival of the police.



BC Corrections Branch North Fraser Pretrial Centre

Issued: June 16, 2010

Chapter 1: Operations Security and Control Section 41: Special Handling Protocols

1.41

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

1.41 Special Handling Protocols

1.41.1 General

1. *Special Handling Protocols* are written directions outlining very specific methods in which an inmate who may pose a risk to staff, the centre, or himself is to be handled. These protocols may be, but are not limited to extraordinary staffing levels, staff contact with the inmate, the use of restraints, or the presence of higher force options when dealing directly with the inmate.
2. *Special Handling Protocols* are determined by the ADW, and are filed in the *Special Handling Protocols* folder in s.15. A signed copy of the special handling protocols is provided to the inmate, attached to his CLOG, and is also posted in segregation for staff reference.
3. The inmate's status and review dates on *Special Handling Protocols* will also be maintained on the *Segregation Log*.

1.41.2 Review Process

1. Inmates on *Special Handling Protocols* must be reviewed at a minimum of 30 days. When *Special Handling Protocols* are placed on an inmate held under separate confinement, the *Special Handling Protocols* will be reviewed in conjunction with the separate confinement review.
2. The ADW or designate will review the inmates behaviour, consult with staff and classification, and may interview the inmate as part of a determination to remove or alter the *Special Handling Protocols*.
3. Each review will generate an updated *Special Handling* document which will be posted and circulated as in 1.41.1(2).



BC Corrections Branch North Fraser Pretrial Centre

Issued: Sept 21, 2010

Chapter 1: Operations Security and Control Section 42: Dry Cell Protocols

1.42

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

1.42 Dry Cell Protocols

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

Refer to [Corrections Act Regulation Section 17.1\(C\)](#)

1.42.1 Authority

1. Under section 17 of the CAR, the ADW or other excluded manager may order an inmate to be confined separately from other inmates when they have reasonable grounds to believe that the inmate has contraband hidden in his body.
2. The standard documentation requirements for CAR 17 apply to "Dry Cell Protocols".

1.42.3 Cell Plumbing

1. An inmate held under "Dry Cell Protocols" may have controlled access to flowing water and toilet flushing to prevent the destruction of evidence which may be hidden in his body.
2. The correctional supervisor for segregation will explain "Dry Cell Protocols" to the inmate and will initiate the control of plumbing features.

1.42.4 Access to Water


Staff will provide water at the request of the inmate and also at a minimum of each meal time and once in the evening.

1.42.5 Inmate Waste Management

Staff may allow the inmate to flush his toilet upon request, and also at a minimum of each meal time and once in the evening provided they are satisfied that evidence is not being discarded.

1.42.6 Documentation

Due to the sensitive nature of this type of confinement, staff must document in CLOG each time the inmate requests or is given water, as well as each time his toilet is flushed.

	North Fraser Pre-trial Centre Standard Operating Procedures	Updated: Dec 03, 2009
	Chapter 2: Emergency Situations Section 1: Contingency Planning	Subsection: 2.01

Preamble

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

2.01 Contingency Planning

Refer to: [Adult Custody Policy 2.1](#)

2.01.1 Contingency Planning


1. North Fraser Pretrial Centre (NFPC) contingency plans detailing responses and assigning responsibilities for responding to the following emergencies will be reviewed and amended as required by the deputy warden of operations, and submitted to the warden for approval by December 31 of each calendar year.
2. Response to these and other unlisted incident will necessitate the use of the NFPC crisis management model and will require activation and population of command centre personnel.
 - i. Riots and major disturbance. Statutory provisions governing use of force in the suppression of riots are found in sections 32, 33, 63, 64, 65, 66, 67, 68 and 69 of the *Criminal Code of Canada*.
 - ii. Hostage taking
 - iii. Escape
 - iv. Fire
 - v. Bomb Threat
 - vi. Protests, such as inmate sit-in, food strike, work strike, program strike.
 - vii. Natural disaster, including earthquake, storm, flood and forest fire.
 - viii. Environmental spills and disasters.
 - ix. Major electrical, gas, fuel and water supply interruption threatening the security or operation of the centre.
 - x. Major medical emergency, including suicide and attempted suicide.
 - xi. Significant labor interruption.
 - xii. Major food and staple supply interruption.

2.01.2 Access to Contingency Plans

1. Contingency plans for the above noted incidents are located on s.15 They are also stored s.15
2. In the event of a complete power failure, there is also a binder containing hard copies of the contingency plans in s.15

2.01.3 Confidentiality

Contingency plans are not to be shared, copied, forwarded or otherwise distributed without authorization from the warden.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 2: Emergency Response Codes	Subsection: 2.02

Preamble

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

2.02 Code Yellow

2.02.1 Objective


1. A “Code Yellow” is a response to real or perceived acts or threats of violence. The main objective of responding to this type of emergency is the preservation of life and to quickly provide for the safety of anyone affected.
2. A code yellow may be initiated by the activation of a s.15, radio, telephone, or voice.

2.02.2 Code Yellow – Stage One Response

s.15

2.02.3 Responders

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 2: Emergency Response Codes	Subsection: 2.02

Only the designated responders will attend the situation.

****Responding Unit Officers will be “Stood Down” from the response by the correctional supervisor as soon as possible, to expedite returning to their posts***


s.15

2.02.4 Reduction of Responders

s.15

2.02.5 Role of the Correctional Supervisor Response

s.15


	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 2: Emergency Response Codes	Subsection: 2.02

2.02.6 Code Yellow – Stage Two (when initial responders are unable to secure the area)

s.15

2.02.7 Code Yellow – Concurrent / Separate


s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 2: Emergency Response Codes	Subsection: 2.02

s.15

2.02.8 Camera Control

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 3: Code Blue	Subsection: 2.03

Preamble

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2.3 Code Blue – Medical Emergency

2.03.1 Objective

“*Code blue*” is the call for a medical emergency (inmates, staff, visitors, etc.) requiring the immediate presence of a nurse. The nurse/attendant is responsible for directing the medical care of the injured person(s) and staff act in support.

2.03.2 Control/Pod Control Responsibilities


s.15

2.03.3 Responders

s.15

2.03.4 Roles and Responsibilities

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 3: Code Blue	Subsection: 2.03


s.15

2.03.5 Officer at the Scene Responsibilities

s.15

2.03.6 Health Care Centre

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency situations Section 4: Tactical Operations	Subsection: 2.04

Preamble


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2.04 Tactical Operations

Refer to: [Adult Custody Policy 2.3](#)

2.04.1 Crisis Management

The implementation of tactical operations exceeding a “cell extraction” or “rapid response” shall be done as part of an overall crisis management response including the activation of the command center.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 5: s.15	Subsection: 2.05

Preamble


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2.05 Cell Entry and Extractions

Refer to: [Adult Custody Policy Section 2.4](#)

2.05.1 General

1. s.15 shall be deployed at the discretion of the ADW - regulations or designate where there are reasonable grounds to believe that no other lesser use of force is practical in the circumstances or where such lesser uses of force have been attempted and found to be ineffective.
2. Cell entries shall only be initiated when the affected area (i.e. Living Unit) is secured and in lockdown status.
3. The ADW - regulations or designate shall be present during the cell entry.
4. Following the decision to deploy a cell entry team, the ADW - regulations or designate shall designate a certified cell entry team leader. The team leader may assume the responsibility of selecting the remaining members of the team.
5. s.15 will be conducted by the ADW - regulations or designate and the team leader prior to the commencement of the cell entry.
6. The team leader shall consult with the duty nurse prior to the cell entry about any medical concerns of the inmate(s) involved.
7. The ADW - regulations or designate will ensure that all nonessential personnel are removed from the area.
8. The team leader will be responsible for determining the tactics to be used in removing the inmate from the cell.
9. At the conclusion of the cell entry, the ADW - regulations or designate shall conduct a debriefing for all staff involved in the cell entry.
10. The team leader shall complete an incident report, and any other required documentation. The video record of the cell entry shall be turned over to the ADW - regulations or designate and shall be reviewed by the deputy warden - operations on the next working day.

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 6: Escapes and Prison Breach	Subsection: 2.06

Preamble

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

2.06 Escapes, Prison Breaches and Inadvertent Releases

Refer to: [Adult Custody Policy Section 2.5](#)

Refer to: [NFPC Escape Contingency Plan](#)

2.06.1 Objectives


This emergency response plan has been developed in order to identify the process to be used in the event of escapes or prison breaches.

2.06.2 Reporting

The officer witnessing the escape or breach shall immediately notify central control (by radio or telephone) of the area of the breach, number of escapee's and CS numbers (if possible). s.15

2.06.3 Response and Pursuit

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 6: Escapes and Prison Breach	Subsection: 2.06

2.06.4 Search Deployment

s.15

2.06.5 Inmate Identification

s.15

2.06.6 Notification of Intermittent Unlawfully at Large


s.15

2.06.7 Notification of Escape or Prison Breach

1. It shall be the responsibility of the ADW - regulations or designate, to advise the warden immediately. The ADW will also facilitate notification to the police and other agencies/personnel as directed by the warden
2. When there is an escape, or prison breach, the warden or designate will contact the provincial director, adult custody division immediately. Critical incident reporting and notification applies (refer to: [Section 2.13 Adult Custody Policy](#))

2.06.8 Notification after Hours

The ADW – regulations or nightshift OIC shall:


	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 6: Escapes and Prison Breach	Subsection: 2.06

s.15

2.06.9 Warden's Inquiry

The warden submits a report to the provincial director, adult custody division, regarding an escape, prison breach or inadvertent release. The report identifies:

- i. Whether the escape occurred while under escort or from the centre;
- ii. Circumstances of incident.
- iii. Apparent deviation from established policy and procedures.
- iv. Indication of negligence.
- v. Use of violence.
- vi. Theft of government property (vehicles/boats).

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 7: Hostage Taking	Subsection: 2.07

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

2.07 Hostage Taking

Refer to: [Adult Custody Policy section 2.6](#)

2.07.1 Objective

The prime objectives in a hostage-taking situation are

s.15

s.15

2.07.2 Immediate Action


s.15

2.07.3 Negotiators

s.15

2.07.4 Notification

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 7: Hostage Taking	Subsection: 2.07

2.07.5 Institutional Activity

s.15

2.07.6 Establish Command Center

s.15

2.07.7 Unit Telephones

s.15

2.07.8 Media Inquiries

s.15

2.07.9 Emergency Services

If in the opinion of the ADW regulations or designate, emergency services are required, they will be contacted and asked to stand by at NFPC.

2.07.10 Medical Support


The health care nurse will be notified and advised to stand by pending the arrival of emergency services

2.07.11 Court Services Notification

s.15

2.07.12 Non-Correctional Personnel, Volunteers and Contractors

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 8: Riot or Disturbance	Subsection: 2.08

Preamble

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2.08 Riot or Disturbance

Refer to: [Adult Custody Policy section 2.7](#)

Refer to: [NFPC Contingency Plans](#)

2.08.1 General


s.15

2.08.2 Staff Member(s) with Knowledge of Event

s.15

2.08.3 Assistant Deputy Warden / OIC

s.15

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency situations Section 9: Bomb and Bomb Threats	Subsection: 2.09

Preamble

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2.09 Bomb and Bomb Threat


Refer to: [Adult Custody Policy 2.8](#)

2.09.1 General

s.15

2.09.2 Threat Responses - Telephone

s.15

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency situations Section 9: Bomb and Bomb Threats	Subsection: 2.09

2.09.3 Threat Responses -Written Notes, Letters, and Offender Intelligence


s.15

2.09.4 Searching and locating

s.15

2.09.5 Assistant Deputy Warden / Officer in Charge:

s.15

	BC Corrections Branch North Fraser Pretrial Centre	Issued: Jan 28, 2009
	Chapter 2: Emergency Procedures Section 10: Protection of evidence	2.10

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

2.10 Protection of Evidence

2.10.1 General

This section sets out policy with respect to the preservation of evidence and/or crime scenes in the event of a critical incident. For the purpose of this instruction, critical incidents shall include, but is not limited to: suicides, serious assaults, arson, murder or attempted murder, wounding, wilful damage, and escapes

2.10.2 Responsibility

The initial responsibility of the first officer to attend the scene of a critical incident shall be to ensure that there is no danger and then to render first aid if required, until the arrival of a more competent person.

2.10.3 Protection of Evidence


s.15

2.10.4 Evidence

s.15


2.10.5 Crime Scene

Where an incident is one of sufficient seriousness to require police investigation, the crime scene (i.e. cell, living unit, programs area, etc.) shall be sealed until police have attended and released the scene.

	BC Corrections Branch North Fraser Pretrial Centre	Issued: Jan 28, 2009
	Chapter 2: Emergency Procedures Section 10: Protection of evidence	2.10

2.10.6 Incident Reports

Incident reports shall be submitted by attending officers on all critical incidents. Such reports shall include adequate descriptions of evidence and the disposition / location of that evidence.

	BC Corrections Branch Standard Operating Procedures	Issued: July 16, 2008
	Chapter 2: Emergency Situations Section 11: Police Contact and External Charges	Subsection: 2.11

Preamble

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2.11 Police Contact and External Charges


Refer to: [Adult Custody Policy 2.12](#)

2.11.1 General

1. The ADW standards and regulatory service (SARS) is the primary point of contact for all police and court related matters. This position will monitor new police files as well as document the progress of ongoing matters.
2. Officers maintain the ability to swear information at anytime, pursuant to [Adult Custody Policy 2.12.4](#).
3. In incidents of a serious nature, where the continuity of evidence may be compromised by delaying contact with police, the correctional supervisor (CS) will make the initial contact with police, and will then provide all relevant information to the ADW – SARS as soon as practical.
4. All documentation respecting police and court matters will be maintained at the ADW level in order to ensure the integrity of the information, and the sensitivity and confidentiality of staff involved issues.


2.11.2 Creating a Police file

1. Incidents that require police contact according to [Adult Custody Policy 2.12](#), are:
 - i. Escape, attempt escape, unlawfully at large, or prison breach;
 - ii. Assaults resulting in bodily harm, aggravated assault;
 - iii. Sexual assaults;
 - iv. Significant damage to or theft of property;
 - v. Use or possession of a weapon;
 - vi. Possession of drugs;
 - vii. Uttering threats;
 - viii. Evidence is obtained that criminal activities or conspiracies are being carried out by inmates in custody affecting the community; or
 - ix. Police have an ongoing interest in the inmate's criminal activities.
2. The supervisor responsible for the area will, in consultation with the ADW Regs, make contact with the police initiating a file. They will then submit an email message to the ADW SARS, outlining the circumstances, providing an IR number and police file number for reference.
3. In addition to those circumstance defined in [Adult Custody Policy 2.12](#), police file will be initiated when a consensual fight results in considerable or serious injury

	BC Corrections Branch Standard Operating Procedures	Issued: July 16, 2008
	Chapter 2: Emergency Situations Section 11: Police Contact and External Charges	Subsection: 2.11

2.11.3 Ongoing Record

1. When an incident is reported to the police by the ADW SARS, or in their absence, any other manager, the “*Police and Court File Tracking Form*” will be updated. It is maintained in s.15
2. This form will outline all pertinent information including, the subject(s), victims, witnesses, crown counsel, key dates, file numbers, and an ongoing journal of events.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 12: Inmate Death or Serious Injury	Subsection: 2.12

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

2.12 Inmate Death or Serious Injury

Refer to: [Adult Custody Policy section 2.3 / 2.10 / 2.13 / 2.14](#)

2.12.1 Duty to Report

Officers are required to report any situation where there is a noted physical injury, mental deterioration, or death of an offender. An inmate injury report shall be completed, and supported with an incident report (Incident reports are not required for minor injuries).

2.12.2 Response

The first officer to attend any critical medical incident shall act in accordance with the procedures established in [NFPC 2.2.2. Code Blue](#).

Additional staff shall respond to assist in securing the area as directed. Once secure, the additional staff shall return to their posts as directed by a supervisor.

2.12.3 Responsibilities of Assistant Deputy Warden

The ADW or designate, after observing the situation, shall report the incident to the warden as soon as practical. The assistant deputy warden shall continue to provide updates as necessary. Notification requirements is outlined in [Adult Custody Policy 2.17.7](#)

2.12.4 Responsibilities of Correctional Supervisor


The correctional supervisor, being a primary responder, shall assess the situation and report it immediately to the assistant deputy warden or designate. The correctional supervisor will ensure the security of the scene and take all necessary steps to expedite first aid, and or emergency services access to the victim. The immediate location of the incident shall be restricted to first aid attendants and necessary staff only. The scene shall be protected for the purposes of collecting evidence.

2.12.5 Responsibilities of Control Staff

The control officer, once advised by a supervisor, shall restrict movement; notify fire/ambulance/police if necessary, and co-ordinate movements of other responders. The control officer is to log all activities as they occur.

2.12.6 Documentation

1. An investigating officer shall be assigned by the assistant deputy warden. The officer shall be responsible for:

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 12: Inmate Death or Serious Injury	Subsection: 2.12

- i. collecting all evidence relevant to the event;
- ii. collecting written reports;
- iii. taking pertinent s.15
- iv. conducting interviews;
- v. s.15 from control centres;
- vi. liaising with other agencies (police, coroner, etc.) and providing them access to staff, inmates or other resources, as required


2. All evidence shall be collected in accordance with *Adult Custody Policy Section 2.10*

2.12.7 Media Inquiries

Any and all media enquiries should be directed to the adult custody division information officer Marnie Mayhew at 250.387.1562 or 250.881.5412

2.12.8 CIRT (Critical Incident Response Team)

Refer to: *NFPC Standard Operating Procedures Section 2.18*

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 13: Reporting Requirements - Serious Incidents	Subsection: 2.13

Preamble

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2.13 Reporting Requirements – Serious Incidents

Refer to: [Adult Custody Policy section 2.13](#)

2.13.1 General


Serious incidents requiring written reports would generally be defined as, but not limited to:

- i. Incidents of violence or code yellow responses;
- ii. Any use of physical force on an inmate;
- iii. Suicide or attempted suicide or other incident of self harm by an inmate;
- iv. Escapes or attempted escapes;
- v. Code blue responses or other serious medical emergencies;
- vi. Any other time as directed by the ADW or CS.

2.13.2 Correctional Supervisors

1. In all cases where a serious incident takes place, a written report is required from each correctional officer and correctional supervisor (including responding staff) that is directly involved. If the incident involves staff working under contract, then a request will be made of that person to submit a written report. Unless otherwise directed by the ADW regulations, the correctional supervisor assigned to the area in which a serious incident occurred will be responsible for assigning reporting requirements to correctional officers and staff working under contract. The correctional supervisor will be responsible for ensuring all reports are completed in full, and in a timely manner.
2. Under the direction of the ADW – regulation, the correctional supervisor will retrieve all evidence including any s.15 relevant to the incident; related documents (i.e. log books, cell placement history, etc.), and any other relevant evidence
3. All information, reports and evidence collected shall be forwarded to the ADW – regulations as one completed incident report package.
4. The incident report package shall include (where applicable):
 - i. Completed IR(s);
 - ii. Inmate injury report(s);
 - iii. WCB forms;
 - iv. Incident release form(s);
 - v. Search reports;
 - vi. Use of force reports;
 - vii. Accident investigations report;
 - viii. Relevant evidence;
 - ix. All other relevant documents.

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

	North Fraser Pre-trial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 13: Reporting Requirements - Serious Incidents	Subsection: 2.13

2.13.3 Correctional Officers


1. In all cases where a serious incident takes place, a written report is required from each correctional officer directly involved or as directed by a correctional supervisor. All reports are to be detailed, fully completed and submitted to the correctional supervisor in a timely manner.
2. All reports must be completed and submitted prior to staff going off shift. In the event that a report remains incomplete at the end of an officer's shift, he/she must contact the ADW or designate for direction.

2.13.4 Notification to the Warden

1. The assistant deputy warden, or in their absence 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 [*BC Corrections Branch Adult Custody Policy. \(2.1.1\)*](#)
2. In addition, the assistant deputy warden, or in their absence the correctional supervisor, will notify the warden or designate, or if after hours, the person on-call:
 - i. Any time extraordinary levels of s.15 are deployed in a response;
 - ii. All Code Blue responses when there is significant injury requiring off ground escorts;
 - iii. All Code Yellow responses involving staff assaults or serious inmate injury;
 - iv. Rapid response;
 - v. For approval to deploy s.15
 - vi. Any other significant event at, or involving the centre.

2.13.5 Briefing Note

The warden or designate will provide a brief written summary to the provincial director within two hours of an incident that requires notification

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: June 09, 2008
	Chapter 2: Emergency Situations Section 14: Rapid Response	Subsection: 2.14

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

2.14 Rapid Response

Refer to: [Adult Custody Policy sections 1.2 / 1.5.1](#)

2.14.1 Definition

A "rapid response" is an operational strategy that promotes early and decisive intervention to prevent, de-escalate, or minimize inmate disturbances that may result in injuries to staff and inmates, significant damage to property, or jeopardizes the management, operation or security of the center.

2.14.2 General

When an emergency situation is reported, this operational strategy could prevent the event from escalating. The objective of the rapid response plan is to reduce the risk of injuries and or damage to property through rapid intervention. Rapid and decisive intervention to emergent situations can assist in gathering intelligence, compelling de-escalation of a disturbance, effecting rescue and in securing the area until fully equipped personnel can respond.

2.14.3 Authorization


This operational strategy is deployed under the authority of the warden or designate. This authority is limited to excluded managers.

2.14.4 Deployment

1. Rapid response teams are deployed when less forceful means of achieving compliance are unsuccessful or disproportionate.
2. Deployment may occur when emergent situations are progressing and have the potential to significantly disrupt operations.
3. Deployment can vary in composition, depending on the variables of the incident or situation. The response can vary from s.15 to unit entry, and engagement / arrest of the involved parties.
4. A rapid response is not deployed if an emergent situation has commenced and this type of response would place staff at undue risk.

2.14.5 Rapid Response Training

The equipment and tactics involved in a rapid response is included in recruit training. It shall also be included in the regular scheduled staff training and tactical team training sessions.

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2.14.6 Rapid Responses Team Composition

1. A rapid response team shall be comprised of **s.15** appropriately trained correctional staff. The number of officers required will vary depending on the requirements of the response.
2. Officers who have not been fully trained may be used in arrest and escort teams, or to provide security as assigned.

2.14.7 Equipment

There are **s.15** rapid response equipment bags each containing:

s.15

2.14.8 Equipment Storage


The rapid response equipment bags are stored in **s.15** The inventory shall be monitored by the control supervisor in accordance to *Adult Custody Policy Section 1.5.1*.

2.14.9 Equipment Usage

Use of the equipment **s.15** provided in the rapid response bag is in accordance to *Adult Custody Policy Section 1.2*.

2.14.10 Notification requirements

The deployment of a rapid response strategy is reported to the warden without delay.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: June 09, 2010
	Chapter 2: Emergency Situations Section 15: Critical Incident Response Team (CIRT)	Subsection: 2.15

Preamble

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2.15 Critical Incident Response Team (CIRT)

2.15.1 General

1. NFPC will maintain a critical incident response team (CIRT), designated to respond to staff and support personnel needs respecting emotional wellness, as a result of exposure to injuries, violence, stress, or other extra ordinary circumstances within the center.
2. Membership on the critical incident response team is voluntary, and is considered a peer support mechanism

2.15.2 Coordinator


The critical incident response team will have two coordinators, who will oversee the operation, training, and deployment of the team.

2.15.3 Deployment

1. The correctional supervisor, in consultation with the ADW or OIC may contact the CIRT coordinator for staff support in such circumstances as:
 - i. Acts of violence
 - ii. Death
 - iii. Injury
 - iv. Threats
 - v. Fire
 - vi. Emotional distress
 - vii. Any other incident where peer support may benefit the staff or other personnel
2. In order to deploy the critical incident response team, the ADW or OIC will call one of the two coordinators, briefing them on the circumstances. The coordinator will call in the required number of CIRT members depending on the magnitude of the incident.

2.15.4 Debriefing

At the conclusion of serious operational responses / incident, the ADW or OIC will arrange a "debriefing" for involved staff/personnel and attending CIRT members.

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Contingency Plan for Fire

General

Refer to: [Adult Custody Policy, Section 2.1](#)

1. The personal safety and welfare of staff, inmates, and visitors supersedes security in an absolute emergency. NFPC is extensively equipped with fire protection equipment including smoke detectors, pull stations, sprinkler systems, enunciator panels and a two stage alarm system. The control centre also has the ability to reverse the air handling systems to assist in smoke extraction.
2. Fire exits and evacuation routes are clearly posted in all areas and fire extinguishers are positioned throughout the centre. It is the responsibility of all staff to be familiar with the layout of the structure and to know the primary and secondary evacuation routes.

Fire Control System

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Discovering a Fire

When a fire is discovered by staff, the person should immediately:

- i. Remain calm, and activate the nearest fire alarm pull station. Shout “fire” to alert nearby staff and inmates of the situation.
- ii. Notify control by UHF Radio or telephone
- iii. Advise central control of an immediate threat to life or limb of any person in the affected area.
- iv. **Assess** the fire for the ability to extinguish with one fire extinguisher
- v. If it is safe to do so, attempt to extinguish the fire using the “one extinguisher rule”
- vi. Prepare to initiate evacuation if obvious danger, while the spread of fire is unlikely, smoke should be considered the larger hazard.
- vii. If an occupied cell is on fire, wait for backup or direction before accessing the cell.
- viii. Evacuate to a safe place and complete an identification count to determine if anyone is missing.
- ix. Staff are not equipped to perform search and rescue in a fire environment and should not attempt to do so.
- x. Follow directions from the responding supervisor.

Fire Extinguishers


Staff are introduced to the use of fire extinguishers in recruit training and are expected to inspect them as part of their unit patrols. The centre is equipped with “ABC” dry chemical extinguishers which are typically located near evacuation routes. If it is safe to do so, staff should use the fire extinguishers remembering the P.A.S.S rule:

- Point
- Aim
- Squeeze
- Sweep

Preserving Life

When in the opinion of the ADW or designate, death or serious injury is eminent; all doors restricting movement will be opened for evacuation.

Evacuation

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1. The layout of NFPC allows for many evacuation routes from most areas depending on the location of the fire. Living units would normally be moved into the court yard, and then into an adjoining unit as the primary evacuation route. See links below:

[AE](#) [AN](#) [AS](#) [AW](#) [BE](#) [BN](#) [BS](#) [BW](#) [CE](#) [CN](#) [CS](#) [CW](#) [F Block](#) [Records](#)

2. Secondary routes would move inmates from units into corridors, then into adjoining units or fire evacuation yards as directed by the supervisor.
3. The correctional supervisor for the affected area shall be present to monitor, direct and record all proceedings during the emergency.

Communications

Radio communications during a fire emergency shall be restricted to responding personnel only. Telephone communication to pod control and central control and the affected areas will be restricted to involved personnel only. Non essential communication will cease until cleared by the ADW or designate.

Command

In the event of a serious fire, or a protracted fire related event, shall be activated and s.15 activated.

s.15

Roles and Responsibilities


ADW – Regulations or Designate

The ADW or designate will:

- i. Immediately report to control and assess the situation and required response
- ii. Consider or activate s.15
- iii. Review the need for further assistance and, if required, direct Control to notify the Fire Department, Police and Ambulance Service;
- iv. Deploy staff accordingly and if the fire can be controlled by staff using existing fire equipment, ensure the fire is contained and out;
- v. Notify the On-call manager in a timely manner;
- vi. Deploy staff for total/partial evacuation, if required;
- vii. Assign staff to meet and brief Fire/Police as they attend the Centre.

Immediate Area Correctional Supervisor (*Fire Warden*)

The immediate area supervisor will:

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- i. Report to the area of the fire and assume the responsibilities of fire warden, reporting to the ADW, all information pertinent to the event.
- ii. Advise central control to acknowledge the alarm and ^{s.15} is not necessary.
- iii. Direct staff and inmates.
- iv. Assist in extinguishing the fire (one extinguisher rule) and radio for extra staff to attend if required.
- v. Determine if evacuation is warranted
- vi. Direct staff in maintaining order and conducting counts
- vii. Designate staff to assist with evacuation if required (Evacuation Security Officers)
- viii. Determine if staff or offenders are all accounted for;
- ix. Carry out functions other functions as directed by the ADW.

Unit Officers ISO and Programs (Evacuation Security Officers)

Evacuation Security Officers shall:

- i. Assist with managing the overall incident
- ii. Search the evacuated area if safe to do so, including stairwells and lock off the area evacuated from further access pending intervention by the Fire department.
- iii. Form a safe zone around the affected area.
- iv. Report to the fire warden for further direction.
- v. Maintain custody of log/sticker book and conduct counts to determine if offenders are missing

All Supervisors


All remaining Supervisors will:

- i. Maintain supervision in the unaffected part of the centre and prepare to respond to the affected area when directed by the ADW or fire warden.

Pod Control

All pod officers will:

- i. Activate the fire evacuation plans for their respective pods as directed and follow directions of the Fire Warden (CS).
- ii. Observe and report to the Fire Warden (CS) any pertinent information.

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Central Control / Prowl

Central control/prowl will:


- i. Note times, location, individuals known to be involved and any other observations, and report to the ADW.
- ii. Maintain a log of the incident and note significant events.
- iii. Operate the fire system as required – s.15
- iv. Announce a “cease all movement” over the all page system, upon receiving the
- v. fire alarm.
- vi. Notify the Emergency Services when directed by the Shift Supervisor.
- vii. Prepare to access evacuation routes for areas other than the pods.
- viii. Prepare to receive emergency services.
- ix. Await further direction from the CS/ADW.

Evacuation of immediate area

1. Initial evacuation of staff and inmates away from the immediate scene of the fire is the responsibility of the staff whose duty location is at the fire site.
2. Further evacuation as ordered by the Fire Warden (CS) will be controlled and orderly.
3. The evacuation area will be secured prior to inmates occupying the area.
4. An Identification Count (name and face) of all inmates and roll call of all staff is conducted and reported to the ADW as soon as possible.
5. These directions shall be consistent with the level of danger and utilize the planned primary and secondary routes.

Assessment of a Fire or Smoke Filled Cell or Enclosed Area

1. The reporting officer will conduct an assessment of the cell or enclosed area considering the following factors:
 - i. The extent of fire and/or smoke,
 - ii. The risk to officers should they be directly exposed to the fire and/or smoke,
 - iii. The risk to the inmate’s safety considering the continued exposure to fire and/or smoke;
 - iv. The potential egress route for the inmate/s should they wish to exit the area without staff intervention;

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- v. Whether the fire could reasonably and safely be extinguished utilizing the “one extinguisher rule”.

Extreme Fire and/or Smoke Filled Cell or Enclosed Area


1. If the reporting officer's assessment determines that the extent of the fire and/or smoke is such that it would place an officer at considerable risk, the fire warden is to be contacted.
2. The fire warden will ensure that the inmate(s) is provided the opportunity to exit to a safe area.
3. Officers are not to enter an area where the fire and/or smoke is at a level where it would pose a considerable risk.
4. If the inmate refuses to vacate the area and the fire and/or smoke continues to present a considerable risk, the fire warden is to ensure that no staff enter the area
5. The fire warden maintains responsibility for assessing the risk and determining staff accessibility to the area.

Evacuation of an Inmate from a Cell or an Enclosed Area

1. If the reporting officer's assessment determines the extent of the fire and/or smoke is such that it would not place an officer at unnecessary risk (ie: one extinguisher rule”), the fire warden is to be advised.
2. The fire warden will determine if the HVAC system can be utilized to clear smoke from the affected area (i.e. increase fresh air intake).
3. The reporting officer upon direction of the fire warden and with the assistance of back-up staff may access the area, attempt to remove the inmate and extinguish the fire utilizing the “one extinguisher rule”.
4. The fire warden shall assess and direct central control to stand down the alarm or proceed to second stage.

Re-entry to NFPC

As each area is declared safe by the fire department, return inmates to pod living units or appropriate temporary quarters as directed by the ADW or designate.

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	Chapter 3: Admissions Discharge and SMU Section 1: Records Procedures	Subsection: 3.01

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

3.1 Records Procedures

Refer to: [Adult Custody Policy Section 3](#)

3.01.1 General

1. Inmates will be accepted at North Fraser Pre-trial Center between the hours of Monday through Sunday and such other times as authorized by the warden. s.15
2. Intake from jurisdictions other than Vancouver Jail will be at the discretion of the ADW or designate with consideration given to such factors as workload, count, staffing, and offender profile.

3.01.2 Records Supervisor Responsibilities

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


3.01.3 Operations Responsibilities

The assistant deputy warden and correctional supervisors will assist the records supervisor by ensuring inmates required for all records processes are made available upon request in a timely manner.

3.01.4 Security and Control

Security protocols in records include, but are not limited to:

s.15


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3.01.5 Booking / Admission Process

1. All inmates arriving at NFPC must have current and appropriate legal documents authorizing custody.
2. Sheriffs will bring inmates into the center and will place inmates in the designated holding cell after removing restraints. The records audit officer will review holding documents provided by the Sheriffs/other agency, ensuring that there is appropriate jurisdiction and legal documentation to hold the inmate such as:
 - i. Warrant of Committal
 - ii. Warrant of Committal upon Conviction
 - iii. Warrant of Remand
 - iv. Provincial or Federal Parole Suspension
 - v. Immigration Hold
 - vi. Warrant under Extradition
 - vii. Court Order
 - viii. Pending Federal Transfer
4. The records booking officer will enter and confirm the following information into Cornet:
 - i. Add and/or edit the inmate's personal information
 - ii. Confirm or assign the CS#
 - iii. Print Client History
 - iv. Check Alert screens
 - v. Identify if the file has "K" status
5. All documentation is collected, printed and placed in the inmates warrant file. The charges and holding information is entered into cornet, warrants and sentence calculations are updated, the file is then forwarded to the ICO (internal classification officer) for inmate classification. The file is then forwarded to the A&D supervisor for review.
6. The records officer will proceed to print the labels and face sheets. The ICCS "Smart Card" will be printed and activated. A CPIC is conducted and any relevant information will be recorded on the risk assessment form. All documentation will be placed in the warrant file and given to the A&D supervisor.
7. Inmates will be escorted to the change area where a search will be conducted. Personal effects will accompany the inmate to the change area where it will be received and documented by the change room officers

3.01.6 Identification Photos

1. All new intake (Including inmates recently discharged) will be photographed during the intake process. All inmates will have current identification photos in the warrant file, unit stickers, on their issued ICCS smart card and in the Cornet data base.

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2. 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.

3.01.7 Health Review

All new intake will be seen by a duty nurse and a mental health screener. Information collected by these professionals will form part of the inmates' initial classification decisions.

3.01.8 Medical Segregation

The nurse reviewing intake medical files may recommend segregating 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 internal classification officer immediately when this occurs.

3.01.9 Admission with Firearm

Where on admission an inmate has legal possession of a firearm, the firearm and any ammunition will be properly labelled and stored in a safe. The inmate will be given the opportunity to have the item(s) removed by family/friends.

3.01.10 Admission with Illegal Weapon/Explosive

1. 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.
2. 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.


3.01.11 Admission with Alcoholic Beverages

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

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

3.01.12 Inmate Transfer

When inmates are transferred by sheriffs or correctional officer to another centre, or jurisdiction, the following process will occur:


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	Chapter 3: Admissions Discharge and SMU Section 1: Records Procedures	Subsection: 3.01

- i. An A&D Officer will call for the inmates. Inmates will be cleared to leave the living unit by the Living Unit Officer and Control. The inmate will be escorted to the A&D designated holding cells.
- ii. Inmates being transferred to another lower mainland provincial correctional centre, will be transferred in their institutional clothing. Personal and cell effects will follow the inmate either through transport by the sheriff, correctional officer or courier.
- iii. Inmates being transferred to a provincial correctional centre outside of the lower mainland, to a federal institution or deportation will change into their personal clothing. If the individual does not have suitable personal clothing, the centre will provide some. Any remaining effects will be follow the inmate either through transport by the sheriff or courier.
- iv. The A&D Officer will close the NFPC file and will transmit/transfer the file to the new centre.

3.01.13 Discharging Inmates

The following procedures will be followed for the discharge of inmates:

- i. Prior to commencing the discharge process, the offender being released should be cross referenced with CORNET photographs and noted "physical identifiers" to ensure the correct inmate is being processed.
- ii. Prior to the discharge of any inmate from this Centre, the "Pre release checklist" 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.
- iii. Review CPIC for outstanding warrants. The CPIC generated for this purpose must be dated no more than one week prior to expected release date.
- iv. Consult the victim notifier to ensure K-File or VN-File victims have been contacted and are aware of the inmate's discharge. If unable to contact the NFPC victim notifier 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.
- v. Ensure inmate understands and signs the "Probation Referral Form" (if applicable). The releasing officer is required to sign and print their name on this as well. The original copy to be given to the inmate, one copy is to be filed in the warrant file, and one copy is to be forwarded to the probation office.
- vi. 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

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trust account statement. All signed trust account statements will be returned to Inmate Accounts.


- vii. 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 NFPC.
- viii. Ensure a Form 7807 is completed and faxed to the appropriate Police Agency for any high profile offenders.
- ix. The inmate's issued "Smart 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".
- x. If the inmate is not leaving NFPC grounds via corrections staff, they will be escorted to their ride (or taxi) by records staff.
- xi. The inmate will be released on CORNET and the running count will be updated.

3.01.14 Releasing Information

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

3.01.15 After-Hour Inmate Movement

All inmate movement after records hours of operation will be documented at the "audit officers" desk for electronic updating the next business day. Intermittent offender admissions and discharges will be recorded in the "intermittent log book".

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	Chapter 3: Admissions Discharge and SMU Section 2: K-File – Relationship Violence	Subsection: 3.02

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3.02 K-File Relationship Violence

Refer to: [Adult Custody Policy Section 4.20](#)

3.02.1 Victim Notification – Standard

NFPC will provide K-File victim notification for NFPC, FRCC and FMCC. A classification officer will notify NFPC anytime a remanded inmate at one of these centers receives a custodial sentence.

3.02.2 Victim Notification – Escapes / Walkaways / Parole – FRCC and FMCC

The NFPC sentence management unit will contact the victim when an inmate is granted parole or escapes / walks away from custody from FRCC or FMCC.

3.02.3 Contacts between Victim and Offender


1. If a restraining order or no contact order exist or is part of a post-release order, contact between the victim and the offender is not allowed no matter which party initiates contact.
2. If there are no existing orders prohibiting contact, a supervisor will ensure that the victim is willing to accept phone calls.
3. When the victim is willing to have a visit with the offender, the visit is subject to approval by the deputy warden.

3.02.4 Documentation

The warrant entry clerk shall enter the relevant information in Cornet and print a copy of the victim contact Information for placement in the warrant file.

3.02.5 Contacting Victim

1. The records supervisor or, in the absence of the records supervisor, the correctional supervisor shall ensure that no K-file or VN inmate is released without an attempt made to contact the victim. When contact is made, the contact person shall log the result in Cornet and print the completed K-file summary for placement into the warrant file.
2. When contact cannot be made prior to release the releasing officer shall follow all steps of the *K-file Release 911* form and immediately notify the local police of the impending release via CPIC.

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	Chapter 3: Admissions Discharge and SMU Section 3: Federal Inmates	Subsection: 3.03

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3.03 Federal Inmates

3.03.1 Authority

Refer to: [Adult Custody Policy Manual section 3.14](#)

Refer to: [Corrections and Conditional Release Act](#)

Refer to: [Memorandum of Agreement between Correctional Service of Canada and British Columbia Corrections Branch](#)

3.03.2 Definition of a Federal Inmate

1. The inmate is serving an aggregate sentence of two years or more.
2. The inmate is under national parole, mandatory supervision, suspension or revocation.
3. The inmate is under an Immigration hold.

3.03.3 Fifteen (15) Day Delay Period of Transfer to Penitentiary

1. Inmates sentenced to two years or more will be informed of their right to waive the 15-day delay period identified in Section 12 of [Corrections and Conditional Release Act](#).
2. Inmates wishing to waive this right will be required to sign the delay period waiver form.


3.03.4 Inmates Sentenced to Two Years or More

1. The Regional Reception Assessment Centre (RRAC) transfer coordinator shall be notified prior to the offender leaving NFPC and faxed the following documentation:
 - i. Warrant of Committal
 - ii. Indictment information
 - iii. 15 day delay period waiver (if the 15 day period has not expired)
 - iv. Provincial ID card and client history
 - v. Health information sheet
 - vi. Pre-trial check list

2. The transfer package, which will accompany the inmate upon transfer, shall include the above documents as well as the provincial progress log.

3.03.5 Suspension or Revocation


The federal placement officer shall be notified prior to the transfer of the following inmate type, in order to confirm transfer placement:

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- i. Inmate held solely on a parole or mandatory supervision suspension or revocation warrant.
- ii. Inmate with a parole or mandatory supervision suspension or revocation that has completed all court proceedings arising from new charges or outstanding matters.
- iii. Inmate that is currently serving a federal sentence who was transferred to a provincial institution to attend court, and those court matters have been concluded.
- iv. Inmate that is currently serving a federal sentence who was transferred to a provincial institution to attend court, and has been remanded in custody for a period exceeding 60 days.

3.03.6 Federal Billing Procedures

1. Monthly statements for federal inmates will be forwarded to the resource analysis section in Victoria by SMU personnel through the records supervisor, as authorized by the warden.
2. Documentation to be forwarded to the records supervisor will include:
 - i. Federally sentenced inmates – 2 Federal Custody Reports.
 - ii. Immigration inmates – order of detention and the authority to release from immigration custody.

	North Fraser Pretrial Centre Standard Operating Procedures	Updated: Sept 04, 2009
	Chapter 3: Admissions Discharge and SMU Section 4: Intermittent Inmates	3.04


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

3.04 Intermittent Inmates

Refer to: [Adult Custody Policy Section 3.16](#)

3.04.1 Processing Intermittent Inmates


- Intermittent inmates will receive access to the "effects pickup area" by control. Control will alert either records staff (during business hours) or by contacting the correctional supervisor (after business hours).
- If intermittent inmates arrive with their own vehicle, they will be instructed to park on the furthest eastern corner of the parking lot behind stores.
- The Intermittent will be escorted by staff through s.15 into A&D. Each intermittent offender's identity will be confirmed using identification the subject may have on their person, and cross referencing their photo with the bulletins contained within the "Intermittent Offenders Binder".
- Intermittent inmates must be frisked in the lobby before being escorted through the sally port and into records. Their valuables (watch, keys, phone, money, tobacco, lighter, belt, ect.) will be secured in an evidence bag with the inmates name on it (sticker) before being escorted. All valuables will be documented in his file and secured in the intermittent effects storage until he is released from custody.
- The Intermittent will be processed by the booking officer by entering data onto Cornet as per standard booking procedures.
- If the intermittent arrives after records hours, the correctional supervisor will be responsible to ensure he is entered onto Cornet using the (INMOV) screen.
- The records supervisor will make available by 1500 hours each Friday a list of "Scheduled to Report" intermittent inmates for each weekend.
- The intermittent inmate will be given a set of Institutional clothing to change into.
- A dedicated intermittent clothing rack is available in the inmate effects room. The intermittent inmate's clothing will be placed in a blue bag and placed on the rack. Form D (Movement/Effects Log) must be filled out and signed by both the inmate and staff. The records staff will prepare the intermittent files and have them available for processing.
- During their first intermittent arrival at NFPC, intermittent inmates will be seen by the intake nurse and must also be assessed by classification regarding appropriate placement.

	North Fraser Pretrial Centre Standard Operating Procedures	Updated: Sept 04, 2009
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11. Intermittent inmates are not permitted, under any circumstances to bring medication into the centre. Medication will be dealt with by H/C as appropriate.
12. Intermittent inmates will not be permitted to bring any item into the centre unless authorized by the warden.
13. Records will be the primary location to house intermittent inmates. Overflow and/or problematic intermittent inmates may be housed in s.15 in accordance with CAR.
14. Intermittent inmates are subject to CAR, section 21 and section 22.
15. The weekend records officer will provide monitoring/supervision of the intermittent inmates.
16. Operational staff will provide monitoring/supervision of intermittent inmates after records hours.
17. Intermittent inmates are subject to multiple occupancy if necessary.
18. Intermittent inmates may be locked 23 of 24 hours. They are to receive one hour time out for bathing, etc., and can be let out as a group at the discretion of the supervising officer. Intermittent inmates will not be issued smart cards for phone use or vending use.
19. If an intermittent is housed in AW, the segregation log will highlight the intermittent inmates for ease of identification.
20. CLOG entries will be made on all intermittent inmates where unusual circumstances warrant, such as charges under section 21 of the CAR.
21. Visual checks will be made on all intermittent inmates confined to a cell. As with regular inmates, these checks will not exceed s.15 .
22. The A&D Booking Officer will release intermittent inmates as part of their regular scheduled duties. In the event an intermittent inmate's release time is after regular records hours, the correctional supervisor will assume responsibility to release the inmate.
23. Releasing intermittent inmates will be based on their court order which identifies the time of reporting and the time of releasing. The times specified for release on the court order must be adhered to.

3.04.2 Securing of Intermittent Valuables

1. On admission, the records or correctional supervisor will co-sign the intermittent effects form verifying the receiving, identification and documentation of intermittent valuables.
2. During intermittent admissions, outside of records operational hours, the correctional supervisor will attend records and secure intermittent valuables.

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3. Intermittent valuables will be placed in an evidence bag and documented and co-signed by the intermittent and receiving officer.
4. Intermittent valuables will be secured in s.15

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Mar 05, 2009
	Chapter 3: Admissions Discharge and SMU Section 5: Inmate Clothing	3.05

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

3.05 Inmate Clothing for Exchange and Court Appearance

Refer to: [Adult Custody Section 3.5](#)


3.05.1 Clothing Exchange

The following procedure is to apply when an inmate requests either an exchange of his personal clothing or items of personal clothing to be brought into the Centre:

- i. The inmate is to submit a written request to the living unit officer itemizing the articles of clothing to be exchanged and/or brought in; the reason why the clothing is required; the name of the individual who will be exchanging the clothing; and, the date for which the exchange is requested. The living unit officer will sign the request and ensure that it is forwarded to the records supervisor.
- ii. The records supervisor will determine if there is a reasonable need for the clothing items prior to approving the inmate request. All clothing exchanges are a one for one exchange.
- iii. Approved requests will be forwarded to the change room pending the arrival of the person conducting the exchange. Denied requests will be returned to the inmate.
- iv. The correctional officer conducting the exchange will complete a clothing exchange form and confirm the identity of the person (by photocopying a piece of government issued ID) delivering the clothing and will frisk all clothing items brought to the centre.
- v. The visitor providing the clothing exchange will remain in the reception area until the items are checked for contraband.
- vi. In the event that contraband is discovered during this process, standard operating procedures pertaining to the discovery of contraband and the detaining of visitors to the centre will apply.
- vii. Upon completion of the exchange process the correctional officer shall ensure that the appropriate entry is made in the inmate's personal effects record and CLOG.


3.05.2 Personal Clothes for Court

1. Inmates may change into their personal clothing for the following court appearances only:
 - i. Bail hearing
 - ii. Preliminary hearing
 - iii. Jury selection
 - iv. Trial
 - v. Sentencing
 - vi. All Supreme Court appearances

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- vii. All Drug Court appearances
- viii. All Community Court appearances

2. Requests to wear personal clothing in these circumstances must be received in records at least three business days (Mon-Fri) in advance of the appearance

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Jan 2, 2009
	Chapter 3: Admissions Discharge and SMU Section 6: Multiple Occupancy	Subsection: 3.06

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

3.06 Multiple Occupancy

Refer to: [Adult Custody Policy Section 4.2](#)

3.06.1 Authority

The Assistant Deputy Minister has designated North Fraser Pretrial Centre for multiple occupancy when required. Multiple occupancy is defined as the housing of more than one inmate in a cell.

3.06.2 Selection Criteria

Criteria for placing inmates into multiple occupancy have been developed to consider the individual inmate's safety. The NFPC Intake Risk Assessment form considers the relevant criteria and shall be completed for each inmate at admission. An inmate deemed not suitable for multiple occupancy shall not be housed in a cell with another inmate.

3.06.3 Placement Authority

Suitability for multiple occupancy shall be determined by an internal classification officer or, in the absence of an internal classification officer, any correctional supervisor trained in internal classification.

3.06.4 Bed Load Management Contingencies

Bed load management will be determined by the availability of inmates classified suitable for multiple occupancy and count.

3.06.5 Adult Custody Administrative Transfers

Adult custody administrative transfers are to be utilized to manage occupancy levels and for interim removal or evacuation of inmates.


3.06.6 Living Unit Overflow

The segregation, health care, isolation, and admissions & discharge units will be utilized when all living units have reached cell occupancy of two inmates in each cell.

3.06.7 Occupancy Beyond Capacity


In the event that bed load needs exceeds two inmates per cell, or where no further bed space exists for anticipated arrivals, emergency capacity contingency plans will be implemented.

The Warden or designate, in consultation with other centers, agencies and or jurisdictions will develop a bed load management plan which may include supervision off site, or the expansion of multiple occupancy guidelines.

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3.06.8 Programming

Multiple occupancy shall not interfere with inmate access to programs and services, though it is recognized that resources will have to be shared among greater numbers.

	BC Corrections Branch North Fraser Pretrial Centre	Issued: April 20, 2012
	Chapter 3: SMU Section 41: Classification	3.07

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

3.07 Classification


Refer to: *Adult Custody Policy Section 4.4*

3.07.1 Classification Function

Classification of inmates at NFPC is limited to “internal” classification. Classification of sentenced offenders to specific security or programmatic setting will be facilitated by the appropriate sentenced facility.

3.07.2 Internal Classification Objectives:

1. The ICO will conduct an interview with all inmates admitted to the centre. Initial classification will occur as soon as possible following admission to the center and prior to an inmate being placed on a unit.
2. All new admissions will be seen by the nurse, mental health screener and the internal classification officer (ICO) as part of the intake assessment process. The ICO will consider information from these health professionals in determining appropriate placement for the inmate.
3. The ICO will conduct an interview with the inmate to assess their mental state, level of cooperation, behavioural concerns, physical limitations, special needs and any other relevant information in order to determine living unit assignment, custody status, double bunking status and escort risk assessment status.
4. In circumstances where an inmate is admitted directly to hospital, the ICO will complete an assessment based on all available information. The ICO will interview the inmate upon admission to the centre following release from hospital.
4. The ICO will review all available relevant inmate information including, but not limited to;
 - CPIC report
 - Warrants
 - Judges orders
 - Pre sentence reports
 - Community reports
 - Police reports
 - Psychiatric/Psychological reports
 - CORNET records
 - K-File reports
 - Previous intake assessments

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5. Where there are medical, psychological and/or security concerns with an inmate, the ICO will classify the inmate to segregation under separate custody for further assessment. A supervisor will assist with all movement to segregation.


6. The ICO's classification decisions will be recorded on the Intake Assessment form in the ICON database.

7. Double bunking placement in the segregation unit will be determined by the correctional supervisor responsible for segregation. If there are classification concerns the correctional supervisor (CS) will consult with the ICO or ADW of regulations to determine the appropriate placement. The CS will review all available relevant information including, but not limited to;

s.15

- Admission summary
- Previous admission summaries
- Intake assessment

s.15

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 24, 2008
	Chapter 3: Admissions Discharge and SMU Section 08: Client Log Entries (CLOG)	3.08

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

3.08 Client Log Entries


Refer to: [Adult Custody Policy: Section 4.8 / 4.12.6](#)

3.08.1 General

1. Client log files (Clog) are utilized to record critical information about inmates. All information pertaining to inmate behaviour, performance, sentence and discipline shall be recorded in this manner.
2. Client log entries are legal documents that may be subpoenaed for court and quasi-judicial purposes. Files are also accessible by inmates through [Freedom of Information and Privacy Act](#). All entries shall be professionally written and contain factual information.
3. Intelligence information shall not be entered into an inmate's progress file.

3.08.2 Content (Unit Officers)

1. Unit officers are responsible for ensuring that client log entries are made at a minimum of every four days for each inmate and that there is also additional recording of the following information:
 - i. Initial unit placement, including cell number.
 - ii. Significant events or incidents, including:
 - Injuries
 - Incident Report information
 - Disciplinary action, such as warnings, unit lockups, and charges. Unit lockups must be recorded, including the reason, lockup time, duration, approving supervisor, and the time that the lockup period ends.
 - iii. Unit performance, behaviour, and attitude
 - iii. Medical attention received
 - iv. Recreational activities
 - v. Peer relations
 - vi. Known associations
2. Daily entries are required for all inmates waiting for or serving disciplinary dispositions under CAR section 21/24 or in separate confinement under CAR sections 17 and 18. These entries will include information about any, visits, medical treatment or exercise periods the inmate receives. Staff should also record levels of compliance and cooperation the inmate displays interacting with staff and peers.


	North Fraser Pretrial Centre Standard Operating Procedures	Issued: March 05, 2009
	Chapter 3: Admissions Discharge and SMU Section 10: CPIC Use	Subsection: 3.10

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

3.10 CPIC Use

3.10.1 General

1. Access to the CPIC terminal by personnel that have not been security cleared through the submission of fingerprints is a violation of CPIC policy and the memorandum of understanding (MOU).
2. The CPIC memorandum of understanding must be circulated to, and read by all terminal operators.
3. CPIC queries will be limited to only those approved of, as detailed in the MOU.
4. NFPC will liaise with probation services and identify that queries of the CPIC system will be conducted for legal work related purposes only. In addition, a current list of probation officers authorized to request queries of the system will be retained on site near the terminal.
5. The "remarks" field must be completed. The name of the operator, purpose of the query (visitor, contractor, release), and CS# (where available) is required.
6. Unrelated CPIC hardcopy must not be kept on file.
7. All CPIC hardcopy for disposal must be disposed of in an approved cross-cut shredder.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Nov 25, 2010
	Chapter 3: Admissions Discharge and SMU Section 11: Possession of Medication during Intake	3.11

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

3.11 Medication upon Intake

Refer to: [Adult Custody Policy section 3.5.3](#)

3.03.1 General


In order to ensure complete and accurate medical records on intake inmates, all medications arriving with new inmates must be reviewed.

3.03.2 Review

Medications arriving with new intake inmates or, in the possession of the escorting agency will be identified with an inmate ID sticker and turned over to the intake nurse for documentation and consideration during the health screening process.

3.03.2 Storage

Medication that has been reviewed by the intake nurse will be stored with the inmate's effects in s.15. The intake nurse will deliver the medication to the effects officers who will add the medications to the inmate's effects bag and document the addition in the cornet effects screen by description only (e.g. *Prescription medication – one bottle white pills*).

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Dec 31, 2008
	Chapter 3: Admissions Discharge and SMU Section 12: Handling of Funds	3.12

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

3.12 Handling of Funds


3.12.1 General

1. On admission, the audit officer will ensure that all inmate funds are counted, documented and tracked through to reconciliation by inmate accounts staff. The funds will be counted by visually scanning the clear bag. In the event the funds are not visible, the package will be opened, and the funds counted before the officer signs for custody.
2. The audit officer shall then deposit the funds, along with a copy of the sheriffs SHS003 form that accompanied the funds into the slot of the locked drawer until the inmate is booked in. The audit officer will enter Canadian funds only into the inmate trust fund, while all foreign funds will be recorded as such.
3. The sheriffs SHS003 form will remain part of the inmate funds process through to the reconciliation phase by inmate accounts.
4. The records OIC shall access s.15 and will provide the booking officer with the received funds and SHS003 form. The booking officer will count the funds in the presence of the inmate, issue a government receipt to the inmate, and then record the transaction into Cornet.
5. The booking officer shall then seal and deposit the money and SHS003 form into s.15 for the morning inmate trust account clerk. The clerk will reconcile the funds and SHS003 form against the CORNET records receipt report, confirming the funds are correctly credited to the Inmates trust accounts.
6. On weekends and statutory holidays, where intake is picked up from Vancouver jail, a copy of the CABS booking report shall be utilized in place of the sheriffs SHS003 as part of the inmate funds reconciliation process.
7. Where funds received are for Canadian or US dollars in second party cheque form, a hold on those funds will be placed against the inmate's trust account until the cheque has cleared the bank.
8. Any other foreign currency, in cash or cheque form will be held by inmate accounts. It will be held until the inmate's release, or may be released to a third party at the inmate's request.
9. No currency will be stored in the inmate effects area.

3.12.2 Handling Foreign funds other than US funds

The Records Officer will enter the foreign currency on the Trust Account Receipt as \$.01 US funds with a description of the type and amount of foreign currency. The foreign currency will be placed in an envelope with the inmates' sticker and receipt attached. The funds will be


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

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forwarded to inmate accounts along with all other money. Inmate accounts will place the money in s.15 and retrieve it when the inmate is released or transferred. By placing the \$.01 US funds on the Trust Account Receipt it will place a hold on the account and alert inmate accounts that there is foreign currency in s.15

3.12.3 Loss of funds

1. Any funds lost or unaccounted for in the admissions and discharge process must be reported in writing to the ADW of SMU, or designate.
2. Funds exceeding two hundred dollars, lost as a result of fraud or misappropriation must be reported immediately to the RCMP. A formal investigation including ISO will also be initiated.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Nov 25, 2010
	Chapter 3: Admissions Discharge and SMU Section 13: Inmate Property	3.13

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

3.13 Inmate Property

Refer to: [Adult Custody Policy Section 3.5](#)

Refer to: [NFPC Standard Operating procedures 3.05](#)

3.13.1. Definitions


1. "Personal effects" means properties rightfully possessed by an inmate or properties delivered with the inmate to a correctional centre.
2. "Cell effects" means any personal effects that are retained by an inmate within their cell or living space.
3. "Sealed" means a numbered seal tag has been fastened to an effects storage bag.

3.13.2 Change Room and Personal Effects (See also NFPC SOP 3.05 Inmate Clothing)

1. NFPC accepts personal effects that are in the possession of an inmate upon admission to the centre. The inmate's personal effects will be itemized and recorded on the Cornet effects summary and effects intake screens.
2. The inmate will be issued institutional clothing in exchange for his personal clothing. All personal clothing and effects will be sealed in a blue bag with the seal number recorded in cornet.
3. Effort is made to send to the inmate's home or to another location (to be specified by the inmate), difficult or impossible to store articles and items in excess of Corrections Branch approved individual storage unit capacity, at the inmate's expense

3.13.3 Acceptance and Storage of Inmate Effects

1. The North Fraser Pre-trial Center has limited storage capacity for personal effects and as such has established guidelines pertaining to the amount of personal property that a new admission may bring into the center. The information provided in this standard operating procedure is intended for wide distribution to other jurisdictions and agencies.
2. All agencies transporting inmates to the center, or forwarding personal effects, should ensure that arriving inmate effects do not exceed that which can be stored in a standard legal box with measurements of 10" Height x 12" Width x 15" Depth.
3. Any personal property in excess of this capacity will not be permitted as part of the admissions process, and will remain the responsibility of the agency providing it.

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4. Inmate effects delivered by a third party, mail, or courier will not be accepted without authorization from the deputy warden of offender management. Authorized items are received and placed in the inmate's personal effects and recorded in the Effects Intake screen in CORNET. Unauthorized items received by mail/ courier are returned to sender. Postal insurance is purchased through the Inmate Benefit Fund. Refer to section 10.14.7 (8).
5. Any variation from the above noted policy requires approval from the assistant deputy warden – sentence management unit.

3.13.4 Retention of Inmate Effects

1. Inmates can keep personal articles (i.e. cell effects) when they do not present a security risk or management problem for the centre.
2. A list of allowable items is available in the inmate effects area.


3.13.5 Recording of Inmate Effects

1. When practical, an inmate is present when staff itemize/record personal effects. Personal effects are recorded electronically in the Effects Summary and Effects Intake screens in CORNET in the following manner:
2. All personal effects are recorded and placed in storage at the time of admission. Condition of the items and brand names are recorded. Jewellery and other valuables are described and/or photographed, when deemed applicable. Jewellery is described by the colour of metal and the colour of any stones.
3. Items received upon admission that are defined as contraband are recorded and placed into personal effects.
4. Items received upon admission that are considered illegal are sealed in a plastic evidence bag, marked and dated as illegal contraband, and forwarded to the records OIC for action.
5. After all effects have been recorded, the inmate and staff sign the printed Client Personal Effects report, indicating the listing to be complete and accurate.
6. The effects are sealed with a numbered seal tag that is recorded in the Effects Summary screen in CORNET. When the seal is broken, all effects are re-itemized.
7. Items added to the inmate's effects following admission to custody are recorded in the Effects Intake screen in CORNET. Additions are only made when it is essential that the inmate requires the item for release, and the warden or designate gives approval to add the item. A request from the inmate is required to add the authorized item to his/ her effects in the admission and discharge office. This request is recorded in the Client Log in

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CORNET. Once new items are added and all pre-existing items are accounted for, the effects are sealed with a new numbered seal tag that is recorded in the Effects Summary screen in CORNET.

8. Items that are removed from the inmate's personal effects in the admission and discharge office and placed in the inmate's possession are recorded in the Effects Release screen in CORNET. Inmates are informed that they are fully responsible for items retained in their possession. An inmate may apply—in writing to the warden—to have an item that is held in storage released into the inmate's possession. Approved requests are recorded in the Client Log in CORNET. Staff members, who release an item to an inmate to retain in their possession, sign the Client Personal Effects report or place their electronic identifier against the entry for electronic records. The inmate signs for any items retained or released to their possession. The effects are re-itemized and sealed with a new numbered seal tag that is recorded in the Effects Summary screen in CORNET.
9. When an inmate is transferred to another centre, the sending centre ensures that:
 - i. The effects are transferred in the Effects Release screen in CORNET;
 - ii. The effects are sealed with a numbered seal tag that is recorded in the Effects Release screen in CORNET. The identifier of the staff member transferring the effects is noted on the printed effects form
 - iii. The inmate signs that all personal effects are accounted for at the time of the transfer;
 - iv. The printed and signed Client Personal Effects report is forwarded in the warrant file. A photocopy is kept for reference; and
 - v. All effects are transferred with the inmate whenever possible, or forwarded later by courier.
10. Upon admitting the transferred inmate, the receiving centre ensures that:
 - i. The numbered seal tag is in place;
 - ii. The effects are electronically transferred in on the Effects Intake screen in CORNET; and
 - iii. If the seal tag is insecure or missing, the effects are checked against the items recorded. Discrepancies are noted in writing by admitting staff to their supervisor for action. The effects are re-sealed with a new numbered seal tag that is recorded in the Effects Summary screen in CORNET.
11. Hobby materials purchased or produced while in custody are not forwarded with personal effects at the time of transfer between centres. They are recorded in the Client Log in CORNET. Each centre develops procedures for the transfer, storage and disposal of hobby materials and products.

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12. Temporary release, return or disposition of items is recorded in the effects screens in CORNET.
13. Temporary release of effects for court attendance purposes is recorded in the printed effects summary report and is referenced by number rather than a full description of each item.

3.13.6 Inmate Access to Effects

Inmates may be granted access to their stored effects for the purposes of retrieving legal documents or contact information. Inmates may request this access by way of a special request directed to the records department. Such requests will be evaluated on a case by case basis and granted as operational time permits.

3.13.7 Release of Effects


1. An inmate wishing to release personal effects to someone in the community must apply in writing to the records OIC indicating an itemized list of items to be released, the person they are to be released to, and the date in which the transaction will occur.
2. The approved request is held in records after being recorded in the Client Log in CORNET. The visitor accepting the items must sign a receipt.

3.13.8 Transfers

1. When practical, all effects are transferred at the time of the inmate transfer. Effects that do not initially accompany the inmate will be transferred as soon as possible.
2. When an inmate is transferred between correctional centres, the transferring centre identifies the number of cell effects containers being transferred with the inmate on the centre's transfer log.
3. Incoming transfers have cell effects controls which are limited in [NFPC SOP 1.06.21-24](#)
4. If there are grounds to believe an inmate has contraband in their cell effects, a staff member searches the property in the presence of the inmate, when practical. Any contraband found is forwarded to the supervisor for action.
5. The transferring centre assumes responsibility for the movement of effects not taken by the escort or inmate.

3.13.9 Compensation for damaged or lost inmate effects

1. NFPC is responsible for damaged personal effects and personal effects that cannot be produced on transfer or discharge of an inmate from custody.

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2. In the event of loss or damage to inmate effects, the centre where the loss or damage occurred assumes responsibility for negotiating compensation.
3. Offers of compensation are recorded in the Client Log in CORNET.
4. The inmate is informed, in writing, of the offer of compensation and that the effects claim will be considered abandoned if the inmate does not respond within three months.

3.13.10 Storage of inmate effects on discharge, escape or transfer

1. NFPC will store an inmate's personal effects following release at court, escape, transfer or death.
2. NFPC will receive and store personal effects of paroled inmates who are unlawfully at large for longer than 30 days from an approved community residential facility.
3. Personal effects retained by an inmate and left in the inmate's cell or living space or elsewhere upon discharge, escape, internal or external transfer, or movement are the responsibility of the inmate, except in circumstances when an inmate is unable to secure their own effects (refer to ACP section 3.5.10). As soon as practical, staff will collect effects that can be located and makes a record of items located. NFPC is not responsible for items that were in the possession of an inmate and not located or collected.
4. Personal effects that cannot be forwarded with an inmate on transfer, due to size or quantity, may be requested and forwarded to a location specified by the inmate, at the inmate's expense.
5. Within three months of discharge from custody, inmates may attend the correctional centre to receive personal effects held in safekeeping.
6. An inmate may request personal property not received at discharge. This property may be forwarded to the inmate's location at the inmate's expense.
7. In the event of an inmate's death, effects are forwarded to the next-of-kin.

3.13.11 Seizure of inmate effects by police or other agencies

1. When police or other agencies request to see the property of an inmate or wish to take possession of personal property, a search warrant is requested.
2. A copy of the search warrant is placed on the inmate file and all items seized are signed for by the seizing agency. Refer to form 7801.

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3. The seizure is recorded in the Effects Release screen and Client Log in CORNET by itemizing the seized effects. The effects are re-sealed with a new numbered seal tag that is recorded in the Effects Summary screen in CORNET.
4. Search warrants subject to sealing orders are placed in a sealed envelope and clearly marked "Sealing Order – Not to be disclosed" prior to placement in the inmate file. Search warrants are not recorded in the Effects Release screen or Client Log in CORNET.

3.13.12 Forfeiture of Unclaimed Property


Refer to: [Adult Custody Policy Section 3.5.10](#)

Refer to: [Corrections Act Regulation 5.36](#)

1. Personal effects not claimed by an inmate within three months of discharge, transfer or escape, become the property of the Crown in right of the province.
2. If abandoned inmate property is of face value exceeding one thousand dollars, the centre contacts the purchasing commission to dispose of the item. The centre disposes of other items of the inmate's property, subject to the following considerations:
 - i. If the estimate of the total face value of the property exceeds five hundred dollars, the warden or designate—before ordering disposal of the property—makes reasonable endeavours to contact the inmate or next-of-kin (e.g. by double registered letter to last known address) to return the effects to the correct recipient; and
 - ii. If the personal effects include a document or item whose disposal is likely to represent a considerable financial loss or hardship to the inmate or a third party, the warden or designate may determine if more exhaustive endeavours are needed to contact the inmate.
3. The warden ensures that actions taken to return clothing and personal effects to an inmate are documented. Prior to disposal, an itemized list is placed in the inmate's file. The disposal list is signed and dated by the appropriate authority before a witness who also signs it. The list includes:
 - i. Condition and estimated face value of each item;
 - ii. Full description of each item by colour, make and serial number; and
 - iii. Manner of disposal.
4. If ownership of inmate property subject to disposal is unknown, the list is placed in a central file at the centre.

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5. If, in the opinion of the warden, property abandoned by an inmate is of minor or no intrinsic value, the warden may order that:
- i. The property be destroyed; or
 - ii. If clothing or footwear is involved, it is furnished to other inmates who, upon discharge, need adequate clothing and footwear;
 - iii. The property be donated to a charitable organization;
or

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

3.14 Court Movement


3.14.1 Evening before Court

Each evening Sunday through Thursday between approx 2230 - 0030 an officer will be assigned the following task;

- i. Presently, records staff are assigned the duty of printing off the id cards. The officer will print an inmate identification card for each inmate scheduled to attend court the following day.
- ii. These inmate identification cards for inmates attending court the next day will be divided by unit and then placed in living unit order within those divisions in the "INMATE IDENTIFICATION at COURT" binder.
- iii. This binder and the court lists will then be placed on the audit officer's desk for the next day.
- iv. This officer will contact the night shift CS if they require any assistance with this process.

3.14.2 Morning Court Movement

1. At the designated time, the A&D officer will call for inmates scheduled to attend court. The inmates will be cleared to leave their unit by the living unit officer and control. The inmate will be directed to, or may be escorted to the A&D holding cell area. Inmates authorized to change into their personal clothing will report to the change room. Sheriffs will take custody of the inmate once security clearance is authorized by the A&D officers.
2. Each morning Monday through Friday the day shift floor security will review the court list
 staff will be provided from s.15 to visually check all offenders against the ID report.
3. The staff on the floor will keep both the court list and "INMATE IDENTIFICATION CARDS at COURT" binder on the floor with them.
4. As inmates enter the records area, they will identify themselves by name and unit placement. As they do so, one officer will visually confirm the identity of the inmate by checking the inmate against the inmate identification card contained in the binder
5. Where necessary, officers will question the inmates to confirm the inmate's identity.
6. If there appears to be a discrepancy in the appearance or identification of the inmate, that inmate will be placed in a holding cell and the records supervisor contacted.
7. Once the identity of the inmate has been confirmed, the inmate's name will be highlighted on the court list to confirm his presence in records and he will assigned to a holding cell.

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8. The "Inmate Identification Cards at Court" binder will remain on the records floor for use by the floor staff, Sheriffs or other agencies in order to properly identify inmates in records.


3.14.3 Inmate possessions going to court

1. Inmates may not take anything to court (including video court) other than legal documentation required for their defence.
2. E- Disclosure equipment may not leave the center for any reason, including court without written permission from the deputy warden. This will be determined on a case by case basis.
3. E- Disclosure equipment may be taken to video court appearances.
4. Inmates who may be confined in video courtrooms for extended periods of time may be permitted to bring clear containers of drinking water. No food items or other beverages will be permitted.

3.14.4 Afternoon Court Movement

As inmates return from court, their identity will be confirmed prior to returning to a living unit by the following procedure: An additional staff may be provided from s.15 to assist with the proper identification of all inmates returning from court.

- i. As an inmate returns, he will identify himself to the floor staff by name and unit location.
- ii. The floor staff will check that information against the information contained on the inmate identification card inside the binder. (when only one floor staff is available, once an inmate has been confirmed as returned from court, the identification card may be removed from the binder).
- iii. If there appears to be a discrepancy in the appearance or identification of the inmate, that inmate will be reserved in a holding cell and the records supervisor contacted.
- iv. Once confirmed the inmate will be marked back in on the floor court list prior to being sent back to his unit.
- v. In the event that the movement on the floor does not allow for this process to happen immediately, inmates returning from court may be placed in a holding cell and processed as time allows.
- vi. Once all inmates have returned from court the "INMATE IDENTIFICATION CARDS at COURT" binder will be given to the officer assigned to prepare the binder for the next day.
- vii. All unnecessary identification cards will be removed and the process will begin again.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Jan 05, 2009
	Chapter 3: Admissions Discharge and SMU Section 15: Protective Custody	3.15

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

3.15 Protective Custody

Refer to: [Adult Custody Policy Section 4.5.12](#)

3.15.1 General


Inmates may be designated as *Protective Custody* where the Warden or designate believes on reasonable grounds that the inmate would be at risk from other prisoners.

3.15.2 Responsibility

The responsibility to initially identify inmates for ‘PC’ status rests with the internal classification officer (ICO). Correctional supervisors are not authorized to make this determination.

3.15.3 Procedure

1. Where an inmate requests ‘PC’ status or, where the ICO reasonably believes ‘PC’ status is warranted, factors to be considered prior to placement are:
 - i. Occupational history (police officer, correctional officer, lawyer etc)
 - ii. Previous protective custody status
 - iii. Current charge (sexual assault, high profile)
 - iv. Previous criminal history (informant, witness against other inmates)
 - v. Unacceptable/intolerable mental health status (MDO)
 - vi. Age or physical appearance (young, old, feminine)
 - vii. Perceived fear of victimization from other inmates by the accused
 - viii. Internal problems with a living unit that may jeopardize the safety of an inmate
2. Inmates retain the right to waive Protective Custody however; the corrections branch retains the right to segregate inmates in cases where information suggests that life or safety is in danger.
3. Where an inmate requests protective custody or where protective custody is recommended by the ICO, the ICO shall enter a “PC Alert” and comment in “Clog” on Cornet. These entries shall clearly explain the reason for PC placement.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: May 04, 2009
	Chapter 3: Admissions Discharge and SMU Section 16: Inadvertent Release / Hold	3.16

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

3.16 Inadvertent Release / Hold

Refer to: [Adult Custody Policy Section 2.5](#)

3.16.1 General

An inadvertent release or hold is considered a “critical incident” and is subject to notification protocols as defined in adult custody policy. They have the potential to cause embarrassment to the adult custody division and should be managed efficiently to minimize any impact or adverse reaction.

3.16.2 Notification

Refer to: [Adult Custody Policy Section 2.13.1 / 2.13.2](#)

Inadvertent releases / holds, having been deemed critical incidents, are subject to reporting protocols. Upon receiving notification that an inadvertent release / hold has occurred, the ADW will immediately advise the warden or designate. The warden or designate will notify the provincial director.

3.16.3 General

1. The records supervisor will immediately commence an investigation to confirm or deny the possibility of the inadvertent release / hold.
2. Upon identifying that an inadvertent release or hold has occurred, the records supervisor will notify the ADW or designate immediately, providing all relevant details including the inmates name, CS#, history, current and past charges, victim status and information, physical identifiers and any other available information.
3. The supervisor will flag the file and protect it for further investigation.
4. Conduct any required victim notification, police notification, and victim safety unit notification if required.
5. Direct involved staff to complete a detailed ICON report as soon as possible. Reports must be completed prior to the officer completing their shifts.



BC Corrections Branch North Fraser Pretrial Centre

Issued: June 16, 2010

Chapter 3: SMU Records Section 41: Immigration Placement

3.17

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

3.17 Immigration Inmates

Refer to: [Adult Custody Policy Section 3.35](#)

Refer to: [Adult Custody Policy Section 3.15](#)

Refer to: [Adult Custody Policy Section 4.17](#)

Refer to: [Corrections Act Regulation Section 3](#)

3.17.1 General

1. Inmates who are in custody on immigration related matters require additional consideration regarding their placement in the centre.
2. "Immigration" inmates may have a combination of criminal and immigration issues holding them in custody. Conversely, there will also be cases where an inmate is held solely on non-criminal immigration matters.
3. In all situations where an inmate is identified as having an "Immigration Hold" the classification officer must determine an appropriate placement based on a number of criteria.

3.17.2 Citizenship

1. Inmates who arrive at the centre who's birthplace is not Canada, and the inmate does not have Canadian citizenship, the records officer contacts the nearest immigration office requesting verification of citizenship.
2. A copy of the warrant is sent to the immigration office with a covering letter outlining the term of imprisonment, earliest release date, and the date and place of birth.

3.17.3 Jurisdiction


Inmates with immigration holds are considered "Federal" offenders and are subject to federal billing with other federally sentenced inmates.

3.17.4 Consular Post


When an inmate arrives at the centre with an active deportation order, the records officer will notify the Citizenship and Immigration Canada office.

3.17.5 Placement

1. As with any new intake coming into the centre, the classification officer will refer to a number of resources to develop a "snapshot" of the inmate's current needs. The classification officer will review the CPIC, holding documents, inmate history, inmate profile, HEIN (health Information), and any other available information to develop a strategy to hold the inmate in the least restrictive environment available, and appropriate given the inmates profile.

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2. These placement options may be, but are not limited to transfer to FRCC, L/U CN, general population, protective custody, or separate custody.
3. Classification officers must keep in mind that offenders held under an immigration detainer should, *“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 or another federal enactment or an offence under a provincial enactment”* (CAR 3).

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	Chapter 3: Admissions Discharge and SMU Section 18: Sentenced Inmates	3.18

Preamble

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

3.18 Sentenced Inmates


Refer to: [*Adult Custody Policy Section 3.7*](#)

3.18.1 Responsibility

1. The audit officer will be responsible for calculating inmate sentences.
2. The records supervisor will be responsible for ensuring the accuracy of all sentence calculations for inmates being held in the centre.
3. The records supervisor will provide each newly sentenced inmate with initial information on earning remission.

3.18.2 Case Management

1. The programs supervisor will assign an individual case manager to a sentenced inmate, when practical, within one week of arrival at the centre or receipt of a sentence.
2. For intermittent inmates, the case manager assignment will default to the records audit officer, as assigned by the Records Supervisor.
3. The case manager ensures that the sentence planning process is effectively carried out for that inmate by:
 - i. Identifying programs, activities and opportunities available to the inmate within the centre, Corrections Branch and in the community,
 - ii. Helping the inmate establish goals, and
 - iii. Giving advice regarding procedures, forms and key dates for community re-entry.
4. Within three weeks of sentence commencement, a case management plan is developed, or reviewed when one previously exists, in consultation with each inmate who is sentenced to 90 days or more. The plan is provided to each inmate.

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5. An inmate needs assessment (INA) informs each case management plan. Changes to the plan coincide with the completion of an INA, which is reviewed and updated every six months.
6. Sentence planning MAY be provided for remanded inmates and inmates detained on immigration holds taking into account resources, bed load concerns, length of remand and willingness of the inmate.


3.18.3. Monthly summary

The individual case manager assigned in section 3.18.2(1) or 3.18.2(2) makes a monthly summary in the CORNET Client Log regarding:

1. Work, education and leisure activities, including personal strengths and weaknesses,
2. Implementation of sentence plan,
3. Changes in key dates,
4. Attitude and behaviour to staff and peers, and/or
5. Performance on temporary absence.

3.18.4. Closing summary


1. When an inmate is discharged (including probable date of discharge, warrant expiry, release on parole or probation), the inmate's case manager enters a closing summary in the CORNET Client Log.
2. The closing summary includes:
 - i. Discharge plan—including after-care supervision,
 - ii. Response to sentence plan,
 - iii. Problems unresolved,
 - iv. Summary of behaviour and response to direction,

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- v. Alternative recommendations if the inmate returns to a correctional centre, and
 - vi. Additional factors that are considered important.
3. In the absence of the individual case manager, the closing summary can be completed by a designated staff member at the request of the records supervisor.

3.18.5 Remission Awards Assessor


1. The Assistant Deputy Warden of Sentence Management Unit, records supervisor and programs supervisor are recognized remission awards assessors appointed by the Warden.
2. When practical, the programs supervisor will be the primary remission awards assessor for monthly reviews for all sentenced inmates, excluding intermittent inmates.
3. The records supervisor will be the primary remission awards assessor for monthly reviews of all intermittent inmates, when practical.
4. The remission award assessor will:
 - i. Consider inmate appraisals and/or review inmate progress logs on a monthly basis,
 - ii. Determine the number of days of earned remission to be credited, and
 - iii. Notify the inmate and records audit officer of the remission award and amount of remission not earned for that period.
5. When remission is not credited, the remission award assessor will notify the inmate and warden with reasons provided in writing.
6. The written reasons provided to the inmate will include information on the process for review of award as per section 3.9.10 of the [Adult Custody Policy](#) and section 35 of the [Correction Act Regulation](#).
7. A CLOG entry will need to be made that the inmate has received his written reasons under subsection 5.

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8. A copy of the remission award will be placed in the inmate's warrant file.

3.18.6 Calculation of Remission Award

1. The remission award assessor must credit earned remission for:
 - i. Each sentenced inmate, within five (5) days of the end of the previous month, or
 - ii. An inmate about to be discharged, at the time of discharge for the days served since his last earned remission credit, whichever is applicable.
2. The earned remission credit will be calculated and applied in accordance to the criteria outlined in sections 34(2) and 34(3) of the [Correction Act Regulation](#) and section 3.9 of the [Adult Custody Policy](#).
3. The audit officer will need to be notified to conduct a sentence calculation to determine the new possible discharge date in all cases where there are changes to remission.

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

4.01 Inmate Correspondence

Refer to: [Adult Custody Policy Section 7.4](#)

4.01.1 General

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

All incoming and outgoing inmate mail will be checked for active no contact orders against the “Alerts” screen in CORNET prior to distribution.

In accordance with section 14 of the Correction Act Regulation (CAR) officers will not monitor mail unless provided with direction to do so by the deputy warden of operations. If officers suspect that the content of either incoming or outgoing correspondence contains information which indicates the inmate is;

- Involved in illegal activities,
- Harassing or causing harm to others,
- Participating in an activity that may jeopardize the management, operation or security of the correctional centre

the officer will forward the correspondence to the deputy warden of operations. An incident report detailing the reasons for the suspicion will be submitted.

4.01.2 Restricted Communication

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


- Is involved in illegal activities
- Is harassing or causing harm to others
- Is participating in an activity that may jeopardize the safety, security or operation of the centre
- Has a court order that restricts or prohibits communication or contact between the inmate and the other person
- The other person has indicated to the authorized person that he or she does not wish to communicate with the inmate

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

4.01.3 Privileged Correspondence

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

Approved by Ms. L. Anderson, Warden, North Fraser Pretrial Center

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

1. Privileged correspondence will be managed by the visits officer.
2. The visits officer will pick up the privileged correspondence daily from the visit communication clerk between s.15 and deliver the items to the respective inmates.
3. The privileged correspondence will be opened in the presence of the inmate to whom it is addressed by the officer. The inmate must be present when the legal correspondence is opened. The material will be screened by the officer for contraband. Paperclips and any other unauthorized items will be retained by the officer.
4. The inmate will sign the privileged correspondence form upon receipt of the correspondence.
5. In the event there is electronic / digital media enclosed in the privileged correspondence, the officer will label and inventory it in the presence of the inmate. Refer to NFPC SOP **4.05.5** on E-Disclosure which prohibits certain devices.
6. Outgoing privileged correspondence can be submitted sealed by the inmate. If there is suspicion that the addressee does not legitimately fall into the privileged correspondence category, the correspondence will be forwarded to the deputy warden of programs.

4.01.4

Mail Procedures – Incoming Correspondence

1. All incoming mail will be searched for contraband by the visit communication clerk. Any cash/money orders will be forwarded to the inmate accounts personnel. Once

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searched, it will be delivered to the muster room mailbox by the programs visit officer between s.15.

2. Mail containing content that may jeopardize the safety and security of the centre will be forwarded to the deputy warden of programs with documentation (form letter to be filled out by the visit communication clerk "Returning your Mail") of the problem.

3. Mail that does not have a return address will be checked against the 'Alerts' screen in CORNET to determine whether the inmate has any listed contact concerns. If there are contact concerns listed the mail will be forwarded to the deputy warden of programs. If there are no contact concerns the mail will be processed as usual.

4. Night shift officers are responsible for picking up inmate correspondence for their areas from the muster room mailbox. Officers are required to remove the stamp and address labels prior to the mail being distributed to the inmate.

5. The day shift officers will distribute authorized correspondence to the inmates.

4.01.5 Mail Procedures – Outgoing Correspondence

1. Inmates will leave all mail, except for privileged correspondence, unsealed. Night shift unit officers will examine the correspondence, removing any letters having "no contact" concerns or any restrictions authorized by a deputy warden, and then seal the envelopes for processing.

2. Correspondence will not be read without specific authorization by a deputy warden. Such authorization will be based on reasonable grounds in accordance with [S.14 \(5\) of the CAR](#). When authorized, reading of correspondence will be documented and a report submitted to the deputy warden of operations.

4.01.6 Internal Inmate Mail


1. In accordance with [S.14 \(1\) \(b\) of the CAR](#) inmates may exchange written communication internally, or from center to center. Internal mail is subject to the same restrictions and requirements including monitoring, as defined in [S.14 \(5\) of the CAR](#).

2. Mail from one NFPC inmate to another NFPC inmate must be completely addressed with the name of the inmate and the NFPC address and postal code. It must also include a corresponding return name and address. It will be sent out of the institution, through Canada post, and will return in the same manner.

4.01.7 Documenting correspondence

The officer is required to make an entry in the inmate's CORNET client log each time the inmate receives mail or sends mail out. The following information will be documented:

- in/out
- name

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- address
- letter number(re:7 letter limit)

4.01.8 Returned mail

Incoming inmate mail that contains non allowable items or has been sent by a no contact will be returned to sender. Mail that has no return address or name of sender will be forwarded to the deputy warden of programs. All returned mail will be logged in the inmates CORNET client log with the following information recorded:

- Return date
- Senders name and address
- Reason for the return
- Confirmation that the inmate was notified of the return

A copy of the 'Returning Your Mail' form detailing the reason(s) will be given to the inmate as well as the sender of the returned mail.

All 'return to sender' mail will be forwarded to the deputy warden of programs prior to being returned.

4.01.9. Mail Limits


1. Postage will be paid for 7 standard pieces of mail per inmate per week. Oversized and overweight mail will be sent at the expense of the inmate. Privileged correspondence is exempt from mail and overweight limits.

2. Inmates wanting to mail out personal items such as excessive cell effects will be responsible for the cost of extra postage. Inmates must submit a request form and a trust fund statement to inmate accounts to send out such items.

4.01.10 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.

4.01.11 Suspicious Mail


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The following process will be followed:

s.15

4.01.12 Seizure of mail

A manager may report the content of an inmate's correspondence to the police when the deputy warden of operations or programs has authorized the monitoring of the correspondence and the content of the correspondence discloses a criminal offence or criminal activity. The release or access to correspondence will only be given to the police upon receipt of a production order or court order.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 12, 2008
	Chapter 4: Programs Section 2: Work Programs	Subsection: 4.02

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

4.02 Inmate Work Programs General


Refer to: [*Adult Custody Policy* section 10.2](#)

4.02.2 Inmate Hiring Process

1. Remanded inmates are not required to participate in work programs. They may however consent to participation.
2. Inmates who wish to be considered for employment shall forward a request to the program supervisor or instructors indicating their skills and desired work assignments.
3. The programs instructors, in consultation with the programs supervisor, and classification staff are responsible for interviewing and hiring inmate workers.
4. When sufficient work is not available for all inmates who wish to work, a list of such inmates shall be established. The guiding principle for hiring shall be the length of time the inmate has been on the list, except in cases where the requirement for specific skills may cause some inmates to be passed over.
5. An inmate must sign a waiver indicating they are agreeing to work.
6. An inmate shall not be unreasonably assigned to nonessential work duties conflicting with a recognized day of religious observance in the religious faith to which he belongs.

4.02.3 Termination of Inmate Employment

1. Inmates may have their employment terminated in the following circumstances:
 - i. Misconduct at the workplace:
 - Generally the instructor responsible for the program in which the inmate is working will be the person to discharge an inmate worker for workplace misconduct or other valid behaviour.
 - Living unit cleaners, or any other inmate workers, who do not work under the direct supervision of a shop instructor, may be terminated, in the absence of the shop instructor, by the correctional supervisor. An officer may report misconduct to the shop instructor or, in their absence the correctional supervisor, with a recommendation for termination. The decision whether to terminate rests with the officer receiving the report of misconduct.

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ii. Refusal to work:

- While remanded inmates are not required to work, once they accept employment they will be expected to continue to work at their assigned jobs unless granted permission to quit, either permanently or temporarily. Shop Instructors have the authority to grant permission to inmates to quit work programs in cases where it is not in the best interest of the inmate or the program to keep them employed. Examples include inmates whose trial dates are approaching or who are dealing with a serious family situation that may keep the inmates from giving sufficient attention to their jobs, thereby creating a hazard.

iii. As part of the disciplinary process:

- When an inmate is required to serve a segregation sentence as a part of a disciplinary disposition, his employment will be terminated.

iv. Placement into Separate Confinement:

- Inmates placed into separate confinement [CAR section 17 or 18](#) shall have their employment terminated.


v. Inability to perform the tasks required of the placement:

- The inability of an inmate to perform the necessary functions of a job may be terminated from that job, but will be eligible for other employment for which he is suitable immediately.

2. The termination of an inmate requires a detailed clog entry outlining the circumstances giving cause for the termination.
3. Inmates, whose employment has been terminated by way of circumstances 1 to 4, above, will not be eligible for further employment for a minimum time period of one week at which time they will have to reapply through the hiring process.
4. If an inmate has been fired from or has quit his job he will not be considered for re-employment for a minimum time period of one week.
5. Inmates who reapply and are accepted for work will have their names placed at the bottom of the hiring list. Inmates whose employment has been terminated will not receive any pay from the time of termination until rehired.

4.02.4 Documentation

A Clog entry is required when an instructor interviews or considers an inmate for employment, whether he is hired or not. When an inmate has his employment terminated for any reason the person responsible for the termination shall write an entry outlining the reason and any conditions.


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	Chapter 4: Programs Section 2: Work Programs	Subsection: 4.02

4.02.5 Tool Control

1. Inventory - The officer, shop supervisor, or the instructor in charge of the workshop shop, or work area work shall prepare and maintain an inventory list of all tools in use, or in storage. This inventory list we be cross referenced with the tools at the end of each day to confirm that all tools are present. This form may be electronic or hard copy, but will be made available to the programs supervisor daily.
2. Shadow Boards - The workshop shall have a tool crib or shadow board for the purpose of checking inventory. These are to be checked at the commencement of each shift and again prior to inmate departure from the area upon completion of each shift.
3. Cutting tools - Hacksaws, files, shears, snips or any other cutting tool shall be locked up at all times. When issued for a specific job they will be returned immediately upon completion of the job.
4. Issue of Tools - Tools shall be issued only by and to the persons authorized by the deputy warden and a record shall be made of each transaction. Upon receipt, the care and custody of the tool shall be the responsibility of the receiver. No tools shall be loaned to any individual or contractor for their own personal or business use.
5. Loss of Tools - If a tool cannot be accounted for, the officer in charge of the shop, work or hobby area shall curtail any movement out of the area and notify the ADW-regulations immediately.

4.02.6 Safety

Staff and inmates involved in work programs are bound by safety requirements laid out in Works Safe BC regulations.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 5, 2008
	Chapter 4: Programs Section 3: Religious and Cultural Programs	Subsection: 4.03

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

4.03 Religious Services & Customs

Refer to: [*Adult Custody Policy Section 10.6*](#)

4.03.1 General

1. North Fraser Pretrial Centre will, subject only to precautions necessary for the maintenance of safety and security, demonstrate respect for the unique values, beliefs, and customs of inmates.
2. The chaplains of North Fraser Pretrial centre provide ministry to inmates, staff, and their respective families through pastoral care and counselling, facilitating a variety of religious services for represented faith groups, developing supportive relationships with centre staff, inmates, and community groups, and administering ancillary and support activities.

4.03.2 Chaplain Availability & Access


1. A chaplain shall be available during normal working hours and on-call for crisis situations. Managers and supervisors may contact the chaplains after hours for emergent or critical issues.
2. Chaplains shall have full access to any part of the centre at any time in the performance of their duties.
3. Inmates wishing to speak to a chaplain should complete a written request, though in the event of an emergency an officer may contact the chaplain on behalf of the inmate. When a chaplain meets with an inmate all such meetings shall take place in the living unit or chaplain's office.

4.03.3 Scheduled Religious Services

1. The Chaplains shall schedule religious services with the aim of accommodating as many inmates as possible, given safety, security and contact considerations, across as many represented faith communities as practicable.
2. Inmates wishing to attend worship services must submit a request to the chaplain. The chaplain will compile the list of inmates wishing to attend and forward it to classification staff, who check for suitability and "contact concerns". The chaplain, after consulting with classification will then contact the units on the day of service to request the inmates to attend. Services will be limited to a maximum of 12 inmates.

4.03.3 Religious Diet

Where an inmate indicates a requirement for a special diet in order to observe the dietary laws and practices established by the inmate's religion and, this requirement is confirmed by a

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 5, 2008
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chaplain, the programs supervisor shall, to an extent reasonable or practicable, ensure that such a diet is accommodated.

4.03.4 Religious Medallions

NFPC chaplains do not provide or supply any religious medallions or items to inmates; they may however assist an inmate in sourcing an item from a community resource.

4.03.5 Headdress

1. An inmate shall be permitted to wear a headdress particular to a race, creed or faith unless for specific reason the inmate is believed to be violent or suicidal and that the headdress would present a danger to the inmate or others
2. An inmate may be permitted an alternative head covering when a headdress is not permitted to be worn. This alternate head covering must be of a size and material approved by the chaplain.
3. A headdress, when not in use, shall be stored with the personal effects of the inmate for safekeeping. Correctional staff shall be particularly careful to handle belongings of this sensitive nature with due respect and consideration and should allow the inmate to place the headdress in the personal effects container.

4.03.6 Ceremonial Accoutrements


In order to prevent the possibility of injury to others the wearing of ceremonial accoutrements that are potentially harmful instruments is prohibited.

4.03.7 Religious Objects

1. The deputy warden of programs may permit the introduction and use of religious objects for ceremonial purposes where it is clearly established that such objects do not present a security or safety threat. All such objects must receive the approval of the programs supervisor and the chaplain before they may be admitted to the centre.
2. Religious objects, received from approved sources that may be permitted for possession by inmates may be:
 - i. Medicine pouch
 - ii. Sikh bracelet/comb
 - iii. Prayer rugs
 - iv. Religious undergarments

4.03.8 Medicine Pouch - Conditions of Ownership

1. Inmates are not permitted to give their medicine pouch to another inmate.
2. 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.

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3. 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.
4. A medicine pouch that has been obtained from a source other than the native liaison worker or has obvious signs of having been tampered with is considered contraband and will be removed from the inmate's possession.

4.03.9 Native Liaison Worker

1. The contracted native liaison worker is subject to standard contractor security requirements such as orientation, identification, and security as defined in *NFPC Standard Operating Procedures 1.12*
2. With prior approval from the programs ADW or supervisor, the native liaison worker may bring the following sacraments into the institution:
 - i. Sacred Bundle (personal)
 - ii. Braids of sweet grass or sage
 - iii. Feathers
 - iv. Religious and/or spiritual resource material
3. Native liaison workers may be granted the same access as chaplains to move throughout the centre.
4. Native liaison workers may have access to native inmates to minister to their needs on a daily basis with normal consideration given to operational requirements.

4.03.10 Crisis Counselling by Native Liaison Worker

1. Counselling shall normally take place by appointment during the regular working day or during spiritual gatherings.
2. A native inmate who may be experiencing a personal crisis may request to see the native liaison worker. Such requests shall be directed to the programs supervisor or, in the absence of that officer, the correctional supervisor, who shall contact the native liaison worker and arrange a counselling session.

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

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

4.04 Inmate Television

Refer to: [Adult Custody Policy Section 10.9](#)

4.04.1 General

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

4.04.2 Television Security


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

4.04.3 Television Use

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

4.04.4 Damaged Televisions


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

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

2. Televisions that are broken accidentally, through normal wear, or through manufacturer defect will be repaired or replaced at the cost of the Inmate Benefit Fund (IBF).

4.04.5 Personal Televisions

Inmates are not permitted to possess personal televisions.

	North Fraser Pretrial Centre Standard Operating Procedures		Amended: June 15, 2010
	Chapter 4: Programs Section 5: Electronic Disclosure		Subsection: 4.5

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

4.05 eDisclosure

Refer to: [Adult Custody Policy Section 7.10](#)

4.05.1 General


The purpose of this policy is to provide inmates with reasonable access to eDisclosure material in a secure manner, subject to safety and security limitations within a correctional setting.

4.05.2 Definition

1. eDisclosure material refers to electronic evidentiary material provided by Crown counsel, defence counsel, or police to an inmate to prepare a defence in a criminal court action.
2. eDisclosure material may include a significant number of electronic documents, audio files, and video files.
3. Only eDisclosure material in the format provided by Crown counsel, defence counsel or police for use by a named inmate is accepted in a provincial correctional centre.
4. An inmate has a legal right to access eDisclosure material to the degree reasonably necessary to prepare that inmate's defence.

4.05.3 Electronic Disclosure Format

1. Only file types and formats compatible with and supported by correctional centre eDisclosure computers are permitted by the correctional centre for use by an inmate.
2. eDisclosure material is permitted only in CD or DVD formats, or on an external hard drive.
3. USB devices other than those allowed under section 7.10.2(2) are not permitted for security reasons.
4. eDisclosure material is confidential and may be subject to solicitor-client privilege between defence counsel and the inmate. Correctional staff do not view or authenticate eDisclosure material.
5. When correctional staff have reasonable grounds to believe that an external hard drive provided to an inmate may contain contraband: In the inmate's presence and after advising the inmate for whom the external hard drive was intended or who possesses the unit, correctional staff may physically inspect the external hard drive (actual device only, not electronic contents) to determine if it contains physical contraband.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: June 15, 2010
	Chapter 4: Programs Section 5: Electronic Disclosure	Subsection: 4.5

4.05.4 Hardware

1. Adult Custody Division (ACD) provides dedicated eDisclosure computers that are specially configured to support eDisclosure material provided to inmates.
2. eDisclosure computers are configured with limited functionality to restrict their use only to eDisclosure material. For security reasons, these computers do not have, and are not permitted to have, Internet, network, wireless, copy, save, edit or print capability.
3. The purpose of this policy is to provide inmates with reasonable access to eDisclosure material in a secure manner, subject to safety and security limitations within a correctional setting.

4.05.5 Incoming and Existing eDisclosure Materials


1. All eDisclosure material arriving at NFPC is to be directed to the ADW of programs. The ADW will inventory the materials on a central document, identify the materials with an NFPC eDisclosure marker, and will then provide the material to the appropriate inmate.
2. eDisclosure material is the property of the police and crown counsel, it cannot be released or mailed out to anyone except the inmate's lawyer, or crown counsel.

4.05.6 Access to Equipment

1. All inmates have access to a stand alone computer, located on each living unit at NFPC. There is also a private interview room which is also equipped with a computer. Inmates may request access to the interview room for private viewing of eDisclosure. Such requests are granted at the unit level.
2. Inmates wishing access to E-disclosure equipment must submit a request to the programs department.
3. A review of the inmates needs will be conducted by programs staff resulting in the inmate being put on a waiting list, or being issued the equipment immediately.
4. Inmates must sign a "usage agreement / Release form" prior to receiving the equipment.
5. Inmates who violate the usage agreement may lose access to the equipment or be subject to discipline under the [Corrections Act Regulations Section 21](#).
6. eDisclosure computers, when not in use, are stored securely in the programs office in SMU.

4.05.7 Documentation of Equipment


1. A "record of possession" will be maintained by programs staff indicating date of issue, inmate name, condition of equipment on issue and return, and date returned.

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2. A spreadsheet indicating the above information will be maintained in the “allshare drive” for staff to cross reference.

4.05.8 Securing eDisclosure

1. An inmate may request that his eDisclosure material (Disks/Hard-drives) be secured by corrections staff at any time during normal operational hours 0800-2200hrs. The correctional supervisor will have the responsibility of securing or accessing eDisclosure materials at an inmate's request.
2. The CS will document the securing and releasing of eDisclosure material in the corresponding inmates CLOG.
3. The inmate will be provided a sealable bag/envelope to secure the materials in. Laptops do not need to be secured because they cannot retain data from inmate's edisclosure materials.
4. eDisclosure material will be secured in eDisclosure storage container, located on each living unit. This container must remain locked at all times with key control strictly managed by the CS.

	North Fraser Pre-trial Centre Standard Operating Procedures	Created October 18, 2010
	Chapter 4: Programs Section 6: Inmate Use of Fax	Subsection: 4.6


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

4.06 Inmate Fax Requests

Refer to: [*Adult Custody Policy*](#)

4.06.1 General

1. Requests for inmate documents to be faxed will only be granted for:
 - i. Legal documents of an immediate and time sensitive nature;
 - ii. Disciplinary hearing appeals to the investigations and standards office (ISO).
2. All special request for inmate faxes must be forwarded to, and approved by the ADW of programs

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 12, 2008
	Chapter 5: Safety and Regulatory Service Section 1: Infection Control	5.01

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

5.01 Infection Control and Prevention

Refer to: [Adult Custody Policy Section 8.1](#)

5.01.1 Introduction

1. All staff and inmates in correctional centres are recognized as being at risk for the transmission of certain infectious or transmissible diseases including tuberculosis, hepatitis and AIDS. Therefore, all inmates should be considered as potentially infectious.
2. In adopting this approach the branch will also apply relevant statements in the Branch Statement of Beliefs, Goals and Strategies. These include the following:
 - i. Offenders are members of society and are to be treated with respect and dignity and are not to be subjected to cruel and unusual forms of treatment;
 - ii. Confidentiality of information must be maintained;
 - iii. Offenders have the right to exercise self-determination and make their own decisions

5.01.2 Purpose

The purpose of this policy is to provide guidelines for the protection of staff and inmates.

5.01.3 Educational Program

1. Part of the recruit and ongoing staff training practices consist of modules pertaining to infection control, universal precautions and officer safety.
2. Educational programs have been developed that discuss communicable diseases generally and individual diseases specifically (i.e. AIDS and Hepatitis).
3. At the minimum the educational package shall provide:
 - i. as part of the orientation package provided to staff (including recruit training), information on transmission control and precautions to minimize transmission of infection;
 - ii. instruction on the proper use of items used for infection control (i.e. condoms, lubricants, bleach);
 - iii. opportunities for periodic updates to ensure staff and inmates are kept informed of current information

5.01.4 Institutional Placement/Classification

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 12, 2008
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1. The institutional physician shall advise the Warden on the appropriate handling and treatment of inmates with infectious diseases. Housing assignments shall be consistent with normal security and/or special needs classification.
2. Special or separate housing related to infectious disease will only be considered on the basis of a recommendation by a physician.

5.01.5 Information Sharing

While it is recognized that the standard approach for dealing with all inmates is to employ universal precautions, there may, from time to time, be a need for specific handling information. Therefore, when a health care professional advises the Warden that an inmate presents a medical risk, information that does not reveal the specific diagnosis may be shared with all staff who may have direct contact with that inmate.

5.01.6 Vaccinations

1. Inmates wishing to receive pre- or post-exposure vaccinations should consult with the health care professional.
2. Staff members wishing to participate in the Hepatitis B vaccine program should consult with Government Employee Health Services or the Warden.
3. Staff (or their immediate family members) wishing to receive post exposure vaccinations should consult with Government Employee Health Services or their family physician.
4. Where a confirmed post-exposure exists for staff or inmates and where the Workers' Compensation Board or other medical insurance plan does not cover the cost of any required treatments, the Branch will assume such responsibility.

5.01.7 Blood and Body Fluids

1. All body fluids shall be treated as potentially infectious.
2. When handling body fluids the following precautions shall be taken:
 - i. wear disposable latex gloves;
 - ii. establish a "self help barrier" by keeping all cuts and open wounds covered with clean bandages;
 - iii. staff to wear coveralls where exposure is extreme (i.e. copious bleeding);
 - iv. face masks to be worn in case of gross body fluid contamination or if the infectious disease has been identified by a physician as an airborne type;
 - v. wash hands thoroughly with soap and water after removal of gloves;
 - vi. clean up any spills of blood or body fluids promptly and thoroughly using appropriate materials which shall be readily available;

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 12, 2008
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- vii. place all possible contaminated clothing and other items in clearly identified, impervious plastic bags for disposal or separate cleaning

5.01.8 Protective Items

1. All correctional staff shall be provided with, and shall carry on their person while on duty, disposable latex gloves contained in a belt-worn pouch.
2. Where available, one-way valve "laerdal mask" shall be used whenever mouth-to-mouth resuscitation is required. Such resuscitation should not be denied if there are no masks available, since the risk of infection transmission is minimal.
3. The following currently approved items, identified as an Infection Control kit, shall be available in all centres:
 - i. face masks
 - ii. eye shields
 - iii. standard issue coveralls
 - iv. cleaning materials
 - v. disposable latex gloves
 - vi. Laerdal mask


5.01.9 Location of Kits

Infection control kits shall be located:

- i. living units (corridor between staff stations and adjoining units);
- ii. work shop areas;
- iii. HCC;
- iv. segregation unit

5.01.10 Responsibility for Replenishing Kits

Any infection control kit found with a seal that has been broken or tampered with shall be given to the stores staff who shall check the integrity and contents of the kit and replenish if necessary. A replacement kit shall be placed in service immediately. Replenished kits and supplies are kept in the Stores area.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Sept 14, 2010
	Chapter 5: Safety and Regulatory Service Section 2: Engaging Violent or Non-Compliant offenders	5.02

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

5.02 Engaging Violent or Non-Compliant Offenders

5.02.1 Introduction

Managing violent, angry, or non-compliant offenders is a challenging yet necessary function of a correctional staff. Initial and ongoing staff training, combined with safe work practices, safety equipment and sound problem solving skills allows us to manage the offenders safely, minimizing the risks of staff and inmate injury. Whenever possible, direct unplanned confrontations with violent or aggressive offenders should be avoided. When intervention is necessary, it is important that appropriate safety precautions be taken and that the decision to intervene is a defensible one in the event that it results in a review.

5.02.2 Secured Offenders

1. Offenders who are confined in a cell, or otherwise separate from staff and, who display violent, aggressive, or non compliant behaviour shall not be physically engaged by staff without the presence of a supervisor. Staff may open a dialogue with the offender through the physical barrier but should not open the door/barrier until a supervisor is present and the risk can be properly evaluated.
2. In situations where the offenders behaviour puts another offenders safety at risk such as a fight or threats between cellmates, emergency response protocols (code yellow) should be utilized.

5.02.3 Unsecured Offenders

1. Inmates who exhibit violent, threatening, or non-compliant aggressive behaviour in the presence of an officer need to be assessed by the officer to determine the safest method of response. Officers must always practice situational awareness and good judgement in assessing risk from inmates.
2. In every case where an inmate poses a risk to staff, and there is the ability to isolate them ^{s.15} this should be the first step in maintaining the safety of officers and responders.
3. In the event that immediate isolation is not possible, staff should utilize emergency response protocols (code yellow) and create as much distance as possible between themselves and the offender until adequate support arrives

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Sept 14, 2010
	Chapter 5: Safety and Regulatory Service Section 3:	5.03

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

5.03 Use of s.15

Refer to: [NFPC SOP- Code Yellow 2.02](#)

Refer to: [NFPC SOP-Communication Equipment 1.24](#)

Refer to: [Worksafe Regulations Part 8 - Personal Protective Clothing and Equipment](#)

5.02.1 Introduction

1. s.15 This is supported by "Worksafe" regulations regarding the use of safety equipment.
2. The NFPC safety program includes safety equipment orientation and training, safety tours, and a functional safety committee all designed to ensure that staff have and use safety equipment in the proper manner.

5.02.2 Staff Responsibility

1. A staff member who is required to use personal protective equipment must
 - i. use the equipment in accordance with training and instruction,
 - ii. inspect the equipment before use,
 - iii. refrain from wearing protective equipment outside of the work area where it is required if to do so would constitute a hazard, and
 - iv. report any equipment malfunction to the supervisor or employer.
2. A worker who is assigned responsibility for cleaning, maintaining or storing personal protective equipment must do so in accordance with training and instruction provided.

5.02.3 Supervisor Responsibility


The supervisor must ensure that appropriate personal protective equipment is

- i. available to workers,
- ii. properly worn when required, and
- iii. properly cleaned, inspected, maintained and stored.

5.02.4 Wearing the s.15

1. Specific posts by nature of their profile are required to wear s.15 . These posts are:

s.15

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Sept 14, 2010
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s.15

5.03.5 Testing

1. s.15 must be tested each day by confirming s.15 with the control officers. Unit officers will test their assigned s.15 when they do their s.15 each AM. Prowl officers, ISO officers, contractors, programs staff and other users must test the s.15 and confirm its functionality at the time it is issued to them by consulting the control operator.
2. Daily testing is recorded in unit logs and is also documented in the control centre

5.02.6 Activation


s.15

5.03.7 Control Centre Response


s.15

5.03.8 Compliance

1. All staff have an obligation under “Worksafe” regulations and organizational policy to utilize safety equipment when required. All staff are trained in the proper use of safety equipment and training officers are available to address questions or issues as they occur.

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	Chapter 5: Safety and Regulatory Service Section 3: s.15	5.03

2. The employer has an obligation to ensure staff use safety equipment in accordance with “Worksafe” regulations and organizational policy. Correctional supervisors, as part of their daily duties supervising staff, must monitor the use of safety equipment addressing and documenting any compliance issues they encounter.
3. Correctional supervisors are directed to document any safety equipment related issues including non-compliance, equipment failure, and logistics in their respective shift summary. Shift summaries may be reviewed at any time to collect data regarding compliance with safety equipment related policy.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: March 8, 2012
	Chapter 6: Staffing Section 1: Dress and Department	Subsection: 6.01

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

6.01 Dress and Department – Uniformed staff

Refer to: [Adult Custody Policy: Section 11.2](#)


6.01.1 Objective

Corrections personnel are professionals within the justice system. Our appearance on duty should reflect positively on the corrections branch and be consistent with the image portrayed by other uniformed members of the justice system.

6.01.2 Uniform

1. The uniform clothing shall be clean, neat and well pressed, and the shoes shall bear a polish at all times. Officers shall ensure that their uniforms are maintained in good repair, and shall exchange any items that begin to show wear or fading.
2. All included staff shall wear the blue issue while on duty within the institution, including off-grounds escort duty. Personal articles may not be substituted for any individual piece of the uniform dress.
3. Approved and current standard issue includes:
 - i. Blue shirt
 - ii. Blue tie
 - iii. Blue pants
 - iv. Blue fleece jacket
 - v. Forage cap
 - vi. Patrol jacket
 - vii. Black socks
 - viii. Black shoes and belt
4. Old issue or discontinued items such as sweaters, vests, ball caps and parkas shall not be worn.
5. Environmental/loan items may be provided to officers performing specific roles/duties as determined by the ADW
6. Staff may choose to wear civilian clothes to work and change into their uniform, but they must be changed into uniform at commencement of their shift.
7. Staff are not to wear combined civilian and uniform issue at any time.

6.01.3 Caps

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: March 8, 2012
	Chapter 6: Staffing Section 1: Dress and Deportment	Subsection: 6.01

The forage cap shall be worn when appearing in a ceremonial capacity or before a tribunal on behalf of the Corrections Branch. Issue "baseball type" caps shall not be worn at North Fraser Pretrial Centre or while performing duties outside of the centre.

6.01.4 Ties

1. While in the view of the public, the wearing of a tie is mandatory at all times when wearing long sleeve shirts.
2. While wearing ties, the top button of the shirt will be fastened and the tie clipped on above and covering the top button.

6.01.5 Shirts

Shirts are to be cleaned and pressed, including collar, epaulettes and pocket flaps. Creases shall be ironed in pocket vents, shirt back vents, and sleeves from the centre of the epaulettes to the cuff.

6.01.6 T-shirts

If staff choose to wear t-shirts that are visible with their uniform they must be navy blue and the sleeve length must not exceed that of the uniform shirt.

6.01.7 Belts

Only current issue belts shall be worn with the uniform. The belt buckle shall be centred at the front of the Pants.

6.01.8 Gloves


Protective gloves (leather/rubber) may be worn for specific functions such as frisking or working with fluids. Staff shall not wear them as they move throughout the center unless it is required for protection from items/contagions the officer may be transporting.

6.01.9 Pants

1. Pants must be cleaned and pressed, with a single crease pressed in the centre vertically down the front and back of each trouser leg.
2. Work issue pants are approved for work program staff.

6.01.10 Boots and Socks

1. Only black socks shall be worn with the uniform.
2. Issue boots or shoes must be clean, properly shined and in good repair.
3. Uniformed staff assigned to the work program area may wear issue work boots.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: March 8, 2012
	Chapter 6: Staffing Section 1: Dress and Deportment	Subsection: 6.01

4. Any approved special purchase footwear must be black in colour and of a style similar to issue footwear.

6.01.11 Jewellery

1. Officers may wear only the following accessories:
 - i. rings
 - ii. medical alert bracelet or necklace
 - iii. wrist watch
 - iv. small stud or hoop (sleeper) type earring(s)
2. Any jewellery must be of a size and style that does not create a risk to the officer or others or detract from the overall appearance of the uniform.

6.01.12 Name Tags

All officers must wear current and approved nametags while on duty.

6.01.13 Personal Appearance

The standard of personal grooming and appearance of all uniformed officers must reflect the professionalism of the service at all times.

6.01.14 Facial Hair

Staff are expected to be clean shaven while on duty. If a staff member wishes to grow a beard, moustache or goatee, he must start growing while off on days of rest or annual leave, not while he is on shift. A reasonable amount of growth is expected so that it does not appear unprofessional while on duty.

6.01.15 Hair Care/Other


1. Varying hairstyles are permitted provided that they do not detract from the professionalism of the uniform. Hair should be kept neat and groomed, and must be styled so it does not create a hazard in the performance of duties.
2. Any item used to hold the hair in place does not detract from the overall appearance of the uniform or create a risk.

6.01.16 Visual ID and Rank Insignia

Rank epaulettes must be worn at all times for clear visual identification of rank.

6.01.17 Dress and Deportment – Non Uniformed Staff

1. North Fraser Pre-trial is a place of business. Staff in administrative offices (stores excluded) is expected to present a business image consistent with their position within the centre. The acceptable standard of dress is "Business Casual".

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2. Acceptable clothing includes:


- i. cotton or wool Pants (denim jeans not accepted) and skirts and dresses, shirts, blouses, sweaters and plain t-shirts. Accepted footwear includes flat shoes, dress sandals and shoes with heels.
- ii. All clothing is to be tailored, clean and pressed to business casual standards. Acceptable cut and fit is to meet a conservative standard.
- iii. The hem line of skirts, dresses and walking shorts should not be shorter than the full arm length from the shoulder to the tip of index finger when your arm is held straight down your side.

3. A non inclusive list of unacceptable dress;

- i. Any clothing with frays or tears or other conditions that require mending
- ii. sweat shirts, sweat pants or other athletic or dance wear, beach style footwear such as thongs or flip flops,
- iii. t-shirts with logos, mottoes (excepting the Provincial or Branch Crest or BCGEU or equivalent union crest), slogans or with disturbing images or images that otherwise do not meet broad standards of taste
- iv. shirts or garments that expose the shoulders or midriff, muscle shirts and tank tops
- v. blouses, shirts or t-shirts with a plunging neck line
- vi. sneakers, tennis or running shoes
- vii. Clothing that displays logos, slogans or mottos excepting Provincial, Branch and Union Crests.

4. Casual Friday:

Casual Friday is scheduled at management's discretion blue jeans that otherwise meet acceptable standards and clean running shoes are accepted.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Feb. 15, 2011
	Chapter 6: Staffing Section 2: Staff Injury	Subsection: 6.02

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

6.02 Staff Injury

6.02.1 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.

6.02.2 Documentation

1. All injuries will be recorded in the first aid log book by medical personnel (designated first aid attendant). A *First Aid Report* will be completed by medical personnel for all injuries incurred on duty. The correctional supervisor will complete a WCB Form 7 which can be found online at <http://www.worksafebc.com/forms/assets/PDF/7.pdf>.
2. The injured staff will complete a WCB Form 6A which can be found at <http://www.worksafebc.com/forms/assets/PDF/6a.pdf>. In the injured parties absence, another officer may complete this form to the best of their ability. All completed forms will be forwarded to the assistant deputy warden - staffing.
3. Any staff injured while on duty must immediately notify the ADW-staffing when their doctor has determined that time off work as a result of the injury is necessary.

6.02.3 Emergency Treatment

Health care personnel will provide emergency medical treatment until the arrival of emergency health services (Ambulance), or until the injured staff is referred to other medical resources.

6.02.4 Non-Emergency Treatment


Health care personnel may provide short-term treatment to injured staff prior to directing them to other medical resources.

6.02.5 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.

6.02.6 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 manager. The staff members spouse or next of kin will be contacted at the staff member's request, or if the staff is unconscious.


	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Feb. 15, 2011
	Chapter 6: Staffing Section 2: Staff Injury	Subsection: 6.02

6.02.7 Incident Reports

An incident report will be prepared by all staff who witnessed the injury to the staff member. The assistant deputy warden or in their absence, the correctional supervisor will forward all reports, including their own, to the deputy warden of operations.

6.02.8 Joint Accident Investigation

1. A “Joint Accident Investigation” will be completed at the discretion of the ADW-regulations or designate, in accordance with “[Worksafe BC Regulations](#)”. The ADW – regulations will review the circumstances, mechanism of injury, and completed first aid/WCB reports, assigning a “Joint Accident Investigation” accordingly.
2. 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 it will be filed and forwarded to the warden.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: May 13, 2009
	Chapter 6: Staffing Section 3: Scheduling	Subsection: 6.03

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

6.03 Scheduling

6.03.1 Requests for Time Off

1. Officers wishing to alter their schedule, or exchange shifts, must do so through the scheduling officer at 604-468-3553 between the hours 0600-1605. These requests are subject to approval by the ADW of staffing. 5 days of notice should be given for such requests.
2. All requests for vacation/ETO/CTO or other bank balance leave should be directed to the scheduler.
3. After hours calls to the ADW or designate should be limited to Stiip (Sick leave) and emergency leave under Master Agreement 20.2 / 20.3 wherever possible. The ADW or designate may grant or deny additional leave based on operational needs and staffing availability.
4. Requests for general "leave without pay (LWOP)" may not be granted if officers have time banks available.

6.03.2 PTR General


Part time regular staff will be scheduled for work according to the May 01, 2007 "memorandum of agreement".

6.02.3 Call in guidelines

1. PTR and auxiliary officers must be available at their predetermined contact numbers during all call in periods excluding those on confirmed days of rest.
2. The call in times are: **0500-0600hrs, 1300-1400hrs, and 1700-1800hrs.**
3. PTR and auxiliary staff are required to report for work when called to work within the prescribed time periods.
4. PTR officers who do not respond to calls during the call in periods will be noted as "absent without approved leave" and the hours will be recorded as hours offered in "time on line". These hours will be counted toward the officers 35 hour minimum.
5. PTR and auxiliary officers may decline work, offered outside of the noted call in times, except for emergencies.

6.03.4 Shortfall

PTR and auxiliary staff may be called for shortfall hours but have the option to decline the offer of work.


	North Fraser Pretrial Centre Standard Operating Procedures	Issued: May 13, 2009
	Chapter 6: Staffing Section 3: Scheduling	Subsection: 6.03

6.03.5 Unavailable Days (U/A)

1. Auxiliary officers may request days of unavailability to attend short term educational training. This request must be approved by the ADW of staffing.
2. PTR Officers may not request U/A days but may make application to the Scheduler or ADW of Staffing for shift adjustments in emergent cases.

6.03.6 Auxiliary Officers

Auxiliary officer work schedules will be managed pursuant to Article 31.5 of the master agreement.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: May 31, 2009
	Chapter 6: Staffing Section 4: Staff Muster	Subsection: 6.04

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

6.04 Staff Muster

6.4.1 General


The staff musters which are held at s.15 daily are important forums to confirm staffing levels, exchange information, and update officers on current issues prevalent in the building. Worksafe BC recognizes staff musters as an integral part of a complete safety program.

6.4.2 Attendance

1. All oncoming staff are expected to be in the muster room prior to the start of the muster at the above noted times. Staff are expected to be in full uniform and prepared for work at this time.
2. Officers at muster are considered to be on duty and should be prepared to receive and exchange valuable information.

6.4.3 Nightshift

1. The nightshift staff will attend and participate in the morning muster; provided all court moves have been completed. Nightshift officers will meet with the nightshift CS in lower center hall, ensuring all nightshift staff are safe and present before attending the muster room.
2. Once all nightshift equipment is collected, and information has been exchanged, the ADW will dismiss the nightshift.

 BRITISH COLUMBIA	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: Oct 15, 2009
	Chapter 6: Staffing and Administration Section 05: Incoming Inmate Funds	6.05

Preamble

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

6.05 Incoming Inmate Funds

6.05.1 Unacceptable financial Instruments

The following items will not be accepted at NFPC and will be returned to the sender:

- i. Personal cheques for deposit into Inmate trust accounts, this includes certified personal cheques.
- ii. Cheques, money orders, bank drafts and other financial Instruments from outside Canada will no longer be accepted.

6.05.2 Acceptable Financial Instruments

The following items will be accepted at NFPC and may be subject to a hold:

- i. Cheques from a Canadian government organization (Federal, Provincial, City etc)
- ii. Cheques from a recognized business
- iii. Lawyers Trust Cheques (see below)
- iv. Money orders and bank drafts
- v. Cash: Canadian, U.S., GBP and Euros Only
- vi. United States Postal Service international money order in Canadian funds

6.05.3 Hold Policy


All cheques, money orders, and bank drafts will be subject to the following hold period and may be extended on advice from the Province's principle bank:

- i. 15 business days for items drawn on Financial Institutions within B.C.
- ii. 30 business days for items from the rest of Canada

6.05.4 Exceptions to the Hold Policy


The following exceptions will be made to the hold policy:

- i. Lawyers Trust Cheques – these will be verified directly with the issuing Law Firm.
- ii. Canada Post Money orders with a face value of \$150 or less which will be confirmed with Canada Post.
- iii. Bank Drafts which will be confirmed directly with the issuing Bank. This may take 2 or 3 business days. If confirmation is not possible, the standard hold will apply.

 BRITISH COLUMBIA	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: Oct 15, 2009
	Chapter 6: Staffing and Administration Section 05: Incoming Inmate Funds	6.05

6.05.5 Failed Transactions

Any cheques, money orders, or financial transactions that prove invalid either through the hold period or by direct verification will not be credited. Counterfeit, forged and fraudulent items will be turned over to the Police for investigation.


 <div>North Fraser Pre-trial Centre Standard Operating Procedures</div> <div>Chapter 6: Staffing and Administration Section 6: s.15</div>	December 7, 2009
	6.06

Preamble


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

6.06 s.15

s.15

 BRITISH COLUMBIA	North Fraser Pre-trial Centre Standard Operating Procedures	December 7, 2009
	Chapter 6: Staffing and Administration Section 6: s.15	6.06

s.15

	North Fraser Pre-trial Centre Standard Operating Procedures	Created: Aug 14, 2010
	Chapter 6: Staffing and Administration Section 8: Staff Mileage Claims	6.08

Preamble

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

6.08 Staff Mileage Claims

6.08.1 General

Staff are entitled to mileage reimbursement for distances travelled over and above the distance from their home to work (NFPC) when assigned to work at another location (hospital).

6.08.2 Process

Staff making a claim for mileage must make their submissions electronically through [“iExpense”](#). These submissions must be made on the next shift worked at the centre.


6.08.3 SMARTTEC

The provincial governments undertaking to reduce greenhouse emissions requires staff to complete a [“SMARTTEC”](#) report for any work related travel over and above 32 km. Staff unfamiliar with the use of “SMARTTEC” may access a training presentation at [“SMARTTEC”](#).

6.08.4 Distances

The maximum allowable distance claims for commonly used community hospitals is:

- i. Eagle Ridge Hospital – 8km
- ii. Ridge Meadows Hospital – 11km
- iii. Royal Columbian Hospital – 14km
- iv. Surrey Memorial Hospital – 18.5km
- v. Burnaby Hospital – 25km
- vi. Vancouver General Hospital – 31km
- vii. Lions gate Hospital – 34km
- viii. St. Paul’s Hospital – 35km
- ix. Abbotsford Regional Hospital – 45km
- x. Chilliwack Regional Hospital – 80km

	North Fraser Pre-trial Centre Standard Operating Procedures	Amended: May 1, 2012
	Chapter 6: Staffing and Administration Section 9: Inmate Access to Correction Act Regulation	6.09

Preamble

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


6.09 Inmate Access to Correction Act Regulation

6.09.1 General

All inmates have the right to access and review the *Correction Act Regulation*.

6.09.2 Access

1. The Correction Act Regulation (CAR) runs continuously on a digital loop and can be viewed on any inmate television in a living unit. Inmates may also request to attend the law library where the information is also available.
2. Inmates housed in segregation or other areas where televisions are restricted may request a paper copy of the CAR from their unit officer. A copy of the CAR will be provided to the inmate upon request and will be returned to the officer following each use.

	North Fraser Pre-trial Centre Standard Operating Procedures	Created November 2, 2010
	Chapter 6: Staffing and Administration Section 10: ICCS	6.10

Preamble

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

6.10 Inmate Call Control System

Refer to: [Corrections Act Regulations](#)

Refer to: [Adult Custody Policy](#)

Refer to: [NFPC SOP 1.27 Smart Cards](#)

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6.10.1 Purpose

The Inmate Call Control System (ICCS) provides inmates with telephone access to the community. This system meets statutory and regulatory obligations while enhancing protection to victims, including threats to public safety.

6.10.2 Authority

Intercepting, examining, recording, monitoring or restricting inmate communication using the Inmate Call Control System is subject to Section 19 of the [Correction Act](#) and sections 13, 14 and 15 of the [Correction Act Regulation](#).

6.10.3 Smart cards


1. Upon admission, inmates are issued a "Smart Card."
2. Inmates use these cards to activate living unit telephones regardless of the type of call.

6.10.4 Smart card debit strip

1. The inmate smart card funds balance is recorded within the transaction account management system and accessed via the card.
2. To initiate or increase the debit balance, the inmate must follow procedures posted in his living unit. This allows for the transfer of funds from their trust account to their call control trust account.

6.10.5 Call types—toll calling

1. Telephone calls through the ICCS are normally subject to toll charges, described as either "debit" or "collect" calls.
2. Debit calls are subject to a charge against the inmate's call control trust account. This amount is currently \$5.00 and is set from time to time as directed by the ADM, Corrections Branch.
3. Collect calls are subject to a charge against the recipient. This amount is set from time to time by the Canadian Radio-television and Telecommunications Commission (CTRC).

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6.10.6 Call types—subsidized calling

1. Calls normally associated with parties who have privileged communication are subsidized by the Corrections Branch and provided at no cost to the inmate.
2. A list of organizations and professionals authorized for toll-free calling is approved and maintained by the provincial director, Adult Custody Division.
3. The NFPC ICCS administrator may enter individuals or organizations into the ICCS database if the party's identity or status is consistent with the toll-free list established in section 6.10.6(2).

6.10.7 Privileged communications


1. Call monitoring is governed by section 14(1)(a), (2) and (3) of the *Correction Act Regulation*.
2. Calls to individuals to whom privilege is extended by section 13 of the *Correction Act Regulation* are not monitored or recorded.
3. A phone number entered into the ICCS database as "privileged" is not monitored or recorded.
4. Inmates are directed to contact 1-888-952-7968 toll-free to request telephone numbers for client/solicitor communications to be entered into the database.
5. Such requests are received and investigated by the program analyst for verification.
6. Upon verification, the program analyst asks the local site manager to enter the phone number(s) in the database as "privileged".
7. The program analyst verifies the entry in the database.
8. The program analyst sends a letter to the inmate and solicitor within three business days of the inmate's request to confirm that the number was entered in the database or deny the request when verification cannot be achieved.

6.10.8 Call blocking

1. The deputy warden or designate may initiate or remove individual and/ or global call blocking.
2. The deputy warden or designate will provide records of circumstances and justification for call blocking.
3. Inmates or other parties may dispute the validity of a call block by submitting their dispute in writing to the deputy warden.

6.10.9 Smart card possession

1. Inmates are prohibited from using or converting another inmate's smart card for his own use.

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	Chapter 6: Staffing and Administration Section 10: ICCS	6.10

- Inmates must retain possession of their cards at all times other than during transfer to courts or other centres.
- Inmates will be charged a \$5.00 fee to replace smart cards intentionally or negligently destroyed or damaged by the inmate. This amount is set from time to time by the ADM, Corrections Branch.
- Staff will provide alternate means of making privileged calls when the inmate's card is destroyed or damaged and he refuses to pay the replacement fee.

6.10.10 Automated system notification

- All ICCS calls include automated system notifications to the inmate and the called party at the point-of-call connection.

- Automated system notifications are standardized as follows:


- Debit call: "You have a call from [inmate name] at a B.C. Corrections facility. You will not be charged for this call. This call is from a correctional institution and is subject to monitoring and recording. If you do not wish to accept this call, please hang up now. To accept the call, press 0. To deny this call and prevent further calls from this facility, press 5. If this is a client/solicitor call, please do not discuss confidential legal matters until arrangements have been made to establish this telephone number as a privileged number that will not be subject to recording or monitoring. To do this, please call our toll-free number at 1-888-952-7968."

- Collect call: "You have a collect call from [inmate name] at a B.C. Corrections facility. This call is from a correctional institution and is subject to monitoring and recording. If you do not wish to accept this call, please hang up now. To accept the call, press 0. To deny this call and prevent further calls from this facility, press 5. If this is a client/solicitor call, please do not discuss confidential legal matters until arrangements have been made to establish this telephone number as a privileged number that will not be subject to recording or monitoring. To do this, please call our toll free number at 1-888-952-7968."

- Privileged call: "This is a confidential call and will not be monitored or recorded. If this is a client/solicitor call and you wish to add additional telephone numbers for client/solicitor communications, please call 1-888-952-7968 to make those arrangements."

6.10.11 Notification

- On admission to NFPC, inmates receive a written notice. The notice states: "All telecommunications, other than those to privileged parties, are recorded. Recorded calls may be monitored (i.e. listened to or otherwise accessed and reviewed) when the Director has individualized reasonable grounds to believe that an inmate's telecommunications may disclose a threat to the management, operation, discipline or security of the institution, including a threat to public safety."
- Inmates are asked if they understand the notice. The Admission and Discharge staff member explains the notice if inmates state that they do not understand.

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3. Inmates are asked to sign the notice. When an inmate refuses to sign the notice the staff member reads the contents of the written notice to the inmate and records this on the form.
4. Every telephone location has a conspicuous notice posted immediately adjacent to it. The notice is as follows: "All telecommunications, other than those to privileged parties, are recorded and may be listened to."
5. Every telephone location includes posted notification identifying the process to establish a privileged phone number in the ICCS database. This is also referenced in pre-call recordings.


6.10.12 Designation

1. ICCS user designation is categorized as follows:
 - i. Type 1 users – Records officer access (not able to access recorded calls);
 - ii. Type 2 users – Access to recorded calls; and
 - iii. Type 3 users – Access to recorded calls and administrative access to
 - iv. add users and change passwords as required
2. Only a manager or correctional supervisor with written designation from the warden or designate is authorized to monitor calls or retrieve and listen to archived recorded calls.
3. All designations are signed and dated on form ICCS2.

6.10.13 Access to archived recorded calls

1. An ICCS record may only be accessed by a manager or correctional supervisor designated by the warden in circumstances where the warden has individualized reasonable grounds to believe that an inmate's telecommunications may disclose involvement in illegal activities, harassment or harm to others or a threat to the management, operation, or security of the correctional centre, including a threat to public safety. Refer to section 14(3) of the [Correction Act Regulation](#).
2. In each case of access, the manager or correctional supervisor completes the ICCS Record of Monitoring form setting out the grounds required by section 6.10.13(1). The warden or designate signs and dates the Record of Monitoring form authorizing the manager or correctional supervisor to retrieve and listen to archived recorded calls.
3. Information received from police or other external agencies must be sufficient to establish the reasonable grounds identified in section 6.10.13(1). In such cases, the rationale and source are noted on the form.
4. Any person wilfully accessing ICCS records outside of the justification set out in 6.10.13(1) may be subject to disciplinary sanctions and/ or civil action.
5. Designated individuals in subsection 6.10.12(2) require written approval from the provincial director or deputy provincial director to retrieve archived calls from another correctional centre.

6.10.14 Monitoring calls

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	Chapter 6: Staffing and Administration Section 10: ICCS	6.10

1. The warden or authorized manager or correctional supervisor exercises diligence in only listening to calls when there are reasonable grounds to believe that the inmate's conversations with third parties may disclose illegal activities, harassment or harm to others, or a threat to the management, operation, or security of the institution, including a threat to public safety. Refer to section 14(3) of the [Correction Act Regulation](#).
2. Individualized grounds do not have to meet the standard of "reasonable and probable grounds." However, they must be consistent with some level of reasonable belief. The reasonable belief must be associated with an inmate or even a group of clearly associated inmates.
3. In each case of access, the manager or correctional supervisor completes the ICCS Record of Monitoring form setting out the grounds required by section 6.10.14 (1). The warden or designate signs and dates the Record of Monitoring form authorizing the manager or correctional supervisor to monitor calls.

6.10.15 Dissemination of ICCS Records


1. When an authorized access of an ICCS record discloses evidence of a criminal offence, the manager or correctional supervisor may relate the content of the accessed records to the police.
2. When police seek to seize or access a record, staff only release or allow access to the record upon receipt of satisfactory legal authorization (search warrant or court order).

6.10.16 Disclosure of information

1. Information retrieved from monitored phone calls is conveyed to a deputy Warden for a decision on the level of information dissemination to other staff based on the "need to know".
2. Information retrieved from monitored calls will be provided to police or other agencies when there is:
 - i. A valid warrant or court authorization for the digital record,
 - ii. Legislated authority, or,
 - iii. Reason to believe that there is a threat to public safety.

6.10.17 Retention and destruction

1. When required, a hard copy (i.e. CD) of retrieved archived call recordings or call detail records is created in response to formal investigations including:
 - i. A critical incident review;
 - ii. Investigation of staff or contractor misconduct; and
 - iii. Situations when legal action has occurred or is likely to occur.
2. Materials created according to 6.10.17 (1) are retained on site for the current year, plus an additional two years. These materials are then moved to off-site storage.

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6.10.18 Training (under review)

6.10.19 Disputes

1. The designated ADW or correctional supervisor will respond to inmate disputes with respect to charged calls when the service is terminated without cause by system software or by the action(s) of an individual.
2. Activity that the inmate knows (or should have known) to be prohibited by ICCS, including but not limited to “third party calling,” is just cause for call termination.


6.10.20 Family urgency

The correctional supervisor for the area in question will assist inmates in placing or receiving telephone calls with family or friends when a legitimate emergency is determined.

6.10.21 Indigent inmates

Correctional supervisors, using the CS smartcards, will permit indigent inmates to place calls to:

- i. Legal counsel;
- ii. Persons or agencies identified as “privileged” under the Regulations; and
- iii. To family, following initial admission to custody.

	North Fraser Pre-trial Centre Standard Operating Procedures	Created Dec. 2, 2010
	Chapter 6: Staffing and Administration Section 11: Privacy and Information Breach	6.11

Preamble

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

6.11 Privacy and Information Breach


Refer to: [Freedom of Information and Protection of Privacy Act](#)

Refer to: [Adult Custody Policy section 7.5](#)

Refer to: [Information Incident Management Process](#)

6.11.1 Definitions

1. An *information breach* is any situation where confidential information is collected, used, disclosed, accessed, disposed of or stored, either accidentally or deliberately, that is not authorized in adult custody policy (ACP), or standard operating procedures (SOP), and which cause concern for the good order, safety and operation of the centre, and the public image and reputation of the adult custody division.
2. *Confidential information* includes, but is not limited to:
 - i. centre design layout and blueprints;
 - ii. staffing levels and security practices;
 - iii. emergency response plans;
 - iv. contingency plans.
3. *Personal information* is a type of confidential information, the collection, use, storage, disclosure and disposal of which is specified in legislation. Under the *Freedom of Information and Protection of Privacy Act* (FOIPPA Act), “personal information” means recorded information about an identifiable individual other than business contact information. Personal information can be about government employees, government clients or others and may be held by government or administered by service providers on behalf of government.
4. A privacy breach is any situation where personal information is collected, used, disclosed, accessed, disposed of or stored, either accidentally or deliberately, that is not authorized by the *Freedom of Information and Protection of Privacy Act* (FOIPPA Act).
5. Personal information includes, but is not limited to:
 - i. race, national/ethnic origin, colour, religious or political beliefs or associations;
 - ii. age, sex, sexual orientation, marital status;
 - iii. identifying number or symbol such as social insurance number or driver’s license number;
 - iv. fingerprints, blood type, DNA prints;
 - v. health care history;
 - vi. criminal records;

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6. *Information Incidents* include any situation real or perceived where the security of personal or confidential information may have been breached. These situations are considered critical incidents and are subject to reporting requirements.

6.11.2 Responsibility

All branch employees bear the responsibility for, and are accountable for the protection of confidential and personal information in their custody or control


6.11.3 Reporting

1. All real or potential information incidents must be reported to the assistant deputy warden (ADW) or designate, and the warden immediately.
2. The ADW will initiate contact with the Government Chief Information Officer without delay by:
 - i. Calling the Shared Services BC Service Desk at s.15 or toll-free at s.15 (available 24 hours a day) and selecting Option 3 and requesting a “Security Investigation”. This will invoke the Information Incident Management Process.
3. The ADW will also initiate contact with the Ministry Chief Information Officer s.15 without delay by calling s.15

6.11.4 Response

After notification has occurred as noted in 6.10.3, refer to the link where you will be directed through the remaining steps in managing an information incident: [Information Incident Guide](#)

- i. **Report** the incident as soon as possible to the Shared Services BC Service desk s.15
- ii. **Recover** the information if possible to contain the incident and lessen the impacts.
- iii. **Remediate** the incident by working with investigators and others to resolve the incident and notify any affected individuals.
- iv. **Prevent** information incidents through prudent information management.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Nov 12, 2008
	Chapter 7: Inmate Health Services Section 1: Emergency Escort Information	Subsection: 7.01

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

7.01 Emergency Escort Information

Refer to: [*NFPC Standard Operating Procedures 1.21*](#)

7.01.1 General


1. In the event of an emergent escort to a health facility, it is imperative that information sharing between health services staff and adult custody staff is clear, concise and timely.
2. To ensure information flow is seamless, health staff will, upon determining the need for an emergent unscheduled escort, complete the “*HS005 Health Info – ER Transfer Form*”.

7.01.2 Procedure

1. The health staff generating the escort or completing the *HS005* form will, as soon as it is completed provide a copy to the control supervisor or in that posts absence, the ADW – regulations or the nightshift CS.
2. The control supervisor has primary supervision of all escorts and will arrange staffing, risk assessment, and equipment for the escort in consultation with the scheduler.
3. In the absence of a control supervisor, the ADW-regulations will notify the correctional supervisor for the pod in which the inmate is housed, to prepare for the escort and convey the appropriate timelines.

7.01.3 Documentation

Upon completion of the escort, the *HS005* form will be forwarded to administration.

	North Fraser Pretrial Centre Standard Operating Procedures		Issued: Dec 23, 2008
	Chapter 7: Inmate Health Services Section 2: Health Care Cell Placement		Subsection: 7.02

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

7.02 Health Care / Isolation/ Negative Pressure Cell Use

7.02.1 General


Inmates may be assigned to health care cells by a correctional supervisor for operational needs or on advice of a health care professional. For the purpose of this SOP, a health care cell also includes isolation, and negative pressure cells.

7.02.2 Documentation

1. The officer who made the decision to place an inmate into a cell is required to record in the inmate’s progress log:
 - i. the reason for the decision
 - ii. any instructions to staff regarding the observation or management of the inmate
2. The segregation officers are responsible for the supervision of health care cells and for maintenance of “client logs” of the inmates housed in those cells.

7.02.3 Placement Review

1. Inmates housed in health care cells shall be reviewed daily by the classification officer to determine whether he continues to require this placement.
2. Inmates shall be removed from health care cells and will receive alternate placement at the earliest reasonable opportunity.
3. Inmates housed in health care for medical issues shall only be removed from that placement, in consultation with the health care provider.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: July 06, 2009
	Chapter 7: Inmate Health Services Section 3: Medication Distribution	7.03

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

7.03 Medication Distribution

7.03.1 Authority

Refer to: [Adult Custody Policy Section 9.6](#)

Refer to: [Health Care Services Manual](#)

7.03.2 Medication Dispensing Policy


1. Medication distribution will only be conducted by qualified personnel. "Qualified personnel refers to corrections staff that have completed medication distribution training. Officers are not to participate in medication distribution beyond security and supervision.
2. The inmate "smart card" will normally provide adequate proof of inmate identity. Positive identification must be made before any medication is administered. The Health Care staff who is distributing medication must confirm the identity of the inmate in question by viewing the picture on the inmate's smart card. In the event that the viewing of the smart card does not confirm an inmate's identity, the inmate photos and physical identifiers on cornet, will be used to ensure positive identification.
3. Corrections staff will facilitate requests by health care personnel to make direct in-person contact with the patient regarding the administration of priority medication as per Health Care Services Manual Section 7.2

7.03.3 Officer Supervision of Medication Distribution

1. Officer supervision is required for individual medication distribution from the health care, or any medication wicket.
2. General medication in the pod lobbies shall be supervised by s.15 s.15 directly supervising the consumption of medication, and s.15 controlling movement from the unit entrance door.
3. When medication is being dispensed by health care staff on a living unit, s.15 staff must be directly escorting the nurse at all times, including movement from cell to cell.

7.03.4 Medication Distribution in Records for Court Movement

1. The duty nurse will be escorted from HCC to the records secure area by a programs officer. The nurse provides the programs staff with a print out indicating the inmates going to court that require medication.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: July 06, 2009
	Chapter 7: Inmate Health Services Section 3: Medication Distribution	7.03

2. Records security staff will place inmates who will receive medication in a separate holding tank, and will assist in the orderly movement of these inmates to the “pass through” at the programs officers’ request.
3. The nurse will utilize the face sheets in the court binder to confirm the identity of each inmate, prior to dispensing the medication.
4. The programs officer will request specific inmates, monitor the distribution of the medication, and the appropriate requirements for inmates consuming methadone (bread / 20mins). Generally, methadone will be dispensed first, and records security staff will assist with the twenty minute monitoring requirement.
5. Medication will also be dispensed to inmates from other centers, en route to court in the same manner.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Feb 14, 2011
	Chapter 7: Inmate Health Services Section 4: Methadone	7.04

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

7.04 Use of Methadone

Refer to: [Adult Custody Health Care Services Manual Section 10.1](#)

7.04.1 General

1. Inmates who are on methadone when they are admitted to the centre are not automatically approved for continuation.
2. Where, in the opinion of the centre physician, withdrawing methadone would adversely affect the health of the inmate, methadone maintenance may be continued. Only the centre physician may add or remove an inmate from methadone distribution.
3. Methadone maintenance treatment will not be initiated for inmates who are addicted to heroin.
4. s.15
5. Inmates on methadone maintenance shall not be transferred to a centre where the treatment is unavailable except with the approval of the centre physician.
6. Methadone is to be administered by a nurse accompanied by an officer(s) who shall maintain close supervision to ensure that the inmate ingests the methadone fully and does not regurgitate it.
6. Inmates participating in methadone distribution must sign a contract acknowledging that failure to follow methadone distribution procedures may result in being removed from the methadone program.
7. Inmate non-compliance with program expectations must be brought to the attention of the MD and must be recorded in his CLOG. Officers do not have the ability to remove an inmate off the methadone program.

7.04.3 Daily Routine

1. Methadone distribution occurs 7 days a week. Monday thru Friday it commences at 0915 and is generally completed by 1300. On Saturday, Sunday and holidays the program commences at 1000.
2. Inmates going to court receive their Methadone prior to going to records. This is done via the HCC window with the assistance of a programs officer.

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Feb 14, 2011
	Chapter 7: Inmate Health Services Section 4: Methadone	7.04

3. Programs officers receive a list of inmates for methadone distribution daily. Officers will ensure that the methadone list is checked for contact concerns every afternoon if new participants are added from the previous day.
4. The distribution of methadone is supervised by one or more programs officers with assistance from an operations officer from each respective pod. Methadone is distributed by the nurse from the designated secure health care office in the pod lobby.
5. All inmates are required to show ID in the form of a wristband or smartcard prior to receiving methadone. Methadone will not be dispensed to inmates without identification confirmation.
6. Inmates are not allowed to bring cups, juice or any food / drink item, or container to methadone distribution.
7. Inmates who have received methadone are required to ingest water and a piece of bread. The inmate will then be frisked and secured in the pod programs room for a minimum of 20 minutes.
8. While in the programs room, inmates are to be under constant staff supervision.
9. At the end of the 20 minute period, inmates may return to their units after being frisked out of the programs room.
10. The programs room is to be frisked prior to placing the inmates in the room, and upon completion of the methadone distribution. Magnets found in the store rooms are to be placed over the windows to minimize contact between inmates.

7.04.4 GP ESP Inmates


ESP inmates are placed separately from the GP inmates for reasons of safety and security. After receiving methadone they may be placed in the pod visit area (monitored by pod control) if available, or may remain in the pod lobby with the officers for the 20 minute waiting period.

7.04.5 Volume of Inmates

If the number of inmates receiving methadone in a pod exceeds s.15 the programs officers will divide the distribution into smaller manageable groups.


7.04.6 Protective Custody

1. Protective custody inmates from s.15 and s.15 must be kept separately from each other. This will be done with the use of the s.15 programs room, HCU holding cells (if available), or by running two completely separate distributions.
2. s.15 and s.15 inmates are given their methadone in HCU during their hour out from s.15

	North Fraser Pretrial Centre Standard Operating Procedures	Amended: Feb 14, 2011
	Chapter 7: Inmate Health Services Section 4: Methadone	7.04

7.04.7 Segregation Inmates

1. Segregation inmates who are single bunked will receive their methadone, bread and water through the meal port, and will be monitored remotely for 20 minutes by the segregation desk officer.
2. Segregation inmates who share a cell will receive their methadone, bread and water in the segregation exercise yard, and will remain there for 20 minutes, monitored remotely by the segregation desk officer.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Aug 05, 2008
	Chapter 7: Inmate Health Services Section 5: Inmate Mental Health	7.05

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

7.05 Inmate Mental Health

7.05.1 Authority

Refer to: [Adult Custody Policy section 9.10 / 9.11](#)

Refer to: [Mental Health Act](#)

7.05.2 Clinical Reassessment

In accordance with the [Health Care Services Manual](#), all referrals or requests for reassessment between clinicians must appear in writing in the inmate's health care file. This written referral should include the reason for requesting a reassessment.

7.05.3 Psychiatric Reports

Psychiatric reports may be made available to authorized persons, including crown counsel, members of the BC board of parole, members of the national parole board and probation officers when:

- i. The author of the report gives consent.
- ii. The author of the report is not available.
- iii. When in the opinion of the senior medical officer the information contained in the report is such that, in order to protect the public or the inmate, the appropriate authorities should be advised of its contents.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Aug 05, 2008
	Chapter 7: Inmate Health Services Section 6: Suicide Prevention - High Risk	7.06

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

7.06 Suicide Prevention/High Risk Status

Refer to: [Adult Custody Policy Section 9.13](#)

7.06.1 Objective

The policy is intended to provide information and direction to officers and health care contractors with respect to the assessment and management of “high risk suicide” inmates in the North Fraser Pre-trial Centre. A “high risk suicide” inmate is one who, on a balance of probabilities, presents a serious and immediate risk of self-harm.

7.06.2 Assessment & Response

1. On admission to the centre, and prior to placement on a living unit, inmates will be assessed by a health care professional for suicide ideation. This includes a nurse and mental health screener.
2. During initial intake records, classification, and unit officers will observe inmates for behaviours indicative of the potential for self-harm and review the inmates’ progress log and provincial case file for history of suicide risk.
3. Inmates incarcerated at the centre who are identified to present a serious and immediate risk of self-harm will be reported to a health care professional, and correctional supervisor without delay.
4. A health care professional or correctional supervisor may invoke “high risk suicide status”.
5. “High risk suicide” inmates will be confined in the segregation unit for medical observation.
6. “High risk suicide status” may only be withdrawn in consultation with a health professional.


7.06.3 Notification

1. “High risk suicide status” will be documented on the inmate’s “alerts” and “clog” screens in cornet as soon as that determination is made.

7.06.4 Suicide Precautions - Cell Contents

Inmates considered to be at risk of self harm will have their cell effects limited to:

- ii. ^{s.15} Mattress

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- s.15
- iv. One item of reading material
 - v. One roll of toilet paper
 - vi. Paper cup
 - vii. Paper plates and eating utensils removed following each meal

7.06.5 Supervision Level


1. Constant video monitoring augmented by site observations by segregation officers at intervals of s.15
2. Toothbrush, toothpaste, soap, comb and towel provided during exercise period under direct officer supervision and secured following use.
3. Razor blade possession prohibited
4. No access to electrical appliances.
5. Reviewed by the correctional supervisor and duty nurse every twenty four hours.

7.06.6 Observation Documentation

1. The segregation officers will record observations of “high risk suicide status” inmates on each shift.
2. The observations will be documented in the inmate’s CLOG for review by the correctional supervisor, duty nurse, and clinician.

7.06.7 Removal

1. Removal from “high risk suicide status” will be entered on the inmate’s alert screen and “clog”.
2. Once an inmate is “cleared from high risk suicide status” by health care staff, a correctional supervisor may authorize alternate placement and programming dependant on the inmates needs.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Sept 4, 2009
	Chapter 7: Inmate Health Services Section 7: Do Not Resuscitate Orders (DNR)	7.07

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

7.07 Do Not Resuscitate (DNR) Orders

Refer to: [Adult Custody Policy Section 9.22](#)

7.07.1 Objective

The policy is intended to provide information and direction to officers regarding inmates with "Do Not Resuscitate Orders" or "DNR's". This is an order written by the center physician directing health care workers and emergency services personnel with respect to medical intervention.

7.07.2 Confidentiality

1. DNR orders are confidential medical orders that are not divulged to corrections staff. A DNR order would be recorded in cornet as a "medical alert".
2. NFPC has 24hr medical staff, therefore all current documentation and records of DNR orders will be maintained in the health care center, and will be provided to paramedics by the nurse.

7.07.3 First Response

Correctional officers are required to administer first aid and attempt to maintain life until the arrival of medical personnel.

7.07.4 Stopping Emergency First Aid

The preservation of life is a key principle in the adult custody division. Correctional staff may not stop emergency first aid unless they are relieved or directed to stop by attending health care staff, or emergency services personnel.

7.07.5 Health Care Staffing Issues

In the event of labour disruption or the withdrawal of services by the health care provider where 24 hr nursing coverage is not available, all active DNR orders will be stored in the CS office as described in [Adult Custody Policy Section 9.22.4](#).

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Sept 4, 2009
	Chapter 7: Inmate Health Services Section 8: Inmate Fasting	7.08

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

7.08 Inmate Fasting

Refer to: [Adult Custody Policy Section 9.16](#)

Refer to: [Health Care Services Manual Section 16](#)

7.08.1 Definition

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

7.08.2 Right to fast


1. Even though correctional staff are charged with providing “necessaries of life” (section 215 of the [Criminal Code of Canada](#)) and the safekeeping of inmates within the correctional centre, inmates have the right to fast, even to the point of death.
2. Staff do not interfere with an inmate’s exercise of this right, provided the inmate is:
 - i. Old enough to consent to their own medical treatment;
 - ii. Mentally competent; and
 - iii. Conscious.

9.16.3 Notification

1. When it becomes known that an inmate is fasting, correctional staff ensure notification is given to the Warden, and Health care professional, immediately if the inmate has already been fasting for 24 hours or more, or within 24 hours if the inmate has commenced fasting.
2. Within 24 hours of receiving notification, the warden ensures that the inmate’s next-of-kin are advised.
3. The assistant deputy minister, Corrections Branch, is notified of fasting inmates as soon as the fast:
 - i. Becomes a matter of public information;
 - ii. Seriously disrupts management of the correctional centre; or
 - iii. Reaches the tenth day, whichever occurs first

9.16.4 Observation

1. Inmates who are fasting will be housed in an observation cell in the segregation unit.
2. While the inmate continues to fast, health care staff will monitor the patient’s condition daily including vital signs, weight and mental status.

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	Chapter 7: Inmate Health Services Section 8: Inmate Fasting	7.08

9.16.5 Staff Response


1. Staff will keep the inmate under close observation and will maintain frequent communication.
2. Staff will encourage the subject to accept sustenance at all times. Meals and water will be placed inside the inmate's cell and left there until replaced by the next scheduled meal.

s.15

4. Staff will inform medical staff immediately of deterioration in the inmate's health, especially loss of consciousness.

9.16.6 Documentation

Officers will document in CLOG any comments or statements the inmate makes regarding the cause or duration of the inmates fast. Staff will also document the delivery and inmate response to all meals or nourishment as well as basic observations and behaviour.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Oct. 30, 2009
	Chapter 7: Inmate Health Services Section 9: Transgender Offenders	7.09

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

7.09 Transgender Offenders

Refer to: [Adult Custody Policy Section 9.17](#)

Refer to: [Corrections Act Regulation Section 17, 18](#)

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

7.09.1 Introduction

1. Transgender offenders are individuals genetically of one gender with a psychological urge to belong to the other gender.
2. These individuals are characterized by discomfort about their anatomical gender and by behaviour associated with the other gender.
3. They are usually in the process of surgically changing their gender.

7.09.2 New Admissions


1. When the gender of a new intake offender is unclear or in question, an assessment including an examination will be completed by the intake nursing staff. If there will be a delay in the assessment, the inmate will be held in separate custody.
2. The intake nursing staff forward gender confirmation to corrections staff and document their assessment on both the HEIN and ALERT screens in Cornet, as well as the PAC system.
3. In the event that a transgender offender is deemed female by medical staff, they will immediately be isolated in separate custody, and arrangements made for transportation to a female facility.

7.09.3 Re-admissions

1. On re-admission, when a previous medical assessment has occurred, a reassessment is done by the intake nurse to determine the inmate's progress as outlined in the *Adult Custody Policy*.
2. The assessment will again determine the offenders gender.
3. Health care staff will update their assessment on PAC and both the HEIN and ALERT screens in Cornet.

7.09.4 Searching

Upon arrival at NFPC transgender offenders may be frisk searched by male or female officers. Upon confirmation from health staff that the offender is in fact male, a routine intake strip search may be conducted by male officers.


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7.09.5 Placement

Transgender offenders who are confirmed to be male by health staff will be assessed and processed as a regular offender. As with all intake, they will be managed according to internal classification officer discretion, based on their overall history behaviour, background and security/placement needs.

7.09.6 Notification

The ADW of regulations or designate is notified by telephone regarding the admission and placement of any transsexual inmate.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Jan 13, 2010
	Chapter 7: Inmate Health Services Section 10: After Hours Health Information	7.10

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


7.10 After Hours Health Information

7.10.1 General

Correctional centres that do not have 24hr nursing coverage rely on the larger centres that do for after hour’s medical information. In the event that another centre has an emergent after hours medical incident, they may require contact with the NFPC health centre for medical information contained in the “PAC”. Emergent health care calls from other centres are considered serious and require appropriate and timely response by staff.

7.10.2 Central Control Responsibilities

The control officer, upon receiving a call from another centre for emergency health information will immediately transfer the call to the appropriate health centre line. In the event that the call rings back, or the person calls back again due to no answer, the call will be held in control, and another officer dispatched to locate the duty nurse. The call will be forwarded as soon as the nurse is located.

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Jan 05, 2011
	Chapter 7: Inmate Health Services Section 11: Inmate Injury (Minor)	7.11

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

7.11 Inmate Injury Reports

Refer to: [Adult Custody Policy Section 9.2](#)

7.11.1 General

1. In the event of an injury to an inmate, the report of client injury form, as well as an incident report, is completed.
2. Once completed, the form is stored in administration and a scanned copy of the form is attached to the Client Log in CORNET.
3. When practical and medically assessed as serious, inmate injuries resulting from use of force or a critical incident are photographed.

Details to be entered on the report of client injury form

1. Sections of the report of client injury form to be completed include:
 - i. General information;
 - ii. Details of incident;
 - iii. Details of injury;
 - iv. Comments by the correctional supervisor, health care attendant, inmate, and warden or designate; and
 - v. Inmate management issues.
2. Details of the injury and how it occurred are entered on the form.

Health care attendant's comments


1. Without breaching medical confidentiality, the health care attendant enters brief comments in the health care attendant section of the report of client injury form.
2. The disposition of the case and follow-up care are also indicated in this section.

Assistant deputy warden's comments

The warden or designate endorses the form and indicates whether a critical incident review is recommended. Refer to section *Adult Custody Policy* 2.14.8.

Distribution of injury report

Upon completion, a copy of the injury report is forwarded to:

	North Fraser Pretrial Centre Standard Operating Procedures	Issued: Jan 05, 2011
	Chapter 7: Inmate Health Services Section 11: Inmate Injury (Minor)	7.11

- i. Deputy warden of operations, for the purpose of retaining the original form at the correctional centre where the injury occurred;
- ii. CORNET Client Log, to be attached as a scanned copy

Notification

1. In the case of serious injuries or death of an inmate, the notification requirements of section [Adult Custody Policy 2.13](#) apply. Refer to [NFPC SOP 2.12](#)
2. Serious injury is defined as requiring overnight admission to hospital rather than first aid treatment.
3. The report of client injury form is completed and distributed according to established procedures.