

Fraser Regional Correctional Centre Inmate Benefit Fund

	Actuals FY11	Actuals FY12
Revenue		
Hobby Revenue	30	35
Telus Commission	9,372	6,877
Canteen Commission	61,761	68,246
Christmas Hampers	4,650	4,768
Bank Interest Revenue	1,343	1,785
Sierra Specialty Dinners	23,836	19,793
Bottle Refund	465	258
Miscellaneous Revenue	0	0
Special Events	-108	0
Sportswear Revenue	1,587	2,964
XBox Consoles	0	2,793
Xbox Memory Cards	258	0
TOTAL REVENUE	103,195	107,519
Expenses		
Cable	2,227	2,484
Dishlink Satellite	300	0
Hobby Expense	91	381
Sports Equipment	24,587	14,021
Sportswear	1,121	2,603
Indigent Phone Card	270	240
Computer Expense	0	5,887
Contribution to other centre IBF	0	4,500
Subscription Expense	7,488	10,878
Sierra Specialty Dinners	21,788	21,790
Video Rental	4,036	3,770
Core Programs	1,200	2,925
Christmas Hampers	4,429	3,956
Courier Expense	176	180
XBox Expense	16,429	70
Games Purchases	2,509	7,791
Haircut	1,188	1,469
Microwave Purchase/Repair	9,678	4,866
Small Appliances	3,797	4,471
Furnishings and Fixtures	868	0
Tournament Prizes Expense	4,061	1,725
TV Purchase Expense	21,361	21,523
TOTAL EXPENSE	127,605	115,531
NET INCOME	-24,410	-8,012
Bank Balance (Projected)	65,717	57,705

FRASER REGIONAL CORRECTIONAL CENTRE

Standard Operating Procedures

S. DiCatri, Warden

September 15, 2011

Subject: Inmate Correspondence

1.01 General

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

In accordance with section 14 of the Correction Act Regulation, staff will not monitor mail unless provided with direction to do so by a Deputy Warden. If staff suspects a letter should be examined, the letter will be forwarded to a Deputy Warden. If staff suspect the content of either incoming or outgoing correspondence contains information which indicates the inmate is;

- i.) Involved in illegal activities
- ii.) Harassing or causing harm to others, or
- iii.) Participating in an activity that may jeopardize the management, operation or security of the Correctional Centre they will forward the correspondence to the Assistant Deputy Warden or in their absence, the Correctional Supervisor who in turn will forward it to the Deputy Warden of Operations accompanied by written reasons from the officer detailing the reason(s) for suspicion.

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

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

1.02 Privileged Correspondence

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

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

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- the Director;
- a member of Parliament or of the Legislative Assembly;
- the Ombudsman;
- if the inmate is detained or subject to a warrant for arrest and detention under the *Immigration Act* (Canada), an immigration officer as defined in the Act, or, if the inmate is detained or subject to a warrant for arrest and detention under the *Immigration and Refugee Protection Act* (Canada), a person designated as an officer under that Act;
- the inmate's lawyer, or a lawyer from a jurisdiction other than British Columbia who is able to satisfy the person in charge that he or she is qualified to practise law in that jurisdiction and is a lawyer representing the inmate in respect of a legal matter in that jurisdiction.
- British Columbia Human Rights Tribunal (BCHRT)

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

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

1.03 Mail Registry

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

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

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

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

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

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

1.04 Examination of Contraband

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

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

1.05 Restricted Communication

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

- Involved in illegal activities
- Harassing or causing harm to others
- Participating in an activity that may jeopardize the safety security or operation of the Centre
- Has a court order that restricts or prohibited 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 give reasons for the restriction.

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1.06 Correspondence with Youth

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

1.07 Suspicious Mail

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

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

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

1.08 Police Access

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



To:

Date:

Under the provision of Sec 14(4) of the *Correction Act Regulation*, all incoming mail to the *Name of Correctional Centre* is opened to ensure that contraband is not concealed within the piece of mail. The mail you sent to the correctional centre was not forwarded to the inmate as it contained one of the unapproved items listed below; therefore the entire contents have been returned to you. Correctional centres have encountered many instances where items similar to the one(s) included in your correspondence have been used to purposefully conceal drugs or other illegal substances. In order to safeguard the health and safety of the individuals in custody and the staff employed at this correctional centre, all letters containing any the following unapproved items are returned to the sender.

- ☐ Lottery tickets;
- ☐ Jewellery;
- ☐ Prescription medications;
- ☐ Electronic devices, cassette tapes, CD's, DVD's;
- ☐ Plastic/laminated cards or items – pre-paid telephone, credit/debit cards;
- ☐ Any items that can be purchased through canteen – blank cards, envelopes, writing paper, food items, or make up;
- ☐ Court ordered No Contact/multiple senders;
- ☐ Glued items – stickers, labels, address labels, stamps, tape, musical cards, tri-fold cards;
- ☐ Homemade cards/craft items – taped / glued items such as glitter, sparkles, feathers, dried flowers;
- ☐ Items saturated with perfume or cologne;
- ☐ Substances – lipstick, lip imprints, wax crayon, glitter pens, gel pens, correction fluid/liquid paper, unknown substances or stains;
- ☐ Reading materials not direct from publisher – books, calendars, address books, magazines, crossword puzzles, newspapers;
- ☐ ION scanned positive for illegal substance;
- ☐ Photographs – Polaroid, photo albums, inmate group photos;
- ☐ Inappropriate content or anything that portrays alcohol, drugs, gang symbols, obscene/suggestive/sexually explicit gestures/images, violence, weapons; or material that displays or promotes hatred of any identifiable group;
- ☐ Cigarettes, tobacco, tobacco products;
- ☐ Sharp objects – pens, pencils, paper clips, staples, pins;
- ☐ Letters without a full name or return address;
- ☐ Unapproved clothing item(s);
- ☐ Any other item deemed to threaten the safety, security, management or operation of the correctional centre.

Please note that any monies included in your correspondence will be deposited into the inmate's trust account and a receipt will be forwarded to the inmate.

Mr. H. Draaisma
Deputy Warden
Correctional Centre

October 2012

Protect Communities, Reduce Reoffending

Ministry of Justice

**Corrections Branch
Fraser Regional
Correctional Centre**

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