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7.4. Correspondence (revised: Nov-13)

7.4.1. Correspondence

“Correspondence” means business letters, reports, publications, directives and evaluations.

7.4.2. Categories

There are two categories of administrative correspondence within the Corrections Branch:

1. General—informs staff on matters of general policy or information.
2. Confidential—contains personal or evaluative information relating to operational security, staff, inmates, programs or developments within the Branch.
3. Section 7.4.7 provides procedures related to inmate correspondence.

7.4.3. Handling correspondence

1. The correctional centre establishes procedures for the receipt and distribution of general and confidential correspondence.
2. Personal and confidential correspondence (including “to be opened by addressee only”) is held in safekeeping and not opened unless instructed by the addressee.

7.4.4. Urgent correspondence

If delivery is not immediate and there are no instructions from the intended recipient, the sender is advised of the delay.

7.4.5. Copying

Confidential correspondence is not copied if such action would likely result in general distribution.

7.4.6. Exceptions

The minister and designates may have access to all departmental correspondence except a medical record of an inmate, for the purpose of inspection. This is in accordance with the *Correction Act*, section 27(3).

7.4.7. Inmate correspondence

1. The handling and processing of inmate correspondence is authorized in section 19 of the *Correction Act*, and in section 13 (privileged communication) and section 14 (inmate communication) of the *Correction Act Regulation*.

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2. Correctional centres develop procedures for intercepting, examining, recording, monitoring and restricting inmate correspondence in accordance with the *designation matrix*.
3. Inmate mail is not read unless the assistant deputy warden or higher level approves reasonable grounds for reading the mail.
4. Grounds for monitoring or restricting of mail must be documented.
5. The monitoring of inmate correspondence ceases when the grounds that initiated the monitoring are no longer valid.
6. When an authorized access of an inmate's correspondence discloses evidence of a criminal offence, the manager or correctional supervisor may relate the content of the accessed records to the police.
7. When police seek to seize or access a record, staff only release or allow access to the record upon receipt of a search warrant or court order.

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1.18. Ion Scanner (revised: Nov-15)

1.18.1. Preface

1. An ion spectrometry analyser (ion scanner) is programmed to detect minute traces of drug and/ or explosive substances.
2. The Corrections Branch employs the ion scanner in correctional centres as part of its drug interdiction and security program.

1.18.2. Roles and responsibilities

1. According to Canadian Nuclear Safety Commission (CNSC) requirements, the IONSCAN 400B ion scanner utilized by the Corrections Branch is exempt from nuclear licencing and testing.
2. Each centre operating an ion scanner designates a staff member within the institution who monitors use and maintenance of the device, and complies with the requirements specified by the manufacturer.
3. The designated staff member establishes procedures for training staff to operate the equipment according to the manufacturer's specifications.

1.18.3. Use and authority

1. The ion scanner may be used to:
 - Scan clothing or possessions of anyone visiting a correctional centre;
 - Scan property brought into a correctional centre for an inmate;
 - Scan the possessions or correspondence of an inmate in a correctional centre according to section 10(2) of the *Correction Act Regulation*; and
 - Analyze a substance or sample taken from an article or surface obtained by a correctional officer in the performance of their duties.
2. The ion scanner is only used on the property of staff or contractors in accordance with sections 1.13.6, Authorization for search and detention and 1.14.6, Search authorized by warden.
3. Samples for ion spectrometry are obtained through non-invasive search techniques.
4. The manufacturer provides warm-up and verification procedures to ensure accurate functioning of the scanning device. These procedures include daily and weekly maintenance

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and verification requirements of the scanner. Maintenance of the device is recorded using the *IONSCAN Model 400B Maintenance Log Book*.

1.18.4. Definitions

For the purposes of this section only, the following definitions apply:

1. Non-intrusive search is defined as a:

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2. A visitor who refuses to provide such items is subject to restrictions or prohibitions from visiting.
3. The IONSCAN 400B ion scanner is programmed to identify two threshold levels, an alarm threshold level and an action threshold level. These levels are set by the Corrections Branch and reviewed as required.
4. The alarm threshold level is defined as a numerical value that does not automatically result in action (e.g. refusing or restricting a visit, proceeding with inmate discipline, or returning mail to the sender). It is treated as one piece of information that provides reasonable grounds to suspect that a person may have contraband in his/her possession. Refer to the *IONSCAN Model 400B Substance Threshold Levels* chart.
5. Action threshold level is defined as a numerical value that, once exceeded, is grounds for action (e.g. refusing or restricting a visit; proceeding with inmate discipline; or, denial of mail).
6. Positive reading is defined as a positive indication of trace drug or explosive substance ions on an item, at or above the action threshold level. This reading would indicate recent or current contact with a drug or explosive substance.
7. Qualified personnel are defined as a correctional officer or other Corrections Branch staff member who has been trained and qualified to use the ion scanner.
8. Swiping is defined as a means to rub an approved cotton cloth over an item.
9. Vacuuming is defined as running a small portable designated vacuum over an item.

1.18.5. Response to positive action threshold readings – visitors

1. A positive action threshold reading on the ion scanner is evidence of contraband drugs or explosive substance, or contact with contraband drugs or explosive substance.

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2. It may be used in support of proceedings under the *Correction Act Regulation* regarding searches and visiting procedures.
3. If a visitor's possessions test positive at an alarm threshold level, but do not meet or exceed the action threshold level, he/she is permitted entry and a regular visit if there are no other safety and security concerns identified. Refer to the *IONSCAN Model 400B Substance Threshold Levels* chart.
4. In instances where a visitor's possessions test positive at, or in excess of, the action threshold level, a second swipe is conducted on a second item in the visitor's possession. Regardless of whether the second swipe is negative or positive, the results of both the first and second swipe will be considered in determining an appropriate response. Refer to the *IONSCAN Model 400B Substance Threshold Levels* chart.
5. Each centre has clear policy regarding restrictions imposed on visitors, and when prohibition is the outcome of a positive action threshold reading.
6. Such policy is consistent from centre to centre unless otherwise required by a warden.
7. At a minimum, Corrections Branch policy is as follows for visitors who test positive at, or in excess of, the action threshold level:

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8. Positive action threshold readings that result in denial or restriction of a visit are reported to the warden or deputy warden, and include submission of an incident form with the "Ion" checkbox indicated.

1.18.6. Response to positive action threshold readings – inmate correspondence

1. Inmate correspondence that tests positive at an alarm threshold level, but does not meet or exceed the action threshold level, is accepted in the centre if there are no other safety and security concerns identified. Refer to the *IONSCAN Model 400B Substance Threshold Levels* chart.
2. In instances where inmate correspondence tests positive at, or in excess of, the action threshold level, a second swipe is conducted on a second location of the correspondence. Regardless of whether the second swipe is negative or positive, the results of both the first

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and second swipe will be considered in determining an appropriate response. Refer to the *IONSCAN Model 400B Substance Threshold Levels* chart.

3. Positive action threshold readings that result in denial of inmate correspondence are reported to the warden or deputy warden, and include submission of an incident form with the “Ion” checkbox indicated.



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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