

<b>B.C. Corrections Branch Adult Custody Policy</b>	Revised: May-18
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## **4.9. Inmate Transfers (revised: May-18)**

### **4.9.1. Authority**

Legal authority to transfer and receive inmates is detailed in section 10 of the *Correction Act*.

### **4.9.2. Introduction**

1. Transfer means movement of an inmate from one correctional centre to another.
2. Transfers may be for sentence management or administrative reasons.

### **4.9.3. Transfer/ movement records**

1. The authority approving a transfer/movement enters the date, location and reason for the movement in the CORNET Client Log and Provincial Transfer and Client Movements screens in CORNET.
2. The records officer ensures reasons for the transfer are recorded in CORNET.
3. A transfer summary is recorded in the Client Log.

### **4.9.4. Sentence management transfers**

Sentence management transfers occur for the following reasons:

1. Transfers of newly sentenced inmates to facilitate assessment and classification.
2. Initial classification/ reclassification of sentenced inmates.
3. Transfers to an intervening centre pending bed availability at a destination established by a classification decision in reason #2 above.
4. Transfers to facilitate family contact, and access to programs, resources, legal services and police.

### **4.9.5. Administrative transfers**

Administrative transfers occur for the following reasons:

1. Balance provincial bedloads of sentenced or remanded inmates.
2. Transfer to another centre to facilitate a court appearance in another jurisdiction. This most commonly applies to inmates serving a sentence or remanded for another matter.
3. Transfer to higher level of security for the protection of other inmates or staff, to prevent escape or self-harm, or for general public safety.
4. Medical treatment or assessment.

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5. For behavioural management reasons as determined by the warden or designate.

#### **4.9.6. Authority—administrative transfers**

The warden and/or designate have authority to approve administrative transfers. The reasons for a transfer are noted in the CORNET Client Log.

#### **4.9.7. Transfer decisions**

The warden designates authority to make decisions regarding the transfer of inmates. These decisions must:

1. Be entered in the CORNET Client Log.
2. Describe the type of transfer (as outlined in section 4.9.4 or 4.9.5).
3. Specify the destination and known intervening points (e.g. inmate could be held at another centre prior to reaching intended destination).
4. Be communicated to the inmate in a timely fashion when reasonable and practical.

#### **4.9.8. Role of transfer officer**

1. When a notice of a pending/ required transfer is received, the transfer officer at the sending correctional centre:
  - Notifies the centre of destination and first intermediate centre, when required, due to bed availability;
  - If sheriff escort is required, generates a request from the CORNET Sheriff Escort Request slate; and
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#### **4.9.9. Centres to consult**

To ensure effective placements and efficient bedload management, sending and receiving correctional centres consult with each other about transfers on a regular and ongoing basis.

#### **4.9.10. Emergency transfers**

See section 4.5.9, Emergency transfers.

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#### **4.9.11. Transfer via court**

1. When an inmate is released to sheriff's custody and admitted to another correctional centre, the officer-in-charge of records of the admitting centre notifies the officer-in-charge of records of the discharging centre from which the inmate was released.
2. The discharging centre forwards the files and remaining effects belonging to the inmate to the admitting centre.

#### **4.9.12. File transfer**

1. Inmate files and documentation accompanies the inmate on transfer.
2. If files cannot be moved with the inmate in an emergency transfer, the warden or designate ensures that the receiving centre receives a copy, via fax, of the committal documents and other pertinent information. Original files are forwarded to the receiving centre on the first business day following transfer. Refer to section 4.11.11 for criteria related to forwarding inmate custody files via registered mail or courier.
3. A temporary or duplicate file is merged with the original file once received to ensure that there is only one file per inmate.
4. Inmate file locations are managed on the Client Physical File location screen in CORNET (refer to section 4.11.8).

#### **4.9.13. Youth files**

When a transfer is from a youth centre to an adult centre, the same procedures related to file transfers in section 4.9.12 and alerts apply.

#### **4.9.14. Medically unfit for transfer**

1. A medical professional may declare an inmate medically unfit for transfer and ensures classification officers are made aware of this decision. The medical professional also notifies the classification officer when the inmate is medically cleared for transfer.
2. An inmate who is assessed as suicidal is not transferred from a secure centre. The inmate's file must identify this assessment.

#### **4.9.15. Confirmation of identity**

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**(PRV) Provincial Transfer (From Centre)**

# Movement	2013	2014	2015	2016	2017	Total
Alouette Correctional Centre for Women (2013)	12	13	25	22	56	128
Ford Mountain Correctional Centre (0048)	136	112	143	121	83	595
Fraser Regional Correctional Centre (0096)	912	580	714	916	715	3,837
Kamloops Regional Correctional Centre (0003)	862	779	1,309	1,571	921	5,442
Nanaimo Correctional Centre (0074)	160	133	100	109	143	645
North Fraser Pretrial Centre (2011)	2,956	1,851	1,744	1,738	1,456	9,745
Okanagan Correctional Centre (2014)	0	0	0	0	301	301
Prince George Regional Correctional Centre (0006)	285	317	683	680	691	2,656
Surrey Pretrial Services Centre (0097)	1,056	826	1,067	1,042	870	4,861
Vancouver Island Regional Correctional Centre (0008)	431	558	659	690	733	3,071
Closed	0	0	0	0	0	0
<b>All Institutions</b>	<b>6,810</b>	<b>5,169</b>	<b>6,444</b>	<b>6,889</b>	<b>5,969</b>	<b>31,281</b>

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**(TRS) Transfer (Receiving Centre)**

# Movement	2013	2014	2015	2016	2017	Total
Alouette Correctional Centre for Women (2013)	25	27	36	41	146	275
Ford Mountain Correctional Centre (0048)	454	390	463	392	301	2,000
Fraser Regional Correctional Centre (0096)	2,932	2,421	2,823	2,993	2,309	13,478
Kamloops Regional Correctional Centre (0003)	652	597	993	1,102	1,014	4,358
Nanaimo Correctional Centre (0074)	518	467	494	531	551	2,561
North Fraser Pretrial Centre (2011)	1,344	644	606	737	453	3,784
Okanagan Correctional Centre (2014)	0	0	0	0	257	257
Prince George Regional Correctional Centre (0006)	134	131	315	354	389	1,323
Surrey Pretrial Services Centre (0097)	561	284	486	475	255	2,061
Vancouver Island Regional Correctional Centre (0008)	197	210	230	269	294	1,200
Closed	0	0	0	0	0	0
<b>All Institutions</b>	<b>6,817</b>	<b>5,171</b>	<b>6,446</b>	<b>6,894</b>	<b>5,969</b>	<b>31,297</b>

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NOTE: Transfer data can be produced only as the total number leaving a centre and the total number admitted to a centre. Data on specific transfers (e.g. how many transfers went from NFPC to FRCC) is not available through the Cognos cubes.