

# 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	

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### 1.1.1. Escort risk assessment

1. An escort risk assessment is conducted on each occasion for an off-site escort.
1. Off-site escorts of an emergent nature (i.e. when there is insufficient time to conduct an escort risk assessment prior to the escort leaving the correctional centre) are classified as level I escorts. Off-site escorts of an emergent nature from a medium custody centre are classified as level II escorts. At the earliest possible opportunity, an escort risk assessment is conducted and the appropriate escort risk level is applied.
2. Security precautions for an off-site escort are based on assessment of the risk that an inmate presents to the community, the public, escort staff and other personnel connected with the inmate's escort.
3. Inmates are classified as escort risk levels I, II or III. Security classifications are assigned by the warden or designate, after reviewing institutional information and law enforcement intelligence.
4. At a minimum, information used to determine an escort classification includes:
  - Criminal history;
  - Current offence(s);
  - Institutional conduct—past and present;
  - Medical/ psychological issues;
  - Custody status—sentenced/ remand;
  - Immigration and other holds;
  - Relevant intelligence information;
  - Risk to the inmate while in the community; and
  - Destination of escort (i.e. accessibility, parking)
5. Factors outlined in subsections 1.7.3, 1.7.4 and 1.7.5 are considered in determining each risk level designation.
6. The escort assessment is entered as a reassessment on the inmate assessment (IA) in ICON.

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### ***a. Classification Procedure (revised: Jun-17)***

This section outlines general classification procedures that apply to the prescribed classification interview and inmate assessment (IA). These procedures are followed to determine the level of security, supervision and control for each inmate.

#### **i. Documentation**

Classification officers obtain information to assist in classification decisions. The following information may be available:

- Pre-sentence reports;
- Judicial reasons for sentence;
- Police reports;
- CORNET and CPIC entries;
- Psychiatric/ psychological reports; and
- Victim information.

#### **ii. Classification interview**

The classification interview includes the following components:

7. Review of the inmate's CORNET Client Log, file(s) and other relevant information, including recommendations from judges and probation officers.
8. Ensure the inmate verifies written and additional information.
9. If the offender self-identifies as a member of the Sts' ailes First Nation, attempts are made to have the inmate sign a *Consent Form for Collection and Disclosure of Information*, and an alert is entered into CORNET. This information is forwarded to case management staff and the correctional centre's Aboriginal liaison worker to follow the procedure outlined in the *Memorandum of Understanding for Supported Reintegration into the Sts' ailes Community*.
10. Develop a sentence plan with the inmate's input.

Ensure information concerning eligibility and application procedures for conditional release are provided within one week of sentencing to inmates serving a sentence of six months or greater.

11. Explain the classification and placement process including:

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Available options;

Discussion of key dates;

Criteria used in making classification decisions;

Role the offender can play; and

Right to appeal classification and placement decisions.

Information reviewed with the inmate prior to the classification interview must be limited to ensure it does not:

Prejudice the use for which the information was collected;

Prove injurious to law enforcement officials or investigations; and

Threaten the safety of individuals. This includes confidential victim information such as the victim's phone number, address, and records of conversation with the victim.

At the conclusion of the interview, the inmate is informed of the classification decision. If a transfer is determined, the inmate is also informed about the estimated time of the transfer, except when security conditions do not permit such disclosure.

The interview is in private unless others need to be present to assist the offender in understanding the process or for security reasons.

### **iii. Risk/needs assessment (RNA)**

Procedures are set out in section 4.6.

### **iv. Inmate assessment (IA)**

1. Classification officers complete the inmate assessment (IA) during the initial classification interview of all inmates.
2. The initial assessment section of the IA is completed within 24 hours of admission to a correctional centre.
3. The sentenced assessment portion of the IA is completed for all inmates who are sentenced to 30 days or more.
4. A correctional supervisor who has not received a classification officer letter of designation may start the IA. Only a manager or designated classification officer may approve an IA.
5. Offenders are classified to a correctional centre that:

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Provides the security necessary to meet the risk to the community and needs of the offender;

Offers programs designed to meet the correctional needs of the offender; and

Enables the inmate access to programs specified on the warrant of committal.

6. Procedures for reassessment are set out in sections 4.6.4, 4.6.5, and 4.7.1.

**v. Special concerns**

12. The classification officer informs the warden or designate about special concerns related to an inmate.

13. The warden or designate informs the correctional centre's staff.



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## **4.5 *Classification Categories (revised: Dec-17)***

### **4.5.1 Correctional centres**

1. Correctional centres are categorized according to secure, medium or open classifications.
2. A centre may be designated to receive inmates of specific classifications.
3. Regional correctional centres are categorized as secure centres. They receive and hold inmates of all classification categories.

### **4.5.2 Geographical proximity placements**

1. Inmates are assigned to correctional centres as close to their homes as security levels and bed space permit, unless assigned to special programs that prevent such assignment.
2. When resources permit, inmates are assigned within geographic areas, rather than to distant correctional centres. Each correctional centre is a provincial resource to which inmates from any area may be assigned to address their classification and risk/needs assessment rating, as well as make the best use of the correctional centre's programs.

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Page 010 of 128 to/à Page 011 of 128

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#### **4.5.6. Direct classification**

- Inmates may be classified to specific correctional centres.

#### **4.5.7 Reclassification**

1. Requests for reclassification are directed to the classification officer serving the area, except as identified in #7 below.
2. The four objectives of reclassification are to:
  - Review the change in circumstances since initial classification;
  - Amend the inmate assessment report;
  - Reclassify the inmate according to new information; and
  - Meet intent of original sentence management plan.
3. A classification review or file review may be initiated by an inmate or correctional centre staff. Reclassification requests initiated by the correctional centre are made in writing and accompanied by a summary of the inmate's CORNET Client Log.

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4. Inmates who request reclassification must give written explanation. Their case manager adds comments and forwards the request to the classification officer within s.15 from the time of receipt. The classification officer details the results of the reclassification request and subsequent review on the inmate's Client Log.
5. Within s.15 of receiving a request for reclassification, the classification officer reviews the inmate's file and conducts an interview if necessary. When the sentence management unit cannot respond within ten working days, the classification officer informs the warden or designate of the delay.
6. The classification officer informs the inmate of the results of the reclassification review, and is available to discuss them. The outcome is shared with correctional centre staff when relevant. A copy of the outcome is retained on file.
7. An offender who is reclassified to a higher level of security is notified in writing of the reasons for the decision on a Notification of Reclassification form, which is also attached to the CORNET Client Log. Prior to return to a lower security level, a classification review is completed.
8. The classification officer assesses inmates being released from segregation.

#### **4.5.8 Centre designations**

According to categories established in section 4.5.1, correctional centres are designated as follows:

1. Secure:
  - Vancouver Island Regional Correctional Centre (VIRCC);
  - Surrey Pretrial Services Centre (SPSC);
  - Fraser Regional Correctional Centre (FRCC);
  - Kamloops Regional Correctional Centre (KRCC);
  - Prince George Regional Correctional Centre (PGRCC);
  - North Fraser Pretrial Centre (NFPC);
  - Okanagan Correctional Centre (OCC); and
  - Alouette Correctional Centre for Women (ACCW).
- 5 Medium:

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- Nanaimo Correctional Centre (NCC); and
- Ford Mountain Correctional Centre (FMCC) is a specialty unit (sex offenders, offenders with mental health needs, and protective custody inmates).

6 Regional facilities provide multiple levels of security and are designated to hold all categories of inmates.

#### **4.5.9 Emergency transfers**

1. The warden or designate discusses the reasons for a transfer (e.g. behavioural or medical issues) resulting from a reclassification review with the receiving correctional centre before the inmate is transferred.
2. The warden or designate records the reasons for the transfer in the CORNET Client Log.
3. The classification officer at the receiving correctional centre reviews placement within

s.15

#### **4.5.10 Protective custody**

Classification to protective custody is made only when there is substantial evidence that protective custody placement is warranted.

#### **4.5.11 Inmate dissatisfied with placement**

When an inmate disagrees with a reclassification decision or a resulting transfer, the classification officer:

1. Ensures that the reasons are thoroughly explained to the inmate. Specific details of the reasons may be excluded from the explanation if it is determined that disclosing the information may impact the safety or security of staff or inmates.
2. Ensures that the reasons are recorded in the CORNET Client Log, including reasons not disclosed to the inmate.
3. Informs the inmate that a request may be made to the assistant deputy warden, or next level (e.g. warden), for the reasons stated in writing. Note: Responses are issued in a timely manner to avoid delays in transfers.
4. Informs the inmate of the complaint procedure, outlined in section 37 of the Correction Act Regulation.

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## ***4.6 Risk/Needs Assessment (revised: Dec-19)***

### **4.6.2 Reclassification**

Classification officers complete a revised inmate assessment (IA) when the offender's security level or status changes. This is noted on the CORNET Client Log.

## ***Temporary Absence***

## ***5.4 Decision-making Criteria (revised: Mar-20)***

### **5.4.4 Inmate risk assessment**

An assessment of the inmate's risk is determined by:

- Current community risk assessments (CRNA, SARA, STATIC/STABLE), for absences requiring overnight absence from the correctional centre; and
- Completed inmate assessment (IA), for work programs.

#### **5.4.14 Sources of information**

Decisions made by the designated authority are based on information contained in the following documentation:

1. Inmate's temporary absence application (form 7702), including proposed temporary absence plan.
2. A completed community assessment, when required.
3. CPIC and CORNET Client History, including Comments screen.
4. Pre-sentence report-if available.
5. Institutional report (progress report).
6. Institutional record sheet.
7. Community risk/needs assessment (CRNA) and inmate assessment (IA).
8. Case management or other relevant sources of information, including comments by victims.

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## **12.2 *Electronic Forms (revised: Feb-20)***

### **12.2.1 Purpose**

The ICON electronic forms (eForms) includes electronic dashboards, workflow, tracking, and forms that support the operational requirements of the Corrections Branch.

### **12.2.2 ICON Dashboards**

1. The ICON Dashboard permits users to:
  - Manage incoming eForms; and
  - Identify and access eForms assigned to them or their user group.
2. The ICON Dashboard is reviewed at least once per shift by all staff members.

### **12.2.3 Designation of user roles**

1. User roles in the Incident Reporting eForm and the Inmate Assessment eForm are different. Incident Reporting eForm user roles are as follows:
  - Assign:
    - The assign stage starts the eForm reporting process. At this stage, primary and supplementary eForms are assigned to staff.
    - Users at any staffing level can assign Incident eForms.
    - Primary and secondary Incident eForms are assigned to reporters.
  - Report:
    - The reporter completes the incident information on primary and supplementary eForms.
    - Users at any staffing level can complete the Incident eForm report stage.
    - The reporter sends the Incident eForm to the reviewer.
  - Reviewer:
    - The reviewer is responsible for reviewing the incident information entered by the reporter.
    - The reviewer is usually a correctional supervisor but may be a manager.

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- The reviewer sends the Incident eForm to the approver.
  - Approver:
    - The approver is the person responsible for the final review and approval of the information in the eForm.
    - The Incident eForm approver is a manager.
    - The reviewer and approver cannot be the same person.
2. Inmate Assessment eForm user roles are as follows:
- Assessor:
    - The assessor completes the Inmate Assessment eForm and sends it to the approver.
  - Approver:
    - The Inmate Assessment approver is a classification officer or manager.
    - The approver is responsible for the final review, edit, and approval of the information entered in the Inmate Assessment by the Assessor.
    - The assessor and approver may be the same person.



Page 018 of 128 to/à Page 094 of 128

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# **Inmate Assessment (IA) Rating Guide**

**2/10/2020**

Page 096 of 128 to/à Page 128 of 128

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