

# Custody Inmate Assessment #

Assessed By		Approved By	
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## Initial Intake

Reporting Location	Assessment Date	
Client	CS #	Custody Status

Prior Incarceration	Youth or Youth Order	
Remand or Upcoming Trial	Current Charge is High Profile	
Identity in Question	Current Immigration Hold	
Current Deportation Order	Facing Life/Death Penalty if Deported	

History of Criminal Charges				
	# Convictions	# Charges	# CPIC	Relevance
Violence				
Drug				
Sex				
Escape				

Current Charges and Offences					
Description	Act	Section	Sub-Section	Paragraph	Sentenced

History of Internal Discipline	
Charge	Number of Charges

Past Movements Between Centres	
Reason	Number of Transfers

History of Incident Involvement				
	Instigator	Participant	Victim	Witness
Behaviour				
Contraband				
Critical Event				
Injury/Illness				

Security				
Violence				

Existing Alerts	Alerts Relevant	
Sex Offender	K File Current	
No Contact Order Exists	History of Separate Confinement	
MHN	MHN Comments	

Concerns that could affect placement, transfer, escort, or release			
Physical Health		Mental Health	
Other Health		IOM	
Gang Involvement		Violence Against Staff	
Remand or Upcoming Trial		Other	
Comments			

History of Peer Problems	
Additional Intake Information / Notes	

## Sentenced Assessment

History of Community Supervision Violations	PSR Available	
Sentence is Under Appeal	Outstanding Civil or Family Court Matters	
Interest in Parole	Interest in Core Programs	
Interest in Educational Programming	Interest in Counselling	

Education	Education Comments	
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Occupation	Employment Status	
Occupation Comments		

Marital / Family Relationships	Relationship Concerns	
Relationship Comments		

Self Identifies as Indigenous		
Indigenous	First Nations	
Metis	Inuit	

Indigenous Status Comments	
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Sentenced to 12 months or more	Considered for IOM	
Sentence Length Comments		
Details of Current Offence		

Behavioural Concerns	Behaviour Comments	
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Alcohol and Drug Use	Alcohol and Drug Concerns	
Alcohol and Drug Comments		

Attitude During Interview	
Additional Sentenced Assessment Information	

## Escort Assessment

History of Escape or Attempted Escape	Level of Custody Escaped From	
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History of Violence or Threats while on Escort	Comments	
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Violence Against Staff	Comments	
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Significant Criminal Support to Assist with Escape	Comments	
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History of UAL from TA	Comments	
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Information Suggests an Escape Risk	Comments	
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Current Charge is High Profile	Comments	
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Escort Risk Assessment

## Inmate Assessment Results

Last Inmate Population Designation	
Current Inmate Population Designation	
Classification	

Public Safety Risk	
Escape Risk	
Institutional Management	

Escort Level	
Number of Staff Assigned to Escort	
Escort Risk Assessment	

Notification of Inmate Release Needed	
Inappropriate for Multiple Occupancy	
Multiple Occupancy Comments	

Classification Officer Comments	

Access, collection, use disclosure, and disposal of this document must be in accordance with the *British Columbia Freedom of Information and Protection of Privacy Act* and the *BC Corrections Act*.

# New Intake Checklist

Name:

CS#

AGE:

COURT DATE/PDD

Charges:

Alerts/CC's    Yes    ☐ No    ☐

Travel Outside of Canada    ☐                      Contact w/others that have recently travelled    ☐

☐ CPIC Check

☐ Justin Check

☐ Previously at ACCW

☐ History of SIP

☐ Gang Affiliations

☐ Mental Health Needs

☐ H/C Comments

☐ Drug Use

☐ Withdrawing?

☐ Seizures

☐ Pregnant

☐ Medium Custody

☐ Cornet Summary                      ☐ I.A.

UNIT PLACEMENT:

Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	
Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	
Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	
Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	
Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	
Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	
Nurse		Mental Health		Frisk		Nurse		Mental Health		Frisk	



### **Privacy and Information Acknowledgment for the Enrolment of Fingerprint Biometrics**

1. BC Corrections has authority under section 26(c) of the *Freedom of Information and Protection of Privacy Act* to collect your biometrics for the purpose of identifying you and to provide you access to eServices.
2. Three of your fingers on each hand will be scanned to create a digital representation called a biometric. Biometrics cannot be turned into a copy of your fingerprint.
3. Your biometrics will only be used by staff in the Corrections Branch and will not be shared with any other group, government agency or person.
4. Your correctional service (CS) number and scanning your fingerprint biometric will provide you with access to eServices.
5. You are the only person who can access your information through eServices.
6. To protect the privacy of your personal information, it is important to log out of eServices after you have completed your session. eServices will time out when left idle for two minutes. If you walk away without logging off, your personal information will remain on the screen for two minutes.
7. If you have questions or need help with using eServices or biometrics, please ask a BC Corrections staff member to assist you.
8. If you have questions regarding this collection please ask Corrections Staff. If the officer is unable to assist you please contact the Privacy & High Risk Offender Notification Analyst, for the Corrections Branch at :

PO Box 9278  
STN PROV GOVT  
Victoria, BC V8W 9J7

☐ I have read and understand the above information about eServices and biometrics.

I understand it is my responsibility to log out after each eService session in order to protect the privacy of my personal information.

Client Name (printed): \_\_\_\_\_

Client CS#: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name (printed): \_\_\_\_\_

Witness Signature \_\_\_\_\_



## **Privacy and Information Acknowledgment for the Enrolment of Fingerprint Biometrics**

**eServices** allows you to access self serve applications and see personal information about you that the Corrections Branch has. This includes:

### **Adult Custody**

- Your sentence calculation information when serving a sentence of imprisonment
- Your future court dates
- Address and phone number for the probation office (if you need to report upon release)
- Your future court ordered conditions
- BC Corrections Branch programs you have taken
- Your upcoming visit schedule
- Your confidential eDisclosure materials
- The amount of money in your trust account
- Electronic health care requests

### **Community Corrections**

- Your BC Corrections History
- Your court ordered conditions that are supervised by a probation officer
- Your future court dates
- Address and phone number for the probation office you report to
- BC Corrections Branch programs you have taken
- Messages from your probation officer
- Reporting electronically to your probation officer



# Ministry of Public Safety and Solicitor General

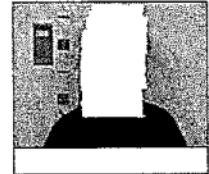
## Client Personal Effects Report - Effects Summary

Name:

CS No:

Location: ACCW - Alouette Correctional Centre for Women - 2013

Date: 2020.07.02



### Client Inventory

Effect Status: Active/Pending: Y, Temporary Released: N, Unclaimed: N, Inactive: N

Item #	Type	Item	Description	Qty	Status	Condition	Seal #
1	CLOTHING	Jacket/Coat	BLK	1	Active	Used	s.22
2	CLOTHING	Pants	BLK	1	Active	Used	
3	CLOTHING	Shoes/Boots	BLK	1	Active	Used	
4	CLOTHING	Socks/Hosiery	BLK	1	Active	Used	
5	CLOTHING	Sweater/Vest	ORANGE SWEATER	1	Active	Used	
6	CLOTHING	Underwear	BLK BRA	1	Active	Used	
7	CLOTHING	Shirt/Dress Shirt	BLK	2	Active	Used	
8	OTHER	Bag/Backpack	RED BACKPACK, RED MINI BAG	1	Active	Used	
9	OTHER	Medications	1 PILL BOTTLE	1	Active	Used	
10	OTHER	Other(Specify)	CIGRATTES, SPEAKER, CORDS, MINI TOOL KIT, 2 LIGHTERS	1	Active	Used	
11	OTHER	Other(Specify)	MAKEUP/HYGIENE ITEMS	1	Active	Used	
12	VALUABLES	Cell Phone	BLK MOTOROLA	1	Active	Used	
13	VALUABLES	Keys	1 GRY KEY	1	Active	Used	
14	VALUABLES	Wallet	BEIGE WITH BANK CARD	1	Active	Used	

I agree that the items listed on this form are a complete and accurate record of my personal property on \_\_\_\_\_ (date), and further acknowledge that I am solely responsible for all personal property which I have requested to keep in my personal possession and that the Custody Centre will not be held liable for any damage to that property.

I understand that any property abandoned by me, upon my release, transfer or escape from the Correctional/Custody Centre and not claimed by me within 30 days after the day of my release, transfer or escape shall be forfeited to the Crown.

Prisoner: \_\_\_\_\_  
Signature

Staff: \_\_\_\_\_  
Signature



## WAIVER OF 15 DAYS DELAY PERIOD

(Prior to Admission to Penitentiary)

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### Alouette Correctional Centre for Women

Family Name \_\_\_\_\_

Given Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

SECTION 12 OF THE ***CORRECTIONS AND CONDITIONAL RELEASE ACT*** AFFORDS INMATES THE RIGHT TO REMAIN IN PROVINCIAL CUSTODY FOR A PERIOD OF 15 DAYS AFTER BEING SENTENCED TO A PENITENTIARY.

THIS SECTION READS AS FOLLOWS:

“In order to better enable a person who has been sentenced to penitentiary or who is required by law to be transferred to penitentiary to file an appeal or attend to personal affairs, such a person shall not be received in penitentiary until the expiration of fifteen days after the day on which the person was sentenced, unless the person agrees to be transferred to a penitentiary before the expiration of those fifteen days.”

### **WAIVER**

Having been advised of my rights as stated above, I agree to waive this right and understand that by doing so, may be transferred to a penitentiary immediately.

\_\_\_\_\_  
Inmate signature:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature:

\_\_\_\_\_  
Date

*Protect communities, reduce reoffending*

**Ministry of  
Public Safety and  
Solicitor General**

**Corrections Branch  
Adult Custody Division**

**Mailing Address:**  
Alouette Correctional Centre for Women  
PO Box 1000  
Maple Ridge, BC V2X 7G4

**Location Address:**  
24800 Alouette Road  
Maple Ridge, BC V4R 1R8  
Telephone: (604) 476-2660  
Facsimile: (604) 476-2981

## INMATE CALL CONTROL SYSTEM (ICCS) Notification to Inmates

Select Centre

PLACE INMATE LABEL HERE, Picture, etc.

This is to advise you that this correctional centre uses an Inmate Call Control System (ICCS) for all inmate telecommunications.

- 1. All telecommunications (telephone calls), other than those to privileged parties, are recorded.** Recorded telephone calls may be monitored (i.e. listened to) when an authorized person has reasonable grounds to believe that an inmate is involved in illegal activities, harassing or causing harm to others, or participating in an activity that may jeopardize the safety, or security or operation of the correctional centre; a court order restricts or prohibits communication or contact between the inmate and the other person; or another person has indicated to the authorized person that he or she does not wish to communicate with the inmate.
- 2. Inmates are to use only those telephones specifically designated for their use.**
- 3. Inmates are required to use biometrics (voice verification) to access designated inmate telephones**
- 4. There is a fee for all calls except those to privileged parties and agencies approved for subsidized calling.**
- 5. During initial set up of the voice verification feature, all inmates are required to use their first and last name to enroll in the ICCS.**
- 6. No inmate can use a telephone activated by another inmate.** A violation of this condition is a breach of the *Correction Act* and *Correction Act Regulation*.
- 7. No inmate shall use the ICCS for inappropriate, fraudulent, or other illegal purposes.** A violation of this condition is a breach of the *Correction Act* and *Correction Act Regulation*.
- 8. No inmate shall make, attempt to make or participate in third party phone calls (3-way calls)**

I have read and understand this notice.

Inmate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt signed on intake by inmates. 1 copy given to inmate, 1 copy to inmate trust and 1 copy remains in Records receipt book.



BRITISH  
COLUMBIA

RECEIPT

911551 L

THE SUM OF

Zero Dollars

DOLLARS

\$ 00.00

ON ACCOUNT OF

JANE, DOE  
DOB. JAN. 1 / 81  
CS# 00.000.000

GST NUMBER

R107864738

The amount receipted above includes GST of \$ and PST of \$

RECEIVED FROM

Sheriffs

ON

20200520

ISSUING OFFICE

ACCW

ISSUING OFFICER'S SIGNATURE

Gill

FIN 48 Rev. 2011 / C2 / 17  
OPC 7630981054 (50/Bk)

WHITE: CUSTOMER

PINK: MINISTRY FILE

CANARY: RETAIN IN BOOK FOR AUDIT



## ALOUETTE CORRECTIONAL CENTRE FOR WOMEN

### WAIVER OF PROPERTY (Jewelry)

I, the undersigned, hereby agree to the following conditions upon receipt of the following jewelry.

- a) To be responsible for the safe keeping of jewelry in my possession.
- b) To be responsible for any damage done to or loss of the below item.
- c) To waive any claims against A.C.C.W. regarding theft or loss of jewelry in my possession.

The following limits of jewelry shall apply when retained in inmate's possession.

<u>Item</u>	<u>Permitted Amount</u>	<u>Amount Retained by Inmate</u>	<u>Description</u>
Ring	1 (wedding band)		

Date Received \_\_\_\_\_

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Witness Signature

## TRANSGENDER ADMISSION QUESTIONNAIRE *to inform placement, assessment & case management*

\*\*\* Section A is completed during admission, with all applicable inmates, in as confidential a manner as possible (preferably in a separate space).

\*\*\* Section B is completed by the case management officer.

### A. Inmate data:

Inmate's name as per legal document:

CS #:

Do you go by a name different from that on the legal document?

☐ Yes ☐ No ☐ Prefer not to say

If yes, what is your identified name?

Which of the following do you identify as your gender?

☐ Male ☐ Female ☐ Trans Man ☐ Trans Woman ☐ Non-binary ☐ Two Spirit

Other:

Is this different from your birth-assigned sex? ☐ Yes ☐ No ☐ Declined to answer

What pronoun do you use? (eg. she/he/they)

#### ▪ Searches:

Which gender of staff do you prefer to perform Pat & Frisk searches? ☐ Male ☐ Female ☐ Split

Which gender of staff do you prefer to perform Strip searches? ☐ Male ☐ Female ☐ Split

Any additional information (for split searches specify which part of the search is to be conducted by a male Correctional Officer and which part by a female Correctional Officer):

#### ▪ Clothing and personal items:

\*\*\* Explain that clothing is assigned by unit placement but that underwear will be provided in accordance with gender identity

What type of underwear do you require ☐ Briefs ☐ Panties ☐ Bra

Do you require any personal items to express your gender? ☐ Yes ☐ No

(e.g., prosthetics, binders, brassieres, hair elastics, etc.)

Any additional information (was clothing provided consistent with the inmate's gender identity/if offender's preferred clothing was not provided document rationale and interim/next best solutions implemented/if personal items are required specify what those items are):

### Placement:

- Placement assigned:

**TRANSGENDER ADMISSION QUESTIONNAIRE**  
*to inform placement, assessment & case management*

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**Do you require accommodation/have any needs that may impact your placement and care?** ☐ Yes ☐ No ☐ Declined to answer

Any additional information/details:

**Notifications** (if appropriate):

Warden or designate (i.e. immediate supervisor)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health Care Manager or designate (i.e. health care professional)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Policy and Program Analyst (Resp. for Trans Gender portfolio)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Completed by:**

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Name (print)

Signature

Date



**TRANSGENDER ADMISSION QUESTIONNAIRE**  
*to inform placement, assessment & case management*

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**B. Interim Placement Decision** *(to be completed by the case management officer and reviewed by the multi - disciplinary committee):*

Facility: \_\_\_\_\_ Unit Placement (location): \_\_\_\_\_

Does this placement correspond with the inmate's needs?  
(e.g., gender, protective custody, medical/mental health) ☐ Yes ☐ No

Is this placement consistent with the offender's unit placement preference? ☐ Yes ☐ No

Does the offender agree with the placement decision? ☐ Yes ☐ No

If no, was information provided about the complaint and appeal process? ☐ Yes ☐ No

**Completed by:**

\_\_\_\_\_  
Name (print) Signature Date

**Placement Decision Details** *(to be completed by the case manager and informed by the multi-disciplinary committee):*

**Please document details** (reasons for placement, steps taken to mitigate any safety or health concerns, any interim solutions implemented, any disagreement with the placement decision, any needs requiring consideration, etc.)

*\* Completed form must be uploaded to CORNET.*



## Ministry of Justice-Adult Custody Alouette Correctional Centre for Women

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### Inmate Orientation Information for Secure

This is a short verbal synopsis of information about ACCW – Secure that an inmate will find useful upon admission. For more detailed information inmates can view the “Inmate Information Guide” available on each unit’s computer or in binder available from unit officer.

- Inmates must carry ID card on bracelet at all times – card will be needed for ID purposes within the centre such as healthcare and medication.
- All effects **MUST** be contained in grey bin including personal clothing, mail and canteen. Bin is to be stored under bunk with lids on.
- When a **CODE (Yellow, Red or Blue)** is called all inmates **MUST** return to their cells immediately, lock their doors and await further instruction or direction from their living unit officer.
- Telephones on living units – 4 per unit. Inmates **MUST** use their own CS number for all phone calls made. Using another inmate’s CS number to complete a phone call and/or access phone account will result in institutional charges.
- **Lockup times (approximate) – 0915 – 0930; 1200 – 1300; 1630 – 1645; 2045 – 2100; 2200 to 0700**
- **Formal count times are: 0700; 1300; 1600; 1900 and 2200** – I/M’s are expected to be at their door during formal count (**1600**) that is not conducted during a lock up period.
- Meal times are – breakfast 0715; lunch 1130; dinner 1700; - Weekends/Stats – Brunch 1030; light lunch 1300; dinner 1700.
- Cell inspections will be conducted each weekday at 1000 and 1100 on weekends/stats – inmates must be up and dressed, bed made and room cleaned prior to inspection. I/M’s will remain in their rooms during inspection.
- **NO** inter-cell or unit visitation; or visiting on upper tier if not housed there
- Empty containers are contraband and not to be re-used
- I/M’s attending court will have their grey totes locked by unit staff and left in their room. I/M’s attending video court will be called down to A and D approximately 30 minutes prior to video court appearance.
- When directed by staff to leave the unit to attend healthcare, visits or records I/Ms will allow staff to access the call button at the unit door call box to notify the Pod officer and identify themselves along with where they are going.
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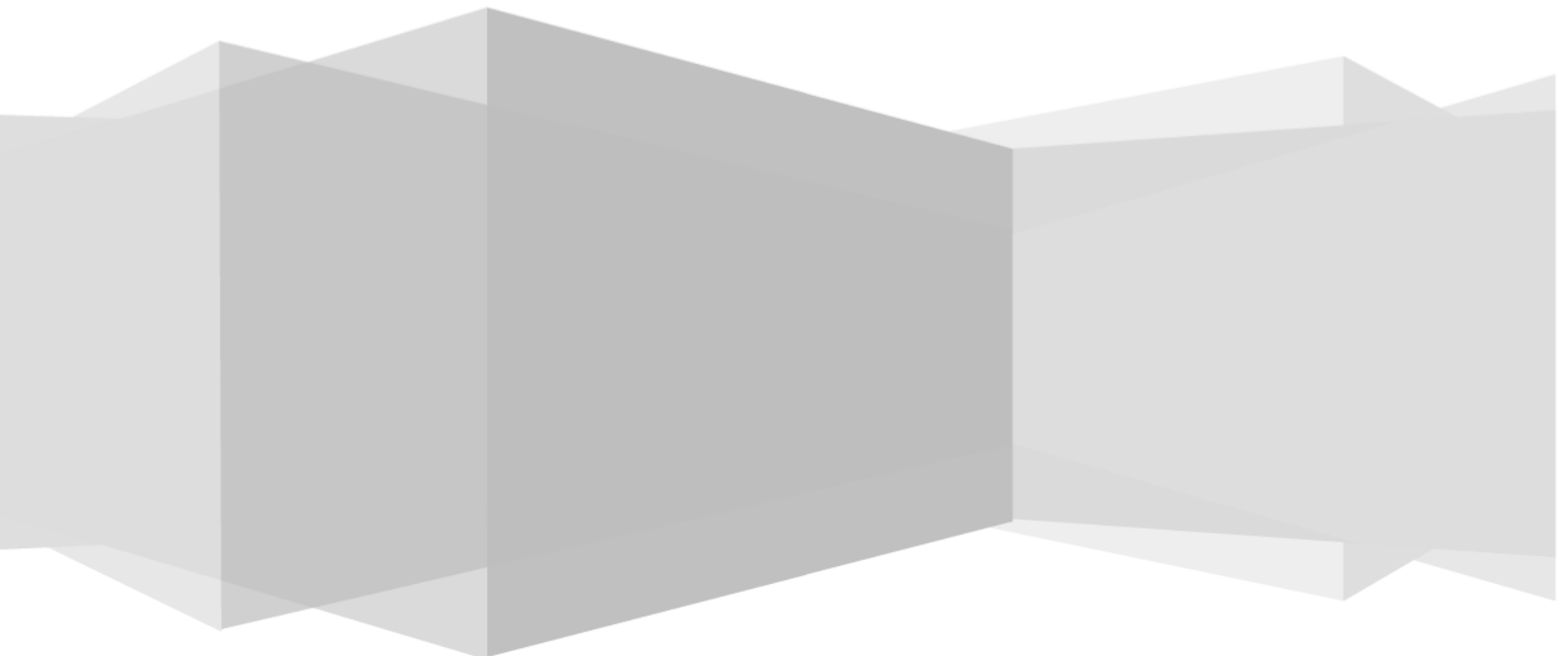
## Ministry of Justice-Adult Custody Alouette Correctional Centre for Women

- **VISITOR REQUEST FORM**-Please submit a new visit request for your visitors/contacts each time you have come back into custody. Previously approved from any prior incarceration will not mean your visitors are automatically approved
- I/M's with medical concerns should fill out a healthcare request or dental request and place in healthcare mail slot in the staff desk. If an emergency inform the unit staff.
- Medication wicket times are **0730, 1130, 1615 and 1930**
- Cross Gender Staffing @ ACCW – see attached.  
Ask Correctional Staff for additional information.
- **Allowable effects on intake – I/Ms will be asked on intake if they would like any of the following allowable items from their effects. If they are not requested on intake these items will be sealed in the I/M effects bag until I/M's release.**
  1. Wedding band (no large stones and I/M must be married / common law status on CORNET);
  2. Prescription eye wear, hearing aids, dentures, prosthetics or medical alert identifiers – as approved by a medical professional or the records supervisor.
  3. Legal Documents
  4. Telephone Numbers

**\*\*\* INMATE EFFECTS WILL ONLY BE KEPT FOR 30 DAYS FOLLOWING RELEASE – IF UNCLAIMED THEY WILL BE FORFEITED TO THE GOVERNMENT\*\*\*\*\***

**\*\*\*In the event of FIRE – Report any smoke or fire to unit staff immediately and follow staff direction for evacuation\*\*\***

# **Secure Custody**



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<b>Secure Custody Information .....</b>	<b>3</b>
<i>Court .....</i>	<i>3</i>
<i>Video Court .....</i>	<i>3</i>
<i>In-person Court .....</i>	<i>3</i>
<i>Release .....</i>	<i>3</i>
<i>Unit Information .....</i>	<i>4</i>
<i>Television/remotes.....</i>	<i>4</i>
<i>Hair care.....</i>	<i>5</i>
<i>Laundry .....</i>	<i>5</i>
<i>Bedding.....</i>	<i>5</i>
<i>Issued Clothing (black bag + intake clothing) .....</i>	<i>5</i>
<i>Daily Routine.....</i>	<i>6</i>
<i>Weekdays:.....</i>	<i>6</i>
<i>Saturday, Sunday and Statutory Holidays:.....</i>	<i>6</i>
<i>Meals/Food/Canteen.....</i>	<i>7</i>
<i>Hobby Sales.....</i>	<i>8</i>
<i>Volunteer Programs.....</i>	<i>9</i>
<i>Intake Orientation (given in admissions area on intake).....</i>	<i>9/10/11</i>

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## Secure Custody Information

### Court

#### Video Court

- Unit staff will tell you what time your court appearance is.
- In most cases, you remain on the unit until your court time.
- You will be called to admissions and discharge (records) approximately 30 minutes prior to your court time.

#### In-person Court

- Put all effects in your property box and have it locked by the unit officer. Leave the bin in your cell.
- Clothing permitted to wear to court: one shirt, one sweater, one pair pants, underwear, bra, one pair of socks and shoes.
- Take your phone card with you and attend admissions and discharge at the time designated. Medications and/or methadone will be given to you in the admissions and discharge area.
- If you are released at court and plan on picking up your effects and funds please call the center before 3:00 pm the day you plan to pick them up. Your funds may not be available to you if you don't. Call 604-476-2660

Note: The sheriffs will only transport court documents, necessary medications, sanitary supplies, a bible or equivalent and a religious symbol.

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### Release

Regular release time is 8:30 AM, but may vary depending on travel arrangements.

- Pack personal effects and institutional items separately.
- Clean your room thoroughly
- Take your institutional and personal effects and phone card with you to the records department when called for release.
- Picture identification is available upon request in Records.
- Everyone is entitled to travel vouchers/tickets to the jurisdiction where their court matters were unless other arrangements have been made.

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If you do not have suitable clothing upon release, admissions and discharge officers will make sure you are given access to the release clothing rack.

Admissions and discharge will give you picture identification should you request it. If you require transportation you will be given travel vouchers for return to where your warrant was originated, by taxi, ferry, and/or bus.

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### **Unit Information**

- Call buttons are for emergencies only. Abuse of this call system may be subject to disciplinary action.
- Only inmates assigned to cells on the upper tiers are permitted on the upper tiers.
- Inmates are not permitted to sit on stairs, hang legs through railings, and toss anything from the tiers.

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### **Clothing/hygiene products/other effects**

- All clothing and non-perishable canteen items are to be kept in your property box.
- Hygiene products currently in use can be stored on the stainless steel toiletry shelf in a tidy fashion.

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### **Television/remotes**

- Televisions/remotes that are broken accidentally or are inoperable through manufacturer defect will be repaired or replaced with costs for non-warranty work or replacement coming from the Inmate Benefit Fund.
- TV Volume must be kept at a respectful level which does not infringe on others' right to peace and quiet. Loud TV volume can also be considered a safety/security concern by officers and addressed accordingly.
- TV's are to be turned off during inspections and when you leave your cell.
- Remotes are to be left in the cell to which they belong. Remotes that do not work should be turned into your living unit officer.

Inmates who wilfully damage and/or abuse this privilege may be subject to disciplinary action.

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## **Hair care**

Hair clippers and a hair cape can be signed out from the unit officer. Hair grooming is only to occur in a unit program room and the area must be fully cleaned after. Any change in appearance will result in a new picture being taken for identification purposes.

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## **Laundry**

All bedding, blankets and towels are to be sent to the institutional laundry room as per designated laundry days. All clothing exchanges will happen when the building works officers is on site (Monday to Friday 0800 – 1530). Requests for replacement clothing must be approved by the Correctional Supervisor.

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## **Bedding**

- Pillow/pillow case
  - One mattress
  - Two sheets
  - Two fleece blankets (three for winter)
  - Two towels
  - One face cloth
  - One laundry bag
- 

## **Issued Clothing (black bag + intake clothing)**

- Two sweat shirts
  - Four t-shirts
  - Two pairs sweat pants
  - One pair runners
  - Four pairs of underwear
  - Three pairs of socks
  - Two bras
  - Two pairs shorts
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Issued bedding, cup, and bowl will be kept in your possession and should be taken with you should you be assigned to a different living unit.

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### Daily Routine

Note: Times are approximate and subject to change based on operational requirements.

### Weekdays:

5:30 (AM)	Report to admissions and discharge (records) for off-site court
7:00	Formal count
7:00 – 7:30	Lock Up for ESP time out
7:15	Breakfast
7:30	Medication wicket, followed by methadone distribution
8:30	Report to placements
9:15	Lock-up
9:30	Return to placements
9:30 – 11:00	Tuesdays Only: Lock Up for ESP time out
10:00	Cell Inspections (cells are to be clean/tidy with bed made)
11:30	Lunch
12:00 (PM)	Lock-up (Tuesdays units are locked until 2:30 PM)
1:00	Formal count
1:00 – 3:00	Lock Up for ESP time out (except Tuesdays)
1:15	Report to placements
3:45	Return to units from programs, school or work placements
4:00	Formal count (stand at door)
4:15	Medication wicket
4:30	Lock-up
5:00	Dinner
6:30	Lock-up
7:00	Formal count
7:15	Medication wicket
9:30 – 10:00	Lock Up for ESP time out (Tuesdays: 9:00 – 10:00 PM)
10:00	Formal count and lock

### Saturday, Sunday and Statutory Holidays:

Units remain locked until 10:00 AM.

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British Columbia Corrections Branch  
Alouette Correctional Centre for Women  
L. Martin, Warden  
May 2019

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Lock Up for ESP time out: 10:00 – 10:30 AM; 1:45 – 3:45 PM; 9:30 – 10:00 PM

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## **Meals/Food**

Meal service is at approximately:

- Breakfast (Monday – Friday) – 7:15 AM
- Lunch (M – F except stat holidays) – 11:30 AM
- Dinner (7 days a week) – 5:00 PM

Brunch will be served at 10:00 AM weekends and statutory holidays, followed by late lunch at 1:00 PM.

All meals are to be consumed at the lower level tables. Meal trays, lids, bowls, etc. are not permitted in cells or on the upper floor.

The following items from your meal are permitted to be saved. One piece/serving each of:

- Muffins
- Portioned jam and peanut butter
- Fresh fruit
- Dry desserts that are easily portable (not served in kitchen containers - e.g. cookies, squares etc.)
- Celery/carrot sticks

These food items, as well as prepared canteen items, must be consumed by 10:00 PM on the day provided or they will be disposed of.

Staff will dispose of any excess food items in the living unit fridge, common area, or inmate cells after 10:00 PM.

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## **Canteen**

You will have access to a complete list of items that can be purchased from canteen. To purchase an item(s), simply fill out a Trust Fund Statement obtained from the living unit officer. All canteen orders must be submitted by 8:30 PM on Tuesday and must be completed with your signature in ink. Inmates serving a segregation disposition may submit a canteen order but will not receive the items until the segregation term has been completed.

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All funds must be in your account by 3:00 PM on Tuesday. If the funds are not in your account by this time they cannot be used for a canteen purchase the following day.

**A maximum order of \$125.00 per week is permitted.**

This amount does not include:

- protein powder
- medicines (Tums, Halls, Fisherman's friends, Ibuprofen, Tylenol, vitamin C and multivitamins)
- cosmetics (mascara, lipstick, eyeliner, blush, foundation, eye shadow and eye liner sharpeners)

Tylenol and Ibuprofen can be purchased Monday to Friday. Trust Fund Statement forms must be submitted to the health care officer by 12:00 (noon) and the medication will be distributed to you once the funds have been deducted from your account.

Inmates who trade, barter, or give away/receive canteen items may be subject to disciplinary action.

### **Hobby sales**

Hobby sales will be held every week. Hobby canteen items include:

- greeting and note cards
- photo albums
- pencil crayons
- colouring and activity books
- decks of cards
- journals
- legal boxes ( used to hold legal documents only)
- legal sized envelopes

To make a purchase fill out a white canteen form listing the items you would like to purchase before 7:00 PM Wednesdays. Please write "Hobby Sales" clearly on top of your canteen form before handing in to the unit officer. Be specific about which items you have chosen however patterns or colour choices are not guaranteed as items vary with supply available – **THERE WILL BE NO EXCHANGES.** You must have money in your account (minimum balance of \$0.50) at this time to be able to purchase any of the items.

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## Volunteer Programs

- E-Fry volunteers come in every Thursday at 2:00 PM for the read along program and also on Sundays at 2:00 PM for the card making program which is done on a unit by unit basis.
- AA volunteers come in every Thursday at 7:30 PM for AA meetings.
- NA volunteers come in once a month at 7:30 PM for NA meetings. Actual dates will be posted on the units.
- Yoga
- Chapel Services
- GO Prison Mission
- Catholic Prayers
- Catholic Mass

If you are interested in attending AA/NA meetings, please submit a general request form to the program supervisor.

## Inmate Orientation Information for Secure

This is a short verbal synopsis of information about ACCW – Secure that an inmate will find useful upon admission. For more detailed information inmates can view the “Inmate Information Guide” available on each unit’s computer or in binder available from unit officer.

- Inmates must carry ID card on bracelet at all times – card will be needed for ID purposes within the centre such as healthcare and medication.
- All effects **MUST** be contained in grey bin including personal clothing, mail and canteen. Bin is to be stored under bunk with lids on.
- When a **CODE (Yellow, Red or Blue)** is called everyone **MUST** return to their cells immediately, lock their doors and await further instruction or direction from their living unit officer.
- Telephones on living units – 4 per unit. Inmates **MUST** use their own CS number for all phone calls made. Using another inmate’s CS number to complete a phone call and/or access phone account will result in institutional charges.
- **Lockup times (approximate): 9:15 – 9:30 AM; 12:00 – 1:00 PM; 4:30 – 4:45 PM; 8:45 – 9:00 PM; 10:00 PM to 7:00 AM.** Officer’s breaks do not start until all the units are locked up and they leave the unit. The sooner everyone locks up, the sooner the officer returns to the unit.

- 
- **Formal count times are: 7:00 AM; 1:00 PM; 4:00 PM; 7:00 PM and 10:00 PM** – I/M's are expected to be at their door during formal count (**4:00 PM**) that is not conducted during a lock up period.
  - Meal times are – breakfast 7:15 AM; lunch 11:30 AM; dinner 5:00 PM; - Weekends/Stats – Brunch 10:00 AM; light lunch 1:00 PM; dinner 5:00 PM.
  - Cell inspections will be conducted each weekday at 10:00 AM (except stat holidays) – everyone must be up and dressed, bed made and room cleaned prior to inspection. Everyone is to remain in their rooms with the door on the closed (but not locked) during inspection.
  - **There is NO inter-cell or unit visitation nor is anyone permitted to visit on upper tier if not housed there.**
  - Empty containers are contraband and not to be re-used/purposed. They are to be disposed of.
  - I/M's attending court are encouraged have their property locked in their grey totes by unit staff before being left in their room. I/M's attending video court will be called down to Records approximately 30 minutes prior to video court appearance.
  - When directed by officers to leave the unit to attend healthcare, visits or records, I/Ms will await staff to access the call button at the unit door call box to notify the Pod officer of the movement off the unit.
  - I/M's with medical concerns should fill out a healthcare request or dental request and place in healthcare mail slot in the staff desk. If an emergency inform the unit staff.
  - Medication wicket times are **7:30 AM, 4:15 PM and 7:30 PM**
  - **Allowable effects on intake – I/Ms will be asked on intake if they would like any of the following allowable items from their effects. If personal items are not requested on intake these items will be sealed in the I/M effects bag until I/M's release.**
    1. Wedding band (no large stones and I/M must be married / common law status on CORNET);
    2. Prescription eye wear, hearing aids, dentures, prosthetics or medical alert identifiers – as approved by a medical professional or the records supervisor.
    3. Legal Documents
    4. Telephone Numbers

**\*\*\* INMATE EFFECTS WILL ONLY BE KEPT FOR 30 DAYS FOLLOWING RELEASE – IF UNCLAIMED THEY WILL BE FORFEITED TO THE GOVERNMENT\*\*\*\*\***

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## **Collection of Inmate Personal Information**

**While at ACCW, we will be collecting your personal information to help manage your correctional supervision. BC Corrections has the authority to collect your personal information as per section 26(c) of the *Freedom of Information and Protection of Privacy Act*.**

**If you have any questions regarding the collection of your personal information, please contact  
the Corrections Branch Privacy Analyst  
at PO Box 9278 STN PROV GOVT, Victoria, BC V8W 9J7.  
Tel: 1-888-952-7968.**

**If you believe your personal information held by BC Corrections should be updated or corrected, tell your unit staff or your case manager who can help you.**

**If you can identify and prove your information should be updated or corrected, BC Corrections will update or make notes on your file, as required.**

## **Inmate Orientation Information – Medium**

This is a short information session and description of the grounds and layout including areas and names of the living units.

- Intake Black Bags – to be emptied into closet and given to unit staff today
- Carry your key and card at all times.
- CODE YELLOW, BLUE AND RED – return immediately to your unit until directed otherwise by staff.
- Hours of confinement to unit are 0830-1530 for inmates with no work placement
- Work placements assigned to you by programs supervisor
- Work hours are 0830-1530
- Location of telephones
- Coffee break process – Monday to Friday from 10:00 – 10:15 on units
- Inmate handbook and Correctional Centre rules are on each unit computer and in binder in staff office available for access by inmates
- Cross gender staffing – No male unit staff – policy posted on unit bulletin boards
- Razors are one for one ( do not share with others)
- Fridge allowances / Fridge locked at 2200 hours / only perishables purchased on canteen can remain in fridge, only freezer items from canteen allowed in the freezer.
- Do not place any other items or liquids in the freezer compartment of the fridge.
- Self harm (tanning – suntan lotion provided)
- Detail the following:
  - No inter cell or inter - unit visiting
  - No smoking
  - No relationships (Relationship policy outlined on unit bulletin board)
  - Out of bounds areas (marked with yellow painted lines or signs – no inmates in garden beds)
  - No contraband ie: no empty containers / flowers /rocks
- Formal Counts are at 0700; 1300; 1600; 1900 and 2200. A unit program /area count (UPAC) will be conducted prior to coffee break @1000. Need to be at your cell door for each count except for the 0700 and 2200 in which you can stay in your room.
- All cell doors must remain closed after 2200hours except when the inmate needs to use the washroom during the night.
- Meal times are after 0700 formal count, 1130 and 1700 weekdays; Weekends – Brunch @1000; light lunch after 1300 formal count and dinner @ 1700



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- Saturday morning is unit inspection, after 10am brunch you must return to unit for clean-up and complete your assigned unit duty and clean your room.  
Washer and Dryer location and use vs. Institutional laundry and use – explain what gets washed and where / Institutional Machines wash all bedding, hort clothing, jackets, housecoats and runners. No unit laundry use over the weekends at all.
- VISITS – visitor clearance form must be approved prior to visits being booked (form available on unit) Visit times and phone # for booking visits posted on unit, each incarceration inmates must submit new visitor request forms for all visitors.
- Room expectations / conditions / cleanliness. Bed made and room cleaned by 0830 hours whether you are UM / NWP or not, you are responsible for the items in your room; keep your door locked at all times. Unit inspections are Saturday mornings after brunch meal; all to participate in unit cleanup and rooms cleaned.
- Court: - Put all bedding and institutional clothing in the black duffle bag and leave on your bed. All personal belongings to be put in a plastic bag and attach name, CS# and court date then give to your unit staff for safe keeping. When you go to records for court you are to bring nothing except the clothes you are wearing and your room key and card. Clothing includes one sweater, one t-shirt, bra, underwear, socks and runners without laces.
- Video Court: If your court is video, you are to remain on your unit until you are called to records. Please let your work supervisor know ahead of your video court date.
- Review of request forms – all request forms available on living unit – fill out completely
- Monarch: **No** communication is permitted between Monarch and Medium inmates.
- Healthcare: **OUT OF BOUNDS, NO DROP INS.....**If an emergency, contact a correctional officer/unit staff. Med wicket times are 0730, 1615 and 1930. Methadone distribution is in the gymnasium at 0800 hours daily. If you require methadone for your release you must submit a blue request to healthcare at least one week prior to your release. Request should have release date, Doctor's name and Pharmacy name. It is your responsibility .  
Blue request forms for healthcare only.....fill out and drop off in metal mail box outside healthcare door. This H/C box is checked at least twice a day at 0600 and 1400 hours daily. The blue H/C request form is used for the doctor, nurse, dentist, psychologist, mental health coordinator etc. You will be called up for each blue request form that is put in.  
Ibuprofen /Tylenol – can be purchased Monday-Friday through HC officer, and white request given to H/C officer no later than noon.  
You cannot refuse HC appointment to H/C runner or staff. If you are declining to see someone in H/C you will have to come up and inform that individual yourself.

### \*\*\*EMERGENCY EVACUATION FROM UNITS \*\*\*

**Muster area is in centre field (in front of units) by gazebo**

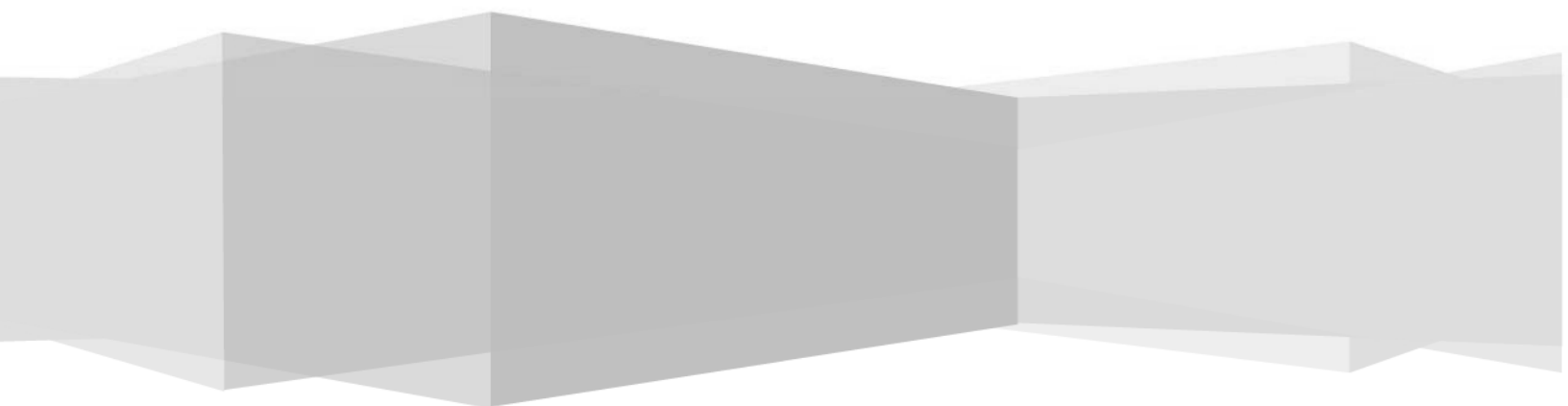




**Ministry of Justice – Adult Custody  
Alouette Correctional Centre for Women**

**Alouette Correctional Centre for Women**

# **Medium-Open Custody**



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## Medium/Open Custody Information

### Court

#### Video Court

- Unit staff will tell you what time your court appearance is.
- In most cases, you will remain on the unit until your court time.
- Report to the Admissions and Discharge (Records Dept.) when directed by staff.

#### In-person Court

- Pack all your institutional effects in black cloth bag and your personal effects in a plastic bag.
- Label each bag with your name, CS#, and date.
- Leave institutional effects in your cell.
- Give your bag(s) of personal effects to the unit officer.
- Take your room key and phone card to records with you for court.
- Clothing permitted to wear to court: one shirt, one sweater, one pair pants, underwear, bra, one pair of socks and shoes.
- Take your phone card with you and attend Admissions and Discharge (Records) at the time designated (medications and/or methadone will be given to you in the Admissions and Discharge (Records) area).
- If you are released at court and plan on picking up your effects and funds please call the center before 3:00 PM the day you plan to pick them up. If you are unable to do so, your money may not be available to you when you arrive at the centre. Call 604-476-2660

Note: The sheriffs will only transport court documents, necessary medications, sanitary supplies, a bible or equivalent and a religious symbol.

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### Release

Regular release time is 8:30 AM, but may vary depending on travel arrangements.

- Pack your personal effects and institutional items separately.
- Clean your room thoroughly
- Give your room key to the unit officer
- Return institutional effects to stores/laundry. Do not give clothing to others.
- Take your personal institutional effects and picture ID card with you to the Admissions and Discharge (Records) department when you are called for release.

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If you do not have suitable clothing for release, admissions and discharge officers will make sure you are given access to the release clothing rack.

Admissions and Discharge (Records) will give you picture identification. If you require transportation you will be given travel vouchers for return to where your warrant was originated, by taxi, ferry, and/or bus.

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### **Clothing/hygiene products/other effects**

- Clothes are to be folded on shelves or hung in closet
- Closet area is to be kept clean and orderly (no items are to be stored on top of the closet)
- Hygiene products currently in use will be stored on shelves in a tidy, organized fashion
- Arts and craft items that may be kept in your room:
  - Completed items must fit in a shoe box
  - One item that you are currently working on (i.e. crochet blanket)

Arts and crafts items that are complete and do not fit in a shoe box will be handed over to the recreation officer who will store it until your release. Two days prior to your release you will need to inform program staff that the item needs to be moved to Admissions and Discharge (Records) for collection upon release. It is your responsibility to remember to collect your items.

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### **Television/radio privileges**

- Televisions/radios that are broken accidentally or are not working through manufacturer defect will be repaired or replaced with costs for non-warranty work or replacement coming from the Inmate Benefit Fund.
- Volume will be kept at a respectful level which does not infringe on others' right to certain level of peace and quiet.
- They are to be turned off during inspections and when you leave your room.
- They are not to be removed from your room.
- Televisions are to be kept on your desk and are not to be propped on books, boxes or chairs (except for the boot rooms where a wooden cube is used for the TV).
- Remotes/batteries are available for purchase.

Inmates who wilfully damage and/or abuse this privilege may be subject to disciplinary action.

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## **Hair care**

Hair will only be cut in the salon located in the program building. Hair cutting tools can be signed out from the program office. The area must be thoroughly cleaned after use. Any significant change in your appearance will result in a new picture being taken for identification purposes.

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## **Laundry**

Washers and dryers are available on each unit for laundering clothing. The unit cleaner is responsible for washing inmate clothing and must follow the posted schedule. Only soap designated for laundry is to be used.

All bedding, blankets and towels are to be sent to the institutional laundry on the designated laundry days.

Clothing one-for-one exchange occurs at the stores building. An announcement will be made by your living unit officer telling you of your clothing exchange date and time.

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## **Bedding/other**

- Two pillows/ Two pillow cases
- One mattress
- Two sheets
- One blue waffle blanket + two fleece (will increase in colder weather)
- Two towels
- One face cloth
- One laundry bag
- One lamp
- One clock

## **Issued Clothing (black bag + intake clothing)**

- Two sweat shirts
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- Three t-shirts
  - Two pairs sweat pants
  - One set Pyjamas
  - One pair runners
  - Five pairs of underwear
  - Three pairs of socks
  - Two bras
  - One tank tops
  - Two pairs shorts
  - One fleece jacket
  - One jacket
  - One seasonal hat (toque or baseball hat)

Winter Issue: long johns, toque, gloves, fleece jacket and winter jacket.

Summer Issue: one tank top, two shorts and one baseball hat.

Outside work clothes will be issued by the horticulture instructor.

Issued bedding, cup and bowl will be kept in your possession and should be taken with you should you be assigned to a different living unit. Inmates are permitted to keep one set of cutlery in their possession.

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### Out of Bounds

The designated out of bounds areas are marked by yellow lines painted on the cement and designated by signs in various areas around the centre. Out of bounds areas can be designated as required by the correctional supervisor due to various circumstances, including construction, weather or lighting conditions, etc.

The area from the Eagle hut, Program building and Administration building to the fence line are out of bounds after dusk.

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### Daily Routine

Note: Times are approximate and subject to change based on operational requirements.

**\*\*\*If you do not have a work placement you are to remain on the unit during the work day between 8:30 AM and 3:00 PM.**

You must inform the officer if you are leaving the unit for any reason.

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**\*\*\*All inmates are to remain in their cells with the door closed between 10:00 PM and 6:30 AM each night unless they need to use the bathroom.**

**Weekdays:**

5:45 (AM)	Report to admissions and discharge (records) for off-site court
7:00	Formal count
7:15	Breakfast in the dining room
7:30	Medication wicket (open for 15 minutes)
8:00	Methadone dispensed in gym
8:30	Report to work/program/school placements
9:45	Return to unit
10:00	Unit count and coffee break on units
10:05	Return to work/program/school placements
11:15	Return to units
11:15	Medication wicket (open for 15 minutes)
11:30	Lunch in the dining room
12:30 (PM)	Afternoon lock (Tuesdays, units are locked until 1430 hours)
1:00	Formal count
1:30	Unlock and report to work/program/school placements
3:30	Return to units from programs, school or work placements
4:00	Formal count – unit program until dinner
4:15	Medication wicket outside at health care door
4:45	Dinner served in dining room
7:00	Formal count
7:30	Medication wicket (open for 15 minutes)
10:00	Formal count and lock

**Saturday, Sunday and Statutory Holidays:**

Units remain locked until 10:00 AM. After brunch on Saturdays, inmates return to units after brunch for clean up and unit inspection.

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## Fire Emergency Procedures

In the event of fire in the unit during lock down times you are to push and hold the bar across the exit door until the door makes a beeping sound. Within 30 seconds the door will open and you are to exit the unit immediately. If these doors are opened when there is no emergency, you may be subject to disciplinary action. You are to view the fire evacuation information posted on the wall in the unit to know the safety procedures.

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## Meals/Food

When in the dining room, no work boots or hats permitted.

Meals will be served in the main dining room at approximately:

- Breakfast (Monday – Friday) – 7:15 AM
- Lunch (Monday-Friday) – 11:30 AM
- Dinner (7 days a week) – 4:45 PM

Brunch will be served at 10:00 AM weekends and statutory holidays, followed by late lunch at approx. 1:00 PM after formal count.

Purchased condiments from canteen are allowed into the dining hall at meals. One coffee mug is also allowed into the dining hall.

The following items from your meal are permitted to be taken from the kitchen and taken on the unit. One piece/serving each of:

- Muffins
- Portioned jam and peanut butter
- Fresh fruit
- Dry desserts that are easily portable (not served in kitchen containers - e.g. cookies, squares etc.)
- Celery/carrot sticks
- Ice Cream Bars
- Condiment Packets

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These food items, as well as prepared canteen items, must be consumed by 10:00 PM on the day provided or they will be disposed of.

Staff will dispose of any excess food items in the living unit fridge, common area, or inmate rooms after 10:00 PM. You will not place pop, juice or water bottles in the freezer of the living unit refrigerator.

## **Canteen**

You will have access to a complete list of items that can be purchased from canteen. To purchase an item(s), you must fill out a Trust Fund Statement form obtained from the living unit officer. All canteen orders must be submitted by 8:30 PM on Tuesdays and must be completed with your signature in ink.

All funds must be in your account by 3:00 PM on Tuesday. If the funds are not in your account by this time they cannot be used for a canteen purchase the following day.

**A maximum order of \$125.00 per week is permitted.**

This amount does not include:

- protein powder
- medicines (Tums, Halls, Fisherman's friends, Ibuprofen, Tylenol, vitamin C and multivitamins)
- cosmetics (mascara, lipstick, eyeliner, blush, foundation, eye shadow and eye liner sharpeners)

Tylenol and Ibuprofen can be purchased Monday to Friday. Trust Fund Statement forms must be submitted to the health care officer by 12:00 (noon) and the medication will be distributed to you once the funds have been deducted from your account.

**Inmates that trade, barter, or give away canteen items (or any other personal property items) may be subject to disciplinary action.**

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## Hobby sales

You are able to purchase hobby items once a week in the programs building.

**You must have money in your account at this time to be able to purchase any of the items.**

## Volunteer Programs

- E-Fry volunteers come in every Saturday at 2:00 PM for the read along program
- E-Fry Card making Saturdays at 2:00 PM in the multipurpose room.
- AA volunteers come in every Sunday at 7:10 PM for AA meetings. Program building
- NA volunteers come in Wednesday nights at 7:30 PM for NA meetings. Program building
- Women2Women W2W are in on alternating Mondays at 7:10 PM
- Yoga
- Catholic prayers
- Joint effort
- Meditation
- Chapel Services
- Catholic Mass

## Mother Child Unit (MCU)

During night time lockup (10:00 PM- 6:30 AM) inmates participating in the Mother Child program may have full access to the unit common areas to care for their child. This may include accessing a phone to call the emergency health line.

### EFFECTS:

**\*\*\* INMATE EFFECTS WILL ONLY BE KEPT FOR 30 DAYS FOLLOWING RELEASE –  
IF UNCLAIMED THEY WILL BE FORFEITED TO THE GOVERNMENT\*\*\*\*\***

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This is a short information session and description of the grounds and layout including areas and names of the living units.

- Intake Black Bags – to be emptied into closet and given to unit staff today
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- Cross gender staffing – No male unit staff – policy posted on unit bulletin boards
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- Do not place any canteen or liquids in the freezer compartment of the fridge.
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- Detail the following:
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  - No contraband: e.g. no empty containers / flowers / rocks
- Formal Counts are at 7:00 AM; 1:00 PM; 4:00 PM; 7:00 PM and 10:00 PM. A unit program /area count (UPAC) will be conducted prior to coffee break @10:00 AM. Need to be at your cell door for each count except for the 7:00 AM and 10:00 PM in which you can stay in your room.
- Meal times are after 7:00 AM formal count, 11:30 AM and 5:45 PM weekdays; Weekends – Brunch @10:00 AM; light lunch after 1:00 PM formal count and dinner @ 5:45 PM
- Washer and Dryer location and use vs. Institutional laundry and use – explain what gets washed and where / Institutional Machines wash all bedding, hort clothing, jackets, housecoats and runners.

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## **Collection of Inmate Personal Information**

**While at ACCW, we will be collecting your personal information to help manage your correctional supervision. BC Corrections has the authority to collect your personal information as per section 26(c) of the *Freedom of Information and Protection of Privacy Act*.**

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Tel: 1-888-952-7968.**

**If you believe your personal information held by BC Corrections should be updated or corrected, tell your unit staff or your case manager who can help you.**

**If you can identify and prove your information should be updated or corrected, BC Corrections will update or make notes on your file, as required.**

## **4.2. Inmate Classification—Introduction (revised: Mar-09)**

### **4.2.1. Designation and authority**

1. The assistant deputy minister delegates classification of inmates to the provincial director, who assigns responsibility for classification and sentence planning to wardens by letter.
2. With this designated responsibility, wardens are given the legal authority to move inmates from one correctional centre to another.

### **4.2.2. Organization**

1. Classification services are available at every correctional centre that receives newly sentenced offenders.
2. Classification officers are directly supervised by the assistant deputy warden of the sentence management unit or assistant deputy warden responsible for sentence management functions within a correctional centre.

### **4.2.3. Training and certification**

1. Before assuming classification and sentence planning responsibilities, correctional officers complete Corrections Branch approved certification training.
2. The director of the Corrections and Court Services Division (JIBC) issues certification when completion of the required training is confirmed.
3. Only certified correctional officers may perform the role of classification officers.

### **4.2.4. Letter of designation**

1. Only a manager, or correctional supervisor with a letter of designation from the warden, is authorized to approve a classification assessment. This letter also gives classification officers the authority to move inmates from one correctional centre to another.
2. Designation letters must be signed and dated.

### **4.2.5. Responsibilities of classification officers**

Classification officers' responsibilities for classification and sentence planning include:

1. Assessing and classifying inmates upon:

- Admission to a correctional centre;
- Transfer from one correctional centre to another; and
- ☐ Specified intervals as determined by each centre.

2. Internal classification.

3. Informing correctional centres about arriving inmates and providing sentence plans. This includes suggestions for case management and reclassification.

4. Making recommendations to the warden with respect to inmate transfer applications under international, federal-provincial, and inter-provincial agreements for inmate transfers.

### **4.2.8. Classification objectives**

Inmate classification has the following objectives:

1. Protect society and correctional centre staff and inmates against additional offences by inmates.
2. Assign each inmate to lowest level of security that the individual case permits.

3. Give inmates access to health care, education, work activities, social programs and recreational programs to meet their case management goals, consistent with risk/needs assessment as outlined in section 4.6.

4. Provide opportunities for self-improvement to inmates who meet criteria for special programs.

5. Satisfy the intent of the inmate's sentence.

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#### **7.8.10. Automated system notification**

1. All ICCS calls include automated system notifications to the inmate and the called party at the point-of-call connection.

2. Automated system notifications are standardized as follows:

- Debit call: “This is a prepaid call from [inmate pre-recorded name here], an inmate at a B.C. correctional centre. For safety and security purposes, this call will be recorded and may be monitored, as authorized by the *Correction Act* and the *Correction Act Regulation*. If you are legal counsel, please do not discuss privileged information. If you have questions about this or to register a legal counsel phone number as privileged, please call 1-888-952-7968. You can leave a message for this inmate by calling 1-855-200-1250 and entering mailbox ID [inmate mailbox #]. Please select from the following options: If you consent to this call being recorded and to accept this call, dial 1 now. To reject this call, dial 2 now. To block your number from further calls from this facility, dial 7 now.”

Collect call: “This is a collect call from [inmate pre-recorded name here], an inmate at a B.C. correctional centre. For safety and security purposes, this call will be recorded and may be monitored as authorized by the *Correction Act* and the *Correction Act Regulation*. If you are legal counsel, please do not discuss privileged information. If you have questions about this or to register a legal counsel phone number as privileged, please call 1-888-952-7968. You can leave a message for this inmate by calling 1-855-200-1250 and entering mailbox ID [inmate mailbox #].

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Please select from the following options: If you consent to this call being recorded and if you wish to accept this call as a collect call, dial 1 now. To reject this call, dial 2 now. To obtain the rate information for this call, dial 3 now. To block your number from further calls from this facility, dial 7 now.”