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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: Fraser Regional Correctional Centre**

**Inspection Focus:** Sentence Management Unit

#### **Inspection Team:**

Mathew Laferdy	Lead	Deputy Warden Prince George Regional correctional Centre
Montee Dunbar	Member	Assistant Deputy Warden Fraser Regional Correctional Centre
Chris Zatylny	Member	Inspector Investigation and Standards Office

**Inspection Dates: January 30, 2018- February 1, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the SMU component of Fraser Regional Correctional Centre (FRCC) specifically:

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Sentence Management Unit Component:

- Training and certification;
- Records procedures;
- CPIC;
- Inmate effects;
- Intermittent sentences;
- Inmate releases;
- Classification and case management;
- Temporary absences;
- Inmate files;
- K-files; and
- Parole

The Inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP)
- Corrections Branch Management Services Policy Manual (MSM)
- Correctional Centre Standard Operating Procedures (SOP)
- WorkSafeBC Regulations
- Training records
- Workers Compensation Act (WCA)
- Occupational Health and Safety Regulations (OHSR)
- Agency agreements (MOU)
- Corrections Branch Health Care Services Policy Manual

The inspection team interviewed the following positions;

- Correctional supervisor records
- Correctional officer records
- Victim notification clerk
- Records clerk
- CPIC clerk
- Provincial Health Services Authority (PHSA) health care assistant manager
- Correctional supervisor classification
- Correctional supervisor release coordinator

The inspection checklists are attached as an appendix to this report.

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Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the Prince George Regional Correctional Centre.

The inspection team conducted informal interviews with FRCC staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

### **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at FRCC.

### **Records Procedures**

- The inspection team noted that an inmate who was transferred in from outside of the province was not assessed by a nurse when admitted (For reference, please see checklist #8).
- The inspection team reviewed some files and noted that while policy was followed with most of the files, they found that one did not have anything about being assessed during intake noted in CORNET (For reference, please see checklist #10).
- The inspection team noted that an inmate who was transferred in from outside of the province did not receive a mental health screening when admitted (For reference, please see checklist #11).
- FRCC does not have bio-metric enrollment capabilities (For reference, please see checklist #21).

### **Classification and Case Management**

- The inspection team reviewed ten inmate files for inmates sentenced to over 90 days to assess if case management sentence plans were completed on all inmates. One of ten files checked did not have a case management sentence plan. The inmate had refused to participate in the case planning process (For reference, please see checklist #54).

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- The inspection team reviewed file files of inmates to assess if client log entries on CORNET were completed in accordance with policy. One of the five files checked had a gap of five days between entries. Four of the five files were within the appropriate time limits (For reference, please see checklist #55).
- The inspection team reviewed nine random files – three sentenced, three long-term remanded, and three long-term immigration detainees. The team found that one out of the three sentenced files contained a monthly summary on the CORNET log. The other files appeared to follow policy. (For reference, please see checklist #56).
- The inspection team reviewed eleven files of inmates who had been recently released. Five sentenced inmate files were reviewed. One of these five files contained a closing summary and four did not. Three long-term remand files and three long-term immigration detainees' files were also reviewed. None of the remand and immigration hold inmates' files contained closing summaries (For reference, please see checklist # 57).
- The inspection team reviewed enhanced supervision procedures (ESP) and found that FRCC did not review and update as needed the ESP case plans for inmates who were transferred from another correctional centre (For reference, please see checklist #64).

### **Inmate Files**

- The inspection team reviewed a number of random files and noted that the Adult Custody Report form was placed on the wrong side which is contrary to current file management policy (For reference, please see checklist #72).

### **Recommendations:**

The inspection team recommends that Fraser Regional Correctional Centre management should:

1. Ensure all inmates are assessed by a nurse upon intake as required by Adult Custody Policy section 9.1.12.
2. Ensure the initial health assessment information for each inmate who is admitted to custody is entered in CORNET in accordance with section 1.13 of Health Care Services Policy.



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3. Ensure a mental health screening is performed by a mental health intake screener on all new admissions arriving at the correctional centre within 24 hours of intake as required by Adult Custody Policy section 9.1.12.
4. Ensure the correctional centre install biometric functionality to ensure that inmates active to their centre have their biometrics enrolled as required by Adult Custody Policy section 3.3.13.
5. Ensure there is a case plan for each inmate sentenced to 90 days or more as required by section 4.6.3 and 4.6.13 of Adult Custody Policy.
6. Ensure CORNET client log entries are being completed in accordance with the timelines established in section 4.10 of Adult Custody policy.
7. Ensure case managers make monthly summaries in the CORNET client log for all sentenced inmates, long-term remanded inmates, and long-term immigration detainees in accordance with section 4.10.4 of Adult Custody Policy.
8. Ensure closing summaries are entered into the CORNET client log when a sentenced, long-term remanded inmates or long-term immigration detainees are released as required by section 4.10.5 of Adult Custody Policy.
9. Ensure enhanced supervision placement (ESP) case management plans are reviewed by the receiving correctional centre when an inmate is transferred as per section 4.8 of Adult Custody Policy.
10. Ensure the paper formatting for inmate files is followed as required under sections 4.11.3 and 4.11.4 of Adult Custody Policy.

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**BC CORRECTIONS, ADULT CUSTODY DIVISION**  
Inspection of Fraser Regional Correctional Center  
Sentence Management Component

## TRAINING AND CERTIFICATION

1. Have all records officers completed their certification training, including CORNET and JUSTIN systems? (including backfill) (Review the training records of 5 records officers)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0001
Comments:	
2. Has the ADW of SMU completed the records and system certification training? (Review the training records of ADW of SMU)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0002
Comments:	

## RECORDS PROCEDURES

3. Confirm the ability of records officers to access Adult Custody policy and the Sentence Management Committee site on CorrPoint from their work station. (Ask 5 records officers)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0003
Comments:	
4. Confirm the ability of records staff to access the correctional centre Standard Operating Procedures (SOPs) from their workstation. (Ask 5 records staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0004
Comments:	
5. Is a digital photo of the inmate captured on all new admissions? (Review the new admissions from the previous 5 days)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0005
Comments:	

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6. Does the correctional centre have an established process for updating the digital photo during an active custody term when an inmate's appearance has changed significantly during their term in custody? (ACP 3.3.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0006
Comments:	
7. Are all inmates searched on admission, transfer or return to the correctional centre? (ACP 1.15.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0007
Comments:	
8. Is each inmate assessed by a nurse upon intake? (ACP 9.1.12)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0008
<p>Comments: The inspection team reviewed the Standard Operating Procedure (SOP) and confirmed with the health care assistant manager that inmates are assessed by a nurse on intake.</p> <p>FRCC receives the majority of their intake through transfers from other correctional centres so the assessment occurs at the originating correctional centre.</p> <p>During the inspection, the team noticed that an inmate had been admitted to FRCC from outside of the province and inadvertently not been assessed by a nurse upon intake.</p>	
9. Do the correctional centre SOPs detail the procedure for providing the intake nurse with any medications accompanying an inmate on admission? (ACP 3.5.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0009
Comments:	
10. Has initial health assessment information for each inmate admitted to custody been entered in CORNET in accordance with health care services policy?(HCSM 1.13) (Check 5 random inmate files).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0010
<p>Comments: The inspection team reviewed 5 random files. While policy was followed with four of the files, the remaining file did not have information logged in CORNET about being assessed during intake.</p>	

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<b>11. Is a mental health screening performed by a mental health intake screener on all new admissions arriving at the correctional centre within 24 hours of intake? (ACP 9.1.12) (Check 5 random inmate files).</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0011
Comments: Of the files that were reviewed, most of screenings occurred within the 24 hour time limit as required by policy. However, as noted in #8 and #10, this did not occur for one of the inmates.	
<b>12. Does the correctional centre have established procedures to manage the admission and discharge of inmates during a system outage? (ACP 12.1.8)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0012
Comments:	
<b>13. Does the correctional centre confirm the identity of the inmate on release (EOS, TA, parole) (ACP 1.7.14; 6.8.2; 3.20.3) (Ask 3 records officers to identify their process)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0013
Comments:	
<b>14. Does the correctional supervisor verify that all new documents are entered correctly in CORNET? (new documents upon admission, new or subsequent remand documents) (ACP 3.1.2) (Check 5 random inmate files).</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0014
Comments:	
<b>15. Does the correctional supervisor review all documents that could affect a release date, on the date of issue, or by the next working day? (ACP 3.1.2)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0015
Comments:	
<b>16. Are the pending arrivals and the JUSTIN documents slates being managed in accordance with Adult Custody policy? (ACP 3.4.16)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0016
Comments:	
<b>17. Does the correctional centre submit an application to the court for a detention review prior to the expiration of 90 or 30 days following remand? (ACP 3.19)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0017
Comments:	

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18. Are expiry dates entered for those alerts on CORNET which require them? (Check 5 files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0018
Comments:	
19. Does the correctional centre have a written protocol with the local Sheriff Services for the administration of video court appearances and can they demonstrate it is reviewed annually by February 1st? When there is no on-site sheriff, does the centre have established video court operating procedures? (ACP 3.6.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0019
Comments:	
20. If the correctional centre manages federal inmate transfers, do they maintain a standardized Federal Inmate Tracking and Billing form and submit it monthly to Headquarters. (ACP 4.17.16)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0020
Comments: Not applicable as FRCC does not admit or detain federal offenders.	
21. If the correctional centre has biometric enrollment capabilities, do they ensure that inmates active to their centre have had their biometrics enrolled? (ACP 3.3.13). (check the client profile for ten inmates)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0021
Comments: FRCC does not have bio-metric enrollment capabilities.	

## CPIC

22. Is the CPIC terminal located in an area that is restricted to authorized personnel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0022
Comments:	
23. Is the CPIC MOU posted in proximity to the CPIC terminal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0023
Comments:	

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24. Have all CPIC users completed CPIC training? (CPIC MOU)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0024
Comments:	
25. Is the remarks field being completed for every query in accordance with the CPIC MOU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0025
Comments:	
26. Is CPIC printed material managed in accordance with the CPIC MOU, specific to dissemination and destruction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0026
Comments:	
27. Does the CPIC shredder meet the specifications of the CPIC MOU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0027
Comments:	
28. Is proof of completed security screening for authorized CPIC users available on site in accordance with the CPIC MOU and Adult Custody policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0028
Comments:	
29. Is there a copy of the signed Acknowledgement of Restrictions Respecting the Handling of CPIC Material, Records, and Information form for all authorized CPIC users available on site in accordance with the CPIC MOU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0029
Comments:	
30. Is a CPIC check being completed on all inmates prior to release? (ACP 3.3.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0030
Comments:	

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## INMATE EFFECTS

31. Are all inmate effects recorded on the CORNET inmate effects screen? (ACP 3.5.2 and 3.5.6) (Check 5 random inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0031
Comments:	
32. Are the main compartments of inmate effects blue bags sealed with a numbered metal seal tag which matches the seal number recorded on the CORNET Effects Summary screen and reflected on the CORNET Client Personal Effects Report (ACP 3.5.6) (Check to effects bags of ten inmates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0032
Comments:	
33. Are inmate effects re-itemized and re-sealed if/when the seal is broken or effects are added or removed? (ACP 3.5.6) (Check ten random inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0033
Comments:	
34. Are inmate effects stored securely (i.e. in a locked room)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0034
Comments:	
35. Does the correctional centre have a process for transferring and receiving inmate effects? (ACP 3.5.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0035
Comments:	
36. Does the correctional centre have a process for storage of inmate effects left at the centre upon release, escape or transfer? (ACP 3.5.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0036
Comments:	
37. Are abandoned effects disposed of in accordance with section 36 <i>Correction Act Regulation</i> and Adult Custody policy? (ACP 3.5.13)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0037
Comments:	

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38. Does the correctional centre have a supply of clothing available to inmates in need upon release? (Best practice)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0038
Comments:	
39. Does the correctional centre have a process for the inmate to release clothing or personal effects to a person in the community? (ACP 3.5.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0039
Comments:	

## INTERMITTENT SENTENCES

40. Does the correctional centre house intermittent inmates?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0040
Comments: Not applicable as FRCC does not detain intermittent inmates.	
41. Is the correctional centre aware of the process to be followed when an inmate who is serving an intermittent sentence receives another term of imprisonment? (ACP 3.16.6) (Ask 5 records officers)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0041
Comments:	
42. When an intermittent inmate fails to report, does the correctional centre submit the RCC electronically on JUSTIN?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0042
Comments: Not applicable as FRCC does not detain intermittent inmates.	



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## INMATE RELEASES

43. Is the Release Checklist completed for all releases? (Review ten files) (ACP 3.20.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0043
Comments:	
44. Does the correctional supervisor, or in the event of their absence, a qualified records officer identified on the supervisor substitution list, sign off the pre-release checklist in accordance with Adult Custody policy? (Review 5 files) (ACP 3.20.5(4))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0044
Comments:	
45. Is the signed probation referral placed in the inmate's warrant file? (ACP 3.6.2 and 4.15.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0045
Comments:	

## CLASSIFICATION AND CASE MANAGEMENT

46. Is the initial intake section of the Inmate Assessment form (IA) completed on all inmates admitted to the correctional centre within 24 hours of intake? (ACP 4.4.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0046
Comments:	
47. Are inmate assessments current? Review 10 files and where applicable include open and medium custody inmates.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0047
Comments:	
48. Is the sentenced portion of the inmate assessment completed on all inmates sentenced to 30 days or more? (ACP 4.4.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0048
Comments:	

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49. Have all staff assigned as classification officers completed their certification training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0049
Comments:	
50. Do all assigned classification officers have a letter of delegation from the warden?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0050
Comments:	
51. Is the Inmate Needs Assessment (INA) completed within 3 weeks of admission on sentenced offenders serving terms of imprisonment of 90 days or more (in total)? (ACP 4.6.3) (Check ten sentenced inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0051
Comments:	
52. Is the INA updated every 6 months or earlier if circumstances require? (ACP 4.6.4) (Check ten sentenced inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0052
Comments:	
53. Does the correctional centre have an established process for assigning a correctional officer to be an inmate's case manager?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0053
Comments:	
54. Is there a case plan for each inmate sentenced to 90 days or more? (ACP 4.6.3 & 4.6.13) (Check ten sentenced inmate files).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0054
Comments: The inspection team reviewed ten random files. One of the files did not have a case management sentence plan due to the inmate's refusal to participate in the process.	
55. Are inmate CORNET Client Log entries being completed in accordance with the timelines established in Adult Custody policy? (Check five CORNET Client Logs) (ACP 4.10)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0055
Comments: The team reviewed five random files with one being outside the established timelines outlined in policy.	

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<p>56. Do case managers make monthly summaries in the CORNET Client Log for all sentenced inmates, long-term remanded inmates, and long-term immigration detainees? (check three files from each designation) (ACP 4.10.4)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0056</p>
<p>Comments: The inspection team reviewed nine random files: three sentenced, three long-term remanded, and three long-term immigration detainees.</p> <p>The team found that only one of the sentenced files contained a monthly summary on the CORNET log. The other file types appeared to follow policy.</p>	
<p>57. When a sentenced inmate is discharged, or a long-term remanded inmate or a long-term immigration detainee is released, does a case manager enter a closing summary in the CORNET Client Log? (check three files from each designation) (ACP 4.10.5)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0057</p>
<p>Comments: Eleven random files were reviewed by the inspection team: sentenced, long term remand and long term immigration detainees.</p> <p>Of the sentenced files, only one contained a closing summary. None of the long term remand or long term immigration inmate files contained closing summaries.</p>	
<p>58. Does the correctional centre have a process for supervisors or managers to review the frequency and quality of Client Log entries? (ACP 4.10.6)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0058</p>
<p>Comments:</p>	
<p>59. Is the correctional centre using the cell location function in CORNET for inmate cell placement?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0059</p>
<p>Comments:</p>	
<p>60. Do all inmates on Enhanced Supervision Placement (ESP) have completed case plans? (ACP 4.8) (Check 5 ESP placements)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0060</p>
<p>Comments:</p>	

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61. Are inmates provided reasons in writing for ESP placement and reviews? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0061
Comments:	
62. Are daily client log entries completed for all inmates on ESP? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0062
Comments:	
63. Does the warden or designate review inmates on ESP each week? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0063
Comments:	
64. Is the ESP plan reviewed by the receiving correctional centre when the inmate is transferred? (ACP 4.8)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0064
Comments: Adult Custody Policy section 4.8.4 requires the receiving correctional centres to review and update (if necessary) an inmate's enhanced supervision placement (ESP) case plan when transferred. The inspection team found that FRCC did not have an established practice to ensure this policy is followed.	
65. Does the correctional centre have a defined process for monthly remission reviews in accordance with CAR? (CAR sec 32-35)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0065
Comments:	
66. Does the correctional centre ensure earned remission is credited to sentenced inmates within 5 days of the end of the previous month? (CAR s.34) (Check ten sentenced inmate files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0066
Comments:	
67. In circumstances where the Remission Awards Assessors do not credit full remission to a sentenced inmate, are their reasons clearly documented in writing and provided to the inmate? (CAR s. 35) (check files of ten sentenced inmates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0067
Comments:	

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## TEMPORARY ABSENCES

68. Is temporary absence information available or accessible to inmates on their living unit (i.e. in the inmate information guide)? (CAR section 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0068
Comments:	
69. Is the identity of inmates going out on a TA confirmed via CORNET prior to each movement? (ACP 5.4.21)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0069
Comments:	
70. Are TA permits completed in CORNET in accordance with Adult Custody policy? (ACP 5.4.18)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0070
Comments:	

## INMATE FILES

71. Are files for inactive inmates filed onsite for the current year plus two years? (ACP 4.11.14)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0071
Comments: Not applicable as inactive inmate files are not stored at FRCC.	
72. Is the file for an active inmate formatted according to Adult Custody policy? (ACP 4.11.3 and 4.11.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0072
Comments: Sections 4.11.3 and 4.11.4 of policy identify the approved paper formatting that is required for an inmate file. The inspection team reviewed some random files and noted that the Adult Custody Report was placed on the wrong side.	
73. Is the current location of the inmate's electronic file the same as the correctional center s/he is currently active to? (ACP 4.11.2 and 4.11.8) (Check ten files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0073
Comments:	

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74. Is the electronic file transferred to the correct correctional centre for those inmates who have recently been transferred out? (within the last 24 hours) (ACP 4.11.8) (Check ten recent transfers).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0074
Comments:	
75. Are the warrant files of all active K-file status inmates stamped according to Adult Custody policy? (ACP 4.12.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0075
Comments:	

## K- FILES

76. Are POR checks being completed in accordance with Adult Custody policy? (Check 5 K-files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0076
Comments:	
77. Are K file victims being contacted in accordance with Adult Custody policy? (ACP 4.12.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0077
Comments:	
78. Are notes of victim contact being maintained in the victim log in CORNET?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0078
Comments:	
79. Do all K files have an active K file alert? (check five K-files on CORNET)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0079
Comments:	

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## PAROLE

80. Are parole applications accessible to inmates? (ACP 6.6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0080
Comments:	
81. Is information on the parole process available to inmates on the living unit? (i.e. inmate information guide) (CAR section 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0081
Comments:	
82. Does the CORNET Conditional Release Events screen reflect parole applications that have been submitted in accordance with Adult Custody policy? (ACP 6.2.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0082
Comments:	
83. Are inmates sentenced to six months or more provided with parole information within one week of sentencing? (ACP 6.6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0083
Comments:	

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: Fraser Regional Correctional Centre**

**Inspection Focus:** Programs

#### **Inspection Team:**

Mathew Laferdy	Lead	Deputy Warden Prince George Regional Correctional Centre
Montee Dunbar	Member	Assistant Deputy Warden Fraser Regional Correctional Centre
Chris Zatylny	Member	Inspector Investigation and Standards Office

**Inspection Dates: January 30, 2018 - February 1, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.



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The provincial director ordered an inspection of the Programs component of Fraser Regional Correctional Centre (FRCC):

Programs component:

- Food services;
- Inmate fasting;
- Visits;
- Legal library;
- Inmate work programs;
- Religious services;
- Inmate televisions/telephones; and
- Health care

The inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP)
- Corrections Branch Management Services Policy Manual (MSM)
- Correctional Centre Standard Operating Procedures (SOP)
- Corrections Branch Health Care Services Manual (HSPM)
- WorkSafeBC Regulations
- Incident command resource binder
- Training records
- Workers Compensation Act (WCA)
- Occupational Health and Safety Regulations (OHSR)
- Work Place Hazardous Materials Information System (WHMIS)
- Agency agreements (MOU)

The inspection team interviewed the following positions:

- Assistant deputy warden programs
- Correctional supervisor programs
- Shop instructors programs
- Correctional officers living unit
- Kitchen manager
- Provincial Health Services Authority (PHSA) health care assistant manager

The inspection checklists are attached as an appendix to this report.

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Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the Prince George Regional Correctional Centre.

The inspection team conducted informal interviews with FRCC staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

### **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at FRCC

#### **Food Services**

- The inspection team noted that one of the living units did not have a posted vegan menu. The menus that were posted were from February 2015 (For reference, please see checklist #9).
- The temperature settings of the digital thermometers on both the cooler and freezer doors differed from the manual thermometer situated inside the cooler/freezers. The inspection team confirmed that the temperatures were correct from the manual thermometer (For reference, please see checklist #11).

#### **Inmate Work Programs**

- While the correctional centre does have a tool control procedure in place for the carpentry shop, the inspection team determined the procedure required improvement. The current process uses a peg-board system managed by the instructor. It contains a large quantity of smaller hand-tools and is difficult to determine if tools were missing. The centre does not utilize shadow boards and inmates are able to freely retrieve tools from this room (For reference, please see checklist #25).
- The inspection team found that the level of required training for rotational instructors in the carpenter shop and tailor shop could not be confirmed. The training is conducted through job shadowing and there is no certification for instruction in the shops nor is there a record of training completed through job shadowing. The inspection team could not determine if the officer in these shops had or required any specific training beyond job shadowing and familiarization with the safety management system (For reference please see checklist #27).

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### **Inmate Televisions/Telephones**

- There is no specific schedule for television use. Inmates are directed to turn off televisions during inspections (For reference, please see checklist #35).

### **Health Care**

- The inspection team identified one inmate that had not received a mental health assessment upon intake. This inmate was a transfer from outside of the province. FRCC usually does not complete these assessments (unless an individual's condition is unstable or evolving) as it is completed at the remand centre (For Reference, please see checklist #41).
- There is no discreet location of harm-reduction materials such as bleach, and condoms provided to inmates. These items are located in the common kitchen areas in living units (For reference, please see checklist #45 & #46).
- Health Care professionals do not carry 30 ml bottles of filtered bleach during medication distribution (For reference, please see checklist #47).
- While the centre does have masks and ligature knives available, the inspection team found that two out of the three staff who were asked did not know where the items were located (For reference, please see checklist #55).
- The correctional centre checks medical jump bags on a monthly basis when policy requires these checks to occur weekly or immediately after use (For reference, please see checklist #59).
- While the centre does have Standard Operating Procedures (SOPs) for the use of isolation cells, the team noted that the document did not specify the location of isolation cells, the authority, or process for placing an inmate into medical isolation. The SOPs do not provide instructions on how to activate the negative pressure settings for the cells. The inspection team enquired with unit staff if they knew how to turn on the negative pressure cells, but they did not (For reference, please see checklist #67).

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## **Recommendations:**

The inspection team recommends that Fraser Regional Correctional Centre management should:

1. Ensure the current version of the meal menus are visibly posted in each living unit as required by section 5 of the *Correction Act Regulation* (CAR).
2. Ensure kitchen staff refer to the manual thermometers located inside of the cooler and freezer when monitoring the both the temperatures.
3. Improve the tool management system in the carpenter shop by using shadow boards which will reduce the number of tools available to inmates.
4. Develop a process to ensure officers operating equipment have appropriate training or certification as required by Div. 3 section 115 of the *Workers Compensation Act*.
5. Ensure the written procedures for televisions use includes a schedule for when an inmate usage as required by section 10.9.2 of Adult Custody Policy.
6. Develop a procedure to ensure that new intakes arriving to the centre and transfers from out of province are provided a mental health screening performed by a mental health within 24 hours of admission as required by section 9.1.12 of Adult Custody Policy.
7. Ensure bleach and condoms are located in a discreet location within the living units in accordance with section 9.19 and 9.20 of Adult Custody Policy.
8. Ensure health care staff are provided with 30 ml. bottles of filtered bleach to carry during medication distribution times, during regular visits to the health care centre and when on unit rounds as required by section 9.20.4 of Adult Custody Policy.
9. Ensure all correctional centre staff are aware of the available location for one-way valve face masks and <sup>s.15</sup> in accordance with section 8.1.8 of Adult Custody Policy.
10. Ensure all medical jump bags are checked weekly or immediately after use as required by section 6.1 of the Health Care Services Manual.
11. Ensure the centres standard operating procedures are amended to include detailed information on the authority, location, and process for using isolation cells.

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**BC CORRECTIONS, ADULT CUSTODY DIVISION**  
**Inspection of Fraser Regional Correctional Center**  
**Programs Component**

**FOOD SERVICES**

1. Are inmates assigned to work in the kitchen? If no, move to the next applicable question. (ACP s. 10.13.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0086
Comments:	
2. Have all inmates working in the kitchen received training in sanitation procedures and is the training recorded? (ACP 10.13.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0087
Comments:	
3. Are all kitchen workers wearing hair nets? (Public Health Act 16 (1)(e))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0088
Comments: The inspection team noted that two inmates were not wearing hair nets. One inmate was not wearing a hair net as he was bald, while the other was waiting to return to his unit.	
4. Are all kitchen workers wearing appropriate footwear? (Public Health Act 16 (1)(e))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0089
Comments:	
5. Are all kitchen workers wearing the designated clothing? (Public Health Act 16 (1)(e))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0090
Comments:	
6. Is there a procedure for the control of tools accessed and utilized by inmates in the kitchen? (ACP s. 10.2.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0091
Comments:	

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7. Does the correctional centre have a procedure in place for inmates to select a regular, vegetarian or vegan diet? (ACP 10.13.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0092
Comments:	
8. Is there a procedure in place to ensure inmates requiring a special diet for medical or religious reasons receive one? (ACP 10.13.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0093
Comments:	
9. Are current menus posted in the units for inmate information? (CAR section 5)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0094
Comments: One living unit was missing the vegan menu and the menus that were posted were dated February 2015.	
10. Are there procedures in place to prevent the tampering or contamination of meals prepared for consumption by inmates? (ACP 10.13.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0095
Comments:	
11. On inspection, are the coolers and freezers at the required temperature level? (Food Premises Regulation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0096
<p>Comments: The inspection team reviewed the temperature settings and determined that the digital thermometers located on the cooler and freezer doors are not as accurate as the manual thermometer situated inside the cooler and freezers. Because the digital thermometers are directly at the doorway, temperatures fluctuate whenever the door is opened.</p> <p>The inspection team were able to confirm that the temperatures were accurate for the regulation.</p>	
12. Are there any identified concerns with pest or vermin in the kitchen area? (Food Premises Regulation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0097
Comments:	

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13. Does the correctional centre have an identified procedure for completing the meal evaluation process? ( <i>Food Service Contract</i> )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0098
Comments:	
14. Does the correctional centre have procedures in place to manage meal substitutions in the event the kitchen is required to substitute an item from the menu? (ACO s. 10.13.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0099
Comments:	

## INMATE FASTING

15. Does the correctional centre have procedures in place for maintaining a running record of all relevant information for a fasting inmate? (ACP 9.16.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0100
Comments:	

## VISITS

16. Does the correctional centre have established visiting procedures? (ACP 1.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0101
Comments:	
17. Does the correctional centre have signage in place that states the warden has authority to regulate visits? (ACP 1.11.14)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0102
Comments:	

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18. Does the correctional centre have signage prominently posted at the entrance to the centre and visiting area which warns all visitors that vehicles at the correctional centre are subject to search and electronic surveillance? (ACP 1.12.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0103
Comments:	
19. Does the warden have procedures in place identifying that if a visitor has their visiting privileges suspended, all correctional centres will be notified of the outstanding suspension? (ACP 1.11.23)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0104
Comments:	
20. Does the correctional centre SOP detail the reporting requirement if a visit is denied or restricted? (ACP 1.12.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0105
Comments:	

## LEGAL LIBRARY

21. Has the correctional centre established and do they maintain a basic legal library or access to an electronic legal resource database? (ACP 10.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0106
Comments:	
22. Does the correctional centre have procedures that allow for all inmates housed in regular living units reasonable access to the centre's legal library or legal resource database? (ACP 10.10 (2) (3))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0107
Comments:	



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## INMATE WORK PROGRAMS

23. Does the correctional centre have work programs available for sentenced inmates? (ACP 10.2.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0108
Comments:	
24. Are inmate wages consistent with Adult Custody policy? (ACP 10.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0109
Comments:	
25. Does the correctional centre have tool control procedures for inmate work programs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0110
Comments: While the correctional centre does have a tool control procedure in place for the carpentry shop, the inspection team determined that the procedure required improvement. The current process uses a peg-board system managed by the instructor. It contains a large quantity of smaller hand-tools and is difficult to determine if tools were missing. The centre does not utilize shadow boards and inmates are able to retrieve tools from this room.	
26. Does the correctional centre have procedures for inmate escapes from open custody work crews? (ACP 2.5.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0111
Comments:	

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27. Does the correctional centre have a process to ensure inmates and officers operating equipment have appropriate training or certification? ( <i>Workers Compensation Act</i> Div. 3 section 115)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0112
<p>Comments: The safety training of inmates is being completed appropriately and recorded by the instructors prior to the inmates operating machinery or equipment.</p> <p>However, the level of required training for instructors specifically in the carpenter shop and tailor shop could not be confirmed by the inspection team. Training is specifically post rotational and is conducted through job shadowing. There is no certification for instruction in the shops nor is there a record of training completed through job shadowing. The inspection team could not determine if the officer in these shops had or required any specific training beyond job shadowing and familiarization with the safety management system.</p>	
28. Is safety equipment available for officers or inmates operating equipment (i.e. goggles, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0113
<p>Comments:</p>	
29. Does the correctional centre maintain a record of inspection/maintenance of equipment regulated by Work Safe BC? ( <i>Workers Compensation Act</i> Div. 3 section 116)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0114
<p>Comments:</p>	
30. Are the records up to date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0115
<p>Comments:</p>	

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## RELIGIOUS SERVICES

31. Does the correctional centre have religious programs? (ACP 10.6.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0116
Comments:	
32. Does the correctional centre have a process in place to manage an inmate's special requirements to observe dietary laws and practices established by their religion? (ACP 10.6.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0117
Comments:	
33. Does the correctional centre have aboriginal elders to provide pastoral and spiritual care for inmates? (ACP 10.6.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0118
Comments:	

## INMATE TELEVISIONS/TELEPHONES

34. Does the correctional centre have written procedures specific to television use? (ACP 10.9.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0119
Comments:	
35. Does the procedure include a schedule of when the television may be utilized by the inmate? (ACP 10.9.2)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0120
<p>Comments: There is no specific schedule for television use. Inmates are directed to turn off televisions during inspections.</p> <p>The warden or designate needs to determine an inmate's access to television and develops schedules for inmate viewing. TV viewing schedules should reflect operational requirements and should not interfere with established work or program attendance.</p>	

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36. Does each inmate telephone location include a posted notification which identifies the process to establish a privileged phone number in the Inmate Call Control System (ICCS) database? (ACP 7.8.11 #5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0121
Comments:	
37. Does the correctional centre have procedures to ensure that information received from monitored phone calls is distributed within the centre in a controlled manner and in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> ? (ACP 7.8.22 #4).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0122
Comments:	

## HEALTH CARE

38. Has health care initiated an electronic health care record for each inmate at the correctional centre? (ACP 9.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0123
Comments:	
39. Have correctional officers that are required to distribute prescribed medications completed the appropriate orientation in accordance with section 9.6, Medication Distribution Guidelines and the <i>Handbook of Medication Distribution for Sheriffs and Officers</i> ? (ACP 9.6.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0124
Comments: Correctional officers do not administer medications at FRCC.	
40. Does the warden have an identified position to provide orientation to health care professionals employed at the correctional centre? (ACP 9.1.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0125
Comments:	

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<p>41. Is a mental health screening performed by a mental health intake screener on all new intakes arriving at the correctional centre within 24 hours? (ACP 9.1.12)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0126</p>
<p>Comments: The inspection team reviewed the Standard Operating Procedure (SOPs) and confirmed with the health care assistant manager that all inmates are assessed by a nurse on intake.</p> <p>FRCC receives the majority of their intake through a transfer from another correctional centre so this assessment occurs at the originating centre.</p> <p>However, during the inspection, the team noticed that an inmate had been admitted to FRCC from outside of the province and had inadvertently not been assessed on intake.</p>	
<p>42. Does the correctional centre have a procedure in place for inmates to submit health requests in a confidential manner? (ACP 9.1.16)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0127</p>
<p>Comments:</p>	
<p>43. Is the correctional centre's suboxone and methadone distribution process consistent with Adult Custody policy? (ACP 9.6.6)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0128</p>
<p>Comments:</p>	
<p>44. Do health care professionals offer testing for communicable diseases to inmates who are newly admitted or upon request? (ACP 9.18.1)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0129</p>
<p>Comments:</p>	
<p>45. Does the correctional centre have a harm reduction process in place for the discreet distribution of condoms/latex dental dams and bleach in accordance with Adult Custody policy? (ACP 9.19 &amp; 9.20)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0130</p>
<p>Comments: While the correctional centre does provide harm-reduction materials, they are located in the common kitchen area which is not a discreet location.</p>	

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<p>46. Does the location provide for maximum anonymity for the inmate? (ACP 9.20)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0131</p>
<p>Comments: See comments in question #45.</p>	
<p>47. When health care professionals are involved, are 30 ml bottles of filtered bleach available for distribution at medication distribution times, during regular visits to the health care centre, and unit rounds? (ACP 9.20.4)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0132</p>
<p>Comments: Health care staff were not involved in supplying 30 ml filtered bleach bottles.</p>	
<p>48. Does the correctional centre have notices in each living unit providing information for the use of filtered bleach as a disinfectant? (ACP 9.20.5)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0133</p>
<p>Comments:</p>	
<p>49. Is Epipen available for correctional staff for immediate response?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0134</p>
<p>Comments:</p>	
<p>50. Have correctional staff been trained in administering Epipen? (ACP 9.21.3)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0135</p>
<p>Comments:</p>	
<p>51. Does the correctional centre have an infectious control educational program for staff and inmates? (ACP 8.1.2)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0136</p>
<p>Comments:</p>	

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52. Is there an exposure control plan at the correctional centre which addresses the specific risks and hazards of possible exposure to infectious or communicable diseases? (ACP 8.1.5 & 8.1.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0137
Comments:	
53. Are infectious control kits available in the correctional centre? (ACP s. 8.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0138
Comments:	
54. Are the contents of the infection control kit consistent with Adult Custody policy? (ACP s. 8.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0139
Comments:	
55. Are one-way valve face masks and s.15 available for correctional staff? (ACP s. 8.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0140
Comments: While the centre does have masks and s.15 available, the inspection team found that two out of the three staff who were asked did not know where the items were located.	
56. Is there medical equipment (e.g. jump bag or cart) available for use by health care professionals in emergent situations? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0141
Comments:	
57. Is Narcan included in the bag and is it accompanied by procedures for its use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0142
Comments:	

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58. Is there a check list maintained beside the emergency medical jump bag? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0143
Comments:	
59. Is there a procedure in place for the emergency medical jump bag to be checked s.15 with a date and approved signature authenticating the check? (Reference Health Care Services Manual 6.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0144
Comments: The correctional centre currently does these checks emergency medical jump bags on a s.15 basis. However, Health Care Services Manual section 6.1 #5 requires the items to be checked s.15 or immediately after use.	
60. Are the numbered security seals on the emergency medical jump bag zippers replaced following use or after the s.15 check with the updated serial number on the check list? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0145
Comments:	
61. Is oxygen available for a medical emergency? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0146
Comments:	
62. Is there a requirement to have a staff member with a valid Occupational First Aid Certificate on site? If 'no' skip next 2 questions. (Work Safe BC - Medical certification requirements – 162)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0147
Comments:	
63. Are records of first aid certification available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0148
Comments:	



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64. Are first aid certificates current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0149
Comments:	
65. Does the shift scheduler have an up-to-date list of correctional staff holding a valid first aid certificate? (ACP 8.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0150
Comments:	
66. Does the correctional centre have procedures in place for after-hours emergency health care? (ACP s. 1.1.14)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0151
Comments:	
67. Does the correctional centre have procedures for the use of isolation cells within their exposure control plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0152
Comments: The Standard Operating Procedures (SOPs) for infection control do not specify the location of isolation cells, the authority or process of placing an inmate into medical isolation, or instructions on how to activate the negative pressure settings for the cells. The inspection team enquired with unit staff if they knew how to turn on the negative pressure cells which they did not.	

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: Alouette Correctional Centre for Women (ACCW)**

**Inspection Focus:** Human Resources Component

#### **Inspection Team:**

Denean Barkman	Lead	Assistant Deputy Warden Okanagan Correctional Centre (OCC)
Sandra Gemmill	Member	Assistant Deputy Warden Alouette Correctional Centre for Women (ACCW)
Lynn Stokes	Member	Inspector Investigation and Standards Office (ISO)

**Inspection Dates: May 29 – May 31, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the human resources component of ACCW specifically:

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#### Human Resources Component:

- Local union management committee;
- WorkSafeBC requirements;
- Joint occupational health and safety committee;
- Violence in the workplace;
- Critical incident response team (CIRT);
- Wellness program;
- Staff locker facilities;
- Hiring standards;
- Training;
- General;
- Fire safety;
- Hazardous materials (WHMIS);
- Work program safety;
- First aid;
- Indoor air quality;
- Working alone;
- Contractor safety; and
- Dental x-ray machine

#### The Inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP);
- *Correction Act Regulation* (CAR);
- Correctional Centre Standard Operating Procedures (SOP);
- Health Care Services Manual;
- *WorkSafeBC Regulation*;
- Incident Command Resource Binder;
- Training records;
- *Workers Compensation Act* (WCA);
- *Occupational Health and Safety Regulation* (OHSR);
- Work Place Hazardous Materials Information System (WHMIS); and
- Agency agreements (MOU).

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The inspection team interviewed the following positions:

- Warden;
- Acting deputy warden (DW) operations;
- DW programs;
- Assistant deputy warden (ADW) provincial recruitment team;
- Correctional supervisor (CS) provincial recruitment team;
- Justice Institute of British Columbia instructor;
- CS operations;
- CS records;
- CS programs;
- Instructor horticulture;
- Corrections officer (CO) operations;
- CO programs;
- CO records; and
- Administrative assistants.

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at ACCW.

The inspection team conducted informal interviews with ACCW staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at ACCW:

### **Training**

- The inspection team found that seven out of 10 staff could demonstrate access and navigate via ICON, CorrPoint and ACTS. The remaining three staff required assistance from members of the inspection team. (For reference, please see checklist #56).

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## Fire Safety

- The inspection team determined that Workplace Solutions Incorporated (WSI) is responsible for maintaining the record of inspections carried out by the fire department. Additional information from WSI was received indicating that in order for these records to be provided, a formal request from BC Corrections headquarters would be required. (For reference, please see checklist - #65).

## Indoor Air Quality

- The inspection team found that when there is a need to investigate air quality, a correctional centre manager must submit a request through AskMyHR as WSI is the service provider that investigates and maintains indoor air quality. (For reference, please see checklist #104).

## Recommendations:

1. Ensure all correctional centre staff can demonstrate how to access and navigate ICON, CorrPoint, and ACTS.

The inspection team recommends that the provincial director should:

1. Consider removing question #65 as Workplace Solutions Incorporated (WSI) is responsible for maintaining the record of inspections carried out by the fire department and requires a formal request from BC Corrections headquarters to produce these records.
2. Consider revising the language in question #104 to see if a correctional centre manager knows the process for submitting a request through AskMyHR for WSI to investigate the indoor air quality when needed.
3. Consider removing question #115 and #116 from the human resources inspection checklist as the maintenance of the dental X-Ray machine is the responsibility of Provincial Health Services.

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**BC CORRECTIONS, ADULT CUSTODY DIVISION**  
Inspection of ACCW  
Human Resources Component

**Local Union-Management Committee as per 1.1 of the Component Agreement**

1. Does the correctional centre have a local union-management 1.1 committee in place? (Reference Component Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0251
Comments:	
2. Does the local union-management 1.1 committee meet on a monthly basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0252
Comments:	
3. Does the correctional centre record minutes from the 1.1 committee meetings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0253
Comments:	
4. Are the minutes of monthly 1.1 committee meetings accessible to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0254
Comments:	
5. Does the correctional centre have a 2(b) agreement? [Reference Component Agreement, Letter of Understanding 1 (page38)]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0255
Comments:	

**WORKSAFE BC REQUIREMENTS**

6. Does the correctional centre have a designated smoking area for staff consistent with Adult Custody Policy, government policy, and WorkSafeBC legislation in relation to centre entrances and ventilation points? (Reference OHS Regulation 4.81 and ACP 8.8.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0256
Comments:	

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7. Does the correctional centre have a procedure for signing onto their emergency communication device (e.g. portable radios or personal alarm transmitter (PAT))? (Reference ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0257
Comments:	

## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

8. Does the correctional centre have a joint Occupational Health & Safety (OHS) Committee in place? (Reference <i>Workers Compensation Act</i> , section 125)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0258
Comments:	
9. Does the correctional centre OHS Committee meet on a monthly basis? [Reference <i>Workers Compensation Act</i> , section 131(2)]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0259
Comments:	
10. Does the correctional centre record minutes from OHS committee meetings? (Reference <i>Workers Compensation Act</i> , section 131(1) and 22.3(b) of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0260
Comments:	
11. Are minutes of monthly OHS committee meetings accessible to all staff? (Reference <i>Workers Compensation Act</i> , section 137)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0261
Comments:	
12. Have all OHS committee members received the "OHS Committee member" training? (Reference <i>Workers Compensation Act</i> , section 135 and 22.15 of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0262
Comments:	
13. Does the centre have at least one employer and employee representative trained in "accident/incident investigations"? (Reference <i>Workers Compensation Act</i> , section 135 and 22.5 of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0263
Comments:	

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14. Does the centre have at least one employer and employee representative trained "violence risk assessments"? (Reference <i>Workers Compensation Act</i> , section 135 and OHS policies 4.30(3)(d)) and 22.13(d) of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0264
Comments:	
15. Are regular inspections conducted at the correctional centre at intervals that will prevent the development of unsafe working conditions? (Reference OHS Regulation 3.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0265
Comments:	
16. Does the correctional centre OHS Committee have current terms of reference? (Reference <i>Workers Compensation Act</i> , section 131)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0266
Comments:	
17. Does the correctional centre have any active or unresolved WSBC inspection reports or orders?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0267
Comments:	
18. If yes, are the active orders or inspection reports posted in a visible place in accordance with section 2.5 of the OHS Regulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0268
Comments: Not applicable.	
19. Are all major incidents reported to WorkSafeBC? (Workers Compensation Act 172)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0269
Comments:	
20. Does the correctional center complete a joint investigation after every significant incident or accident? (Workers Compensation Act 173, 175, 177)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0270
Comments:	



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21. Does the centre have an accident/incident investigation kit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0271
Comments:	

Note: OHS courses can be found on BC Public Service Agency Learning Centre website.

## VIOLENCE IN THE WORKPLACE

22. Has the correctional centre completed a risk assessment for violence in the workplace as per 4.28 of the OHS Regulation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0272
Comments:	
23. Has there been significant change that would require a risk assessment to be completed as per 4.28 of the OHS Regulation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0273
Comments: A provincial risk assessment on high potency drugs was initiated in November 2016.	
24. If there has been a significant change, has an updated risk assessment been completed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0274
Comments: A risk assessment on high potency drugs was completed in November 2016.	
25. Does the correctional centre have documented procedures on how to: <ul style="list-style-type: none"><li>• Respond to emergencies</li><li>• Report incidents</li><li>• Record incidents</li><li>• Pass on information</li><li>• Conduct incident/accident investigations</li></ul> (Reference OHS Regulation 3.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0275
Comments:	

## CRITICAL INCIDENT RESPONSE TEAM (CIRT)

26. Does the correctional centre have a Critical Incident Response Team?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0276
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Comments:	
27. Is there a contact list identifying the co-ordinator and members of the Critical Incident Response Team that is available to all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0277
Comments:	
28. Have all Critical Incident Response Team members received Corrections Branch authorized training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0278
Comments:	
29. Does the correctional centre have SOPs detailing the authority and process for deploying Critical Incident Response Team members? (Reference 22.13(f) of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0279
Comments:	

## WELLNESS PROGRAM

30. Does the correctional centre have an active wellness committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0280
Comments:	
31. Is the wellness committee comprised of representation from both the employee and employer groups?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0281
Comments:	
32. Are fund raising activities consistent with gaming legislation (e.g., do they hold 50/50 draws or raffles)? [ <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising</a> ]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0282
Comments:	

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## STAFF LOCKER FACILITIES

33. Does the centre have adequate staff washrooms and locker facilities for all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0283
Comments:	
34. Are there adequate shower facilities for staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0284
Comments:	

## HIRING STANDARDS

35. Are pre-employment hiring standards being met? (Consultation with the assistant deputy warden responsible for the provincial recruitment team is recommended for question #35).	
<ul style="list-style-type: none"> <li>Is the branch recruitment manual and process being administered?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Hiring Centre Posting and Processing?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Is the COPAT being administered in accordance with branch policy and standards?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Educational Requirements?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Language Proficiency?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>REACT?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Security Screening Questionnaire?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Merit Based Hiring by Behavioural Event Interviews Panel Interview?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Reference Checks?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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<ul style="list-style-type: none"> <li>• Security Screening: Police Records Check, JUSTIN, CORNET, mandatory fingerprinting, &amp; Computer Voice Stress Analysis (CVSA)?</li> <li>• Medical?</li> <li>• Are checks under Criminal Records Review Act being completed for all new hires in accordance with section 3.3 of the Management Services Policy Manual?</li> <li>• Are criminal records checks being completed for all new hires as per section 3.1.5.8 of the Management Services Policy Manual?</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <p>Question Code: 0285</p>
<p>Comments:</p>	
<p>36. Does the correctional centre have a current community marketing and outreach plan?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>Question Code: 0286</p>
<p>Comments: Not applicable as the marketing and outreach plan is completed by Adult Custody Division headquarters.</p>	
<p>37. Have managers completed the hiring manager courses before they exercise authority to conduct competitions? (PSA Hiring Courses)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Question Code: 0287</p>
<p>Comments:</p>	
<p>38. Did the correctional centre seek approval through branch headquarters for all hiring since the last inspection?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Question Code: 0288</p>
<p>Comments:</p>	
<p>39. Are the members on competition panels consistent with Management Services Policy Manual (MSPM) section 3.1.4, which states that every Corrections Branch competition panel has at least one male and one female member when possible?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Question Code: 0289</p>
<p>Comments:</p>	
<p>40. Are the orientation checklists for new employees completed (Reference PSA "New Employee Checklist "and "SO Orientation Checklist")?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Question Code: 0290</p>
<p>Comments:</p>	

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41. Is the Standards of Conduct booklet received, read, and signed off by the employee? (Reference: MSPM 4.3.2.2 and 4.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0291
Comments:	
42. Does the correctional centre provide new employees with branch identification cards? (Reference: MSPM 8.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0292
Comments:	
43. Does the correctional centre provide all officers with badges? (Reference: ACP 11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0293
Comments:	
44. Does the correctional centre maintain a copy of the signed badge issue document for each officer being issued a badge? (Reference ACP 11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0294
Comments:	
45. Is the correctional centre maintaining an inventory of assigned badges? (Reference ACP 11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0295
Comments:	
46. Is there an established process for the "Staff recruitment incentive program"? (Reference ACP 11.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0296
Comments:	

## TRAINING

47. Does the correctional centre have identified onsite training periods?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0297
Comments:	
48. Is contingency plan training being made available during staff training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0298
Comments:	
49. Are staff hours being properly tracked for the second chevron?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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		Question Code: 0299
Comments:		
50. Has the correctional centre completed a current first aid assessment as per 3.16 of the OHS Regulation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Question Code: 0300
Comments:		
51. Does the correctional centre meet the minimum first aid requirements as per their assessment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Question Code: 0301
Comments:		
52. Do all staff who carry OC or batons have the required training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Question Code: 0302
Comments:		
53. Is all staff training being tracked through the Justice Institute of BC and local tracking documents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Question Code: 0303
Comments:		
54. Have required staff received and met all training expectations for: <ul style="list-style-type: none"> <li>• Control</li> <li>• Records</li> <li>• Core Programs</li> <li>• Acting Correctional Supervisor</li> <li>• Acting Classification Supervisor</li> <li>• Acting Records Supervisor</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Question Code: 0304
Comments:		
55. Have all persons on the 2B list completed the acting supervisory training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Question Code: 0305
Comments:		
56. Can staff demonstrate access to and navigate via ICON, CorrPoint, and ACTS? (ask 10 staff)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Question Code: 0306
Comments: The inspection team found that support was required for some staff to access and navigate to ICON, CorrPoint and ACTS.		

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## GENERAL

57. Is the selection process for the provincial honour guard members conducted or reviewed each January and confirmed by end of fiscal in March? (Reference ACP 11.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0307
Comments:	
58. Are quarterly performance interviews being completed? (Query 5 staff of different ranks)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0308
Comments:	
59. Are performance evaluations completed annually?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0309
Comments:	
60. Is the correctional centre in compliance with Adult Custody cross-gender staffing policy? (Reference ACP 11.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0310
Comments:	
61. Are post job descriptions completed for all positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0311
Comments:	
62. Are the post job descriptions accessible to all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0312
Comments:	
63. Have enhanced security screening checks been completed in the last 5 years for all applicable staff in accordance with section 3.1.5.8 of the Management Services Policy Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0313
Comments:	
64. Have <i>Criminal Records Review Act</i> checks been completed in the last 5 years for all applicable staff in accordance with section 3.3.1 of the Management Services Policy Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0314
Comments:	

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## FIRE SAFETY

65. Does the correctional centre maintain a record of fire inspections carried out by the fire department? (3.3(f) of OHS Regulation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0315
Comments: The inspection team determined that WSI is responsible for maintaining the record of inspections carried out by the fire department.  Additional information from WSI was received after the inspection was completed. WSI advised that in order for these records information to be provided, a formal request from BC Corrections headquarters would be required.	
66. Are portable fire extinguishers located in or adjacent to corridors or hallways that provide access to exits? (BC Fire Code 6.2.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0316
Comments:	
67. Are the instructions for operating, maintaining and re-charging portable extinguishers permanently fixed to each extinguisher? (BC Fire Code 6.2.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0317
Comments:	
68. Have any of the dates expired on the portable fire extinguishers? (BC Fire Code 6.2.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0318
Comments:	
69. Does the correctional centre have a documented evacuation plan in the event of a fire? (ACP 2.1.1) (BC Fire Code 2.8.2.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0319
Comments:	
70. Are there regular fire evacuation drills carried out and records maintained of the drill? (BC Fire Code 2.8.3.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0320
Comments:	



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## HAZARDOUS MATERIALS – Workplace Hazardous Material Information System (WHMIS)

71. Is there a WHMIS program at the centre? (ACP 8.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0321
Comments:	
72. Is the WHMIS program updated at minimum annually? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0322
Comments:	
73. Does the correctional centre have an inventory of all WHMIS-controlled products? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0323
Comments:	
74. Are the products identified on this inventory appropriately labelled? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0324
Comments:	
75. Does the correctional centre have a procedure in place to store WHMIS products in accordance with the recommended storage procedures? (ACP 8.2.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0325
Comments:	
76. Does the correctional centre have valid material safety data sheets (MSDS) readily available? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0326
Comments:	

## Work Program Safety

77. Does the correctional centre have up to date training records for all instructors or officers operating specialized equipment? (OHSR 3.25)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0327
Comments:	
78. Have recommendations from any previous inspections been completed or implemented? (OHSR 3.9, 133 WCA)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0328
Comments:	

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79. Are warning signs visibly posted around hazards (i.e. around equipment)? (OHSR 12.12, 12.13, 19.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0329
Comments:	
80. Does the correctional centre have a process to ensure inmates and staff operating equipment has appropriate training or certification? (Workers Compensation Act Div. 3 section 115)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0330
Comments:	
81. Is safety equipment available for staff or inmates operating equipment (i.e. goggles, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0331
Comments:	
82. Does the correctional centre maintain a record of inspection/maintenance of equipment regulated by Work Safe BC? (Workers Compensation Act Div. 3 section 3, 115 and 130 and Occupational Health and Safety Regulation section 12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0332
Comments:	
83. Are the records up to date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0333
Comments:	
84. Does the correctional centre maintain an inventory of all power tools?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0334
Comments:	
85. Are machine guards in place on all power tools, where applicable? (OHSR 12.2, 12.16, 12.59)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0335
Comments:	
86. Is personal protection equipment utilized as required in work programs areas? (OHSR 8.7, 8.8, 8.9)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0336
Comments:	
87. Is there signage posted regarding the requirement to wear personal protective equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0337
Comments:	

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88. Does the correctional centre have documented lockout procedures for each piece of machinery or equipment? (OHSR 10.2 to 10.12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0338
Comments:	
89. Does the correctional centre have a paint booth?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0339
Comments: Not applicable as ACCW does not have a paint booth.	
90. Does the correctional centre have service documents for the approved ventilation of paint booth? (OHSR 12.133)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0340
Comments: Not applicable.	
91. Does the correctional centre have an establish process for emptying the dust collection system in the woodwork program area?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0341
Comments: Not applicable as ACCW does not have a woodwork program.	
92. Are all compressed gas tanks anchored according to regulations? (OHSR 5.38)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0342
Comments: Not applicable as ACCW does not have compressed gas tanks.	
93. Are all inactive compressed gas tanks properly capped? (OHSR 5.36 and OHS Regulation 4.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0343
Comments: Not applicable.	
94. Are shields available and in use for hot work operations? (i.e. welding, blow torch)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0344
Comments: Not applicable as ACCW does not have a welding program or hot work operations.	
95. Are fire extinguishers adjacent to hot work area?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0345
Comments: Not applicable.	
96. Does the correctional centre have emergency eye wash stations as regulated? (OHSR 5.85 to 5.96)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0346
Comments:	

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## FIRST AID

97. Has a first aid assessment been conducted and reviewed within the last 12 months or when a significant change has occurred in the operations that may affect the first aid assessment? (OHSR 3.16(3))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0347
Comments:	
98. Is there a requirement to have a staff member with a valid Occupational First Aid Certificate on site? If 'no' skip next 2 questions. (OHS Regulation 3.16)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0348
Comments: Not applicable as ACCW has 24 hour health care onsite.	
99. Are records of first aid (OFA) certification available?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0349
Comments: Not applicable.	
100. Are first aid (OFA) certificates current?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0350
Comments: Not applicable.	
101. Does the correctional centre have instructions on how to access first aid? (OHSR 3.17)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0351
Comments:	
102. Does the correctional centre have a process for the proper disposal of biohazard materials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0352
Comments:	

## INDOOR AIR QUALITY

103. Is there a documented preventative maintenance program? (OHSR 4.78)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0353
Comments: Not applicable as WSI provides all preventative maintenance as the service provider.	

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104. Is there a procedure for investigating a poor air quality complaint? (OHSR 4.79)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0354
Comments: If there is a need to investigate air quality, correctional centre management submit a request through AskMyHR and the service provider then investigates as needed.	
105. Does the correctional centre have a designated smoking area for staff consistent with Adult Custody Policy, government policy, and WorkSafeBC legislation in relation to centre entrances and ventilation points? (Reference OHS Regulation 4.81 and ACP 8.8.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0355
Comments:	

## WORKING ALONE

106. Does the correctional centre have SOP to maintain contact with persons working in isolated posts? (OHSR 4.20.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0356
Comments:	
107. Does the SOP detail the process for responding to a missed check in? (OHSR 4.21.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0357
Comments:	
108. Does the correctional centre have a s.15 test routine for the use of personal alarm transmitters? (Reference ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0358
Comments:	
109. s.15 is there a process in place to ensure that security communication systems are tested in accordance with adult custody policy? (ACP 1.1.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0359
Comments:	
110. Does the correctional centre have an SOP that identifies which staff are required to wear a PAT? (ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0360
Comments:	
111. On inspection, are all staff that are required to wear a PAT doing so?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0361
Comments:	

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112. Does the correctional centre have an SOP that identifies which staff are required to wear a radio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0362
Comments:	
113. On inspection, are all staff who are required to wear a radio doing so?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0363
Comments:	

## CONTRACTOR SAFETY

114. Does the correctional centre have identified staff to provide orientation to health care professionals employed at the correctional centre?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0364
Comments:	

## DENTAL X-RAY MACHINE

115. Has the dental X-ray machine been inspected within the past three years? (OHSR 7.23(a)(v) and Health Canada and Safety Code 30)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0365
Comments:	
116. If there were any action items from the dental X-ray machine inspection, have they been responded to?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0366
Comments:	

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: Alouette Correctional Centre for Women (ACCW)**

**Inspection Focus:** Operations Component

#### **Inspection Team:**

Denean Barkman	Lead	Assistant Deputy Warden Okanagan Correctional Centre (OCC)
Sandra Gemmill	Member	Assistant Deputy Warden Alouette Correctional Centre for Women (ACCW)
Lynn Stokes	Member	Inspector Investigation and Standards Office (ISO)

**Inspection Dates: May 29 – May 31, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the operations component of ACCW specifically:

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#### Operations Component:

- Building security;
- Living units;
- Control;
- Radio/personal alarm transmitters;
- Counts;
- Escorts;
- Inmate communication system;
- Drug interdiction;
- Contraband;
- Use of force;
- Tactical operations;
- Crisis management;
- Fire;
- Hazardous materials (WHMIS);
- Separate confinement;
- Segregation unit;
- Strike contingency; and
- Cross gender staffing.

The Inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP);
- Correction Act Regulation (CAR);
- Correctional Centre Standard Operating Procedures (SOPs);
- Health Care Services Manual;
- WorkSafeBC Regulations;
- Incident command resource binder;
- Training records;
- Workers Compensation Act (WCA);
- Occupational Health and Safety Regulations (OHSR);
- Work Place Hazardous Materials Information System (WHMIS); and
- Agency agreements (MOU).



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The inspection team interviewed the following positions;

- Warden;
- Acting deputy warden (DW) operations;
- DW programs;
- Assistant deputy warden (ADW) provincial recruitment team;
- Correctional supervisor (CS) provincial recruitment team;
- Justice Institute of British Columbia instructor;
- CS operations;
- CS records;
- CS programs;
- Instructor horticulture;
- Correctional officer (CO) operations;
- CO programs;
- CO records; and
- Administrative assistant.

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the ACCW.

The inspection team conducted informal interviews with ACCW staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

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## **Findings:**

The inspection team made the following findings as requiring review and action at ACCW:

### **Separate Confinement**

- The inspection team found that further descriptive rationale for the reasons for placing an inmate onto section 18 of the *Correction Act Regulation* would be beneficial. (For reference, please see checklist #93).

## **Recommendations:**

1. Ensure that separate confinement forms provide sufficient detailed information describing the behaviour (s) that supports the criteria needed for continued placement on separate confinement.

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## BC CORRECTIONS, ADULT CUSTODY DIVISION

### Inspection of ACCW

### Operations Component

## BUILDING SECURITY

1. Does the correctional centre Standard Operating Procedures (SOPs) detail <i>that</i> s.15 <i>physical inspections</i> of the centre's bars, windows, ceilings, walls, access plates, doors, gates and fencing will be carried out looking for operational wear or tampering by inmates or other person(s) ? (ACP 1.1.2 #2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0147
Comments:	
2. Does the correctional centre SOPs detail that s.15 <i>visual inspections</i> of the centre's bars windows, ceilings, walls, access plates, doors, gates, and fencing will be carried out daily looking for operational wear or tampering by inmates or a person(s) from outside the centre? (ACP 1.1.2 #1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0148
Comments:	
3. Does the correctional centre have a procedure in place for the repair or replacement of defective equipment when those security defects are identified? (ACP 1.1.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0149
Comments:	
4. Are metal firearms lockers available at s.15 to the correctional centre for visiting peace officers to store their firearm/ammunition? (ACP 1.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0150
Comments:	

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## LIVING UNITS

5. Do officers have the ability to access Adult Custody policy from their work station and can they demonstrate that knowledge when requested to do so? (ask five staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0151
Comments:	
6. Do officers have the ability to access the correctional centre SOPs from the work station and can they demonstrate that knowledge when requested to do so? (ask five staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0152
Comments:	
7. Does the correctional centre SOP detail how to communicate the following critical information (e.g. living unit report)? (ACP 7.2) <ul style="list-style-type: none"><li>• Security deficiencies, summary of the problem and action taken</li><li>• Unusual unit occurrences and unit atmosphere</li><li>• Information that may affect unit security and staff or inmate safety</li></ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0153
Comments:	
8. Does the correctional centre SOP identify that officers are responsible for reviewing shift exchange information (muster report), daily living unit reports, log books, and information relating to their assigned area of responsibility? (ACP 7.2.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0154
Comments:	
9. Does the correctional centre SOP detail a process for the warden or designate to periodically review shift exchange information? (ACP 7.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0155
Comments:	

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<p>10. Are the correctional centre contingency SOPs with detailed responses and assigned responsibilities readily available to staff? (ACP 2.1.1)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0156</p>
<p>Comments:</p>	
<p>11. Are emergency tools/equipment readily available on the living units for quick access? (ACP 8.1.8 &amp; 9.14)</p> <ul style="list-style-type: none"> <li>• One-way valve mask</li> <li>• s.15</li> <li>• Latex gloves</li> </ul>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0157</p>
<p>Comments:</p>	
<p>12. Are the correctional centre's unit logs detailed, legible, up to date with a current count, and with a record of activities? (ACP 7.2.2)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0158</p>
<p>Comments:</p>	
<p>13. Are visual cell checks documented in the log book? (ACP 1.1.7)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0159</p>
<p>Comments:</p>	
<p>14. Are visual checks of each inmate area completed in accordance with Adult Custody policy? (ACP 1.1.7)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0160</p>
<p>Comments:</p>	
<p>15. Are visual cell checks of each individual cell conducted at random intervals? (ACP 1.1.7)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0161</p>
<p>Comments:</p>	

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16. Are searches of inmate rooms, cells or property documented in the unit log book? (ACP 1.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0162
Comments:	
17. Is the frequency of client log entries by living unit officers in accordance with Adult Custody policy? (ACP 4.10.3) (Check 5 random inmate files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0163
Comments:	
18. Does the correctional centre have a documented process for supervisors or managers to review the frequency and quality of client log entries? (ACP 4.10.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0164
Comments:	
19. Does the correctional centre SOP detail the process for logging incoming and outgoing inmate mail? (ACP 7.4.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0165
Comments:	
20. Does the correctional centre check if there are active alerts for no contacts when logging incoming or outgoing inmate mail? (Best practice)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0166
Comments:	
21. Is there a tracking process for the purpose of providing postage as defined in the <i>Correction Act Regulation</i> ? (CAR section 2 (1(f)) (Best practice)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0167
Comments:	
22. Are the following items available to inmates on the living unit? (CAR section 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>• <i>Correction Act</i></li> <li>• <i>Correction Act Regulation</i></li> </ul>	

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<ul style="list-style-type: none"><li>• Information on the daily routine of the correctional centre</li><li>• Information on the complaint process</li><li>• Information about the rules governing inmates</li><li>• Information on how to apply for temporary absence/parole</li></ul>	Question Code: 0168
Comments:	

## CONTROL

23. s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0169
Comments: Electronic Key Management System	
24. s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0170
Comments:	
25. s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0171
Comments: Emergency Operations Centre.	
26. s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0172
Comments:	

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27.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0173
Comments: Electronic Key Management System.		
28.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0174
Comments:		
29.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0175
Comments:		
30.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0176
Comments:		

## RADIO/PERSONAL ALARM TRANSMITTERS

31.	s.15	is there a process in place to ensure that security communication systems are tested in accordance with Adult Custody policy? (ACP 1.1.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0177
Comments:			
32.	Does the correctional centre have a current inventory of radio and communication equipment? (ACP 1.10.7)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0178
Comments:			
33.	Does the correctional centre have an SOP that details the responsibilities of staff and posts in response to a pager alarm? (ACP 2.1.5)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0179



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Comments:	
34. On inspection, are all employees that are required to wear a personal alarm or monitoring transmitters doing so? (Refer to SOPs for those posts required to wear PATs/PMTs)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0180
Comments:	
35. Does the correctional centre have an SOP that identifies which employees are required to wear a radio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0181
Comments:	
36. On inspection, are all employees who are required to wear a radio doing so?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0182
Comments:	

## COUNTS

37. Does the correctional centre SOP identify the process for recording the following? (ACP 1.1.9) <ul style="list-style-type: none"><li>• Date and time of count</li><li>• Correctional centre area where count was conducted</li><li>• Number of inmates assigned to the facility area</li><li>• Name and signature of officer conducting the count</li></ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0183
Comments:	
38. Does the correctional centre SOP detail the process for an identification count (ACP 1.1.11)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0184
Comments:	

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39. Does the correctional centre SOP detail the process for clearing the correctional centre count at formal count times (ACP 1.1.9)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0185
Comments:	

## ESCORTS

40. Does the correctional centre SOP detail the procedures for off-site escorts and inmate hospitalization? (ACP 1.7.36)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0186
Comments:	
41. Is an escort risk assessment completed prior to the departure of all off-site escorts? (ACP 1.7.2) (Review last 3 medical escorts to determine if completed)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0187
Comments:	
42. Does the correctional centre have established protocols with the local hospital/local health authority? (ACP 1.7.24)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0188
Comments:	
43. Does the correctional centre's protocol identify the process for identifying hospital security staff? (ACP 1.7.24)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0189
Comments:	
44. In the case of ferry travel, does the correctional centre SOP clearly identify the process for contacting BC Ferries security?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0190
Comments:	

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45. Does the correctional centre SOP identify a position responsible for maintaining escort kits to ensure they are fully equipped and ready for use? (ACP 1.7.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0191
Comments:	
46. Does the correctional centre SOP detail the process to be followed in the event of an escape/attempted escape from off-site escort? (ACP 1.7.33)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0192
Comments:	

## INMATE COMMUNICATION SYSTEM

47. Are inmates notified that telecommunication, except privileged, may be monitored? (ACP 7.8.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0193
Comments:	
48. Does the correctional centre require that an inmate sign documentation confirming the inmate's understanding that telecommunication may be monitored? (ACP 7.8.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0194
Comments:	
49. Does the correctional centre have identified users responsible for adding or removing call blocking on the inmate call control system? (ACP 7.8.9)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0195
Comments:	
50. Does the correctional centre have signage at all phone locations identifying that all telecommunications, other than privileged calls, are recorded and may be monitored? (ACP 7.8.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0196
Comments:	

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## DRUG INTERDICTION

51. Does the correctional centre have an SOP that details drug interdiction strategies for the correctional centre? (ACP 1.17.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0197
Comments:	
52. Does the correctional centre follow s.15 maintenance and verification requirements of the ion scanner? (ACP 1.18.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0198
Comments: s.15 maintenance is conducted as well as the s.15 maintenance.	
53. Does the correctional centre have trained personnel to operate the ion scanners? (ACP 1.18.2)(review staff training records to confirm)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0199
Comments:	

## CONTRABAND

54. At the entrance to the correctional centre grounds and on entering the correctional centre, is there signage that all visitors and vehicles at the correctional centre are subject to search and electronic surveillance? (ACP 1.12.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0200
Comments:	
55. Does the correctional centre SOP detail the process for the seizure, storage and disposal of contraband items that are determined to be illegal or unlawful to possess? (ACP 1.16.4 & 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0201
Comments:	

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56. s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0202
Comments:	

## USE OF FORCE

57. Does the correctional centre have established protocols to report all use of control tactics listed in ACP 1.2.12 to the provincial director? (ACP 1.2.12 & 1.2.13)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0203
Comments:	
58. Is the correctional centre's video equipment in working condition and does it include the time and date function? (ACP 1.3.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0204
Comments:	
59. Are staff authorized to possess an irritant spray device (OC spray) fully trained in its use? (ACP 1.3.3) (review the training records of 5 staff who are carrying OC spray at the time of the inspection)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0205
Comments:	
60. Do designated staff have the ability to preserve video footage (i.e. DVMS) for all incidents of use of force and can they demonstrate that knowledge when requested to do so? (ACP 7.9) (ask 5 designated staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0206
Comments:	

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## TACTICAL OPERATIONS

61. Does the command centre include the tactical team lists in their contingency plans? (ACP 2.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0207
Comments:	
62. Are all tactical team members at the rank of correctional officer, instructor, or correctional supervisor status? (ACP 2.3.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0208
Comments:	
63. Does the correctional centre maintain tactical team member training records? (ACP 2.3.2) (Review training records of team members)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0209
Comments:	
64. Are all tactical team members certified in the following? (ACP 2.3.2) <ul style="list-style-type: none"><li>s.15</li><li></li><li></li><li></li></ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0210
Comments:	
65. Does the correctional centre have an SOP defining the authority to deploy the tactical team and appropriate notifications associated with such a deployment? (ACP 2.3.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0211
Comments:	

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66. Does the correctional centre maintain an inventory of all current equipment approved by the centre's warden for s.15 equipment? (ACP 1.5.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0212
Comments:	
67. Does the inventory record provide the following information? (ACP 1.5.2) • s.15 • • •	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0213
Comments:	
68. Is access to the s.15 controlled? (ACP 1.5.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0214
Comments:	
69. Does a registry indicating the deployment of s.15 or s.15 for duty or instructional purposes exist at the centre and does it identify the following? (ACP 1.5.2) • s.15 • • • •	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0215
Comments:	

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Shared Services BC, Ministry of Citizens' Services.**

70. Are there any munitions in stock past their expiry date? (ACP 1.5.5)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0216
Comments:	
71. Are expired munitions disposed of in accordance with Adult Custody policy? (ACP 1.5.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0217
Comments:	

## CRISIS MANAGEMENT

72. Does the correctional centre have written plans detailing response & assigning responsibilities for the following? (ACP 2.1.1)	
<div>s.15</div> <div><ul style="list-style-type: none"><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li><li>• </li></ul></div>	<div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div></div> <div>Question Code: 0218</div>
Comments:	
73. Are the contingency plans consistent with Adult Custody policy 2.1.3 and 2.1.4?	
<div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>Question Code: 0219</div></div>	
Comments:	



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74. Are the contingency plans reviewed and updated on an s.15 basis or more frequently in accordance with Adult Custody policy 2.1.2? (Review the plans to determine when last reviewed)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0220
Comments:	
75. Are copies of the contingency plans located in the s.15 (ACP 2.1.8 #4)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0221
Comments:	
76. Has an incident command exercise been conducted at the centre in the last s.15 ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0222
Comments: October 2017.	
77. Have the recommendations from the incident command exercise been completed or implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0223
Comments: Not applicable as there were no recommendations resulting from the last incident command exercise.	

## FIRE

78. Are portable fire extinguishers located in or adjacent to corridors or hallways that provide access to exits? (BC Fire Code 6.2.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0224
Comments:	
79. Are the instructions for operating, maintaining and re-charging portable extinguishers permanently affixed to each extinguisher? (BC Fire Code 6.2.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0225

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Comments:	
80. Have any of the dates expired on the portable fire extinguishers? (BC Fire Code 6.2.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0226
Comments:	
81. Does the correctional centre have a documented evacuation plan in the event of a fire? (ACP 2.1.1) (BC Fire Code 2.8.2.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0227
Comments:	
82. Are there <sup>s.15</sup> fire evacuation drills carried out and records maintained of the drill? (BC Fire Code 2.8.3.2 & ACP 8.5.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0228
Comments:	

## HAZARDOUS MATERIALS – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

83. Is there a WHMIS program at the centre? (ACP 8.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0229
Comments:	
84. Is the WHMIS program updated at minimum <sup>s.15</sup> ? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0230
Comments: WHMIS inventory is updated at minimum s.15	
85. Does the correctional centre have an inventory of all WHMIS-controlled products? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0231
Comments:	

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86. Are the products identified on this inventory appropriately labelled? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0232
Comments:	
87. Does the correctional centre have valid material safety data sheets (MSDS) readily available? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0233
Comments:	
88. Does the correctional centre have a procedure in place to store WHMIS products in accordance with the recommended storage procedures? (ACP 8.2.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0234
Comments:	

## SEPARATE CONFINEMENT

89. Does the behaviour identified by the correctional centre for those inmates subject to short term separate confinement meet one, or more of the criteria identified below? (CAR section 17 (1)(a)):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0235
<ul style="list-style-type: none"><li>• Is endangering him/herself or is likely to endanger him/herself;</li><li>• Is endangering or is likely to endanger another person;</li><li>• Is or <i>is likely</i> to jeopardize the management, operation or security of the correctional centre;</li><li>• Must be confined separately for medical reasons;</li><li>• Would be at risk of serious harm or is likely to be at risk of serious harm if not confined separately; or</li><li>• May have contraband hidden in his or her body</li></ul> <p>(review the client log entries for 5 short term separate confinement inmates)</p>	
Comments:	

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90. Are inmates subject to short term separate confinement provided with the written reasons for their confinement within 24 hours of their placement? (ACP1.22.7 #1) (review the files for 5 short term separate confinement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0236
Comments:	
91. Do the separate confinement notification forms reviewed in the above question provide sufficient detailed information to describe the behaviour(s) supporting the criteria for the initial CAR section 17 separate confinement placement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0237
Comments:	
92. Pursuant to CAR section 18 (1), does the correctional centre review the circumstances for long term separate confinement <i>before</i> :  <ul style="list-style-type: none"> <li>• The inmate must be released under CAR section 17 (2); or</li> <li>• The expiry of an extension made under CAR section 18 (1)</li> </ul> (view 5 inmates on section 18 status and determine if timelines have been met)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0238
Comments: At the time of the inspection, there was only one inmate who was separately confined under section 18 of the <i>Correction Act Regulation</i> . Therefore, the inspection team was unable to check five inmate files. However, the one file that was checked did show as being in compliance.	
93. Do the separate confinement forms reviewed in the above question provide sufficient detailed information describing the behaviour (s) that supports the criteria needed for continued placement on separate confinement? [CAR 18(3)]?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0239
Comments: The inspection team found that the descriptive rationale for placing an inmate onto CAR 18 was limited and that further information may be beneficial in supporting the decision making.	
94. Does the correctional centre ensure inmates subject to separate confinement are afforded reasonable opportunity to make submissions about their separate confinement status? (CAR 18 (3)(b) & ACP 1.22.9)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0240

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(Review the client log entries of 5 separate confinement inmates)	
Comments:	
95. Does the correctional centre ensure that after every 30 day period, a decision to keep an inmate separately confined is reviewed by the deputy warden and by a mental health professional to determine the impact of separate confinement? (ACP1.22.9)  (review 5 inmates who have been on separate confinement longer than 30 days)	<input type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0241
Comments: Not applicable as at the time of the inspection, there were no inmates on section 19. Therefore, the inspection team was unable to confirm compliance with this question.	
96. Are the inmate privileges identified in CAR s. 2(1) provided to those inmates on separate confinement status? If no, are the reasons why clearly identified in their client log? (CAR s. 2(1) & ACP 1.21.5 & 1.22.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0242
Comments:	

## SEGREGATION UNIT

97. Is there a segregation unit log book and/or segregation unit roster? (ACP 1.21.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0243
Comments:	
98. Is there a written record maintained of ablution times/exercise periods? (ACP 1.21.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0244
Comments:	

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99. Do the inmates who are in the segregation unit have appropriate and current documentation (i.e. CAR section 17, 18, 19, 24, or 27)? (Review 5 files of those inmates in segregation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0245
Comments:	
100. At the time of inspection, is the officer assigned to the segregation unit a correctional officer? (ACP 1.21.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0246
Comments:	
101. Do recorded visual cell inspections of the segregation unit meet the requirements of Adult Custody policy? (ACP 9.12.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0247
Comments:	
102. Does a health care professional meet with all inmates housed in the segregation unit at minimum once every 24 hours? (Health Care Services Manual 1.23) (review the segregation log book & client logs for each segregation inmate)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0248
Comments:	
103. Are all inmates offered a minimum of 1 hour ablution time every 24 hour period? (Review 5 days of prior ablution records) [CAR section 2]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0249
Comments:	

## Strike Contingency

104. Is the Strike Contingency Plan, including staffing resources, processes, names and contact information, reviewed and updated as necessary on an annual basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0250
--	--

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Comments:

## Cross Gender Staffing

105. When required, is hospital supervision of inmates conducted by a staff member of the same gender?

☒ Yes ☐ No

Question Code: 0251

Comments:

106. Does the centre ensure direct supervision of inmates in areas where they are partially or fully unclothed is done by a staff member of the same gender (e.g. shower areas, change room, skin searches)? (ACP 11.2.2)

☒ Yes ☐ No

Question Code: 0252

Comments:

107. Does the correctional centre ensure that post incident video observation is done in a manner to protect the privacy and dignity of inmates? (ACP 11.1)

☒ Yes ☐ No

Question Code: 0253

Comments:

108. Are correctional centre staff familiar with the *Corrections Branch Cross Gender Staffing Guidelines*? (ask 5 staff to access the guidelines on CorrPoint).

☒ Yes ☐ No

Question Code: 0254

Comments:

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre:** Prince George Regional Correctional Centre (PGRCC)

**Inspection Focus:** Programs Component

#### **Inspection Team:**

Sandra Gemmill	Lead	Assistant Deputy Warden Alouette Correctional Centre for Women
Chris Zatylny	Member	Inspector Investigation and Standards Office
Mike Tuck	Member	Assistant Deputy Warden Prince George Regional Correctional Centre

**Inspection Dates:** May 8, 2018 to May 10, 2018

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the programs component of Prince George Regional Correctional Centre (PGRCC) specifically:



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**Programs Component:**

- Food services;
- Inmate fasting;
- Visits;
- Legal library;
- Inmate work programs;
- Religious services;
- Inmate televisions/telephones; and
- Health care

The Inspection team reviewed the following references:

- Adult Custody Policy (ACP)
- Management Services Policy Manual (MSPM)
- Standard Operating Procedures (SOPs)
- *WorkSafeBC Regulations*
- Training records
- *Workers Compensation Act* (WCA)
- *Occupational Health and Safety Regulations* (OHSR)
- Work Place Hazardous Materials Information System (WHMIS)
- Agency agreements (MOU)
- *Public Health Act*

The inspection team interviewed the following positions;

- Gang/ works officers
- Health manager
- Kitchen manager and contracted workers
- Unit staff correctional officers (CO)
- Program correctional officers and correctional supervisors (CS)
- Wardens assistant
- CS records
- DW programs

The inspection checklists are attached as an appendix to this report.

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Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the Alouette Correctional Centre for Women (ACCW).

The inspection team conducted informal interviews with PGRCC staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at PGRCC:

### **Programs**

#### **Food Services**

- All but one kitchen worker was wearing a hair net as required under the *Public Health Act* 16(1)(e). The one worker who did not have a hair net on at the time of the inspection put one on when instructed to do so by the inspection team. Two workers had hair that did not require a hair net due to its short length. (For reference, please see checklist # 3)

#### **Health Care**

- The inspection team found that the bleach was located in the back office or in the staff desk which does not support a discreet distribution process in accordance with Adult Custody Policy (ACP) section 9.19 & 9.20. The team did not locate any condoms or latex dental dams on the units that were checked. (For reference, please see checklist #46)
- The location of these items (bleach, condoms and/or latex dental dams) did not provide maximum anonymity for the inmate as s/he would need to ask a staff member for access to these items which is contrary to section 9.20.4 of ACP. ( For reference, please see checklist #47)
- The inspection team found that healthcare are not involved in providing 30 ml bottles of filtered bleach for the inmates in accordance with section 9.20.4 of ACP. If the inmate needs it, then healthcare staff would need to ask a correctional staff for bleach. (For reference, please see checklist #48)

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- The inspection team could not locate any notices within the living units that were checked that provided information to the inmates on the proper use of filtered bleach as a disinfectant. (For reference, please see checklist #49, ACP 9.20.5)
- Epipen's are not available for correctional staff for immediate response. (For reference, please see checklist #50).
- The inspection team could not confirm whether any training had been completed for correctional centre staff on how to administer Epipens. (For reference, please see checklist # 51, ACP 9.21.3).
- While the inspection team noted that the emergency medical jump bag is checked, this process is only done on a monthly basis and is not checked weekly as required by section 6.1 #5 of Health Care Services Policy. (For reference, please see checklist #60)
- While the inspection team confirmed there were numbered security seals being used, the number on the bag was not the number on the signed check sheet. (For reference, please see checklist #61, Health Care Services Manual 6.1)
- The inspection team found that approximately 1/3 of correctional staff have current first aid certificates. (For reference, please see checklist #65)

## **Recommendations:**

The inspection team recommends that PGRCC management should:

### Programs

1. Ensure that all kitchen workers were wearing hair nets as per *Public Health Act* 16 (1)(e).
2. Ensure the correctional centre has a harm reduction process (e.g. Standard Operating Procedure) in place that supports the discreet distribution of condoms/latex dental dams and bleach as per ACP 9.19 & 9.20.
3. Ensure the location of bleach, condoms and dental latex dams provides for maximum anonymity for the inmate as per ACP 9.20.4.

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4. Ensure that 30 ml filtered bleach is available for inmates from health care staff during health care medication distribution times, during unit rounds, and during regular visits to the healthcare unit as per ACP 9.20.4.
5. Ensure there are notices on all living unit explaining the use of filtered bleach as a disinfectant as per ACP 9.20.5.
6. Ensure Epipen's are available for correctional staff for immediate response as per section 9.21.1 of ACP.
7. Ensure that correctional staff been trained in how to administer an Epipen as per section 9.21.3 of ACP.
8. Ensure there is a Standard Operating Procedure in place for the emergency medical jump bag to be checked weekly with a date and approved signature authenticating the check as per section 6.1 of the Health Care Services Manual.
9. Ensure the numbered security seals on the emergency medical jump bag zippers are replaced following use or after the weekly check with the updated serial number on the check list as per section 6.1 of Health Care Services Manual 6.1.
10. Ensure first aid certification is current for staff.

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## BC CORRECTIONS, ADULT CUSTODY DIVISION

### Inspection of: Prince George Regional Correctional Centre Programs Component

#### FOOD SERVICES

1. Are inmates assigned to work in the kitchen? If no, move to the next applicable question. (ACP s. 10.13.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0086
Comments:	
2. Have all inmates working in the kitchen received training in sanitation procedures and is the training recorded? (ACP 10.13.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0087
Comments:	
3. Are all kitchen workers wearing hair nets? (Public Health Act 16 (1)(e))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0088
Comments: All but one kitchen worker was wearing a hair net as required under the <i>Public Health Act 16(1)(e)</i> . The one worker who did not have a hair net on at the time of the inspection put one on when instructed to do so by the inspection team. Two workers had hair that did not require a hair net due to its short length.	
4. Are all kitchen workers wearing appropriate footwear? (Public Health Act 16 (1)(e))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0089
Comments:	
5. Are all kitchen workers wearing the designated clothing? (Public Health Act 16 (1)(e))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0090
Comments:	
6. Is there a procedure for the control of tools accessed and utilized by inmates in the kitchen? (ACP s. 10.2.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0091
Comments:	

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7. Does the correctional centre have a procedure in place for inmates to select a regular, vegetarian or vegan diet? (ACP 10.13.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0092
Comments:	
8. Is there a procedure in place to ensure inmates requiring a special diet for medical or religious reasons receive one? (ACP 10.13.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0093
Comments:	
9. Are the current menus available for inmates to view information? (CAR section 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0094
Comments:	
10. Are there procedures in place to prevent the tampering or contamination of meals prepared for consumption by inmates? (ACP 10.13.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0095
Comments:	
11. On inspection, are the coolers and freezers at the required temperature level? (Food Premises Regulation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0096
Comments:	
12. Are there any identified concerns with pest or vermin in the kitchen area? (Food Premises Regulation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0097
Comments:	
13. Does the correctional centre have an identified procedure for completing the meal evaluation process? (Food Service Contract)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0098
Comments:	
14. Does the correctional centre have procedures in place to manage meal substitutions in the event the kitchen is required to substitute an item from the menu? (ACP 10.13.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0099
Comments:	

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## INMATE FASTING

15. Does the correctional centre have procedures in place for maintaining a running record of all relevant information for a fasting inmate? (ACP 9.16.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0100
Comments:	

## VISITS

16. Does the correctional centre have established visiting procedures? (ACP 1.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0101
Comments:	
17. Does the correctional centre have signage in place that states the warden has authority to regulate visits? (ACP 1.11.14)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0102
Comments:	
18. Does the correctional centre have signage prominently posted at the entrance to the centre and visiting area which warns all visitors that vehicles at the correctional centre are subject to search and electronic surveillance? (ACP 1.12.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0103
Comments:	
19. Does the warden have procedures in place identifying that if a visitor has their visiting privileges suspended, all correctional centres will be notified of the outstanding suspension? (ACP 1.11.23)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0104
Comments:	

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20. Does the correctional centre SOP detail the reporting requirement if a visit is denied or restricted? (ACP 1.12.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0105
Comments:	

## LEGAL LIBRARY

21. Has the correctional centre established and do they maintain a basic legal library or access to an electronic legal resource database? (ACP 10.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0106
Comments:	
22. Does the correctional centre have procedures that allow for all inmates housed in regular living units reasonable access to the centre's legal library or legal resource database? (ACP 10.10 (2) (3))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0107
Comments:	
23. Has the correctional centre established eServices workstations for inmates? (ACP 12.3.2)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0108
Comments: N/A as eServices workstations have not been not installed at PRGCC.	

## INMATE WORK PROGRAMS

24. Does the correctional centre have work programs available for sentenced inmates? (ACP 10.2.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0108
Comments:	
25. Are inmate wages consistent with Adult Custody policy? (ACP 10.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0109
Comments:	



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26. Does the correctional centre have tool control procedures for inmate work programs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0110
Comments:	
27. Does the correctional centre have procedures for inmate escapes from open custody work crews? (ACP 2.5.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0111
Comments:	
28. Does the correctional centre have a process to ensure inmates and officers operating equipment have appropriate training or certification? ( <i>Workers Compensation Act</i> Div. 3 section 115)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0112
Comments:	
29. Is safety equipment available for officers or inmates operating equipment (i.e. goggles, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0113
Comments:	
30. Does the correctional centre maintain a record of inspection/maintenance of equipment regulated by Work Safe BC? ( <i>Workers Compensation Act</i> Div. 3 section 116)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0114
Comments:	
31. Are the records up to date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0115
Comments:	

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## RELIGIOUS SERVICES

32. Does the correctional centre have religious programs? (ACP 10.6.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0116
Comments:	
33. Does the correctional centre have a process in place to manage an inmate's special requirements to observe dietary laws and practices established by their religion? (ACP 10.6.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0117
Comments:	
34. Does the correctional centre have aboriginal elders to provide pastoral and spiritual care for inmates? (ACP 10.6.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0118
Comments:	

## INMATE TELEVISIONS/TELEPHONES

35. Does the correctional centre have written procedures specific to television use? (ACP 10.9.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0119
Comments:	
36. Does the procedure include a schedule of when the television may be utilized by the inmate? (ACP 10.9.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0120
Comments:	
37. Does each inmate telephone location include a posted notification which identifies the process to establish a privileged phone number in the Inmate Call Control System (ICCS) database? (ACP 7.8.11 #5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0121
Comments:	

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38. Does the correctional centre have procedures to ensure that information received from monitored phone calls is distributed within the centre in a controlled manner and in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> ? (ACP 7.8.22 #4).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0122
Comments:	

## HEALTH CARE

39. Has health care initiated an electronic health care record for each inmate at the correctional centre? (ACP 9.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0123
Comments:	
40. Have correctional officers that are required to distribute prescribed medications completed the appropriate orientation in accordance with section 9.6 Medication Distribution Guidelines and the <i>Handbook of Medication Distribution for Sheriffs and Officers</i> ? (ACP 9.6.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0124
Comments: N/A as no correctional officers are required to hand out medication.	
41. Does the warden have an identified position to provide orientation to health care professionals employed at the correctional centre? (ACP 9.1.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0125
Comments:	
42. Is a mental health screening performed by a mental health intake screener on all new intakes arriving at the correctional centre within 24 hours? (ACP 9.1.12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0126
Comments:	
43. Does the correctional centre have a procedure in place for inmates to submit health requests in a confidential manner? (ACP 9.1.16)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0127
Comments:	

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44. Is the correctional centre's suboxone and methadone distribution process consistent with Adult Custody policy? (ACP 9.6.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0128
Comments:	
45. Do health care professionals offer testing for communicable diseases to inmates who are newly admitted or upon request? (ACP 9.18.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0129
Comments:	
46. Does the correctional centre have a harm reduction process in place for the discreet distribution of condoms/latex dental dams and bleach in accordance with Adult Custody policy? (ACP 9.19 & 9.20)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0130
Comments: The inspection team found that the bleach was located in the back office or in the staff desk which does not support a discreet distribution process in accordance with Adult Custody Policy.  The team did not locate any condoms or latex dental dams on the units that were checked.	
47. Does the location provide for maximum anonymity for the inmate? (ACP 9.20.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0131
Comments: The location of these items (bleach, condoms and/or latex dental dams) does not provide maximum anonymity for the inmate as s/he would need to ask a staff member for access to these items.	
48. When health care professionals are involved, are 30 ml bottles of filtered bleach available for distribution at medication distribution times, during regular visits to the health care centre, and unit rounds? (ACP 9.20.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0132
Comments: The inspection team found that healthcare are not involved in providing 30 ml bottles of filtered bleach for the inmates. If the inmate needs it, then healthcare staff would need to ask a correctional staff for bleach.	

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49. Does the correctional centre have notices in each living unit providing information for the use of filtered bleach as a disinfectant? (ACP 9.20.5)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0133
Comments: The inspection team could not locate any notices within the living units that were checked that provided information to the inmates on the proper use of filtered bleach as a disinfectant.	
50. Is Epipen available for correctional staff for immediate response?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0134
Comments: Epipens are not available to correctional staff. The inspection team found that only healthcare staff have access to the Epipens.	
51. Have correctional staff been trained in administering Epipen? (ACP 9.21.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0135
Comments: The inspection team could not confirm whether any training had been completed for correctional centre staff on how to administer Epipens.	
52. Does the correctional centre have an infectious control educational program for staff and inmates? (ACP 8.1.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0136
Comments:	
53. Is there an exposure control plan at the correctional centre which addresses the specific risks and hazards of possible exposure to infectious or communicable diseases? (ACP 8.1.5 & 8.1.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0137
Comments:	
54. Are infectious control kits available in the correctional centre? (ACP s. 8.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0138
Comments:	

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55. Are the contents of the infection control kit consistent with Adult Custody policy? (ACP s. 8.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0139
Comments:	
56. Are one-way valve face masks and ligature knives available for correctional staff? (ACP s. 8.1.8 & 9.14.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0140
Comments:	
57. Is there medical equipment (e.g. jump bag or cart) available for use by health care professionals in emergent situations? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0141
Comments:	
58. Is Narcan included in the bag and is it accompanied by procedures for its use?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0142
Comments:	
59. Is there a check list maintained beside the emergency medical jump bag? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0143
Comments:	
60. Is there a procedure in place for the emergency medical jump bag to be checked weekly with a date and approved signature authenticating the check? (Reference Health Care Services Manual 6.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0144
Comments: While the inspection team noted that the emergency medical jump bag is checked, this process is only done on a monthly basis and is not checked weekly as required by section 6.1 #5 of Health Care Services Policy.	

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61. Are the numbered security seals on the emergency medical jump bag zippers replaced following use or after the weekly check with the updated serial number on the check list? (Health Care Services Manual 6.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0145
Comments: While the inspection team confirmed there were numbered security seals being used, the number on the bag was not the number on the signed check sheet.	
62. Is oxygen available for a medical emergency? (Health Care Services Manual 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0146
Comments:	
63. Is there a requirement to have a staff member with a valid Occupational First Aid Certificate on site? If 'no' skip next 2 questions.  (Management Services Policy Manual 9.1.13 and section 3.16 & schedule 3-A of the Occupational Health and Safety Regulation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0147
Comments:	
64. Are records of first aid certification available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0148
Comments:	
65. Are first aid certificates current?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0149
Comments: The inspection team found that approximately 1/3 of correctional staff have current first aid certificates.	
66. Does the shift scheduler have an up-to-date list of correctional staff holding a valid first aid certificate? (ACP 8.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0150
Comments:	

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67. Does the correctional centre have procedures in place for after-hours emergency health care? (ACP 9.1.14)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0151
Comments:	
68. Does the correctional centre have procedures for the use of isolation cells within their exposure control plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0152
Comments:	



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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre:** Prince George Regional Correctional Centre (PGRCC)

**Inspection Focus:** Sentence Management Component

#### **Inspection Team:**

Sandra Gemmill	Lead	Assistant Deputy Warden Alouette Correctional Centre for Women
Chris Zatylny	Member	Inspector Investigation and Standards Office
Mike Tuck	Member	Assistant Deputy Warden Prince George Regional Correctional Centre

**Inspection Dates:** May 8, 2018 to May 10, 2018

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the sentence management unit component of Prince George Regional Correctional Centre (PGRCC) specifically:

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Sentence Management Unit Component:

- Training and certification;
- Records procedures;
- CPIC;
- Inmate effects;
- Intermittent sentences;
- Inmate releases;
- Classification and case management;
- Temporary absences;
- Inmate files;
- K-Files; and
- Parole

The Inspection team reviewed the following references:

- Adult Custody Policy (ACP)
- Health Care Service Manual (HCSM)
- Management Services Policy Manual (MSPM)
- Standard Operating Procedures (SOPs)
- Training records
- Agency agreements (MOU)

The inspection team interviewed the following positions;

- Records supervisor
- Records officers
- Classification officers
- Assistant deputy warden (ADW) of the Sentence Management Unit
- Parole/ Temporary Absence (TA) supervisor
- Health care manager

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the Alouette Correctional Centre for Women.

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The inspection team conducted informal interviews with PGRCC staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at PGRCC:

### Sentence Management Component

#### Records procedures

- s.15
- 
- 
- 
- 
- The inspection team reviewed five random files and noted that while four had the correct information entered on CORNET; one did not have the expiration date entered. (For reference, please see checklist #18, ACP s. 4.3.12)
- While the correctional centre has a written protocol with the local Sheriff Services for the administration of video court appearances, it cannot demonstrate it is reviewed annually by February 1<sup>st</sup>. (For reference, please see checklist #19, s. ACP 3.6.3).

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## CPIC

- The CPIC terminal is not located in an area that is restricted to authorized personnel as required by the CPIC memorandum of understanding (MOU) with the RCMP E Division. (For reference, please see checklist #22)
- The remarks field is not being completed for every query as required under the CPIC MOU. (For reference, please see checklist #25)
- The printed CPIC material is not managed in accordance with the CPIC MOU, specific to dissemination and destruction as the warrant files containing inmate's CPIC information are filed in a location that cannot be locked and are accessible at night when the department is empty. (For reference, please see checklist #26)

## Inmate Effects

- The correctional centre does not have a process for the inmate to release clothing or personal effects to a person in the community. (For reference, please see checklist #39, ACP s. 3.5.7)

## Classification and case management

- The sentenced portion of the inmate assessments are not completed on all inmates sentenced to 30 days or more. (For reference, please see checklist #48, ACP s. 4.4.4)
- All of the Inmate Needs Assessments (INA) are not completed within 3 weeks of admission on sentenced offenders serving terms of imprisonment of 90 days or more. (For reference, please see checklist #51, ACP s. 4.6.3)
- The INA's are not being updated every 6 months or earlier if circumstances require an update. (For reference, please see checklist #52, ACP s. 4.6.4)
- The correctional centre does not have an established process for assigning a correctional officer to be a case manager. (For reference, please see checklist #53)
- There is not a case plan for each inmate sentenced to 90 days or more. (For reference, please see checklist #54, ACP s. 4.6.3 & s. 4.6.13)
- Case managers are not completing monthly summaries for all long term remands. (For reference, please see checklist #56, ACP s. 4.10.4)

## Temporary absences

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- Temporary Absence (TA) information is not available or accessible to inmates on their living unit (i.e. in the inmate information guide). (For reference, please see checklist #68, *Correction Act Regulation* (CAR) section 5)
- TA permit information is not being fully entered on CORNET as required by ACP. (For reference, please see checklist #70, ACP s. 5.4.18).

#### **Inmate Files**

- The inspection team reviewed five random files and determined that two of those five were stamped with a K file status whereas three were not. (For reference, please see checklist #75, ACP s.4.12.4)

#### **Parole**

- Information on the parole process is not available to inmates on the living unit (i.e. inmate information guide). (For reference, please see checklist #82, CAR section 5)
- Some of the parole applications were entered on the the CORNET Conditional Release Events screen in accordance with Adult Custody Policy. (For reference, please see checklist #83, ACP s. 6.2.4).

#### **Recommendations:**

The inspection team recommends that PGRCC management should:

1. Develop a Standard Operating Procedure to manage the admission and discharge of inmates during system outages as per ACP section 12.1.8.
2. <sup>s.15</sup>
- 3.
4. Ensure the correctional supervisor reviews and signs all documents that could affect the release date, on the date of issue, or by the next working day as per ACP s. 3.1.2.
5. Ensure all of the alerts on CORNET which require expiration dates have them entered as per ACP 4.3 and 4.3.12.

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6. Ensure the correctional centre has a written protocol with the local Sheriff Services for the administration of video court appearances, and be able to demonstrate it is reviewed annually by February 1st as per ACP 3.6.3.
7. Ensure the CPIC terminal is located in an area that is restricted to authorized personnel as per the requirements under the CPIC MOU with the RCMP E Division.
8. Ensure the remark field is completed for every CPIC query as required under the CPIC MOU with the RCMP E Division.
9. Ensure the printed CPIC material is managed in accordance with dissemination and destruction requirements under the CPIC MOU by storing the warrant files in a location that can be secured.
10. Establish Standard Operating Procedures to ensure the correctional centre has a process for the inmate to release clothing or personal effects to a person in the community as per ACP s. 3.5.7.
11. Ensure the sentenced portion of the inmate assessments are completed on all inmates sentenced to 30 days or more as per ACP s. 4.4.4.
12. Ensure the Inmate Needs Assessment (INA) are completed within 3 weeks of admission on sentenced offenders serving terms of imprisonment of 90 days or more as per ACP s. 4.6.3.
13. Ensure the Inmate Needs Assessments (INA) are being updated every 6 months or earlier if circumstances require as per ACP s. 4.6.4.
14. Develop a process for assigning a correctional officer to be an inmate's case manager.
15. Ensure there is a case plan for each inmate sentenced to 90 days or more as per ACP s.4.6.3 & s. 4.6.13.
16. Ensure that all monthly summaries are completed for long-term remand inmates as required by ACP s. 4.10.4.
17. Ensure that temporary absence information is available or accessible to inmates on their living unit as per CAR section 5.
18. Ensure that all temporary absence permit information is entered on CORNET in accordance with ACP s. 5.4.18.
19. Ensure the covers of the warrant files for active K-file status inmates are stamped with a K file designation as per ACP s. 4.12.4.

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20. Ensure information on the parole process is available to inmates on the living units as per the *Correction Act Regulation* (CAR) section 5.

21. Ensure all parole applications are entered on the CORNET Conditional Release Events screen as per ACP s. 6.2.4.

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## BC CORRECTIONS, ADULT CUSTODY DIVISION

### Inspection of: Prince George Regional Correctional Centre

#### Sentence Management Component

## TRAINING AND CERTIFICATION

1. Have all records officers completed their certification training, including CORNET and JUSTIN systems? (including backfill) (Review the training records of 5 records officers)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0001
Comments:	
2. Has the ADW of SMU completed the records and system certification training? (Review the training records of ADW of SMU)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0002
Comments:	

## RECORDS PROCEDURES

3. Confirm the ability of records officers to access Adult Custody policy and the Sentence Management Committee site on CorrPoint from their work station. (Ask 5 records officers)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0003
Comments:	
4. Confirm the ability of records staff to access the correctional centre Standard Operating Procedures (SOPs) from their workstation. (Ask 5 records staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0004
Comments:	
5. Is a digital photo of the inmate captured on all new admissions? (Review the new admissions from the previous 5 days)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0005
Comments:	



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6. Does the correctional centre have an established process for updating the digital photo during an active custody term when an inmate's appearance has changed significantly during their term in custody? (ACP 3.3.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0006
Comments:	
7. Are all inmates searched (including, but not limited to a full body scan) on admission, transfer or return to the correctional centre? (ACP 1.15.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0007
Comments:	
8. Is each inmate assessed by a nurse upon intake? (ACP 9.1.12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0008
Comments:	
9. Do the correctional centre SOPs detail the procedure for providing the intake nurse with any medications accompanying an inmate on admission? (ACP 3.5.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0009
Comments:	
10. Has initial health assessment information for each inmate admitted to custody been entered in CORNET in accordance with health care services policy?(HCSM 1.13) (Check 5 random inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0010
Comments:	
11. Is a mental health screening performed by a mental health intake screener on all new admissions arriving at the correctional centre within 24 hours of intake? (ACP 9.1.12) (Check 5 random inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0011
Comments:	
12. Does the correctional centre have established procedures to manage the admission and discharge of inmates during a system outage? (ACP 12.1.8)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0012
Comments: The inspection team found that the records area of PGRCC does not have an established procedure to manage the admission and discharge of inmates during a system outage.	

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<p>13. Does the correctional centre use biometrics to confirm the identity of the inmate prior to leaving the centre for court, work crews and on release (e.g. EOS, TA, parole) (ACP 1.7.14; 6.8.2; 3.20.3) (Ask 3 records officers to identify their process)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0013</p>
<p>Comments: s.15 s.15 PGRCC recently received the biometrics system and have not yet completed 100% enrollment of their inmate population. s.15 s.15</p>	
<p>14. Does the correctional supervisor verify that all new documents are entered correctly in CORNET? (new documents upon admission, new or subsequent remand documents) (ACP 3.1.2) (Check 5 random inmate files).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0014</p>
<p>s.15</p>	
<p>15. Does the correctional supervisor review all documents that could affect a release date, on the date of issue, or by the next working day? (ACP 3.1.2)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0015</p>
<p>s.15</p>	
<p>16. Are the pending arrivals and the JUSTIN documents slates being managed in accordance with Adult Custody policy? (ACP 3.4.16)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0016</p>
<p>Comments:</p>	
<p>17. Does the correctional centre submit an application to the court for a detention review prior to the expiration of 90 or 30 days following remand? (ACP 3.19)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0017</p>
<p>Comments:</p>	
<p>18. Are expiry dates entered for those alerts on CORNET that are no longer required? (ACP 4.3 and 4.3.12)(Check 5 files).</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0018</p>
<p>Comments: The inspection team reviewed five random files and noted that while four had the correct information entered on CORNET; one did not have the expiration date entered.</p>	

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19. Does the correctional centre have a written protocol with the local Sheriff Services for the administration of video court appearances and can they demonstrate it is reviewed annually by February 1st? When there is no on-site sheriff, does the centre have established video court operating procedures? (ACP 3.6.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0019
Comments: There is an existing memorandum of understanding (MOU) between the Corrections Branch and Sheriff Services. However, the inspection team found that the centre could not demonstrate if their video court appearance protocol is reviewed annually by February 1 <sup>st</sup> .	
20. If the correctional centre manages federal inmate transfers, do they maintain a standardized Federal Inmate Tracking and Billing form and submit it monthly to Headquarters. (ACP 4.17.16)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0020
Comments:	
21. Are the biometrics of an inmate enrolled on admission or transfer to the correctional centre? (ACP 3.3.13). (check the client profile for ten inmates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0021
Comments:	

## CPIC

22. Is the CPIC terminal located in an area that is restricted to authorized personnel?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0022
Comments: The CPIC terminal is not in a secured room as per the memorandum of understanding (MOU) between the Corrections Branch and the RCMP E Division.	
23. Is the CPIC MOU posted in proximity to the CPIC terminal?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0023
Comments:	
24. Have all CPIC users completed CPIC training? (CPIC MOU)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0024
Comments:	

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25. Is the remarks field being completed for every query in accordance with the CPIC MOU?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0025
Comments: The inspection team reviewed five random CPICs and noted that one field entry was missed.	
26. Is CPIC printed material managed in accordance with the CPIC MOU, specific to dissemination and destruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0026
Comments: The warrant files containing inmate's CPIC information are filed in a location that cannot be locked and are accessible at night when the department is empty.	
27. Does the CPIC shredder meet the specifications of the CPIC MOU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0027
Comments:	
28. Is proof of completed security screening for authorized CPIC users available on site in accordance with the CPIC MOU and Adult Custody policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0028
Comments:	
29. Is there a copy of the signed Acknowledgement of Restrictions Respecting the Handling of CPIC Material, Records, and Information form for all authorized CPIC users available on site in accordance with the CPIC MOU?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0029
Comments:	
30. Is a CPIC check being completed on all inmates prior to release? (ACP 3.3.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0030
Comments:	

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## INMATE EFFECTS

31. Are all inmate effects recorded on the CORNET inmate effects screen? (ACP 3.5.2 and 3.5.6) (Check 5 random inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0031
Comments:	
32. Are the main compartments of inmate effects blue bags sealed with a numbered metal seal tag which matches the seal number recorded on the CORNET Effects Summary screen and reflected on the CORNET Client Personal Effects Report (ACP 3.5.6) (Check to effects bags of ten inmates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0032
Comments:	
33. Are inmate effects re-itemized and re-sealed if/when the seal is broken or effects are added or removed? (ACP 3.5.6) (Check ten random inmate files).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0033
Comments:	
34. Are inmate effects stored securely (i.e. in a locked room)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0034
Comments:	
35. Does the correctional centre have a process for transferring and receiving inmate effects? (ACP 3.5.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0035
Comments:	
36. Does the correctional centre have a process for storage of inmate effects left at the centre upon release, escape or transfer? (ACP 3.5.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0036
Comments:	
37. Are abandoned effects disposed of in accordance with section 36 <i>Correction Act Regulation</i> and Adult Custody policy? (ACP 3.5.13)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0037
Comments:	

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38. Does the correctional centre have a supply of clothing available to inmates in need upon release? (Best practice)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0038
Comments:	
39. Does the correctional centre have a process for the inmate to release clothing or personal effects to a person in the community? (ACP 3.5.7)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0039
Comments: The inspection team found that the correctional centre did not have a process for an inmate to release clothing or personal effects to a person in the community.	

## INTERMITTENT SENTENCES

40. Does the correctional centre house intermittent inmates?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0040
Comments:	
41. Is the correctional centre aware of the process to be followed when an inmate who is serving an intermittent sentence receives another term of imprisonment? (ACP 3.16.6) (Ask 5 records officers)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0041
Comments:	
42. When an intermittent inmate fails to report, does the correctional centre submit the RCC electronically on JUSTIN?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0042
Comments:	

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## INMATE RELEASES

43. Is the Release Checklist completed for all releases? (Review ten files) (ACP 3.20.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0043
Comments:	
44. Does the correctional supervisor, or in the event of their absence, a qualified records officer identified on the supervisor substitution list, sign off the pre-release checklist in accordance with Adult Custody policy? (Review 5 files) (ACP 3.20.5(4))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0044
Comments:	
45. Is the signed probation referral placed in the inmate's warrant file? (ACP 3.6.2 and 4.15.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0045
Comments:	

## CLASSIFICATION AND CASE MANAGEMENT

46. Is the initial intake section of the Inmate Assessment form (IA) completed on all inmates admitted to the correctional centre within 24 hours of intake? (ACP 4.4.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0046
Comments:	
47. Are inmate assessments current? Review 10 files and where applicable include open and medium custody inmates.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0047
Comments:	
48. Is the sentenced portion of the inmate assessment completed on all inmates sentenced to 30 days or more? (ACP 4.4.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0048
Comments: The inspection team found that if the inmate is sentenced to 30 days or more but still has an active remand on other charges, then the inmate assessment is not completed until the inmate is fully sentenced.	

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49. Have all staff assigned as classification officers completed their certification training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0049
Comments:	
50. Do all assigned classification officers have a letter of delegation from the warden?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0050
Comments:	
51. Is the Inmate Needs Assessment (INA) completed within 3 weeks of admission on sentenced offenders serving terms of imprisonment of 90 days or more (in total)? (ACP 4.6.3) (Check ten sentenced inmate files).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0051
Comments: The inspection team found that the inmate needs assessment (INA) is not being completed within three weeks on all inmates with sentences over 90 days.	
52. Is the INA updated every 6 months or earlier if circumstances require? (ACP 4.6.4) (Check ten sentenced inmate files).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0052
Comments: The inspection team found that INAs are not being updated every six months as required by Adult Custody Policy	
53. Does the correctional centre have an established process for assigning a correctional officer to be an inmate's case manager?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0053
Comments: There is not an established process for assigning a correction officer as a case manager.	
54. Is there a case plan for each inmate sentenced to 90 days or more? (ACP 4.6.3 & 4.6.13) (Check ten sentenced inmate files).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0054
Comments: There is not a case plan for each inmate sentenced to 90 days or more.	
55. Are inmate CORNET Client Log entries being completed in accordance with the timelines established in Adult Custody policy? (Check five CORNET Client Logs) (ACP 4.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0055
Comments:	



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56. Do case managers make monthly summaries in the CORNET Client Log for all sentenced inmates, long-term remanded inmates, and long-term immigration detainees? (check three files from each designation) (ACP 4.10.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0056
Comments: The inspection team found that monthly entries in CORNET for long-term remanded inmates are not being completed.	
57. When a sentenced inmate is discharged, or a long-term remanded inmate or a long-term immigration detainee is released, does a case manager enter a closing summary in the CORNET Client Log? (check three files from each designation) (ACP 4.10.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0057
Comments:	
58. Does the correctional centre have a process for supervisors or managers to review the frequency and quality of Client Log entries? (ACP 4.10.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0058
Comments:	
59. Is the correctional centre using the cell location function in CORNET for inmate cell placement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0059
Comments:	
60. Do all inmates on Enhanced Supervision Placement (ESP) have completed case plans? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0060
Comments:	
61. Are inmates provided reasons in writing for ESP placement and reviews? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0061
Comments:	

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62. Are daily client log entries completed for all inmates on ESP? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0062
Comments:	
63. Does the warden or designate review inmates on ESP each week? (ACP 4.8) (Check 5 ESP placements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0063
Comments:	
64. Is the ESP plan reviewed by the receiving correctional centre when the inmate is transferred? This review is documented in the client log. (ACP 4.8.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0064
Comments:	
65. Does the correctional centre have a defined process for monthly remission reviews in accordance with CAR? (CAR sec 32-35) (ACP 3.9.4 and 3.9.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0065
Comments:	
66. Does the correctional centre ensure earned remission is credited to sentenced inmates within 5 days of the end of the previous month? (CAR s.34) (Check ten sentenced inmate files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0066
Comments:	
67. In circumstances where the Remission Awards Assessors do not credit full remission to a sentenced inmate, are their reasons clearly documented in writing and provided to the inmate? (CAR s. 35) (check files of ten sentenced inmates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0067
Comments:	

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## TEMPORARY ABSENCES

68. Is temporary absence information available or accessible to inmates on their living unit (i.e. in the inmate information guide)? (CAR section 5)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0068
Comments: There centre does not have temporary absence (TA) application information available to inmates on the living units.	
69. Is the identity of inmates going out on a TA confirmed via CORNET prior to each movement? (ACP 5.4.21)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0069
Comments:	
70. Are TA permits completed in CORNET in accordance with Adult Custody policy? (ACP 5.4.18)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0070
Comments: The inspection team found that the TA permits are only partially entered in CORNET as they remain in the 'pending approval stage' making it difficult to determine the outcome of the TA application.	

## INMATE FILES

71. Are files for inactive inmates filed onsite for the current year plus two years? (ACP 4.11.14)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0071
Comments:	
72. Is the file for an active inmate formatted according to Adult Custody policy? (ACP 4.11.3 and 4.11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0072
Comments:	
73. Is the current location of the inmate's electronic file the same as the correctional center s/he is currently active to? (ACP 4.11.2 and 4.11.8) (Check ten files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0073
Comments:	

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74. Is the electronic file transferred to the correct correctional centre for those inmates who have recently been transferred out? (within the last 24 hours) (ACP 4.11.8) (Check ten recent transfers).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0074
Comments:	
75. Are the warrant files of all active K-file status inmates stamped according to Adult Custody policy? (ACP 4.12.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0075
Comments: The inspection team reviewed five random files and determined that two of those five were stamped with a K file status whereas three were not.	

## K- FILES

76. Are Protection Order Registry checks being completed in accordance with Adult Custody policy? (Check 5 K-files) (ACP 4.13)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0076
Comments:	
77. Are K file victims being contacted in accordance with Adult Custody policy? (ACP 4.12.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0077
Comments:	
78. Are notes of victim contact being maintained in the victim log in CORNET?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0078
Comments:	
79. Do all K files have an active K file alert? (check five K-files on CORNET)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0079
Comments:	

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80. Are inmates restricted from communicating (including telephone, mail and visits) with victims, witnesses or other parties who are protected by a court ordered protective condition imposed on an active warrant or order? (ACP 4.12.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0080
Comments:	

## PAROLE

81. Are parole applications accessible to inmates? (ACP 6.6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0081
Comments:	
82. Is information on the parole process available to inmates on the living unit? (i.e. inmate information guide) (CAR section 5)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0082
Comments: There was no parole information available to inmates on the living unit.	
83. Does the CORNET Conditional Release Events screen reflect parole applications that have been submitted in accordance with Adult Custody policy? (ACP 6.2.4)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0083
Comments: The inspection team found that of the files that were checked, there was one that was application that was not entered on to the CORNET system.	
84. Are inmates sentenced to six months or more provided with parole information within one week of sentencing? (ACP 6.6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0084
Comments:	

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre:** North Fraser Pretrial Centre

**Inspection Focus:** Human Resources

Dan Carnovale	Lead	Assistant Deputy Warden Kamloops Regional Correctional centre
Lynn Stokes	Member	Inspector Investigation and Standards Office
Roger St. Godard	Member	Assistant Deputy Warden North Fraser Pre Trial Centre

**Inspection Dates:** May 15 - 17, 2018

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the human resources component of North Fraser Pretrial Centre specifically:

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#### Human Resources Component:

- Local union management committee;
- WorkSafeBC requirements;
- Joint occupational health and safety committee;
- Violence in the workplace;
- Critical incident response team (CIRT);
- Wellness program;
- Staff locker facilities;
- Hiring standards;
- Training;
- General;
- Fire safety;
- Hazardous materials (WHMIS);
- Work program safety;
- First aid;
- Indoor air quality;
- Working alone;
- Contractor safety; and
- Dental x-ray machine

#### The Inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP)
- Corrections Branch Management Services Policy Manual (MSM)
- Correctional Centre Standard Operating Procedures (SOP)
- WorkSafeBC Regulations
- Incident Command Resource Binder
- Training records
- *Workers Compensation Act* (WCA)
- Occupational Health and Safety Regulations (OHSR)
- Work Place Hazardous Materials Information System (WHMIS)
- Agency agreements (MOU)
- B.C. Fire Code

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The inspection team interviewed the following positions;

- Assistant deputy wardens;
- Correctional supervisors; and
- Correctional officers

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the North Fraser Pretrial Centre.

The inspection team conducted informal interviews with NFPC staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process.

## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at NFPC:

### Human Resources Component

#### Joint occupational health and safety committee

- At the time of inspection, documentation was not unavailable to review whether the Occupational Health and Safety (OHS) committee members had received training. After the inspection was completed, documentation was sent via email, reflecting that five OHS committee members are currently booked to receive the training in July and August of 2018 (For reference, please see checklist #12, *Workers Compensation Act*, Section 135 and 22.15 of the Master Agreement).
- The inspection team was unable to confirm whether there were terms of reference for the OHS committee as they were not available for review on the date of the inspection (For reference, please see checklist #16, *Workers Compensation Act*, section 131).

#### Critical incident response team

- While the correctional centre does maintain a list of staff members identified as trained, there was no training documentation available to substantiate whether those identified had actually received training (For reference, please see Checklist #28).



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## Training

- At the time of the inspection, the first aid assessment worksheet was not available for review. Therefore, the inspection team was unable to confirm compliance (For reference, please see Checklist #50, OHS Regulation 3.16).
- A current first aid assessment establishing minimum first aid requirements was not available on the date of the inspection. The inspection team was unable to determine if minimum requirements are met (For reference, please see Checklist #51).
- On the date of inspection, documentation was not available to review that staff have received the required training for the following positions, control, records, core programs, acting correctional supervisor, acting classification supervisor, and acting records supervisor (For reference, please see Checklist #54).
- On the date of inspection, documentation was not available reflecting that all persons on the 2b list have completed the acting supervisory training (For reference, please see Checklist #55).

## General

- Of the five staff of different ranks that were asked if they had quarterly performance reviews completed, four advised the inspection team that they had not had their reviews (For reference, please see checklist #58).

## Fire safety

- The inspection team determined that WSI is responsible for maintaining the record of inspections carried out by the fire department. When these records were requested, WSI were unable to provide them as approval from a WSI supervisor was required. Additional information from WSI was received after the inspection was completed. WSI advised that in order for these records information to be provided, a formal request from BC Corrections headquarters would be required (For reference, please see checklist #65, OHS Regulation 3.3(f)).
- Of the portable fire extinguishers that were checked there were not instructions for operating, maintaining and re-charging attached (For reference, please see checklist #67, B.C. Fire Code 6.2.1).

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- The records that were provided for 2018 did not reflect that a fire drill had been conducted in February 2018. This contravenes the B.C. fire code which stipulates that fire drills shall be held at intervals not greater than one month (For reference, please see checklist #70, B.C. Fire Code 2.8.3.2).

#### Hazardous materials (WHMIS)

- A complete inventory of all WHMIS controlled products is not performed s.15 (For reference, please see checklist #72, ACP 8.2.3).

#### Work program safety

- The documentation provided to the inspection team indicated the last forklift maintenance occurred in April of 2017. The subsequent maintenance that was scheduled did not indicate that it had been done (For reference, please see checklist #83).

#### First aid

- On the date of inspection, documentation was not available to be able to review that the centre has completed a current first aid assessment (For reference, please see Checklist #97, OHSR Regulation 3.16(3)).

#### Indoor air quality

- At the time of inspection, documentation was not available to determine if there is a preventative maintenance program for the ventilation system (For reference, please see checklist #103, OHSR 4.78).

#### Working alone

- The inspection team noted that there were numerous staff who were not wearing personal alarm transmitters in areas where they are required to wear them (For reference, please see checklist #111).

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## Recommendations:

The inspection team recommends that North Fraser Regional Correctional Centre management should:

1. Ensure all OHS Committee members complete the OHS committee member training in accordance with the *Workers Compensation Act*, section 135, OHS Regulation and Master Agreement.
2. Ensure that the centre has OHS terms of reference in accordance with the *Workers Compensation Act*, section 131.
3. Ensure that the Critical Incident Response Team members complete the required training and have the completed training documentation available at the correctional centre for reference when needed.
4. Ensure that the centre has completed a first aid assessment as required by section 3.16 of the OHS Regulation and have the assessment available at the correctional centre for reference when needed.
5. Ensure that the centre meets the minimum first aid requirements identified in the first aid assessment and ensure the assessment is available at the correctional centre for reference when needed.
6. Ensure all staff working in control, records, or core programs, or as an acting correctional supervisor, an acting classification supervisor or an acting records supervisor successfully complete the required training and ensure all training documentation is available at the correctional centre for reference when needed.
7. Ensure that all staff on the 2b list have received the acting supervisory training.
8. Ensure supervisors are conducting quarterly performance reviews with their staff.
9. Ensure that the centre creates and maintains a record of fire inspections carried out by the fire inspector in accordance with 3.3(f) of the OHS Regulation.
10. Ensure that all portable fire extinguishers have affixed instructions for operating, maintaining and re-charging in accordance with B.C. Fire Code 6.2.1.
11. Ensure fire evacuation drills are being conducted and recorded <sup>s.15</sup>  
<sup>s.15</sup> in accordance with B.C. Fire Code 2.8.3.2.

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12. Ensure a complete inventory of all WHMIS controlled products is performed<sup>s.15</sup> in accordance with section 8.2.3 of Adult Custody Policy (ACP).
13. Ensure the record of inspection/maintenance of equipment regulated by *Workers Compensation Act* Div. 3 section, 115 and 130 and section 12 of the OHS Regulation is maintained.
14. Ensure the first aid assessment is reviewed within the last 12 months or when a significant change has occurred in the operations that may affect the first aid assessment as required by section 3.16(3) of the OHS Regulation.
15. Ensure that the centre has a documented preventative maintenance program for the ventilation system in accordance with 4.78 of the OHS Regulation.
16. Ensure that all employees that are required to wear personal alarm transmitters are doing so in accordance with Standard Operating Procedures section 5: Safety and Regulatory Services – Personal Mobile Transmitter 1.02.



**BC CORRECTIONS, ADULT CUSTODY DIVISION**  
Inspection of North Fraser Pretrial Centre  
Human Resources Component

**Local Union-Management Committee as per 1.1 of the Component Agreement**

1. Does the correctional centre have a local union-management 1.1 committee in place? (Reference Component Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0251
Comments:	
2. Does the local union-management 1.1 committee meet on a monthly basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0252
Comments:	
3. Does the correctional centre record minutes from the 1.1 committee meetings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0253
Comments:	
4. Are the minutes of monthly 1.1 committee meetings accessible to staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0254
Comments:	
5. Does the correctional centre have a 2(b) agreement? [Reference Component Agreement, Letter of Understanding 1 (page38)]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0255
Comments:	

**WORKSAFE BC REQUIREMENTS**

6. Does the correctional centre have a designated smoking area for staff consistent with Adult Custody Policy, government policy, and WorkSafeBC legislation in relation to centre entrances and ventilation points? (Reference OHS Regulation 4.81 and ACP 8.8.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0256
Comments:	

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7. Does the correctional centre have a procedure for signing onto their emergency communication device (e.g. portable radios or personal alarm transmitter (PAT))? (Reference ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0257
Comments:	

## JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

8. Does the correctional centre have a joint Occupational Health & Safety (OHS) Committee in place? (Reference <i>Workers Compensation Act</i> , section 125)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0258
Comments:	
9. Does the correctional centre OHS Committee meet on a monthly basis? [Reference <i>Workers Compensation Act</i> , section 131(2)]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0259
Comments:	
10. Does the correctional centre record minutes from OHS committee meetings? (Reference <i>Workers Compensation Act</i> , section 131(1) and 22.3(b) of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0260
Comments:	
11. Are minutes of monthly OHS committee meetings accessible to all staff? (Reference <i>Workers Compensation Act</i> , section 137)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0261
Comments:	
12. Have all OHS committee members received the "OHS Committee member" training? (Reference <i>Workers Compensation Act</i> , section 135 and 22.15 of the Master Agreement)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0262
Comments: At the time of inspection, documentation was not available to review whether the Occupational Health and Safety (OHS) committee members had received training. After the inspection was completed, documentation was sent via email, reflecting that five OHS committee members are currently booked to receive the training in July and August of 2018.	

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13. Does the centre have at least one employer and employee representative trained in "accident/incident investigations"? (Reference <i>Workers Compensation Act</i> , section 135 and 22.5 of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0263
Comments:	
14. Does the centre have at least one employer and employee representative trained "violence risk assessments"? (Reference <i>Workers Compensation Act</i> , section 135 and OHS policies 4.30(3)(d)) and 22.13(d) of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0264
Comments:	
15. Are regular inspections conducted at the correctional centre at intervals that will prevent the development of unsafe working conditions? (Reference OHS Regulation 3.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0265
Comments:	
16. Does the correctional centre OHS Committee have current terms of reference? (Reference <i>Workers Compensation Act</i> , section 131)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0266
Comments: The inspection team was unable to confirm whether there were terms of reference for the OHS committee as they were not available for review on the date of the inspection.	
17. Does the correctional centre have any active or unresolved WSBC inspection reports or orders?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0267
Comments:	
18. If yes, are the active orders or inspection reports posted in a visible place in accordance with section 2.5 of the OHS Regulation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0268
Comments: N/A	

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19. Are all major incidents reported to WorkSafeBC? (Workers Compensation Act 172)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0269
Comments:	
20. Does the correctional center complete a joint investigation after every significant incident or accident? (Workers Compensation Act 173, 175, 177)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0270
Comments:	
21. Does the centre have an accident/incident investigation kit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0271
Comments:	

Note: OHS courses can be found on BC Public Service Agency Learning Centre website.

## VIOLENCE IN THE WORKPLACE

22. Has the correctional centre completed a risk assessment for violence in the workplace as per 4.28 of the OHS Regulation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0272
Comments:	
23. Has there been significant change that would require a risk assessment to be completed as per 4.28 of the OHS Regulation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0273
Comments:	
24. If there has been a significant change, has an updated risk assessment been completed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0274
Comments: N/A	



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25. Does the correctional centre have documented procedures on how to: <ul style="list-style-type: none"><li>• Respond to emergencies</li><li>• Report incidents</li><li>• Record incidents</li><li>• Pass on information</li><li>• Conduct incident/accident investigations</li></ul> (Reference OHS Regulation 3.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0275
Comments:	

### CRITICAL INCIDENT RESPONSE TEAM (CIRT)

26. Does the correctional centre have a Critical Incident Response Team?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0276
Comments:	
27. Is there a contact list identifying the co-ordinator and members of the Critical Incident Response Team that is available to all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0277
Comments:	
28. Have all Critical Incident Response Team members received Corrections Branch authorized training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0278
Comments: While the correctional centre does maintain a list of staff members identified as trained, there was no training documentation available to substantiate whether those identified had actually received training.	
29. Does the correctional centre have SOPs detailing the authority and process for deploying Critical Incident Response Team members? (Reference 22.13(f) of the Master Agreement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0279
Comments:	

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## WELLNESS PROGRAM

30. Does the correctional centre have an active wellness committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0280
Comments:	
31. Is the wellness committee comprised of representation from both the employee and employer groups?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0281
Comments:	
32. Are fund raising activities consistent with gaming legislation (e.g., do they hold 50/50 draws or raffles)? [ <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising</a> ]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0282
Comments:	

## STAFF LOCKER FACILITIES

33. Does the centre have adequate staff washrooms and locker facilities for all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0283
Comments:	
34. Are there adequate shower facilities for staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0284
Comments:	

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## HIRING STANDARDS

### 35. Are pre-employment hiring standards being met?

(Consultation with the assistant deputy warden responsible for the provincial recruitment team is recommended for question #35).

- |   |   |
|---|---|
| • Is the branch recruitment manual and process being administered?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Hiring Centre Posting and Processing?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Is the COPAT being administered in accordance with branch policy and standards?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Educational Requirements?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Language Proficiency?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • REACT?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Security Screening Questionnaire?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Merit Based Hiring by Behavioural Event Interviews Panel Interview?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Reference Checks?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Security Screening: Police Records Check, JUSTIN, CORNET, mandatory fingerprinting, & Computer Voice Stress Analysis (CVSA)?                            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Medical?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Are checks under Criminal Records Review Act being completed for all new hires in accordance with section 3.3 of the Management Services Policy Manual? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| • Are criminal records checks being completed for all new hires as per section 3.1.5.8 of the Management Services Policy Manual?                          | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Question Code: 0285

Comments:

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36. Does the correctional centre have a current community marketing and outreach plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0286
Comments: N/A as this is currently being addressed by the Adult Custody Provincial Recruiting Team.	
37. Have managers completed the hiring manager courses before they exercise authority to conduct competitions? (PSA Hiring Courses)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0287
Comments:	
38. Did the correctional centre seek approval through branch headquarters for all hiring since the last inspection?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0288
Comments:	
39. Are the members on competition panels consistent with Management Services Policy Manual (MSPM) section 3.1.4, which states that every Corrections Branch competition panel has at least one male and one female member when possible?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0289
Comments:	
40. Are the orientation checklists for new employees completed (Reference PSA "New Employee Checklist "and "SO Orientation Checklist")?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0290
Comments:	
41. Is the Standards of Conduct booklet received, read, and signed off by the employee? (Reference: MSPM 4.3.2.2 and 4.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0291
Comments:	
42. Does the correctional centre provide new employees with branch identification cards? (Reference: MSPM 8.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0292
Comments:	
43. Does the correctional centre provide all officers with badges? (Reference: ACP 11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0293
Comments:	

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44. Does the correctional centre maintain a copy of the signed badge issue document for each officer being issued a badge? (Reference ACP 11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0294
Comments:	
45. Is the correctional centre maintaining an inventory of assigned badges? (Reference ACP 11.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0295
Comments:	
46. Is there an established process for the "Staff recruitment incentive program"? (Reference ACP 11.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0296
Comments:	

## TRAINING

47. Does the correctional centre have identified onsite training periods?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0297
Comments:	
48. Is contingency plan training being made available during staff training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0298
Comments:	
49. Are staff hours being properly tracked for the second chevron?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0299
Comments:	
50. Has the correctional centre completed a current first aid assessment as per 3.16 of the OHS Regulation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0300
Comments: At the time of the inspection, the first aid assessment worksheet was not available for review. Therefore, the inspection team was unable to confirm compliance.	
51. Does the correctional centre meet the minimum first aid requirements as per their assessment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0301
Comments: At the time of the inspection, a first aid assessment indicating minimum standards was not available. Therefore the inspection team is unable to determine compliance.	

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52. Do all staff who carry s.15 have the required training?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0302
Comments:	
53. Is all staff training being tracked through the Justice Institute of BC and local tracking documents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0303
Comments:	
54. Have required staff received and met all training expectations for: <ul style="list-style-type: none"> <li>• Control</li> <li>• Records</li> <li>• Core Programs</li> <li>• Acting Correctional Supervisor</li> <li>• Acting Classification Supervisor</li> <li>• Acting Records Supervisor</li> </ul>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0304
Comments: While the correctional centre has a list of staff identified as trained, there was no training documentation available at the time of the inspection that would substantiate the training was completed.	
55. Have all persons on the 2B list completed the acting supervisory training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0305
Comments: While the correctional centre has a 2B list of staff identified as trained, there was no training documentation available at the time of the inspection that would substantiate the supervisory training was completed.	
56. Can staff demonstrate access to and navigate via ICON, CorrPoint, and ACTS? (ask 10 staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0306
Comments:	

## GENERAL

<p>57. Is the selection process for the provincial honour guard members conducted or reviewed each January and confirmed by end of fiscal in March? (Reference ACP 11.7)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0307</p>
<p>Comments:</p>	
<p>58. Are quarterly performance interviews being completed? (Query 5 staff of different ranks)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question Code: 0308</p>
<p>Comments: The inspection team found that only one of five random staff who were queried stated they had completed a quarterly performance review.</p>	

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59. Are performance evaluations completed annually?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0309
Comments:	
60. Is the correctional centre in compliance with Adult Custody cross-gender staffing policy? (Reference ACP 11.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0310
Comments:	
61. Are post job descriptions completed for all positions?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0311
Comments:	
62. Are the post job descriptions accessible to all staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0312
Comments:	
63. Have enhanced security screening checks been completed in the last 5 years for all applicable staff in accordance with section 3.1.5.8 of the Management Services Policy Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0313
Comments:	
64. Have <i>Criminal Records Review Act</i> checks been completed in the last 5 years for all applicable staff in accordance with section 3.3.1 of the Management Services Policy Manual?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0314
Comments:	

## FIRE SAFETY

65. Does the correctional centre maintain a record of fire inspections carried out by the fire department? (3.3(f) of OHS Regulation)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0315
Comments: The inspection team determined that WSI is responsible for maintaining the record of inspections carried out by the fire department. When these records were requested, WSI were unable to provide them as approval from a WSI supervisor was required.	
Additional information from WSI was received after the inspection was completed. WSI advised that in order	

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for these records information to be provided, a formal request from BC Corrections headquarters would be required.

66. Are portable fire extinguishers located in or adjacent to corridors or hallways that provide access to exits? (BC Fire Code 6.2.1)

☒ Yes ☐ No

Question Code: 0316

Comments:

67. Are the instructions for operating, maintaining and re-charging portable extinguishers permanently fixed to each extinguisher? (BC Fire Code 6.2.1)

☐ Yes ☒ No

Question Code: 0317

Comments: Of the fire extinguishers that were checked, the instructions for operating, maintaining and re-charging them were not attached.

68. Have any of the dates expired on the portable fire extinguishers? (BC Fire Code 6.2.1)

☐ Yes ☒ No

Question Code: 0318

Comments:

69. Does the correctional centre have a documented evacuation plan in the event of a fire? (ACP 2.1.1) (BC Fire Code 2.8.2.1)

☒ Yes ☐ No

Question Code: 0319

Comments:

70. Are there s.15 fire evacuation drills carried out and records maintained of the drill? (BC Fire Code 2.8.3.2)

☐ Yes ☒ No

Question Code: 0320

Comments: The records that were provided for 2018 did not reflect that a fire drill had been conducted in February 2018. This contravenes the B.C. fire code which stipulates that fire drills shall be held s.15 s.15



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## HAZARDOUS MATERIALS – Workplace Hazardous Material Information System (WHMIS)

71. Is there a WHMIS program at the centre? (ACP 8.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0321
Comments:	
72. Is the WHMIS program updated at minimum s.15 ? (ACP 8.2.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0322
Comments: The inspection team were unable to confirm whether a complete inventory of all WHMIS controlled products are done s.15 as required by section 8.2.3 of Adult Custody Policy.	
73. Does the correctional centre have an inventory of all WHMIS-controlled products? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0323
Comments:	
74. Are the products identified on this inventory appropriately labelled? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0324
Comments:	
75. Does the correctional centre have a procedure in place to store WHMIS products in accordance with the recommended storage procedures? (ACP 8.2.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0325
Comments:	
76. Does the correctional centre have valid material safety data sheets (MSDS) readily available? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0326
Comments:	

## Work Program Safety

77. Does the correctional centre have up to date training records for all instructors or officers operating specialized equipment? (OHSR 3.25)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0327
Comments:	

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78. Have recommendations from any previous inspections been completed or implemented? (OHSR 3.9, 133 WCA)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0328
Comments:	
79. Are warning signs visibly posted around hazards (i.e. around equipment)? (OHSR 12.12, 12.13, 19.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0329
Comments:	
80. Does the correctional centre have a process to ensure inmates and staff operating equipment has appropriate training or certification? ( <i>Workers Compensation Act</i> Div. 3 section 115)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0330
Comments:	
81. Is safety equipment available for staff or inmates operating equipment (i.e. goggles, gloves)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0331
Comments:	
82. Does the correctional centre maintain a record of inspection/maintenance of equipment regulated by Work Safe BC? ( <i>Workers Compensation Act</i> Div. 3 section 3, 115 and 130 and Occupational Health and Safety Regulation section 12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0332
Comments:	
83. Are the records up to date?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0333
Comments: The documentation provided to the inspection team indicated the last forklift maintenance occurred in April of 2017. The subsequent maintenance that was scheduled did not indicate that it had been done.	
84. Does the correctional centre maintain an inventory of all power tools?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0334
Comments:	
85. Are machine guards in place on all power tools, where applicable? (OHSR 12.2, 12.16, 12.59)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0335
Comments:	
86. Is personal protection equipment utilized as required in work programs areas? (OHSR 8.7, 8.8, 8.9)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0336
Comments:	

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87. Is there signage posted regarding the requirement to wear personal protective equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0337
Comments:	
88. Does the correctional centre have documented lockout procedures for each piece of machinery or equipment? (OHSR 10.2 to 10.12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0338
Comments:	
89. Does the correctional centre have a paint booth?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0339
Comments:	
90. Does the correctional centre have service documents for the approved ventilation of paint booth? (OHSR 12.133)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0340
Comments: N/A as the centre does not have a paint booth.	
91. Does the correctional centre have an establish process for emptying the dust collection system in the woodwork program area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0341
Comments: N/A as the centre does have a dust collection system.	
92. Are all compressed gas tanks anchored according to regulations? (OHSR 5.38)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0342
Comments: N/A as the centre does not have compressed gas tanks.	
93. Are all inactive compressed gas tanks properly capped? (OHSR 5.36 and OHS Regulation 4.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0343
Comments: N/A	
94. Are shields available and in use for hot work operations? (i.e. welding, blow torch)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0344
Comments: N/A as the centre has no hot work operations.	
95. Are fire extinguishers adjacent to hot work area?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0345
Comments: N/A	

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96. Does the correctional centre have emergency eye wash stations as regulated? (OHSR 5.85 to 5.96)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0346
Comments:	

## FIRST AID

97. Has a first aid assessment been conducted and reviewed within the last 12 months or when a significant change has occurred in the operations that may affect the first aid assessment? (OHSR 3.16(3))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0347
Comments: A first aid assessment worksheet was not available for review.	
98. Is there a requirement to have a staff member with a valid Occupational First Aid Certificate on site? If 'no' skip next 2 questions. (OHS Regulation 3.16)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0348
Comments:	
99. Are records of first aid (OFA) certification available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0349
Comments:	
100. Are first aid (OFA) certificates current?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0350
Comments:	
101. Does the correctional centre have instructions on how to access first aid? (OHSR 3.17)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0351
Comments:	
102. Does the correctional centre have a process for the proper disposal of biohazard materials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0352
Comments:	

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## INDOOR AIR QUALITY

103. Is there a documented preventative maintenance program? (OHSR 4.78)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0353
<p>Comments: WSI is responsible for records regarding preventative maintenance for acceptable air quality. There were no documentation was available at the time of the inspection.</p> <p>Additional information was received after the inspection advising that there is a government wide process to raise and address air quality. If a concern is identified, a service request through AskMyHR would need to be submitted. PSA would advise WSI and determine if testing is required.</p> <p>It should be noted that if the results were negative, BC Corrections would be responsible for the testing costs.</p>	
104. Is there a procedure for investigating a poor air quality complaint? (OHSR 4.79)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0354
Comments:	
105. Does the correctional centre have a designated smoking area for staff consistent with Adult Custody Policy, government policy, and WorkSafeBC legislation in relation to centre entrances and ventilation points? (Reference OHS Regulation 4.81 and ACP 8.8.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0355
Comments:	

## WORKING ALONE

106. Does the correctional centre have SOP to maintain contact with persons working in isolated posts? (OHSR 4.20.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0356
Comments:	
107. Does the SOP detail the process for responding to a missed check in? (OHSR 4.21.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0357
Comments:	
108. Does the correctional centre have a s.15 test routine for the use of personal alarm transmitters? (Reference ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0358
Comments:	

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109. s.15 is there a process in place to ensure that security communication systems are tested in accordance with adult custody policy? (ACP 1.1.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0359
Comments:	
110. Does the correctional centre have an SOP that identifies which staff are required to wear a PAT? (ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0360
Comments:	
111. On inspection, are all staff that are required to wear a PAT doing so?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0361
Comments: The inspection team noted that there were numerous staff who were not wearing personal alarm transmitters in areas where they are required to wear them.	
112. Does the correctional centre have an SOP that identifies which staff are required to wear a radio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0362
Comments:	
113. On inspection, are all staff who are required to wear a radio doing so?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0363
Comments:	

## CONTRACTOR SAFETY

114. Does the correctional centre have identified staff to provide orientation to health care professionals employed at the correctional centre?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0364
Comments:	

## DENTAL X-RAY MACHINE

115. Has the dental X-ray machine been inspected within the past three years? (OHSR 7.23(a)(v) and Health Canada and Safety Code 30)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0365
Comments:	

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116. If there were any action items from the dental X-ray machine inspection, have they been responded to?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0366
Comments: No action items reported.	

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: North Fraser Pretrial Centre**

**Inspection Focus: Operations**

#### **Inspection Team:**

Dan Carnovale	Lead	Assistant Deputy Warden Kamloops Regional Correctional centre
Lynn Stokes	Member	Inspector Investigation and Standards Office
Roger St. Godard	Member	Assistant Deputy Warden North Fraser Pre Trial Centre

**Inspection Dates: May 15 - 17, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the operations component of North Fraser Pretrial Centre specifically:



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**Operations Component:**

- Building security;
- Living units;
- Control;
- Radio/personal alarm transmitters;
- Counts;
- Escorts;
- Inmate communication system;
- Drug interdiction;
- Contraband;
- Use of force;
- Tactical operations;
- Crisis management;
- Fire;
- Hazardous materials (WHMIS);
- Separate confinement;
- Segregation unit;
- Strike contingency; and
- Cross gender staffing

The Inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP)
- Corrections Branch Management Services Policy Manual (MSM)
- Correctional Centre Standard Operating Procedures (SOPs)
- WorkSafeBC Regulations
- Incident command resource binder
- Training records
- *Workers Compensation Act* (WCA)
- Occupational Health and Safety Regulations (OHSR)
- Work Place Hazardous Materials Information System (WHMIS)
- Agency agreements (MOU)
- B.C. Fire Code

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The inspection team interviewed the following positions;

- Assistant deputy wardens;
- Correctional supervisors; and
- Correctional officers

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the North Fraser Pretrial Centre

The inspection team conducted informal interviews with NFPC staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process.

## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at NFPC:

### Operations Component

#### Living units

- The documentation provided at the time of inspection indicated the last s.15 review was conducted in July of 2017. Adult Custody Policy (ACP) requires random reviews be conducted at s.15 (For reference, please see checklist #14, ACP 1.1.7).
- Four separate living unit logs were reviewed to see if visual checks are being conducted at s.15. Three of the logs were in compliance with ACP, while one indicated the checks were being done s.15 (For reference, please see checklist #15, ACP 1.17).

#### Control

- While the centre does maintain a list of staff members as control trained, there was no documentation available to confirm these staff members had received and completed the training (For reference, please see checklist #29).

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#### Radio/personal alarm transmitters

- Numerous staff were observed not wearing personal alarm transmitters in areas where they are required to do so (For reference, please see checklist #34).

#### Drug interdiction

- The centre does not have an Standard Operation Procedure (SOP) detailing drug interdiction strategies (For reference, please see checklist #51, ACP 1.17.3).
- On the date of the inspection staff training records were not available to establish certification of ion scanner training (For reference, please see checklist #53, ACP 1.18.2).

#### Use of force

- Five staff were asked to demonstrate the ability to preserve video. However, one of the five were unable to perform this task (For reference, please see checklist #60, ACP 7.9).

#### Tactical operations

- On the date of the inspection, documentation was not available to review whether tactical team records are maintained (For reference, please see checklist #63, ACP 2.3.2).
- On the date of inspection, documentation was not available to review that tactical team members have received certification in the use s.15 (For reference, please see checklist #63, ACP 2.3.2).
- A required inventory of all current s.15 equipment could not be produced by the correctional centre (For reference, please see checklist #66, ACP 1.5.2).
- The centre could not produce a record of s.15 purchased or received in any fiscal year (For reference, please see checklist #67, ACP1.5.2).

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## Fire

- The portable fire extinguishers do not have instructions for operating, maintaining and re-charging attached to them (For reference, please see checklist #79, B.C. Fire Code 6.2.1).
- The documentation provided for 2018 fire evacuation drills was not able to establish that the drills are being conducted at s.15 (For reference, please see checklist #82, B.C. Fire Code 2.8.3.2 & ACP 8.5.1).

## Hazardous materials (WHMIS)

- The inspection team determined that a complete inventory of all WHMIS controlled products is not done s.15 (For reference, please see checklist #84, ACP 8.2.3).

## Separate confinement

- The inspection team found that of the five inmate files that were checked, two did not have reviews completed by the deputy warden and three did not have reviews completed by mental health (For reference, please see checklist #95, ACP 1.22.9).

## Segregation unit

- The inspection team reviewed the segregation visual inspection log and noted that it had prefilled out times of s.15 intervals which does not comply with the need for s.15 checks (For reference, please see checklist #101, ACP 9.12.2).

## Cross gender staffing

- The inspection team found that of the sked five staff members who were asked, three were unable to locate the guidelines (For reference, please see checklist #108).

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## **Recommendations:**

The inspection team recommends that North Fraser Pretrial Centre management should:

1. Ensure that random visual check reviews are being conducted at a s.15  
s.15 in accordance with section 1.1.7 of ACP.
2. Ensure that visual checks are being conducted at s.15 in accordance with section 1.1.7 of ACP.
3. Ensure that all officers assigned to the control post have successfully completed the required training as identified in ACTS and ensure the training records are available at the correctional centre when needed.
4. Ensure that all employees wear personal alarm transmitters in designated areas in accordance with Standard Operating Procedures (SOP) section 5: Safety and Regulatory Services – Personal Mobile Transmitter 1.02.
5. Create an SOP detailing drug interdiction strategies for the correctional centre in accordance with section 1.17.3 of ACP.
6. Ensure that correctional staff responsible for ion scanning have completed the appropriate training in accordance with section 1.18.2 of ACP and maintain these records at the correctional centre for reference as needed.
7. Ensure that designated staff who are responsible for preserving video are provided training and can demonstrate their ability to perform this task in accordance with section 7.9 of ACP.
8. Ensure that a record of training and performance of each tactical team member is maintained in accordance with section 2.3.2 of ACP.
9. Ensure that tactical teams members have all completed the required certification in s.15  
s.15 in accordance with section 2.3.2 of ACP.
10. Create an inventory list of all current s.15 approved by the warden in accordance with section 1.5.2 of ACP.
11. Ensure the centre maintains a record of s.15 purchased or received in any fiscal year in accordance with section 1.5.2 of ACP.

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12. Ensure that all portable fire extinguishers have affixed instructions for operating, maintaining and re-charging in accordance with B.C. Fire Code 6.2.1.
13. Ensure fire evacuation drills are being conducted and recorded at s.15  
s.15 in accordance with B.C. Fire Code 2.8.3.2 & ACP 8.5.1.
14. Ensure a complete inventory of all WHMIS controlled products is performed s.15 in  
accordance with section 8.2.3 of ACP.
15. Ensure inmates who are separately confined for periods greater than thirty days are reviewed and documented by a deputy warden and by a mental health professional in accordance with section 1.22.9 of ACP.
16. Ensure the recorded visual cell inspections of the segregation unit meet the requirements as identified in section 9.12.2 of ACP.
17. Ensure that staff receives training on how to access cross gender guidelines on CorrPoint.

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## BC CORRECTIONS, ADULT CUSTODY DIVISION

### Inspection of North Fraser Pretrial Centre

#### Operations Component

### BUILDING SECURITY

1. Does the correctional centre Standard Operating Procedures (SOPs) detail that <sup>s.15</sup> <i>physical inspections</i> of the centre's bars, windows, ceilings, walls, access plates, doors, gates and fencing will be carried out looking for operational wear or tampering by inmates or other person(s) ? (ACP 1.1.2 #2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0147
Comments:	
2. Does the correctional centre SOPs detail that <sup>s.15</sup> <i>visual inspections</i> of the centre's bars windows, ceilings, walls, access plates, doors, gates, and fencing will be carried out daily looking for operational wear or tampering by inmates or a person(s) from outside the centre? (ACP 1.1.2 #1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0148
Comments:	
3. Does the correctional centre have a procedure in place for the repair or replacement of defective equipment when those security defects are identified? (ACP 1.1.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0149
Comments:	
4. Are metal firearms lockers available at <sup>s.15</sup> to the correctional centre for visiting peace officers to store their firearm/ammunition? (ACP 1.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0150
Comments:	

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## LIVING UNITS

5. Do officers have the ability to access Adult Custody policy from their work station and can they demonstrate that knowledge when requested to do so? (ask five staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0151
Comments:	
6. Do officers have the ability to access the correctional centre SOPs from the work station and can they demonstrate that knowledge when requested to do so? (ask five staff)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0152
Comments:	
7. Does the correctional centre SOP detail how to communicate the following critical information (e.g. living unit report)? (ACP 7.2) <ul style="list-style-type: none"><li>• Security deficiencies, summary of the problem and action taken</li><li>• Unusual unit occurrences and unit atmosphere</li><li>• Information that may affect unit security and staff or inmate safety</li></ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0153
Comments:	
8. Does the correctional centre SOP identify that officers are responsible for reviewing shift exchange information (muster report), daily living unit reports, log books, and information relating to their assigned area of responsibility? (ACP 7.2.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0154
Comments:	
9. Does the correctional centre SOP detail a process for the warden or designate to periodically review shift exchange information? (ACP 7.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0155
Comments:	
10. Are the correctional centre contingency SOPs with detailed responses and assigned responsibilities readily available to staff? (ACP 2.1.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0156
Comments:	



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11. Are emergency tools/equipment readily available on the living units for quick access? (ACP 8.1.8 & 9.14)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>One-way valve mask</li> <li>s.15</li> <li>Latex gloves</li> </ul>		Question Code: 0157
Comments:		
12. Are the correctional centre's unit logs detailed, legible, up to date with a current count, and with a record of activities? (ACP 7.2.2)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Question Code: 0158
Comments:		
13. Are visual cell checks documented in the log book? (ACP 1.1.7)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Question Code: 0159
Comments:		
14. Are visual checks of each inmate area completed in accordance with Adult Custody policy? (ACP 1.1.7)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Question Code: 0160
<p>Comments: The documentation provided at the time of inspection indicated the last s.15 review was conducted in July of 2017. Adult Custody Policy (ACP) requires s.15 reviews be conducted at s.15 s.15</p> <p>After the completion of the inspection, additional documentation was emailed showing that Dec 2017 and Feb 2018 checks were also completed. However, there was no documentation for January, April and Oct of 2017.</p>		
15. Are visual cell checks of each individual cell conducted at s.15 ? (ACP 1.1.7)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		Question Code: 0161
<p>Comments: Four separate living unit logs were reviewed to see if visual checks are being conducted at s.15 s.15. Three of the logs were in compliance with ACP, while one indicated the checks were being done</p>		

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on s.15	
16. Are searches of inmate rooms, cells or property documented in the unit log book? (ACP 1.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0162
Comments:	
17. Is the frequency of client log entries by living unit officers in accordance with Adult Custody policy? (ACP 4.10.3) (Check 5 random inmate files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0163
Comments:	
18. Does the correctional centre have a documented process for supervisors or managers to review the frequency and quality of client log entries? (ACP 4.10.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0164
Comments:	
19. Does the correctional centre SOP detail the process for logging incoming and outgoing inmate mail? (ACP 7.4.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0165
Comments:	
20. Does the correctional centre check if there are active alerts for no contacts when logging incoming or outgoing inmate mail? (Best practice)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0166
Comments:	
21. Is there a tracking process for the purpose of providing postage as defined in the <i>Correction Act Regulation</i> ? (CAR section 2 (1(f)) (Best practice)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0167
Comments:	
22. Are the following items available to inmates on the living unit? (CAR section 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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<ul style="list-style-type: none"> <li>• <i>Correction Act</i></li> <li>• <i>Correction Act Regulation</i></li> <li>• Information on the daily routine of the correctional centre</li> <li>• Information on the complaint process</li> <li>• Information about the rules governing inmates</li> <li>• Information on how to apply for temporary absence/parole</li> </ul>	<p>Question Code: 0168</p>
<p>Comments:</p>	

## CONTROL

<p>23. s.15</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0169</p>
<p>Comments:</p>	
<p>24. s.15</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0170</p>
<p>Comments:</p>	
<p>25. s.15</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0171</p>
<p>Comments:</p>	
<p>26. s.15</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Question Code: 0172</p>
<p>Comments:</p>	

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27.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0173
Comments:		
28.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0174
Comments:		
29.	s.15	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0175
Comments: While the centre does maintain a list of staff members as control trained, there was no documentation available to confirm these staff members had received and completed the training.		
30.	s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0176
Comments:		

## RADIO/PERSONAL ALARM TRANSMITTERS

31.	At the beginning of each shift, is there a process in place to ensure that security communication systems are tested in accordance with Adult Custody policy? (ACP 1.1.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0177
Comments:		
32.	Does the correctional centre have a current inventory of radio and communication equipment? (ACP 1.10.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0178

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Comments:	
33. Does the correctional centre have an SOP that details the responsibilities of staff and posts in response to a pager alarm? (ACP 2.1.5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0179
Comments:	
34. On inspection, are all employees that are required to wear a personal alarm or monitoring transmitters doing so? (Refer to SOPs for those posts required to wear PATs/PMTs)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0180
Comments: The inspection team observed numerous staff without personal alarm transmitters in designated areas.	
35. Does the correctional centre have an SOP that identifies which employees are required to wear a radio?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0181
Comments:	
36. On inspection, are all employees who are required to wear a radio doing so?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0182
Comments:	

## COUNTS

37. Does the correctional centre SOP identify the process for recording the following? (ACP 1.1.9) <ul style="list-style-type: none"><li>• Date and time of count</li><li>• Correctional centre area where count was conducted</li><li>• Number of inmates assigned to the facility area</li><li>• Name and signature of officer conducting the count</li></ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0183
Comments:	

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38. Does the correctional centre SOP detail the process for an identification count (ACP 1.1.11)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0184
Comments:	
39. Does the correctional centre SOP detail the process for clearing the correctional centre count at formal count times (ACP 1.1.9)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0185
Comments:	

## ESCORTS

40. Does the correctional centre SOP detail the procedures for off-site escorts and inmate hospitalization? (ACP 1.7.36)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0186
Comments:	
41. Is an escort risk assessment completed prior to the departure of all off-site escorts? (ACP 1.7.2) (Review last 3 medical escorts to determine if completed)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0187
Comments:	
42. Does the correctional centre have established protocols with the local hospital/local health authority? (ACP 1.7.24)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0188
Comments:	
43. Does the correctional centre's protocol identify the process for identifying hospital security staff? (ACP 1.7.24)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0189
Comments:	

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44. In the case of ferry travel, does the correctional centre SOP clearly identify the process for contacting BC Ferries security?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0190
Comments:	
45. Does the correctional centre SOP identify a position responsible for maintaining escort kits to ensure they are fully equipped and ready for use? (ACP 1.7.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0191
Comments:	
46. Does the correctional centre SOP detail the process to be followed in the event of an escape/attempted escape from off-site escort? (ACP 1.7.33)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0192
Comments:	

## INMATE COMMUNICATION SYSTEM

47. Are inmates notified that telecommunication, except privileged, may be monitored? (ACP 7.8.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0193
Comments:	
48. Does the correctional centre require that an inmate sign documentation confirming the inmate's understanding that telecommunication may be monitored? (ACP 7.8.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0194
Comments:	
49. Does the correctional centre have identified users responsible for adding or removing call blocking on the inmate call control system? (ACP 7.8.9)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0195
Comments:	

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50. Does the correctional centre have signage at all phone locations identifying that all telecommunications, other than privileged calls, are recorded and may be monitored? (ACP 7.8.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0196
Comments:	

## DRUG INTERDICTION

51. Does the correctional centre have an SOP that details drug interdiction strategies for the correctional centre? (ACP 1.17.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0197
Comments: The centre does not have a Standard Operating Procedure (SOP) detailing drug interdiction strategies as required by section 1.17.3 of ACP.	
52. Does the correctional centre follow s.15 maintenance and verification requirements of the ion scanner? (ACP 1.18.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0198
Comments:	
53. Does the correctional centre have trained personnel to operate the ion scanners? (ACP 1.18.2)(review staff training records to confirm)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0199
Comments: The centre maintains a list of staff who are identified as trained. However at the time of the inspection, there was no documentation available to confirm whether these staff members had received or completed the ion scanner training.	

## CONTRABAND

54. At the entrance to the correctional centre grounds and on entering the correctional centre, is there signage that all visitors and vehicles at the correctional centre are	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0200
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subject to search and electronic surveillance? (ACP 1.12.4)		
Comments:		
55. Does the correctional centre SOP detail the process for the seizure, storage and disposal of contraband items that are determined to be illegal or unlawful to possess? (ACP 1.16.4 & 5)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0201	
Comments:		
56. s.15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0202	
Comments:		

## USE OF FORCE

57. Does the correctional centre have established protocols to report all use of control tactics listed in ACP 1.2.12 to the provincial director? (ACP 1.2.12 & 1.2.13)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0203
Comments:	
58. Is the correctional centre's video equipment in working condition and does it include the time and date function? (ACP 1.3.10)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0204
Comments:	
59. Are staff authorized to possess an irritant spray device (OC spray) fully trained in its use? (ACP 1.3.3) (review the training records of 5 staff who are carrying OC spray at the time of the inspection)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0205

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Comments:	
60. Do designated staff have the ability to preserve video footage (i.e. DVMS) for all incidents of use of force and can they demonstrate that knowledge when requested to do so? (ACP 7.9) (ask 5 designated staff)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0206
Comments: The inspection team asked five staff were to demonstrate the ability to preserve video. One of the five was unable to perform this task.	

## TACTICAL OPERATIONS

61. Does the command centre include the tactical team lists in their contingency plans? (ACP 2.1.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0207
Comments:	
62. Are all tactical team members at the rank of correctional officer, instructor, or correctional supervisor status? (ACP 2.3.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0208
Comments:	
63. Does the correctional centre maintain tactical team member training records? (ACP 2.3.2) (Review training records of team members)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0209
Comments: There were no training documents available to confirm whether the correctional centre's tactical team records were maintained.	
64. Are all tactical team members certified in the following? (ACP 2.3.2) <ul style="list-style-type: none"> <li>• s.15</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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		Question Code: 0210
Comments: The documentation was not available to review whether the tactical team members have received certification in the use s.15		
s.15 are completed during security officer training and the security officer checklist were reviewed.		
65. Does the correctional centre have an SOP defining the authority to deploy the tactical team and appropriate notifications associated with such a deployment? (ACP 2.3.4)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0211
Comments:		
66. Does the correctional centre maintain an inventory of all current equipment approved by the centre's warden for s.15 equipment? (ACP 1.5.2)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0212
Comments: The centre maintains an inventory list for all s.15 equipment. However, there is no inventory list all of s.15		
67. Does the inventory record provide the following information? (ACP 1.5.2) <ul style="list-style-type: none"> <li>s.15</li> <li></li> <li></li> <li></li> </ul>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0213
Comments: The correctional centre was not able to produce a record of s.15 purchased or received during any fiscal year.		
68. Is access to the s.15 controlled? (ACP 1.5.3)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0214
Comments:		

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69. Does a registry indicating the deployment of s.15 s.15 for duty or instructional purposes exist at the centre and does it identify the following? (ACP 1.5.2)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0215
• s.15		
•		
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Comments:		
70. Are there any munitions in stock past their expiry date? (ACP 1.5.5)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0216
Comments:		
71. Are expired munitions disposed of in accordance with Adult Custody policy? (ACP 1.5.5)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0217
Comments:		

## CRISIS MANAGEMENT

72. Does the correctional centre have written plans detailing response & assigning responsibilities for the following? (ACP 2.1.1)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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<p>s.15</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0218
Comments:	
73. Are the contingency plans consistent with Adult Custody policy 2.1.3 and 2.1.4?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0219
Comments:	
74. Are the contingency plans reviewed and updated on an s.15 basis or more frequently in accordance with Adult Custody policy 2.1.2? (Review the plans to determine when last reviewed)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0220
Comments:	
75. Are copies of the contingency plans located in the s.15 (ACP 2.1.8 #4)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0221
Comments:	
76. Has an incident command exercise been conducted at the centre in the last s.1 s.15 ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0222
Comments:	
77. Have the recommendations from the incident command exercise been completed or implemented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0223

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Comments: N/A

## FIRE

78. Are portable fire extinguishers located in or adjacent to corridors or hallways that provide access to exits? (BC Fire Code 6.2.1)

☒ Yes ☐ No

Question Code: 0224

Comments:

79. Are the instructions for operating, maintaining and re-charging portable extinguishers permanently affixed to each extinguisher? (BC Fire Code 6.2.1)

☐ Yes ☒ No

Question Code: 0225

Comments: The inspection team found the instructions for operating, maintaining and re-charging portable extinguishers were not permanently affixed to each extinguisher.

80. Have any of the dates expired on the portable fire extinguishers? (BC Fire Code 6.2.1)

☐ Yes ☒ No

Question Code: 0226

Comments:

81. Does the correctional centre have a documented evacuation plan in the event of a fire? (ACP 2.1.1) (BC Fire Code 2.8.2.1)

☒ Yes ☐ No

Question Code: 0227

Comments:

82. Are there regular fire evacuation drills carried out and records maintained of the drill? (BC Fire Code 2.8.3.2 & ACP 8.5.1)

☐ Yes ☒ No

Question Code: 0228

Comments: The documentation provided for 2018 fire evacuation drills did not establish that they drills are being conducted at intervals of not greater than one month.

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## HAZARDOUS MATERIALS – WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

83. Is there a WHMIS program at the centre? (ACP 8.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0229
Comments:	
84. Is the WHMIS program updated s.15? (ACP 8.2.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0230
Comments: The inspection team determined that a complete inventory of all WHMIS controlled products is not done <sup>s.15</sup>	
85. Does the correctional centre have an inventory of all WHMIS-controlled products? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0231
Comments:	
86. Are the products identified on this inventory appropriately labelled? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0232
Comments:	
87. Does the correctional centre have valid material safety data sheets (MSDS) readily available? (ACP 8.2.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0233
Comments:	
88. Does the correctional centre have a procedure in place to store WHMIS products in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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accordance with the recommended storage procedures? (ACP 8.2.2)	Question Code: 0234
Comments:	

## SEPARATE CONFINEMENT

89. Does the behaviour identified by the correctional centre for those inmates subject to short term separate confinement meet one, or more of the criteria identified below? (CAR section 17 (1)(a)): <ul style="list-style-type: none"><li>• Is endangering him/herself or is likely to endanger him/herself;</li><li>• Is endangering or is likely to endanger another person;</li><li>• Is or <i>is likely</i> to jeopardize the management, operation or security of the correctional centre;</li><li>• Must be confined separately for medical reasons;</li><li>• Would be at risk of serious harm or is likely to be at risk of serious harm if not confined separately; or</li><li>• May have contraband hidden in his or her body</li></ul> (review the client log entries for 5 short term separate confinement inmates)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0235
Comments:	
90. Are inmates subject to short term separate confinement provided with the written reasons for their confinement within 24 hours of their placement? (ACP1.22.7 #1) (review the files for 5 short term separate confinement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0236
Comments:	
91. Do the separate confinement notification forms reviewed in the above question provide sufficient detailed information to describe the behaviour(s) supporting the criteria for the initial CAR section 17 separate confinement placement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0237
Comments:	



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92. Pursuant to CAR section 18 (1), does the correctional centre review the circumstances for long term separate confinement <i>before</i> :		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0238
<ul style="list-style-type: none"> <li>The inmate must be released under CAR section 17 (2); or</li> <li>The expiry of an extension made under CAR section 18 (1)</li> </ul> (view 5 inmates on section 18 status and determine if timelines have been met)		
Comments:		
93. Do the separate confinement forms reviewed in the above question provide sufficient detailed information describing the behaviour (s) that supports the criteria needed for continued placement on separate confinement? [CAR 18(3)]?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0239
Comments:		
94. Does the correctional centre ensure inmates subject to separate confinement are afforded reasonable opportunity to make submissions about their separate confinement status? (CAR 18 (3)(b) & ACP 1.22.9)?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0240
(Review the client log entries of 5 separate confinement inmates)		
Comments:		
95. Does the correctional centre ensure that after every 30 day period, a decision to keep an inmate separately confined is reviewed by the deputy warden and by a mental health professional to determine the impact of separate confinement? (ACP1.22.9)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0241
(review 5 inmates who have been on separate confinement longer than 30 days)		
Comments: The inspection team found that of the five inmate files that were checked, two did not have		

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reviews completed by the deputy warden and three did not have reviews completed by mental health.	
96. Are the inmate privileges identified in CAR s. 2(1) provided to those inmates on separate confinement status? If no, are the reasons why clearly identified in their client log? (CAR s. 2(1) & ACP 1.21.5 & 1.22.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0242
Comments:	

## SEGREGATION UNIT

97. Is there a segregation unit log book and/or segregation unit roster? (ACP 1.21.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0243
Comments:	
98. Is there a written record maintained of ablution times/exercise periods? (ACP 1.21.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0244
Comments:	
99. Do the inmates who are in the segregation unit have appropriate and current documentation (i.e. CAR section 17, 18, 19, 24, or 27)? (Review 5 files of those inmates in segregation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0245
Comments:	
100. At the time of inspection, is the officer assigned to the segregation unit a correctional officer? (ACP 1.21.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0246
Comments:	

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101. Do recorded visual cell inspections of the segregation unit meet the requirements of Adult Custody policy? (ACP 9.12.2)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0247
Comments: The inspection team reviewed the segregation visual inspection log and noted that it had prefilled out times of exactly fifteen minute intervals which does not comply with the need for irregular intervals checks.	
102. Does a health care professional meet with all inmates housed in the segregation unit at minimum once every 24 hours? (Health Care Services Manual 1.23) (review the segregation log book & client logs for each segregation inmate)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0248
Comments:	
103. Are all inmates offered a minimum of 1 hour ablution time every 24 hour period? (Review 5 days of prior ablution records) [CAR section 2]	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0249
Comments:	

## Strike Contingency

104. Is the Strike Contingency Plan, including staffing resources, processes, names and contact information, reviewed and updated as necessary on an annual basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0250
Comments:	

## Cross Gender Staffing

105. When required, is hospital supervision of inmates conducted by a staff member of the same gender?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0251
Comments:	
106. Does the centre ensure direct supervision of inmates in areas where they are partially or fully unclothed is done by a staff member of the same gender (e.g. shower areas, change room, skin searches)? (ACP 11.2.2)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0252

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Comments:

107. Does the correctional centre ensure that post incident video observation is done in a manner to protect the privacy and dignity of inmates? (ACP 11.1)

☒ Yes ☐ No

Question Code: 0253

Comments:

108. Are correctional centre staff familiar with the *Corrections Branch Cross Gender Staffing Guidelines*? (ask 5 staff to access the guidelines on CorrPoint).

☐ Yes ☒ No

Question Code: 0254

Comments: The inspection team found that of the five staff members who were asked, three were unable to locate the guidelines.

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: Vancouver Island Regional Correctional Centre (VIRCC)**

**Inspection Focus:** Business and Finance Component

#### **Inspection Team:**

Michelle Brown	Lead	Director of Business & Finance Nanaimo Correctional Centre
Jeany Shipley	Member	Director of Business & Finance Vancouver Island Regional Correctional Centre
Candace Neuhaus	Member	Resource Manager Office of the Assistant Deputy Minister, Corrections Branch

**Inspection Date: September 18, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the Business and Finance component of Vancouver Island Regional Correctional Centre specifically:

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**Business and Finance Component:**

- Centre administration;
- Inmate trust account;
- Inmate benefit fund;
- Payroll;
- Payables;
- Asset control;
- Cash control;
- Contracts;
- Purchasing/procurement; and
- Vehicle management

The Inspection team reviewed the following references:

- BC Corrections Branch Adult Custody Policy (ACP)
- BC Corrections Branch Management Services Policy Manual (MSPM)
- Correctional centre Standard Operating Procedures (SOP)
- Inmate Trust Accounting Policy and Procedures Manual (ITA)
- Core Policy and Procedures Manual (CPPM)
- *Financial Administration Act* (FAA)
- Agency agreements (MOA)

The inspection team interviewed the following positions;

- Director of business and finance
- Office manager
- Payroll clerk
- Inmate trust clerk
- Inmate benefits fund clerk
- Accounts clerk
- Administration and receptionist clerk

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the Vancouver Island Regional Correctional Centre.

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The inspection team conducted informal interviews with Vancouver Island Regional Correctional Centre staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at Vancouver Island Regional Correctional Centre:

### **Centre Administration**

- The inspection team's findings concluded that transactions were not verified on a consistent monthly basis for both correctional centre and work programs transactions. Evidence was found where errors had occurred that had not yet been corrected despite having happened several months earlier. The criteria chosen for running the report did not allow for all transactions that may have been coded to the centre in error to actually appear on the report. (For reference see checklist #1 and #2)
- There were no records of petty cash being transferred from one staff member to another as required by policy. The inspection team was informed that while this practice had been done, the actual records had been destroyed after the petty cash had been counted and transferred. (For reference see checklist #4)

### **Inmate Trust Account**

- The inmate trust account was not current, with a month end report completed, printed and verified. The team found several outstanding errors and noted that the most recent reconciliation was done in May 2018. (For reference see checklist #8)
- The inspection team was unable to confirm that the funds in the disbursement float are independently verified on a random monthly basis as required by section 1.10.12 of the Inmate Trust Account Policy (ITA). The team found that only one month could be produced (August 2018). (For reference see checklist #14)
- The inspection team was unable to confirm that when the disbursement float is transferred to another staff member that it is counted and reconciled as a regular practice. The centre could

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only produce one record of completing this process, and it was only on one occasion. (For reference see checklist #15)

#### **Inmate Benefit Fund (IBF)**

- While there are month end reports that are produced (tracking expenses & revenue) for the inmate unit representative meetings, there are no financial statements being produced for the Inmate Benefit Fund (IBF) account. The IBF is done on an excel spreadsheet, and therefore does not have an automated method to produce balance sheets, income statements, profit/loss statements, etc. The team was advised that VIRCC is moving towards putting their IBF account on QuickBooks which has been installed and will allow them to produce those reports. (For reference see checklist #23)

#### **Recommendations:**

The inspection team recommends that Vancouver Island Regional Correctional Centre management should:

1. Ensure that monthly transaction verifications for the financial management report are conducted for both correctional centre and work program transactions as required by section 3.3. (c). (4) of the Core Policy and Procedures Manual. The process includes the need to ensure the report is run using the highest level of responsibility in order to capture all transactions that may have occurred, and to allow any transactions to populate in STOB/service levels that may have been miscoded by another organization. This process requires verification of the report and final sign off by the director of business and finance with the report being retained on site. Follow up action should be taken for any transactions that are unaccounted for or that have been entered in error in order to have them addressed.
2. Ensure that when petty cash is transferred from one staff member to another, that the funds are counted, recorded and signed off by both staff and this recording is retained on site. When the staff member (owner of the petty cash) is unavailable at the time of transfer, then the funds are counted by a second person such as the business office manager or director of business and finance. This is in accordance with section 4.3.9 of the Core Policy and Procedures Manual and with section 1.5.9 of the Inmate Trust Account Policy.
3. Ensure that the inmate trust month end reports are completed, printed, reconciled and verified on a monthly basis with any errors immediately addressed. The month end checklist (Appendix A, of Inmate Trust Account Policy) should be included and signed off by the director



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of business and finance as part of the month end reporting package in accordance with section 6.1 of the Inmate Trust Account Policy.

4. Ensure that funds from the inmate trust disbursement float are verified by the business office manager or the director of business and finance on a random monthly basis as required by section 1.10.12 of the Inmate Trust Accounts Policy.
5. Ensure that when the inmate trust disbursement fund is transferred to another person, that it is counted and recorded by at least two people and the transfer is documented by memorandum, and retained on site as per Inmate Trust Account Policy section 1.10.16 policy.
6. Ensure that the inmate benefit fund financial statements are prepared at the end of each month to include a balance sheet and income statement as required by section 10.14.16 of Adult custody Policy.



## BC CORRECTIONS, ADULT CUSTODY DIVISION

### Inspection of Vancouver Island Regional Correctional Centre Business and Finance Component

#### CENTRE ADMINISTRATION

1. Does the business office have a current financial management report and conduct monthly transaction verification? (CPPM 3.3.(c) (4))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0367
<p>Comments:</p> <p>The inspection team found that the business office was not conducting monthly transaction verifications as required by section 3.3(c) (4) of the Core Policy and Procedures Manual (CPPM). The one report examined by the team had actually combined two months and did not include all of the transactions that could fall under the centre's responsibility. This was because of the limited criteria selected to run the report. The criteria for running the report should be broader which would then allow for all transactions to be included and ensure that transactions, which may be miscoded to the centre by another organization or another centre, are captured. Also, the report examined by the inspection team contained errors (negative balances). If the report had been reviewed each month, this negative balance would continue to appear and therefore be highlighted as an error for the centre to address.</p> <p>The current process used by the centre had both the clerk and director of business and finance (DBF) running separate reports. The inspection team could not confirm that all STOB transactions (standard object transactions) were verified based on the report viewed.</p>	
2. Does the correctional centre have a current work programs financial management report and conduct monthly transaction verification? (CPPM 3.3.(c) (4))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0368
<p>Comments:</p> <p>While there was a Financial Management Report (FMR) produced, the inspection team could not determine if it was being run on a monthly basis as required by policy. The team could not determine if all of the transactions are being reported given the criteria chosen for running the report was not broad enough.</p>	

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3. Is petty cash reconciled regularly? (CPPM 4.3.9.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0369
Comments:	
4. Is there a record of transferring petty cash from one staff to another? (CPPM 4.3.9) (ITA 1.5.9)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0370
Comments:  There were no records of transferring petty cash from one staff member to another as required by policy. The inspection team was informed that while this practice had been done, the actual records were destroyed after the petty cash had been counted and transferred.	
5. If the centre maintains an imprest account for petty cash, is there a monthly bank reconciliation? N/A for centres that do not have imprest accounts. (CCPM 4.3.9)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0371
Comments:	
6. When practicable, is the screening of all incoming mail for monetary funds completed by two staff? (CPPM 7.2.9 Procedure Requirement G1) (ITA 1.16.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0372
Comments:	
7. Are receipt books: <ul style="list-style-type: none"> <li>• Available for correctional staff in circumstances where they are required to accept monetary funds?</li> <li>• Stored securely?</li> <li>• Tracked by control log to record the distribution and subsequent return of completed books?</li> </ul> (CPPM 7.2.9) (ITA1.16.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0373
Comments:	

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## INMATE TRUST ACCOUNT

8. Is the inmate trust month end report completed, printed and verified? (ITA 6.1)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0374
Comments: The inspection team found that the inmate trust month end reconciliation had not been completed on a regular basis as required by section 6.1 of the Inmate Trust Account Policy (ITA). The team found several outstanding errors and noted that the most recent reconciliation was done in May 2018.	
9. Is the inmate trust bank statement reconciled and verified by someone other than the trust clerk? (ITA 1.9.13 & CPPM 4.3.11.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0375
Comments:	
10. Does the correctional centre have two levels of approval plus inmate for external disbursement from trust accounts and one level of approval plus inmate for internal disbursements? ( i.e. inmate, operations and appropriate signing authority) (ITA 1.6; ITA 1.17.2 & 1.5.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0376
Comments:	
11. Is the disbursement float kept in a locked compartment or safe while not in use?(ITA 1.10.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0377
Comments:	
12. Do only authorized persons have access to the locked compartment or safe? (ITA 1.10.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0378
Comments:	

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13. Is the disbursement float reconciled daily? (ITA 1.10.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0379
Comments:	
14. Are the funds in the disbursement float independently verified on a random basis at minimum monthly? (ITA 1.10.12)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0380
Comments: The funds in the disbursement float are not independently verified on a random monthly basis. The team found that only one month could be produced (August 2018).	
15. When the disbursement float is transferred to another staff is it counted and reconciled? (ITA 1.10.16)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0381
Comments: The inspection team was unable to confirm that when the disbursement float is transferred to another staff member that it is counted and reconciled as a regular practice. The centre could only produce one record of completing this process and it was only on one occasion.	
16. Are the correctional centre's inactive account balances remitted to the finance clerk at Headquarters at the end of the sixth month following the month of discharge? (ITA 1.13.5 & CPPM 4.3.11 )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0382
Comments:	
17. Are receipts issued for all cash and financial instruments received? (ITA 1.16.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0383
Comments:	
18. Cheques made payable to the centre, rather than to the inmate, are logged and returned to the sender, in the case of unknown sender are dead mailed? (ITA 1.16.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0384
Comments:	

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19. Are confirmed losses of more than \$50 reported on a general incident and loss report (GILR) (ITA 1.11.4 & ITA1.11.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0385
Comments:	
20. Are all cheques imprinted with a paymaster ribbon writer or similar cheque writing machine? (internal audit recommendation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0386
Comments:	

## INMATE BENEFIT FUND (IBF)

21. Does the correctional centre business office maintain a separate bank account for the IBF? ( ACP 10.14.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0387
Comments:	
22. Is the IBF bank statement reconciled monthly? (ACP 10.14.17 CPPM 4.3.11.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0388
Comments:	
23. Does the correctional centre prepare IBF financial statements consisting of, a balance sheet and income statement at the end of each month? (ACP 10.14.16)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0389
Comments:  While there are month end reports that are produced (tracking expenses & revenue) for the inmate unit representative meetings, there are no financial statements being produced for the Inmate Benefit Fund (IBF) account. The IBF is done on an excel spreadsheet, and therefore does not have an automated method to product balance sheets, income statements, profit/loss statements, etc. The team was advised that VIRCC is moving towards putting their IBF account on QuickBooks which has been installed and will allow them to product those reports.	

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24. Is the monthly financial statement signed off by the warden or designate? (ACP 10.14.17)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0390
Comments:	
25. Is a copy of the IBF financial statement distributed to the inmate committee on at least a quarterly basis? (ACP 10.14.17)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0391
Comments:	

## PAYROLL

26. Does the correctional centre check the TLAM/DIPS to confirm correct pay and leave has been actioned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0392
Comments:	
27. Does the correctional centre pro rate STIIP for your PTRs in line with the PTR MOA date July 9, 2014, if applicable to the centre.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0393
Comments:	

## PAYABLES

28. Does a qualified receiver sign the invoice or supporting documents to certify their review of the goods and service delivered and amounts charged as agreed? (CPPM 4.3.2 Expenditure Authorization QR 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0394
Comments:	

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29. Payment is released only when both: <ul style="list-style-type: none"> <li>an EA has approved the expenditure and variance(s), or payment requisition; and</li> <li>a QR has certified all conditions have been met.</li> </ul> (CPPM 4.3.3. Expenditure Processing and Payment Review Payment 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0395
Comments:	

## ASSET CONTROL

30. Is access to the inventory and assets of the stores department secure? (CPPM 8.3.1.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0396
Comments:	
31. Does the centre have an up-to-date inventory and location of all PC's and laptops at minimum annually? (CPPM 8.3.2 also: Working Outside the Workplace, Office of the Government Chief Information Officer, dated: April 29/10 ARCS file 705-20)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0397
Comments:	
32. Does the correctional centre maintain an up-to-date inventory of memory sticks? (CPPM 8.3.2.1 & 8.3.2.4) also: Working Outside the Workplace, Office of the Government Chief Information Officer, dated: April 29/10 ARCS file 705-20)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0398
Comments:	
33. Are stores inventories physically verified annually? (Core Policy 8.3.1.3 – ARCS file 705-20)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0399
Comments:	



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34. Are obsolete or surplus assets disposed of through AIR and related documentation kept on file? (CPPM 8.3.1.7. and Core Policy 6.3.4 Corporate Supply & Disposal Arrangements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0400
Comments:	

## CASH CONTROL

35. Are all petty cash and IBF float cash funds stored securely and is access to that location restricted to the assigned employee(s)? (Core Policy 7.2.9 Receipts and Deposits G. Revenue Control Procedures – G.1 Cash Deposits)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0401
Comments:	
36. Are all disbursements from cash funds completed on trust accounting forms in accordance with the policy and procedures for financial signing authorities? (ITA 1.5.3 & 1.8.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0402
Comments:	
37. Are all cash transactions (petty cash, IBF and ITA) recorded in an appropriate ledger? (CPPM 4.3.9 Advances and ITA 1.13.4 & 1.16.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0403
Comments:	
38. Is the general ledger liability balance checked to the daily inmate account listing to ensure it is balanced? (ITA 1.13.4) To be determined, possibly remove	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0404
Comments:	

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## CONTRACTS

39. Are all contract awards based on a competitive process in accordance with the total value of the contract and procurement guidelines? (CPPM 6.3.2 & 6.3.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0405
Comments:	
40. Are all contracts awarded consistent with the evaluation criteria in solicitation documents? (CPPM 6.3.3.(b) 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0406
Comments:	
41. Is the evaluation and ranking of contract RFPs respondents documented? (CPPM 6.3.3.(e) 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Question Code: 0407
Comments: The centre has not completed a Request for Proposals (RFP) so there was no evidence or examples that could be provided to the team.	
42. Are all service delivery and payments for a contract reviewed by the contract manager to ensure service unit delivery and dollars paid are within the limits identified in the contract? (CPPM 6.3.6. (b) and (c))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0408
Comments:	

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43. Are all discussions with the contract service provider regarding quality of service delivery summarized in writing and filed for a later evaluation at the conclusion of the contract? (CPPM 6.3.6) (for contracts over \$50,000)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Question Code: 0409
Comments:  There was no evidence of this being completed as the centre has not had a contract over \$50,000 until this fiscal year. As the fiscal year has not yet concluded, there is no final evaluation report.	

## PURCHASING/PROCUREMENT

44. Does the correctional centre maintain a list of all purchasing cards on file? (ARCS 1105-20- Payment instrument authorization files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0410
Comments:	
45. Are the correctional centre's records of financial signing authorities up to date? (CPPM 4.3.1 (Authorization/signature sample cards on file (ARCS 265-20\ Delegation of Authority)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0411
Comments:	
46. Does the correctional centre have a designated location for filing all expense report envelopes? (ARCS 1050-09 – (accessible for examination.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A  Question Code: 0412
Comments:	
47. Are all purchases pre-authorized by a manager with appropriate spending authority? (FAA 32.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0413
Comments:	

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48. Are goods and services obtained through existing CSAs? (Core 6.2 & 6.3.2(b)(2))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0414
Comments:	
49. Does the correctional centre purchase items over \$5,000 through consultation with purchasing services, SSBC? (CPPM 6.3.2.(b) 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0415
Comments:	
50. Is documentation (i.e. obtaining three price quotes) received and kept on file as part of the competitive process to obtain goods and services? (CPPM 6.3.2 (b)4) & 6.3.2 (c)(5))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0416
Comments:	

## VEHICLE MANAGEMENT

51. Does the correctional centre have procedures for use of government vehicles in accordance with Core policy? (CPPM 11.3.3.(5))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0417
Comments:	
52. Is there a record of the use of all vehicles (sign in/out book)? (CPPM 11.3.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0418

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Comments:

53. Are vehicles serviced according to the vehicle fleet maintenance schedule?(CPPM 11.4.1)

☒ Yes ☐ No

Question Code: 0419

Comments:

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## **CORRECTIONS BRANCH**

### **Adult Custody Division**

#### **Inspection Report**

**Correctional Centre: Okanagan Correctional Centre (OCC)**

**Inspection Focus:** Business & Finance

#### **Inspection Team:**

Lorna Murru	Lead	Director of Business & Finance Fraser Regional Correctional Centre
Candace Neuhaus	Member	Resource manager Office of the Assistant Deputy Minister, Corrections Branch
Ron Benson	Member	Director of Business & Finance Okanagan Correctional Centre

**Inspection Dates: September 11-13, 2018**

#### **Mandate and Scope of Inspection:**

In accordance with s. 27 of the *Correction Act* the minister must provide for the inspection of each correctional centre on a periodic basis that the minister considers appropriate in the circumstances. The responsibility for the inspection of correctional centres has been designated to the provincial director, Adult Custody Division.

The provincial director ordered an inspection of the Business & Finance component of Okanagan Correctional Centre specifically:

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#### Business and Finance Component:

- Centre administration;
- Inmate trust account;
- Inmate benefit fund;
- Payroll;
- Payables;
- Asset control;
- Cash control;
- Contracts;
- Purchasing/procurement; and
- Vehicle management

The Inspection team reviewed the following references:

- Corrections Branch Adult Custody Policy (ACP)
- Corrections Branch Management Services Policy Manual (MSM)
- Correctional Centre Standard Operating Procedures (SOP)
- Corrections Branch ITA policy
- Agency Agreements (MOU)

The inspection team interviewed the following positions;

- Payroll clerk;
- Accounts payable and Inmate trust clerk;
- Purchasing clerk; and
- Business office manager

The inspection checklists are attached as an appendix to this report.

Consistent with branch policy, all evidentiary material, including original records and notes have been maintained at the Fraser Regional Correctional Centre.

The inspection team conducted informal interviews with Okanagan Correctional Centre staff and toured all relevant areas of the centre. All staff were very cooperative and professional during the inspection process. Information was readily available and provided promptly when requested.

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## **Findings:**

The inspection team made the following findings, divided into components, as requiring review and action at Okanagan Correctional Centre:

### Centre Administration

- The inspection team determined that the centre only completes transaction verifications for some transactions. While the centre consistently tracks Corporate Account System (CAS) entries and training recoveries, they do not do so for journal vouchers or deposits (For reference, please see checklist #1).

### Inmate Trust Accounts

- The inspection team found that while all losses of more than \$50.00 are investigated, the loss is not reported using a General Incident or Loss Report (GILR) form and sent to headquarters (For reference, please see checklist #19).

### Asset Control

- The centre has not yet completed an inventory count. While centres are required to complete a physical inventory count at least once per year, OCC is a newer centre and is currently building their inventory. The director of business and finance advised the team that OCC has an exemption for this process until September 2018. (For reference, please see checklist #33).

## **Recommendations:**

The inspection team recommends that Okanagan Correctional Centre management should:

1. Ensure all transaction verifications are tracked as required by section 3.3.(c) (4) of the Core Policy and Procedures Manual (CPPM), including tracking of Corporate Account System (CAS) entries, training recoveries, journal vouchers and deposits.
2. Ensure that losses of more than \$50 are reported on a General Incident and Loss Report (GILR) form by adding the form and recovery documentation to the existing investigative documents list and then emailing this list to the to the director of business and finance who can then determine the need to be forwarded to headquarters according to Inmate Trust Accounts Policy (ITA) section 1.11.4 & 1.11.6).



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3. Ensure that stores inventories are physically verified annually by completing an inventory count and saving the records according to section 8.3.1.3 of CPPM and file 705-1 of the Administrative Records Classification System (ARCS).

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## BC CORRECTIONS, ADULT CUSTODY DIVISION

Inspection of Okanagan Correctional Centre

Business and Finance Component

### CENTRE ADMINISTRATION

1. Does the business office have a current financial management report and conduct monthly transaction verification? (CPPM 3.3.(c) (4))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0367
Comments: The inspection team determined that the centre only completes transaction verifications for some transactions. While the centre consistently tracks Corporate Account System (CAS) entries and training recoveries, they do not do so for journal vouchers or deposits.	
2. Does the correctional centre have a current work programs financial management report and conduct monthly transaction verification? (CPPM 3.3.(c) (4))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0368
Comments:	
3. Is petty cash reconciled regularly? (CPPM 4.3.9.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0369
Comments:	
4. Is there a record of transferring petty cash from one staff to another? (CPPM 4.3.9) (ITA 1.5.9)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0370
Comments:	
5. If the centre maintains an imprest account for petty cash, is there a monthly bank reconciliation? N/A for centres that do not have imprest accounts. (CCPM 4.3.9)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Question Code: 0371
Comments:	

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6. When practicable, is the screening of all incoming mail for monetary funds completed by two staff? (CPPM 7.2.9 Procedure Requirement G1) (ITA 1.16.4)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0372
Comments:	
7. Are receipt books: <ul style="list-style-type: none"><li>• Available for correctional staff in circumstances where they are required to accept monetary funds?</li><li>• Stored securely?</li><li>• Tracked by control log to record the distribution and subsequent return of completed books?</li></ul> (CPPM 7.2.9) (ITA1.16.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0373
Comments:	

## INMATE TRUST ACCOUNT

8. Is the inmate trust month end report completed, printed and verified? (ITA 6.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0374
Comments:	
9. Is the inmate trust bank statement reconciled and verified by someone other than the trust clerk? (ITA 1.9.13 & CPPM 4.3.11.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0375
Comments:	

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10. Does the correctional centre have two levels of approval plus inmate for external disbursement from trust accounts and one level of approval plus inmate for internal disbursements? ( i.e. inmate, operations and appropriate signing authority) (ITA 1.6; ITA 1.17.2 & 1.5.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0376
Comments:	
11. Is the disbursement float kept in a locked compartment or safe while not in use?(ITA 1.10.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0377
Comments:	
12. Do only authorized persons have access to the locked compartment or safe? (ITA 1.10.7)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0378
Comments:	
13. Is the disbursement float reconciled daily? (ITA 1.10.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0379
Comments:	
14. Are the funds in the disbursement float independently verified on a random basis at minimum monthly? (ITA 1.10.12)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0380
Comments:	
15. When the disbursement float is transferred to another staff is it counted and reconciled? (ITA 1.10.16)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0381
Comments:	

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16. Are the correctional centre's inactive account balances remitted to the finance clerk at Headquarters at the end of the sixth month following the month of discharge? (ITA 1.13.5 & CPPM 4.3.11 )	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0382
Comments:	
17. Are receipts issued for all cash and financial instruments received? (ITA 1.16.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0383
Comments:	
18. Cheques made payable to the centre, rather than to the inmate, are logged and returned to the sender, in the case of unknown sender are dead mailed? (ITA 1.16.6)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0384
Comments:	
19. Are confirmed losses of more than \$50 reported on a general incident and loss report (GILR) (ITA 1.11.4 & ITA1.11.6)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0385
Comments: The inspection team found that while all losses of more than \$50.00 are investigated, the loss is not reported using a General Incident or Loss Report (GILR) and sent to headquarters.	
20. Are all cheques imprinted with a paymaster ribbon writer or similar cheque writing machine? (internal audit recommendation)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0386
Comments:	

## INMATE BENEFIT FUND (IBF)

21. Does the correctional centre business office maintain a separate bank account for the IBF? ( ACP 10.14.8)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0387
Comments:	

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22. Is the IBF bank statement reconciled monthly? (ACP 10.14.17 CPPM 4.3.11.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0388
Comments:	
23. Does the correctional centre prepare IBF financial statements consisting of, a balance sheet and income statement at the end of each month? (ACP 10.14.16)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0389
Comments:	
24. Is the monthly financial statement signed off by the warden or designate? (ACP 10.14.17)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0390
Comments:	
25. Is a copy of the IBF financial statement distributed to the inmate committee on at least a quarterly basis? (ACP 10.14.17)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0391
Comments:	

## PAYROLL

26. Does the correctional centre check the TLAM/DIPS to confirm correct pay and leave has been actioned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0392
Comments:	
27. Does the correctional centre pro rate STIIP for your PTRs in line with the PTR MOA date July 9, 2014, if applicable to the centre.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0393
Comments:	

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## PAYABLES

28. Does a qualified receiver sign the invoice or supporting documents to certify their review of the goods and service delivered and amounts charged as agreed? (CPPM 4.3.2 Expenditure Authorization QR 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0394
Comments:	
29. Payment is released only when both: <ul style="list-style-type: none"><li>• an EA has approved the expenditure and variance(s), or payment requisition; and</li><li>• a QR has certified all conditions have been met.</li></ul> (CPPM 4.3.3. Expenditure Processing and Payment Review Payment 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0395
Comments:	

## ASSET CONTROL

30. Is access to the inventory and assets of the stores department secure? (CPPM 8.3.1.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0396
Comments:	
31. Does the centre have an up-to-date inventory and location of all PC's and laptops at minimum annually? (CPPM 8.3.2 also: Working Outside the Workplace, Office of the Government Chief Information Officer, dated: April 29/10 ARCS file 705-20)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0397
Comments:	

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32. Does the correctional centre maintain an up-to-date inventory of memory sticks? (CPPM 8.3.2.1 & 8.3.2.4) also: Working Outside the Workplace, Office of the Government Chief Information Officer, dated: April 29/10 ARCS file 705-20)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0398
Comments:	
33. Are stores inventories physically verified annually? (Core Policy 8.3.1.3 – ARCS file 705-20)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Question Code: 0399
Comments: The centre has not completed an inventory count. While centres are required to complete a physical inventory count at least once per year, OCC is a newer centre and is currently building their inventory. The director of business and finance advised the team that OCC has an exemption for this process until September 2018.	
34. Are obsolete or surplus assets disposed of through AIR and related documentation kept on file? (CPPM 8.3.1.7. and Core Policy 6.3.4 Corporate Supply & Disposal Arrangements)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A  Question Code: 0400
Comments: Given the correctional centre has only been operating for over a year, there is no surplus or obsolete assets to dispose of.	

## CASH CONTROL

35. Are all petty cash and IBF float cash funds stored securely and is access to that location restricted to the assigned employee(s)? (Core Policy 7.2.9 Receipts and Deposits G. Revenue Control Procedures – G.1 Cash Deposits)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Question Code: 0401
Comments:	



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36. Are all disbursements from cash funds completed on trust accounting forms in accordance with the policy and procedures for financial signing authorities? (ITA 1.5.3 & 1.8.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0402
Comments:	
37. Are all cash transactions (petty cash, IBF and ITA) recorded in an appropriate ledger? (CPPM 4.3.9 Advances and ITA 1.13.4 & 1.16.11)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0403
Comments:	
38. Is the general ledger liability balance checked to the daily inmate account listing to ensure it is balanced? (ITA 1.13.4) To be determined, possibly remove	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0404
Comments:	

## CONTRACTS

39. Are all contract awards based on a competitive process in accordance with the total value of the contract and procurement guidelines? (CPPM 6.3.2 & 6.3.3)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Question Code: 0405
Comments: The inspection team found that all contracts are direct award which is within parameters of procurement guidelines.	

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40. Are all contracts awarded consistent with the evaluation criteria in solicitation documents? (CPPM 6.3.3.(b) 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0406
Comments: See comments in #39.	
41. Is the evaluation and ranking of contract RFPs respondents documented? (CPPM 6.3.3.(e) 1)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0407
Comments: See comments in #39.	
42. Are all service delivery and payments for a contract reviewed by the contract manager to ensure service unit delivery and dollars paid are within the limits identified in the contract? (CPPM 6.3.6. (b) and (c))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0408
Comments:	
43. Are all discussions with the contract service provider regarding quality of service delivery summarized in writing and filed for a later evaluation at the conclusion of the contract? (CPPM 6.3.6) (for contracts over \$50,000)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Question Code: 0409
Comments: This is the first full service year for contracts. The team notes that the contract files are three months or less for the last fiscal year, so there has not been sufficient time passed to complete a full performance evaluation.	

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## PURCHASING/PROCUREMENT

44. Does the correctional centre maintain a list of all purchasing cards on file? (ARCS 1105-20- Payment instrument authorization files)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0410
Comments:	
45. Are the correctional centre's records of financial signing authorities up to date? (CPPM 4.3.1 (Authorization/signature sample cards on file (ARCS 265-20\ Delegation of Authority)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0411
Comments:	
46. Does the correctional centre have a designated location for filing all expense report envelopes? (ARCS 1050-09 – (accessible for examination.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Question Code: 0412
Comments:	
47. Are all purchases pre-authorized by a manager with appropriate spending authority? (FAA 32.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0413
Comments:	
48. Are goods and services obtained through existing CSAs? (Core 6.2 & 6.3.2(b)(2))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0414
Comments:	

This report and its contents contain security-related information and are therefore strictly confidential and are not for further distribution or disclosure.

Any requests for this report or information contained herein are to be referred to Information Access Operations, Shared Services BC, Ministry of Citizens' Services.

49. Does the correctional centre purchase items over \$5,000 through consultation with purchasing services, SSBC? (CPPM 6.3.2.(b) 1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0415
Comments:	
50. Is documentation (i.e. obtaining three price quotes) received and kept on file as part of the competitive process to obtain goods and services? (CPPM 6.3.2 (b)4) & 6.3.2 (c)(5))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0416
Comments:	

## VEHICLE MANAGEMENT

51. Does the correctional centre have procedures for use of government vehicles in accordance with Core policy? (CPPM 11.3.3.(5))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0417
Comments:	
52. Is there a record of the use of all vehicles (sign in/out book)? (CPPM 11.3.3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0418
Comments:	
53. Are vehicles serviced according to the vehicle fleet maintenance schedule?(CPPM 11.4.1)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Question Code: 0419
Comments:	