

BC CORRECTIONS MALE MODERATE ACTIVITY MENU -REGULAR-KITCHEN

Revised OCTOBER 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz
	Oatmeal with Bran	1 cup	Corn Flakes	1 cup	Cream Of Wheat	1 cup	Raisin Bran	1 cup	Oatmeal with Bran	1 cup	Boiled Eggs	2	Scrambled Eggs	2
	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bacon	2	Breakfast Sausages	2
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	5 oz	Pancakes	2
	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine	2	Margarine	2
	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Bread (slice)	2	Bread (slice)	2
	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Jam portion	1	Jam portion	1
											Ketchup (portion)	2	Ketchup (portion)	2
	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz			Syrup	1
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Milk	8 oz	Milk	8 oz
Lunch	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Coffee	8 oz	Coffee	8 oz
	Sugar portion	1	Sugar portion	2	Sugar portion	1	Sugar portion	2	Sugar portion	1	Creamer	1	Creamer	1
	Brown Sugar portion	1			Brown Sugar portion	1			Brown Sugar portion	1	Sugar	1	Sugar	1
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz
	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea
	Tomato & Rice Soup	8 oz	Cream of Veg Soup	8 oz	Green Pea Soup	8 oz	Barley Soup	8 oz	Lentil Soup	8 oz	Soup D'Jour	8 oz	Navy Bean Soup	8 oz
	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4
	2oz Beef Sausage	2	Grilled Ham & Cheese Sandwich	1.5	Sloppy Joe	6 oz	Chicken Salad Sandwich	1.5	Pizza Submarine (1.5 oz Meat & 1.5 oz Cheese)	1	Tuna Salad Sandwich	1	Chicken Bologna Sandwich	1
	Perogies	4 ea			Hamburger Bun	1								
	Vegetable Sticks	3 oz	Vegetable Sticks	3 oz	Vegetable Sticks	3 oz	Tossed Salad	3 oz	Cabbage Salad with Dressing	3 oz			Mustard (portion)	1
Beverage Break	Sour Cream	1/2 oz	Ketchup (portion)	1			Dressing (portion)	1					Fruit Drink	8 oz
	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz
	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1
	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz
	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1
	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1
	Rotini	8 oz	Beef Vegetable Stir Fry	6 oz	Salisbury Steak	3 oz	Baked Fish	3 oz	Veal Cutlet	3 oz	Meatballs	3 oz	Roast Chicken Breast	3 oz
	Italian Sace	6 oz			Gravy	2 oz	Gravy	2 oz	Gravy	2 oz	Gravy	2 oz	BBQ Sauce	2 oz
	Tossed Salad	3 oz	Steamed Rice	6 oz	Boiled Potato	8 oz	French Fries	4 oz	Mashed Potatoes	8 oz	Egg Noodles	8 oz	Steamed Rice	6 oz
	Dressing (portion)	1	Carrots	5 oz	Peas	2.5oz	Green Beans	5 oz	Carrots	2.5oz	Mixed Vegetables	5 oz	Broccoli	2.5oz
Dinner	Garlic Toast (slice)	1			Kernel Corn	2.5oz	Coleslaw with dressing	3 oz	Turnips	2.5oz			Carrots	2.5oz
							Ketchup (portion)	1						
	Bread (slice)	1	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3
	Margarine (portion)	2	Margarine	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2
	Apple Sauce	4 oz	Canned Pineapple	4 oz	Chocolate Pudding	3 oz	Chocolate Chips Cookie	3 oz	Caramel Pudding	3 oz	Jello	3 oz	Cake	3 oz
											Fruit Drink	8 oz	Fruit Drink	8 oz
	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz
	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz
	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1
	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1

BC CORRECTIONS MALE MODERATE ACTIVITY MENU SPECIFICATIONS

Revised October 2018

- 1 Liquids are by volume, solids are by weight except where specified.
- 2 Oatmeal will consist of 75% oats and 25% edible bran by weight (3/4 bag oats:1/4 bag bran).
- 3 Fruit juice is pure from concentrate; 6 oz. Fruit drink is from crystals 8 oz.
- 4 Milk will be 100% powdered skim milk.
- 5 Muffins 4 oz raw batter ; Cookies 3 oz raw batter each; Cake 3 oz served. Applesauce and canned fruit 4 oz weight; Pudding 3 oz weight.
- 6 All "cooked" sandwiches will be made with white sliced bread.
- 7 "Cold"sandwiches and evening meal bread will be whole-wheat.
- 8 All sandwiches will contain 2 oz of filling: cold cuts, cheese, peanut butter, (2 oz egg or tuna, or chicken in salad)).
- 9 Each slice of bread in sandwiches will have margarine or mayo on. All sub buns will be white 7 inch long.
- 10 Subs will contain tomato and lettuce
- 11 Vegetable sticks 3 oz, consist of a seasonal variety as per chefs choice and pricing, and should be rotated.
- 12 Tossed Salad 3 oz weight; Coleslaw and cabbage salad 3oz weight including dressing.
- 13 Chicken Salad Plate will contain 3 oz of diced chicken Egg & Cheese Plate will have 1-1/2 eggs and 1 oz of cheese.
- 14 Pizza will contain 1.5 oz meat, 1 oz of vegetable and 1.5 oz of cheese per serving.
- 15 All wieners will be chicken 8 to 1 kg unless otherwise stated.
- 16 Sloppy Joe will be made from m ground beef or turkey and fresh soup mix according to recipe.
- 17 Soup is by volume (8 oz.) and will contain a minimum of 1/2 cup of raw vegetables -fresh soup mix, or chefs choice, or leftovers vegetable -per Inmate. In addition they can include 3 oz of cooked grains, beans, past
- 18 Soup stock must be vegetable stock. Cream soups will be non dairy.
- 19 All meats and vegetables will be by cooked weights unless specified. Gravy or mushroom sauce 2 oz.
- 20 Mashed Potato 1 cup=8 fluid oz; French Fries & Hash Browns 1/2 cup=4 fluid oz; Boiled & Oven Roast Potato 8 oz cooked weight; Rice 6 oz cooked weight; Noodles & Pasta 1 cup=8 fluid oz cooked.
- 21 Garlic Toast /bread could be Sysco 128 count (1 piece per person) or homemade equivalent to 2 slices of sandwich bread.
- 22 Tossed salad could be homemade, or Sysco bought and can be a mix of shredded lettuce, and Sysco coleslaw mix.
- 23 Coleslaw should be with mayo based dressing, Cabbage salad with oil and vinegar homemade dressing or italian dressing.
- 24 Mixed vegetables could be any Chef's Choice or Sysco bought 4 way vegetable mix
- 25 Chef's Vegetable (week 2 Tuesday and more after) consists of Green Beans, Diced Carrots, Diced Turnips in Ration 1:2:2
- 26 Italian Sauce will consist of "Fground beef or ground turkey and tomato sauce and seasonings according to recipe.
- 27 Chicken breast- frozen 4-5 oz raw (Cooked portion must be no less than 3 oz meat.)
- 28 Carrots could be diced or crinkle sliced, or fresh, as per availability
- 29 Cabbage for dinner menu could be ether Sysco Coleslaw mix cabbage, or Sysco Shredded cabbage
- 30 Cabbage and Carrots for dinner menu could be Sherred cabbage with Shredded Carrots or Sysco Coleslaw mix
- 31 Rice pilaf consits of 6 oz cooked rice and 0.5 oz of cooked vegetables -cooked together (4 way mix, or Chefs choice)
- 32 Chili will consist of 3 oz of "Hground beef or turkey, and will contain fresh soup mix vegetables, red kidney beans, tomato product and seasonings according to recipe.
- 33 Meat/Vegetable Stir Fry will contain 3oz of meat per serving. Vegetables could be Chef's choice, including cabbage (coleslaw mix), Italian Mix, or other.
- 34 Lasagna will contain 3oz of Italian sauceauce, (ground meat), fresh soup mix vegetable abnd 5 oz. of pasta
- 35 Vegetarian Curry will consist t of chickpea, Fresh Soup Mix, tomato product, and sour cream (in the sauce) along with curry powder and spices.
- 36 **Diabetic Snack** will consist of one half sandwich (as per sandwich specifications) three times per day and must rotate between cheese, peanut butter, meat and other variations.
- 37 **Bag Breakfast** will consist of 1 muffin, 2 slices of bread, cereal, 237ml carton of milk, 200ml Tetra Pak fruit juice, 2 jam, 2 peanut butter, sugar, spoon and 2 margarine.
- 38 **Bag Transfer Lunches** will consist of 2 sandwiches, 200 ml Tetra Pak Fruit Drink, 1 cookie (3 oz batter) and 1 piece fruit.
- 39 **Work Crew Lunches will consist of 8 oz soup (bulk), 4 crackers, 2 sandwiches*, 8 oz beverage and 1 piece fruit. Egg Salad and Tuna Salad Mix are NOT to be served in Crew Lunches.**
- 40 *** Secure Moderate Activity Centres providing outside Crew Lunches will contain 3 sandwiches.**
- 41 The margarine used must be one that provides vitamin E and D.

No Changes are to be made to this menu without authorization from the Corrections Contract Manager.

Unavoidable local substitutions must be reported to the local liaison warden.

BC CORRECTIONS MALE MODERATE ACTIVITY MENU -REGULAR-UNIT COPY

4

Revised October 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	
	Oatmeal with Bran	1	Corn Flakes	1	Cream Of Wheat	1	Raisin Bran	1	Oatmeal with Bran	1	Boiled Eggs	2	Scrambled Eggs	
	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bacon	2	Breakfast Sausages	
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	4	Pancakes	
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	
	Jam	2	Jam	2	Jam	2	Jam	2	Jam	2	Bread	2	Bread	
	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Jam	1	Jam	
											Ketchup	2	Ketchup	
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1			Syrup	
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Milk	1	Milk	
Beverage Break	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Coffee	1	Coffee	
	Sugar	1	Sugar	2	Sugar	1	Sugar	2	Sugar	1	Creamer	1	Creamer	
Lunch	Brown Sugar	1	Brown Sugar	1	Brown Sugar	1	Brown Sugar	1	Brown Sugar	1	Sugar	1	Sugar	
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	
	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	
	Barley Soup	1	Cream of Veg Soup	1	Green Pea Soup	1	Tomato & Rice Soup	1	Lentil Soup	1	Soup D'Jour	1	Navy Bean Soup	
	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	
	Salami & Cheese Sandwich	1.5	Baked Macaroni & Cheese	1	Chicken Salad Sandwich	1.5	Cold Meat Plate	1	Tuna Salad Sandwich	1.5	Chicken Bologna Sandwich	1	Salami Sandwich	
	Coleslaw	1	Green Peas	1	Pasta Salad	1	Potato Salad	1	Cabbage Salad	1				
	Vegetable Sticks	1			Vegetable Sticks	1	Tossed Salad	1	Vegetable Sticks	1				
			Bread	2			Dressing	1						
			Margarine	2			Bread	2			Mustard	1	Mustard	
Beverage Break	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	
			Fresh Fruit	1			Fresh Fruit	1			Fresh Fruit	1	Fresh Fruit	
	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	
Dinner	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	
	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	
	Beef Stew	1	Veal Cutlet	1	Chili	1	Chicken Breast Cacciatore	1	Meatballs	1	Roasted Chicken Breast	1	Roast Beef	
			Mushroom Sauce	1					Sweet & Sour Sauce	1	BBQ Sauce	1	Gravy	
	Mashed Potatoes	1	Steamed Rice	1	Baked Potato	1	Egg Noodles	1	Steamed Rice	1	Baked Potato	1	Mashed Potatoes	
	Chef's Vegetables	1	Kernel Corn	1	Mixed Vegetables	1	Broccoli	1	Chef's Vegetables	1	Green Beans	1	Carrots	
	Tea Biscuit	1	Carrots	1							Carrots	1	Brussel Sprouts	
			Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bread	
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	
	Lemon Pudding	1	Canned Pineapple	1	Apple Sauce	1	Pudding	1	Ice Cream	1	Jello	1	Cake	
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Fruit Drink	1	Fruit Drink	
											Milk	1	Milk	

Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1
Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1
Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1

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Revised OCTOBER 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz
	Oatmeal with Bran	1 cup	Corn Flakes	1 cup	Cream Of Wheat	1 cup	Raisin Bran	1 cup	Oatmeal with Bran	1 cup	Boiled Eggs	2	Scrambled Eggs	2
	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bacon	2	Breakfast Sausages	2
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	5 oz	Pancakes	2
	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine	2	Margarine	2
	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Bread (slice)	2	Bread (slice)	2
	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Jam portion	1	Jam portion	1
	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Ketchup (portion)	2	Ketchup (portion)	2
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Syrup	1	Syrup	1
	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Milk	8 oz	Milk	8 oz
Lunch	Sugar portion	1	Sugar portion	2	Sugar portion	1	Sugar portion	2	Sugar portion	1	Coffee	8 oz	Coffee	8 oz
	Brown Sugar portion	1	Brown Sugar portion	1	Brown Sugar portion	1	Brown Sugar portion	1	Brown Sugar portion	1	Creamer	1	Creamer	1
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Sugar	1	Sugar	1
	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea
	Barley Soup	8 oz	Cream of Veg Soup	8 oz	Green Pea Soup	8 oz	Tomato & Rice Soup	8 oz	Lentil Soup	8 oz	Soup D'Jour	8 oz	Navy Bean Soup	8 oz
	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4
	Roast Beef Sandwich	1.5	Egg Salad Sandwich	1.5	Chicken Hot Dog, Bun	2	Chicken Salad Plate	3 oz	Grilled Cheese Sandwich	1.5	Chicken Bologna Sandwich	1	Ham Sandwich	1
	Coleslaw with dressing	3 oz	Vegetable Sticks	3 oz	French Fries	4 oz	Pasta Salad	4 oz	French Fries	4 oz				
	Mustard (portion)	1			Mustard (portion)	2	Vegetable Sticks	3 oz	Ketchup (portion)	2	Mustard (portion)	1	Mustard (portion)	1
	Fruit Drink	8 oz	Fruit Drink	8 oz	Ketchup (portion)	2	Bread (slice)	2	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz
Dinner			Fresh Fruit	1	Fruit Drink	8 oz	Margarine (portion)	2	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1
	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz
	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1
	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1
	Vegetarian Curry	6 oz	Roasted Chicken Breast	3 oz	Hamburger Patty	3 oz	Baked Fish	3 oz	Meatloaf	4 oz	Chicken Vegetable Stir Fry	6 oz	Veal Cutlet	3 oz
	Steamed Rice	6 oz	Mashed Potatoes	8 oz	Gravy	2 oz	Rice (6 oz) Pilaf	6 oz	Gravy	2 oz			Tomato Sauce	2 oz
	Chef's Vegetables	5 oz	Green Beans	2.5oz	Baked Potato	8 oz	Turnips	2.5oz	Mashed Potatoes	8 oz	Steamed Rice	6 oz	Egg Noodles	8 oz
	Bread (slice)	3	Steamed Cabbage	2.5oz	Kernel Corn	2.5oz	Carrots	2.5oz	Carrots	2.5oz	Steamed Cabbage & Carrots	5 oz	Peas	2.5oz
	Margarine (portion)	2	Bread (slice)	3	Peas	2.5oz	Bread (slice)	3	Green Beans	2.5oz	Turnips	2.5oz	Turnips	2.5oz
	Canned Pineapple	4 oz	Margarine (portion)	2	Bread (slice)	3	Margarine (portion)	2	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3
			Vanilla Ice Cream	3 oz	Margarine (portion)	2	Cake	3 oz	Margarine (portion)	2	Margarine	2	Margarine (portion)	2
	Milk	8 oz	Pudding	3 oz					Apple Sauce	4 oz	Vanilla Pudding	3 oz	Jello	3 oz
	Tea	8 oz									Fruit Drink	8 oz	Fruit Drink	8oz
	Creamer (pwdr)	1									Milk	8 oz	Milk	8 oz
	Sugar (portion)	1									Tea	8 oz	Tea	8 oz
											Creamer (pwdr)	1	Creamer (pwdr)	1
											Sugar (portion)	1	Sugar (portion)	1

BC CORRECTIONS MALE MODERATE ACTIVITY MENU -REGULAR-UNIT COPY

3

Revised October 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	
	Oatmeal with Bran	1	Corn Flakes	1	Cream Of Wheat	1	Raisin Bran	1	Oatmeal with Bran	1	Boiled Eggs	2	Scrambled Eggs	
	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bacon	2	Breakfast Sausages	
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	4	Pancakes	
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	
	Jam	2	Jam	2	Jam	2	Jam	2	Jam	2	Bread	2	Bread	
	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Jam	1	Jam	
											Ketchup	2	Ketchup	
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1			Syrup	
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Milk	1	Milk	
Beverage Break	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Coffee	1	Coffee	
	Sugar	1	Sugar	2	Sugar	1	Sugar	2	Sugar	1	Creamer	1	Creamer	
Lunch	Brown Sugar	1	Brown Sugar	1	Brown Sugar	1	Brown Sugar	1	Brown Sugar	1	Sugar	1	Sugar	
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	
	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	
	Tomato & Rice Soup	1	Cream of Veg Soup	1	Green Pea Soup	1	Barley Soup	1	Lentil Soup	1	Soup D'Jour	1	Navy Bean Soup	
	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	
	Pizza Submarine Meat & Cheese	1	Roast Beef Sandwich	1.5	Egg & Cheese Plate	1	Hamburger & Bun with Lettuce, Tomato, Onion	1	Sub. Sandwich with Salami, Cheese, Lettuce & Tomato	1	Tuna Salad Sandwich	1	Chicken Bologna Sandwich	
			Pasta Salad	1	Potato Salad	1	French Fries	1						
	Vegetable Sticks	1	Vegetable Sticks	1	Vegetable Sticks	1	Mustard	1	Coleslaw	1				
			Mustard	1	Bread	2	Ketchup	1	Mustard	1			Mustard	
	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	
Beverage Break	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	
	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	
Dinner	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	
	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	
	Baked Chicken Breast	1	Lasagna	1	Baked Fish	1	Meatballs Stir Fry		Meatloaf	1	Beef Sausages	2	Roast Turkey	
	Gravy	1						Gravy	1				Gravy	
	Baked Potato	1	Garlic Toast	1	Mashed Potatoes	1	Steamed Rice	1	Mashed Potatoes	1	Boiled Potato	1	Mashed Potatoes	
	Green Beans	1	Italian Vegetables	1	Kernel Corn	1	Carrots	1	Steamed Cabbage & Carrots	1	Green Beans	1	Turnips	
	Coleslaw	1			Peas	1	Turnips	1			Corn	1	Carrots	
											Mustard	1	Stuffing	
	Bread	3	Bread	1	Bread	3	Bread	3	Bread	3	Bread	3	Bread	
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	
Dinner	Chocolate Pudding	1	Canned Pineapple	1	Cake	1	Ice Cream	1	Raisin Cookie	1	Jello	1	Apple Sauce	
											Fruit Drink	1	Fruit Drink	

Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1
Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1
Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1
Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1

BC CORRECTIONS MALE MODERATE ACTIVITY MENU -**REGULAR-KITCHEN**

Revised OCTOBER 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz
	Oatmeal with Bran	1 cup	Corn Flakes	1 cup	Cream Of Wheat	1 cup	Raisin Bran	1 cup	Oatmeal with Bran	1 cup	Boiled Eggs	2	Scrambled Eggs	2
	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bacon	2	Breakfast Sausages	2
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	5 oz	Pancakes	2
	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine	2	Margarine	2
	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Bread (slice)	2	Bread (slice)	2
	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Jam portion	1	Jam portion	1
	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Ketchup (portion)	2	Ketchup (portion)	2
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Syrup	1	Syrup	1
	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Milk	8 oz	Milk	8 oz
Lunch	Sugar portion	1	Sugar portion	2	Sugar portion	1	Sugar portion	2	Sugar portion	1	Coffee	8 oz	Coffee	8 oz
	Brown Sugar portion	1	Brown Sugar portion	1	Brown Sugar portion	1	Brown Sugar portion	2	Brown Sugar portion	1	Creamer	1	Creamer	1
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Sugar	1	Sugar	1
	Creamer/Sugar (ptn)	1 ea	Creamer/Sugar (ptn)	1 ea	Creamer/Sugar (ptn)	1 ea	Creamer/Sugar (ptn)	1 ea	Creamer/Sugar (ptn)	1 ea	Creamer/Sugar (ptn)	1 ea	Creamer/Sugar (ptn)	1 ea
	Barley Soup	8 oz	Cream of Veg Soup	8 oz	Green Pea Soup	8 oz	Tomato & Rice Soup	8 oz	Lentil Soup	8 oz	Soup D'Jour	8 oz	Navy Bean Soup	8 oz
	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4
	Salami & Cheese Sandwich	1.5	Baked Macaroni & Cheese	6 oz	Chicken Salad Sandwich	1.5	Cold Meat Plate	3 oz	Tuna Salad Sandwich	1.5	Chicken Bologna Sandwich	1	Salami Sandwich	1
	Coleslaw with dressing	3 oz	Green Peas	4 oz	Pasta Salad	4 oz	Potato Salad	4 oz	Cabbage Salad with dressing	3 oz				
	Vegetable Sticks	3 oz			Vegetable Sticks	3 oz	Tossed Salad	3 oz	Vegetable Sticks	3 oz				
			Bread slice	2			Dressing (portion)	1			Mustard (portion)	1	Mustard (portion)	1
Dinner			Margarine (portion)	2			Bread slice	2			Fruit Drink	8 oz	Fruit Drink	8 oz
				2			Margarine (portion)	2			Fresh Fruit	1	Fresh Fruit	1
	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz				
			Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1				
	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz
	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1
	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1
	Beef Stew (3 oz Meat)	6 oz	Veal Cutlet	3 oz	Chili	6 oz	Chicken Breast	3 oz	Meatballs	3 oz	Roasted Chicken Breast	3 oz	Roast Beef	3 oz
			Mushroom Sauce	4 oz			Cacciatore Sauce	2 oz	Sweet & Sour Sauce	2 oz	BBQ Sauce	2 oz	Gravy	2 oz
	Mashed Potatoes	8 oz	Steamed Rice	6 oz	Baked Potato	8 oz	Egg Noodles	8 oz	Rice	6 oz	Baked Potato	8 oz	Mashed Potatoes	8 oz
Beverage Break	Chef's Vegetables	5 oz	Kernel Corn	2.5 oz	Mixed Vegetables	5 oz	Broccoli	5 oz	Chef's Vegetables	5 oz	Green Beans	2.5oz	Carrots	2.5oz
	Tea Biscuit (6 oz)	1	Carrots	2.5 oz							Carrots	2.5oz	Brussel Sprouts	2.5oz
			Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3
	Margarine (portion)	2	Margarine portion	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2
	Lemon Pudding	3 oz	Canned Pineapple	4 oz	Apple Sauce	4 oz	Pudding	3 oz	Ice Cream	3 oz	Jello	3 oz	Cake	3 oz
	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz
	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Milk	8 oz	Milk	8 oz
	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1	Creamer (pwdr)	1
	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1

BC CORRECTIONS MALE MODERATE ACTIVITY MENU -**REGULAR-KITCHEN**

Revised OCTOBER 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz	Orange Juice	6 oz	Apple Juice	6 oz
	Oatmeal with Bran	1 cup	Corn Flakes	1 cup	Cream Of Wheat	1 cup	Raisin Bran	1 cup	Oatmeal with Bran	1 cup	Boiled Eggs	2	Scrambled Eggs	2
	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Bacon	2	Breakfast Sausages	2
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	5 oz	Pancakes	2
	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine portion	2	Margarine	2	Margarine	2
	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Jam portion	2	Bread (slice)	2	Bread (slice)	2
	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Peanut Butter portion	1	Jam portion	1	Jam portion	1
											Ketchup (portion)	2	Ketchup (portion)	2
	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz	Syrup	1	Syrup	1
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Milk	8 oz	Milk	8 oz
Lunch	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Creamer portion	1	Coffee	8 oz	Coffee	8 oz
	Sugar portion	1	Sugar portion	2	Sugar portion	1	Sugar portion	2	Sugar portion	1	Creamer	1	Creamer	1
	Brown Sugar portion	1			Brown Sugar portion	1			Brown Sugar portion	1	Sugar	1	Sugar	1
	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz	Coffee	8 oz
	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea	Creamer/sugar (ptn)	1 ea
	Tomato & Rice Soup	8 oz	Cream of Veg Soup	8 oz	Green Pea Soup	8 oz	Barley Soup	8 oz	Lentil Soup	8 oz	Soup D'Jour	8 oz	Navy Bean Soup	8 oz
	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4	Crackers (each)	4
	Pizza Submarine (1.5 oz Meat & 1.5 oz Cheese)	1	Roast Beef Sandwich	1.5	Egg & Cheese (Plate)	1	Hamburger & Bun Lettuce, Tomato, Onion	3 oz	Sub. Sandwich (1) with Salami & Cheese (3oz) Lettuce & Tomato	3 oz	Tuna Salad Sandwich	1	Chicken Bologna Sandwich	1
	Vegetable Sticks	3 oz	Pasta Salad	4 oz	Potato Salad	4 oz	French Fries	4 oz	Coleslaw with dressing	3 oz			Mustard (portion)	1
	Fruit Drink	8 oz	Vegetable Sticks	3 oz	Vegetable Sticks	3 oz	Mustard (portion)	1	Mustard (portion)	1				
Dinner			Mustard (portion)	1	Bread (slice)	2	Ketchup (portion)	1						
			Margarine (portion)	2	Margarine (portion)	2								
			Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz	Fruit Drink	8 oz
			Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1	Fresh Fruit	1
	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz	Tea	8 oz
	Creamer (powdr)	1	Creamer (powdr)	1	Creamer (powdr)	1	Creamer (powdr)	1	Creamer (powdr)	1	Creamer (powdr)	1	Creamer (powdr)	1
	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1	Sugar (portion)	1
	Baked Chicken Breast	3 oz	Lasagna	8 oz	Baked Fish	3 oz	Meatballs Vegetable Stir Fry	6 oz	Meatloaf	4 oz	Beef Sausages	2	Roast Turkey	3 oz
	Gravy	2 oz							Gravy	2 oz			Gravy	2 oz
	Baked Potato	8 oz	Garlic Toast (slice)	1	Mashed Potatoes	8 oz	Steamed Rice	6 oz	Mashed Potatoes	8 oz	Boiled Potato	8 oz	Mashed Potatoes	8 oz
Beverage Break	Green Beans	2.5 oz	Italian Vegetables	5 oz	Kernel Corn	2.5 oz	Carrots	2.5 oz	Steamed Cabbage & Carrots	5 oz	Green Beans	2.5 oz	Turnips	2.5 oz
	Coleslaw with dressing	3 oz			Peas	2.5 oz	Turnips	2.5 oz			Corn	2.5 oz	Carrots	2.5 oz
	Bread (slice)	3	Bread (slice)	1	Bread (slice)	3	Bread (slice)	3	Bread (slice)	3	Mustard (portion)	1	Sage Stuffing	2 oz
	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Margarine (portion)	2	Bread (slice)	3	Bread (slice)	3
	Chocolate Pudding	3 oz	Canned Pineapple	4 oz	Cake	3 oz	Ice Cream	3 oz	Raisin Cookie	3 oz	Margarine (portion)	2	Margarine (portion)	2
	Milk	8 oz									Jello	3 oz	Apple Sauce	4 oz
	Tea	8 oz									Fruit Drink	8 oz	Fruit Drink	8 oz
	Creamer (powdr)	1									Milk	8 oz	Milk	8 oz
	Sugar (portion)	1									Tea	8 oz	Tea	8 oz
											Creamer (powdr)	1	Creamer (powdr)	1
											Sugar (portion)	1	Sugar (portion)	1

BC CORRECTIONS MALE MODERATE ACTIVITY MENU - **REGULAR-UNIT COPY**

2													Revised October 2018
WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday
Breakfast	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice
	Oatmeal with Bran	1	Corn Flakes	1	Cream Of Wheat	1	Raisin Bran	1	Oatmeal with Bran	1	Boiled Eggs	2	Scrambled Eggs
	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bacon	2	Breakfast Sausages
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	4	Pancakes
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine
	Jam	2	Jam	2	Jam	2	Jam	2	Jam	2	Bread	2	Bread
	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Jam	1	Jam
											Ketchup	2	Ketchup
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1			Syrup
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Milk	1	Milk
Beverage Break	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Coffee	1	Coffee
	Sugar	1	Sugar	2	Sugar	1	Sugar	2	Sugar	1	Creamer	1	Creamer
	Brown Sugar	1			Brown Sugar	1			Brown Sugar	1	Sugar	1	Sugar
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee
	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar
	Barley Soup	1	Cream of Veg Soup	1	Green Pea Soup	1	Tomato & Rice Soup	1	Lentil Soup	1	Soup D'Jour	1	Navy Bean Soup
	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers
	Roast Beef Sandwich	1.5	Egg Salad Sandwich	1.5	Chicken Hot Dog, Roll	2	Chicken Salad Plate	1	Grilled Cheese Sandwich	1.5	Chicken Bologna Sandwich	1	Ham Sandwich
	Coleslaw	1	Vegetable Sticks	1	French Fries	1	Pasta Salad	1	French Fries	1			
	Mustard	1			Ketchup	2	Bread	2	Ketchup	2	Mustard	1	Mustard
Lunch	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink
			Fresh Fruit	1			Fresh Fruit	1			Fresh Fruit	1	Fresh Fruit
	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea
	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer
	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar
	Vegetarian Curry	1	Roasted Chicken Breast	1	Hamburger Patty	1	Baked Fish	1	Meatloaf	1	Chicken Vegetable Stir Fry	1	Veal Cutlet
					Gravy				Gravy	1			Tomato Sauce
	Rice	1	Mashed Potatoes	1	Baked Potato	1	Rice Pilaf	1	Mashed Potatoes	1	Steamed Rice	1	Egg Noodles
	Chefs Vegetables	1	Green Beans	1	Kernel Corn	1	Turnips	1	Carrots	1	Steamed Cabbage & Carrots	1	Turnips
			Cabbage	1	Peas	1	Carrots	1	Green Beans	1			Peas
Dinner	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bread
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine
	Canned Pineapple	1	Vanilla Ice Cream	1	Pudding	1	Cake	1	Apple Sauce	1	Vanilla Pudding	1	Jello
											Fruit Drink	1	Fruit Drink
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Milk
	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea
	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer

	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1
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BC CORRECTIONS MALE MODERATE ACTIVITY MENU - **REGULAR-UNIT COPY**

1

Revised October 2018

WEEK	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Breakfast	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1	Orange Juice	1	Apple Juice	1
	Oatmeal with Bran	1	Corn Flakes	1	Cream Of Wheat	1	Raisin Bran	1	Oatmeal with Bran	1	Boiled Eggs	2	Scrambled Eggs	2
	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bacon	2	Breakfast Sausages	2
	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Muffin	1	Hash Browns	4	Pancakes	2
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2
	Jam	2	Jam	2	Jam	2	Jam	2	Jam	2	Bread	2	Bread	2
	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Peanut Butter	1	Jam	1	Jam	1
											Ketchup	2	Ketchup	2
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1			Syrup	1
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Milk	1	Milk	1
Lunch	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Coffee	1	Coffee	1
	Sugar	1	Sugar	2	Sugar	1	Sugar	2	Sugar	1	Creamer	1	Creamer	1
	Brown Sugar	1			Brown Sugar	1			Brown Sugar	1	Sugar	1	Sugar	1
	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1	Coffee	1
	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1	Creamer/sugar	1
	Tomato & Rice Soup	1	Cream of Veg Soup	1	Green Pea Soup	1	Barley Soup	1	Lentil Soup	1	Soup D'Jour	1	Navy Bean Soup	1
	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4	Crackers	4
	Beef Sausages	2	Grilled Ham & Cheese Sandwich	1.5	Sloppy Joe	1	Chicken Salad Sandwich	1.5	Pizza Submarine Meat & Cheese	1	Tuna Salad Sandwich	1	Chicken Bologna Sandwich	1
	Perogies	4			Hamburger Bun	1								
	Vegetable Sticks	1	Vegetable Sticks	1	Vegetable Sticks	1	Tossed Salad	1	Cabbage Salad	1			Mustard	1
Beverage Break	Sour Cream	1	Ketchup	1			Dressing	1						
	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1	Fruit Drink	1
			Fresh Fruit	1			Fresh Fruit	1			Fresh Fruit	1	Fresh Fruit	1
	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1
	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1
	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1
	Rotini with Italian Sauce	1	Beef Vegetable Stir Fry	1	Salisbury Steak	1	Baked Fish	1	Veal Cutlet	1	Meatballs		Roasted Chicken Breast	1
					Gravy	1			Gravy		Gravy	1	BBQ Sauce	1
	Tossed Salad	1	Steamed Rice	1	Boiled Potato	1	French Fries	1	Mashed Potatoes	1	Egg Noodles	1	Steamed Rice	1
	Dressing	1	Carrots	1	Peas	1	Green Beans	1	Carrots	1	Mixed Vegetables	1	Broccoli	1
Dinner	Garlic Toast	1			Kernel Corn	1	Coleslaw	1	Turnips	1			Carrots	1
							Ketchup	1						
	Bread	1	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3	Bread	3
	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2	Margarine	2
	Apple Sauce	1	Canned Pineapple	1	Chocolate Pudding	1	Chocolate Chip Cookie	1	Caramel Pudding	1	Jello	1	Cake	1
											Fruit Drink	1	Fruit Drink	1
	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1	Milk	1
	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1	Tea	1
	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1	Creamer	1
	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1	Sugar	1

B.C Corrections Male Moderate Activity and High Activity Menus

I. Comparison with the current requirements of Canada's Food Guide, and

II. Nutritional Analysis.

I. Comparison with the 2014 requirements of Canada's Food Guide

B.C Corrections Male High Activity Menus meet or exceed requirements for all food groups (Vegetables and Fruits, Grain Products, Milk and Alternatives, and Meat and Alternatives).

Note: Health Canada's minimum requirements from each food group are identical for moderate and for high activity males; the latter require more calories and the high activity menus meet this requirement.

A. Vegetables and Fruits

In 2011, the required amounts of **Vegetables and Fruits** in **Canada's Food Guide** were increased. According to Canada's Food Guide (<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php> and http://www.hc-sc.gc.ca/fn-an/alt_formats/hpfb-dgpsa/pdf/food-guide-aliment/view_eatwell_vue_bienmang-eng.pdf nutritionally adequate menus for adult males, aged 19 to 50, **must provide a minimum of 8 servings of fruits and vegetables daily, on average.** A half cup of raw or cooked vegetables, a cup of leafy greens, 4 oz of fresh or canned fruit or real fruit juice, or a piece of fruit (such as an orange, apple, or banana) each count as one serving.

This is how these male menus meet and exceed this requirement:

Meal	Note	Servings
Breakfast Fruit juice, (made from concentrate), 6 oz	The juice at breakfast cannot be replaced by fruit drink. Once a week there is a serving of potato (hash browns on Saturdays)	1 ½
Lunch 1/2 cup of raw or cooked vegetables per inmate in soup 1/2 cup of raw or cooked vegetables or 1 cup leafy greens in salad Fresh fruit every 2 nd day	Soup must provide at least ½ cup raw or cooked vegetables per inmate. This can include raw onion, potato, or other vegetables. This includes vegetable sticks, coleslaw, vegetables in sandwiches and on salad plates, and French fries. ½ serving daily on average	1 1 ½
Dinner	Dinner must provide an average of 4 servings of fruits and vegetables daily. This can include a total of 2 cups (4 x ½ cup) of onion, potato, tomato (in sauce), other vegetables, and fresh or canned fruit. To meet the average it may be necessary to replace	4

	one pudding or baked dessert item by canned or fresh fruit.	
Total Vegetables and Fruits	Can be averaged over the week	8 servings per day

B. Grain Products

According to Canada's Food Guide, nutritionally adequate menus for adult males, aged 19 to 50, **must provide a minimum of 8 servings of Grain Products daily**, on average. A half cup of cooked grains (such as oatmeal, pasta, rice), a slice of bread, or one ounce of dry cereal, a pancake, or a half cup of cooked noodles each count as one serving. A muffin is over 1 serving.

This is how current menus meet and exceed this requirement:

Meal	Note	Servings
Breakfast Toast (2-3) Cereal (weekdays) Muffin (weekdays)	5.5 servings on weekdays 4 on weekends Averages just over 5 servings daily	5
Lunch -combination of: Crackers, bread in sandwiches, macaroni, pasta or rice in soup	Averages 4 serving daily	4
Dinner Bread Pasta or rice	Averages 4 serving daily	4
Total	Can be averaged over the week	13 or more servings

C. Milk and Alternatives

According to Canada's Food Guide, nutritionally adequate menus for adult males, aged 19 to 50, **must provide a minimum of 2 servings of Milk and Alternatives (such as fortified soymilk) daily**, on average. Eight oz. of vitamin D-fortified cow's milk or soymilk counts as one serving. Here is how current menus meet this requirement:

Meal	Note	Servings
Breakfast 8 oz milk	May be replaced by 8 oz. fortified soymilk	1
Dinner 8 oz milk	May be replaced by 8 oz. fortified soymilk	1
Total		2 servings

D. Meat and Alternatives

According to Canada's Food Guide, nutritionally adequate menus for adult males, aged 19 to 50, **must provide a minimum of 3 servings of Meat and Alternatives daily, on average**. 2 ½ oz. of

cooked fish, poultry, meat, or $\frac{3}{4}$ cup of beans, lentils, or tofu, or 2 eggs, or 2 tablespoons of peanut butter each count as one serving.

Here is how current menus meet and exceed this requirement:

Meal	Note	Servings
Breakfast 18 ml peanut butter x 1-3 portions or 1-2 eggs		2
Lunch Sandwich filling	Sandwich filling is 2 ounces meat, peanut butter, egg, etc. Beans, peas or lentils in soup. Averages over 1 serving	2
Dinner Meat, fish, poultry, or soy protein	3 ounces meat, fish, poultry, or soy protein Beans, peas or lentils in some soups.	1+
Total		5+ servings

E. Specifications

Note. Soup is by volume (8 oz.) and must be made from a minimum of $\frac{1}{2}$ cup raw vegetables (such as onion, potato, or other vegetables) per inmate. In addition they can include 3 oz of cooked grains, pasta, beans, or lentils.

The margarine must be one that provides vitamins E and D. Check labels.

F. In Summary

Current menus meet or exceed requirements for the above food groups in Canada's Food Guide.

II. Nutritional analysis of Male High Activity Menus: Summary

Average of 7 days: 5 weekdays & 2 weekend days, randomly selected.

Includes 3 meals plus 1 coffee break and 1 tea break per day.

Comparison is made for a "reference male in custody"; height 5'10", weight 166 lb. These menus also meet recommended intakes for larger (eg 190 lb) inmates. Higher caloric requirements could be met with additional whole wheat bread and margarine.

Nutrient	Amount Provided by Menu	Recommended Intake	Comment
Calories	3724 calories	3443	Adequate. The male high activity menu provides 8 percent more calories than are required by the average (reference) male in custody; and exceeds this amount to meet the needs of larger males.
Protein (Recommendation based on	128 grams (high activity)	60 grams (up to 80 g protein for larger inmates)	More than adequate. Menus provide 213 percent of the recommended protein intake, and thus exceed the protein requirement of even the largest males in custody.

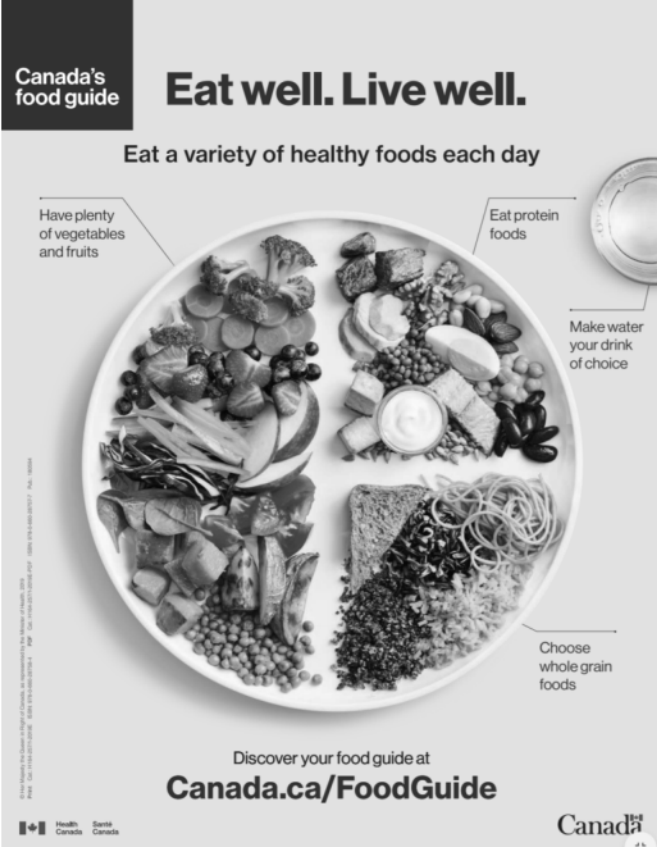
<i>0.8 g protein per kg body weight)</i>			
Dietary Fibre	34 grams (<i>high activity</i>)	48 grams	Adequate. Menu is short of the most recent recommendations for dietary fibre, which were revised after the current menus were put in place. The analysis assumes intakes of some white bread and some brown bread. Fibre is present in whole grains, legumes, vegetables and fruit (i.e. plant foods).
Fat	154 grams	114 grams or less	High. Menu provides more than the recommended fat intake. Note that typical Canadian diets are high in fat. To reduce fat intake, less margarine can be consumed.
Cholesterol	432 mg (<i>high activity</i>)	300 mg or less	Above Recommended Range. Menus are above the healthy range for cholesterol (i.e. ideally below 300 g/day). (They were below until we added an egg to weekend breakfasts. One egg provides about 200 mg cholesterol.) These intakes are typical for the Canadian diet.
Vitamins	Meet recommendations		Menus provide adequate intakes of all vitamins. High activity menus meet recommended intakes of vitamin D daily for those who consume milk or soymilk plus margarine that are fortified with vitamin D. (Check labels)
Minerals			Adequate. Menus meet or exceed recommendations for these and other minerals.
Calcium	1513 mg	1000 mg	
Iron	23 mg	8 mg	
Zinc	16 mg	11 mg	

High Activity Menu review was completed by
Vesanto Melina, MS, Registered Dietitian
vesanto.melina@gmail.com
Date: November 9, 2017

Submitted by Vesanto Melina, MS, Registered Dietitian and Consultant to B.C. Corrections

Part 1. Menu Compliance with Canada's Food Guide and Dietary Guidelines

As of January 2019, Health Canada issued a new Canada's Food Guide, and Canada's Dietary Guidelines. These are based on careful reviews of the best scientific evidence.



Canada's food guide

Eat well. Live well.

Eat a variety of healthy foods each day

Have plenty of vegetables and fruits

Eat protein foods

Make water your drink of choice

Choose whole grain foods

Discover your food guide at Canada.ca/FoodGuide

Health Canada

Appendix B: Summary of guidelines and considerations

Guidelines	Considerations
<p>GUIDELINE 1</p> <p>Nutritious foods are the foundation for healthy eating.</p> <ul style="list-style-type: none"> Vegetables, fruit, whole grains, and protein foods should be consumed regularly. Among protein foods, consume plant-based more often. Protein foods include legumes, nuts, seeds, tofu, fortified soy beverage, fish, shellfish, eggs, poultry, lean red meat including wild game, lower fat pork, lower fat yogurt, lower fat kefir, and cheeses lower in fat and sodium. Foods that contain mostly unsaturated fat should replace foods that contain mostly saturated fat. Water should be the beverage of choice. 	<p>Nutritious foods to encourage</p> <ul style="list-style-type: none"> Nutritious foods to consume regularly can be fresh, frozen, canned, or dried. <p>Cultural preferences and food traditions</p> <ul style="list-style-type: none"> Nutritious foods can reflect cultural preferences and food traditions. Eating with others can bring enjoyment to healthy eating and can foster connections between generations and cultures. Traditional food improves diet quality among Indigenous Peoples. <p>Energy balance</p> <ul style="list-style-type: none"> Energy needs are individual and depend on a number of factors, including levels of physical activity. Some fat diets can be restrictive and pose nutritional risks. <p>Environmental impact</p> <ul style="list-style-type: none"> Food choices can have an impact on the environment.
<p>GUIDELINE 2</p> <p>Processed or prepared foods and beverages that contribute to excess sodium, free sugars, or saturated fat undermine healthy eating and should not be consumed regularly.</p>	<p>Sugary drinks, confectioneries and sugar substitutes</p> <ul style="list-style-type: none"> Sugary drinks and confectioneries should not be consumed regularly. Sugar substitutes do not need to be consumed to reduce the intake of free sugars. <p>Publicly funded institutions</p> <ul style="list-style-type: none"> Foods and beverages offered in publicly funded institutions should align with Canada's Dietary Guidelines. <p>Alcohol</p> <ul style="list-style-type: none"> There are health risks associated with alcohol consumption.
<p>GUIDELINE 3</p> <p>Food skills are needed to navigate the complex food environment and support healthy eating.</p> <ul style="list-style-type: none"> Cooking and food preparation using nutritious foods should be promoted as a practical way to support healthy eating. Food labels should be promoted as a tool to help Canadians make informed food choices. 	<p>Food skills and food literacy</p> <ul style="list-style-type: none"> Food skills are important life skills. Food literacy includes food skills and the broader environmental context. Cultural food practices should be celebrated. Food skills should be considered within the social, cultural, and historical context of Indigenous Peoples. <p>Food skills and opportunities to learn and share</p> <ul style="list-style-type: none"> Food skills can be taught, learned, and shared in a variety of settings. <p>Food skills and food waste</p> <ul style="list-style-type: none"> Food skills may help decrease household food waste.

The menus in use throughout B.C Corrections have been designed to comply with the Canada Food Guide. Thus we must note changes in and comply with the updated version of the Guide. Thus consultant dietitian Vesanto Melina contacted provincial dietitian Andrea Godfreyson, RD Manager, Office of the Provincial Dietitian, Population and Public Health, Ministry of Health and also attended the 2019 Nutrition Forum: From the Plate to Practice at the Vancouver Convention Centre, West Building, 1055 Canada Place, Vancouver, BC. This event was held on Wednesday November 6 with presentation by Andrea Godfreyson, including how updates must impact our menus.

In general the new Food Guide emphasizes increased intake of vegetables, fruits, plant protein foods, and whole grains. However amounts are not specified and as in general our menus are

working well and meet recommended nutrient intakes, we do not at this time need to revise the menus or ingredients.

One change that is relevant that is advised is that beverages containing free sugars, including both fruit juices and also the sweetened beverages be avoided. Instead, fruit is preferred. (this change is particularly important for institutional menus that serve children. Our menus now provide fruit juice at breakfast. I asked whether these must be replaced with fruit in our menus. I learned that we can continue to provide fruit juice and do not need to switch to fruit for our adult menus. We also provide a sweetened beverage at lunch. From a health perspective, water is preferable, however at this time, we can simply have water available as an option.

Part 2. Traditional Foods Study - BC Ministry of Health

On January 6, 2020, consultant dietitian Vesanto Melina was invited to take part (in a minor way) in a Traditional Foods Study – being proposed to the BC Ministry of Health. The objective is to help achieve improved access to traditional foods in public institutions, including B.C. Corrections. In this context, traditional foods refers to foods traditionally used by Indigenous people. There are 6 members on the team, including 3 dietitians, one professional chef and traditional foods program manager for the Cowichan Tribes, one purchasing manager, and one manager of government projects. An objective of this study is to use food as a pathway toward decolonization and reconciliation with Indigenous People.

At this point, BC Ministry of Health issued a RFP for a team to conduct a study and the group selected will be confirmed by the end of January, 2020. After that, we can determine if some menu adaptations are feasible for B.C Corrections, in practical terms and economically.

References and Resources

Food guide snapshot. <https://food-guide.canada.ca/en/food-guide-snapshot/>

Canada's Dietary Guidelines. Appendix B: Summary of guidelines and considerations <https://food-guide.canada.ca/en/guidelines/appendix-b-summary-of-guidelines-and-considerations/>

2019 Nutrition Forum: From the Plate to Practice. <https://bcdairy.ca/nutritionforum>

Communications with Tony Porter by email and phone on January 6, 2020 regarding the Traditional Foods Study.

Standard Operating Procedures

FRCC

Adult Custody Division BC Corrections
Ministry of Public Safety
and Solicitor General

Issued: [November 2018]

Updated: [January 2023]



Table of Contents

1. Security and Control

- 1.1. Institutional Security (revised: Nov-21)**
- 1.2. Use of Force (revised: Jan-23)**
- 1.3. Restraint and Control Devices and Apparatus (revised: Dec-22)**
- 1.4. Stun Devices— Conductive Energy Weapon (CEW) Technology (revised: Jan-23)**
- 1.5. Physical Restraint and Tactical Equipment (revised: Aug-21)**
- 1.6. Firearms—Visiting Peace Officer (revised: Oct-10)**
- 1.7. Escorts (revised: Jul-20)**
- 1.8. Transportation of individuals in custody (revised: Dec-21)**
- 1.9. Emergency Vehicles**
- 1.10. Communications Systems (Revised: Dec-21)**
- 1.11. Visitors (revised: Aug-19)**
- 1.12. Searches of Visitors**
- 1.13. Search and Detention of Staff**
- 1.14. Searches—Contractors**
- 1.15. Searches—Inmates (revised Dec-19)**
- 1.16. Contraband (revised: Nov-21)**
- 1.17. Drug Interdiction (revised: Nov-21)**
- 1.18. Ion Scanner (revised: Jun-21)**
- 1.19. Body Scanners (revised: Jun-22)**
- 1.20. Substance Testing of Inmates**
- 1.21. Disciplinary Hearing Guidelines (revised: Dec-19)**
- 1.22. Segregation (revised: Jan-22)**
- 1.23. Separate Confinement (revised: Oct-22)**
- 1.24. Relational Intelligence System for Corrections (RISC)(deleted: Jun-08)**
- 1.25. Lockdowns (revised: Nov-21)**

2. Emergency Situations

- 2.1. Contingency Planning (revised: Dec-22)**
- 2.2. Emergency Response Codes (revised: Aug-21)**
- 2.3. Tactical Operations (revised: June-19)**
- 2.4. Cell Entry and Extractions (revised: Jan-23)**
- 2.5. Escapes and Prison Breaches (revised: Jun-22)**
- 2.6. Hostage Taking**

- 2.7. Suppression of Riot
- 2.8. Bombs and Bio-terrorist Threats
- 2.9. Police and Canadian Forces Assistance
- 2.10. Protection of Evidence (revised: Dec-22)
- 2.11. Rights on Arrest or Detention
- 2.12. External Charges (revised: Nov-22)
- 2.13. Critical Incidents Notification Requirements (revised: Oct-19)
- 2.14. Inmate Death/ Coroner's Inquest (revised: Jul-20)

3. *Admission and Discharge*

- 3.1. Sentence Administration (revised Jan-21)
- 3.2. Authority for Accepting Individuals (revised: Jul-21)
- 3.3. Records Procedures (revised: Jul-21)
- 3.4. Warrants and Slate Management (revised: Aug-15)
- 3.5. Inmate Clothing and Personal Effects (revised: Jul-20)
- 3.6. Inmate Court Movement (revised: May-18)
- 3.7. Sentence Calculation (revised: Dec-13)
- 3.8. Conditional Sentence Orders—CSO (revised: Jun-07)
- 3.9. Earned Remission (revised: Oct-10)
- 3.10. Escape
- 3.11. Fines (revised: Jun-22)
- 3.12. Civil Orders (revised: Mar-15)
- 3.13. Waiving Charges
- 3.14. Appeals—Filing (revised: Jul-05)
- 3.15. Federal Inmates
- 3.16. Intermittent Sentences (revised: Dec-19)
- 3.17. Procedure to Procure Attendance of an Individual (revised: Jul-21)
- 3.18. Remand When Offence Committed in Another Jurisdiction (revised: Jan-09)
- 3.19. Detention Reviews (revised: Jan-20)
- 3.20. Discharge (revised: Jan-21)
- 3.21. Sentence Administration—Youth (revised: Jan-14)
- 3.22. Inadvertent holds and releases (new: Jun-22)

4. *Case Management*

- 4.1. Case Management—General (revised: Oct-22)
- 4.2. Inmate Classification—Introduction (revised: Mar-09)

- 4.3. Security Alerts (revised: Mar-16)
- 4.4. Classification Procedure (revised: Jul-21)
- 4.5. Classification Categories (revised: Dec-17)
- 4.6. Assessments (revised Aug-21)
- 4.7. Internal Placement (revised: Oct-20)
- 4.8. Supported Integration Placement (Revised: Jan-22)
- 4.9. Inmate Transfers (revised: Mar-21)
- 4.10. Transgender inmates (revised: Jun-19)
- 4.11. Client File - Cornet (revised: Aug-14)
- 4.12. Inmate Files (revised: Dec-19)
- 4.13. K Files: Relationship Violence (revised: Dec-19)
- 4.14. Protection Order Registry Checks and Victim Safety Unit (revised: Dec-17)
- 4.15. Section 810 Recognizance (revised: Dec-19)
- 4.16. Prison Plus Probation or Conditional Sentence Order (revised: Apr-14)
- 4.17. Citizens of Foreign Countries (revised: Mar-09)
- 4.18. Federal/ Provincial Agreement for Transfer of Inmates (revised: Oct-10)
- 4.19. Inter-Provincial Agreement for Transfer of Inmates (revised: Jul-20)
- 4.20. International Agreement on Transfer of Offenders (revised: Sep-12)
- 4.21. Integrated Transitional and Release Planning and Homelessness Intervention Project Programs (issued: Jul-21)

Integrated Release Planning (issued: Jul-21)

4.22.

4.23. Supporting individuals through Gladue interviews

5. *Temporary Absence*

- 5.1. Introduction (revised: Sep-20)
- 5.2. Types of Temporary Absences—BC Corrections (revised: Sep-20)
- 5.3. Processing Procedures (revised Sep-19)
- 5.4. Decision-making Criteria (revised Sep-20)
- 5.5. Denials, Suspensions and Revocations (revised: Sep-20)

6. *Parole*

- 6.1. Introduction (revised Dec-19)
- 6.2. Administrative Services (revised: Apr-07)
- 6.3. Victims (revised: Jul-15)
- 6.4. Types of Parole (revised: Apr-07)
- 6.5. Parole Eligibility (revised: Aug-12)

- 6.6. Parole Board of Canada (revised: Aug-12)
- 6.7. Hearing Decisions (revised: Apr-07)
- 6.8. Release Procedures (revised: May-18)
- 6.9. Releasing Information to the Media (revised: Apr-07)
- 6.10. Transfer of Jurisdiction (revised: Apr-07)
- 6.11. Suspension, Reinstatement and Revocation (revised: Aug-12)
- 6.12. Accelerated Reviews—Federal Offenders (removed: Aug-12)
- 6.13. Statutory Release—Federal Offenders (revised: Apr-07)
- 6.14. Detention Hearing—Federal Offenders (revised: Apr-07)
- 6.15. Appeals (revised: Apr-07)

7. *Administration*

- 7.1. Warden's Responsibility
- 7.2. Information—Recording and Disseminating (revised: Aug-12)
- 7.3. Reporting Inmate Counts (deleted: Oct-09)
- 7.4. Correspondence (revised: Nov-13)
- 7.5. Access to Information (revised: Jun-14)
- 7.6. Inmate Abuse
- 7.7. Complaints from individuals in custody (revised: Oct-22)
- 7.8. Call Control System (revised: Nov-21)
- 7.9. Digital Video Recording (revised: Oct-22)
- 7.10. Security Clearance – Contractors, Service Providers and Volunteers (revised: Aug-22)
- 7.11. Electronic Disclosure—eDisclosure (revised: Jul-10)
- 7.12. Operational Review (revised: Aug-12)

8. *Inspections, Safety and Regulatory Services*

- 8.1. Infection Control and Prevention (revised: Jul-20)
- 8.2. Control of Dangerous Substances (revised: Aug-13)
- 8.3. Occupational First Aid Certificates
- 8.4. Microwave Ovens (revised: Jan-23)
- 8.5. Fire Evacuation (revised: Dec-16)
- 8.6. Staff Injury and Occupational Disease Reports (revised: Jul-13)
- 8.7. Inspection of Correctional Centres (revised: Aug-18)
- 8.8. Smoking Restrictions in Correctional Centres (issued: Jul-11)

9. *Inmate Health Care Services*

- 9.1. Health Care Services (revised: Jul-20)

- 9.2. Client Injury Management (revised: Jan-23)
- 9.3. Authorization for Medical Treatment (deleted: Jul-20)
- 9.4. Private Clinicians Visiting Inmates (revised: Jul-20)
- 9.5. Dental Care, Dentures, Eyeglasses and Prosthetic Devices – Deleted (June – 19)
- 9.6. Medication Distribution Guidelines (revised: Jul-20)
- 9.7. Self-Administration of Medication (revised: Jul-20)
- 9.8. Over-the-Counter Medication (revised: Jul-20)
- 9.9. Inmate Hygiene (revised: May-20)
- 9.10. Individuals in Custody - Mental Health (revised: May-22)
- 9.11. Psychiatric and Psychological Reports (deleted: Jul-20)
- 9.12. At-Risk Inmate Surveillance (revised: Mar-15)
- 9.13. Suicide Prevention (revised: Jul-20)
- 9.14. Suicide Response
- 9.15. Inmate Death (revised: Feb-13)
- 9.16. Inmate Fasting (revised: Jun-21)
- 9.17. Transgender Inmates (revised: Sept-18)
- 9.18. Testing Communicable Diseases (revised: Mar-13)
- 9.19. Condoms
- 9.20. Bleach
- 9.21. Use of EpiPen (revised: May-16)
- 9.22. Nasal naloxone spray (revised: Mar-17)
- 9.23. No Cardiopulmonary Resuscitation (No CPR) Orders (revised: Jun-09)
- 9.24. Pregnant Inmates (revised: May-15)
- 9.25. Off-Site Medical Appointments/ Transfers to Hospital (revised: Aug-15)
- 9.26. Quarantine Units-Communicable Disease

10. Programs

- 10.1. Reading and Viewing Material for Individuals in Custody (revised: Aug-22)
- 10.2. Work Programs for Individuals in Custody (revised: Mar-22)
- 10.3. Stipend Scales (revised: Jan-23)
- 10.4. Inmate Recreation
- 10.5. Inmate Voting
- 10.6. Religious Programs and Practices (revised: May-15)
- 10.7. Marriage of Individuals in Custody in Provincial Correctional Centres
- 10.8. Inmate Smoking (deleted on January 21, 2008)
- 10.9. Inmate Televisions

- 10.10. Legal Library (revised: Jul-13)
- 10.11. Access to Courts and Legal Counsel
- 10.12. Forest Firefighting
- 10.13. Food Service (revised: Aug-21)
- 10.14. Inmate Benefit Fund
- 10.15. Community Advisory Board (revised: Nov-08)

11. Staffing

- 11.1. Cross-Gender Staffing in Correctional Centres (revised: Mar-09)
- 11.2. Uniformed Staff—Dress Regulations and Staff Deportment (revised: Nov-20)
- 11.3. Dress Uniform Protocol (revised: Apr-13)
- 11.4. Badge Issue (revised: Sep-08)
- 11.5. Pregnant Correctional Officers
- 11.6. Lateral Transfers/ Demotions
- 11.7. Honour Guard (revised: Aug-15)
- 11.8. Recruitment Incentive for Employees (revised: Dec-16)
- 11.9. Personal items and electronic devices

12. Offender Management Systems

- 12.1. CORNET (revised: Dec-19)
- 12.2. Electronic Forms (Revised Feb-20)
- 12.3. eServices (issued: Apr-15)

Designation of Authority

1. The terms “authorized person” and “person in charge” are defined in the *Correction Act* and the *Correction Act Regulation* respectively.
2. In Adult Custody Policy, these terms refer to different positions within a correctional centre depending on the function being performed.
3. Authority is designated according to the authority matrix for each correctional centre that is established by the provincial director, Adult Custody Division.
4. Each person exercising authority according to this matrix is issued a letter of designation. Refer to the *Designation Matrix* and *Designation Matrix by Position*.
5. The “person in charge”—designated as “warden”—is responsible through the provincial director to the assistant deputy minister, Corrections for the overall management, operation and security of the correctional centre.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–1

1. Security and Control

1.1. Institutional Security (revised: Nov-21)

1.1.1. Central control

As set out in *Adult Custody Policy* 1.1.1.

1. As set out in *Adult Custody Policy* 1.1.1(1)
2. As set out in *Adult Custody Policy* 1.1.1(2)
3. As set out in *Adult Custody Policy* 1.1.1(3)
4. As set out in *Adult Custody Policy* 1.1.1(4)
5. As set out in *Adult Custody Policy* 1.1.1(5)

A. Key Control

1. Responsibility

s.15

2. Inventory

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–2	<i>Chapter 1: Security and Control</i>

3. Key Cutting/Lock Re-keying

s.15

4. Disposal of Locks and Keys

s.15

5. Location of Keys

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–3

s.15

B. Log Book

Control staff will maintain a log book, s.15

s.15 The Control Supervisor will check the log daily to ensure complete and accurate key logs are maintained.

C. Padlocks

The s.15 has the authority to order the application of padlocks when, in his/her opinion, it is in the best interest of security.

The s.15 has the authority to order a padlock be cut, if for any reason the lock is inoperative, or the key is unavailable.

The s.15 will submit a report to the Deputy Warden of Operations, and forward a copy of the report to the Control Supervisor each time a padlock is cut.

s.15

s.15

E. CBRE

CBRE is the contracted company who is responsible for the building maintenance/ management at Fraser Regional Correctional Centre. This does not include any subcontracted companies.

F. Access to Control – SSP / OCP / ECP

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–4	<i>Chapter 1: Security and Control</i>

s.15

G. Control Operators – s.15

Staff assigned to the SSP / OCP Control Centres will s.15 with staff assigned to s.15
s.15 who are qualified Control Operators, on a s.15 basis.

H. Workstation Sign on/Sign off Requirements

s.15

I. Access / Securing of Doors

s.15

J. Fire Doors – Level One and Two

s.15

K. Escorts (Internal) – High Risk Inmates/Large Groups

When escorting high risk inmates (ie. Protective Custody, high profile inmates, gang associates) or large groups of inmates within the Centre:

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–5

s.15

s.15

L. Synchronization of Clocks

The Control Supervisor is responsible for ensuring all computerized systems utilized in the SSP / OCP Control Centres time clocks are synchronized with local time on a daily basis.

Control Operators will inform the Control Supervisor if they notice the times are incorrect on any of the SSP / OCP Control computer systems.

M. Control Summary Form

Control Officers will detail the following information on the Control Summary Form;

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–6	<i>Chapter 1: Security and Control</i>

s.15

s.15

N. Control Centre Security ^{s.15}

Control Officers assigned to the ^{s.15} shift post ^{s.15} will account for ^{s.15}
s.15

s.15

O. Control Log Book

Refer to section 7.2.1 of FRCC Standard Operating Procedures

P. Emergency Operations Centre (EOC)

The Control Supervisor is responsible for ensuring all computerized systems utilized in the EOC are functioning and operational s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–7

The Control Supervisor will immediately notify the Deputy Warden – Operations of any deficiencies identified.

1.1.2. Physical security inspection routines

As Set out in *Adult Custody Policy* section 1.1.2.

1. As Set out in *Adult Custody Policy* section 1.1.2(1);
2. Correctional Centres establish procedures s.15
s.15

A. Physical Security Inspection

s.15

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–8	<i>Chapter 1: Security and Control</i>

s.15

s.15

B. Security of Doors

s.15

C. Program Areas – Security Checks

s.15

D. Yard – Security Inspection

s.15

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–9

E. s.15 Security Checks

s.15

s.15

s.15

F. s.15 – Perimeter Check

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–10	<i>Chapter 1: Security and Control</i>

s.15

G. Perimeter Security Checks

s.15

H. ^{s.15} Physical Inspection

s.15

I. Security Deficiencies

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–11

J. Security Obligation

All staff are responsible for maintaining the security of the Centre. Staff observing a breach in security will notify a supervisor immediately.

K. Routine Maintenance

s.15

L. Emergency Maintenance

s.15

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–12	<i>Chapter 1: Security and Control</i>

s.15

s.15

M. Emergency Numbers

s.15

3. As Set out in *Adult Custody Policy* section 1.1.2(3);
4. As Set out in *Adult Custody Policy* section 1.1.2(4);
5. s Set out in *Adult Custody Policy* section 1.1.2(5).

1.1.3. Communications equipment

As set out in *Adult Custody Policy* section 1.1.3.

s.15

1.1.4. Equipment Inventory

As set out in *Adult Custody Policy* section 1.1.4.

1. As set out in *Adult Custody Policy* section 1.1.4(1);

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–13

s.15

2. As set out in *Adult Custody Policy* section 1.1.4(2);
3. As set out in *Adult Custody Policy* section 1.1.4(3); and
4. As set out in *Adult Custody Policy* section 1.1.4(4).

1.1.5. Inspection of fire equipment

As set out in *Adult Custody Policy* section 1.1.5.

1. As set out in *Adult Custody Policy* section 1.1.5(1);
2. As set out in *Adult Custody Policy* section 1.1.5(2);
3. The Deputy Warden of Operations ensures that the following fire protection systems and equipment are inspected, tested and maintained, according to the *B.C. Fire Code Regulation*:

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–14	<i>Chapter 1: Security and Control</i>

s.15

1.1.6. Searches of physical plant

As set out in *Adult Custody Policy* section 1.1.6.

A. General

Scheduled Institutional frisks or searches will be managed by correctional supervisors under the direction of the Assistant Deputy Warden of Regulations. s.15

s.15

Institutional frisks or searches or may also be conducted at other times, at the discretion of a correctional supervisor.

Correctional supervisors will:

s.15

2. Oversee the search, ensuring that frisking and searching is done in accordance with ACP and local policy;

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–15

6. Report the search results to the Assistant Deputy Warden of Regulations s.15
s.15

7. Ensure CORNET Client Log documentation is completed.

Frisk areas will include all living units, Fraser Houses, programs areas, A&D, segregation, work
s.15

s.15

s.15

Searches of inmate cells or property are conducted when authorized by the Assistant Deputy Warden of Regulations or a Correctional Supervisor of Operations when there are reasonable grounds to believe the inmate possesses contraband on them or any area of the centre.

Further areas of the centre may be searched if authorized by the Assistant Deputy Warden of Regulations or in their absence the Correctional Supervisor of Operations when there are reasonable grounds to believe that contraband may exist.

Searches for contraband are conducted with a minimum of disturbance to inmate possessions and living area.

s.15

B. Searches – Living Units

Inmates will be secured in their cells during searches of living units. Searches of inmate cells or property will be documented s.15

All cells/rooms will be searched prior to a new client beginning to occupy it and the search will be documented s.15

C. Searches – Legal Materials

Inmate legal materials will be stored in containers clearly labelled with the inmate's name, correctional service number and a statement that the box contains legal materials only.

Legal material containers will be frisk searched in the presence of the inmate. When circumstances limit the inmate from being present for the search, the search of the legal materials

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–16	<i>Chapter 1: Security and Control</i>

container will be videotaped and downloaded s.15
video management system (DVMS) clip.

or saved as a digital

When a search of an inmate's legal materials container is conducted without the inmate present, the reasons for the inmate's absence will be entered on an Incident Report and in the inmates CORNET Client Log.

The inmate will be informed that his legal material has been searched and offered the opportunity to view the video clip in the disciplinary hearing room as operational requirements permit.

D. Cell inspection

All inmates are expected to have their cell cleaned to standards by 1000 daily (Monday to Friday) and by 1100 hrs on Saturdays, Sundays, and Statutory holidays.

Inmates that are required to report to their work assignment prior to 1000 are expected to clean their cells prior to reporting to work.

For the duration of the day (to 1500 hrs), inmates are required to keep their beds made, cells orderly and must sleep under only one blanket.

Once a cell has been inspected, the residing inmate(s) will be directed to enter and remain in their respective cell with the door on the pin until the entire unit inspection has been completed and have been given direction by staff that they may exit their cells.

Living unit officers will provide inmates with direction where inmates are not meeting cell cleanliness standards and ensure proper documentation is completed on the inmate's CORNET Client Log.

E. Cell Cleanliness Standards

Cell cleanliness standards are detailed in the Inmate Information Guide.

Each inmate is responsible for the daily cleanliness of his living area including walls, floors, sinks, toilet, windows, and other property within their cell. The following standard of cleanliness is expected of inmates:

- Beds will be made hospital style; sheets and blankets tucked in on all sides;
- Additional blanket to be folded at the foot of bed;
- Ledges and light fixtures dusted and cleaned;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–17

- Sink and toilet cleaned inside and out;
- Floors mopped clean;
- Desk, mirrors, and windows wiped clean;
- Clothes folded on shelves;
- Walls and door wiped clean;
- No graffiti on walls, ceiling, desktop or closet area;
- Hygiene products stored on shelves in a tidy, organized fashion;
- Each Inmate will only possess one effects storage bin; which includes all canteen, hygiene and personal items;
- No contraband cell fixtures or items shall be fastened to cell walls or other surfaces;
- Approved items may only be affixed to the designated area;
- Ceiling, mirror and closet area clean and orderly;
- Cell windows, view ports, bunks, air vents and light fixtures will remain clean and unobstructed;
- Institutional food trays, plates, lids etc. are not permitted in cells;
- No excessive amounts of canteen items, institutional property (including bedding, towels, clothing) or personal effects;
- No institutional food items kept in cells, with the exception of one piece of fruit until evening lockup.

F. Cell Inspection – Living Unit Officer Responsibilities

Living unit officers will inspect each cell in their assigned living unit at 1000 hrs Monday to Friday and by 1100 hrs on Saturdays, Sundays, and Statutory holidays. Once a cell has been inspected, the residing inmate(s) will be directed to enter and remain in their respective cell until the entire unit inspection has been completed.

Living unit officers will provide inmates with direction where inmates are not meeting cell cleanliness standards.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–18	<i>Chapter 1: Security and Control</i>

Cell inspection guidelines are posted on all living units, muster room, staff training room, A&D and Correctional Supervisor of Operation's office to ensure inmates and staff are aware of centre expectations and standards during morning cell inspection.

Correctional Officers assigned to the Fraser Houses will conduct a formal room inspection at 0900 hours daily. Included in this inspection will be the assurance of a neat and tidy room, as well any identifying damages or security issues. Inmates not present during the time of inspection will be notified of any deficiencies upon return from work.

G. Correctional Supervisor Responsibilities

Correctional Supervisors will inspect a living units at 1000 hrs Monday to Friday and after 1100 hrs on Saturdays in their assigned area of responsibility.

s.15

Living Unit Officer will update the Correctional Supervisor on the outcome/ progress of deficiencies when identified during the inspection. This will ensure direction has been followed by the inmate and proper documentation has been completed.

Managers or Correctional Supervisors, if so directed by the Deputy Warden of Operations, will conduct random video reviews using the Digital Video Management System (DVMS) to ensure compliance with established procedures.

s.15

1.1.7. Back-up

As set out in *Adult Custody Policy* section 1.1.7.

A. General

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–19

B. Officer Check Requirement

s.15

C. No Contact

s.15

D. Off-Site Work Crews

s.15

E. Health Care Personnel

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–20	<i>Chapter 1: Security and Control</i>

F. Recording Officer Checks

s.15

1.1.8. Visual check

As set out in *Adult Custody Policy* section 1.1.8.

1. As set out in *Adult Custody Policy* section 1.1.8(1);
2. A visual check is conducted as follows:
 - In secure settings – at intervals not to exceed s.15 (secure Centre);
 - In medium and open custody – at intervals not to exceed s.15 (Fraser Houses); and
 - In segregation units (including inmates who may be on CAR 17, 18 or 24 on any other unit) – at intervals not to exceed s.15
3. As set out in *Adult Custody Policy* section 1.1.8(3);
4. As set out in *Adult Custody Policy* section 1.1.8(4);
5. As set out in *Adult Custody Policy* section 1.1.8(5);

s.15

7. As set out in *Adult Custody Policy* section 1.1.8(7);
8. As set out in *Adult Custody Policy* section 1.1.8(8);
9. As set out in *Adult Custody Policy* section 1.1.8(9);
10. As set out in *Adult Custody Policy* section 1.1.8(10); and

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–21

s.15

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–22	<i>Chapter 1: Security and Control</i>

s.15

1.1.9. Counts

As set out in *Adult Custody Policy* section 1.1.9.

1. As set out in *Adult Custody Policy* section 1.1.9(1);
2. As set out in *Adult Custody Policy* section 1.1.9(2);

s.15

1.1.10. Formal counts

As set out in *Adult Custody Policy* section 1.1.10.

1. As set out in *Adult Custody Policy* section 1.1.10(1).

Formal counts will be conducted daily at the following times:

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–23

s.15

A formal count may be initiated at any time by a Manager or an operations Correctional Supervisor.

Inmates are required to stand in front of their own cell for formal counts that do not coincide with lockups. Inmates will line up in a single line when away from their living units.

2. Officers conducting counts will physically observe each inmate in their area of responsibility and will, as far as practicable, be satisfied that the inmate(s) is healthy. It is essential staff observe breathing/movement of the inmate. Results are recorded in writing and include the name and signature of the staff member conducting the count.
3. As set out in section *Adult Custody Policy* section 1.1.11(3);
4. s.15

s.15

Formal counts will be announced over the intercom by Control.

A. Formal Counts – Fraser Houses

Formal counts in the Fraser houses will be conducted as follows:

s.15

B. North Compound/Loading Dock Counts

Formal counts on the Loading Dock will be initiated by a single short blast of the air horn. Inmates will assemble in the center of the loading dock until the count is complete.

All counts in the North Compound will be initiated by a single short blast of the air horn. Inmates will assemble in the cover-all and line up along the yellow dotted line until the count is complete.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–24	<i>Chapter 1: Security and Control</i>

1.1.11. Living unit and program area counts

As set out in *Adult Custody Policy* section 1.1.11.

A. Outside Work Crews Counts

s.15

s.15

B. Living unit and program area counts

Counts are conducted s.15
and line up inmates.

If required, staff have the ability to stop movement

Staff will conduct a count:

s.15

s.15

1.1.12. Identification counts

As set out in *Adult Custody Policy* section 1.1.12.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–25

1. Counts confirming the identity of inmates are conducted:

s.15

s.15

2. As set out in *Adult Custody Policy* section 1.1.12(2);

3. As set out in *Adult Custody Policy* section 1.1.12(3);

s.15

5. As set out in *Adult Custody Policy* section 1.1.12(5);

6. As set out in *Adult Custody Policy* section 1.1.12(6);

7. As set out in *Adult Custody Policy* section 1.1.12(7);

8. As set out in *Adult Custody Policy* section 1.1.12(8); and

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.1–26	<i>Chapter 1: Security and Control</i>

s.15

1.1.13. Custody and control

As set out in *Adult Custody Policy* section 1.1.13.

1.1.14. Surveillance

As set out in *Adult Custody Policy* section 1.1.14.

1. As set out in *Adult Custody Policy* section 1.1.14(1);
2. As set out in *Adult Custody Policy* section 1.1.14(2);
3. As set out in *Adult Custody Policy* section 1.1.14(3);

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.1–27

s.15

1.1.15. Inmate razors

As set out in *Adult Custody Policy* section 1.1.15.

These protocols have been introduced to increase safety and security within the Centre and mitigate the risk razors pose to staff and clients on living units. **These protocols apply to all living units, with the exception of Segregation.**

There will be two opportunities during the daily routine for clients to access razors so they may shave. **Each period shall not exceed 1.5 hrs.** During weekdays the approved periods for razors to be provided to clients shall be:

- 07:30 hrs until 09:00 hrs; and
- 18:30 hrs until 20:00 hrs.

During weekend routine and holidays, the approved periods for razors to be provided to clients shall be:

- 10:00 hrs until 11:30 hrs; and
- 18:30 hrs until 20:00 hrs.

No more than 5 razors shall be permitted on the living unit at one time.

The process for providing razors to clients is as follows:

- Clients will present themselves the living unit staff and request/obtain a razor;
- Staff shall advise the client the razor must be returned no later than the end of the approved period (ie. 09:00 hrs) or immediately upon staff request. If they fail to comply, the client may be charged with a breach of the Corrections Act Regulations (CAR);
- the client shall provide their phone ID card to the living unit staff in exchange for a razor;
- Staff will place the ID card in the designated card holder affixed to the wall in the staff station;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.2–28	<i>Chapter 1: Security and Control</i>

Once finished, the process to be followed for the return of the razor is as follows:

- The client shall return to the staff desk area and present the razor to the staff for visual inspection to confirm the razor's blades are intact (staff shall maintain positive control of the sharps container to ensure visual inspection is completed);
- Once confirmed, the staff shall provide the "sharps" container for the client to dispose of the razor;
- Staff shall return the client's ID card to them;

If a client fails to return the razor:

s.15

Should a client request an opportunity to shave outside of the aforementioned time periods due to circumstances beyond their control (i.e. required to attend court with a late return), staff shall exercise their discretion in permitting the client to do so. The process outlined above shall be adhered to when providing a client the opportunity to shave outside of the permitted time periods.

RAZORS ARE NOT TO BE RETAINED BY INMATES DURING LOCK-UP PERIODS OR STORED IN CELLS.

1.2. Use of Force (revised: Jan-23)

1.2.1. Policy objective

As set out in *Adult Custody Policy* section 1.2.1.

1.2.2. Statutory/ regulatory authority

As set out in *Adult Custody Policy* section 1.2.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.2–29

1.2.3. Lawful uses of force by a correctional officer

As set out in *Adult Custody Policy* section 1.2.3.

1.2.4. Excessive force - liability

As set out in *Adult Custody Policy* section 1.2.4.

1.2.5. Prohibited force

As set out in *Adult Custody Policy* section 1.2.5.

1.2.6. Individual judgment and perception

As set out in *Adult Custody Policy* section 1.2.6.

1.2.7. Proportionality

As set out in *Adult Custody Policy* section 1.2.7.

1.2.8. Control and force options

As set out in *Adult Custody Policy* section 1.2.8.

1.2.9. Officer presence

As set out in *Adult Custody Policy* section 1.2.9.

1.2.10. Verbal Communications

As set out in *Adult Custody Policy* section 1.2.10.

1.2.11. Gestures

As set out in *Adult Custody Policy* section 1.2.11.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.2–30	<i>Chapter 1: Security and Control</i>

1.2.12. Control techniques

As set out in *Adult Custody Policy* section 1.2.12.

1.2.13. Irritants and chemical munitions

As set out in *Adult Custody Policy* section 1.2.13.

1.2.14. Impact Weapons

As set out in *Adult Custody Policy* section 1.2.14.

1.2.15. Consultation with B.C. Sheriff Service

As set out in *Adult Custody Policy* section 1.2.15.

The designate referred to in this section is the ADW A&D.

1.2.16. Recording of Individuals at risk for imminent violence

As set out in *Adult Custody Policy* section 1.2.16.

Handheld video related to this section is saved s.15
s.15

1.2.17. Video recording of use of force incidents

As set out in *Adult Custody Policy* section 1.2.17

1.2.18. Removal of clothing – non-compliant Individual in custody

As set out in *Adult Custody Policy* section 1.2.18.

The designate referred to in this section is any available DW or in their absence, the ADW of Regulations or the On Call Manager.

1.2.19. Reporting Requirements

As set out in *Adult Custody Policy* section 1.2.19

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.2–31

1. The designate referred to paragraphs two (2) and five (5) of this section of ACP is the ADW of Regulations or in their absence, the On-Call Manager.

1.2.20. Review process and Responsibilities.

As set out in *Adult Custody Policy* section 1.2.20.

In addition, the Correctional Supervisor shall ensure all ICON reports associated with the incident include:

- a reference in the “Reviewers Comments” which indicates the local police detachment has been contacted to report the incident; and
- the police file number.

For example, “**This incident of inmate violence has been reported to the Maple Ridge RCMP file #xxxx-xxxx.**”

1.2.21. Primary Review

As set out in *Adult Custody Policy* section 1.2.21.

1. As set out in *Adult Custody Policy* section 1.2.21(1);
2. As set out in *Adult Custody Policy* section 1.2.21(2);
3. As set out in *Adult Custody Policy* section 1.2.21(3);
4. As set out in *Adult Custody Policy* section 1.2.21(4);
5. As set out in *Adult Custody Policy* section 1.2.21(5);
6. As set out in *Adult Custody Policy* section 1.2.21(6);
7. As set out in *Adult Custody Policy* section 1.2.21(7);
8. Recommendations resulting from Use of Force reviews will be tracked by the Warden’s assistant using the “UOF Reviews” spreadsheet. Reporting of progress towards meeting recommendations to the headquarters assistant deputy warden responsible for use of force policy and reporting will be that of the DW of Operations.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.3–32	<i>Chapter 1: Security and Control</i>

1.2.22. Secondary Review

As set out in *Adult Custody Policy* section 1.2.22

1. As set out in *Adult Custody Policy* section 1.2.22(1);
2. As set out in *Adult Custody Policy* section 1.2.22(2);
3. As set out in *Adult Custody Policy* section 1.2.22(3);
4. As set out in *Adult Custody Policy* section 1.2.22(4);
5. Recommendations resulting from Use of Force reviews will be tracked by the Warden's assistant using the "UOF Reviews" spreadsheet. Reporting of progress towards meeting recommendations to the headquarters assistant deputy warden responsible for use of force policy and reporting will be that of the DW of Operations;
6. As set out in *Adult Custody Policy* section 1.2.22(6);
7. As set out in *Adult Custody Policy* section 1.2.22(7);
8. As set out in *Adult Custody Policy* section 1.2.22(8);
9. As set out in *Adult Custody Policy* section 1.2.22(9);

1.2.23. Operational Review

As set out in *Adult Custody Policy* section 1.2.23.

1.2.24. Critical incident review

As set out in *Adult Custody Policy* section 1.2.24.

1.3. Restraint and Control Devices and Apparatus (revised: Dec-22)

1.3.1. Approved devices

As set out in *Adult Custody Policy* section 1.3.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.3–33

1.3.2. Restraint devices—authority

As set out in *Adult Custody Policy* section 1.3.2.

1.3.3. Training requirements

As set out in *Adult Custody Policy* section 1.3.3.

1.3.4. Use of restraint devices

As set out in *Adult Custody Policy* section 1.3.4.

1. As set out in *Adult Custody Policy* section 1.3.4(1);
2. As set out in *Adult Custody Policy* section 1.3.4(2);
3. As set out in *Adult Custody Policy* section 1.3.4(3);
4. As set out in *Adult Custody Policy* section 1.3.4(4);
5. As set out in *Adult Custody Policy* section 1.3.4(5);
6. As set out in *Adult Custody Policy* section 1.3.4(6);
7. As set out in *Adult Custody Policy* section 1.3.4(7);
8. As set out in *Adult Custody Policy* section 1.3.4(8);

s.15

11. The Correctional Supervisor of Operations will complete an incident report and forward it, by the end of their shift, to the Deputy Warden of Operations whenever belly chains are used. If after regular business hours, the on-call manager will be notified immediately.

12. An inmate who is^{s.15} will not share restraints with another inmate

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.3–34	<i>Chapter 1: Security and Control</i>

s.15

15. An inmate will not be physically restrained by means of a device:

- For a period that is longer than necessary;
- For more than 24 hours unless specified in writing, with reasons stated, by the Centre Warden to the Adult Custody Provincial Director.

1.3.5. Special restraint apparatus

As set out in *Adult Custody Policy* section 1.3.5

1.3.6. Special restraint apparatus – authority

As set out in *Adult Custody Policy* section 1.3.6.

1. As set out in *Adult Custody Policy* section 1.3.6(1);
2. As set out in *Adult Custody Policy* section 1.3.6(2);
3. The designate referred to in this paragraph is the ADW of Regulations or in his absence, the On Call Manager; and
4. As set out in *Adult Custody Policy* section 1.3.6(4).

1.3.7. Medical review—special restraint apparatus

As set out in *Adult Custody Policy* section 1.3.7.

1.3.8. Observation, recording and removal – special restraint apparatus

As set out in *Adult Custody Policy* section 1.3.8.

The designate referred to in paragraph 8 of ACP is the Deputy Warden Operations (Assistant Deputy Warden Regulations in their absence) or if after hours, the manager on-call.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.3–35

1.3.9. Extended use of special restraint apparatus

As set out in *Adult Custody Policy* section 1.3.9.

1.3.10. Video recording

As set out in *Adult Custody Policy* section 1.3.10.

1.3.11. WRAP special restraint apparatus placement position

As set out in *Adult Custody Policy* section 1.3.11.

The WRAP Kit contains:

s.15

s.15

with the inmate's ability to breathe freely.

will be applied to not interfere

1.3.12. Report

As set out in *Adult Custody Policy* section 1.3.12.

1.3.13. Impact devices

As set out in *Adult Custody Policy* section 1.3.13.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.3–36	<i>Chapter 1: Security and Control</i>

1.3.14. Spray irritants

As set out in *Adult Custody Policy* section 1.3.14.

1.3.15. Issuing of spray irritants

As set out in *Adult Custody Policy* section 1.3.15.

1.3.16. Control of spray irritants

As set out in *Adult Custody Policy* Section 1.3.16.

For procedures regarding emptying, disabling and disposal noted in paragraph 6 please refer to section 1.3.20 - A

1.3.17. Conditions of deployment of large canister OC or chemical agent (CS gas)

As set out in *Adult Custody Policy* section 1.3.17.

1.3.18. Notice of deployment/decontamination-spray irritants or chemical agent

As set out in *Adult Custody Policy* section 1.3.18.

1.3.19. Report

As set out in *Adult Custody Policy* section 1.3.19.

1. An incident report detailing the circumstances that resulted in the use of spray irritant / chemical agent will be completed by the officer deploying the irritant and by all staff directly involved in the incident.
2. The Assistant Deputy Warden Regulations, or in their absence a Correctional Supervisor of Operations will complete the Corrections Branch Use of Force Report which is located on the ICON Home Page.
3. The Correctional Supervisor of Operations will ensure an inmate injury form and photographs of the inmate(s) are completed.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.3–37

4. All reports will be forwarded to the Deputy Warden of Operations as soon as practicable and within the guidelines for UOF;
5. The Deputy Warden of Operations or in their absence the Assistant Deputy Warden of Regulations, will forward copies to the Warden.

1.3.20. Recording of restraint and control devices and apparatus

As set out in *Adult Custody Policy* section 1.3.20.

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.4–38	<i>Chapter 1: Security and Control</i>

s.15

A. Disposal

s.15

1.3.21. Fire hoses

As set out in *Adult Custody Policy* section 1.3.21.

1.4. s.15
s.15 **(revised: Jan-23)**

1.4.1. Definition

As set out in *Adult Custody Policy* section 1.4.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.4–39

1.4.2. Authority

As set out in *Adult Custody Policy* section 1.4.2.

1. As set out in *Adult Custody Policy* section 1.4.2(1);
2. As set out in *Adult Custody Policy* section 1.4.2(2);
3. As set out in *Adult Custody Policy* section 1.4.2(3);

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6. As set out in *Adult Custody Policy* section 1.4.2(6);

7. As set out in *Adult Custody Policy* section 1.4.2(7);

1.4.3. Inventory

As set out in *Adult Custody Policy* section 1.4.3.

1. As set out in *Adult Custody Policy* section 1.4.3(1).
2. As set out in *Adult Custody Policy* section 1.4.3(2).
3. As set out in *Adult Custody Policy* section 1.4.3(3).

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.4–40	<i>Chapter 1: Security and Control</i>

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1.4.4. Application

As set out in *Adult Custody Policy* section 1.4.4.

1. The designate referred to in paragraph 6 of this section is the DW of Operations in their absence, the ADW of Regulations.

1.4.5. Intervention requirements

As set out in *Adult Custody Policy* section 1.4.5.

1.4.6. Probe removal

As set out in *Adult Custody Policy* section 1.4.6.

1.4.7. Health care

As set out in *Adult Custody Policy* section 1.4.7.

1.4.8. Reporting

As set out in *Adult Custody Policy* section 1.4.8.

1. The designate referred to in this paragraph is the Deputy Warden of Operations, or in their absence, any available DW;
2. As set out in *Adult Custody Policy* section 1.4.8(2);
3. As set out in *Adult Custody Policy* section 1.4.8(3);
4. As set out in *Adult Custody Policy* section 1.4.8(4);
5. The designate referred to in this paragraph is the Deputy Warden of Operations.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.4–41

1.4.9. Records maintenance

As set out in *Adult Custody Policy* section 1.4.9.

1. The designate referred to in this paragraph is the Deputy Warden of Operations;
2. As set out in *Adult Custody Policy* 1.4.9.(2).
3. As set out in *Adult Custody Policy* 1.4.9.(3).
4. The designate referred to in this paragraph is the Deputy Warden of Operations;
5. As set out in *Adult Custody Policy* 1.4.9.(5);
6. As set out in *Adult Custody Policy* 1.4.9.(6);
7. As set out in *Adult Custody Policy* 1.4.9.(3); and
8. The designated staff members are members of the FRCD ERT. They are responsible for managing inventory and maintenance of FRCC s.15

1.4.10. Maintenance and storage

As set out in *Adult Custody Policy* section 1.4.10.

1. As set out in *Adult Custody Policy* 1.4.10.(1);
2. The designate referred to in this paragraph is the DW of Operations;
3. The designate referred to in this paragraph is the DW of Operations. s.15
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4. As set out in *Adult Custody Policy* 1.4.10.(4).

1.4.11. Testing

As set out in *Adult Custody Policy* section 1.4.11.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.5–42	<i>Chapter 1: Security and Control</i>

1.4.12. Training

As set out in *Adult Custody Policy* section 1.4.12.

1. As set out in *Adult Custody Policy* 1.4.12(1);

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3. The designate referred to in this paragraph is the Deputy Warden of Operations; and

4. As set out in *Adult Custody Policy* 1.4.12(4).

1.5. Physical Restraint and Tactical Equipment (revised: Aug-21)

1.5.1. Allowable items

As set out in *Adult Custody Policy* section 1.5.1.

1.5.2. Inventory and register

As set out in *Adult Custody Policy* section 1.5.2.

The ^{s.15} has been delegated responsibility for maintaining the inventory of all physical restraint equipment as detailed in the B.C. Corrections Branch Adult Custody Policy.

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1.5.3. Storage

As set out in *Adult Custody Policy* section 1.5.3.

1. As set out in *Adult Custody Policy* section 1.5.3(1);

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.5–43

3. As set out in *Adult Custody Policy* section 1.5.3(3);
4. As set out in *Adult Custody Policy* section 1.5.3(4);
5. As set out in *Adult Custody Policy* section 1.5.3(5); and
6. As set out in *Adult Custody Policy* section 1.5.3(6).

1.5.4. Loss or theft

As set out in *Adult Custody Policy* section 1.5.4.

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1.5.5. Disposal of restraint devices or weapons, tactical equipment, and munitions

As set out in *Adult Custody Policy* section 1.5.5.

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1.5.6. Body Armour

As set out in *Adult Custody Policy* section 1.5.6.

1. As set out in *Adult Custody Policy* section 1.5.6(1);
2. As set out in *Adult Custody Policy* section 1.5.6(2);
3. As set out in *Adult Custody Policy* section 1.5.6(3);
4. As set out in *Adult Custody Policy* section 1.5.6(4);

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.6–44	<i>Chapter 1: Security and Control</i>

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1.6. Firearms—Visiting Peace Officer (revised: Oct-10)

As set out in *Adult Custody Policy* section 1.6.

A. General

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–1

1.7. Escorts (revised: Jul-20)

1.7.1. Objective

As set out in *Adult Custody Policy* section 1.7.1.

1. This policy applies when inmates are escorted from correctional centre grounds to community settings by designated staff.
2. Offsite escorts maintain the safety of the public, staff, and inmates by ensuring security and control of inmates.
3. The ^{s.15} is responsible for assigning staff to escort duties, as and when required. s.15
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1.7.2. Escort risk assessment

As set out in *Adult Custody Policy* section 1.7.2.

1. An escort risk assessment is conducted on each occasion for an off site escort.
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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–2	<i>Chapter 1: Security and Control</i>

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As set out in *Adult Custody Policy* section 1.7.3.

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As set out in *Adult Custody Policy* section 1.7.4.

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As set out in *Adult Custody Policy* section 1.7.5.

1.7.6. Follow-up to escort risk assessment

As set out in *Adult Custody Policy* section 1.7.6.

1.7.7. Escort staff

As set out in *Adult Custody Policy* section 1.7.7.

1. Escort staff are determined by the warden or ADW of Regulations, according to the assigned inmate escort risk level.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–3

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1.7.8. Equipment use

As set out in *Adult Custody Policy* section 1.7.8.

1. Staff will use only equipment for which they have received training or are currently certified.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–4	<i>Chapter 1: Security and Control</i>

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1.7.9. Escort equipment—approved Corrections Branch scale of issue

As set out in *Adult Custody Policy* section 1.7.9.

FRCC staff only use devices that are approved by the provincial director, Adult Custody Division, and listed in the appendix to section 1.5 of this manual.

1. The standard FRCC escort kit contains the following:

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–5

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- Other Corrections Branch approved safety and security equipment approved by the Warden or DW of Operations

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As set out in *Adult Custody Policy* section 1.7.10.

1. Restraints may be used during an escort.
2. The warden or ADW of Regulations approves exceptions.

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As set out in *Adult Custody Policy* section 1.7.11.

1. The Warden, ADW of Regulations, or in their absence, the Correctional Supervisor of Operations will contact the On-Call Manager for approval of an exception.

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As set out in *Adult Custody Policy* section 1.7.12.

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1.7.13. Removal of restraints

As set out in *Adult Custody Policy* sections 1.7.13 and procedures in 1.7.30.

1.7.14. Medical emergency during transport

As set out in *Adult Custody Policy* section 1.7.14.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–6	<i>Chapter 1: Security and Control</i>

1.7.15. Inmate work crews

As set out in *Adult Custody Policy* section 1.7.15.

1. The warden establishes local policy regarding the selection and supervision of inmate work crews engaged in activities outside correctional centre boundaries.

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1.7.16. Confirmation of identity and search of inmates

As set out in *Adult Custody Policy* section 1.7.16.

1.7.17. Use of chemical agents

As set out in *Adult Custody Policy* section 1.7.17.

1.7.18. Escort Vehicles

As set out in *Adult Custody Policy* section 1.7.18.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–7

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1.7.19. Emergency health services (EHS) vehicles-ambulance

As set out in *Adult Custody Policy* section 1.7.19.

1. As set out in *Adult Custody Policy* section 1.7.19(1);
2. As set out in *Adult Custody Policy* section 1.7.19(2);
3. As set out in *Adult Custody Policy* section 1.7.19(3). s.15
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4. See section 1.7.25 regarding steps to be taken s.15

1.7.20. Air Transport

As set out in *Adult Custody Policy* section 1.7.20.

1.7.21. Police Assistance

As set out in *Adult Custody Policy* section 1.7.21.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–8	<i>Chapter 1: Security and Control</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–9

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Return to the Centre:

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1.7.22. Documentation- hospital/medical escorts

As set out in *Adult Custody Policy* section 1.7.22.

1. The warden or designate (ADW of A&D) ensures that a temporary inmate file containing a copy of the following documents accompanies escort staff:
 - CORNET Client ID Card;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–10	<i>Chapter 1: Security and Control</i>

- CORNET Client Log;
 - Current holding documents (warrants/ detainers); and
 - Inmate escort risk assessment.
2. In a medical emergency, documentation is forwarded as soon as possible.
 3. The warden or ADW of A&D ensures that procedures are established for the timely disposal of documents prepared for the temporary escort file when the inmate returns to the centre. These files are not to be transferred to the inmate's institutional files.
 4. Should a scheduled off-site medical escort be cancelled by the Correctional Manager, a client log entry shall be completed indicating the cancellation and the reason.

1.7.23. Medical Information

As set out in *Adult Custody Policy* section 1.7.23.

1. Medical documentation is confidential.
2. Medical documentation that accompanies an inmate on off-site escort to hospital/ medical facilities is prepared by health care personnel and forwarded to escort staff in a sealed envelope, as soon as possible.
3. Medical information and documents returning with the escort staff are delivered to Correctional Health Care Services.
4. Escort staff receiving oral instructions from community-based medical/ health care personnel regarding an inmate's medical treatment or care obtain the name and contact number of the medical/ health care person who made the statement. This information is provided to Corrections Branch health care personnel upon return to the correctional centre.

1.7.24. Confidentiality

As set out in *Adult Custody Policy* section 1.7.24

1.7.25. Hospital Security

As set out in *Adult Custody Policy* section 1.7.25.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–11

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1.7.26. Supervision-General

As set out in *Adult Custody Policy* section 1.7.26.

1. Security is the primary element of off-site escorts and the first priority of escort staff.
2. Security includes protection of the public, prevention of escapes, interdiction of contraband, and control and supervision of the inmate. At a minimum, the supervision procedures in sections 1.7.31, and 1.7.34 apply.
3. Circumstances concerning the safety or security of an escort, specific to a centre, are addressed through the warden, ADW of Regulations, or in their absence the Correctional Supervisor of Operations.

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1.7.27. Supervision of pregnant inmates

As set out in *Adult Custody Policy* section 1.7.27.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–12	<i>Chapter 1: Security and Control</i>

This section is not applicable as FRCC does not have inmates who may be pregnant in custody.

1.7.28. Medical and other community appointments for inmates in the Mother-Child program

As set out in *Adult Custody Policy* section 1.7.28.

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As set out in *Adult Custody Policy* section 1.7.29.

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–13

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As set out in *Adult Custody Policy* sections 1.7.30.

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As set out in *Adult Custody Policy* sections 1.7.31.

1.7.32. Site Security Review-hospitalized inmates

As set out in *Adult Custody Policy* section 1.7.32

1. When an inmate is hospitalized, the warden or ADW of Regulations assigns a supervisor ^{s.}₁₅
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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.7–14	<i>Chapter 1: Security and Control</i>

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2. The warden or DW of Operations may specify additional on-site supervisor reviews.

1.7.33. Inmate files-hospitalized inmates

As set out in *Adult Custody Policy* sections 1.7.33.

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1.7.34. Escapes

As set out in *Adult Custody Policy* sections 1.7.34.

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.7–15

s.15

1.7.35. Telephone use-hospitalized inmates

As set out in *Adult Custody Policy* section 1.7.35.

1. During hospitalization, inmates are permitted to receive incoming telephone calls and place outgoing telephone calls only on the authority of the warden or ADW of Regulations.

1.7.36. Visits—hospitalized inmates

As set out in *Adult Custody Policy* section 1.7.36.

1. Hospitalized inmates only receive visits authorized by the warden or ADW of Regulations.
2. The warden establishes rules governing visits to hospitalized inmates.
3. All hospital visitors must be screened, and all visits will occur at scheduled pre-arranged times for specified time limits, as determined by Assistant Deputy Warden of Programs, in consultation with the ADW of Regulations.

1.7.37. Rules and regulations-hospitalized inmates

As set out in *Adult Custody Policy* section 1.7.37.

1. Hospitalized inmates are subject to the provisions of:
 - The Correction Act Regulation http://www.bclaws.ca/Recon/document/freeside/--c--/correctionact/sbc2004c46/05_regulations/10_58_2005.xmlhttp://www.qp.gov.bc.ca/statreg/reg/C/Correction/58_2005.htm;
 - Policies and procedures of the correctional centre from which they are absent; and
 - Hospital/ health care facility rules.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.8–16	<i>Chapter 1: Security and Control</i>

1.8. Transportation of individuals in custody (revised: Dec-21)

1.8.1. Objective

As set out in *Adult Custody Policy* section 1.8.1.

1.8.2. Transportation document

As set out in *Adult Custody Policy* section 1.8.2.

1. As set out in *Adult Custody Policy* section 1.82(1);
2. As set out in *Adult Custody Policy* section 1.82(2);
3. As set out in *Adult Custody Policy* section 1.82(3). The designate referred to in this paragraph is the Assistant Deputy Warden of CCM
4. Transportation documents are maintained by the FRCC CCM staff.

1.8.3. Follow-up to transportation document

As set out in *Adult Custody Policy* section 1.8.3.

1.8.4. Equipment use

As set out in *Adult Custody Policy* sections 1.8.4 and 1.8.5.

1.8.5. Transport equipment—approved BC Corrections scale of issue

As set out in *Adult Custody Policy* section 1.8.5.

1. Restraints:

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.8–17

s.15

1.8.6. Restraint procedures—movement to a medium custody facility

1. As set out in *Adult Custody Policy* section 1.8.6(1)
2. As set out in *Adult Custody Policy* section 1.8.6(2)
3. The designate referred to in this section is, the Assistant Deputy Warden of Regulations, or in their absence the Correctional Supervisor of Operations.

1.8.7. Restraint procedures—movement to a secure custody facility

1. As set out in *Adult Custody Policy* section 1.8.7(1)
2. The designate referred to in this section is the Assistant Deputy Warden of Regulations, or in their absence the Correctional Supervisor of Operations.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.8–18	<i>Chapter 1: Security and Control</i>

1.8.8. Removal of restraints

As set out in *Adult Custody Policy* sections 1.8.8 and 1.7.30.

1.8.9. Transportation vehicles

1. The designate referred to in this section is the ADW of Regulations, or in their absence the Correctional Supervisor of Operations.
2. As set out in *Adult Custody Policy* sections 1.8.9(2)

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1.8.10. Ferry or air transport

1. As set out in *Adult Custody Policy* section 1.8.10(1).
2. As set out in *Adult Custody Policy* section 1.8.10(2).

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1.8.11. Police assistance

As set out in *Adult Custody Policy* section 1.8.11.

1. The designate referred to in this section is the Assistant Deputy Warden of Regulations, or in their absence the Correctional Supervisor of Operations.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.8–19

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1.8.12. Documentation

1. The designate referred to in this section is the ADW of Regulations, or in their absence, the Correctional Supervisor of Operations.
2. The designate referred to in this section is the ADW of Regulations, or in their absence, the Correctional Supervisor of Operations.
3. As set out in *Adult Custody Policy* section 1.8.12(3).

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1.8.13. Transfer between centres

As set out in *Adult Custody Policy* section 1.8.13.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.8–20	<i>Chapter 1: Security and Control</i>

1.8.14. Supervision

As set out in *Adult Custody Policy* 1.8.14

1. As set out in *Adult Custody Policy* 1.8.14(1);
2. As set out in *Adult Custody Policy* 1.8.14(2);
3. As set out in *Adult Custody Policy* 1.8.14(3);
4. As set out in *Adult Custody Policy* 1.8.14(4);
5. As set out in *Adult Custody Policy* 1.8.14(5);
6. As set out in *Adult Custody Policy* 1.8.14(6);
7. As set out in *Adult Custody Policy* 1.8.14(7);
8. As set out in *Adult Custody Policy* 1.8.14(8);
9. As set out in *Adult Custody Policy* 1.8.14(9);
10. The designate referred to in this section is the ADW of Regulations, or in their absence, the Operations Supervisor.

1.8.15. Medical emergency during transport

As set out in *Adult Custody Policy* section 1.8.15.

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.8–21

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1.8.16. Escapes

1. As set out in *Adult Custody Policy* section 1.8.16(1);

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.9–22	<i>Chapter 1: Security and Control</i>

1.9. Emergency Vehicles

1.9.1. Definition

As set out in *Adult Custody Policy* section 1.9.1.

1.9.2. Authorized operators

As set out in *Adult Custody Policy* section 1.9.2.

1.9.3. Operation of an emergency vehicle

As set out in *Adult Custody Policy* section 1.9.3.

1.9.4. Use of emergency warning devices

As set out in *Adult Custody Policy* section 1.9.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.10–1

1.10. Communications Systems (Revised: Dec-21)

1.10.1. Definition

As set out in *Adult Custody Policy* section 1.10.1.

1.10.2. Licensing

As set out in *Adult Custody Policy* section 1.10.2.

1.10.3. Industry Canada rules

As set out in *Adult Custody Policy* section 1.10.3.

1.10.4. BC Corrections rules

As set out in *Adult Custody Policy* section 1.10.4.

1.10.5. Radio operating procedures

As set out in *Adult Custody Policy* section 1.10.5.

1. As set out in *Adult Custody Policy* section 1.10.5(1)
2. As set out in *Adult Custody Policy* section 1.10.5(2)
3. The Corrections Branch prohibits unnecessary discussion over the radio. All radio communication will be made solely for business relating to the operation of the Centre.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.10–2	<i>Chapter 1: Security and Control</i>

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1.10.6. Communication system test

As set out in *Adult Custody Policy* section 1.10.6.

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1.10.7. Inventory

As set out in *Adult Custody Policy* section 1.10.7.

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.11–3

1.11. Visitors (revised: Aug-19)

1.11.1. Authority

As set out in *Adult Custody Policy* section 1.11.1.

1.11.2. Purpose

As set out in *Adult Custody Policy* section 1.11.2.

1.11.3. Types of visitors—official

As set out in *Adult Custody Policy* section 1.11.3.

1.11.4. Types of visitors—programmatic and professional

As set out in *Adult Custody Policy* section 1.11.4.

All programmatic and professional visits are subject to approval by the Deputy Warden of Programs, or in their absence the Assistant Deputy Warden of Programs.

The posted “Notice to Visitors” sign is visible to all visitors entering the FRCC lobby and clearly posted at the reception desk.

1.11.5. Types of visitors—family and friends

As set out in *Adult Custody Policy* section 1.11.5.

The Programs Correctional Officer will book visits Monday through Friday, between 1200 and 1330 hours.

Visit times for the main building are Monday - Sunday:

- 1130 – 1230 hours
- 1400 – 1500 hours
- 1900 – 2000 hours

Visit times for Sierra House are as follows:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.11-4	<i>Chapter 1: Security and Control</i>

- Monday – Sunday 2000 – 2100
- Weekends 1430 – 1530

A maximum of 4 people may have a visit with an inmate at one time. Inmates are permitted a maximum of two (2) visits per week. Exceptions may be approved on a case by case basis and will be approved by the Assistant Deputy Warden of Programs, or in their absence, the Living Unit Supervisor.

1.11.6. Visit settings

As set out in *Adult Custody Policy* section 1.11.6.

The FRCC visits area can accommodate official, medium and secure visits as set out in the Adult Custody Policy.

Professional and programmatic visits may be held in Programs Room #1 and the Sentence Management areas providing all security requirements are met.

The Programs Correctional Officer will determine the appropriate visit setting in consultation with the Living Unit Supervisor.

Visits for the Fraser Houses will be concluded in the Visits/Program building located in the Green House area, adjacent to the November House.

1.11.7. Freedom of association

As set out in *Adult Custody Policy* section 1.11.7.

1.11.8. Visit restrictions

As set out in *Adult Custody Policy* section 1.11.8 and section 30(2) of the *Correction Act Regulation*.

1.11.9. Reasons for restricting visits

As set out in *Adult Custody Policy* section 1.11.9.

1.11.10. Termination of visits

As set out in *Adult Custody Policy* section 1.11.10.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.11–5

In consultation with the Living Unit Supervisor (LUS) centre staff may terminate a visit if they believe that the behaviour of a visitor or an inmate jeopardizes the management, operation or security of the correctional centre.

Correctional centre staff may order the visitor to be removed from the premises. This order or a visit termination will be reported immediately to the Assistant Deputy Warden of Programs, or in their absence the Assistant Deputy Warden of Regulations.

1.11.11.Visit requests and approval

As set out in *Adult Custody Policy* section 1.11.11.

1. Inmates submit names, date of birth and telephone number of potential visitors to corrections staff;
2. Potential visitors are screened and entered on the CORNET Client Visitors/Contacts/No Contacts screen with a status of “approved”, “denied” or “pending approval” should more information be required. Once further information is received, the visitor’s status will change to “approved” or “denied”;
3. As set out in *Adult Custody Policy* section 1.11.11(3);
4. As set out in *Adult Custody Policy* section 1.11.11(4); and
5. As set out in *Adult Custody Policy* section 1.11.11(5).

1.11.12.Screening

As set out in *Adult Custody Policy* section 1.11.12.

1.11.13.Visitor identification

As set out in *Adult Custody Policy* section 1.11.13.

All visitors are required to provide proof of identify before being admitted to the Correctional Centre. Two pieces of identification are required, one of which is picture identification from:

- a driver’s licence;
- BCID;
- BC Services Card;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.11–6	<i>Chapter 1: Security and Control</i>

- Passport;
- Bar Association or Law Society card;
- Aboriginal status card; or
- Canadian Immigration or other federal/provincial government documentation.

Visitors under the age of 19 are required to provide proof of identity before being admitted to the correctional centre. One piece of government issued identification is required in addition to the identification of the accompanying adult.

A visitor who refuses to comply with these requirements is denied entry to the correctional centre.

All visitors are required to sign in at the front desk before being admitted to the Correctional Centre.

Visitors, family and friends, will sign the appropriate CORNET visits form.

Professional and programmatic visitors will sign the appropriate diary located in the front lobby.

1.11.14.Notification

As set out in *Adult Custody Policy* section 1.11.14.

1.11.15.Wording for “Notice to Visitors” sign

As set out in *Adult Custody Policy* section 1.11.15.

Located at the Staff Desk-Main Foyer: “Notice to Visitors Please note that anyone entering this correctional centre may be video recorded. This is authorized under section 26(c) of the Freedom of Information Act for the purpose of providing safe and secure custody of inmates. If you have questions regarding the collection of your personal information, please contact the B.C. Corrections privacy analyst at PO Box 9278 STN PROV GOVT, Victoria, B.C., V8W 9J7, or by phone at 1-888-952-7968.”

Authority to regulate, terminate and deny visits is pursuant to the is provided in section 33(2)(h) of the *Correction Act*, and sections 30 and 31 of the *Correction Act Regulation*.

1.11.16.Minor or major threat

As set out in *Adult Custody Policy* section 1.11.16.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.11–7

1.11.17.Suspension—minor threat

As set out in *Adult Custody Policy* section 1.11.17.

1.11.18.Suspension—major threat

As set out in *Adult Custody Policy* section 1.11.18.

1.11.19.Suspension beyond one year

As set out in *Adult Custody Policy* section 1.11.19.

1.11.20.Suspensions and warnings

As set out in *Adult Custody Policy* section 1.11.20.

1.11.21.Written notification

As set out in *Adult Custody Policy* section 1.11.21.

1.11.22.Appeal

As set out in *Adult Custody Policy* section 1.11.22.

1.11.23.Notification of other centres

As set out in *Adult Custody Policy* section 1.11.23.

1. As set out in *Adult Custody Policy* section 1.11.23(1).
2. As set out in *Adult Custody Policy* section 1.11.23(2);
3. As set out in *Adult Custody Policy* section 1.11.23(3);
4. The review process is completed by the Deputy Warden of Programs and the Assistant Deputy Warden of Programs;
5. If a visit is terminated, suspended, restricted or denied, a manager will communicate in writing the decision, justification, and procedure for appealing the decision to the visitor, with a copy to the Warden;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.12–8	<i>Chapter 1: Security and Control</i>

6. The Programs Correctional Officer will ensure that all banned visitors at FRCC are entered onto the Banned Visitors List in CORNET.

1.12. Searches of Visitors

1.12.1. Statutory/regulatory authority

As set out in *Adult Custody Policy* section 1.12.1.

1.12.2. Definitions of searches

As set out in *Adult Custody Policy* section 1.12.2.

1.12.3. Purpose

As set out in *Adult Custody Policy* section 1.12.3.

1.12.4. Warning about searches and surveillance

As set out in *Adult Custody Policy* section 1.12.4.

1.12.5. Individuals subject to searches

As set out in *Adult Custody Policy* section 1.12.5.

1.12.6. Searches of lawyers

As set out in *Adult Custody Policy* section 1.12.6.

1.12.7. Consequences of discovering contraband

As set out in *Adult Custody Policy* section 1.12.7.

1.12.8. Refusal to submit to search

As set out in *Adult Custody Policy* section 1.12.8.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.12–9

1.12.9. Withdraw consent

As set out in *Adult Custody Policy* section 1.12.9.

1.12.10. Consequences of refusal to submit to a search

As set out in *Adult Custody Policy* section 1.12.10.

1.12.11. Report of denied or restricted visit

As set out in *Adult Custody Policy* section 1.12.11.

1. When a visit is denied or restricted by the Living Unit Supervisor, or in their absence the Correctional Supervisor of Operations, will ensure incident details are included on the daily supervisor's shift summary.
2. Information is also recorded in an Incident Report and forwarded to the Assistant Deputy Warden of Programs for further review.

1.12.12. Frisk and screening searches

As set out in *Adult Custody Policy* section 1.12.12.

1.12.13. Strip search

As set out in *Adult Custody Policy* section 1.12.13.

1.12.14. Grounds for a strip search

As set out in *Adult Custody Policy* section 1.12.14.

1.12.15. Authorization to conduct a strip search of visitors

As set out in *Adult Custody Policy* section 1.12.15.

The Deputy Warden of Programs or in their absence the on-call manager may authorize the strip search.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.12–10	<i>Chapter 1: Security and Control</i>

1.12.16. Same gender to conduct strip search

As set out in *Adult Custody Policy* section 1.12.16.

1.12.17. Conducting strip search procedures

As set out in *Adult Custody Policy* section 1.12.17.

Procedures are as follows:

1. The visitor is required to remove all articles from pockets.
2. Staff inspect these articles.
3. The visitor must undress completely.
4. Staff inspect and search each article of clothing.
5. Attention is paid to s.15
s.15
6. Staff follow the strip search principles identified in section 1.12.2.
7. No visitor is left standing uncovered prior to or following the search procedure.
8. The visitor is provided with a clean gown (male or female), underwear (male) or body covering blanket or garment to avoid unnecessary embarrassment

1.12.18. Written report of strip search

As set out in *Adult Custody Policy* section 1.12.18.

A manager on shift or in their absence the on-call manager who authorized the search will ensure necessary reports are forwarded to the Warden prior to the end of the shift.

1.12.19. Search of minors

As set out in *Adult Custody Policy* section 1.12.19.

1.12.20. Searching items of religious significance

As set out in *Adult Custody Policy* section 1.12.20.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.12–11

1.12.21.Wording for a consent to a strip search form

As set out in *Adult Custody Policy* section 1.12.21.

Wording for a consent to a strip search form:

Date/ Time

To: (Print name of visitor)

I (Name of officer in charge) authorize that you be subjected to a strip search prior to your visit with (name of inmate). The grounds for this search are: <explain the grounds for the search>

A strip search consists of a visual inspection of a nude person that includes a visual inspection of the:

- *Person undressing completely;*
- *Open mouth, hands or arms of the person;*
- *Soles of the feet and the insides of the ears of the person;*
- *Person running his or her fingers through his or her hair;*
- *Person bending over, and*
- *Person in a way that otherwise enables the authorized person to perform the visual inspection.*

You do not have to submit to this search. However, failure to do so will result in your open visit being denied. If contraband is discovered while a search is being conducted:

- *Your open visit may be denied;*
- *Your visit may be denied and you may be escorted off grounds;*
- *You may be detained until the police are contacted and you may be charged with a criminal offence; and/ or*
- *You may be temporarily or permanently denied visiting privileges.*

<Signature of officer in charge>

I have read and understand the grounds warranting a search of my possessions and me, and I consent to being strip searched.

If I am detained as a result of this search, I have the right—and will be given the opportunity—to consult with counsel.

**Signed Dated*

Witness (correctional officer)

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.12–12	<i>Chapter 1: Security and Control</i>

**NOTE If the person to be searched is a minor, the accompanying parent or guardian signs this form.*

• NOTE In the absence of a parent or guardian for a minor with pre-approved visiting privileges, when a search is required on reasonable and probable grounds, the visit is denied.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.13–1

1.13. Search and Detention of Staff

1.13.1. Statutory/regulatory authority

As set out in *Adult Custody Policy* section 1.13.1.

1.13.2. Definitions

As set out in *Adult Custody Policy* section 1.12.2 for definitions.

1.13.3. Purpose

As set out in *Adult Custody Policy* section 1.13.3.

1.13.4. Routine and random searches

As set out in *Adult Custody Policy* section 1.13.4.

An available manager or the on-call manager may be authorized to conduct searches of staff clothing, lockers etc.

1.13.5. Frisk and screening searches

As set out in *Adult Custody Policy* section 1.13.5.

1.13.6. Authorization for search and detention

As set out in *Adult Custody Policy* section 1.13.6.

1.13.7. Strip search

As set out in *Adult Custody Policy* section 1.13.7.

1.13.8. Grounds for a strip search

As set out in *Adult Custody Policy* section 1.13.8.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.13–2	<i>Chapter 1: Security and Control</i>

1.13.9. Authorization to conduct a strip search of staff

As set out in *Adult Custody Policy* section 1.13.9.

1.13.10.Strip search procedures

As set out in *Adult Custody Policy* sections 1.13.10 and 1.12.

1.13.11.Written report of strip search

As set out in *Adult Custody Policy* section 1.13.11.

An incident report will be completed detailing the event and a strip search checklist will be forwarded to the Deputy Warden of Programs prior to the end of the shift.

1.13.12.Wording for a consent to a strip search form

As set out in *Adult Custody Policy* section 1.13.12.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.14–1

1.14. Searches—Contractors

1.14.1. Statutory/regulatory authority

As set out in *Adult Custody Policy* section 1.14.1.

1.14.2. Search definitions

As set out in *Adult Custody Policy* section 1.14.2.

1.14.3. Purpose

As set out in *Adult Custody Policy* section 1.14.3.

1.14.4. Contractor defined

As set out in *Adult Custody Policy* section 1.14.4.

1.14.5. Warning about searches

As set out in *Adult Custody Policy* sections 1.14.5, 1.11.13, 1.11.14, and 1.12.4.

1.14.6. Search authorized by warden

As set out in *Adult Custody Policy* section 1.14.6.

1.14.7. Contractor's refusal to submit to a search

As set out in *Adult Custody Policy* section 1.14.7.

An incident report will be completed detailing the event and forwarded to the Deputy Warden of Programs prior to the end of the shift.

1.14.8. Authorization to conduct a strip search of contractors

As set out in *Adult Custody Policy* section 1.14.8.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.15–2	<i>Chapter 1: Security and Control</i>

The person who authorizes a strip search may be a manager on shift, or if after hours the manager on-call.

1.14.9. Contractor withdraws consent

As set out in *Adult Custody Policy* section 1.14.9.

1.14.10. Report of search

As set out in *Adult Custody Policy* section 1.14.10

An incident report will be completed and forwarded to the Assistant Deputy Warden of Regulations prior to the end of the shift

1.14.11. Search procedures

As set out in *Adult Custody Policy* sections 1.14.11 and 1.12.

1.14.12. Consequences of discovering contraband

As set out in *Adult Custody Policy* section 1.14.12.

1.14.13. Wording for a consent to a strip search form

As set out in *Adult Custody Policy* section 1.14.13.

1.15. Searches—Inmates (revised Dec-19)

1.15.1. Searches authority

As set out in *Adult Custody Policy* section 1.15.1.

1.15.2. Search definitions

As set out in *Adult Custody Policy* section 1.15.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.15–3

1.15.3. Purpose

As set out in *Adult Custody Policy* section 1.15.3.

1.15.4. Grounds for searches of inmates

As set out in *Adult Custody Policy* section 1.15.4.

1.15.5. Categories of searches

As set out in *Adult Custody Policy* section 1.15.5.

1.15.6. Gender Standard

As set out in *Adult Custody Policy* section 1.15.6.

A strip search is only conducted by a staff member of the same gender as the inmate. This requirement is exempted when an available manager on shift or in their absence, the on-call manager believes on reasonable grounds that a delay in locating an authorized person of the same gender would result in danger to human life or safety.

For transgender inmates searches are to be performed as outlined in section 4.10.3 (3) Searches

1.15.7. Conducting Strip Searches

As set out in *Adult Custody Policy* section 1.15.7.

1.15.8. Strip Search – Compliant Inmates

As set out in *Adult Custody Policy* section 1.15.8.

1.15.9. Strip Search – non-compliant Inmate

As set out in *Adult Custody Policy* section 1.15.9.

1.15.10. Documentation – strip search of a non-compliant inmate

As set out in *Adult Custody Policy* section 1.15.10

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.16–4	<i>Chapter 1: Security and Control</i>

DVMS associated with searches of this nature are only to be viewed on a “need to know” basis. Any further review without the approval of the Warden, or in his/her absence, a Deputy Warden is prohibited.

1.15.11. Prosthetic devices

As set out in *Adult Custody Policy* section 1.15.11.

1.16. Contraband (revised: Nov-21)

1.16.1. Statutory/regulatory authority

As set out in *Adult Custody Policy* section 1.16.1.

1.16.2. Definition

As set out in *Adult Custody Policy* section 1.16.2.

1.16.3. Notification

As set out in *Adult Custody Policy* section 1.16.3.

1. Notification regarding centre policy with respect to contraband is clearly posted for visitors in the FRCC lobby.
2. Notification regarding centre policy with respect to contraband is clearly posted for inmates in the Client Information Guide located on every living unit at FRCC. The Client Information Guide is also available on Corrpoint for staff reference and inmate distribution if required.

A. Authorized Effects

For a list of authorized effects (bedding and clothing), refer to section 10.2 – Maintenance.

For a list of authorized effects (personal), refer to section 3.5.5

1.16.4. Seizure

As set out in *Adult Custody Policy* section 1.16.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.16–5

1. As set out in *Adult Custody Policy* section 1.16.4(1)

2. As set out in *Adult Custody Policy* section 1.16.4(2)

- The secure location set out in this paragraph is the s.15 located in the s.15
- When appropriate continuity of evidence is maintained if the object or substance is required as evidence in a trial, inquiry or proceeding other than a disciplinary hearing in accordance with section 25 of the CAR;
- Any correctional officer may seize any object or substance if, on reasonable grounds, they believe it is contraband or evidence related to an offence. The Correctional Supervisor of Operations will be informed as soon as practicable whenever contraband is seized.
- Officers will package contraband in evidence bags, seal and label it with the following information:
 - Date
 - Location
 - Officer Signature
 - Description of item (ICON# etc)
 - Inmate's name and CS number (if found on/in an inmate's possession)
 - When an item or package is suspected to or may contain high potency contraband, the item or package must be double bagged, sealed and clearly marked with a pink "Danger - May Contain Fentanyl" label.
 - All contraband will be logged s.15 s.15
 - Seized contraband is temporarily stored s.15 s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.16–6	<i>Chapter 1: Security and Control</i>

A. DRONES

Reporting

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Roles and responsibilities

The ADW of Regulations or in their absence the Correctional Supervisor of Operations will immediately report to OCP/SSP and assess the situation. In response, the following will be considered:

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.16–7

s.15

Immediate Action Following Security Breach

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Reporting

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1.16.5. Disposition

As set out in *Adult Custody Policy* section 1.16.5.

1. As set out in *Adult Custody Policy* section 1.16.5(1);
2. As set out in *Adult Custody Policy* section 1.16.5(2);
3. As set out in *Adult Custody Policy* section 1.16.5(3);
4. As set out in *Adult Custody Policy* section 1.16.5(4);

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.17–8	<i>Chapter 1: Security and Control</i>

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1.16.6. Money seized as contraband when no lawful owner is determined

As set out in *Adult Custody Policy* section 1.16.6.

1.16.7. Theft of controlled substance

As set out in *Adult Custody Policy* section 1.16.7.

1.17. Drug Interdiction (revised: Nov-21)

1.17.1. Purpose

As set out in *Adult Custody Policy* section 1.17.1.

1.17.2. Strategy

As set out in *Adult Custody Policy* section 1.17.2.

1.17.3. Local policy

As set out in *Adult Custody Policy* section 1.17.3.

1. Searches will be conducted to ensure the operational security of the centre and to enhance drug interdiction. In the interest of the safety and security of employees, inmates, and visitors to the centre, all reasonable measures will be employed to suppress the introduction and presence of contraband. All persons entering the grounds are subject to a search of their person and possessions. Consent to a search is a pre-requisite for access to the centre.
2. The Corrections Branch has a zero-tolerance policy with respect to use, possession and trafficking in all drugs and alcohol in Correctional Centres. It is the expectation that all departments work in collaboration to enhance drug interdiction. Accordingly, FRCC has established the following procedures and drug interdiction strategies:

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.17–9

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.18–10	<i>Chapter 1: Security and Control</i>

1.17.4. Staff roles

As set out in *Adult Custody Policy* section 1.17.4.

1.17.5. Prevention—case management planning

As set out in *Adult Custody Policy* section 1.17.5.

1.17.6. Risk assessment

As set out in *Adult Custody Policy* section 1.17.6.

1.17.7. Detection tools

As set out in *Adult Custody Policy* section 1.17.7.

1.17.8. Urinalysis

As set out in *Adult Custody Policy* section 1.17.8.

1.17.9. Referral to health care professional

As set out in *Adult Custody Policy* section 1.17.9.

1.17.10. Sanctions

As set out in *Adult Custody Policy* section 1.17.10.

1.18. Ion Scanner (revised: Jun-21)

1.18.1. Preface

As set out in *Adult Custody Policy* section 1.18.1.

1.18.2. Definitions

As set out in *Adult Custody Policy* section 1.18.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.18–11

1.18.3. Roles and Responsibilities

As set out in *Adult Custody Policy* section 1.18.3.

1. As set out in *Adult Custody Policy* section 1.18.3(1). The designated staff member is the Programs CS
2. As set out in *Adult Custody Policy* section 1.18.3(2)
3. As set out in *Adult Custody Policy* section 1.18.3(3)
4. As set out in *Adult Custody Policy* section 1.18.3(4)
5. Prior to conducting ion scanning of any item suspected of being, or containing high potency contraband, the operator will:

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7. Immediately upon completion of ion scanning operations, the operator shall notify their supervisor they have finished and are “clear”.

1.18.4. Use and Authority

As set out in *Adult Custody Policy* section 1.18.4.

1. As set out in *Adult Custody Policy* section 1.18.4(1);
2. As set out in *Adult Custody Policy* section 1.18.4(2);
3. As set out in *Adult Custody Policy* section 1.18.4(3);
4. As set out in *Adult Custody Policy* section 1.18.4(4);
5. As set out in *Adult Custody Policy* section 1.18.4(5);

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.18–12	<i>Chapter 1: Security and Control</i>

6. As set out in *Adult Custody Policy* section 1.18.4(6);
7. As set out in *Adult Custody Policy* section 1.18.4(7);
8. As set out in *Adult Custody Policy* section 1.18.4(8).^{s.15}
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1.18.5. Response to positive action threshold readings – visitors

As set out in *Adult Custody Policy* section 1.18.5.

1. As set out in *Adult Custody Policy* section 1.18.5(1);
2. As set out in *Adult Custody Policy* section 1.18.5(2);
3. As set out in *Adult Custody Policy* section 1.18.5(3);
4. As set out in *Adult Custody Policy* section 1.18.5(4);
5. Positive action threshold readings that result in denial or restriction of a visit are reported by the Living Unit Supervisor (LUS) to the ADW of Programs and include submission of an incident report with the “Ion” checkbox indicated. When a visits ban is imposed, the Visits staff will update Cornet “Visitor Ban” tab. The Warden’s assistant will forward the letter notifying the individual of the imposed visits prohibition via courier. A copy of the letter is also forwarded to all other provincial centres by the Warden’s assistant for their information and action, as required.
6. As set out in *Adult Custody Policy* section 1.18.5(6);
7. As set out in *Adult Custody Policy* section 1.18.5(7); and
8. As set out in *Adult Custody Policy* section 1.18.5(8).

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.19–13

1.18.6. Response to positive action threshold readings – inmate correspondence

As set out in *Adult Custody Policy* section 1.18.6.

1.19. Body Scanners (revised: Jun-22)

1.19.1. Purpose

As set out in *Adult Custody Policy* section 1.19.1

1.19.2. Roles and Responsibilities

As set out in *Adult Custody Policy* section 1.19.2

1. Only trained staff may use and operate the whole-body scanner system. Only the operator logged into the system conducts the body scan. Prior to scanning, the operator completes a check of the system. The staff member responsible for the maintenance of the device and to ensure compliance with requirements set forth by the manufacturer is the Inmates are scanned without shoes and wearing no more than one layer of clothing;
2. As set out in *Adult Custody Policy* section 1.19.2(2)

1.19.3. Use and Authority

As set out in *Adult Custody Policy* section 1.19.3.

1.19.4. Refusal to submit to a body scan

As set out in *Adult Custody Policy* section 1.19.4.

1.19.5. Positive or suspicious scan

As set out in *Adult Custody Policy* section 1.19.5.

1. As set out in *Adult Custody Policy* section 1.19.5(1)
2. As set out in *Adult Custody Policy* section 1.19.5(2)
3. As set out in *Adult Custody Policy* section 1.19.5(3)

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.19–14	<i>Chapter 1: Security and Control</i>

4. As set out in *Adult Custody Policy* section 1.19.5(4)
5. As set out in *Adult Custody Policy* section 1.19.5(5)
6. As set out in *Adult Custody Policy* section 1.19.5(6)
7. If staff suspect an inmate is concealing contraband underneath a bandage applied to their body, they can ask the inmate to remove the bandage prior to being scanned. If the inmate requires assistance with removal of the bandage, they will be escorted to the Health Care Centre where a nurse may assist with its' removal.

1.19.6. Gender Standard

As set out in *Adult Custody Policy* section 1.19.6.

1. As set out in *Adult Custody Policy* section 1.19.6(1)
2. As set out in *Adult Custody Policy* section 1.19.6(2)
3. As set out in *Adult Custody Policy* section 1.19.6(3)
4. As set out in *Adult Custody Policy* section 1.19.6(4)
5. Inmates that identify as transgender will follow the same scanning procedures as all other inmates. Should a transgender inmate be on their monthly cycle, they will be asked to remove the sanitary napkin or tampon in the presence of a female officer should there be any reason to believe that it is impeding the findings of the scan.

1.19.7. Pregnancy

As set out in *Adult Custody Policy* section 1.19.7

FRCC does not house pregnant inmates.

1.19.8. Individuals with mobility restrictions

As set out in *Adult Custody Policy* section 1.19.8.

1.19.9. Documentation

As set out in *Adult Custody Policy* section 1.19.9.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.20–15

1. As set out in *Adult Custody Policy* section 1.19.9(1)
2. As set out in *Adult Custody Policy* section 1.19.6(2)
3. As set out in *Adult Custody Policy* section 1.19.6(3).

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1.19.10. Image Retention

As set out in *Adult Custody Policy* section 1.19.10.

1.19.11. System access, user groups and training.

As set out in *Adult Custody Policy* section 1.19.11.

1.20. Substance Testing of Inmates

1.20.1. Introduction

As set out in *Adult Custody Policy* section 1.20.1.

1.20.2. Tests permissible

As set out in *Adult Custody Policy* section 1.20.2.

1.20.3. Equipment

As set out in *Adult Custody Policy* section 1.20.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.21–16	<i>Chapter 1: Security and Control</i>

1.20.4. Procedures

As set out in *Adult Custody Policy* section 1.20.4 and section 16(1) of the *Correction Act Regulation*.

1.20.5. Consent

As set out in *Adult Custody Policy* section 1.20.5, section 20 of the *Correction Act*, and section 16 of the *Correction Act Regulation*.

1.20.6. Conditions

As set out in *Adult Custody Policy* section 1.20.6.

1.20.7. Refusal

As set out in *Adult Custody Policy* section 1.20.7.

1.21. Disciplinary Hearing Guidelines (revised: Dec-19)

1.21.1. General

As set out in *Adult Custody Policy* section 1.21.1.

1.21.2. Initiation of disciplinary proceedings (section 23, CAR)

As set out in *Adult Custody Policy* section 1.21.2.

1.21.3. Investigating correctional officer—appointment

As set out in *Adult Custody Policy* section 1.21.3.

An investigating officer may be appointed by the FRCD Disciplinary Hearing Coordinator to gather witness and material evidence when the:

- Severity of the allegation warrants further investigation; or
- Circumstances appear complex.

The investigating officer usually is not a direct witness and should only provide oral evidence at the hearing if they have material evidence to provide.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.21–17

Best practice is not to solely rely on evidence from an investigating officer because, on its own, such hearsay evidence has limited value and cannot be tested.

1.21.4. Investigating officer—responsibilities

As set out in *Adult Custody Policy* section 1.21.4.

1.21.5. Individuals who are authorized to preside over a disciplinary hearing

As set out in *Adult Custody Policy* section 1.21.5.

1.21.6. Individuals who are disqualified from hearing charges

As set out in *Adult Custody Policy* section 1.21.6.

1.21.7. Criminal offence

As set out in *Adult Custody Policy* section 1.21.7.

1. As set out in *Adult Custody Policy* section 1.21.7(1). The designate is the Correctional Supervisor of Operations or in their absence an available Correctional Supervisor;
2. As set out in *Adult Custody Policy* section 1.21.7(2); and
3. As set out in *Adult Custody Policy* section 1.21.7(3).

1.21.8. Timing and Conduct of hearing

As set out in *Adult Custody Policy* section 1.21.8.

1.21.9. Procedural steps for the hearing

As set out in *Adult Custody Policy* section 1.21.9.

1.21.10. Adjournments

As set out in *Adult Custody Policy* section 1.21.10.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.21–18	<i>Chapter 1: Security and Control</i>

1.21.11.Finding

As set out in *Adult Custody Policy* section 1.21.11.

1.21.12.Disposition

As set out in *Adult Custody Policy* section 1.21.12.

1.21.13.Reduction/suspension of penalties

As set out in *Adult Custody Policy* section 1.21.13.

1.21.14.Failure to comply- section 27(6)

As set out in *Adult Custody Policy* section 1.21.14.

1.21.15.Review of decision

As set out in *Adult Custody Policy* section 1.21.15.

1.21.16.New hearing ordered

As set out in *Adult Custody Policy* section 1.21.16.

If the director, Investigation and Standards Office (ISO) orders that a new disciplinary hearing be convened following a review of the decision, the Warden or designate (DW Operations) contacts the headquarters analyst responsible for operations regarding the appointment of a person by the assistant deputy minister to preside over the new hearing.

1.21.17. Conclusion

As set out in *Adult Custody Policy* section 1.21.17.

1.21.18. Appointments by the assistant deputy minister

As set out in *Adult Custody Policy* section 1.21.18.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.22–19

1.22. Segregation (revised: Jan-22)

1.22.1. Definition

As set out in *Adult Custody Policy* section 1.22.1.

A. Searches

1. Upon admission to the segregation unit inmates will be strip searched in accordance with sections 10, 11 and 12 of the Correction Act Regulation (CAR). A search of personal effects will be conducted upon admission to the segregation unit.
2. Strip searches will be conducted in an area that maintains the inmate's dignity and will not be recorded on closed circuit television or a hand-held device.
3. When a segregation cell equipped with a camera is used as the location for a strip search, a temporary screen/shield must be used to cover the camera to ensure privacy. When the segregation holding cell (SG#21) is used for a strip search, the cell camera will be temporarily disabled s.15
4. The cell camera is to be temporarily disabled immediately prior to the strip search and enabled immediately upon the conclusion of the strip search.

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6. Inmates entering the segregation unit for purposes other than placement in the unit will be subject to a frisk search upon entry and departure.

B. Escorts

7. Upon admission to the segregation unit the escorting officer(s) will remain in segregation until the inmate has been admitted, searched, and secured in a segregation or holding cell. All information relevant to the inmate's status will be passed on to segregation or relief staff at this time.
8. The escorting officer(s) will turn over custody of the inmate(s) to the segregation officer(s) then provide security, backup, and observation while the segregation officer searches and secures the inmate in the assigned cell.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.22–20	<i>Chapter 1: Security and Control</i>

9. If more than one inmate is escorted to segregation at one time, they will be processed individually with the escorting officer(s) maintaining control of those waiting for processing.
10. Inmates confined under 17, 18, 19, 24 or 27 of the CAR require an officer escort when moving out of the segregation unit (e.g. to records, health care, etc.) Authorized restraints may be used during escorts based on the inmate's security needs or Special Handling Protocols, which are posted in the segregation staff office.
11. Staff will ensure Special Handling Protocols are reviewed prior to cell access or inmate escort from segregation.

C. Segregation Cell Inspection

12. Before an inmate is placed into a segregation cell an officer will thoroughly inspect the cell for contraband, cleanliness and security deficiencies.
13. A cell inspection will be completed daily by the segregation officers of the segregation unit.
14. Segregation cell cameras will be unobstructed at all times.
15. Before an inmate is released from a segregation cell an officer will thoroughly inspect the cell. The cell must be clean, and any new damage noted.
16. The Disciplinary Hearing Coordinator or in their absence, the Correctional Supervisor of Operations will determine what action is taken regarding any new damage noted at the time of inspection.

D. Inmate Exercise Periods

17. The Disciplinary Hearing Coordinator or in their absence, the Correctional Supervisor of Operations, in consultation with the segregation unit officers, will establish a schedule allowing for each inmate housed in the segregation unit to be provided an opportunity to be out of his cell for a minimum of two and a half hours in each twenty-four-hour period.
18. The correctional supervisor, with authorization from the Assistant Deputy Warden of Offender Management or in their absence, the Assistant Deputy Warden of Regulations, may terminate, suspend, or deny an inmate's exercise period if the inmate:
 - Is threatening another person;
 - Is causing a disturbance;
 - Is inciting others;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.22–21

- Is engaging in behaviour that jeopardizes the management, operation or security of the center.

19. If an inmate is not provided with their exercise period due to the circumstances noted above, the correctional supervisor will document the circumstances in the inmate's CORNET client log.
20. When an inmate declines his opportunity for an exercise period, the segregation officer will document the circumstances in the inmate's CORNET client log and will advise the Disciplinary Hearing Coordinator or in their absence the Correctional Supervisor of Operations.

E. Meals

21. Inmates in the segregation unit will be served all meals in their cells. Inmate will be provided plastic eating utensils and the daily allotment of condiments on a daily basis.

F. Mail

22. Inmates in the segregation unit will retain the same mail privileges as all other inmates.

G. Phone Calls

23. Inmates have access to a telephone during their exercise period.
24. When approved by a correctional supervisor, inmates may make legal calls outside of their exercise period as time permits and circumstances based on operational needs.

H. Cleanliness

25. Inmates are expected to maintain appropriate personal hygiene and cell cleanliness while in the segregation unit. Cells will be swept and mopped daily (where permitted). Floors, walls, ceilings and window sills will be kept clean. Sinks and toilets will be cleaned inside and out, beds will be made, and all garbage will be removed from cells during exercise periods.
26. Cleaning supplies will not be left out in the common areas of segregation from one exercise period to another. Staff will issue cleaning supplies to inmates during their exercise periods.
27. Inmates are expected to shower and change their clothing on a regular basis

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.22–22	<i>Chapter 1: Security and Control</i>

1.22.2. Segregation unit records

As set out in *Adult Custody Policy* section 1.22.2.

1. As set out in *Adult Custody Policy* section 1.22.2(1)
2. As set out in *Adult Custody Policy* section 1.22.2(2)
3. Segregation unit officers will ensure the segregation inmate roster is accurate and all inmates housed in the unit have current and active documentation which corresponds with their confinement status.
4. The segregation inmate roster will be updated each s.15 shift by the segregation officer and reviewed for accuracy by the s.15 shift Correctional Supervisor of Operations.
5. The segregation roster is forwarded by the ADW CCM to Administration on a s.15 basis for uploadings.15 for Headquarters.
6. The segregation inmate roster may be printed and provided to the following posts if required:
 - Segregation officer(s);
 - Disciplinary Hearing Coordinator;
 - Assistant Deputy Warden of Regulations;
 - Health Care;
 - Deputy Warden of Offender Management;
 - Assistant Deputy Warden of Offender Management.
7. Daily CORNET client log entries will be completed for each inmate housed in the segregation unit. Daily CORNET client log entries will be completed for all inmates housed in Segregation or on separate confinement status for the following:
 - Behavioural;
 - Ablutions;
 - Any entry that may relate specifically to the inmate's case/behavioural plan.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.23–23

1.22.3. Continuous confinement

As set out in *Adult Custody Policy* section 1.22.3

1.22.4. Segregation pending disciplinary hearing

As set out in *Adult Custody Policy* section 1.22.4.

1.22.5. Segregation for medical observation

As set out in *Adult Custody Policy* section 1.22.5.

1.22.6. Segregation for separate confinement

As set out in *Adult Custody Policy* section 1.22.6.

1.22.7. Minimum Time out of Segregation cell

As set out in *Adult Custody Policy* section 1.22.7.

1. The designate referred to in this paragraph is the ADW of CCM or Regulations.
2. As set out in *Adult Custody Policy* section 1.22.6(2).
3. As set out in *Adult Custody Policy* section 1.22.6(3).
4. The designate referred to in this paragraph is the ADW of CCM or Regulations.

1.22.8. Case Planning

As set out in *Adult Custody Policy* section 1.22.8

1.23. Separate Confinement (revised: Oct-22)

1.23.1. Authority

As set out in *Adult Custody Policy* section 1.23.1.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.23–24	<i>Chapter 1: Security and Control</i>

1.23.2. Introduction

As set out in *Adult Custody Policy* section 1.23.2.

1.23.3. Separate Confinement Records

As set out in *Adult Custody Policy* section 1.23.3.

1.23.4. Continuous confinement

As set out in *Adult Custody Policy* section 1.23.4.

1.23.5. Circumstances for separate confinement

As set out in *Adult Custody Policy* section 1.23.5

1.23.6. Types of separate confinement

As set out in *Adult Custody Policy* section 1.23.6.

The designate referred to in this section of Adult Custody Policy is the ADW of Regulations or CCM.

1.23.7. Separate confinement-short term

As set out in *Adult Custody Policy* section 1.23.7.

The designate referred to in this section is the ADW of Regulations or CCM.

1.23.8. Limitation

As set out in *Adult Custody Policy* section 1.23.8.

1.23.9. Notification

As set out in *Adult Custody Policy* section 1.23.9.

The “designate” referred to throughout this section of Adult Custody Policy is the ADW of CCM or Regulations.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.23–25

1.23.10. Separate confinement-longer term

As set out in *Adult Custody Policy* section 1.23.10.

1.23.11. Review of decision

As set out in *Adult Custody Policy* section 1.23.11.

The “designate” referred to throughout this section of Adult Custody Policy is the DW of CCM.

1.23.12. Separate confinement—voluntary

As set out in *Adult Custody Policy* section 1.23.12.

1. Authority for voluntary separate confinement is found in section 19 of the *Correction Act Regulation*.
2. If the warden or ADW of CCM and an individual in custody agree that the inmate may be at risk of serious harm in general population, then the individual in custody may be separately confined. Such an agreement must be confirmed in writing.
3. The s19 Notification Form is used, with a copy placed in the individual in custody’s record.
4. At any time, the individual in custody may request in writing a review of their separate confinement status.
5. The warden or DW of CCM (or an alternate DW in their absence) meets with the individual in custody at least once every 30 days to determine if voluntary separate confinement status will continue. The decision is confirmed in writing.

1.23.13. Right to terminate

As set out in *Adult Custody Policy* section 1.23.13.

1. The Assistant Deputy Warden of CCM or in their absence an Assistant Deputy Warden may at any time terminate the separate confinement of an inmate.

1.23.14. Access to health care services

As set out in *Adult Custody Policy* section 1.23.14.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.25–26	<i>Chapter 1: Security and Control</i>

1.23.15. Minimum time out of cell when on separate confinement

As set out in *Adult Custody Policy* section 1.23.15.

1. The warden or designate (ADW CCM) ensures an individual in custody is given the opportunity for daily time out of cell of at least two and a half hours, which includes:
 - Time for personal hygiene; and
 - Up to one hour of daily exercise in the open air if weather and security conditions allow.
2. As set out in *Adult Custody Policy* section 1.23.15(2).
3. As set out in *Adult Custody Policy* section 1.23.15(3)
4. If the individual in custody cannot be provided with the minimum time out of cell due to safety, security or operational concerns, the warden or designate (ADW CCM) is notified and the reasons are documented in the CORNET Client Log.

1.23.16. Case Planning

As set out in *Adult Custody Policy* section 1.23.16

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1.25. Lockdowns (revised: Nov-21)

Lockdowns are used in correctional centres as a safety and security measure. This includes planned lockdowns as well as lockdowns in response to a serious incident.

1.25.1. Purpose

As set out in *Adult Custody Policy* section 1.25.1.

1.25.2. Standards

As set out in *Adult Custody Policy* section 1.25.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.25–27

1. As set out in *Adult Custody Policy* section 1.25.2(1);
2. As set out in *Adult Custody Policy* section 1.25.2(2);
3. As set out in *Adult Custody Policy* section 1.25.2(3);
4. As set out in *Adult Custody Policy* section 1.25.2(4);
5. As set out in *Adult Custody Policy* section 1.25.2(5);
6. As set out in *Adult Custody Policy* section 1.25.2(6);
7. The assistant deputy warden of operations may re-deploy staff as needed to ensure continued Centre security, safety and Operational procedures can be maintained. This includes:
 - Visual checks will be conducted IAW with SOP;
 - Formal counts will be completed IAW with SOP;
 - Operations in Records will continue IAW with SOP unless otherwise directed by the Warden or DW of CCM;
 - OCP will continue to control movement within the Centre;
 - SSP will continue to control all perimeter access to the Centre;
 - Perimeter and security checks will continue during the lockdown period; and
 - Programs will be in compliance with section 1.25.3 of SOP unless otherwise directed by the Warden of DW of Programs.
8. As set out in *Adult Custody Policy* section 1.25.2(8).

1.25.3. Scheduled lockdowns

As set out in *Adult Custody Policy* section 1.25.3.

1. As set out in *Adult Custody Policy* section 1.25.3(1);
2. FRCC's established procedures are as follows:

A. Living unit unlock schedule

Secure:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.25–28	<i>Chapter 1: Security and Control</i>

Weekdays

0700 – 0930
 0950 – 1150
 1300 – 1345 (Mon, Wed, Fri)////1405 – 1600 (Tues & Wed)
 1620 – 1705
 1820 – 2000
 2020 – 2150

Weekend

1000 – 1150
 1300 – 1345
 1620 – 1705
 1820 – 2000
 2020 – 2150

Supported Integration Placement (SIP) Schedule

Weekdays Monday-Friday

Level	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14	15:00	16:00	17:00	18:00	19:00	20:00	21:00	21:50 >
1 4hrs	Unlocked 7:00-8:00				Unlocked 10:45-11:50					Unlocked 16:20-17:05			Unlocked 18:20-19:30			
2 5hrs	Unlocked 7:00-8:30				Unlocked 10:45-11:50					Unlocked 16:20-17:05			Unlocked 18:20-20:00			
3 6hrs	Unlocked 7:00-8:30				Unlocked 10:45-11:50				Unlocked 15:00-16:00	Unlocked 16:20-17:05			Unlocked 18:20-20:00			

Weekends and Statutory Holidays

Level	7:00	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	21:50 >
1 4hrs				Unlocked 10:00-11:50			Unlocked 13:00-13:45			Unlocked 16:20-17:05			Unlocked 18:20-19:00			
2 5hrs				Unlocked 10:00-11:50			Unlocked 13:00-13:45			Unlocked 16:20-17:05			Unlocked 18:20-20:00			
3 6hrs				Unlocked 10:00-11:50			Unlocked 13:00-13:45		Unlocked 15:00-16:00	Unlocked 16:20-17:05			Unlocked 18:20-20:00			

All SIP Inmates can attend yard. Declining yard during an unlock time is considered forfeiting time out of cell.

All SIP Inmates must lock up at scheduled times.

Living unit Officers will adjust time out of cell if unscheduled lockups occur. This does not include codes or living unit investigation lock downs.

If Gym period is during an unlock time SIP inmates can attend but must return to their cell for scheduled lock up times.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.25–29

1.25.4. Unscheduled lockdowns

As set out in *Adult Custody Policy* section 1.25.4.

1. As set out in *Adult Custody Policy* section 1.25.4(1);
2. As set out in *Adult Custody Policy* section 1.25.4(2). The designate referred to in this section is the ADW of Regulations;
3. As set out in *Adult Custody Policy* section 1.25.4(3);
4. As set out in *Adult Custody Policy* section 1.25.4(4);
5. FRCC's established procedures are as follows:

A. Living Unit Investigations

1. A Correctional Supervisor (CS) may, with a manager's authorization, secure a unit for the purpose of a unit investigation.
2. Investigation situations may include, but are not limited to, the following:
 - An assault and/or a pattern of assaults on inmates that would indicate the safety of others may be at risk;
 - A staff assault or threat that would indicate that the safety of others may be at risk;
 - Information has been received that significant contraband is present on the unit; or
 - There is reason to believe that inmates on the unit are being subjected to intimidation and/or victimization by their peers

B. Correctional Supervisor Responsibilities

1. The CS responsible for the unit investigation will supervise the investigative process and the location where the interviews are taking place.
2. The CS will assign investigating officers and support staff for the investigation.
3. The CS will ensure unit officers conduct unit counts, checks and other necessary duties while the investigation is being conducted.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.25–30	<i>Chapter 1: Security and Control</i>

4. In consultation with the ADW of Regulations and unit staff, the CS will establish the approach/questioning for the investigation.
5. The CS will review the following information with the investigation officer prior to conducting the investigation:

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6. The CS is expected to keep the ADW of Regulations informed of the progress of the investigation and any findings.
7. Should the investigation extend past the end of the CS's shift, all information gathered during the investigation will be organized in such a way that the investigation can be easily continued by the next shift.
8. The CS will ensure all documentation (including DVMS recordings saved) is compiled and that a summary of the investigation is forwarded to the Management and Supervisory groups via email.

C. Living Unit Officer Responsibilities

1. The living unit officer will ensure the unit is locked up, a name and face count is conducted and all cell door windows are covered.
2. The living unit officer will be responsible for unit counts, unit checks, meal distribution and movements on and off the unit. The living unit will remain locked during meal distribution and inmates will have their meals delivered to their cells.
3. The living unit officer will assist the investigating officer whenever possible.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 1: Security and Control</i>	Page 1.25–31

4. All requests by inmates to come out of their cells (i.e. for legal calls, showers, etc.) will be relayed to a CS for approval.

D. Interview Process

1. All inmates will be escorted to and from the location determined to be most appropriate for completing the interview. This will be determined by the CS in charge, in consultation with the ADW of Regulations.
2. When conducting interviews, all cell and interview room windows will be covered.
3. All inmates must be interviewed and must remain in the interview room for between 5-10 minutes (exact time on each investigation to be determined prior to the commencement of the interviews).
4. All responses will be recorded in writing by the investigating officer.
5. The investigating officer will inform the CS of any delays or interruptions in the interview process.

E. Documentation

1. Each investigating officer will ensure the living unit investigation report is updated, adding the details of their actions/interviews completed prior to the end of their shift.
2. At the completion of the investigation, the CS will assign an ICON report (supplemental if an ICON already exists or a primary ICON report if there is not an existing ICON report) for the investigation findings to the current investigating officer.
3. The CS assigned to the investigation will complete the review portion of the ICON report once the investigation is complete. The ICON review will include actions taken as part of the outcome of the investigation.
4. All inmates identified as being involved in events leading up to the investigation will have the findings of the investigation documented on their client logs.
5. The CS will ensure the approved Living Unit Investigation Report template is used for the investigation. The template can be found on the FRCC CorrPoint Collaboration site.

F. Unit Frisk

1. A unit frisk may be conducted as part of the unit investigation.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 1.25–32	<i>Chapter 1: Security and Control</i>

2. The timing of the unit frisk will be determined by the CS and the ADW of Regulations.

G. Conclusion of Investigation

Once the investigation is complete and follow up action has been taken, the unit will be unlocked and returned to regular unit program in consultation with the manager on site.

1.25.5. Programming during lockdowns

As set out in *Adult Custody Policy* section 1.25.5.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.1–1

2. Emergency Situations

2.1. Contingency Planning (revised: Dec-22)

2.1.1. Contingency plans

As set out in *Adult Custody Policy* section 2.1.1.
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2.1.2. Contingency plans review

As set out in *Adult Custody Policy* section 2.1.2.

FRCC Contingency Plan Standard Operating Procedures will be reviewed annually, typically at the start of the new calendar year by the Assistant Deputy Warden of Standards or in their absence an available manager.

2.1.3. Methods

As set out in *Adult Custody Policy* section 2.1.3.

2.1.4. Command and control issues

As set out in *Adult Custody Policy* section 2.1.4.

A. Command Centre

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B. Purpose

The purpose of initiating the command centre for response strategies is to ensure:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.1–2	<i>Chapter 2: Emergency Situations</i>

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2.1.5. Personal alarm procedures

As set out in *Adult Custody Policy* section 2.1.5.

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.1–3

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A. Records posts

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B. Supervisor Responsibility

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.1–4	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.1–5

F. Designated Responders

Staff identified as designated responders on the Daily Roster shall respond to the area announced by OCP to provide support as required. The responders are also identified by the Scheduler during Muster.

G. PAT Inventory

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2.1.6. Response strategy for emergencies

As set out in *Adult Custody Policy* section 2.1.6.

A. Evacuation Procedures

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.1–6	<i>Chapter 2: Emergency Situations</i>

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B. Egress Routes

Evacuation routes will be posted in each living unit and program area. The manager on scene or on-call manager, or in their absence the s.15 has the authority to re-route the evacuation as necessary based on the circumstances.

2.1.7. Initial reaction and notification

As set out in *Adult Custody Policy* section 2.1.7.

Upon notification of a significant event and once any immediate risk is controlled the Correctional Supervisor in charge is to immediately begin gathering and safeguarding, when reasonable, all relevant information including logs, files, reports and / or statements, photographs or video.

The Assistant Deputy Warden of Regulations will notify the on-call manager if after hours, the Correctional Supervisor of Operations will notify the on-call manager immediately for all critical incidents identified in the BC Corrections Branch Adult Custody Policy, including:

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.1–7

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.1–8	<i>Chapter 2: Emergency Situations</i>

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2.1.8. Command centre operations

As set out in *Adult Custody Policy* section 2.1.8.

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2.1.9. Resource assembly, staff deployment and post assignments

As set out in *Adult Custody Policy* section 2.1.9.

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2.1.10. Accounting for staff and inmates

As set out in *Adult Custody Policy* section 2.1.10.

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2.1.11. Physical plant and utilities

As set out in *Adult Custody Policy* section 2.1.11.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.1–9

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2.1.12. Emergency and tactical equipment

As set out in *Adult Custody Policy* section 2.1.12.

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2.1.13. Notification requirements

As set out in *Adult Custody Policy* section 2.1.13.

1. The designate referred to in this paragraph is any available Deputy Warden, or in their absence, the On Call Manager;
2. As set out in *Adult Custody Policy* section 2.1.13(2);
3. As set out in *Adult Custody Policy* section 2.1.13(3);
4. When the Provincial Director, Adult Custody Division, cannot be contacted, the Corrections Branch headquarters on-call manager is contacted.

2.1.14. Media relations

As set out in *Adult Custody Policy* section 2.1.14.

2.1.15. Post-incident information gathering and reporting requirements

As set out in *Adult Custody Policy* section 2.1.15.

2.1.16. Post-emergency responsibilities

As set out in *Adult Custody Policy* section 2.1.16.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.1–10	<i>Chapter 2: Emergency Situations</i>

2.1.17. Training

As set out in *Adult Custody Policy* section 2.1.17.

2.1.18. Investigation and reporting

As set out in *Adult Custody Policy* section 2.1.18.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–1

2.2. Emergency Response Codes (revised: Aug-21)

2.2.1. Emergency response codes

As set out in *Adult Custody Policy* section 2.2.1.

2.2.2. Local policy

As set out in *Adult Custody Policy* section 2.2.2.

A. Code Yellow

1. Code Yellow Definition

A code yellow will be called under the following circumstances:

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2-2	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–3

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2–4	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–5

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B. Code Blue

1. Code Blue – Definition

“Code Blue” is the designated call for any serious medical emergency including suicide, attempted suicide or potential overdose requiring the immediate presence of a FRCC Health Care Professional.

- Health Care personnel will respond to code blue announcements between the hours of s.15
- The s.15 will respond to code blue announcements with no on-site medical support between the hours of s.15

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2–6	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–7

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2–8	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–9

s.15

C. Code Red

1. Code Red - Definitions

- “*walk-away*” - When an inmate who is supervised on a work crew outside the secure perimeter of the centre on-grounds, or off-grounds, leaves his designated work site and becomes unlawfully at large.
- Also pertains to unrestrained supervised escorts s.15 inmates in the loading dock area, and housed in Sierra House.
- “*escape*” - When an inmate escapes lawful custody from within the secure perimeter of the centre or from a restrained supervised escort.
- “*prison breach*” - when an inmate uses force or violence to break out of the secure perimeter of the Centre.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2–10	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–11

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2–12	<i>Chapter 2: Emergency Situations</i>

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.2–13

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.2–14	<i>Chapter 2: Emergency Situations</i>

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2.2.3. Digital video recording

As set out in *Adult Custody Policy* section 2.2.3.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.3–1

2.3. Tactical Operations (revised: June-19)

2.3.1. Tactical squads

As set out in *Adult Custody Policy* section 2.3.1.

1. The Deputy Warden of Operations will oversee training, management and operation of the FRCD ERT.

When selecting staff for duty on tactical teams an expression of interest for the FRCD ERT is sent to all staff for consideration.

2. Potential candidates must successfully complete the following:

- physical try-out;
- suitability interview;
- review of past work performance.

Successful applicant numbers are based on current operational needs of the team.

3. FRCD ERT Recruit training is facilitated by the ERT commander on site at FRCC, with the exception of live munitions training, which is facilitated by a trained and qualified FRCD ERT munitions officer.
4. Contingency Plans have been developed and reviewed which include procedures to gain assistance of other agencies.

2.3.2. Tactical team guidelines

As set out in *Adult Custody Policy* section 2.3.2.

Oversight of Tactical Team training management and operation of the ERT is by the Deputy Warden of Operations.

2.3.3. Tactical team equipment

As set out in *Adult Custody Policy* section 2.3.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.4–2	<i>Chapter 2: Emergency Situations</i>

2.3.4. Deployment of tactical squads

As set out in *Adult Custody Policy* section 2.3.4.

1. Tactical squads are deployed on the authority of a Warden or in their absence, the DW of Operations. After hours the On Call Manager shall be contacted for authorization.
2. Once activated, the tactical team is under the authority of the team commander, who reports to the warden until the situation is resolved.
3. The warden or designate (Deputy Warden of Operations during working hours and On Call Manager after hours) notifies the provincial director, Adult Custody Division, and local police (when necessary), as soon as possible, describing the disturbance and measures anticipated for control and resolution. Refer to section 2.1, Contingency Plans and section 2.13, Critical Incidents Notification Requirements.

2.4. Cell Entry and Extractions (revised: Jan-23)

2.4.1. Purpose of policy

As set out in *Adult Custody Policy* section 2.4.1.

2.4.2. Establishment of cell entry and extraction teams

As set out in *Adult Custody Policy* section 2.4.2.

The designate referred to in this section of ACP is the DW of Operations, or in their absence the ADW of Regulations.

1. Prior to deployment, the team leader ensures that each member is:
 - Properly equipped;
 - Informed regarding the situation and inmate background; and
 - Briefed on tactics to be employed.
2. All actions by the CEE team from the beginning with the briefing and continuing until the inmate is secured at the new destination, are to be videotaped with the time counter operating. (Note: The officer in charge will review all video of the incident and download all relevant DVMS footage in its entirety.)
3. The CEE team leader will direct the team according to procedures established in training.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.4–3

4. The inmate is instructed by the Team Leader to:
 - Cease non-compliant behaviour;
 - Surrender weapons; and
 - Dismantle/remove barricades.
5. The Team Leader will advise the inmate(s) that failure to comply with the CEE team instructions will result in use of force.
6. The CEE team is to remove the inmate from the cell or area, according to procedures established in training.

2.4.3. Authority

As set out in *Adult Custody Policy* section 2.4.3.

CEE teams are deployed under authority of the warden, DW of Operations, or in their absence the ADW of Regulations or manager on call.

2.4.4. Deployment

As set out in *Adult Custody Policy* section 2.4.4.

2.4.5. Warning

As set out in *Adult Custody Policy* section 2.4.5.

1. Prior to deploying the cell entry and extraction (CEE) team, the Warden, Assistant Deputy Warden of Regulations, or in their absence an available manager on duty informs the inmate that additional non-compliance may result in deployment of a CEE team.
2. The Emergency Response Team leader will also verbally inform the inmate two additional (2) times prior to CEE operations that additional non-compliance may result in the deployment of a CEE team.

2.4.6. Team composition

As set out in *Adult Custody Policy* section 2.4.6.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.4–4	<i>Chapter 2: Emergency Situations</i>

2.4.7. Equipment

As set out in *Adult Custody Policy* section 2.4.7.

2.4.8. Briefing

As set out in *Adult Custody Policy* section 2.4.8.

In addition to actions to be completed in this section, a formal video briefing will also be completed by an Assistant Deputy Warden of Regulations prior to the commencement of the cell entry.

2.4.9. Area preparation

As set out in *Adult Custody Policy* section 2.4.9.

2.4.10. Preparation of destination

As set out in *Adult Custody Policy* section 2.4.10.

2.4.11. Procedure

As set out in *Adult Custody Policy* section 2.4.11.

2.4.12. Secure escort

As set out in *Adult Custody Policy* section 2.4.12.

2.4.13. Removal of restraints

As set out in *Adult Custody Policy* section 2.4.13.

2.4.14. Chemical irritant

As set out in *Adult Custody Policy* sections 2.4.14 and 1.3.18.

2.4.15. Reports

As set out in *Adult Custody Policy* section 2.4.15.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.4–5

1. As set out in *Adult Custody Policy* section 2.4.15(1);
2. As set out in *Adult Custody Policy* section 2.4.15(2);
3. As set out in *Adult Custody Policy* section 2.4.15(3). The designate is the ADW of Regulations;
4. As set out in *Adult Custody Policy* section 2.4.15(4);
5. As set out in *Adult Custody Policy* section 2.4.15(5);
6. As set out in *Adult Custody Policy* section 2.4.15(6). The designate is the DW of Operations.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.5–1

2.5. Escapes and Prison Breaches (revised: Jun-22)

2.5.1. Definition

As set out in *Adult Custody Policy* section 2.5.1.

2.5.2. Escape and prison breach response plan

As set out in *Adult Custody Policy* section 2.5.2.

2.5.3. Contents of escape and prison breach response plan

As set out in *Adult Custody Policy* section 2.5.3.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.6–2	<i>Chapter 2: Emergency Situations</i>

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2.5.4. Duration of search

As set out in *Adult Custody Policy* section 2.5.4.

2.5.5. Notification of escape or prison breach

As set out in *Adult Custody Policy* section 2.5.5.

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2.5.6. Report to the provincial director

As set out in *Adult Custody Policy* section 2.5.7.

2.6. Hostage Taking

2.6.1. Introduction

As set out in *Adult Custody Policy* section 2.6.1.

2.6.2. Hostage taking response plan

As set out in *Adult Custody Policy* section 2.6.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.6–3

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A. Incident Commander:

- The incident commander's responsibility is the overall management of the incident;

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B. Operations Section Chief:

- Maintain close communication with the incident commander;
- Manage tactical operations;

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.6–4	<i>Chapter 2: Emergency Situations</i>

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C. Planning Section Chief:

- Collect and process situation information about the incident;

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.6–5

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D. Logistics Section Chief:

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E. Liaison Officer:

- The contact person for outside agencies;
- Maintain a list of assisting and cooperating agencies and agency representatives.

F. Safety officer:

When possible, this role is assigned to a member of the FRCC JOHS committee;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.6–6	<i>Chapter 2: Emergency Situations</i>

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G. Information Officer:

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H. Finance/Administration Section Chief:

- The Finance/Administration section chief is responsible of managing all financial aspects of an incident;

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I. Institutional Activity

- The manager in charge of incident command may order all non-correctional personnel from the crisis area and any other area deemed necessary. All inmates in the centre are secured in their cells.
- The incident commander establishes required staff resources to manage the incident and may arrange for additional staff to be called in as deemed necessary.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.6–7

J. Unit Telephones

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K. Failed Negotiations

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L. News Media

Unless authorized, staff do not speak to the media. The appointed branch media spokesperson is responsible for providing the media with approved news releases.

In the event of a critical incident the designated area for the media to assemble may at the discretion of the crisis manager.

2.6.3. Police involvement

As set out in *Adult Custody Policy* section 2.6.3.

The designate referred to in this section is the DW of Operations, ADW of Regulations or Manager/Supervisor in charge of Incident Command.

2.6.4. Resources provided to police

As set out in *Adult Custody Policy* sections 2.6.4 and 2.9

2.6.5. Role of warden

As set out in *Adult Custody Policy* section 2.6.5.

The designate referred to in this section is the DW of Operations, or in their absence, the ADW of Regulations.

2.6.6. Notification of hostage taking

As set out in *Adult Custody Policy* section 2.6.6 and 2.13.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.8–8	<i>Chapter 2: Emergency Situations</i>

2.7. Suppression of Riot

2.7.1. Authority

As set out in *Adult Custody Policy* section 2.7.1.

2.7.2. Riot control plan

As set out in *Adult Custody Policy* section 2.7.2.

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2.7.3. Objectives

As set out in *Adult Custody Policy* section 2.7.3.

2.7.4. Role functions

As set out in *Adult Custody Policy* section 2.7.4.

2.7.5. Notification of riot

As set out in *Adult Custody Policy* sections 2.7.5 and 2.13.

2.8. Bombs and Bio-terrorist Threats

2.8.1. General

As set out in *Adult Custody Policy* section 2.8.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.8–9

2.8.2. Threat response plan

As set out in *Adult Custody Policy* section 2.8.2.

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2.8.3. Threat responses—by telephone

As set out in *Adult Custody Policy* section 2.8.3.

1. As set out in *Adult Custody Policy* section 2.8.3(1)
2. As set out in *Adult Custody Policy* section 2.8.3(2)
3. As set out in *Adult Custody Policy* section 2.8.3(3)
4. As set out in *Adult Custody Policy* section 2.8.3(4). The designate referred to in this paragraph is the ADW of Regulations, or in their absence, the On Call manager.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.8–10	<i>Chapter 2: Emergency Situations</i>

5. As set out in *Adult Custody Policy* section 2.8.3(5)

2.8.4. Threat responses—written notes or letters, and confidential information from an inmate

As set out in *Adult Custody Policy* section 2.8.4.

1. The designate referred to in this section is the ADW of Operations who will also advise the DW of Operations, or in his absence any available Deputy Warden.

2.8.5. Searching and locating

As set out in *Adult Custody Policy* section 2.8.5.

2.8.6. Notification

As set out in *Adult Custody Policy* section 2.8.5.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.9–1

2.9. Police and Canadian Forces Assistance

2.9.1. General

As set out in *Adult Custody Policy* section 2.9.1.

2.9.2. Police assistance—general

As set out in *Adult Custody Policy* section 2.9.2.

2.9.3. Role functions—police and corrections

As set out in *Adult Custody Policy* section 2.9.3.

1. Correctional centres establish protocols and procedures, in consultation with local police departments. These procedures describe the roles and authority of police and correctional personnel when police provide assistance.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.9–2	<i>Chapter 2: Emergency Situations</i>

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2.9.4. Canadian Forces assistance—general

As set out in *Adult Custody Policy* section 2.9.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.11–3

2.10. Protection of Evidence (revised: Dec-22)

2.10.1. Critical incident

As set out in *Adult Custody Policy* sections 2.10.1 and 2.13.2.

2.10.2. Responsibility

As set out in *Adult Custody Policy* section 2.10.2.

2.10.3. Appointment of scribe

As set out in *Adult Custody Policy* section 2.10.3.

1. As soon as a critical incident occurs, the Warden, or in their absence, an available manager or, in their absence or the Correctional Supervisor of Operations appoints an officer to transcribe.
2. The transcribing officer records events related to the critical incident.
3. The prepared record may include a written record and/ or videotape.

2.10.4. Evidence

As set out in *Adult Custody Policy* section 2.10.4.

2.10.5. Written reports

As set out in *Adult Custody Policy* section 2.10.5.

2.11. Rights on Arrest or Detention

2.11.1. Authority

As set out in *Adult Custody Policy* section 2.11.1.

2.11.2. Applicability of section 10 of the Charter

As set out in *Adult Custody Policy* section 2.11.2.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.11–4	<i>Chapter 2: Emergency Situations</i>

2.11.3. Information to be given

As set out in *Adult Custody Policy* section 2.11.3.

2.11.4. Opportunity to contact lawyer

As set out in *Adult Custody Policy* section 2.11.4.

2.11.5. Voluntary statements received from inmates

As set out in *Adult Custody Policy* section 2.11.5.

2.11.6. Sample card

As set out in *Adult Custody Policy* section 2.11.6.

2.11.7. Police

As set out in *Adult Custody Policy* section 2.11.7.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.13–1

2.12. External Charges (revised: Nov-22)

2.12.1. Introduction

As set out in *Adult Custody Policy* section 2.12.1.

2.12.2. Warden's discretion

As set out in *Adult Custody Policy* section 2.12.2.

1. A warden, or a delegated manager determines in consultation with police and/ or Crown counsel when external charges are filed.
2. While staff may independently swear an information at any time, the warden, or a manager is informed prior to laying charges.

2.12.3. Police investigation

As set out in *Adult Custody Policy* section 2.12.3.

2.12.4. Staff-laid charges

As set out in *Adult Custody Policy* section 2.12.4.

2.12.5. Individual in custody-laid charges

As set out in *Adult Custody Policy* section 2.12.5

2.12.6. Protection of evidence

As set out in *Adult Custody Policy* sections 2.12.6 and 2.10.

2.13. Critical Incidents Notification Requirements (revised: Oct-19)

2.13.1. Immediate telephone notification of provincial director

As set out in *Adult Custody Policy* section 2.13.1 and section 2.10 Protection of Evidence.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.13–2	<i>Chapter 2: Emergency Situations</i>

1. The warden or in their absence the senior manager acting on behalf of the warden phones the provincial director, Adult Custody Division, as soon as possible for incidents outlined in section 2.13.2, and provides a brief written summary within two hours. When the provincial director, Adult Custody Division, cannot be contacted, the Corrections Branch headquarters on-call manager is contacted.
2. The provincial director, Adult Custody Division, or designate is responsible for notifying the assistant deputy minister, Corrections Branch, for incidents outlined in section 2.13.2.
3. Following notification and the end of the incident, involved staff prepare written reports prior to going off-shift. Refer to section 2.3, Critical Incidents Investigation and Reporting, in the *Management Services Policy Manual* and *Incident Form Quick Reference Guide*.

2.13.2. Incidents requiring notification

As set out in *Adult Custody Policy* section 2.13.2

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.13–3

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2.13.3. Notification by next working day

As set out in *Adult Custody Policy* section 2.13.3.

1. The following incidents are reported by the warden or in their absence the senior manager acting on behalf of the warden to the provincial director, Adult Custody Division or designate, no later than commencement of the next working day:

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2. Written reports follow, as outlined in section 2.13.1.

2.13.4. Job action or work stoppage

As set out in *Adult Custody Policy* section 2.13.4.

2.13.5. Copies of reports

As set out in *Adult Custody Policy* section 2.13.5.

2.13.6. Notice to the director, Investigation and Standards Office

As set out in *Adult Custody Policy* sections 2.13.6 and 2.13.2.

2.13.7. Notice to supervising parole office

As set out in *Adult Custody Policy* sections 2.13.6 and 2.13.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 2.14–1

2.14. Inmate Death/ Coroner's Inquest (revised: Jul-20)

2.14.1. Coroner's inquest—purpose

As set out in *Adult Custody Policy* section 2.14.1.

2.14.2. Requirement to report to coroner

As set out in *Adult Custody Policy* section 2.14.2.

2.14.3. Coroner's inquest

As set out in *Adult Custody Policy* section 2.14.3.

2.14.4. Interference with body

As set out in *Adult Custody Policy* section 2.14.4.

2.14.5. Presumption of death

As set out in *Adult Custody Policy* section 2.14.5.

2.14.6. Protection of scene

As set out in *Adult Custody Policy* section 2.14.6.

1. As set out in *Adult Custody Policy* section 2.14.6(1).
2. As set out in *Adult Custody Policy* section 2.14.6(2).
3. As set out in *Adult Custody Policy* section 2.14.6(3).
4. As set out in *Adult Custody Policy* section 2.14.6(4).
5. As set out in *Adult Custody Policy* section 2.14.6(5).
6. Photographs or video recordings will include details including location, time, subject matter, and name of the photographer.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.14–2	<i>Chapter 2: Emergency Situations</i>

7. Attending Correctional staff is to provide supervision until the body is released to the Coroner.

A. Responsibilities of Control Staff

The control officer, once advised by a supervisor, shall s.15
s.15 The control officer is to log all activities on the control log book as they occur.

B. Responsibilities of Correctional Supervisor

The Correctional Supervisor of Operations, being a primary responder, shall assess the situation and report it immediately to the Assistant Deputy Warden or responding manager on site. The Correctional Supervisor of Operations will ensure the security of the scene and take all necessary steps to expedite first aid, and or emergency services access to the victim.

The immediate location of the incident shall be s.15
s.15 The scene shall be protected for the purposes of collecting evidence.

C. Responsibilities of Assistant Deputy Warden of Regulations

The Assistant Deputy Warden of Regulations or in their absence a Correctional Supervisor of Operations, after observing the situation shall report the incident to the warden as soon as practical. The Assistant Deputy Warden of Regulations shall continue to provide updates as necessary.

D. Documentation

An investigating officer shall be assigned by the Assistant Deputy Warden of Regulations or in their absence the manager on site.

The officer shall be responsible for:

- Collecting all evidence relevant to the event;
- Collecting written reports;
- Taking pertinent photographs;
- Conducting interviews;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 2.14–3

- preserving DVMS relevant to the investigation and printed reports from control centres;
- Liaising with other agencies (police, coroner, etc.) And providing them access to staff, inmates or other resources, as required
- Ensuring post incident debrief (including CIRT) is conducted for staff.

E. Inmate Management Post Incident

Following an incident involving a death or serious injury to an inmate a review will be conducted under the direction of the Assistant Deputy Warden of Regulations to determine if mental health or post incident support is required for any other inmate impacted by the incident.

2.14.7. Notifications when inmate dies

As set out in *Adult Custody Policy* section 2.14.7.

1. When an inmate dies, the following individuals and authorities are notified:

- Police;
- Coroner;
- Chaplain;
- Next of kin, according to section 9.15.1; and
- Provincial director, Adult Custody Division.

In cases where the chaplain has developed a prior relationship with the inmate's next of kin, the chaplain will consult with local police or RCMP to determine the most appropriate course of action for notifying next of kin in an expedient and compassionate manner.

2. The provincial director, Adult Custody Division, or designate notifies the following individuals of the inmate's death:

- Assistant deputy minister, Corrections Branch or designate;
- Director, Programs and Strategic Services, Corrections Branch
- Medical Director, Corrections Branch;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 2.14–4	<i>Chapter 2: Emergency Situations</i>

- Director, Mental Health Services, Corrections Branch;
- Corrections Branch counsel; and
- Director, Investigation and Standards Office.

2.14.8. Reports

As set out in *Adult Custody Policy* section 2.14.8.

2.14.9. Photographs or video recordings

As set out in *Adult Custody Policy* section 2.14.9.

2.14.10.Retention of records

As set out in *Adult Custody Policy* section 2.14.10.

2.14.11.Documentation

As set out in *Adult Custody Policy* section 2.14.11.

2.14.12.Property

As set out in *Adult Custody Policy* section 2.14.12.

2.14.13.Staff receiving subpoenas

As set out in *Adult Custody Policy* section 2.14.13.

2.14.14.Notification of Corrections Branch headquarters

As set out in *Adult Custody Policy* section 2.14.14.

2.14.15.Legal counsel

As set out in *Adult Custody Policy* section 2.14.15.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 2: Emergency Situations</i>	Page 3.1–5

3. Admission and Discharge

3.1. Sentence Administration (revised Jan-21)

3.1.1. Purpose of policy

As set out in *Adult Custody Policy* section 3.1.1.

3.1.2. Duties of records supervisors

As set out in *Adult Custody Policy* section 3.1.2.

3.1.3. Additional procedures

As set out in *Adult Custody Policy* section 3.1.3.

3.1.4. Long term offender dispositions/supervision orders

As set out in *Adult Custody Policy* section 3.1.5.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.3–1

3.2. Authority for Accepting Individuals (revised: Jul-21)

3.2.1. Holding documents

As set out in *Adult Custody Policy* section 3.2.1.

3.2.2. National parole suspension/ revocation from another province

As set out in *Adult Custody Policy* section 3.2.2.

3.2.3. Authority for accepting inmates—medical certificate

As set out in *Adult Custody Policy* section 3.2.3.

3.2.4. Ambiguous warrants

As set out in *Adult Custody Policy* section 3.2.4.

3.2.5. Warrants naming a specific correctional centre

As set out in *Adult Custody Policy* section 3.2.5.

3.3. Records Procedures (revised: Jul-21)

3.3.1. Provincial case file checks

As set out in *Adult Custody Policy* section 3.3.1.

3.3.2. CORNET client history not operational

As set out in *Adult Custody Policy* section 3.3.2.

3.3.3. Duplicate C.S. numbers

As set out in *Adult Custody Policy* section 3.3.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.3–2	<i>Chapter 3: Admission and Discharge</i>

3.3.4. Hospital coverage

As set out in *Adult Custody Policy* section 3.3.4.

3.3.5. Immigration and refugee board query

As set out in *Adult Custody Policy* section 3.3.5.

3.3.6. Canadian Police Information Centre (CPIC) checks

As set out in *Adult Custody Policy* section 3.3.6.

1. As set out in *Adult Custody Policy* section 3.3.6(1).
2. The designate for this section is the Assistant Deputy Warden of A&D;
3. The designate for this section is the Assistant Deputy Warden of A&D;
4. Records supervisors identify authorized CPIC users on the RCMP access spreadsheet. This spreadsheet is maintained and forwarded to CPIC whenever changes to the list occur.
5. As set out in *Adult Custody Policy* section 3.3.6(5).
6. As set out in *Adult Custody Policy* section 3.3.6(6).
7. As set out in *Adult Custody Policy* section 3.3.6(7).
8. As set out in *Adult Custody Policy* section 3.3.6(8).
9. As set out in *Adult Custody Policy* section 3.3.6(9).
10. As set out in *Adult Custody Policy* section 3.3.6(10).
11. As set out in *Adult Custody Policy* section 3.3.6(11).

3.3.7. Notification made to High Risk Offender Identification Program (HROIP)

As set out in *Adult Custody Policy* section 3.3.7.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.3–3

3.3.8. CORNET Notification slate

As set out in *Adult Custody Policy* section 3.3.8.

3.3.9. Indigenous Individuals and Supported Community Reintegration

As set out in *Adult Custody Policy* section 3.3.9.

3.3.10. CORNET image capture

As set out in *Adult Custody Policy* section 3.3.10.

3.3.11. CORNET image capture standards

As set out in *Adult Custody Policy* section 3.3.11.

3.3.12. CORNET Image Capture Photo Line-Up

As set out in *Adult Custody Policy* section 3.3.12.

3.3.13. Biometric enrolment

As set out in *Adult Custody Policy* section 3.3.13.

3.3.14. Biometric enrolment standards

As set out in *Adult Custody Policy* section 3.3.14.

3.3.15. Biometric verification prior to court movement, transfer, escort, and release

As set out in *Adult Custody Policy* section 3.3.15.

3.3.16. CORNET sheriff escort request slate

As set out in *Adult Custody Policy* section 3.3.16.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.4–1

3.4. Warrants and Slate Management (revised: Aug-15)

3.4.1. Interpretation of warrants

As set out in *Adult Custody Policy* section 3.4.1.

3.4.2. Interpretation of warrants/ sentence calculation

As set out in *Adult Custody Policy* section 3.4.2.

3.4.3. Interpreting warrants

As set out in *Adult Custody Policy* section 3.4.3.

3.4.4. Remand warrant

As set out in *Adult Custody Policy* section 3.4.4.

3.4.5. Warrant for committal

As set out in *Adult Custody Policy* section 3.4.5.

3.4.6. Advice after committal for trial

As set out in *Adult Custody Policy* section 3.4.6.

3.4.7. Warrant of committal upon conviction

As set out in *Adult Custody Policy* section 3.4.7.

3.4.8. Order for attendance of the inmate

As set out in *Adult Custody Policy* section 3.4.8.

3.4.9. Executing warrants

As set out in *Adult Custody Policy* section 3.4.9.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.4–2	<i>Chapter 3: Admission and Discharge</i>

3.4.10. Judge's letter interpreting warrants

As set out in *Adult Custody Policy* section 3.4.10.

3.4.11. Notification of the results of an appeal

As set out in *Adult Custody Policy* section 3.4.11.

3.4.12. CORNET—JUSTIN integration

As set out in *Adult Custody Policy* section 3.4.12.

3.4.13. JUSTIN documents default to correctional centre locations

As set out in *Adult Custody Policy* section 3.4.13.

3.4.14. Documents available for transfer from JUSTIN

As set out in *Adult Custody Policy* section 3.4.14.

3.4.15. Documents that do not appear on the JUSTIN documents slate

As set out in *Adult Custody Policy* section 3.4.15.

3.4.16. JUSTIN Documents slate management

As set out in *Adult Custody Policy* section 3.4.16.

3.4.17. Deleting JUSTIN documents from the slate

As set out in *Adult Custody Policy* section 3.4.17.

3.4.18. Documents appearing on the JUSTIN Documents slate when the centre is not responsible for the inmate

As set out in *Adult Custody Policy* section 3.4.18.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.5–3

3.4.19. Retrieving documents from another centre's JUSTIN Documents slate

As set out in *Adult Custody Policy* section 3.4.19.

3.4.20. Records officers slate management and related responsibilities

As set out in *Adult Custody Policy* section 3.4.20.

3.4.21. JUSTIN Accused History Report

As set out in *Adult Custody Policy* section 3.4.21.

3.5. Inmate Clothing and Personal Effects (revised: Jul-20)

3.5.1. Definitions

As set out in *Adult Custody Policy* section 3.5.1.

3.5.2. Acceptance of inmate effects

As set out in *Adult Custody Policy* section 3.5.2.

1. As set out in *Adult Custody Policy* section 3.5.2(1)
2. As set out in *Adult Custody Policy* section 3.5.2(2)
3. As set out in *Adult Custody Policy* section 3.5.2(3)
4. As set out in *Adult Custody Policy* section 3.5.2(4)
5. As set out in *Adult Custody Policy* section 3.5.2(5)
6. As set out in *Adult Custody Policy* section 3.5.2(6)
7. All personal property not given to an inmate during initial intake, and items subsequently received, will be itemized on the Effects Summary and Effects Intake screens in CORNET.
8. The effects screen will be completed during the admissions phase at the initial receiving Centre. All clothing and other personal property will be itemized on the form.
9. When itemizing personal effects, staff will note:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.5–4	<i>Chapter 3: Admission and Discharge</i>

- colours (note: items of jewellery that appear to be gold/silver should be marked as yellow/grey respectively;
 - condition (new, used, poor);
 - brand names.
10. After all effects have been recorded, the inmate and staff sign the printed Client Personal Effects Report indicating the list to be complete and accurate.
 11. All inmate clothing and personal effects will be stored in the blue effects bags. Clothing will be placed directly in the effects bag. Personal property (i.e. wallets, jewellery, ID) will be placed in a sealed clear plastic bag and then placed in the effects bag. The blue effects bag will be zipped up, and the zipper will be secured with a numbered security tag. The number on the security tag will be recorded on the effects screen. The effects bags will be stored ^{s.15}
 12. Any clothing and/or personal effects that do not fit in the effects bag will be secured in a clearly labelled box and placed on the storage rack in the vicinity of the corresponding inmate's effect bag(s).
 13. Sealed effects bags received when an inmate transfers to FRCC from another Correctional Centre will not be opened. These bags will be stored directly in the ^{s.15}
Staff will document "one sealed blue effects bag" and will also confirm/record the security tag number on the Personal Property Inventory Form. The inmate will still be required to sign the form.
 14. Inmates will not be granted access to their effects while in custody, unless special circumstances exist. Requests to access personal effects must be approved by the Assistant Deputy Warden of Sentence Management. Special Circumstances may include but are not limited to:
 - Legal documents for Court purposes;
 - Access to telephone numbers for emergency purposes;
 - (i.e. death in the family);
 - Court order – warrant.
 15. If at any time the original security tag is broken to allow access to effects staff will record the item(s) added or removed on the effects screen. The new security tag number will also be recorded.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.5–5

3.5.3. Recording of funds upon admission

As set out in *Adult Custody Policy* section 3.5.3.

1. Money will not be stored with effects. Exceptions to this will include foreign currency that is not accepted. Foreign currency accepted is the American dollar, pound sterling and euro, as well as funds belonging to an inmate serving an intermittent sentence over the weekend. Exceptions are recorded in the Effects screen in CORNET.
2. In the event a new admission to FRCC is found to be in the possession of money or money is found in his effects, it will be counted by the record's officer in the presence of the inmate. The dollar amount will be recorded on a receipt. Both staff and inmate will sign the receipt confirming the amount and the receipt will be provided to the inmate. The money will be forwarded to the Trust Account Clerk for placement into the inmate's trust account.
3. An inmate without funds upon intake will be provided a receipt indicating zero dollars. The receipt will be signed by both staff and inmate and the transaction will be recorded in the Trust Account screen in CORNET.

3.5.4. Recording and storage of medications upon admission

As set out in *Adult Custody Policy* section 3.5.4.

3.5.5. Retention of personal effects by inmates

As set out in *Adult Custody Policy* section 3.5.5.

1. As set out in *Adult Custody Policy* section 3.5.5(1)
2. As set out in *Adult Custody Policy* section 3.5.5(2)
3. Effects which are deemed by the OIC of A & D to represent a risk to the institution or to the health and safety of staff shall not be accepted.
4. Transporting authorities are, therefore, asked to ensure that effects that do not meet the criteria of the above are not transported with the prisoner and that alternate arrangements are made prior to transport by the prisoner.
5. The records officer will advise an escorting staff/agency of any item being shipped with inmate(s) that could be used as a weapon.
6. Intermittent inmates may take approved items into the Centre with them, when processing by A & D staff has been completed.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.5–6	<i>Chapter 3: Admission and Discharge</i>

A. Inmates – Authorized Property

A list of items authorized for inmate possession as set out in the FRCC Client Information Guide:

- Wedding band;
- Authorized religious medallion;
- Prescription eye wear, hearing aids, dentures, prosthetics, medical alert identifiers, and wheelchair as approved by a Health Care professional and Program Supervisor;
- Legal documents or educational materials (no binders or hard covers);
- Letters and personal documents (address, pictures and telephone numbers) - Stamps/stickers will be removed from all envelopes;
- Approved books and magazines received directly from the publisher;
- Items authorized for purchase on FRCC canteen;
- Canteen items purchased from other centres that are approved for FRCC;
- Three (3) magazines and six (6) soft cover books;
- Provided educational / program materials.

B. Authorized Institutional Effects (excluding Segregation)

- One (1) chair;
- One (1) Television (on designated units);
- Approved medical treatment needs & supplies;
- Approved self-administered medication blister packages;
- One (1) toothbrush;
- One (1) soap;
- Two (2) toilet paper rolls;
- One (1) toothpaste;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.5–7

3.5.6. Recording of personal effects

As set out in *Adult Custody Policy* section 3.5.6.

The designate referred to in this section is the Assistant Deputy Warden of A&D, or in their absence the OIC of A&D

3.5.7. Release of inmate clothing and personal effects

As set out in *Adult Custody Policy* section 3.5.7.

1. An inmate wishing to release personal effects to someone in the community must apply in writing to the Assistant Deputy Warden of SMU.
2. The approved request is sent to the records department where it is recorded in the Client Log in CORNET. The visitor signs a receipt.

3.5.8. Transfer of inmate effects

As set out in *Adult Custody Policy* section 3.5.8.

When inmates are being transported from one Correctional Centre to another, they will not have access to their personal effects. The number of cell effects containers being transferred with the inmate is recorded on the transfer log. Personal effects and cell effects will be placed in a secure area during transport.

If the volume of inmate effects exceeds the limit for transport, any remaining effects are to be forwarded to the other Correctional Centre by House Mail or Courier. In these cases, and for reasons of privacy, the following criteria are met:

The only inmate identifier displayed on the exterior of the package is the CS number; or,

If multiple inmate effects are sent by mail or courier, only the delivery location is displayed on the exterior of the package.

3.5.9. Compensation for damaged or lost inmate effects

As set out in *Adult Custody Policy* section 3.5.9.

3.5.10. Storage of inmate effects on discharge, escape or transfer

As set out in *Adult Custody Policy* section 3.5.10.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.5–8	<i>Chapter 3: Admission and Discharge</i>

Within thirty (30) days of discharge from custody, inmates may attend the correctional centre to receive personal effects held in safekeeping. Inmate personal effects are held in the secure effects room in the FRCC SMU department.

3.5.11. Securing of inmate cell or living space effects

As set out in *Adult Custody Policy* section 3.5.11.

1. In the event an inmate is unable to secure their effects (e.g. movement to segregation, release at court), all personal effects not permitted in the Segregation unit will be stored s.15 upon intake, located s.15. Inmates will surrender their cell effects to corrections staff upon admission to the segregation unit. Available segregation officers or in their absence an available Correctional Officer will ensure an effects storage card, complete with the inmate's face-sheet sticker and signature is affixed to their effects storage locker while housed in the segregation unit. In the case of items too large to be stored in that area, they are placed in the inmate's personal effects locker s.15 s.15
2. When an inmate is released at court FRCC records staff will ensure inmate effects are secured and stored s.15 located s.15. All items are dated and held for a period of thirty (30) days.

3.5.12. Seizure of inmate effects by police or other agencies

As set out in *Adult Custody Policy* section 3.5.12.

3.5.13. Disposal of abandoned clothing and personal effects

As set out in *Adult Custody Policy* section 3.5.13.

The designate set out in this section is the ADW of A&D.

3.5.14. Court clothing

As set out in *Adult Custody Policy* section 3.5.14.

Requests for access to clothing for trial purposes may be submitted two (2) working days in advance of the scheduled court appearance to the Deputy Warden – Offender Management.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.6–9

3.5.15. Court appearances

As set out in *Adult Custody Policy* section 3.5.15.

3.6. Inmate Court Movement (revised: May-18)

3.6.1. Introduction

As set out in *Adult Custody Policy* section 3.6.1.

3.6.2. In-person court appearance

As set out in *Adult Custody Policy* section 3.6.2.

3.6.3. Video court appearance

As set out in *Adult Custody Policy* section 3.6.3.

A. Local Sheriff Services

FRCC has an established memorandum of understanding with the Port Coquitlam Sheriff Services to facilitate video conferencing for court appearances for inmates at Fraser Regional Correctional Centre (FRCC).

A Deputy Sheriff will be assigned to FRCC anytime there are six (6) or more inmates scheduled to attend video court conferencing.

Only Sheriff personnel who have completed orientation training will facilitate video court at FRCC.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.6–10	<i>Chapter 3: Admission and Discharge</i>

s.15

B. Procedures

s.15

C. Inmate Movement

The Records Officer in consultation with the Sheriff will coordinate inmate movement to the Records Department for video court conferencing.

The Deputy Sheriff is responsible for inmate movement between records holding cells and video conferencing rooms for court appearances.

The Deputy Sheriff will ensure proper security protocols are followed with the handling of different kinds of inmate classifications (Segregation, GP, PC, CAR 17, 18, 19).

The Sheriff will conduct a frisk of all video court areas prior to and upon completion of each video conferencing; checking for damage, contraband or security breaches. The Records Supervisor is to be notified immediately of any discrepancies.

Once a court process is completed, the Deputy Sheriff will notify the Records Officer, who will arrange for the inmates return to their living unit.

The Records Officers is responsible for all video court releases in the same manner as other custody releases.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.7–11

D. Inmate Possessions

Inmates may not take anything to court (including video court) other than legal documentation required for their defence.

E-Disclosure equipment may be taken to video court appearances.

Inmates who may be confined in video courtrooms for extended periods of time may be permitted to bring clear containers of drinking water. No food items or other beverages will be permitted.

3.6.4. Assuming custody of hospital escort from sheriffs

As set out in *Adult Custody Policy* section 3.6.4.

3.7. Sentence Calculation (revised: Dec-13)

3.7.1. Purpose

As set out in *Adult Custody Policy* section 3.7.1.

3.7.2. Definitions

As set out in *Adult Custody Policy* section 3.7.2.

3.7.3. Responsibility

As set out in *Adult Custody Policy* section 3.7.3.

1. The Correctional Supervisor of SMU is responsible for ensuring the accuracy of sentence calculations for inmates being held in that centre.
2. The records department in the receiving centre is responsible for calculating an inmate's sentence.

3.7.4. Rules for sentence calculation

As set out in *Adult Custody Policy* section 3.7.4.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.7–12	<i>Chapter 3: Admission and Discharge</i>

3.7.5. Month

As set out in *Adult Custody Policy* section 3.7.5.

3.7.6. Years

As set out in *Adult Custody Policy* section 3.7.6.

3.7.7. Leap year

As set out in *Adult Custody Policy* section 3.7.7.

3.7.8. Warrant expiry date

As set out in *Adult Custody Policy* section 3.7.8.

3.7.9. Days to serve

As set out in *Adult Custody Policy* section 3.7.9.

3.7.10. Days to satisfy

As set out in *Adult Custody Policy* section 3.7.10.

3.7.11. Possible remission

As set out in *Adult Custody Policy* section 3.7.11.

3.7.12. Loss of remission and reinstating lost remission

As set out in *Adult Custody Policy* section 3.7.12.

3.7.13. Failure to earn remission

As set out in *Adult Custody Policy* section 3.7.13.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.7–13

3.7.14. Escape

As set out in *Adult Custody Policy* section 3.7.14.

3.7.15. Determination of where sentence is served

As set out in *Adult Custody Policy* section 3.7.15.

3.7.16. Exception to the two-year sentence rule

As set out in *Adult Custody Policy* section 3.7.16.

3.7.17. Commencement of sentence/ resumption of sentence

As set out in *Adult Custody Policy* section 3.7.17.

3.7.18. New order for detainment

As set out in *Adult Custody Policy* section 3.7.18.

3.7.19. Sentenced inmate returned to court

As set out in *Adult Custody Policy* section 3.7.19.

3.7.20. Merger of sentences

As set out in *Adult Custody Policy* section 3.7.30.

3.7.21. Calculation of concurrent sentences

As set out in *Adult Custody Policy* section 3.7.21.

3.7.22. Consecutive sentence to a fixed term sentence

As set out in *Adult Custody Policy* section 3.7.22.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.8–14	<i>Chapter 3: Admission and Discharge</i>

3.7.23. Parole—calculation of sentence

As set out in *Adult Custody Policy* section 3.7.23.

3.7.24. Parole Board of Canada eligibility information

As set out in *Adult Custody Policy* section 3.7.24.

3.7.25. Warrant interpretation

As set out in *Adult Custody Policy* section 3.7.25.

3.8. Conditional Sentence Orders—CSO (revised: Jun-07)

3.8.1. Legal authority

As set out in *Adult Custody Policy* section 3.8.1.

3.8.2. Definition

As set out in *Adult Custody Policy* section 3.8.2.

3.8.3. Conditional sentence calculation—CORNET procedures

As set out in *Adult Custody Policy* section 3.8.3.

3.8.4. Conditional sentence calculation—general principles

As set out in *Adult Custody Policy* section 3.8.4.

3.8.5. Commencement of sentence

As set out in *Adult Custody Policy* section 3.8.5.

3.8.6. Conditional sentence order suspended

As set out in *Adult Custody Policy* section 3.8.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.8–15

3.8.7. Rules governing conditional sentence following breach of CSO

As set out in *Adult Custody Policy* section 3.8.7.

3.8.8. Hearing of a conditional sentence order breach

As set out in *Adult Custody Policy* section 3.8.8.

3.8.9. A conditional sentence following a breach

As set out in *Adult Custody Policy* section 3.8.9.

3.8.10. When offender is serving a CSO and imprisoned for another offence

As set out in *Adult Custody Policy* section 3.8.10.

3.8.11. Breaches/ new convictions/ multiple sentences

As set out in *Adult Custody Policy* section 3.8.11.

3.8.12. Resumption conditional sentence—community

As set out in *Adult Custody Policy* section 3.8.12.

3.8.13. Information for determining conditional sentence order calculation following breach

As set out in *Adult Custody Policy* section 3.8.13.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.9–1

3.9. Earned Remission (revised: Oct-10)

3.9.1. Authority

As set out in *Adult Custody Policy* section 3.9.1.

3.9.2. General

As set out in *Adult Custody Policy* section 3.9.2.

3.9.3. Information to inmates

As set out in *Adult Custody Policy* section 3.9.3.

1. At FRCC inmates are provided information related to earned remission through our inmate information guide, which is posted on each living unit. This information is located on page 37. Further, should an inmate require additional information they can request to speak with the case management coordinator by way of special request.

3.9.4. Remission awards assessor

As set out in *Adult Custody Policy* section 3.9.4.

1. On a monthly basis the Assistant Deputy Warden of Programs is responsible for ensuring that remission awards are completed as required. The ADW of Programs will also assign additional panel members to assist in completing remission awards review. In the event the ADW of Programs is not available the ADW of Work Programs will assume responsibility for completing awards reviews.

3.9.5. Responsibilities of remission award assessors

As set out in *Adult Custody Policy* section 3.9.5.

3.9.6. Performance appraisal

As set out in *Adult Custody Policy* section 3.9.6.

1. To determine remission, a staff member appraises an inmate's performance on the appraisal form in accordance with section 32 of the *Correction Act Regulation*.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.9–2	<i>Chapter 3: Admission and Discharge</i>

2. The appraisal includes programs in which the inmate participates—other than religious programs—and the inmate’s compliance with the rules governing the conduct of inmates.
3. Areas to be considered include work, training, school and program activities. Inmates are also evaluated according to how they co-operate with others while participating in these activities.

3.9.7. Criteria for crediting remission awards

As set out in *Adult Custody Policy* section 3.9.7.

Refer to section 34 of the *Correction Act Regulation*. Remission earned is credited according to the following levels of performance:

1. Good performance: 15 days.
2. Fair performance: 8 to 14 days.
3. Poor performance: 0 to 7 days.
4. A disciplinary hearing that is not concluded is not considered in assessing remission.
5. Remission awards are credited at month-end.
6. The records officer recalculates the inmate’s probable discharge date when the inmate earns less than full remission.

When full remission is not credited, remission awards assessors ensure that written notification with reasons is given to the inmate.

3.9.8. Inmate transfers

As set out in *Adult Custody Policy* section 3.9.8.

3.9.9. Remission awards rules

As set out in *Adult Custody Policy* section 3.9.9.

3.9.10. Review of awards

As set out in *Adult Custody Policy* section 3.9.10.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.10–1

3.10. Escape

3.10.1. Definition

As set out in *Adult Custody Policy* section 3.10.1.

3.10.2. Effects of escape

As set out in *Adult Custody Policy* section 3.10.2.

3.10.3. Application of escape sentence

As set out in *Adult Custody Policy* section 3.10.3.

3.10.4. Laying of information

As set out in *Adult Custody Policy* section 3.10.4.

s.15

2. As set out in *Adult Custody Policy* section 3.10.4(2)

3. As set out in *Adult Custody Policy* section 3.10.4(3).

3.10.5. Apprehension by police

As set out in *Adult Custody Policy* section 3.10.5.

3.10.6. Escapee apprehended in another province

As set out in *Adult Custody Policy* section 3.10.6.

3.10.7. Escapee apprehended outside of Canada

As set out in *Adult Custody Policy* section 3.10.7.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.12–1

3.11. Fines (revised: Jun-22)

3.11.1. General—sentences in default

As set out in *Adult Custody Policy* section 3.11.1.

3.11.2. Calculation of fine remaining

As set out in *Adult Custody Policy* section 3.11.2.

3.11.3. Warrants of committal—interpretation

As set out in *Adult Custody Policy* section 3.11.3.

3.11.4. Payment

As set out in *Adult Custody Policy* section 3.11.4.

3.12. Civil Orders (revised: Mar-15)

3.12.1. Sentences when no remission applies

As set out in *Adult Custody Policy* section 3.12.1.

3.12.2. Family Law Act

As set out in *Adult Custody Policy* section 3.12.2.

3.12.3. Contempt of court

As set out in *Adult Custody Policy* section 3.12.3.

3.12.4. Exemption to remission rule

As set out in *Adult Custody Policy* section 3.12.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.15–1

3.13. Waiving Charges

3.13.1. Waiving charges within province

As set out in *Adult Custody Policy* section 3.13.1.

3.13.2. Waiving charges from other provinces

As set out in *Adult Custody Policy* section 3.13.2.

3.14. Appeals—Filing (revised: Jul-05)

3.14.1. Filing an appeal

As set out in *Adult Custody Policy* section 3.14.1.

3.15. Federal Inmates

3.15.1. Definition of federal inmate

As set out in *Adult Custody Policy* section 3.15.1.

3.15.2. Transfer to penitentiary

As set out in *Adult Custody Policy* section 3.15.2.

3.15.3. Mandatory supervision without suspension

As set out in *Adult Custody Policy* section 3.15.3.

3.15.4. Escape from a federal institution

As set out in *Adult Custody Policy* section 3.15.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.16–1

3.16. Intermittent Sentences (revised: Dec-19)

3.16.1. Authority to impose intermittent sentence

As set out in *Adult Custody Policy* section 3.16.1.

3.16.2. Statutory limit

As set out in *Adult Custody Policy* section 3.16.2.

3.16.3. Intermittent sentence greater than 90 days

As set out in *Adult Custody Policy* section 3.16.3.

3.16.4. Final day of sentence

As set out in *Adult Custody Policy* section 3.16.4.

3.16.5. Intermittent sentence in addition to present sentence

As set out in *Adult Custody Policy* section 3.16.5.

3.16.6. Subsequent sentence imposed

As set out in *Adult Custody Policy* section 3.16.6.

3.16.7. Day of release

As set out in *Adult Custody Policy* section 3.16.7.

3.16.8. Confirmation of identity

As set out in *Adult Custody Policy* section 3.16.8.

1. Prior to the release of inmates, including individuals on remand status and those serving intermittent sentences, the A&D officer, the Correctional Supervisor of A&D or in their absence the Correctional Supervisor of Operations will conduct a review of all

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.16–2	<i>Chapter 3: Admission and Discharge</i>

documentation to ensure all warrants and sentences have been satisfied. Sources of information include CORNET, JUSTIN, CPIC, warrants and immigration holds.

2. A pre-release checklist will be completed and placed on the master file of each inmate prior to release.

**Fraser Regional Correctional Centre
Standard Operating Procedures**

Chapter 3: Admission and Discharge

Revised: Mar-21

Page 3.16–3



Ministry of Public Safety and Solicitor General
BC Corrections Branch
Adult Custody Division

Release Checklist Form

PLACE INMATE LABEL HERE



Release Date: _____

Released To: _____
(Bail, EOS, Immigration, Federal Transfer, etc.)

SECTION 1

Clearing the warrant file, confirming that there are no other holds, and checking inmate ALERTS

	YES	NO	Time	Initials	
				1	2
Warrant File Cleared <i>(Must complete and attach worksheet)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CORNET Cleared <i>(Check Holds, JUSTIN Slate & Sentence Calc)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JUSTIN Checked for Outstanding Warrants / Other Holds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPIC Checked for Outstanding Warrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K-File Offender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Supervision Referral Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court Registry to be Informed of Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Plan Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOIRA Order Issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police Notification Required <i>(HROIP, K-File, self harm)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Under the <i>Mental Health Act</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Release Comments / Instructions:

1st Officer: _____ Date: _____
(Print Name) (Signature)

2nd Officer: _____ Date: _____
(Print Name) (Signature)

SECTION 2

Confirming inmate identity and signing paperwork

	YES	N/A
Inmate Identity Confirmed	<input type="checkbox"/>	<input type="checkbox"/>
Effects Release Report Signed	<input type="checkbox"/>	<input type="checkbox"/>
Trust Account Statement Signed	<input type="checkbox"/>	<input type="checkbox"/>
Community Supervision Referral Signed	<input type="checkbox"/>	<input type="checkbox"/>
SOIRA 'Notice to Report' Form Signed	<input type="checkbox"/>	<input type="checkbox"/>
Inmate given a copy of Travel Plan	<input type="checkbox"/>	<input type="checkbox"/>

Releasing Officer: _____ Date: _____
(Print Name) (Signature)

SECTION 3

Notifying other justice partners and releasing the inmate from CORNET

	YES	N/A
Documents Faxed / Sent	<input type="checkbox"/>	<input type="checkbox"/>
Court Registry Notified of Release	<input type="checkbox"/>	<input type="checkbox"/>
Police Notified of Release	<input type="checkbox"/>	<input type="checkbox"/>
CORNET Data Entries Completed	<input type="checkbox"/>	<input type="checkbox"/>

Records Officer: _____ Date: _____
(Print Name) (Signature)

SECTION 4

Victim Notification

	YES	N/A	Phone	CPIC
Victim Notification Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Victim Notifier: _____ Date: _____
(Print Name) (Signature)

SUPERVISOR SIGN-OFF

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.16–4	<i>Chapter 3: Admission and Discharge</i>

Verification includes:

- Review of master file warrant information;
- Release type – Warrant expire, release to other jurisdiction, intermittent sentence, release to bail, release to court, release to parole;
- Review of CPIC and JUSTIN for outstanding warrants. The CPIC generated for this purpose must be dated no more than one week prior to expected release date;
- Contacting the Victim Notifier/A&D clerk to ensure K-File or VN-File victims have been contacted and are aware of the inmate's pending discharge. If the Victim Notifier/A&D clerk is unable to contact the victim and there is no phone number available, advise the police agency closest to the known residence of the victim or the police agency where the orders originated;
- Confirmation of the inmate's identity prior to discharge by referencing photos and information on the CORNET Client Physical Description screen & biometric confirmation;
- Referral notice to probation officer (if applicable). Ensure inmate understands and signs "Probation Referral Form" (if applicable). Releasing Officer is required to sign and print their name on this as well. The original witnessed referral document with the inmate's signature will be placed on the warrant file and the inmate is provided with a copy. A copy of the referral is faxed to the community office where the inmate is directed to report.
- Ensure the inmate receives and signs for monies belonging to him. If a benefit cheque (welfare) is given to the inmate, the inmate is to sign the stamped "received benefits" portion of the trust account statement. All signed trust account statements will be returned to Inmate Accounts.
- Ensure the inmate receives and signs for their effects stored in their assigned blue bag and any other effects that may have been added while in custody at FRCC.

s.15

- The inmate's issued "Photo Identification Card" is to be returned and placed in the warrant file.
- If the inmate is not leaving FRCC grounds via corrections staff, they will be escorted to their ride (or taxi) by records staff.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.17–5

- The inmate will be released on CORNET.
- The name, CS# and time of discharge will be recorded on the diary.
- The running count sheet will be updated.
- The file location screen on CORNET must be updated to reflect the correct file location.
- Following release, the inmate's files will be sent to NFPC for "dead filing". ***All files of parole releases will remain at FRCC**.*

3.16.9. Fail to report

As set out in *Adult Custody Policy* section 3.16.9.

FRCC does not currently have intermittent sentenced inmates at the Centre.

Intermittent sentences are served at a remand centre. Therefore, this would be addressed at the respective centre prior to the intermittent sentenced inmate being transferred to FRCC.

3.16.10. Reporting late or intoxicated

As set out in *Adult Custody Policy* section 3.16.10.

FRCC does not accept inmates serving intermittent sentences.

Intermittent sentences are served at a remand centre. Therefore, this would be addressed at the respective centre prior to the intermittent sentenced inmate being transferred to FRCC.

3.17. Procedure to Procure Attendance of an Individual (revised: Jul-21)

3.17.1. Legislative authority

As set out in *Adult Custody Policy* section 3.17.1.

3.17.2. Individuals awaiting trial in British Columbia (remanded)

As set out in *Adult Custody Policy* section 3.17.2.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.18–6	<i>Chapter 3: Admission and Discharge</i>

3.17.3. Inmates serving (sentenced)

As set out in *Adult Custody Policy* section 3.17.3.

3.17.4. Coroner's order for release

As set out in *Adult Custody Policy* section 3.17.4.

3.17.5. Notification requirements

As set out in *Adult Custody Policy* section 3.17.5.

3.17.6. Individuals coming from out of province

As set out in *Adult Custody Policy* section 3.17.6.

3.18. Remand When Offence Committed in Another Jurisdiction (revised: Jan-09)

3.18.1. Order for accused to appear or be taken before justice where offence is committed

As set out in *Adult Custody Policy* section 3.18.1.

3.18.2. Reasons for change of venue

As set out in *Adult Custody Policy* section 3.18.2.

3.18.3. Authority to remove

As set out in *Adult Custody Policy* section 3.18.3.

3.18.4. Notification requirements

As set out in *Adult Custody Policy* section 3.18.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.18–7

1. The Correctional Supervisor of CCM notifies the ADW of CCM prior to an inmate being transferred to another province or territory for any reason as outlined in 3.18. The ADW of CCM notifies the program analyst (sentence management).

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.20–1

3.19. Detention Reviews (revised: Jan-20)

3.19.1. Detention review

As set out in *Adult Custody Policy* section 3.19.1

3.19.2. Detention review report procedures

As set out in *Adult Custody Policy* section 3.19.2.

3.19.3. Time served prior to being released to bail

As set out in *Adult Custody Policy* section 3.19.3.

3.19.4. Detention review when detained on other matters

As set out in *Adult Custody Policy* section 3.19.4.

3.20. Discharge (revised: Jan-21)

3.20.1. Authority for release from custody

As set out in *Adult Custody Policy* section 3.20.1

Authority for releasing inmates from custody includes:

1. Expiration of sentence, taking into consideration earned remission;
2. Payment of fine;
3. Order releasing an inmate from custody, including:
 - Bail;
 - Release on recognizance;
 - Acquittal;
 - Undertaking to appear;
 - Appeal bail;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.20–2	<i>Chapter 3: Admission and Discharge</i>

- Parole Board of Canada;
- Temporary absence;
- Transfer document;
- Executive clemency;
- Habeas corpus;
- Order for Discharge of a Person in Custody (Form 39);
- Canada Border Services Agency authority to release a detainee from custody;
- Correctional Service of Canada cancellation of conditional release;
- Stayed, dismissed, or withdrawn charges in JUSTIN; and
- Authority from a court of competent jurisdiction.

4. Records officers must refer to information in JUSTIN when confirming court outcomes.

3.20.2. Accuracy of releasing documents

As set out in *Adult Custody Policy* sections 3.20.2 and 3.2.4.

3.20.3. Confirmation of identity

As set out in *Adult Custody Policy* section 3.20.3.

3.20.4. Releasing time

As set out in *Adult Custody Policy* section 3.20.4.

3.20.5. Review prior to release

As set out in *Adult Custody Policy* section 3.20.5.

3.20.6. Travel warrants on discharge

As set out in *Adult Custody Policy* section 3.20.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.20–3

1. As set out in *Adult Custody Policy* section 3.20.6(1);
2. As set out in *Adult Custody Policy* section 3.20.6(2). The designate referred to in this paragraph is the ADW of A&D;
3. As set out in *Adult Custody Policy* section 3.20.6(3);
4. As set out in *Adult Custody Policy* section 3.20.6(4). The designate referred to in this paragraph is the ADW of A&D;
5. As set out in *Adult Custody Policy* section 3.20.6(5); and
6. Any release arrangements which may require Warden or Deputy Warden of CCM approval (e.g. cost of flight requires pre-approval):
 - The inmate will submit a Special Request form;
 - The Records IC will review the request and confirm all relevant details regarding the travel request. He will then forward to the ADW of A&D for review; and
 - The request will be forwarded to the Warden or Deputy Warden of CCM for final approval.

3.20.7. Acute illness at time of discharge

As set out in *Adult Custody Policy* section 3.20.7.

The designate referred to in this section is the ADW of Admissions and Discharge.

3.20.8. Return of personal effects

As set out in *Adult Custody Policy* section 3.20.8.

3.20.9. Community supervision

As set out in *Adult Custody Policy* sections 3.20.9 and 4.15.

3.20.10. Notification made upon release

As set out in *Adult Custody Policy* section 3.20.10.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.20–4	<i>Chapter 3: Admission and Discharge</i>

3.20.11.Notification made to police

As set out in *Adult Custody Policy* section 3.20.11.

3.20.12.Notification made to the British Columbia Sex Offender Information Registration Centre (BCSOIRC)

As set out in *Adult Custody Policy* section 3.20.12.

3.20.13.Notification of inmate at risk of harm to self or others

As set out in *Adult Custody Policy* section 3.20.13.

The designate referred to in this section is the OIC of Records.

3.20.14.Referral to social services

As set out in *Adult Custody Policy* section 3.20.14.

1. All inmates at FRCC will have the opportunity to apply for social assistance prior to their release from custody as detailed in the Protocol Agreement between the Ministry of Social Development (MSD), Region 3 and Ministry of Public Safety and Solicitor General , FRCC.
2. The inmate may submit a request to IOM for these services and the process will be actioned/managed by the Victim Notifier, or in their absence, the staff member backfilling the position. This includes:
 - the coordination and management of all inmate requests for social assistance;
 - providing inmates with social assistance information/application forms;
 - providing the MSD staff with approved CORNET documentation as required;
 - the coordination of inmate movement as required for telephone communications with MSD staff;
 - notification to inmates when income assistance application cannot be completed prior to their release;
 - providing inmates a list of outreach worker contacts across British Columbia and within the community who the inmate can contact in order to receive assistance upon release.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.20–5

3. Any social assistance cheques for inmates will remain in the possession of the Trust Accounts Clerk until the inmate's discharge date.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.21–1

3.21. Sentence Administration—Youth (revised: Jan-14)

3.21.1. Legislative authority

As set out in *Adult Custody Policy* section 3.21.1.

3.21.2. Definition of youth

As set out in *Adult Custody Policy* section 3.21.2.

3.21.3. Delegation of authority

As set out in *Adult Custody Policy* section 3.21.3.

3.21.4. Memorandum of understanding

As set out in *Adult Custody Policy* section 3.21.4.

3.21.5. Forms

As set out in *Adult Custody Policy* section 3.21.5.

3.21.6. Consultation prior to receiving a youth in a correctional centre

As set out in *Adult Custody Policy* section 3.21.6.

3.21.7. Transfer to adult custody (remand only)

As set out in *Adult Custody Policy* section 3.21.7.

3.21.8. Concurrent youth sentence and adult remand order

As set out in *Adult Custody Policy* section 3.21.8.

3.21.9. Youth Criminal Justice Act sentencing provisions

As set out in *Adult Custody Policy* section 3.21.9.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.21–2	<i>Chapter 3: Admission and Discharge</i>

3.21.10.Custody and supervision in the community (CCS) (section 42(2)(n), YCJA)

As set out in *Adult Custody Policy* section 3.21.10.

3.21.11.Setting optional conditions of supervision in the community

As set out in *Adult Custody Policy* section 3.21.11.

3.21.12.Custody and conditional supervision (CSU) (sections 42(2)(q) and 42(2)(o), YCJA)

As set out in *Adult Custody Policy* section 3.21.12.

3.21.13.Deferred custody and supervision (DCSO) (section 42(2)(p), YCJA)

As set out in *Adult Custody Policy* section 3.21.13.

3.21.14.Delayed custody and supervision and divided probation/intensive support and supervision program orders (ISSP) (sections 42(12) and 56(6), YCJA)

As set out in *Adult Custody Policy* section 3.21.14.

3.21.15.Intensive rehabilitative custody and supervision order (IRCS) (section 42(2)(r), YCJA)

As set out in *Adult Custody Policy* section 3.21.15.

3.21.16.Serious violent offences (SVO) – supplementary federal funding

As set out in *Adult Custody Policy* section 3.21.16.

3.21.17.Youth sentence served in provincial adult correctional centre (sections 89, 92, and 93, YCJA)

As set out in *Adult Custody Policy* section 3.21.17.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 3.22–3

3.21.18. Remission calculation for youth sentences imposed under the YCJA

As set out in *Adult Custody Policy* section 3.21.18.

3.21.19. Parole eligibility dates for youth sentences

As set out in *Adult Custody Policy* section 3.21.19.

3.21.20. Breach of supervision of the community orders

As set out in *Adult Custody Policy* section 3.21.20.

3.21.21. Provincial director review

As set out in *Adult Custody Policy* section 3.21.21.

3.21.22. Annual reviews – mandatory and optional (section 94, YCJA)

As set out in *Adult Custody Policy* section 3.21.22.

3.21.23. Congruent youth custody and adult custody sentences (section 743.5, Criminal Code)

As set out in *Adult Custody Policy* section 3.21.23.

3.21.24. Transfer to penitentiary - converted youth sentence (section 743.5, Criminal Code)

As set out in *Adult Custody Policy* section 3.21.24.

3.22. Inadvertent holds and releases (new: Jun-22)

3.22.1. Overview

As set out in *Adult Custody Policy* section 3.22.1

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 3.22–4	<i>Chapter 3: Admission and Discharge</i>

3.22.2. Definition

As set out in *Adult Custody Policy* section 3.22.2

3.22.3. Notification requirements – Inadvertent hold

As set out in *Adult Custody Policy* section 3.22.3

The designate referred to in this section is the ADW of A&D.

3.22.4. Notification Requirements – Inadvertent release

As set out in *Adult Custody Policy* section 3.22.4

The designate referred to in this section is the ADW of A&D.

3.22.5. Review

As set out in *Adult Custody Policy* section 3.22.5

The designate referred to in this section is the DW of CCM

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.1–1

4. Case Management

4.1. Case Management—General (revised: Oct-22)

4.1.1. Definition

As set out in *Adult Custody Policy* section 4.1.1.

4.1.2. Institutional placement—cell assignment

As set out in *Adult Custody Policy* section 4.1.2.

4.1.3. Initial classification

As set out in *Adult Custody Policy* section 4.1.3.

4.1.4. Responsibility

1. As set out in *Adult Custody Policy* section 4.1.4(1). The designate referred to in this section is the ADW of Programs.
2. As set out in *Adult Custody Policy* section 4.1.4(2);
3. As set out in *Adult Custody Policy* section 4.1.4(3);
4. As set out in *Adult Custody Policy* section 4.1.4(4);
5. As set out in *Adult Custody Policy* section 4.1.4(5);
6. As set out in *Adult Custody Policy* section 4.1.4(6);
7. As set out in *Adult Custody Policy* section 4.1.4(7);
8. As set out in *Adult Custody Policy* section 4.1.4(8); The designate referred to in this section is the Case Management Supervisor.
9. As set out in *Adult Custody Policy* section 4.1.4(9); The designate referred to in this section is the ADW of Programs,

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.1–2	<i>Chapter 4: Case Management</i>

The warden or designate (ADW CCM) ensures that each inmate is informed about activities, programs and opportunities. The inmate is responsible for accessing them.

10. As set out in *Adult Custody Policy* section 4.1.4(10);
11. As set out in *Adult Custody Policy* section 4.1.4(11); and
12. As set out in *Adult Custody Policy* section 4.1.4(12);

4.1.5. Case management strategies

As set out in *Adult Custody Policy* section 4.1.5.

1. Wardens or DW of Programs issue a statement of case management strategies and objectives for their centre.
2. The statement includes:
 - Description of activities and programs in the centre;
 - Roles and responsibilities of staff in the case management process; and
 - Standards and procedures to monitor case management to ensure that each inmate's time in custody is effectively managed.
3. The statement is reviewed annually and adjusted as required.
4. Fraser Regional Correctional Centre (FRCC) is committed to reducing reoffending and addressing factors known to contribute to offending by facilitating programs which support change based on the specific needs of individuals in our custody. FRCC offers programs to protect communities through use of an evidence-based and trauma informed approach while engaging with individuals to understand what it is that lead to their thinking and behavior by targeting issues that contribute to that person's criminal lifestyle.
5. FRCC's case management begins with the intake process. For all new individuals transferred to FRCC the Classification Officer will do the following prior to their initial interview:
 - Review health information sheet and liaise with HCC for any inmates who may have medical issues, including mental health concerns
 - Complete IA form on all new admissions
6. During the individual in custody's initial classification interview, staff will address the Indigenous and/or Mental Health forms with the individual and discuss the following:

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.1–3

- Identification of status; First Nation, Metis, Inuit etc. If yes, the client is referred to the ICLO for follow-up
 - Provide individual in custody with handout of Indigenous Liaison Team for FRCC
 - If client is MHN, conduct an interview and complete a MHN considerations form.
7. In addition, the following steps will be taken:
- Identify any programming needs (school, core)
 - Discuss with individual in custody earned remission, release date, employment, placement within the centre and institutional basics
 - Is the individual in custody interested in Parole? If yes, refer to CRC Officer.
 - Does the individual intend to apply for welfare? If so, advise them to submit a request asap
 - Ensure the intake summary specifically speaks to Indigenous and/or Mental Health considerations, Available Programming is spoken about and offered.
8. The Living Unit Officer (s) are the Case Managers for all individuals in custody on all units, except for those individuals on Voluntary Supported Integration Placement (SIP) or Separate Confinement. They are managed by the Classification and Case Management (CCM) Correctional Supervisors. They collaborate with the individual to identify what their specific needs, risk and behaviors are, and what programs are recommended to address their needs.
9. Our facilitators engage with clients in our care to provide opportunities to participate in CORE programming such as:
- Substance Abuse Management (SAM)
 - Living Without Violence LWV)
 - Respectful Relationships (RR) – part I and II
 - Relationship Violence Prevention Program-Cultural Edition
 - Sex Offender Maintenance Program
10. FRCC recognizes over-representation of indigenous peoples in custody by providing cultural support through our Indigenous Cultural Liaison (ICL) and our Indigenous Cultural Liaison Officer (ICLO). The ICL supports indigenous individuals in custody by providing specialized case planning, re-integration to community and healing plans. Individuals received into our custody receive a handout which details the support provided by the Indigenous Cultural Liaison Team. The ICLO completes the IDMHN form for individuals in custody who wish to participate. The signed form is then attached to the individual's C-log under case management.
11. FRCC has two Chaplains on staff who provide spiritual guidance and counselling to individuals in our custody.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.1–4	<i>Chapter 4: Case Management</i>

12. FRCC works in partnership with the Provincial Health Services (PHSA) to provide health, mental health, counselling, and addictions support to the individuals in our custody.
13. FRCC has teachers who attend the Centre and provide curriculum to individuals in custody so they can attain their GED or high school diploma.
14. FRCC has a Complex Needs Unit (CNU). Classification, in consultation with intake nurse will determine suitability of individuals in custody for the CNU. The CNU offers a safe and supportive environment for inmates with mental health needs or other complex needs. Mental health Liaison workers and Corrections staff provide enhanced case management and programming. Additional support on the unit is provided through listening and understanding, referring them to the right Mental Health professional in H/C. As well, assistance is offered to help with developing their social skills (Morning Meetings), helping them manage/cope with Depression; Anxiety, problem solving & life skills.
15. FRCC also has Supported Integration Placement (SIP) which is an alternative placement to segregation. When an inmate is placed on SIP, they receive an induction letter explaining reasons for placement and a case plan within timelines set forth in ACP. The case plan must outline individual goals and progressive stages. Prior to being placed on SIP, individuals are interviewed in Classification and provided behavioural expectations by Classification officers who manage their file while on they are on SIP. Each week, during review, a new notification document must be signed by the ADW of A&D and the individual in custody. The SIP case plan must be signed by both the Classification officer and individual. If the individual refuses to sign, this is noted on the form and the individual's client log.
16. FRCC has three primary work programs which are facilitated at FRCC. They are the metal shop, wood shop and fisheries. Further, when feasible, additional vocational training is offered such as roofing, framing, small engine repair, forklift operations and Pacific Rim Safety Training. These assist individuals in custody to develop skills which can be utilized upon their return to life in the community.
17. FRCC provides release planning to individuals in our custody through the Conditional Release Coordinator (CRC) and Integrated Transitional Release Planning (ITRP). Integrated Transitional and Release Planning (ITRP) is a program which aims to increase collaboration between the client, custody, and community staff, and involves service providers in effective case planning.

4.1.6. Segregation and separate confinement case plans

As set out in *Adult Custody Policy* section 4.1.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.2–5

4.1.7. Meaningful human contact.

As set out in *Adult Custody Policy* section 4.1.7.

4.1.8. Mental Health Needs and/or Indigenous Considerations

As set out in *Adult Custody Policy* section 4.1.8.

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

4.2.1. Designation and authority

As set out in *Adult Custody Policy* section 4.2.1.

4.2.2. Organization

As set out in *Adult Custody Policy* section 4.2.2.

4.2.3. Training and certification

As set out in *Adult Custody Policy* section 4.2.3.

4.2.4. Letter of designation

As set out in *Adult Custody Policy* section 4.2.4.

4.2.5. Responsibilities of classification officers

1. As set out in *Adult Custody Policy* section 4.2.5(1);
2. As set out in *Adult Custody Policy* section 4.2.5(2);
3. As set out in *Adult Custody Policy* section 4.2.5(1);
4. As set out in *Adult Custody Policy* section 4.2.5(1);
5. Will complete the Admissions Intake Checklist which can be found on CorrPoint or the FRCC District Records shared drive at the hyperlink below:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.2–6	<i>Chapter 4: Case Management</i>

G:\PSSG_CB_AdultCustody_FRCC_DistrictRecordsDept\CLASSIFICATION\Intake check list

4.2.6. Direct entry

As set out in *Adult Custody Policy* section 4.2.6.

4.2.7. Internal placement

As set out in *Adult Custody Policy* section 4.2.7.

1. FRCC provides custody and care to offenders classified as secure, medium and open custody status.
2. Initial classification determines security level, supervision, control and programming to ensure that the intent of sentence, opportunities for constructive use of time, reparation, community satisfaction and public safety are adequately addressed.
 - The Classification Supervisor will conduct an interview with all inmates admitted to the centre. Initial classification will occur as soon as possible following admission to the centre and prior to an inmate being placed on a living unit.
 - All new intake inmates will be seen by the intake nurse, mental health screener and the classification supervisor as part of the intake process. The classification supervisor will consider information from these health care professionals when determining appropriate placement for the inmate.
 - The classification supervisor will conduct an interview with the inmate to assess their mental state, level of cooperation, behavioural concerns, physical limitations, special needs and any other relevant information in order to determine living unit assignment, custody status, double bunking status and escort risk assessment status.
 - In circumstances where an inmate is admitted directly to hospital, the classification supervisor will complete an assessment based on all available information. The classification supervisor will interview the inmate upon admission to the centre following release from hospital.
 - The classification supervisor will review all available relevant information including, but not limited to:
 - CPIC warrants;
 - Judges orders;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.3–7

- Pre-sentence reports;
 - Community reports;
 - Police reports;
 - Psychiatric/psychological reports;
 - CORNET records;
 - K-file reports; and
 - Previous intake assessments.
- Where there are medical, psychological and/or security concerns with an inmate, the Classification supervisor may classify the inmate to segregation under separate confinement for further assessment.
 - The classification supervisor's decisions will be recorded on the Intake Assessment form in the ICON database and copied to a CORNET "admission summary" entry.

4.2.8. Classification objectives

As set out in *Adult Custody Policy* section 4.2.8.

4.3. Security Alerts (revised: Mar-16)

4.3.1. Authority

As set out in *Adult Custody Policy* section 4.3.1.

The FRCC Cornet trainer(s) establishes protocol for entry of alerts on CORNET

The classification officer, OIC of A&D or in their absence the Correctional Supervisor of Operations have the authority to enter and amend alerts. The OIC of A&D has the authority to expire security alerts categorized in *Adult Custody Policy* Section 4.3.2.

The OIC of A&D has authority to enter or amend the following alerts:

- Expire court order "no contacts" that are no longer applicable
- K-File alert (completed by the A&D administrative clerk)

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.3–8	<i>Chapter 4: Case Management</i>

- No contacts
- Sex offender
- VISEN alerts

4.3.2. Criteria

As set out in *Adult Custody Policy* section 4.3.2.

4.3.3. Escape risk

As set out in *Adult Custody Policy* section 4.3.3.

4.3.4. Violent

As set out in *Adult Custody Policy* section 4.3.4.

4.3.5. Suicide

As set out in *Adult Custody Policy* section 4.3.5.

4.3.6. Staff assault

As set out in *Adult Custody Policy* section 4.3.6.

4.3.7. Behavioural instability

As set out in *Adult Custody Policy* section 4.3.7.

4.3.8. K file offender

As set out in *Adult Custody Policy* sections 4.3.8 and 4.12.

4.3.9. Protective custody

As set out in *Adult Custody Policy* section 4.3.9.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.4–9

4.3.10. Gang involvement

As set out in *Adult Custody Policy* section 4.3.10.

4.3.11. Special alerts

As set out in *Adult Custody Policy* section

4.3.12. Amending alerts

As set out in *Adult Custody Policy* section 4.3.12.

4.3.13. Review on transfer

As set out in *Adult Custody Policy* section 4.3.13.

A trained FRCD Classification Supervisor will review an inmate's file and security alerts prior to an inmate transfer.

4.4. Classification Procedure (revised: Jul-21)

As set out in *Adult Custody Policy* section 4.4.

4.4.1. Documentation

As set out in *Adult Custody Policy* section 4.4.1.

4.4.2. Classification interview

As set out in *Adult Custody Policy* section 4.4.2.

4.4.3. Risk/needs assessment (RNA)

As set out in procedures set out in *Adult Custody Policy* section 4.6.

4.4.4. Inmate assessment (IA)

As set out in *Adult Custody Policy* section 4.4.4.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.5–10	<i>Chapter 4: Case Management</i>

4.4.5. Special concerns

As set out in *Adult Custody Policy* section 4.4.5.

1. The intake classification officer informs the Assistant Deputy Warden of CCM about special concerns related to an inmate.

The Assistant Deputy Warden of CCM informs the correctional centre's staff.

4.5. Classification Categories (revised: Dec-17)

4.5.1. Correctional centres

As set out in *Adult Custody Policy* section 4.5.1.

4.5.2. Geographical proximity placements

As set out in *Adult Custody Policy* section 4.5.2.

4.5.3. Criteria for classifying an inmate to secure custody

As set out in *Adult Custody Policy* section 4.5.3.

4.5.4. Criteria for classifying an inmate to medium custody

As set out in *Adult Custody Policy* section 4.5.4.

A trained FRCC classification officer may classify an inmate(s) to medium custody.

4.5.5. Criteria for classifying an inmate to open custody

As set out in *Adult Custody Policy* section 4.5.5.

4.5.6. Direct classification

As set out in *Adult Custody Policy* section 4.5.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.6–11

4.5.7. Reclassification

As set out in *Adult Custody Policy* section 4.5.7.

4.5.8. Centre designations

As set out in *Adult Custody Policy* section 4.5.8.

4.5.9. Emergency transfers

As set out in *Adult Custody Policy* section 4.5.9.

1. The warden or DW of CCM 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 DW of CCM records the reasons for the transfer in the CORNET Client Log.
3. The classification officer at the receiving correctional centre reviews placement within one business day.

4.5.10. Protective custody

As set out in *Adult Custody Policy* section 4.5.10.

4.5.11. Inmate dissatisfied with placement

As set out in *Adult Custody Policy* section 4.5.11.

4.6. Assessments (revised Aug-21)

4.6.1. Objective

As set out in *Adult Custody Policy* section 4.6.1.

4.6.2. Reclassification

As set out in *Adult Custody Policy* section 4.6.2.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.6–12	<i>Chapter 4: Case Management</i>

4.6.3. Case management planning

As set out in *Adult Custody Policy* section 4.6.3.

4.6.4. Case review

As set out in *Adult Custody Policy* section 4.6.4.

4.6.5. Transfer

As set out in *Adult Custody Policy* section 4.6.5.

4.6.6. Assessments – individuals with mental health needs

As set out in *Adult Custody Policy* section 4.6.6.

4.6.7. Referral and information

As set out in *Adult Custody Policy* section 4.6.7.

1. As set out in *Adult Custody Policy* section 4.6.7(1)
2. As set out in *Adult Custody Policy* section 4.6.7(2)
3. As set out in *Adult Custody Policy* section 4.6.7(3)
4. Case Management Coordinator is responsible for case management. When this position is vacant, these duties will be assigned to the Living Unit Supervisor by the Assistant Deputy Warden – Programs.
5. The Case Management Coordinator will:
 - Monitor the assignment of clients to case managers and ensure completed as per provincial policy;
 - Coordinate monthly remission reviews;
 - Review CORNET to ensure Case Management Plans, Client Log entries, INA's, Month End Summaries, Closing Summaries and Pre-Release Sentence Plans are completed as per provincial policy;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.6–13

- Attend living units and assist Living Unit Officers in their case management responsibilities;
 - If necessary, arrange coverage for the Living Unit Officer to complete their caseload assignment.
6. The Case Management Coordinator will ensure that all case management responsibilities are being completed in a timely manner.
 7. When timely parole applications are not occurring the Case Management Supervisor will review the case management plan with the Case Manager to ensure that appropriate assistance for application is provided. Where the client's application is delayed due to incompleteness of CORE programs, incomplete release plans, or simply because he does not wish to apply, these reasons will be noted in the client log and the Conditional Release Coordinator will be advised.

4.6.8. Data entry

As set out in *Adult Custody Policy* section 4.6.8.

4.6.9. Case management

As set out in *Adult Custody Policy* section 4.6.9.

4.6.10. Principles

As set out in *Adult Custody Policy* section 4.6.10.

4.6.11. Case management plan

As set out in *Adult Custody Policy* section 4.6.11.

4.6.12. Case manager's role

As set out in *Adult Custody Policy* section 4.6.12.

1. As set out in *Adult Custody Policy* section 4.6.12(1);
2. As set out in *Adult Custody Policy* section 4.6.12(2);
3. As set out in *Adult Custody Policy* section 4.6.12(3);

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.7–14	<i>Chapter 4: Case Management</i>

4. As set out in *Adult Custody Policy* section 4.6.12(4);
5. As set out in *Adult Custody Policy* section 4.6.12(5);
6. Case Managers are assigned caseloads per cell placement on the unit with every unit officer assigned to cover specific cell assignments as outlined on the Living Unit Roster;
7. If a client is transferred to another living unit, he will be assigned a new Case Manager, the officer in charge of the assigned cell;
8. Clients cannot switch cells if it changes Case Managers unless it is agreed upon by both Case Managers; and
9. The Case Manager will meet with new clients on their caseload, when practical, within one week of their arrival to the centre and will make an entry on the clients CORNET Client Log under the Record Type of “*Case Management Plan*” titled “*Case Manager’s Initial Interview*” and identify that the case management plan and if applicable an INA is completed.

4.6.13. Role of the release co-ordinator

As set out in *Adult Custody Policy* section 4.6.13.

4.6.14. Program review

As set out in *Adult Custody Policy* section 4.6.14.

4.7. Internal Placement (revised: Oct-20)

4.7.1. Inmate populations

As set out in *Adult Custody Policy* section 4.7.1.

4.7.2. Cell assignment

As set out in *Adult Custody Policy* section 4.7.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.8–15

4.7.3. Multiple occupancy defined

As set out in *Adult Custody Policy* section 4.7.3.

4.7.4. Inmates excluded from multiple occupancy

As set out in *Adult Custody Policy* section 4.7.4.

4.8. Supported Integration Placement (Revised: Jan-22)

4.8.1. Policy Objective

As set out in *Adult Custody Policy* section 4.8.1.

This policy is to assist the Corrections Branch to maintain a safe environment by placing individuals on a modified living unit routine with a collaborative case plan to manage their identified needs, risks, and/or behaviours to support integration into the least restrictive placement possible.

4.8.2. Overview

As set out in *Adult Custody Policy* section 4.8.2.

1. Any inmate may be internally classified to supported integration placement when the inmate requires additional support to integrate to the least restrictive placement possible due to:
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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.8–16	<i>Chapter 4: Case Management</i>

2. Supported integration placement includes three placement levels and a case plan to address personal needs, risks, and/or behaviours and set goals to work towards the least restrictive placement possible.
3. The three placement option levels with restrictions on daily routines, based on individualized case plans, are:
 - Level 1: Increased supervision and an opportunity for a minimum of four hours out of cell daily;
 - Level 2: Greater integration with peers, increased opportunity for program participation and a minimum of five hours out of cell daily; and
 - Level 3: Close to integration into the normal routine of a living unit with an opportunity for a minimum of six hours out of cell daily.
4. Daily time out of cell includes:
 - Time for personal hygiene; and
 - Daily exercise of at least one hour in the open air if weather and security conditions allow.
5. If the inmate cannot be provided with the minimum time out of cell due to safety, security, or operational concerns, the warden or ADW of CCM is notified, or in their absence, the ADW of Regulations, and the reasons are documented in the CORNET Client Log.
6. Inmates may interact with living unit peers on any level of supported integration placement, or with other inmates who are not on supported integration placement.
7. Restrictions on peer interaction are determined on a case-by-case basis.
8. Inmate privileges are not withheld from inmates who are classified to supported integration placement, except for reasons related to institutional security and safety.
9. Supported integration placement is not punitive or used for disciplinary purposes; rather, it provides inmates with an opportunity to have additional supports with the goal to integrate into a living unit routine.
10. Supported integration placement is not used for inmates in segregation or on separate confinement status under section 17, 18, 19, 24 or 27 of the Correction Act Regulation.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.8–17

4.8.3. Classification

As set out in *Adult Custody Policy* section 4.8.3.

1. Classification to supported integration placement is determined by a classification officer, in consultation with the warden or ADW of CCM, who considers all available information.
2. In urgent circumstances, when a classification officer is not available for consultation, the warden or ADW of CCM may classify an inmate to supported integration placement. The classification officer conducts a review of the placement within 24 hours of the decision.
3. Inmates are classified to the least restrictive level of supported integration placement necessary to address their needs, risks or behaviours and to ensure the best chance of success at achieving case plan goals.
4. The warden or ADW of CCM ensures that within 24 hours of classification to supported integration placement the inmate is provided written notice of the reason for placement and the information that was considered in the placement decision
5. The Supported Integration Placement Notification Form is used to document the placement decision, and a copy is placed on the inmate's CORNET Client Log.
6. Principles of administrative fairness apply to supported integration placement decisions. This includes the inmate's right to:
 - Know the information being considered in the decision;
 - Provide information for consideration in the decision; and
 - Know the reasons for the decision.

4.8.4. Voluntary Supported Integration Placement

As set out in *Adult Custody Policy* section 4.8.4.

4.8.5. Supported Integration Placement case plan

As set out in *Adult Custody Policy* section 4.8.5.

4.8.6. Review of Supported Integration Placement Decision

As set out in *Adult Custody Policy* section 4.8.6.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.9–18	<i>Chapter 4: Case Management</i>

1. If an inmate disagrees with their classification to supported integration placement, the inmate may submit a written complaint to the warden in accordance with section 37 of the Correction Act Regulation.
2. The warden or DW of CCM must, within 7 days of the receipt of the complaint, investigate the inmate's submissions, conduct a file review, and provide written reasons to the inmate for the decision.
3. If the inmate is unsatisfied with the results of the review, they may file a complaint to the Investigation and Standards Office.

4.9. Inmate Transfers (revised: Mar-21)

4.9.1. Authority

As set out in *Adult Custody Policy* section 4.9.1.

4.9.2. Introduction

As set out in *Adult Custody Policy* section 4.9.2.

4.9.3. Transfer/ movement records

As set out in *Adult Custody Policy* section 4.9.3.

4.9.4. Sentence management transfers

As set out in *Adult Custody Policy* section 4.9.4.

4.9.5. Administrative transfers

As set out in *Adult Custody Policy* section 4.9.5.

4.9.6. Authority—administrative transfers

As set out in *Adult Custody Policy* section 4.9.6.

The Assistant Deputy Warden of A&D or in their absence the Classification Supervisor has authority to approve administrative transfers. The reasons for a transfer are noted in the CORNET Client Log.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.9–19

4.9.7. Transfer decisions

As set out in *Adult Custody Policy* section 4.9.7.

The warden designates authority to the ADW of CCM 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

As set out in *Adult Custody Policy* section 4.9.8.

4.9.9. Centres to consult

As set out in *Adult Custody Policy* section 4.9.9.

4.9.10. Emergency transfers

As set out in *Adult Custody Policy* section 4.5.9 for Emergency Transfers.

4.9.11. Transfer via court

As set out in *Adult Custody Policy* section 4.9.11.

4.9.12. File transfer

As set out in *Adult Custody Policy* section 4.9.12.

1. As set out in *Adult Custody Policy* section 4.9.12(1).
2. If files cannot be moved with the inmate in an emergency transfer, the Correctional Supervisor of CCM ensures that the receiving centre receives a copy, via fax, of the committal documents and other pertinent information. Original files are forwarded to the

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.10–20	<i>Chapter 4: Case Management</i>

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. As set out in Adult Custody Policy section 4.9.12(3).
4. As set out in Adult Custody Policy section 4.9.12(4).

4.9.13. Youth files

As set out in *Adult Custody Policy* sections 4.9.13 and 4.9.12.

4.9.14. Medically unfit for transfer

As set out in *Adult Custody Policy* section 4.9.14.

4.9.15. Confirmation of identity

As set out in *Adult Custody Policy* section 4.9.15.

Prior to the inmate leaving the centre on any transfer movement, identity is confirmed using biometric verification. When an inmate has refused biometric enrolment, identity is confirmed by both a correctional officer and a correctional supervisor by referencing photos and information in the Client Physical Description screen in CORNET.

4.10. Transgender inmates (revised: Jun-19)

4.10.1. Introduction

As set out in *Adult Custody Policy* section 4.10.1.

4.10.2. Intake

As set out in *Adult Custody Policy* section 4.10.2.

4.10.3. Searches

As set out in *Adult Custody Policy* section 4.10.3.

The designate referred to in paragraph 4 of this section is the DW of Operations, or in their absence the On-Call Manager.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.10–21

4.10.4. Placement

As set out in *Adult Custody Policy* section 4.10.4.

4.10.5. Case Management

As set out in *Adult Custody Policy* section 4.10.5.

4.10.6. Effects

As set out in *Adult Custody Policy* section 4.10.6.

4.10.7. Integration

As set out in *Adult Custody Policy* section 4.10.7.

4.10.8. Shared accommodation

As set out in *Adult Custody Policy* section 4.10.8.

The designate referred to in this section, paragraph 3 is the DW of Operations, or their absence, the ADW of Regulations or On Call manager.

4.10.9. Shower and toilet access

As set out in *Adult Custody Policy* section 4.10.9.

Transgender inmates are offered individual and private access to the shower and toilet for safety and privacy purposes.

- A transgender inmate will be offered individual and private access to the shower during the intake process by the Records or Classification Supervisor. In the event a transgender inmate elects individual and private access to a shower, an Operations Supervisor will make arrangements daily with Supervisor or the area in which they are housed. If necessary, they may be taken to an alternate location for use of a private shower at a time which is operationally feasible.
- A transgender inmate may change their preference at any time.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.11–22	<i>Chapter 4: Case Management</i>

4.10.10. Identification

As set out in *Adult Custody Policy* section 4.10.10.

4.10.11. Training

As set out in *Adult Custody Policy* section 4.10.11.

4.11. Client File - Cornet (revised: Aug-14)

4.11.1. Contents of file

As set out in *Adult Custody Policy* section 4.11.1.

4.11.2. Creating file

As set out in *Adult Custody Policy* section 4.11.2.

4.11.3. Responsibility

As set out in *Adult Custody Policy* section 4.11.3.

4.11.4. Monthly summary

As set out in *Adult Custody Policy* section 4.11.4.

4.11.5. Closing summary

As set out in *Adult Custody Policy* section 4.11.5.

4.11.6. File reviews

As set out in *Adult Custody Policy* section 4.11.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.12–1

4.12. Inmate Files (revised: Dec-19)

4.12.1. Types of Files

As set out in *Adult Custody Policy* section 4.12.1.

4.12.2. File creation and retrieval

As set out in *Adult Custody Policy* section 4.12.2.

4.12.3. Cornet physical file screen

As set out in *Adult Custody Policy* section 4.12.3.

4.12.4. Warrant file

As set out in *Adult Custody Policy* section 4.12.4.

4.12.5. Warrant file folder

As set out in *Adult Custody Policy* section 4.12.5.

4.12.6. Warrant file contents

As set out in *Adult Custody Policy* section 4.12.6.

4.12.7. Purging a warrant file

As set out in *Adult Custody Policy* section 4.12.7.

4.12.8. Warrant file review

As set out in *Adult Custody Policy* section 4.12.8.

4.12.9. Transfer to another correctional centre

As set out in *Adult Custody Policy* section 4.12.9.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.13–2	<i>Chapter 4: Case Management</i>

4.12.10. Transfer of inmate warrant files

As set out in *Adult Custody Policy* section 4.12.10.

4.12.11. Escape

As set out in *Adult Custody Policy* section 4.12.11.

4.12.12. Location and storage of warrant file

As set out in *Adult Custody Policy* section 4.12.12.

4.12.13. Archiving inactive files to off-site storage

As set out in *Adult Custody Policy* section 4.12.13.

The designate referred to in this section is not applicable as files are kept on site.

4.12.14. Retention of material

As set out in *Adult Custody Policy* section 4.12.14.

4.13. K Files: Relationship Violence (revised: Dec-19)

4.13.1. Introduction

As set out in *Adult Custody Policy* section 4.13.1.

4.13.2. Definition of relationship violence

As set out in *Adult Custody Policy* section 4.13.2.

4.13.3. Definition

As set out in *Adult Custody Policy* section 4.13.3.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.13–3

4.13.4. Admission to remand or sentenced custody

As set out in *Adult Custody Policy* section 4.13.4.

Upon admission to FRCC, the records supervisor/classification officer/ records correctional officer ensure that the procedures in this subsection are followed.

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2. Information regarding civil or criminal protection orders or orders respecting the victim or access to the offender's children are obtained by completing a query with the Protection Order Registry (POR). As set out in section 4.13 for information on POR. This is done by the records officer and/ or the record supervisor
3. Inmate is informed that the victim, and any other individual protected by a court-ordered condition on the warrant of remand, warrant for committal, or warrant of committal is notified of the admission and relevant information regarding subsequent court dates and changes in custodial status.
4. Offender is restricted from communicating with any victim, witness or other protected party in accordance with:
 - A court-ordered condition on the warrant that is made according to section 516(2), 515(12), or 743.21 of the Criminal Code; or
 - An active order prohibiting contact with the victim or other protected party (i.e. civil restraining order or no contact order); and
 - This is documented on CORNET in the VISITORS/CONTACTS/NO CONTACTS screen, with an effective date and expiry date (if applicable). The inmate is notified of the active order by classification or the records officer.
5. If the offender is readmitted to custody on pre-existing K charges (e.g. breach) or on a new charge with a victim who was already subject to notification, the record of entries from the previous file is reviewed in the Victim Contact Log in CORNET. This is done by the records officer and/ or the record supervisor
6. Every effort is made to accommodate K file offenders within the institution when serving an intermittent sentence on weekends. On the chance of an offender that cannot be accommodated, the Centre must ensure that the:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.13–4	<i>Chapter 4: Case Management</i>

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4.13.5. Notification of victim

As set out in *Adult Custody Policy* section 4.13.5.

Contact the Victim Notifier/A&D clerk to ensure K-File or VN-File victims have been contacted and are aware of the inmate's pending discharge.

If the Victim Notifier/A&D clerk is unable to contact the victim and there is no phone number available, advise the police agency closest to the known residence of the victim or the police agency where the orders originated.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.14–5

4.13.6. Victim contact records

As set out in *Adult Custody Policy* section 4.13.6.

4.13.7. Referral to specialized programs

As set out in *Adult Custody Policy* section 4.13.7.

4.13.8. Contact between victim and offender

As set out in *Adult Custody Policy* section 4.13.8.

4.13.9. Non-Communication orders

As set out in *Adult Custody Policy* section 4.13.9.

4.14. Protection Order Registry Checks and Victim Safety Unit (revised: Dec-17)

4.14.1. Protection Order Registry

As set out in *Adult Custody Policy* section 4.14.1.

4.14.2. Victim Safety Unit

As set out in *Adult Custody Policy* sections 4.14.2 and 4.14.3.

4.14.3. Victim Information and Safety Tracking Application (VISTA)

As set out in *Adult Custody Policy* section 4.14.3.

4.14.4. Protection order registry checks

As set out in *Adult Custody Policy* section 4.14.4.

4.14.5. Conditional release—parole

As set out in *Adult Custody Policy* section 4.14.5.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.15–6	<i>Chapter 4: Case Management</i>

Refer to section 6.3 of *Adult Custody Policy* for procedures related to victim notification about K File offenders and parole.

4.14.6. Conditional release—temporary absence

As set out in *Adult Custody Policy* section 4.14.6.

Prior to releasing an inmate on temporary absence, The Assistant Deputy Warden of SMU ensures that a search of the Protection Order Registry is conducted.

4.14.7. Escapes and after-hours conditional releases

As set out in *Adult Custody Policy* section 4.14.7.

When there is an escape or after-hours conditional release, the Assistant Deputy Warden of Regulations ensures a search of the Protection Order Registry (POR) is conducted.

4.15. Section 810 Recognizance (revised: Dec-19)

4.15.1. Legal authority

As set out in *Adult Custody Policy* section 4.15.1.

4.15.2. Warrant expiry review

As set out in *Adult Custody Policy* section 4.15.2.

4.15.3. Review criteria

As set out in *Adult Custody Policy* section 4.15.3.

4.15.4. Referral process

As set out in *Adult Custody Policy* section 4.15.4.

4.15.5. Referral package

As set out in *Adult Custody Policy* section 4.15.5.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.17–1

4.16. Prison Plus Probation or Conditional Sentence Order (revised: Apr-14)

4.16.1. Probation orders taking effect

As set out in *Adult Custody Policy* section 4.16.1.

4.16.2. Conditional sentence orders taking effect

As set out in *Adult Custody Policy* section 4.16.2.

4.16.3. Responsibilities upon release

As set out in *Adult Custody Policy* section 4.16.3.

4.16.4. Direction to inmate

As set out in *Adult Custody Policy* section 4.16.4.

4.16.5. Referral to itinerant office

As set out in *Adult Custody Policy* section 4.16.5.

4.17. Citizens of Foreign Countries (revised: Mar-09)

As set out in *Adult Custody Policy* section 4.17.

The Warden or DW of CCM ensure that the nearest Citizenship and Immigration Canada Office is notified, or aware of inmates received who could be subject to deportation.

4.17.1. Informing consular post

As set out in *Adult Custody Policy* section 4.17.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.18–1

4.18. Federal/ Provincial Agreement for Transfer of Inmates (revised: Oct-10)

4.18.1. Agreement

As set out in *Adult Custody Policy* section 4.18.1.

4.18.2. Application form

As set out in *Adult Custody Policy* section 4.18.2.

4.18.3. Provincial to federal transfer applications

As set out in *Adult Custody Policy* section 4.18.3.

4.18.4. Federal to provincial applications

As set out in *Adult Custody Policy* section 4.18.4.

4.18.5. Transfer of federal inmates

As set out in *Adult Custody Policy* section 4.18.5.

4.18.6. Classification officer review

As set out in *Adult Custody Policy* section 4.18.6.

4.18.7. Criteria for transfer to a correctional centre

As set out in *Adult Custody Policy* section 4.18.7.

4.18.8. Penitentiary placement officer

As set out in *Adult Custody Policy* section 4.18.8.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.18–2	<i>Chapter 4: Case Management</i>

4.18.9. Appeal

As set out in *Adult Custody Policy* section 4.18.9.

4.18.10. Correctional centre rules to apply

As set out in *Adult Custody Policy* section 4.18.10.

4.18.11. Jurisdiction to examine complaints

As set out in *Adult Custody Policy* section 4.18.11.

4.18.12. Parole

As set out in *Adult Custody Policy* section 4.18.12.

The Correctional Supervisor of SMU notifies the Parole Board of Canada when a federal inmate is transferred under this agreement.

4.18.13. Return to original jurisdiction

As set out in *Adult Custody Policy* section 4.18.13.

The request and reasons for the return to the original jurisdiction is forwarded by the Correctional Supervisor of SMU.

4.18.14. Documentation

As set out in *Adult Custody Policy* section 4.18.14.

4.18.15. Transportation

As set out in *Adult Custody Policy* section 4.18.15.

4.18.16. Billing

As set out in *Adult Custody Policy* section 4.18.16.

FRCC does not submit billing for Federally sentenced inmates. Federally sentenced inmates are transferred to NFPC where transfer to Corrections Service of Canada custody occurs.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 4: Case Management</i>	Page 4.19–1

4.19. Inter-Provincial Agreement for Transfer of Inmates (revised: Jul-20)

4.19.1. Agreement

As set out in *Adult Custody Policy* section 4.19.1.

4.19.2. Procedure

As set out in *Adult Custody Policy* section 4.19.2.

4.19.3. Notification by program analyst

As set out in *Adult Custody Policy* section 4.19.3.

4.19.4. Application to transfer to a B.C. centre

As set out in *Adult Custody Policy* section 4.19.4.

4.19.5. Criteria

As set out in *Adult Custody Policy* section 4.19.5.

4.19.6. Criteria for transferring B.C. residents to B.C.

As set out in *Adult Custody Policy* section 4.19.6.

4.19.7. Ministerial authority

As set out in *Adult Custody Policy* section 4.19.7.

4.19.8. Costs of transfer

As set out in *Adult Custody Policy* section 4.19.8.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 4.20–2	<i>Chapter 4: Case Management</i>

4.19.9. Inmate files and effects

As set out in *Adult Custody Policy* section 4.19.9.

4.19.10. Probation to follow

As set out in *Adult Custody Policy* section 4.19.10.

4.19.11. Parole

As set out in *Adult Custody Policy* section 4.19.11.

When a parole application is generated and/or granted for an inmate requesting an inter-provincial transfer, the Conditional Release Coordinator provides this information to the Parole Board of Canada.

4.19.12. Rules of receiving institution to apply

As set out in *Adult Custody Policy* section 4.19.12.

4.20. International Agreement on Transfer of Offenders (revised: Sep-12)

4.20.1. Canada—U.S.A. agreement

As set out in *Adult Custody Policy* section 4.20.1.

4.20.2. Criteria

As set out in *Adult Custody Policy* section 4.20.2.

4.20.3. Information

As set out in *Adult Custody Policy* section 4.20.3.

4.20.4. Application

As set out in *Adult Custody Policy* section 4.20.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 5.1–1

4.21. Integrated Transitional and Release Planning and Homelessness Intervention Project Programs (issued: Jul-21)

4.21.1. Integrated Transitional and Release Planning Program

As set out in *Adult Custody Policy* section 4.21.1.

4.21.2. Homelessness Intervention Project (HIP) Program

As set out in *Adult Custody Policy* section 4.21.2.

4.22. Integrated Release Planning (issued: Jul-21)

As set out in *Adult Custody Policy* section 4.22.

4.23. Supporting individuals through Gladue interviews

As set out in *Adult Custody Policy* section 4.23.

5. Temporary Absence

5.1. Introduction (revised: Sep-20)

5.1.1. Overview

As set out in *Adult Custody Policy* section 5.1.1.

5.1.2. Legislative authority

As set out in *Adult Custody Policy* section 5.1.2.

5.1.3. Purpose of temporary absence

As set out in *Adult Custody Policy* section 5.1.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 5.2–2	<i>Chapter 5: Temporary Absence</i>

5.1.4. Principles of temporary absence program

As set out in *Adult Custody Policy* section 5.1.4.

5.2. Types of Temporary Absences—BC Corrections (revised: Sep-20)

5.2.1. Introduction

As set out in *Adult Custody Policy* section 5.2.1.

5.2.2. Temporary absences that may be granted to sentenced inmates

As set out in *Adult Custody Policy* section 5.2.2.

5.2.3. Emergency medical absence

As set out in *Adult Custody Policy* section 5.2.3.

1. Absence from a correctional centre to receive medical treatment in emergency situations may be granted for an unlimited period by the person in charge. This is done on the advice of a clinician qualified in the relevant health field.
2. A remanded inmate or a sentenced inmate held in secure custody may be granted an emergency medical absence by the person in charge. In consultation with a clinician, the person in charge determines that the inmate is unable, through infirmity or other cause, to withdraw from the place providing the treatment.
3. The person in charge ensures emergency medical absences are reviewed on a daily basis to ensure a prompt response to any significant change in the inmate's medical condition.
4. Canada Border Services Agency authorities are notified as soon as possible, or by the next working day, if any medical absence is granted to an inmate who is not a Canadian citizen or is a landed immigrant or is subject to a detention hold issued under the Immigration and Refugee Protection Act.
5. Because a timely response is essential in these cases, granting an emergency medical absence does not require the preparation of a written community assessment report from Community Corrections. An escort risk assessment is necessary, in accordance with section 1.7.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 5: Temporary Absence</i>	Page 5.2–3

5.2.4. Non-emergency medical absence

As set out in *Adult Custody Policy* section 5.2.4.

5.2.5. Legal custody of inmate in a medical facility

As set out in *Adult Custody Policy* section 5.2.5.

The designate referred to in paragraph 2 of this section is the ADW of A&D.

5.2.6. Education absence

As set out in *Adult Custody Policy* section 5.2.6.

5.2.7. Employment absence

As set out in *Adult Custody Policy* section 5.2.7.

5.2.8. Rehabilitation/reintegration absence

As set out in *Adult Custody Policy* section 5.2.8.

5.2.9. Humanitarian absence

As set out in *Adult Custody Policy* section 5.2.9.

5.2.10. Operational/administrative absence

As set out in *Adult Custody Policy* section 5.2.10.

5.2.11. Communicable disease absence

As set out in *Adult Custody Policy* section 5.2.11.

5.2.12. Escorted absence

As set out in *Adult Custody Policy* section 5.2.12.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 5.3–4	<i>Chapter 5: Temporary Absence</i>

5.2.13. Inmates under correctional officer escort

As set out in *Adult Custody Policy* section 5.2.13.

5.2.14. Work crews not under direct supervision of BC Corrections staff

As set out in *Adult Custody Policy* section 5.2.14.

5.2.15. Temporary absence into police custody

As set out in *Adult Custody Policy* section 5.2.15.

5.2.16. Police authorized absence

As set out in *Adult Custody Policy* section 5.2.16.

5.3. Processing Procedures (revised Sep-19)

5.3.1. Temporary absence application

As set out in *Adult Custody Policy* section 5.3.1.

5.3.2. Conditional release co-ordinator

As set out in *Adult Custody Policy* section 5.3.2.

The conditional release co-ordinator, or in their absence the Correctional Supervisor of Classification, guides temporary absence applications through the decision-making process. Required information and documents are assembled and available at key junctures in the process.

5.3.3. Types of temporary absence requiring community assessment report

As set out in *Adult Custody Policy* section 5.3.3.

5.3.4. File review requests

As set out in *Adult Custody Policy* section 5.3.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 5: Temporary Absence</i>	Page 5.3–5

5.3.5. Due dates and distribution

As set out in *Adult Custody Policy* section 5.3.5.

5.3.6. Responsibility for community assessment report

As set out in *Adult Custody Policy* section 5.3.6.

5.3.7. Purpose of community assessment reports

As set out in *Adult Custody Policy* section 5.3.7.

5.3.8. Risk/needs assessment and community assessment reports

As set out in *Adult Custody Policy* section 5.3.8.

5.3.9. Sources of information

As set out in *Adult Custody Policy* section 5.3.9.

5.3.10. Electronic supervision not available

As set out in *Adult Custody Policy* section 5.3.10.

5.3.11. Institutional assessment report

As set out in *Adult Custody Policy* section 5.3.11.

5.3.12. Approved addiction resources

As set out in *Adult Custody Policy* section 5.3.12.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 5.4–1

5.4. Decision-making Criteria (revised Sep-20)

5.4.1. Introduction

As set out in *Adult Custody Policy* section 5.4.1.

5.4.2. Criteria for granting temporary absence

As set out in *Adult Custody Policy* section 5.4.2.

5.4.3. Safety of the public

As set out in *Adult Custody Policy* section 5.4.3.

5.4.4. Inmate risk assessment

As set out in *Adult Custody Policy* section 5.4.4.

5.4.5. Likelihood of escape or non-compliance

As set out in *Adult Custody Policy* section 5.4.5.

5.4.6. Institutional classification

As set out in *Adult Custody Policy* section 5.4.6.

5.4.7. Intent of sentence

As set out in *Adult Custody Policy* section 5.4.7.

5.4.8. Community performance

As set out in *Adult Custody Policy* section 5.4.8.

5.4.9. Institutional performance

As set out in *Adult Custody Policy* section 5.4.9.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 5.4–2	<i>Chapter 5: Temporary Absence</i>

5.4.10. Viability of temporary absence plan

As set out in *Adult Custody Policy* section 5.4.10.

5.4.11. Supervision

As set out in *Adult Custody Policy* section 5.4.11.

5.4.12. Outstanding charges

As set out in *Adult Custody Policy* section 5.4.12.

5.4.13. Limitations on granting temporary absences

As set out in *Adult Custody Policy* section 5.4.13, 5.4.2, and 5.4.12 for criteria on granting temporary absences.

5.4.14. Sources of information

As set out in *Adult Custody Policy* section 5.4.14.

5.4.15. Supervision by Community Corrections Division staff

As set out in *Adult Custody Policy* section 5.4.15.

5.4.16. Required conditions for reporting to probation officer

As set out in *Adult Custody Policy* section 5.4.16.

5.4.17. Decision documentation

As set out in *Adult Custody Policy* section 5.4.17.

5.4.18. Temporary absence authorization permit

As set out in *Adult Custody Policy* section 5.4.18.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 5: Temporary Absence</i>	Page 5.4–3

5.4.19. CORNET entry

As set out in *Adult Custody Policy* section 5.4.19.

5.4.20. Role of releasing correctional centre

As set out in *Adult Custody Policy* section 5.4.20.

5.4.21. Confirmation of identity

As set out in *Adult Custody Policy* section 5.4.21.

5.4.22. Transfers

As set out in *Adult Custody Policy* section 5.4.22.

5.4.23. Notification of inmate release to temporary absence

As set out in *Adult Custody Policy* section 5.4.23.

5.4.24. Notification to victims of temporary absence decision

As set out in *Adult Custody Policy* section 5.4.24.

5.4.25. Renewal procedure for absences requiring supervision by Community Corrections

As set out in *Adult Custody Policy* section 5.4.25.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 5.5–1

5.5. Denials, Suspensions and Revocations (revised: Sep-20)

5.5.1. Authority

As set out in *Adult Custody Policy* section 5.5.1.

5.5.2. Notification to inmate

As set out in *Adult Custody Policy* section 5.5.2.

5.5.3. Review of Decision

As set out in *Adult Custody Policy* section 5.5.3.

5.5.4. Suspension

As set out in *Adult Custody Policy* section 5.5.4.

5.5.5. Violations when supervised by Community Corrections

As set out in *Adult Custody Policy* section 5.5.5.

5.5.6. Revocation

As set out in *Adult Custody Policy* section 5.5.6.

5.5.7. Inmate who does not return to centre upon suspension

As set out in *Adult Custody Policy* section 5.5.7.

5.5.8. Serious offences

As set out in *Adult Custody Policy* section 5.5.8 and section 2.3 of the *Management Services Policy Manual*.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 6.2–1

6. Parole

6.1. Introduction (revised Dec-19)

6.1.1. Purpose of parole

As set out in *Adult Custody Policy* section 6.1.1.

6.1.2. Definitions

As set out in *Adult Custody Policy* section 6.1.2.

6.1.3. Jurisdiction

As set out in *Adult Custody Policy* section 6.1.3.

6.1.4. Parole Board of Canada jurisdiction

As set out in *Adult Custody Policy* section 6.1.4.

6.2. Administrative Services (revised: Apr-07)

6.2.1. Facilities

As set out in *Adult Custody Policy* section 6.2.1.

The Parole hearing room at FRCC is located in the A&D department.

6.2.2. Hearing schedule dates

As set out in *Adult Custody Policy* section 6.2.2.

6.2.3. Screening—observers, third party participants, assistants, interpreters

As set out in *Adult Custody Policy* section 6.2.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 6.3–2	<i>Chapter 7: Administration</i>

6.2.4. CORNET

As set out in *Adult Custody Policy* section 6.2.4.

6.3. Victims (revised: Jul-15)

6.3.1. Definition

As set out in *Adult Custody Policy* section 6.3.1.

6.3.2. Victim-participation at PBC hearings

As set out in *Adult Custody Policy* section 6.3.2.

1. As set out in *Adult Custody Policy* section 6.3.2(1).
2. As set out in *Adult Custody Policy* section 6.3.2(2).
3. As set out in *Adult Custody Policy* section 6.3.2(3).
4. The warden or designate (A& D administration clerk) ensures that victims are notified of any application for parole by a K file offender and provides them information on how to:
 - Contact the regional communications officer with the Parole Board of Canada to obtain information regarding the parole process, their involvement in the parole hearing, and notification of outcomes; and
 - Contact the Victim Safety Unit to receive assistance with the Parole Board of Canada's registration process.
5. As set out in *Adult Custody Policy* section 6.3.2(5).
6. As set out in *Adult Custody Policy* section 6.3.2(6).

6.3.3. Written submissions by victims to PBC

As set out in *Adult Custody Policy* section 6.3.3.

6.3.4. Observers

As set out in *Adult Custody Policy* section 6.3.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 6.5–3

6.3.5. Victims who observe and present statements

As set out in *Adult Custody Policy* section 6.3.5.

6.3.6. Support for victim observers and victim presenters

As set out in *Adult Custody Policy* section 6.3.6.

6.3.7. Victims and no-contact orders

As set out in *Adult Custody Policy* section 6.3.7.

6.3.8. Notification of PBC decision to victims

As set out in *Adult Custody Policy* section 6.3.8.

6.4. Types of Parole (revised: Apr-07)

6.4.1. Day parole

As set out in *Adult Custody Policy* section 6.4.1.

6.4.2. Full parole

As set out in *Adult Custody Policy* section 6.4.2.

6.4.3. Parole by exception

As set out in *Adult Custody Policy* section 6.4.3.

6.5. Parole Eligibility (revised: Aug-12)

6.5.1. Day parole

As set out in *Adult Custody Policy* section 6.5.1.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 6.6–4	<i>Chapter 7: Administration</i>

6.5.2. Full parole

As set out in *Adult Custody Policy* section 6.5.2.

6.5.3. Parole by exception—special cases

As set out in *Adult Custody Policy* section 6.5.3 and 6.4.3.

6.5.4. Calculation of eligibility

As set out in *Adult Custody Policy* section 6.5.4.

6.5.5. Notification of eligibility date

As set out in *Adult Custody Policy* section 6.5.5.

6.5.6. Multiple or additional sentences—recalculation of eligibility

As set out in *Adult Custody Policy* section 6.5.6.

6.6. Parole Board of Canada (revised: Aug-12)

6.6.1. Information to inmates

As set out in *Adult Custody Policy* section 6.6.1.

1. As set out in *Adult Custody Policy* section 6.6.1(1).
2. Parole information is posted on each living unit and provided on intake to all inmates admitted to FRCC.

6.6.2. Application

As set out in *Adult Custody Policy* section 6.6.2.

1. As set out in *Adult Custody Policy* section 6.6.2(1)
2. As set out in *Adult Custody Policy* section 6.6.2(2)
3. As set out in *Adult Custody Policy* section 6.6.2(3)

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 6.6–5

4. As set out in *Adult Custody Policy* section 6.6.2(4)
5. As set out in *Adult Custody Policy* section 6.6.2(5)
6. The FRCC Conditional Release Coordinator maintains a record of conditional release applications and decisions regarding processing of the application. These records are stored
s.15

6.6.3. Role of conditional release co-ordinator

As set out in *Adult Custody Policy* section 6.6.3.

- The conditional release co-ordinator is responsible for:
- Assisting offenders with sentences six months or longer to complete applications for parole;
- Ensuring that parole applications are complete;
- Forwarding parole applications to the Correctional Service of Canada (CSC) parole officer;
- Requesting institutional reports;
- Collating information from the correctional centre for release hearings;
- Ensuring that inmates, who propose residence in a community-based residential treatment facility, are assessed for transfer to a correctional centre closest to that location in the event of a parole grant;
- Notifying K file victims;
- Networking with CSC parole officers and community resources; and
- Ensuring that all parole incidents are entered into the Conditional Release Event screen in a timely manner.

6.6.4. Case preparation information requirements

As set out in *Adult Custody Policy* section 6.6.4.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 6.6–6	<i>Chapter 7: Administration</i>

The conditional release co-ordinator (CRC) supplies the following information to the Correctional Service of Canada (CSC) parole officer:

- Application;
- Warrant of committal (all relevant);
- Adult Custody report;
- Institutional report;
- Victim information (including victim impact statement);
- Pre-sentence report, when available;
- Psychological/psychiatric reports (in custody and confidential as per HCC);
- Psychological/psychiatric reports (court ordered);
- Report to Crown Counsel, if available;
- Information sheet, if available;
- Record of proceedings, if available;
- Judge's comments, if available; and
- Citizenship/immigration information (if not a Canadian citizen).
- Disciplinary hearings
- Programs certificates
- Inmate intake assessment
- Inmate Needs Assessment

6.6.5. Institutional report contents

As set out in *Adult Custody Policy* section 6.6.5.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 6.8–7

6.6.6. CRC—Day parole procedures

As set out in *Adult Custody Policy* section 6.6.6.

6.6.7. Approved addiction resources

As set out in *Adult Custody Policy* section 6.6.7.

6.6.8. Method of disclosure

As set out in *Adult Custody Policy* section 6.6.8.

6.6.9. Corrections Branch staff attending hearings

As set out in *Adult Custody Policy* section 6.6.9.

6.6.10. Transfers before hearings

As set out in *Adult Custody Policy* section 6.6.10.

6.6.11. Withdrawal of application

As set out in *Adult Custody Policy* section 6.6.11.

6.7. Hearing Decisions (revised: Apr-07)

6.7.1. Notification of decisions

As set out in *Adult Custody Policy* section 6.7.1.

6.8. Release Procedures (revised: May-18)

6.8.1. Effective date of release

As set out in *Adult Custody Policy* section 6.8.1.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 6.10–8	<i>Chapter 7: Administration</i>

6.8.2. Confirmation of identity

As set out in *Adult Custody Policy* section 6.8.2.

Prior to the inmate leaving the centre on full or day parole, the identity is confirmed using biometric verification. When an inmate has refused biometric enrolment, identity is confirmed by a correctional officer and the Correctional Supervisor of SMU or in their absence the Correctional Supervisor of Operations by referencing photos and information on the CORNET Client Physical Description screen.

6.8.3. Parole for deportation (removal)

As set out in *Adult Custody Policy* section 6.8.3.

6.8.4. Parole certificate

As set out in *Adult Custody Policy* section 6.8.4.

6.8.5. Parole decision document

As set out in *Adult Custody Policy* section 6.8.5.

6.9. Releasing Information to the Media (revised: Apr-07)

6.9.1. Media

As set out in *Adult Custody Policy* section 6.9.1.

6.10. Transfer of Jurisdiction (revised: Apr-07)

6.10.1. Request for community assessment

As set out in *Adult Custody Policy* section 6.10.1.

6.10.2. Probation following parole

As set out in *Adult Custody Policy* section 6.10.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 6.11–9

6.11. Suspension, Reinstatement and Revocation (revised: Aug-12)

6.11.1. Authority

As set out in *Adult Custody Policy* section 6.11.1.

6.11.2. Options for suspension, reinstatement and revocation

As set out in *Adult Custody Policy* section 6.11.2.

6.11.3. Automatic parole suspensions

As set out in *Adult Custody Policy* section 6.11.3.

6.11.4. Communication protocol with CSC

As set out in *Adult Custody Policy* section 6.11.4.

6.11.5. Cancellation of suspension or referral to PBC

As set out in *Adult Custody Policy* section 6.11.5.

6.11.6. Post-suspension interview and report

As set out in *Adult Custody Policy* section 6.11.6.

6.11.7. Post-suspension decision

As set out in *Adult Custody Policy* section 6.11.7.

6.11.8. Sentence recalculation upon revocation

As set out in *Adult Custody Policy* section 6.11.8.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 6.14–10	<i>Chapter 7: Administration</i>

6.11.9. Re-crediting remission—termination

As set out in *Adult Custody Policy* section 6.11.9.

6.11.10. Re-crediting remission—revocation

As set out in *Adult Custody Policy* section 6.11.10.

6.12. Accelerated Reviews—Federal Offenders (removed: Aug-12)

Note: Accelerated reviews were abolished in 2011.

6.13. Statutory Release—Federal Offenders (revised: Apr-07)

As set out in *Adult Custody Policy* section 6.13.

6.13.1. Statutory release review date

As set out in *Adult Custody Policy* section 6.13.1.

6.13.2. Case preparation

As set out in *Adult Custody Policy* section 6.13.2.

6.13.3. Statutory release reviews

As set out in *Adult Custody Policy* section 6.13.3.

6.13.4. Statutory release-suspension/ reinstatement/ revocation

As set out in *Adult Custody Policy* section 6.13.4 and 6.12.

6.14. Detention Hearing—Federal Offenders (revised: Apr-07)

As set out in *Adult Custody Policy* section 6.14.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.2–11

6.14.1. Referral

As set out in *Adult Custody Policy* section 6.14.1.

6.14.2. Notification of hearing

As set out in *Adult Custody Policy* section 6.14.2.

6.14.3. Disclosure of information

As set out in *Adult Custody Policy* section 6.14.3.

6.14.4. Detention hearing—appearance waiver

As set out in *Adult Custody Policy* section 6.14.4.

6.15. Appeals (revised: Apr-07)

As set out in *Adult Custody Policy* section 6.15.

7. Administration

7.1. Warden's Responsibility

As set out in *Adult Custody Policy* section 7.1

7.2. Information—Recording and Disseminating (revised: Aug-12)

7.2.1. Exchange of critical information

As set out in *Adult Custody Policy* section 7.2.1.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.2–12	<i>Chapter 7: Administration</i>

A. Living Unit Reports

1. Unit officers will complete a unit summary before the conclusion of each shift. Unit officers are responsible for reviewing shift exchange information relating to their assigned area of responsibility.
2. The correctional supervisor will complete a summary of pertinent information detailed on the unit summaries for morning muster meetings.
3. The following information will be noted in the unit summaries:
s.15

4. Inmate specific information on unit summaries will be entered into the corresponding inmate's client log.
5. Unit summaries will not be altered after they have been completed.
6. Unit summaries will be archived on an identified hard drive.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.2–13

B. Staff Station Information Exchange

During information exchange the following topics will be reviewed:

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At the conclusion of the information exchange, the oncoming officer is to confirm that the exchange occurred by making an entry in s.15 noting date, time and off-going officer's identity.

Additional information can be accessed electronically, as time permits, from the muster reports and living unit reports, or from further discussion with the correctional supervisor.

7.2.2. Living unit and program area records

As set out in *Adult Custody Policy* section 7.2.2.

7.2.3. Supervisor's responsibility

As set out in *Adult Custody Policy* section 7.2.3.

1. As set out in *Adult Custody Policy* section 7.2.3(1);

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.2–14	<i>Chapter 7: Administration</i>

2. As set out in *Adult Custody Policy* section 7.2.3(2); and
3. A muster report will be completed s.15
s.15

A. Muster Report Information

s.15

B. Circulation

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.4–15

s.15

C. Formal / Informal Muster

s.15

7.2.4. Staff responsibility

As set out in *Adult Custody Policy* section 7.2.4.

s.15

7.3. Reporting Inmate Counts (deleted: Oct-09)

7.4. Correspondence (revised: Nov-13)

7.4.1. Correspondence

As set out in *Adult Custody Policy* section 7.4.1.

7.4.2. Categories

As set out in *Adult Custody Policy* sections 7.4.2 and 7.4.7.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.4–16	<i>Chapter 7: Administration</i>

7.4.3. Handling correspondence

As set out in *Adult Custody Policy* section 7.4.3.

The correctional centre establishes procedures for the receipt and distribution of general and confidential correspondence.

All general and confidential correspondence is processed through the assistant to the assistant deputy warden staffing office in administration using the following process:

- Date mail is received is stamped on all incoming mail;
- s.15
- Staff mail is distributed to managers via their mail slot and to the correctional supervisor to deliver to line staff;
- s.15
- Administration mail – Open and distribute to the correct department;
- Inmate mail – is to be processed as per FRCC SOP Sec 7.4.7.

s.15

All correspondence and inquiries from constituency offices addressed to staff or inmates are forwarded to a manager who will forward and consult with the appropriate analyst.

7.4.4. Urgent correspondence

As set out in *Adult Custody Policy* section 7.4.4.

7.4.5. Copying

As set out in *Adult Custody Policy* section 7.4.5.

7.4.6. Exceptions

As set out in *Adult Custody Policy* section 7.4.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.4–17

7.4.7. Inmate correspondence

As set out in *Adult Custody Policy* section 7.4.7.

Inmates may send out and receive mail while housed at FRCC. Inmates are provided postage for all privileged correspondence and up to 7 letters each week.

All incoming and outgoing inmate mail is subject to examination for money and contraband. Staff do not read or monitor any mail unless with reasonable grounds authorized by a manager.

The mandatory minimum personal protection equipment (PPE) required while handling mail is nitrile gloves. The following items will also be made available:

s.15

A. Monitoring and Restricting Inmate Correspondence

In accordance with section 14 of the *Correction Act Regulation* and the *CAR* designation matrix staff do not monitor mail. If a staff member suspects that either an incoming or outgoing correspondence contains information that an inmate is involved in illegal activities, harassing or causing harm to others, participating in an activity that may jeopardize the management, operation or security of the centre, the letter is forwarded to the Deputy Warden of Operations or in their absence the Assistant Deputy Warden of Regulations. An incident report detailing the reason for the submission is submitted to the Correctional Supervisor of Operations for review and Assistant Deputy Warden of Regulations for approval.

A manager may also identify through incident reports when an inmate's correspondence should be monitored.

When an authorized access of an inmate's correspondence discloses evidence of a criminal offence, a manager may relate the content of the accessed records to the police. All other access by police to inmate correspondence is only given upon receipt of a search warrant or court order.

Inmate correspondence is restricted when there are reasonable grounds to believe that the inmate is:

- Involved in illegal activities;
- Harassing or causing harm to others;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.4–18	<i>Chapter 7: Administration</i>

- Participating in an activity that may jeopardize the safety security or operation of the centre;
- Has a court order that restricts or prohibits communication or contact between the inmate and the other person; or
- The other person has indicated to the authorized person that he or she does not wish to communicate with the inmate.

If an inmate communication has been restricted, a manager must, as soon as practicable, inform the inmate in writing and give reasons for the restriction.

Grounds for monitoring or restricting mail are documented. When the grounds that initiated the monitoring are no longer valid, the monitoring must cease.

B. Privileged Correspondence

Privileged correspondence includes the following:

- The assistant deputy minister;
- The provincial director;
- The person in charge;
- The director (ISO);
- A member of Parliament or of the Legislative Assembly;
- The Ombudsperson;
- An Immigration officer if the inmate is detained or subject for arrest and detention under the Immigration Act (Canada) or under the Immigration and Refugee Protection Act (Canada);
- The inmate's lawyer; and
- The Human Rights Clinic.

Information Access Operations, Court Services Branch, Legal Services Branch, and the Human Rights Tribunal are not considered privileged correspondence.

Outgoing privileged correspondence may be sealed and submitted after the unit officer has examined the contents for contraband and has confirmed the address is associated to a lawyer or

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.4–19

law firm (lawyer lookup, Canadian law list). Staff are expected to refrain from reading correspondence and limit the examination to searching for contraband. Outgoing privileged mail is exempt from mail and overweight limits.

The administration receptionist prepares all incoming privileged correspondence for daily pickup. When receiving “solicitor–client” privileged correspondence, including disclosure on an external hard-drive,^{s.15}

s.15

s.15 A Receipt of Privileged Correspondence form is attached each piece.

The Living Unit Supervisor will distribute incoming privileged correspondence each day, returning the completed Receipt of Privileged Correspondence to the administration receptionist. In their absence, another Correctional Supervisor may be designated to complete the task as required. Administration will manage the appropriate safe keeping of this record.

Incoming privileged correspondence is opened by the officer in the presence of the inmate. The officer will ensure that there is no contraband or monies present and will hand the correspondence to the inmate once the Receipt of Privileged Correspondence form is signed by the inmate. Any monies are taken to administration for deposit into the inmate’s trust account and a receipt is generated.

If there is contraband or any suspicion that the correspondence is not privileged, it is resealed and forwarded to the assistant deputy warden of regulations, accompanied by an incident report from the officer involved.

When an inmate receives privileged mail, the delivering officer documents receipt of the mail in the inmate’s CORNET Client Log using the Mail Log record title.

In the event a letter marked or identified as privileged correspondence is opened without the inmate present, a letter is written to the inmate outlining the circumstances of why it was opened. The letter is cc’d to the Deputy Warden of Operations and attached to the inmate’s CORNET Client Log. The letter then accompanies the privileged correspondence for delivery to the inmate.

C. Inmate Mail Procedures – Outgoing

Staff process the outgoing mail in their area(s) of responsibility each day between 2230- 0630 as described below.

Inmates may mail a maximum of seven (7) letters per week without charge. Outgoing mail is tracked in each inmate’s CORNET Mail Log. Postage for outgoing privileged mail is provided for and is not included in the weekly limit.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.4–20	<i>Chapter 7: Administration</i>

Inmates requesting to mail additional letters, packages or parcels are required to pay the additional costs as outlined by Canada Post. A request form authorizing payments for the cost of mailing accompanies the letter or package. Items not accompanied by a completed request are returned to the inmate.

All outgoing inmate mail must have the inmate's name and return address clearly marked on the outside of the envelope. It is not necessary to indicate FRCC. Inmates are responsible for ensuring that this is done before handing their letters in for processing. If the return address is not on the envelope, the envelope is returned to the inmate.

Inmates must submit all outgoing mail with the envelope unsealed, with the exception of privileged correspondence. Privileged correspondence must be marked as such on the envelope.

Outgoing mail is processed by the s.15 shift unit officer:

- Mail is examined to ensure it is addressed correctly and un-sealed if not privileged;
- The envelope is examined for contraband materials. The contents of the mail are not read, in accordance with the Corrections Act Regulations;
- The inmate's security alerts are checked to ensure that the inmate does not have a no-contact with the addressee;
- All outgoing inmate mail is recorded in the inmate's CORNET Client Log by the unit officer. When entering the mail information, staff select the Mail Log record title and enters the addressee information and notes the number of letters sent for the week (i.e. 2 of 7);
- Privileged mail is checked against the privileged mail list and is not included in the weekly allowance of paid postage;
- Once the mail is registered, it is sealed by the officer and forwarded to administration via the outgoing mail slot in the staff services corridor.

Letters that are suspicious are brought unsealed to the attention of a supervisor on shift who forwards them the next day to the assistant deputy warden of regulations, accompanied by an incident report from the officer involved.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.4–21

D. Inmate Mail Procedures – Incoming

Administration staff sort and place a date stamp on all incoming mail and note the inmate's CS number and location on the outside of the envelope.

Other than privileged correspondence, all mail is opened and searched for monies and contraband:

- Canada Post mail is searched by 2 staff;
- House mail is searched by 1 staff;
- Stamps are removed.

Privileged correspondence is not opened, and a Privileged Correspondence form is prepared for the inmate's signature. Privileged correspondence is held at administration and processed accordingly. Refer to 1.03.

Cash, cheques, money orders or other accepted negotiable instruments as permitted by the Adult Custody Financial Policy are deposited in the intended recipient's account and the inmate is given written notice of the amount received.

Where a driver's licence, social insurance card, birth certificate, credit card, etc. is discovered in any inmate incoming mail, the item(s) is forwarded to the assistant deputy warden of CCM in a sealed envelope. This envelope is clearly marked with the inmate's name, CS number, and staff members name who found the items.

Any mail that contains unapproved items is returned to sender, with formal notification from the deputy warden of programs. A letter is copied to the inmate with description of the returned or contraband contents.

Any mail, where the content is questionable or may jeopardize the safety and security of the institution, is forwarded to a warden. Administration maintains a log of all such mail.

s.15 prior to processing. s.15
s.15

Incoming mail for inmates who have been transferred to another BC provincial facility is forwarded to that facility. If the inmate is no longer in custody, the mail is returned to sender.

Incoming mail without an inmate's name or return address that is unable to be distributed, will be placed in a "dead mail" box secured at the front desk and shredded on site after a six month period;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.4–22	<i>Chapter 7: Administration</i>

Once initial processing is complete, the mail is placed in the unit mail boxes. Unit staff pick up the mail and bring it to the unit. Incoming mail is processed each day between 2230- 0630 as noted below by the night shift living unit officer:

- The mail is examined to ensure it is marked correctly and opened if not privileged;
- The contents of the mail are not read in accordance with the Correction Act Regulation;
- The inmate's security alerts are checked to ensure that the inmate does not have no-contact with the sender;
- All incoming inmate mail is recorded in the inmate's CORNET Client Log by the unit officer. When entering the mail information, staff select the Mail Log record title and enters the sender information.

Once the mail is registered on CORNET, it is given directly to the inmate.

E. Suspicious Mail

Any envelope or package that is deemed suspicious due to (including, but not limited to) the following reasons:

- s.15
-
-

Staff do not attempt to taste or smell the suspicious envelope or package. The package is not disturbed. s.15

s.15

F. Registered Mail and Parcels

Upon delivery of registered mail, administration reception staff confirms the inmate is currently in custody at FRCC prior so signing the delivery receipt.

Incoming registered mail is handled in the same manner as regular letter mail.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 7: Administration</i>	Page 7.4–23

Inmates will not be allowed to send or receive parcels, packages, etc. without advance written permission of a manager.

G. Inmate Mail (hospital)

When an inmate has been admitted to the hospital and a prolonged stay is predicted, the inmate's mail is forwarded on a regular basis

H. Privileged Correspondence (continued)

For privileged correspondence (as defined in CAR Section 13): *Correction Act Regulation*

Privileged correspondence will be delivered unopened to the inmate by the shift supervisor.

- The supervisor opens the envelope in front of the inmate.
- The supervisor physically, not just visually scans the contents of the envelope to ensure that only privileged and allowed materials are present.
- The supervisor will inspect all eDisclosure, DVD, hard drive electronic equipment with the inmate present, any external damage or signs of tampering, the electronic equipment will not be allowed in the unit and will be returned to sender.
- The supervisor takes care not to read the documents other than an amount necessary to ensure that they are appropriate.
- Incoming privileged correspondence is logged into inmate's client log on CORNET.
- Inmates will be permitted to retain privileged correspondence including legal documents in their cell.
- Inmates will be provided one plastic container for storage of their privileged correspondence.
- Inmates not wanting to retain their privileged correspondence will be required to arrange for it to be picked up or mailed. A special request will be required for correspondence to be picked up at the centre.
- Inmates who have more correspondence than will fit in one container will be encouraged to have the surplus correspondence secure in their personal effects, located in the A&D department.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.5–24	<i>Chapter 7: Administration</i>

7.5. Access to Information (revised: Jun-14)

7.5.1. Introduction

As set out in *Adult Custody Policy* section 7.5.1.

7.5.2. Information sharing

As set out in *Adult Custody Policy* section 7.5.2.

7.5.3. Information sharing with Canada Border Services Agency

As set out in *Adult Custody Policy* section 7.5.3.

7.5.4. Information sharing with Information Access Operations

As set out in *Adult Custody Policy* section 7.5.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.7–1

7.6. Inmate Abuse

7.6.1. Purpose

As set out in *Adult Custody Policy* section 7.6.1.

7.6.2. Staff reporting requirements

As set out in *Adult Custody Policy* section 7.6.2.

7.6.3. Investigation

As set out in *Adult Custody Policy* section 7.6.3.

7.7. Complaints from individuals in custody (revised: Oct-22)

7.7.1. Authority

Refer to section 4 and 37 of the *Correction Act Regulation*.

7.7.2. Complaint process

As set out in *Adult Custody Policy* section 7.7.2.

The designate referred to in this section is any Manager assigned by the Warden.

A. Procedure

An officer receiving an Inmate Complaint Form will:

- Sign and print their name in the designated area;
- Record the date the complaint form was received;
- Complete the Living Unit Resolution portion of the complaint form including information relating to the nature of the complaint and any proposed or actioned resolution to the complaint;
- Provide the inmate with a copy of the complaint (yellow copy);

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.7-2	<i>Chapter 7: Administration</i>

- Notify the Correctional Supervisor of Operations that a complaint form has been received;
- Complete a CORNET client log entry detailing the complaint number, nature of the complaint, who the complaint was addressed to and the name of the Correctional Supervisor the complaint was forwarded to

Upon notification of the receipt of an Inmate Complaint Form or on the next round through the living unit, the Correctional Supervisor will:

- Review the complaint and proposed or actioned resolution of the complaint;
- If the resolution from the unit officer appropriately resolves the complaint, provide comments to that effect;
- If the complaint was not resolved at the unit officer level, attempt to resolve the complaint;
- Detail the proposed or actioned resolution and forward the complaint form to the intended recipient (white and pink copy);

In circumstances where the intended recipient is not a manager, the intended recipient will provide comments or detail a resolution for any complaints that remain unresolved and will forward the complaint to their respective manager. All Inmate Complaint Forms will be reviewed and signed off by a manager prior to the inmate being provided with the written response.

Inmate Complaint Forms that are not addressed to a specific person will be forwarded to the warden who will assign the review and response of the complaint to the appropriate manager.

A copy of the completed form, including any related written responses, will be forwarded to the inmate (white copy) and a copy (pink) will be provided to the warden's assistant for filing. All responses will be recorded on the inmates CORNET client log except for complaints addressed to the warden as privileged correspondence.

B. Complaints against staff

Inmate Complaint Forms, where the complaints are against staff by an inmate, are to be submitted to a manager as soon as possible.

Supervisors are required to report all complaints against staff and all relevant information to the warden or in their absence an available manager.

The Warden will assign a supervisor/manager to investigate the complaint and keep a record of the investigation. The investigation will include, but not limited to the following:

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.7–3

- Written reports/interviews from staff,
- Review and retention of relevant DVMS,
- The written response given to an inmate of the result of the investigation of a complaint,
- A written summary of the findings of the investigation

The warden will make a determination on the substance of the complaint and determine if further investigation or action is required.

Staff will ensure a sufficient supply of Special Request forms is maintained on their respective living unit.

C. Procedure

1. Living Unit Officer Responsibilities:

- Ensure the request is on the correct form;
- Review the request for clarity and, if necessary, obtain more information from the inmate;
- Resolve the request if possible. If the request cannot be resolved at the staff level, notation should be made on the form regarding steps taken. This may help avoid later duplication of effort;
- Add any comments which may assist the intended recipient in responding to the request;
- Print your name legibly and sign the request form;
- If the request raises concerns or cannot be addressed at the staff level, advise the Correctional supervisor (CS);
- Return the yellow “Inmate Copy” to the inmate before you forward the request to the appropriate department; and
- If the subject of the request is noteworthy, document the request in a Client Log entry on CORNET (e.g. inmate is requesting to move rooms due to an issue with a cell mate).

2. Correctional Supervisor (CS) Responsibilities:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.8–4	<i>Chapter 7: Administration</i>

- If staff are unable to address the request, attempts to address the request will be made by the CS;
- If the subject of the request is noteworthy, steps taken by the CS to address the request will be documented in a Client Log entry on CORNET; and
- If the CS does not feel they can adequately address the request, they may consult their supervisor for further direction.

All officers involved in processing requests will ensure attempts at resolution are addressed in a timely manner.

D. Inmate Health Care Requests

1. Inmates requesting non emergent health care services must submit a health care request.
2. Health care requests are located on each living unit at the staff station.

Inmate health care requests may be deposited in the locked health care drop box located on each unit. Health requests are collected daily by health care staff and placed in a priority sequence.

7.7.3. Complaints directed to the warden of the correctional centre

As set out in *Adult Custody Policy* section 7.7.3.

7.7.4. Complaints directed to external agencies

As set out in *Adult Custody Policy* section 7.7.4.

7.8. Call Control System (revised: Nov-21)

7.8.1. Purpose

As set out in *Adult Custody Policy* section 7.8.1.

7.8.2. Authority

As set out in *Adult Custody Policy* section 7.8.2 and section 19 of the *Correction Act* and sections 13,14, and 15 of the *Correction Act Regulation*.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.8–5

7.8.3. Access

As set out in *Adult Custody Policy* section 7.8.3.

7.8.4. Phone account balance

As set out in *Adult Custody Policy* section 7.8.4.

1. As set out in *Adult Custody Policy* section 7.8.4(1)
2. As set out in *Adult Custody Policy* section 7.8.4(2)
3. As set out in *Adult Custody Policy* section 7.8.4(3);
4. To initiate or increase the phone account balance, the individual in custody must submit an inmate special request for out of the ordinary account balance increases. This allows for the transfer of funds from their trust account to their phone account balance. Weekly account transfers are completed on Wednesdays.

7.8.5. Call types—toll calling

As set out in *Adult Custody Policy* section 7.8.5.

7.8.6. Call types—subsidized calling

As set out in *Adult Custody Policy* section 7.8.6.

7.8.7. Voice mail

As set out in *Adult Custody Policy* section 7.8.7.

7.8.8. Privileged communications

As set out in *Adult Custody Policy* section 7.8.8.

7.8.9. Call blocking

As set out in *Adult Custody Policy* section 7.8.9.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.8–6	<i>Chapter 7: Administration</i>

1. Telephone numbers may be blocked individually or globally. Global number blocks can only be authorized by a manager.
2. FRCC managers can authorize an individual call block. Phone number blocks will be instituted where there are reasonable grounds to believe that the individual in custody is:
 - Involved in illegal activities;
 - Harassing or causing harm to others;
 - Participating in an activity that may jeopardize the safety security or operation of the Centre
 - Has a court order that restricts or has prohibited communication or contact between the inmate and the other person; and
 - The other person has indicated to the authorized person that he or she does not wish to communicate with the inmate.
3. If the individual in custody's communication has been restricted, the manager placing the restriction must as soon as practicable inform the inmate in writing and give reason for the restriction. A notation is to be made on the CCS system of the reason(s) for call block.
4. An individual in custody disputing the need for a telephone number block may do so in writing to the manager responsible, stating their reasons for required access. The manager placing the restriction will respond to such disputes within 30 days.
5. Call blocks placed by the receiving party will only be removed when the called party requests removal in writing, fax, mail or other electronic means of communication to the Assistant Deputy Warden of Standards, or in their absence an alternate manager. The The manager will verify the party's identification prior to any removal.
6. Call blocks placed by a FRCC manager can only be removed when the Corrections Branch managers training has been completed and given individual user account access and approval.
7. A notation is to be made on the CCS system of the reason(s) for call block removal.

7.8.10. Automated system notification

As set out in *Adult Custody Policy* section 7.8.10.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.8–7

7.8.11. Notification

As set out in *Adult Custody Policy* section 7.8.11.

7.8.12. System access

As set out in *Adult Custody Policy* section 7.8.12.

7.8.13. System security, data integrity and safeguards

As set out in *Adult Custody Policy* section 7.8.13.

7.8.14. Designation

As set out in *Adult Custody Policy* section 7.8.14.

1. As set out in *Adult Custody Policy* section 7.8.14(1);
2. As set out in *Adult Custody Policy* section 7.8.14(2); and
3. Correctional supervisors may conduct the physical aspect of monitoring but only on the specific direction of the warden, deputy warden or on call manager after regular business hours.

7.8.15. Security matrix

As set out in *Adult Custody Policy* section 7.8.15.

7.8.16. Reporting of system errors, data integrity issues and enhancements

As set out in *Adult Custody Policy* section 7.8.16.

7.8.17. Reporting hardware issues

As set out in *Adult Custody Policy* section 7.8.17.

7.8.18. Procedures during system outage

As set out in *Adult Custody Policy* section 7.8.18.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.8–8	<i>Chapter 7: Administration</i>

7.8.19. Monitoring calls and access to recorded calls

As set out in *Adult Custody Policy* section 7.8.19.

1. As set out in *Adult Custody Policy* section 7.8.19(1);
2. As set out in *Adult Custody Policy* section 7.8.19(2);
3. As set out in *Adult Custody Policy* section 7.8.19(3);
4. The warden, or in his absence, a deputy warden approves, signs and dates the completed CCS Record of Monitoring form prior to any access to or monitoring of recorded calls by the authorized person;
5. As set out in *Adult Custody Policy* section 7.8.19(5);
6. As set out in *Adult Custody Policy* section 7.8.19(6); and
7. As set out in *Adult Custody Policy* section 7.8.19(7).

7.8.20. Retention and destruction

As set out in *Adult Custody Policy* section 7.8.20.

7.8.21. Copies of call recordings

As set out in *Adult Custody Policy* section 7.8.21.

7.8.22. Disclosure of CCS records

As set out in *Adult Custody Policy* section 7.8.22.

1. As set out in *Adult Custody Policy* section 7.8.22(1);
2. As set out in *Adult Custody Policy* section 7.8.22(2);
3. As set out in *Adult Custody Policy* section 7.8.22(3);
4. Information retrieved from monitored phone calls will be distributed on a “need to know” basis only, and in accordance with the *Freedom of Information and Protection of Privacy Act FOIPPA*.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.8–9

5. A recording of an individual in custody's communication must not, without lawful authority, be released or disclosed by a person employed in or about a correctional centre.
6. When an authorized person monitors or accesses an CCS recording that discloses evidence of a criminal offence, the authorized person may relate the content of the monitored or accessed call recording to the police in the following circumstances:
 - The authorized person is presented with judicial authorization (e.g. a search warrant or production order) for such disclosure; or
 - When the correctional centre initiates a complaint to police regarding alleged individual in custody involvement in illegal activities, harassing or causing harm to others, or participation in an activity that may jeopardize the management, operation or security of the correctional centre; or, a court order restricts or prohibits communication or contact between the individual in custody and the other person.
7. Any other agency or person(s) seeking access to CCS call recordings is referred to Corrections Branch headquarters.
8. All CCS production and preservation orders/demands can be forwarded to the FRCD Assistant Deputy Warden of Standards and Communications. CCS production and preservation orders/demands received from the Royal Canadian Mounted Police (RCMP) or other law enforcement agency are required to be in accordance with the *Criminal Code* of Canada.

A. Preservation Demand:

Criminal Code (Subsection 487.012(1))

B. Information to Obtain a Preservation Order

Criminal Code (Subsection 487.013(2))

C. Preservation Order

Criminal Code (Subsection 487.013(4))

D. Information to Obtain a Production Order

Criminal Code (Subsections 487.04(2), 487.015(2), 487.016(2), 487.017(2) and 487.019(3))

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.8–10	<i>Chapter 7: Administration</i>

E. Production Order for Documents

Criminal Code (Subsection 487.014(3))

F. Production Order to Trace a Communication

Criminal Code (Subsection 487.15(3))

Upon receipt of these orders, the FRCD Assistant Deputy Warden of Standards and Communications will create an electronic copy of the Production Order (if not already in electronic format) and save it to the designated shared drive folder. All associated electronic communications and documentation will also be saved in the designated folder for future reference.

All managers may receive training to protect phone calls from deletion, as well as training to manage a preservation demand or production order.

These orders will be forwarded to the FRCD Assistant Deputy Warden of Standards and Communications for follow up. In their absence, an alternative manager may be assigned to respond to the order in the event that the FRCD Assistant Deputy Warden of Standards and Communications is not available.

If an urgent response is required from the order, the Warden or a deputy warden will be notified without delay.

7.8.23. CCS shutdown procedures

As set out in *Adult Custody Policy* section 7.8.23.

Phones can be disabled by managers as outlined in the training manual (hyperlink below). See page 22 of the manual.

[ICCS Manager Training Manual V8 25 Aug 2020 \(gov.bc.ca\)](#)

7.8.24. Contact support

As set out in *Adult Custody Policy* section 7.8.24.

7.8.25. Refund Procedures

As set out in *Adult Custody Policy* section 7.8.25.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.9–11

7.8.26. Family urgency

As set out in *Adult Custody Policy* section 7.8.26.

1. individuals in custody who do not have funds and require the use of the phone for legitimate emergent purposes will be authorized to place calls to the family member affected. Prior to this occurring, the ADW of Regulations or Programs will be notified. The ADW will then have the centre chaplain investigate the circumstances and report back with the findings of the investigation.
2. Should the findings indicate a legitimate emergency the individual in custody will be provided a quiet space (programs room) to make contact with the family members. The chaplain will also be asked to offer support and assistance through the incident and ensure that the inmate has received proper care and attention to a conclusion of the incident.

7.8.27. Indigent inmates

As set out in *Adult Custody Policy* section 7.8.27.

1. individuals in custody who do not have funds and require the use of the phone for emergent or release purposes may submit a request to their unit officer requesting the use of the indigent telephone account. The unit officer will provide the Correctional Supervisor of Operations with the details of the request and other relevant information (i.e. alerts, no contacts, trust account balances, etc.)
2. The unit officer will complete a client log entry detailing the reasons for the request, name of the correctional supervisor approving or denying the request, and confirmation that the call was completed.
3. If approved the Correctional Supervisor of Operations will enter the call in the system designating the length of the call and the time period within which it must be completed and make a client log entry that the call has been entered.

7.9. Digital Video Recording (revised: Oct-22)

7.9.1. Purpose

As set out in *Adult Custody Policy* section 7.9.1

7.9.2. Notification

As set out in *Adult Custody Policy* section 7.9.2

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.9–12	<i>Chapter 7: Administration</i>

1. Signage is posted at the main entrance to the centre, visits, A&D department and living units indicating that the centre is subject to video monitoring at all times.
2. DVMS stations are located in the areas noted in section 7.9.3 of this SOP. These are secure areas and DVMS is only to be viewed for reasons outlined in section 7.9.3 or when authorized by the Warden.

7.9.3. Access to records

As set out in *Adult Custody Policy* section 7.9.3

1. Authorization from a manager or in their absence the on-call manager must be obtained prior to the viewing of any (DVR).
2. DVMS stations with review capabilities are located at:
s.15

3. DVMS video may be viewed for the following purposes:

- Active police investigations;
- Internal investigations;
- Identification purposes;
- Completing inmate offence reports;
- Disciplinary Hearing procedures; and

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.9–13

- Training purposes.
4. Authorization for viewing must be obtained prior to viewing DVMS recording.

7.9.4. Training

As set out in *Adult Custody Policy* section 7.9.4.

7.9.5. Viewing of digital video recording records

As set out in *Adult Custody Policy* section 7.9.5.

1. DVR records retrieved from the video archive for viewing purposes are distributed with the Centre in a controlled manner and on a “need to know” basis.
2. DVR records used for training purposes are edited to protect the identity of individuals unless specific permission from the individual is obtained in advance of recording the video.
3. A Correctional Supervisor may assign a Correctional Officer to review an incident on the DVR system once authorization from a manager or on-call manager has been obtained.
4. Unless required for inmate identification purposes, the officer involved in the incident will not review the digital video recording.
5. Managers, or Correctional Supervisors if so directed, will conduct random video reviews using the Digital Video Management System (DVMS) to ensure compliance with established procedures.

7.9.6. Disclosure to law enforcement agencies

As set out in *Adult Custody Policy* section 7.9.6.

7.9.7. Disclosure to non-law enforcement agencies or individuals

As set out in *Adult Custody Policy* section 7.9.7.

Request for DVR records from individuals other than law enforcement agencies are approved by the Policy and Program Analyst, Adult Custody Division, and will include a DVR checklist which must be completed, saved and forwarded with the DVR as soon as possible. The DVR records released must be labelled as per BC Corrections Adult Custody Policy. Specifically:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.10–14	<i>Chapter 7: Administration</i>

DVR records requested under the Freedom of Information and Protection of Privacy Act (FOIPPA) may be released electronically to Information Access Operations, Shared Services BC when the DVR Checklist is completed and labelled as per BC Corrections Adult Custody Policy.

“Be advised that any disclosure of this video could jeopardize the security of the correctional centre and safety of inmates and staff in the correctional centre. This video is not to be viewed by unauthorized persons, copied, or forwarded to another person or agency. This DVD is to be stored in a secure manner.”

7.9.8. Retention and destruction

As set out in *Adult Custody Policy* section 7.9.8.

Unauthorized downloading or retrieval does not occur from any DVMS equipment.

All CCTV image retrieval of cells and/or the subsequent copying to CD will only be done by a designated manager and only for evidence protection or formal investigative processes. No additional copies will be made, and the CD is secured in administration by the deputy warden of operations.

A. CCTV Maintenance

Control operators report all issues related to the CCTV system, including date/time variances, to the control supervisor, who notifies the Deputy Warden of operations.

All maintenance, software modifications, time adjustments, camera settings and hardware adjustments are the responsibility of the deputy warden operations in consultation with a designated Honeywell representative.

Equipment is not altered, removed or added without written approval of the Deputy Warden of operations. No unauthorized personnel are permitted to modify, add, or delete any settings or information contained on surveillance and CCTV equipment.

7.10. Security Clearance – Contractors, Service Providers and Volunteers (revised: Aug-22)

7.10.1. Introduction

As set out in *Adult Custody Policy* section 7.10.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.10–15

A. Contractors

s.15

B. Personal Property

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.10–16	<i>Chapter 7: Administration</i>

C. Volunteers

s.15

7.10.2. Process for police record, JUSTIN, and CORNET checks

As set out in *Adult Custody Policy* section 7.10.2.

s.15

7.10.3. Criteria used to grant, deny, suspend or cancel security clearance

As set out in *Adult Custody Policy* section 7.10.3.

The Deputy Warden of Operations makes the decision to grant, deny, suspend or cancel a security clearance for a contractor or volunteer.

7.10.4. Written notification of security clearance

As set out in *Adult Custody Policy* section 7.10.4

7.10.5. Appeal

As set out in *Adult Custody Policy* section 7.10.5

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 3: Admission and Discharge</i>	Page 7.11–1

7.11. Electronic Disclosure—eDisclosure (revised: Jul-10)

As set out in *Adult Custody Policy* section 7.11.

7.11.1. Definition

As set out in *Adult Custody Policy* section 7.11.1

7.11.2. Electronic disclosure format

As set out in *Adult Custody Policy* section 7.11.2.

7.11.3. Hardware

As set out in *Adult Custody Policy* section 7.11.3.

7.11.4. Correctional centre procedures

As set out in *Adult Custody Policy* section 7.11.4.

1. An eDisclosure computer is provided to an inmate upon request by an inmate, Crown counsel, defence counsel, or police, and with prior approval of a manager. An inmate has a legal right to access eDisclosure material to the degree reasonably necessary to prepare that inmate's defence.

Only eDisclosure material in the format provided by Crown counsel, defence counsel or police for use by a named inmate is accepted in a provincial correctional centre.

eDisclosure material is permitted only in CD or DVD formats, or on an external hard drive. USB devices other than those allowed under section 7.11.2(2) of BC Corrections Branch Adult Custody Policy are not permitted for security reasons.

2. As set out in *Adult Custody Policy* section 7.11.4(2).

7.11.5. Privacy and security

As set out in *Adult Custody Policy* section 7.11.5.

1. Inmates must keep the issued hard drive in their cell at all times unless utilizing the hard drive in an interview room.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 7.11–2	<i>Chapter 7: Administration</i>

2. The hard drive is not to be shared with other inmates.
3. Inmates may use another area for privacy; Unit staff will make reasonable efforts to provide an area other than the inmates' cell.
4. Segregation inmates may utilize a secure interview room to view eDisclosure documents, or arrangements may be made to facilitate viewing in the Segregation cell if required.

7.11.6. Inmate access and use of eDisclosure computers

As set out in *Adult Custody Policy* section 7.11.6.

7.11.7. Acknowledgment by inmate—form

As set out in *Adult Custody Policy* section 7.11.7.

When issuing Laptops, ensure that you SAVE the Waiver Agreement.

CORNET client log entry

“Inmate ---- cs# -- --- --- has been has been given E-Disclosure laptop # -- for the purpose reading, viewing and listening to court documents. There are no programs on this computer, except that which will open the programs needed to access these documents. The inmate has signed a waiver understanding that he is not permitted to lend or use this laptop for any other purpose than to view the needed documents. The laptop was issued on MM/DD/YYYY and the inmate has been told that he has -- weeks to use this as it will be removed on MM/DD/YYYY and passed onto other inmate that also require the use of it. Inmate was given --- E-Disclosure disks from Crown Counsel. Inmate has been advised that should he share any E-Disclosure information or allow other inmate to view E-Disclosure, he would lose his use of the Lap Top.”

7.11.8. Issues management

As set out in *Adult Custody Policy* section 7.11.8.

7.11.9. Non-electronic disclosure

As set out in *Adult Custody Policy* section 7.11.9.

Inmates may retain legal documents in their living unit. A secure viewing room may be arranged if the inmate wishes to view the documents in private.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.1–1

7.12. Operational Review (revised: Aug-12)

7.12.1. Purpose

As set out in *Adult Custody Policy* section 7.12.1.

7.12.2. When a review may be ordered

As set out in *Adult Custody Policy* section 7.12.2.

7.12.3. Review process

As set out in *Adult Custody Policy* section 7.12.3.

7.12.4. Report

As set out in *Adult Custody Policy* section 7.12.4.

7.12.5. Records

As set out in *Adult Custody Policy* section 7.12.5.

7.12.6. Extension of time limits

As set out in *Adult Custody Policy* section 7.12.6.

8. Inspections, Safety and Regulatory Services

Corrections Branch facilities are subject to inspection according to legislative requirements.

8.1. Infection Control and Prevention (revised: Jul-20)

8.1.1. Introduction

As set out in *Adult Custody Policy* section 8.1.1.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.1–2	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

8.1.2. Infection control information and educational program

As set out in *Adult Custody Policy* section 8.1.2.

1. As set out in *Adult Custody Policy* section 8.1.2(1);
2. As set out in *Adult Custody Policy* section 8.1.2(2);
3. As set out in *Adult Custody Policy* section 8.1.2(3);
4. As set out in *Adult Custody Policy* section 8.1.2(4);
5. As set out in *Adult Custody Policy* section 8.1.2(5);
 - Please see the Worksafe BC protecting workers from infectious disease information guide.
 - FRCC ensures regular staff training in infection control and prevention. This training includes information on current health information as well as precautions to minimize transmission of infectious disease.
 - The staff training officer keeps records of his/her training. During the training, staff are educated about the contents of the FRCC Exposure Control Plans.
 - Information advising of infection control initiatives and preventive measures is displayed in staff and inmate areas.
 - Hand sanitizing stations are placed throughout FRCC including living unit hallways etc.
6. As set out in *Adult Custody Policy* section 8.1.2(6);
7. As set out in *Adult Custody Policy* section 8.1.2(7). The designate referred to in this section may be any Manager tasked and/or available.

8.1.3. Placement/ classification

As set out in *Adult Custody Policy* section 8.1.3.

1. When a Health Care Professional advises the Warden or designate that an inmate presents a medical risk, information that does not reveal the diagnosis may be shared with staff in direct contact with the inmate.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.2–3

2. HCC will consult with Classification and will enter an Alert on the inmate's file regarding the precautions required regarding the inmate's specific ailment. The Classification CS will also make a client log entry in this regard.
3. The CS Classification will ensure the ADW of Regulations is advised of the situation and the necessary precautions to be exercised. Information regarding the precautions to be exercised will also be added to the daily muster for the information of staff.

8.1.4. Vaccinations

As set out in *Adult Custody Policy* section 8.1.4.

8.1.5. Blood and body fluids

As set out in *Adult Custody Policy* section 8.1.5.

8.1.6. Response to exposure to blood or other potentially infectious material

As set out in *Adult Custody Policy* section 8.1.6.

8.1.7. Protective equipment-infection control kits

As set out in *Adult Custody Policy* section 8.1.7.

8.1.8. Exposure control plan

As set out in *Adult Custody Policy* section 8.1.8.

8.2. Control of Dangerous Substances (revised: Aug-13)

8.2.1. Definition

As set out in *Adult Custody Policy* section 8.2.1.

8.2.2. Storage

As set out in *Adult Custody Policy* section 8.2.2.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.3–4	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

Storage of cleaning supplies is essential to the safety and security of inmates, staff and the Centre. Cleaning supplies are to be secured s.15
s.15

8.2.3. Inventory

As set out in *Adult Custody Policy* section 8.2.3.

A complete inventory of all WHMIS controlled products is done s.15 The record of inventory is kept s.15

WHMIS controlled products are labelled and marked with hazard symbols.

Valid Material Safety Data Sheets are readily available and maintained by FRCC stores department.

A. Health care notification

The Health Care Manager will be provided the MSDS sheets at the time a WHMIS product is issued. They will be placed in the s.15

B. WHMIS Training

All staff who have not received WHMIS training during initial Recruit Training shall complete the training module with the FRCC staff training supervisor.

8.2.4. Issue and use

As set out in *Adult Custody Policy* section 8.2.4.

8.3. Occupational First Aid Certificates

8.3.1. Remuneration

As set out in *Adult Custody Policy* section 8.3.1.

8.3.2. Establishment

As set out in *Adult Custody Policy* section 8.3.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.3–5

As set out in sections 9.7 of the *Management Services Policy Manual* and 3.16 of the *Occupational Health and Safety Regulation*.

The employer must provide for each workplace such equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate for:

- promptly rendering first aid to workers if they suffer an injury at work, and
- transporting injured workers to medical treatment.

For the purpose of complying with subsection (1) of OHSR 3.16, the employer must conduct an assessment of the circumstances of the workplace, including:

- the number of workers who may require first aid at any time,
- the nature and extent of the risks and hazards in the workplace, including whether or not the workplace as a whole creates a low, moderate or high risk of injury,
- the types of injuries likely to occur,
- any barriers to first aid being provided to an injured worker, and
- the time that may be required to obtain transportation and to transport an injured worker to medical treatment.

The employer must review the assessment under subsection (2) of OHSR 3.16

- within 12 months after the previous assessment or review, and
- whenever a significant change affecting the assessment occurs in the employer's operations.

First aid equipment supplies and facilities must be kept clean, dry and ready for use, and be readily accessible at any time a worker works in the workplace.

Certification for Occupational First Aid level 1 (OFA1) is facilitated by the FRCC First Aid instructor. The instructor ensures all course attendance lists are forwarded to the Assistant Deputy Warden of Staffing for record keeping purposes.

There is no cost associated for FRCC employees to complete the OFA1 recertification course.

All FRCC recruits are required to show successful completion of an approved OFA1 course as part of the basic requirements set out in the recruit selection process.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.4–6	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

8.3.3. Authorization for remuneration

As set out in *Adult Custody Policy* section 8.3.3.

8.3.4. Deletion of certificate holder

As set out in *Adult Custody Policy* section 8.3.4.

8.3.5. Notification of expiration of certificate

As set out in *Adult Custody Policy* section 8.3.5.

8.3.6. Change of certificate status

As set out in *Adult Custody Policy* section 8.3.6.

8.4. Microwave Ovens (revised: Jan-23)

As set out in *Adult Custody Policy* section 8.4.

Within the secure centre, each living unit staff station is equipped with a shut-off switch which permits staff to disable the microwave ovens during scheduled lock up periods, or if required to maintain the safety and security of the living unit.

In open custody areas of the centre (November and Sierra House), staff can physically remove the inmate microwaves located in the kitchen area of the living unit and secure them in the s.15 s.15 should it be necessary to maintain safety and security on the living unit.

Should staff be required to remotely shut down or remove the living unit microwave ovens to maintain the safety and security of the living unit, they will advise their supervisor, or in their absence the ADW of Regulations as soon as practicable.

A. General

Two microwaves are provided for each living unit in the centre.

B. Storage location

Inmate microwaves are located on the unit(s) as follows:

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.4–7

- Segregation – Staff station area;
- Living Units- Inmate Kitchen area (x2)
- November-Sierra House- Inmate Kitchen area (x2)

C. Damaged/not functioning microwaves

Living unit staff will contact the stores department and send an email identifying the living unit and what is wrong with the microwave. Microwaves are sent out for repair.

D. Microwave use

Inmate's access to microwaves is limited to normal unlock periods only. The unit officer will supervise the usage of the microwave and limit usage to unit unlock times as required.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.5–1

8.5. Fire Evacuation (revised: Dec-16)

8.5.1. Fire evacuation procedures

As set out in *Adult Custody Policy* section 8.5.1.

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2. A fire extinguisher is used when:

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3. Fire extinguishers are suitable for the following classes of fires:

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4. Correctional officers are not expected or required to fight fires and do not perform firefighting. Suppression of the fire and fire rescue is the responsibility of the fire department.
5. When there is any uncertainty about the size of the fire or the toxicity of the smoke, staff must evacuate the location.
6. During a fire, correctional officers assist only in the evacuation of persons from affected areas.
7. Correctional centres establish procedures for inmates to evacuate to a pre-determined safe area (i.e. same location used during fire drills). Inmates are directed through the use of CCTV, intercoms, remote door access, etc. Officers are not present on the unit, safeguarding them from exposure to smoke and fire.
8. Correctional staff ensure inmates are evaluated by health care personnel following exposure to smoke or chemical agent.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.5–2	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

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A. Evacuation

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12. Evacuation of inmates and staff from the immediate scene of a fire (emergency) is the responsibility of the staff assigned to that area or in their absence the first staff member on scene in consultation with the manager on scene or on-call manager. In their absence, the first staff on scene will initiate the initial evacuation in consultation with the Assistant Deputy Warden of Regulations or manager on-call or in their absence, the Correctional Supervisor of Operations.
13. If necessary, staff may request the assistance of Control Operators, in consultation with the ADW of Operations, or in their absence, the Correctional Supervisor of Operations to determine the best alternative evacuation route or strategy if the use of primary and secondary evacuation routes are not feasible.
14. Staff are to acquire the area s.15 prior to evacuating the area, if safe to do so. s.15
s.15
15. General evacuation of other specific areas or the entire building will take place only on the direction of the manager on scene or person on-call.
16. Stairwells will be used for any evacuation, not elevators.
17. The movement of inmates will be controlled and orderly and inmates will be counted as each area is evacuated. s.15
s.15
18. Staff will ensure inmate(s) are evaluated by health care personnel following any exposure to smoke or chemical agent.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.5–3

19. Evacuation routes are posted in each living unit and program area. The manager on scene or person on-call has the authority to re-route the evacuation as necessary based on circumstances.
20. Night Shift – Staff will actively participate in evacuation route drills as directed by the Correctional Supervisor. Staff posted in a position deemed a twenty-four (24) hour post may be exempt from the evacuation route drills.
21. General evacuation of other specific areas or the entire building will take place only on the direction of the Assistant Deputy Warden of Regulations, manager on-call or in their absence, the Correctional Supervisor of Operations
22. The movement of inmates will be controlled and orderly, and inmates will be counted as each area is evacuated.

s.15

B. Evacuation Routes

24. Evacuation routes will be posted in each living unit and program area. The Assistant Deputy Warden of Regulations, manager on-call or in their absence, the Correctional Supervisor of Operations has the authority to re-route the evacuation as necessary based on the circumstances.

C. Living Unit/Program Area Officer Responsibility

25. In the event of an evacuation, the Living Unit/Program Area Officer is responsible for taking the Living Unit/Program area log book and inmate roster with them.
26. In the event of a total or partial evacuation of the centre, the Manager on scene or On-call manager will notify the Provincial Director, Adult Custody Division, as soon as possible in accordance with the BC Corrections Branch Adult Custody Policy.

8.5.2. Fire drill frequency

As set out in *Adult Custody Policy* section 8.5.2.

Fire drills are conducted at a minimum of once per month in accordance with section 2.8.3.2 of the British Columbia Fire Code.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.5-4	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

Simulation testing is to be coordinated and include knowledge of emergency procedures within the living unit, directions to inmates, proper notification and evacuation routing.

All staff will review the fire regulations of their work site(s) at the earliest opportunity and ensure inmates are aware of these regulations.

Staff will make themselves familiar with their work areas primary and secondary evacuation routes.

Training on evacuation procedures for emergencies such as a fire is conducted monthly by the Correctional Supervisor of Operations during staff training periods.

The Deputy Warden of Operations will ensure annual records are kept of tests and results.

D. Fire Marshal

The deputy warden of operations is the assigned fire marshal for FRCC

E. Fire Warden

Each supervisor in their respective area of responsibility acts as a fire warden, and is responsible for directing staff during fire drills, or in the event of an actual fire.

F. Fire Drill

A fire drill consists of a walkthrough of the fire evacuation route(s) associated with a specific living or program area.

G. Fire Drill Schedule

The fire marshal ensures that the training officer includes a regular schedule of fire drills in each living unit/program area. There is a minimum of one fire drill per month conducted.

H. Fire Drill Concerns

A staff conducting a fire drill who discovers a problem or has a concern, immediately notifies the fire warden who in turn notifies the control supervisor and the fire marshal. The concern and action taken to rectify the problem are noted on the shift summary.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.6–5

I. Fire Drills

The fire warden ensures that the emergency procedures that are used in case of a fire are followed during a fire drill including ensuring:

- Staff know where emergency plans and fire evacuations are posted;
- Staff are aware how to sound a fire alarm and where it is located in their work area;
- Staff know how to contact the fire department (911);
- Staff know how to instruct inmates on procedures to be followed when the fire alarm sounds;
- Staff are aware of evacuation routes and how to evacuate inmates including special provisions for inmates requiring assistance; and
- If able and safe to do so, staff are aware of how to confine, control and extinguish a fire.

At the completion of a fire drill, the fire warden of the area ensures that it is documented in the area logbook and shift summary.

8.6. Staff Injury and Occupational Disease Reports (revised: Jul-13)

8.6.1. Accident reporting and investigation

As set out in *Adult Custody Policy* section 8.6.1 and section 9.1.7 of the *Management Services Policy Manual*.

A. Reporting

Staff will immediately notify their direct supervisor of any injury which occurs while on duty, regardless of the degree of injury. If required, the Supervisor will contact the Assistant Deputy Warden of Regulations to arrange for relief coverage for the injured staff. The Supervisor will make notation on the shift summary of any staff injury.

Staff will complete a first aid report. All injuries will be recorded in the WCB Log Book by medical personnel (First Aid Attendant).

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.6–6	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

The Assistant Deputy Warden of Regulations or in their absence, the Correctional Supervisor of Operations will ensure the injured worker completes a form 6A and if required, the Assistant Deputy Warden of Regulations or available manager will complete a WCB Form 7.

All completed forms will be forwarded to the ADW of Staffing who will notify the pay office. (See WorkSafe BC Joint Occupational Health and Safety SOP for specifics)

B. Emergency Treatment

During FRCC's Health Care Centres hours of operation, health care personnel will provide emergency medical treatment or if required, until the arrival of Emergency Health Services (Ambulance) or until the injured staff is referred to other medical resources.

C. Non-Emergency Treatment

During FRCC's Health Care Centres hours of operation FRCC's Health Care personnel may provide short-term treatment to injured staff prior to directing them to other medical resources.

D. Occupational First Aid Responder Responsibilities

In the event of a staff injury where health care personnel are unavailable, the designated OFA responder will assess the situation and determine whether emergency health services/ambulance are required or if the injured staff requires transportation via institutional vehicle or can transport themselves to appropriate medical services.

If emergency health services are required the Control officer will make the contact.

As the designated OFA responder, this becomes their primary responsibility. Coverage of their substantive position will be arranged by the Assistant Deputy Warden of Regulations or if after hours, the Correctional Supervisor of Operations.

E. Notifications

In the event a staff member requires transportation to hospital, via EHS or otherwise, the Assistant Deputy Warden of Regulations or in their absence, the Correctional Supervisor of Operations will immediately contact the Warden, or if after hours, the manager on-call. Additionally, the Assistant Deputy Warden of Regulations or in their absence, the Correctional Supervisor of Operations will by way of email to the Warden and on-call, specifically identify the circumstances surrounding the need for ambulance to attend.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 8: Inspections, Safety and Regulatory Services</i>	Page 8.7–7

The staff members spouse or next of kin will be contacted at the staff member's request, or if the staff is unconscious.

The Provincial Director will be notified as outlined in section 2.13.2 in the event of a staff injury directly related to an assault. The notification may be made using the "Staff Assault Notification" e-mail template.

F. ICON Reports

An Incident Report (ICON) will be prepared by all staff who witnessed the injury to staff.

The Assistant Deputy Warden of Regulations or in their absence, the Correctional Supervisor of Operations will forward all reports, including their own, prior to going off shift.

G. Joint Accident Investigation

A Joint Accident Investigation will be completed for every staff injury based on WorkSafe BC Regulations. The Deputy Warden of Programs and Assistant Deputy Warden of Standards will review the completed WCB forms and will assign the Joint Accident Investigation accordingly.

The Joint Accident Investigation will be completed by an employer representative and an employee representative of the Occupational Health and Safety Committee.

Upon completion, the Joint Accident Investigation will be forwarded to the Deputy Warden of Programs, Assistant Deputy Warden of Standards and to the JOHS Committee.

8.6.2. WorkSafeBC claims

As set out in *Adult Custody Policy* section 8.6.2.

8.7. Inspection of Correctional Centres (revised: Aug-18)

8.7.1. Overview

As set out in *Adult Custody Policy* section 8.7.1

8.7.2. Authority

As set out in *Adult Custody Policy* section 8.7.2 and section 27 of the *Correction Act*.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 8.7–8	<i>Chapter 8: Inspections, Safety and Regulatory Services</i>

8.7.3. Designation

As set out in *Adult Custody Policy* section 8.7.3.

8.7.4. Types of inspections

As set out in *Adult Custody Policy* section 8.7.4.

Inspections may relate to:

- A part or the whole of a centre's operation;
- A specific area, function or subject matter at one or more correctional centres; and
- Any matter or class of matters when directed by the provincial director, Adult Custody Division.

8.7.5. Conduct of inspections

As set out in *Adult Custody Policy* section 8.7.5.

The inspection team will consist of a manager who does not normally work directly with the centre to be inspected, an inspector from the Investigation and Standards Office and a manager or correctional supervisor who is employed at the centre to be inspected. (Note: All persons participating in the inspection are required to successfully complete the inspection training course on the ACTS site.)

FRCC will be advised in advanced of the dates and subject matter of the inspection as well as the names of staff who will be conducting the inspection.

The inspection team will meet with the warden at the beginning of the inspection to discuss procedures and other information.

Inspectors will be granted access to relevant persons, areas and documents in a timely manner.

8.7.6. Report

As set out in *Adult Custody Policy* section 8.7.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 8.8–1

8.8. Smoking Restrictions in Correctional Centres (issued: Jul-11)

8.8.1. Legislative authority—smoke-free workplace

As set out in *Adult Custody Policy* section 8.8.1.

8.8.2. Corrections Branch smoking policy

As set out in *Adult Custody Policy* section 8.8.2.

Use/Storage

Staff, contractors, visitors and volunteers are not permitted to smoke or carry tobacco products on their person within the secure perimeter of the centre.

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Tobacco products are not permitted in areas accessible to inmates.

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Off-site Work Crews

Staff and inmates who work outside of the secure perimeter or away from the centre property are not permitted to possess or use tobacco products.

8.8.3. Secure correctional centres

As set out in *Adult Custody Policy* section 8.8.3.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.1–2	<i>Chapter 9: Inmate Health Care Services</i>

8.8.4. Medium correctional centres

As set out in *Adult Custody Policy* section 8.8.4.

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8.8.5. Off-site work crews

As set out in *Adult Custody Policy* section 8.8.5.

9. Inmate Health Care Services

9.1. Health Care Services (revised: Jul-20)

9.1.1. Purpose

As set out in *Adult Custody Policy* section 9.1.1.

9.1.2. Access to health care

As set out in *Adult Custody Policy* section 9.1.2.

9.1.3. Urgent or emergent communication

As set out in *Adult Custody Policy* section 9.1.3.

The designate referred to in this section is the ADW of Regulations, On Call Manager or in their absence, the CS of Operations.

9.1.4. Information sharing

As set out in *Adult Custody Policy* section 9.1.4.

9.1.5. Health care space

As set out in *Adult Custody Policy* section 9.1.5.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 9.1–3

9.1.6. Registration and certification

As set out in *Adult Custody Policy* section 9.1.6.

9.1.7. First aid certification/medical distribution

As set out in *Adult Custody Policy* section 9.1.7.

9.1.8. Orientation

As set out in *Adult Custody Policy* section 9.1.8.

The Designate referred to in this section is the ADW of Programs. The FRCC onsite trainer, in consultation with the administrative clerk provides orientation to health professionals employed at FRCC.

9.1.9. Health assessment/mental health screening

As set out in *Adult Custody Policy* section 9.1.9.

9.1.10. Emergency health care

As set out in *Adult Custody Policy* section 9.1.10.

1. Emergency health care is available around the clock to all inmates.

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3. Next of kin information can be shared by Corrections staff with medical personnel at external medical facilities when death is imminent.

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.1–4	<i>Chapter 9: Inmate Health Care Services</i>

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5. When requested by attending paramedics, correctional staff facilitates information sharing with ACCW health care unit staff.
6. The Warden develops plans for:
 - Emergency on-call physician services (see above);
 - Emergency evacuation of inmate from the facility;

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 9.1–5

s.15

9.1.11. Special health program

As set out in *Adult Custody Policy* section 9.1.11.

9.1.12. Health Service Request eService

As set out in *Adult Custody Policy* section 9.1.12.

9.1.13. Infection control

As set out in *Adult Custody Policy* sections 9.1.13 and 8.1, Infection Control and Prevention, as well as the Exposure Control Plan.

9.1.14. Research

As set out in *Adult Custody Policy* section 9.1.14.

9.1.15. Information from Health Care Professionals

As set out in *Adult Custody Policy* section 9.1.15.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 9.2–1

9.2. Client Injury Management (revised: Jan-23)

9.2.1. CPR and AED training and use

As set out in *Adult Custody Policy* section 9.2.1.

COVID 19 pandemic response - CPR initiated by corrections staff will be chest compressions Only until EHS ambulance arrives. Out of an abundance of caution, any chest compressions will be done with an N95 respirator and eye protection. Should Correctional Health Services be on-site, they would take over CPR and if they start using a valve bag mask for breaths, an N95 mask and eye protection is required by anyone in the immediate vicinity as this is an aerosol generating procedure. As with any code blue response, only the officers required to be present remain in the area.

9.2.2. Client health assessment report

As set out in *Adult Custody Policy* section 9.2.2.

9.2.3. Health care professional's comments

As set out in *Adult Custody Policy* section 9.2.3.

9.2.4. Notification

As set out in *Adult Custody Policy* section 9.2.4.

1. As set out in *Adult Custody Policy* section 9.2.4(1).
2. As set out in *Adult Custody Policy* section 9.2.4(2).

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Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.4–2	<i>Chapter 10: Programs</i>

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9.2.5. Distribution of injury report

As set out in *Adult Custody Policy* section 9.2.5.

1. The Health Care manager will be provided an electronically scanned copy of the Client Health Assessment report via e-mail from the ADW of Regulations once it has been completed.

9.3. Authorization for Medical Treatment (deleted: Jul-20)

9.4. Private Clinicians Visiting Inmates (revised: Jul-20)

9.4.1. Interviews

As set out in *Adult Custody Policy* section 9.4.1.

9.4.2. Security clearance

As set out in *Adult Custody Policy* section 9.4.2.

The Warden, or DW of Programs, is contacted to:

1. Confirm that the inmate is in the correctional centre and available at the requested time; and
2. Authorize clearance for the clinician to enter the correctional centre at the time specified.

9.4.3. Expenses of clinicians

As set out in *Adult Custody Policy* section 9.4.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.6–3

9.5. Dental Care, Dentures, Eyeglasses and Prosthetic Devices – Deleted (June – 19)

9.6. Medication Distribution Guidelines (revised: Jul-20)

9.6.1. Medication distribution

As set out in *Adult Custody Policy* section 9.6.1.

9.6.2. Medication label

As set out in *Adult Custody Policy* section 9.6.2.

9.6.3. Over-the-counter medication

As set out in *Adult Custody Policy* section 9.6.3.

9.6.4. Medication record

As set out in *Adult Custody Policy* section 9.6.4.

9.6.5. Orientation

As set out in *Adult Custody Policy* section 9.6.5.

9.6.6. Methadone

As set out in *Adult Custody Policy* section 9.6.6.

A. Methadone – Order of Distribution (location)

- Fraser Houses;
- Two Landing;
- Three Landing – West;

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.6–4	<i>Chapter 10: Programs</i>

- One Landing – West;
- One Landing – East;
- Living unit 4C;
- Three Landing – East; and
- Segregation – distribution on unit (separate nurse facilitates medication distribution in Segregation);

B. Methadone – Security and Supervision

The following positions have been identified to provide security and supervision during the methadone distribution and observation process Monday – Friday:

- PC runner position
- Maintenance Instructor

Should a living unit house more than $\$^{.1}$ inmates who require methadone during medication rounds, the Tower CS responsible for that area will ensure a second staff is assigned to assist with the medication distribution and monitoring process.

Inmates receiving methadone will wear a short-sleeved shirt.

C. Methadone - Distribution Procedures

All inmates will be pat frisked by the officer assigned to provide security and supervision prior to being given their methadone.

Monday – Friday (statutory holidays not included)

D. General Population

- When methadone arrives on the unit the meal cart is to be secured;
- Control Prowl Officer reports to GP Units;
- Methadone will be distributed at the front door;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.6–5

- Corrections staff will examine the inmate's mouth to ensure that the inmate has ingested the methadone. The living unit staff (if more than 10 inmates additional staff member will assist) will maintain direct observation of the inmate(s) for the twenty (20) minute monitoring period; and
- Inmates will drink a cup of water upon completion of the twenty (20) minute observation period.

E. Segregation

- All inmates not on the methadone program will be secured in their cells;
- Methadone will be distributed in the inside exercise area which corresponds with their cell placement;
- If s.15 inmates in the same area require methadone, they will be placed in separate areas;
- Corrections staff will examine the inmate's mouth (mouth check) to ensure that the inmate has ingested the methadone;
- Inmates will face the Segregation staff station for twenty (20) minutes following ingestion;
- The Segregation Officer will directly observe the inmate through the window of the staff station for the twenty (20) minute monitoring period; and
- Inmates will drink a cup of water upon completion of the twenty (20) minute observation period.

F. MHN Unit

- When methadone arrives on the unit the meal cart is to be secured;
- All inmates not on the methadone program will be secured in their cells;
- Methadone will be distributed at the unit front door;
- Corrections staff will examine the inmate's mouth to ensure that the inmate has ingested the methadone. The assigned Living Unit Officer will maintain direct observation of the inmate(s) for the twenty (20) minute monitoring period; and

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.6–6	<i>Chapter 10: Programs</i>

- Inmates will drink a cup of water upon completion of the twenty (20) minute observation period.

G. Protective Custody

- When methadone arrives on the unit the meal cart is to be secured;
- Control Prowl Officer reports to Protective Custody Units;
- Methadone will be distributed at the front door;
- Corrections staff will examine the inmate's mouth to ensure that the inmate has ingested the methadone. The Control Prowl Officer will maintain direct observation of the inmate(s) for the twenty (20) minute monitoring period; and
- Inmates will drink a cup of water upon completion of the twenty (20) minute observation period.

H. Fraser Houses

The Fraser House Prowl will report to the Health Care Centre at 0615 hours and escort the health care professional from the Health Care Centre to the November/Sierra Houses for medication distribution.

- Fraser House staff will wake the methadone program inmate(s) and have them gathered at the table adjacent to the staff station;
- The Fraser House Prowl will frisk each inmate and confirm their identity prior to receiving their methadone from the health care professional;
- The health care professional will confirm their identity by way of their identification card prior to distributing methadone;
- Corrections staff will examine the inmate's mouth to ensure that the inmate has ingested the methadone; and
- A Fraser House staff will maintain direct observation of the inmate(s) for the twenty (20) minute monitoring period for methadone; and
- Inmates will drink a cup of water upon completion of the twenty (20) minute observation period.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.6–7

I. Weekends and Statutory Holidays

The order and location of distribution will be the same as during the week. The Correctional Supervisor will identify one officer to provide security and supervision on units where more than 5.1 inmates are required to receive suboxone/methadone.

The Control Prowl will escort the health care professional to the Segregation Unit, MHN Unit and the Protective Custody Units as above.

J. Fraser House Weekends and Statutory Holidays

Methadone distribution will commence at 0700 hours at the Fraser Houses.

- Control Prowl will report to the Health Care Centre at 0700 hours and escort the health care professional from the Health Care Centre to the November/Sierra House for medication distribution;
- Control Prowl will wake the methadone program inmate(s) and have them gathered at the table adjacent to the staff station;
- Control Prowl will pat frisk each inmate and confirm their identity prior to receiving their methadone from the health care professional;
- The health care professional will confirm their identity by way of their identification card prior to distributing methadone; and
- Corrections staff will examine the inmate's mouth to ensure that the inmate has ingested the methadone.

A Fraser House staff will maintain direct observation of the inmate(s) for the twenty (20) minute monitoring period for methadone;

K. Methadone for Inmates Attending Court

Inmates unable to receive prescribed methadone dose in the morning due to a court appearance will receive the methadone in the evening of the same day when possible. As per Health Care Services Manual section 10.5(4) dosage adjustments are dependent upon the time the inmate reaches health care.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.6–8	<i>Chapter 10: Programs</i>

L. Documentation Requirements

Living unit staff / Fraser House staff assigned the task of directly observing inmates following the ingestion of methadone for the twenty (20) minute monitoring period will complete an entry in the Living Unit Log.

The entry signifies that the inmate(s) did not divert methadone and were monitored for the required twenty (20) minute monitoring period prior to being returned to regular unit program.

9.6.7. Suboxone

As set out in *Adult Custody Policy* section 9.6.7.

Medication will be distributed to inmates on their living units at the same time as the Methadone distribution if there are inmates housed on the living unit who require methadone. Assigned Living Unit Officers are responsible for having the inmate(s) who are to receive medication ready when the health care professional attends the unit.

Inmate monitoring times will increase from 10 minutes to 20 minutes when there are inmates housed on the living unit who require methadone distribution for ease of monitoring.

Health care staff will be escorted by corrections staff at all times when outside of the Health Care Centre and in possession of medication.

The living unit door will be opened, and the medication cart will be placed to serve as both a counter for medication distribution and as a barrier between the inmate and health care staff.

- All inmates receiving suboxone will wear a short-sleeved shirt;
- All inmates not on the Suboxone (or Methadone) program will be secured in their cells. Suboxone inmates will be pat frisked and will be provided a cup of water;
- Suboxone will be distributed at the unit front door. Inmates will drink the water in front of the nurse before the medication is distributed;
- The Health Care professional will confirm the Suboxone has been ingested and the assigned Living Unit Officer will maintain visual continuity of the inmate during the ten-minute monitoring period.
- direct observation of the inmate(s) for the ten-minute monitoring period;
- Upon completion of the observation period inmates who were administered Suboxone will drink another cup of water in front of unit staff;

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.7–9

- The observing officer will complete a mouth check to confirm that there is no residue remaining;
- Inmates receiving Suboxone are only permitted to possess their identification card during the ten-minute monitoring period. Cups, newspapers, books etc. are not permitted; and
- When the unit officer is satisfied inmates may return to their respective cells or work stations.

9.6.8. Self Administration

As set out in *Adult Custody Policy* section 9.6.8. and 9.7

9.7. Self-Administration of Medication (revised: Jul-20)

9.7.1. Definitions

As set out in *Adult Custody Policy* section 9.7.1.

9.7.2. Approved medications

As set out in *Adult Custody Policy* section 9.7.2.

9.7.3. Non-compliance to self-medication program by inmate

As set out in *Adult Custody Policy* section 9.7.3.

9.7.4. Contraband

As set out in *Adult Custody Policy* section 9.7.4.

9.7.5. Inmate on temporary absence

As set out in *Adult Custody Policy* section 9.7.5

9.7.6. Transfer procedures

As set out in *Adult Custody Policy* section 9.7.6.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.10–10	<i>Chapter 10: Programs</i>

9.8. Over-the-Counter Medication (revised: Jul-20)

9.8.1. Over-the-counter medication

As set out in *Adult Custody Policy* section 9.8.1.

9.8.2. Approved list

As set out in *Adult Custody Policy* section 9.8.2.

9.8.3. Tylenol

As set out in *Adult Custody Policy* section 9.8.3.

9.8.4. Cautions

As set out in *Adult Custody Policy* section 9.8.4.

9.9. Inmate Hygiene (revised: May-20)

As set out in *Adult Custody Policy* section 9.9

9.10. Individuals in Custody - Mental Health (revised: May-22)

9.10.1. Movements to a mental health facility

As set out in *Adult Custody Policy* section 9.10.1.

9.10.2. Mental health certification at time of discharge or court appearance

As set out in *Adult Custody Policy* section 9.10.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.12–11

9.11. Psychiatric and Psychological Reports (deleted: Jul-20)

9.12. At-Risk Inmate Surveillance (revised: Mar-15)

9.12.1. Officer in charge responsibilities

As set out in *Adult Custody Policy* section 9.12.1.

The Correctional Supervisor coordinating the event, in consultation with the manager on shift or manager on-call and the Health Care department will ensure that:

1. Staff know the identity of an inmate declared as being at risk.
2. Minimum standards for surveillance of the inmate are established and the inmate is moved to a location where increased surveillance can be facilitated. It may be appropriate to transfer the inmate to a secure setting.
3. Information is placed on the CORNET system, and the master and progress file are colour tagged as “possible suicidal.”
4. The inmate’s name is entered on the at-risk list, which is posted for staff.

9.12.2. Minimum standards for surveillance

As set out in *Adult Custody Policy* section 9.12.2.

The minimum standards for surveillance of at-risk inmates is based on placement, as follows:

- Dormitory setting—no longer than s.15
- Personal cell in living unit—no longer than s.15
- Segregation or observation cell—no longer than s.15 or more frequently if required.

These general guidelines may be reduced under extreme circumstances. Checks are made on an irregular schedule and recorded in the unit log.

9.12.3. Surveillance cameras

As set out in *Adult Custody Policy* section 9.12.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.13–12	<i>Chapter 10: Programs</i>

Any inmate housed in a camera cell not for observation purposes may not cover the camera under any circumstances without the authorization of a manager.

A CORNET client log will be made authorizing the covering of the camera including the name of the authorizing staff member.

Camera cells at FRCC are identified as:

- **Segregation:** s.15
- **4C:**s.15
- **A&D:** s.15

9.13. Suicide Prevention (revised: Jul-20)

9.13.1. Introduction

As set out in *Adult Custody Policy* section 9.13.1.

9.13.2. Authority

As set out in *Adult Custody Policy* section 9.13.2.

9.13.3. General responsibility

As set out in *Adult Custody Policy* section 9.13.3.

9.13.4. Information sources

As set out in *Adult Custody Policy* section 9.13.4.

9.13.5. Inmates at risk—factors

As set out in *Adult Custody Policy* section 9.13.5.

9.13.6. Inmates at risk criteria

As set out in *Adult Custody Policy* section 9.13.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.13–13

1. Taking into account the risk factors described above and other relevant information, an inmate who presents a risk of self-harm or suicide may be recommended for at-risk status.
2. An inmate can only be declared to be at risk by a health care professional, warden or designate (any manager, but typically the ADW of Regulations or ADW of CCM).
3. Removal of at-risk status is done only by the warden or designate (any manager, but typically the ADW of Regulations or ADW of CCM) in consultation with a psychologist, physician, nurse practitioner or psychiatrist.
4. A decision regarding the declaration of at risk or the expiry of the alert is communicated to corrections staff and recorded in CORNET.

9.13.7. Record and report observations

As set out in *Adult Custody Policy* section 9.13.7.

9.13.8. Officer in charge responsibilities

As set out in *Adult Custody Policy* section 9.13.8.

9.13.9. Preventive action

As set out in *Adult Custody Policy* section 9.13.9.

9.13.10. Access to media reports

As set out in *Adult Custody Policy* section 9.13.10.

9.13.11. Transfer of at-risk inmates

As set out in *Adult Custody Policy* section 9.13.11.

9.13.12. Notification procedures for at risk inmates

As set out in *Adult Custody Policy* sections 9.13.12 and 3.20.13.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.14–14	<i>Chapter 10: Programs</i>

9.14. Suicide Response

9.14.1. Contingency plan

As set out in *Adult Custody Policy* section 9.14.1.

Fraser Regional Correctional Centre has contingency plans to assist staff in responding to emergencies including suicides. Refer to FRCC SOP section 2.2.2. (Code Blue).

These plans include:

s.15

9.14.2. Approved airway

As set out in *Adult Custody Policy* section 9.14.2.

Approved airway devices are secured s.15
s.15

9.14.3. Cut down tool

As set out in *Adult Custody Policy* section 9.14.3.

The approved cutting device is located in the s.15

Cut down tools are also located in the s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.14–15

9.14.4. Life-saving efforts

As set out in *Adult Custody Policy* section 9.14.4.

After initiating an alarm, correctional staff take immediate action to cut down, commence first aid and resuscitate.

Staff turnover life-saving efforts to medical responders upon their arrival and remain to assist as directed.

9.14.5. Secure scene

As set out in *Adult Custody Policy* section 9.14.5.

1. As soon as is practically possible, the victim's cell is secured for the preservation of evidence.
2. Staff efforts to save life take first priority. Staff are observant in these situations in the event foul play is later suspected, and/ or to assist in a coroner's inquiry or police investigation.

9.14.6. Reports

As set out in *Adult Custody Policy* section 9.14.6.

Unless authorized by a Manager, all staff who have been issued an ICON report related to the incident will ensure their report is completed, submitted and approved prior to departing the Centre at the end of their shift.

9.14.7. C.I.R.T. notification

As set out in *Adult Custody Policy* section 9.14.7.

The Critical Incident Response Team (CIRT) is comprised of trained staff who provide support, education and awareness of potential effects of a critical incident .

Staff exposed to a critical incident may experience acute stress. Internalization of stress can result in a delayed emotional reaction of varying degrees which can affect one's personal and work life.

Critical incident stress syndrome is the emotional, physical and cognitive reaction to a critical incident, the accumulative effects of previous incidents or any situation which is outside that which is normally experienced by the individual.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.14–16	<i>Chapter 10: Programs</i>

The intent of CIRT is to provide additional assistance to employees in a manner that compliments existing policies and procedures.

During regular working hours CIRT deployment will be executed by the ADW of Regulations or another manager if necessary. After hours the Correctional Supervisor of Operations will deploy CIRT personnel when required. Should CIRT members need to be recalled authorization will be provided by the Warden or designate (On Call Manager).

A. Team Structure

The critical incident response team consists of team co-ordinators and team members. The team normally has no less than ten members with the optimum level of twelve to fifteen.

A minimum of two year commitment from each team member is expected. Unless asked by the rest of the team to resign during this period, any member may resign through a letter of resignation to the team co-ordinator. The team co-ordinator will update the nominal roles and notify all affected work areas of this decision. Efforts are made to ensure an equitable balance is obtained that reflects the work environment.

The co-ordinator's position is reviewed every two years by the by the CIRT members or upon presentation by a non-team member, a request for a review by the CIRT shall take place at any time during this term.

B. Objectives

The objectives of the CIRT team are as follows:

- To reduce the chance staff will remain emotionally traumatized following a critical incident, or series of critical incidents, by providing peer counselling to affected staff;
- To co-ordinate, monitor and provide follow-up assistance to staff;
- To be available for staff as a resource for general stress related issues.

C. Initial Defusing

Initial defusing is performed immediately after the critical incident, by a trained peer counsellor, to discuss feelings and reactions to the incident. Discussions can be conducted individually or in small groups.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.14–17

D. Critical Incident Stress Debriefing (CISD)

Critical incident stress debriefing consists of a support group discussion that utilizes specifically trained peer personnel possibly combined with mental health professionals.

The purpose of the CISD is to mitigate the impact of a critical incident and facilitate the return of staff to work after the incident. The CISD can be conducted in individual or group settings and occurs within 24 -72 hours following the critical incident

E. Peer Counselling

Peer counselling can be provided at any time to deal with the effects of stress when recognized in, or requested by, an individual.

Responsibilities of the Person in Charge

The assistant deputy warden of regulations or manager on the scene will ensure a member of the critical incident team is notified as soon as possible, whenever a critical incident has occurred, or upon request of a staff member.

In the event the incident involves the assistant deputy warden of regulations, the deputy warden of operations or in his absence, the senior manager on site/on-call warden will ensure compliance with all processes and policies involving CIRT.

After arrival of the CIRT members, the warden or his/her designate, will advise the members, in brief, concerning all details of the situation which will assist the members in carrying out their responsibility with the affected staff.

All staff involved have the opportunity receive an initial defusing from the CIRT immediately after the conclusion of the incident, and prior to any operational critique.

Following the formal operational critique, (attended by the CIRT co-ordinator, or designate, as an observer), discuss with the CIRT co-ordinator the need for a formal critical incident stress debrief (CISD) and if recommended by the CIRT co-ordinator, provide for a neutral area which provides ample space and privacy, free from distraction for the CISD.

F. Responsibilities of CIRT Members

CIRT members are relieved of their duties when required to attend a critical incident at FRCC.

CIRT Co-ordinator or Designate

- Provide leadership and guidance for CIRT

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.14–18	<i>Chapter 10: Programs</i>

- Provide 24 hour availability to respond to requests for debriefing services at a critical incident;
- Provide an appropriate CIRT for the incident;
- Upon receipt of a request to provide debriefing services by assistant deputy warden of regulations of incident, or designate, the team co-ordinator will determine:
 - the type of incident
 - number of staff involved
 - types of debriefing required
 - how many peer counsellors are required
 - what peer counsellors should attend (i.e. specialities)
- Contact team members and advise them:
 - to attend the location
 - description of incident
 - name of Person in Charge
- Attend at all incidents that require group debriefing and provide leadership and direction to team members and co-ordinate the initial defusing with the CISD.
- On the request of the CIRT Co-Ordinator, the OIC designate shall arrange for the attendance of other helping professionals at the CISD sessions.
- Consult/liaise with the Warden or on-call manager to ensure effective co-ordination of services and assistance to affected employees occurs.
- Delegate follow-up and referral duties to team members.
- Arrange and conduct debriefing of team members immediately after completion of the CISD.
- Arrange, and/or conduct, initial on-going education for staff and supervisors regarding the CIRT.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.14–19

G. CIRT Member

The CIRT member(s), upon receipt of the critical incident response call, attends the critical incident scene. The CIRT member will be clearly identified as a member of the CIRT. CIRT members may need to wait at their post until relief arrives.

Upon arrival at the scene, the CIRT member will report to the manager on scene or in their absence the Correctional Supervisor of Operations and be briefed on the nature of the incident. CIRT members do not interfere or become part of the operation but acts as an observer to determine the involvement and development of the incident until the incident and any essential operational and/or criminal investigations are concluded.

At the completion of the incident, the CIRT member will conduct individual counselling (defusing), prior to an operational critique. All required reports are to be completed by staff involved in a critical incident prior to any debriefing by CIRT.

The CIRT member will make themselves available for a CISD to provide staff involved with support, guidance, referrals, general information and follow up.

Following the CISD, the CIRT member will follow-up with affected staff to determine coping ability and make referrals as necessary.

The CIRT member will report to the CIRT co-ordinator as soon as practical and advise the co-ordinator of any follow-up requirements, i.e. contact with affected members, warden regarding follow-up interviews, medical, psychiatric concerns or possible job absences.

The critical incident response team may initiate contact with those staff using STIIP provisions for stress-related issues, to determine if any peer counselling services may be provided.

9.14.8. Emergency procedures re: hanging

As set out in *Adult Custody Policy* section 9.14.8.

9.14.9. Emergency procedures re: slashing

As set out in *Adult Custody Policy* section 9.14.9.

Slashing, the most frequent method of self-harm, is serious when deep wounds are inflicted, or arteries severed.

Staff who discover a slashing attempt first call for backup and medical assistance. First aid procedures are then applied to stop the flow of blood.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.15–20	<i>Chapter 10: Programs</i>

9.14.10. Emergency procedures re: poisoning

As set out in *Adult Custody Policy* section 9.14.10.

1. As set out in *Adult Custody Policy* section 9.14.10(1);
2. As set out in *Adult Custody Policy* section 9.14.10(2);
3. Staff and health care personnel contacts poison control for assistance and advice.
 - Poison Control Centre, Phone: (604) 682-5050

9.14.11. Community medical services

As set out in *Adult Custody Policy* section 9.14.11.

Refer to FRCC SOP section 2.2.1. (Code Blue)

9.14.12. Suicide information

As set out in *Adult Custody Policy* section 9.14.12.

1. Vancouver's S.A.F.E.R. group may be a valuable resource for Branch staff.

http://www.vch.ca/Pages/Suicide-Attempt-Follow-up,-Education---Research-SAFER.aspx?res_id=474

2. This resource group is not only interested in preventing suicide, but also helping families and individuals in bereavement following suicide.

9.15. Inmate Death (revised: Feb-13)

As set out in *Adult Custody Policy* section 9.15.

9.15.1. Notification of next of kin

As set out in *Adult Custody Policy* section 9.15.1.

9.15.2. Inmate burial

As set out in *Adult Custody Policy* section 9.15.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.16–21

9.16. Inmate Fasting (revised: Jun-21)

9.16.1. Definition

As set out in *Adult Custody Policy* section 9.16.1.

9.16.2. Right to fast

As set out in *Adult Custody Policy* section 9.16.2.

9.16.3. Notification

As set out in *Adult Custody Policy* section 9.16.3.

1. When it becomes known that an inmate is fasting, correctional staff ensure notification is given to the:
 - Warden, ADW of Regulations, or in their absence, the On call Manager who in turn informs the provincial director, deputy provincial director, deputy provincial director of programs, divisional office manager, and the director, mental health services using the email s.15 ; and
 - Health care professional, immediately if the inmate has already been fasting for 24 hours or more, or within 24 hours if the inmate has commenced fasting.
2. Within 24 hours of receiving notification, the medical director, in consultation with the director, Mental Health Services and the health care manager, determines whether compelling circumstances exist to warrant notifying the inmate's next of kin. If compelling circumstances do not exist, informed consent may be sought from the inmate to initiate such contact. The warden or designate (ADW of Regulations, or in their absence, the On-Call Manager) notifies the inmate's next of kin upon the recommendation of the medical director, Corrections Branch.
3. As set out in *Adult Custody Policy* section 9.16.4(3);
4. As set out in *Adult Custody Policy* section 9.16.4(4); and
5. As set out in *Adult Custody Policy* section 9.16.4(5);

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.18–22	<i>Chapter 10: Programs</i>

9.16.4. Surveillance

As set out in *Adult Custody Policy* section 9.16.4.

9.16.5. Medical observation

As set out in *Adult Custody Policy* section 9.16.5.

9.16.6. Transfer

As set out in *Adult Custody Policy* sections 9.16.6 and 5.2.2.1.

9.16.7. Record keeping

As set out in *Adult Custody Policy* section 9.16.7.

9.17. Transgender Inmates (revised: Sept-18)

Moved to Section 4.10.

9.18. Testing Communicable Diseases (revised: Mar-13)

9.18.1. Introduction

As set out in *Adult Custody Policy* section 9.18.1.

9.18.2. Voluntary testing—inmates

As set out in *Adult Custody Policy* section 9.18.2.

9.18.3. Voluntary testing—staff

As set out in *Adult Custody Policy* section 9.18.3.

9.18.4. Inmate counselling

As set out in *Adult Custody Policy* section 9.18.4

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.19–23

9.19. Condoms

9.19.1. General

As set out in *Adult Custody Policy* section 9.19.1.

9.19.2. Purpose

As set out in *Adult Custody Policy* section 9.19.2.

9.19.3. Definition

As set out in *Adult Custody Policy* section 9.19.3.

9.19.4. Confidentiality

As set out in *Adult Custody Policy* section 9.19.4.

9.19.5. Method

As set out in *Adult Custody Policy* section 9.19.5.

9.19.6. Costs

As set out in *Adult Custody Policy* section 9.19.6.

9.19.7. Types

As set out in *Adult Custody Policy* section 9.19.7.

9.19.8. Lubricant

As set out in *Adult Custody Policy* section 9.19.8.

9.19.9. Education

As set out in *Adult Custody Policy* section 9.19.9.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.20–24	<i>Chapter 10: Programs</i>

9.19.10. Contraband

As set out in *Adult Custody Policy* section 9.19.10.

9.20. Bleach

9.20.1. General

As set out in *Adult Custody Policy* section 9.20.1 and 9.20.4 for information on availability and accessibility for inmate use.

9.20.2. Purpose

As set out in *Adult Custody Policy* section 9.20.2.

9.20.3. Strength

As set out in *Adult Custody Policy* section 9.20.3.

9.20.4. Distribution

As set out in *Adult Custody Policy* section 9.20.4.

1. As set out in *Adult Custody Policy* section 9.20.4(1);
2. Each living unit is provided with s.15 bottles of bleach s.15 This process is overseen by the FRCC maintenance instructor. During weekends and statutory holidays, the Living Unit Supervisor will be responsible for distribution of the s.15 allotment of bleach
3. Inmate access to bleach is available upon verbal request to the living unit officer. Empty bleach bottles are to be returned to the living unit officer s.15 s.15

9.20.5. Education

As set out in *Adult Custody Policy* section 9.20.5.

Information regarding the use of filtered bleach as a disinfectant is provided by the maintenance instructor and posted in each unit for inmate viewing.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.21–25

9.20.6. Contraband

As set out in *Adult Custody Policy* section 9.20.6.

9.20.7. First aid

As set out in *Adult Custody Policy* section 9.20.7.

9.20.8. Central supply

As set out in *Adult Custody Policy* section 9.20.8.

9.20.9. Posted notices

As set out in *Adult Custody Policy* section 9.20.9.

9.21. Use of EpiPen (revised: May-16)

9.21.1. Authority to administer

As set out in *Adult Custody Policy* section 9.21.1.

9.21.2. Self-administration

As set out in *Adult Custody Policy* section 9.21.2.

An inmate who is subject to severe allergic reactions is provided with an EpiPen for self-administration when:

- working away from the correctional centre on an off-site work crew;
- or on a temporary absence

9.21.3. Staff orientation

As set out in *Adult Custody Policy* section 9.21.3.

OFA1 trained FRCC staff are trained in the assistance of the administration of EpiPen when an inmate is unable to self-administer the medication.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.22–26	<i>Chapter 10: Programs</i>

9.21.4. Information to staff

As set out in *Adult Custody Policy* section 9.21.4.

9.21.5. Advise Health Care Services

As set out in *Adult Custody Policy* section 9.21.5.

A. EpiPen

- Health care personnel dispense medication on the order of a physician if it is determined that an inmate has serious allergic reactions that require the use of an EPIPEN.
- When health care personnel are unavailable, correctional staff administer EPIPEN, pending the arrival of Emergency Health Services personnel.
- For this purpose an EPIPEN will be kept s.15 of any inmate prescribed an EPIPEN. This information will also be included in the shift summary.

9.22. Nasal naloxone spray (revised: Mar-17)

9.22.1. Definition

As set out in *Adult Custody Policy* section 9.22.1.

9.22.2. Authority to administer

As set out in *Adult Custody Policy* section 9.22.2.

9.22.3. Orientation

As set out in *Adult Custody Policy* section 9.22.3.

All FRCC Correctional Supervisors, acting Correctional Supervisors and Correctional Officers tasked with escorting inmates off grounds for work or escort purposes are trained on the use of Nasal Naloxone spray by certified FRCC staff.

The completed training attendance sheet is forwarded to the Assistant Deputy Warden of staffing and then to the administrative clerk for filing.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.23–27

9.22.4. Advise Health Care Services

As set out in *Adult Custody Policy* section 9.22.4.

9.22.5. Storage

As set out in *Adult Custody Policy* section 9.22.5.

Nasal naloxone is securely stored s.15

9.22.6. Inventory

As set out in *Adult Custody Policy* section 9.22.6.

Inventory of FRCC's nasal Naloxone kits is currently maintained by the FRCC Control Supervisor.

9.22.7. Reporting

As set out in *Adult Custody Policy* section 9.22.7.

9.23. No Cardiopulmonary Resuscitation (No CPR) Orders (revised: Jun-09)

9.23.1. Authority to issue

As set out in *Adult Custody Policy* section 9.23.1.

9.23.2. Health care provider

As set out in *Adult Custody Policy* section 9.23.2.

9.23.3. Correctional officer responsibility

As set out in *Adult Custody Policy* section 9.23.3.

9.23.4. Shift supervisor responsibility

As set out in *Adult Custody Policy* section 9.23.4.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 9.26–28	<i>Chapter 10: Programs</i>

9.24. Pregnant Inmates (revised: May-15)

9.24.1. Overview

As set out in *Adult Custody Policy* section 9.24.1.

9.24.2. Pre-delivery role of the case manager, Adult Custody Division

As set out in *Adult Custody Policy* section 9.24.2.

9.24.3. Pre-delivery role of Corrections Branch staff

As set out in *Adult Custody Policy* section 9.24.3.

9.24.4. Delivery

As set out in *Adult Custody Policy* section 9.24.4.

9.24.5. Post-delivery role

As set out in *Adult Custody Policy* section 9.24.5.

9.24.6. Correctional centre visits between incarcerated mother and infant

As set out in *Adult Custody Policy* section 9.24.6 for procedures and guidelines.

9.25. Off-Site Medical Appointments/ Transfers to Hospital (revised: Aug-15)

As set out in *Adult Custody Policy* section 9.25.

9.26. Quarantine Units-Communicable Disease

9.26.1. Purpose

As set out in *Adult Custody Policy* section 9.26.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 9.26–29

9.26.2. Statutory/regulatory authority

As set out in *Adult Custody Policy* section 9.26.2.

9.26.3. Definitions

As set out in *Adult Custody Policy* section 9.26.3.

9.26.4. Placing individuals on a quarantine unit

As set out in *Adult Custody Policy* section 9.26.4.

9.26.5. Informing individuals in custody or the decision to place them on a quarantine unit

As set out in *Adult Custody Policy* section 9.26.5.

9.26.6. Reviewing the placement on a quarantine unit

As set out in *Adult Custody Policy* section 9.26.6.

9.26.7. Developing comprehensive operational policy and procedures

As set out in *Adult Custody Policy* section 9.26.7.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.1–30	<i>Chapter 10: Programs</i>

10. Programs

10.1. Reading and Viewing Material for Individuals in Custody (revised: Aug-22)

10.1.1. Definition

As set out in *Adult Custody Policy* section 10.1.1.

10.1.2. Authority

As set out in *Adult Custody Policy* section 10.1.2.

10.1.3. Restrictions

As set out in *Adult Custody Policy* section 10.1.3.

The designate referred to in this section is the ADW of Programs.

10.1.4. Restricted content

As set out in *Adult Custody Policy* section 10.1.4.

10.1.5. Motion pictures

As set out in *Adult Custody Policy* section 10.1.5.

If delegated, the designate will be the ADW of Programs.

10.1.6. Motion picture public viewing license

As set out in *Adult Custody Policy* section 10.1.6.

The designate referred to in this section is the ADW of Programs.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–31

10.2. Work Programs for Individuals in Custody (revised: Mar-22)

10.2.1. Authority

As set out in *Adult Custody Policy* section 10.2.1, sections 23 and 24 of the *Correction Act* and section 38 of the *Correction Act Regulation*.

10.2.2. Purpose of work programs

As set out in *Adult Custody Policy* section 10.2.2.

10.2.3. Principles

As set out in *Adult Custody Policy* section 10.2.3.

10.2.4. Work Program Classification

As set out in *Adult Custody Policy* section 10.2.4

10.2.5. Work program training

As set out in *Adult Custody Policy* section 10.2.5.

A. Inmates assigned to work programs

1. Only individuals in custody listed on the current placement sheet will be permitted to attend the work program.
2. Individuals in custody are not permitted to bring any unapproved personal effects to the work program.
3. Individuals in custody must be properly dressed with bed made and cell tidy as per standards prior to attending work program. Gym shorts and sandals are not permitted.
4. Individuals in custody required to work on a work crew will not be permitted to return to the unit for personal phone calls, with the exception of legal calls that cannot be made before or after their scheduled workday. All legal calls are to be approved by way of special request to the correctional supervisor.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–32	<i>Chapter 10: Programs</i>

5. All individuals in custody will be frisked searched prior to leaving the work area. Walk through and/or hand-held metal detectors will be used as an additional screening search.
6. Individuals in custody are not permitted to bring anything back to the unit from the work program.
7. Strip searches of individuals in custody returning from work programs may be performed at the discretion of an officer for the purpose of detecting contraband. All strip searches shall be conducted in compliance with Correction Act Regulation section 11.

B. Individuals in custody Orientation

8. Upon classification to a work program, individuals in custody will be orientated on general work program rules as well as program specific expectations, safety and procedures
9. A signed copy of the “Expectations, Orientation and Training” form (FRCC CorrPoint Forms) will be retained by the officer conducting the orientation for all individuals in custody currently assigned to their work program (refer to specific program section for more detail).

C. Tool control and inventory

Work program instructors and officers will maintain an inventory of all tools and equipment in their area of responsibility.

1. A written inventory will be maintained by the work program instructor/officer and updated when new tools/equipment are added or removed.
2. The instructor/officer will also complete s.15 inventory reconciliations and immediately report any discrepancies to the work program supervisor.
3. A copy of the inventory record for each work area will be retained by the work program supervisor (refer to Inventory Records document).
4. All officers supervising a work program will maintain a daily tool control sign out form when issuing tools for inmate use.
5. The officer will ensure the tool is in good working order prior to issuing to the inmate and note the condition when returned (refer to Tool Control - Sign out Sheet).
6. The officer will ensure that all tools issued are returned and accounted for at the end of each workday.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–33

7. In the event that a tool is not accounted for, the officer will immediately notify the work program supervisor for further direction prior to individuals in custody leaving the work site.
8. Further direction may include an area frisk, strip search, interviewing individuals in custodimates, and incident/violation reports.

D. Personal protective equipment (PPE)

The officer supervising a work program will ensure that personal protective equipment is available and used by individuals in custody and staff as applicable. PPE will include gloves, steel toed work boots, eye protection, hearing protection, respirator masks and coveralls.

E. Signage

Signage for personal protective equipment and lock out procedures (where applicable) will be posted in prominent locations in each work program area (refer to Lock Out and, PPE signs).

F. Safety inspections

1. Instructors and officer supervising a work program will complete a daily informal inspection and a weekly formal Work Program Safety Inspection Checklist of their area of responsibility.
2. If a hazard is identified, the instructor will take immediate action to rectify or mitigate the hazard and notify CBRE. The instructor may notify the OSH committee.
3. The inspection checklist will be retained by the shop instructor. Copies of the inspection checklist will be provided to the work program CS.
4. A daily inspection of the work area will be conducted to identify any security concerns, hazards or unsafe conditions. Any unsafe conditions identified must be rectified prior to commencement of work (refer to Workshop Safety Checklist).

G. Maintenance inspections and records

1. A list of all equipment requiring maintenance will be developed for each work location. Maintenance inspections and upkeep will be performed on all identified equipment in accordance with the manufacturer's recommendations as required.
2. The shop instructor/officer will maintain a record of all inspections and maintenance work performed.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–34	<i>Chapter 10: Programs</i>

H. Lock out procedures

Equipment shut down for service, repairs, adjustments, cleaning, or not in use when inadvertent start-up could cause injury will be locked out.

Soft Wire:

s.15

Hard Wire:

s.15

I. Operating specialized equipment

1. All staff and individuals in custody required to operate specialized equipment will receive training and instruction on the safe and proper use of the equipment prior to operating.
2. Training records for staff will be “program specific” and include safety procedures and general orientation.
3. Training records (forklift and skid steer) for staff will be signed by the staff member and the instructor and maintained on their file.
4. Training for individuals in custody operating specialized equipment will be provided as and when required and at the discretion of the officer responsible for the work program.
5. Training records for individuals in custody will be retained by the shop instructor, who will ensure a copy is attached to the inmate’s CORNET client log.
6. The shop instructor will retain a copy for individuals in custody currently assigned to the work program.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–35

Specialized equipment at FRCC may include:

- All stationary wood working equipment
- All stationary metal working equipment
- Welding equipment
- Oxy acetylene equipment
- Sand blasting equipment
- Power saws
- Farm tractor
- Skid steer loader
- Dump truck
- Powered cleaning equipment
- Pressure washers
- Sewing machines
- Forklift
- All motorized equipment including lawn mowers, grass trimmers, etc.

Individuals in custody will also receive training and instruction on the use of non-specialized tools and equipment as and when required.

J. Inmates assigned to outside work programs

1. Only individuals in custody classified as open custody and who have been classified to an outside work crew by a Classification Officer can participate in work activities outside the secure perimeter of the correctional centre.
2. All individuals in custody classified to work on outside work crews will have a risk assessment completed by a classification officer and an Inmate Assessment Form completed on ICON.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–36	<i>Chapter 10: Programs</i>

3. All individuals in custody classified to work on the Fire Camp Crew will require a risk assessment and an I.A. form completed by a classification officer and must have a community assessment completed prior to classification to this work program.
4. Restraints are not required for individuals in custodywork crews who are escorted to assigned off-site work locations.

K. Visual checks on outside work programs

Staff will conduct ongoing visual checks of individuals in custody under their supervision. s.15
s.15

L. Shop #1-Metal Shop

The Metal Fabricating shop provides a work area for training individuals in custodyworkers in the basic requirements for a steel fabricating shop. The metal fabricating shop completes a variety of projects requiring different skill sets and levels. These items are produced for the Corrections Branch, other government agencies and private companies. The main objective of this shop is to obtain a steady amount of work requiring minimal to moderate skills.

Authority to operate shop specific equipment

- Only qualified staff will be authorized to use or supervise the use of tools and equipment in the shop.

1. Inmate orientation

All individuals in custody assigned to the metal shop program will receive orientation on general program rules as well as procedures, expectations, and safety specific to the shop. A signed copy of the Expectations and Orientation – metal Shop form will be retained by the Shop Instructor. The original form will be completed and maintained by the shop instructor. The work program CS will ensure the document is scanned and attached to the inmate's CORNET client log. Individuals in custody will also receive training on shop equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

2. Inmates operating shop specific equipment

- Individuals in custody will receive training and instruction on the proper use of the following equipment prior to use:

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–37

3. Name equipment:

s.15

M. Maintenance Shop

The Maintenance Shop instructor is responsible for janitorial and building maintenance, laundry washing, and distribution of supplies to living units. This position is responsible for the general cleanliness and upkeep of the centre. The instructor provides on a daily basis instruction to approximately 22 individuals in custody assigned various general building janitorial duties. Inmates are tasked with and instructed on the maintenance of floors, walls, doors and windows.

The Maintenance Shop is responsible for completing pressure washing showers, vacuuming vents, waxing and polishing floors and cleaning out the elevator tracks. The shop is also

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–38	<i>Chapter 10: Programs</i>

responsible for: painting projects throughout the centre, various aspects of paint work/type, trained in instruction of safe painting techniques and the protective equipment required. During their shift the maintenance instructor will also oversee the deployment of individuals in custody biohazard teams when required.

The Maintenance Instructor is also responsible for the delivery of cleaning supplies throughout FRCC. The instructor is also required to manage and instruct on the laundering of individuals in custody general living unit wear clothing and having the clothing for inmates laundered in a timely fashion. This involves instructing individuals in custody on the correct safe use of the washing and drying machines as well as warehousing extra laundry and inventory of clothing stock and ordering additional laundry stock from stores as and when necessary. Only qualified staff will be authorized to handle the laundry chemicals.

1. Inmate Bedding:

- One (1) pillow / one (1) pillow case;
- One (1) mattress;
- Two (2) sheets;
- Two (2) blankets;
- Two (2) towels.

2. Inmate clothing:

- Three (3) t-shirts;
- Two (2) pairs of pants;
- One (1) pair of red shorts (subject to availability);
- One (1) pair of runners;
- Three (3) pairs of underwear;
- Three (3) pairs of socks;
- Kitchen workers:
- One (1) pair of white pants;
- One (1) white shirt.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–39

3. Authority to operate equipment

- Only qualified staff will be authorized to use or supervise the use of tools and equipment in the shop.
- Living unit staff may supervise the completion of biohazard cleanup

4. Individuals in custodyorientation

All individuals in custody assigned to the shop program will receive orientation on general program rules as well as procedures, expectations and safety specific to the shop. A signed copy of the Expectations and Orientation – Shop form will be retained by the shop Instructor. The original form will be completed and maintained by the shop instructor. The work program CS will ensure the document is scanned and attached to the inmate's CORNET client log. Individuals in custody will also receive training on shop equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–40	<i>Chapter 10: Programs</i>

Inmate Name:								
1)	All Inmates will treat with respect all staff and visitors in the shop.							
2)	Inmates will not take any extra clothing or supplies out of the shop							
3)	All equipment must be accounted for prior to any inmates leaving the shop at 14:30							
4)	Never use broken/worn out tools or equipment.							
5)	Always use the proper tool for the job being performed.							
6)	Be careful when using materials and where you store them. Do not create tripping hazards.							
7)	Ensure that proper signage is always used when working in hallways (eg. "Wet Floor signs)							
8)	Inmates will only work in assigned locations that are determined by the Instructor							
9)	Keep work area in good order at all times and clean up after use.							
10)	Bio-Cleaning will only be done by bio-trained inmates. This is to be determined by the Instructor.							
11)	The work shops are a "No Smoking " area. Inmate workers caught smoking will be removed from the shop.							
12)	Inmates will not take or bring any tools or contraband out of or into the shop.							
13)	Never get involved in horse play.							
14)	Always report anything unsafe to the instructor.							
15)	Report every accident to the Instructor.							
16)	When in doubt "ASK" the Instructor.							
17)	The inmate has a full understanding of chemical and cleaning agents protocol (WHMIS)							
18)	The inmate has a full understanding of all proper cleaning procedures/methods and hazard protocols throughout the building.							
Any infractions of these rules can result in loss of employment and or loss of remission/reclassification								
Inmate Signature:						Date:		
Officer Signature:						Date:		

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–41

5. Individuals in custody operating equipment

- Individuals in custody will receive training and instruction on the use of the following equipment prior to use:

6. Equipment:

s.15

7. Cleaning Products:

- s.15 - ALL PURPOSE CLEANER
- s.15 - FLOOR CLEANER “ONLY”
- s.15 - DEGREASER/DISINFECTANT
- s.15 - DISINFECTANT

8. Biohazard response

All Bio-Hazard cleanup will be conducted by the Maintenance trained bio-hazard team.

Individuals in custody biohazard PPE is located in the maintenance shop

A biohazard is defined as bio-hazardous material such as a blood, vomit, bodily fluids, fecal matter, contaminated clothing or bedding, toilet backup, etc. Biohazard cleanup will be conducted by individuals in custody under the direction and supervision of unit staff. The maintenance instructor or a CS will assess the severity of the biohazard contamination to determine if professional cleaning is required. If the instructor/CS determines that the cleanup is

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–42	<i>Chapter 10: Programs</i>

beyond the scope of individuals in custody trained for biohazard cleanup, an emergency CBRE work order will be initiated and access to the area will be restricted.

9. Biohazard cleanup training – individuals in custody

The maintenance instructor will ensure a team of 4 individuals in custody classified on the maintenance unit are trained and available to respond to biohazard cleanup situations. Practical training is facilitated by the maintenance instructor prior to inmates commencing in biohazard cleanup duties. Cleanup of major biohazard spills will be conducted by trained individuals in custody only. Biohazard cleanup trained individuals in custody will have their CORNET file updated to reflect completion of practical training, which is facilitated by the maintenance shop instructor.

N. Tailor shop

Authority to operate shop specific equipment

- Only qualified staff will be authorized to use or supervise the use of shop equipment in the shop.

1. Individuals in custody orientation

All individuals in custody assigned to the tailor shop will receive orientation on general program rules as well as procedures, expectations and safety specific to the shop. A signed copy of the Expectations and Orientation – Shop form will be retained by the shop instructor. The work program CS will ensure the document is scanned and attached to the individuals in custodys CORNET client log and the original form will be completed and maintained by the shop instructor. Individuals in custody will also receive training on shop equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

2. Individuals in custody operating shop specific equipment

- Individuals in custody will receive training and instruction on the proper use of the following equipment prior to use:

3. Equipment

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–43

O. Carpentry Shop

The Carpentry Shop is well equipped and its used to provide inmates an opportunity to develop basic to moderate skills in the art of wood work and carpentry. The shop has produced a range of products for the Corrections Branch, other government agencies (BC Parks, JIBC, etc) and private companies. The main objective of this shop is to provide work opportunities and experience for inmates while promoting moderate skills development in wood fabrication.

Authority to operate shop specific equipment

- Only qualified staff will be authorized to use or supervise the use of tools and equipment in the shop.

1. Inmate orientation

All inmates assigned to the carpentry shop program will receive orientation on general program rules as well as procedures, expectations and safety specific to the shop. A signed copy of the Expectations and Orientation – Shop form will be retained by the shop instructor. The original form will be completed and maintained by the shop instructor. The work program CS will ensure the document is scanned and attached to the inmate's CORNET client log. Inmates will also receive training on shop equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

2. Inmates operating shop specific equipment

Inmates will receive training and instruction on the proper use of the following equipment prior to use:

s.15

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–44	<i>Chapter 10: Programs</i>

s.15

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.2–45

s.15

P. Fisheries

The ALLCO Hatchery Program provides a work area and labour force to operate a large fish hatchery on the Alouette River. This program runs in conjunction with ARMS and the Department of Fisheries and Oceans and the Fresh Water Fisheries Society.

The Fisheries Program includes both provincial and federal fish production, watershed enhancement, and restoration projects in partnership with the Alouette River Management Society. FRCC's Hatchery Instructor is responsible for supervising and instructing inmate workers with the following tasks:

- Rivers Heritage Centre building and grounds maintenance
- Preparation of education supplies (cutting wooden fish, bird house kits)
- Construction of kiosks (with funds going back to FRCC)
- Annual Rivers Day community support and preparation

In addition there are specialized task which inmates perform that are overseen and supervised by the hatchery instructors who have received specialized training through the Department of Fisheries and Oceans Canada in order to complete the work. The work involves a wide range of fish rearing skills which are essential to the successful production of salmonids. These skills include (depending on time of year):

- Setting up fish fence
- Net repairs
- Cleaning screens
- Monitoring water flows daily

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.2–46	<i>Chapter 10: Programs</i>

- Mort removal
- Weighing
- Feeding
- Enumeration of brood stock
- Egg collection
- Pond maintenance
- Fertilization of Alouette Lake

1. Authority to operate Fisheries specific equipment

- Only qualified staff will be authorized to use or supervise the use of tools and equipment specific to fisheries.

2. Inmate orientation

All inmates assigned to the fisheries program will receive orientation on general program rules as well as procedures, expectations and safety specific to the program. A signed copy of the Expectations and Orientation – Shop form will be retained by the shop instructor. The original form will be completed and maintained by the shop instructor. The work program CS will ensure the document is scanned and attached to the inmate's CORNET client log. Inmates will also receive training on shop equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

Inmates operating fisheries specific equipment

- Inmates will receive training and instruction on the proper use of the following equipment prior to use:

FISHERIES

1. Do not use any tools or power equipment without being approved by the Fisheries Instructor.
2. When required, all safety equipment and safety guards must be used.
3. When safe use of equipment is questionable or a procedure appears unsafe, notify the Fisheries Instructor as soon as possible.
4. Stay clear of other operators and machines when in use and do not distract others while they are working.
5. Where applicable, use lock out procedures.
6. Keep work areas clean and free of clutter.
7. Do not get involved in horseplay.
8. Report every accident to the contractor and appropriate gang staff.
9. Shirts and long pants are mandatory on the work site.
10. Do not swing lumber around in such a way that it may contact or injure another individual.
11. Ensure others keep back a safe distance from you and any machinery you may be operating.
12. Make sure any nail guns or staple guns are not fired in the direction of another individual.
13. Wait until machine completely stops before clearing away scraps.
14. Use push stick for clearing small pieces of wood from machinery.
15. Keep long hair and loose clothing away from machinery or moving saw blades.
16. Keep hands clear of moving blades or in-feed rollers.
17. Stand to one side while feeding lumber into machinery to avoid kickbacks or splinters being thrown back.
18. Pay attention to changes in sound machinery until it has reached proper cutting speed.
19. Stand back from loader or forklift while loads are being moved.

Date: _____ Inmate Name (print): _____

I have read and/or had the Fisheries Rules explained to me.

Inmate Signature: _____ CS #: _____

I have explained the Safety Rules to this Inmate:

Fisheries Officer: _____

Q. Tailor Shop (Shop#5)

The FRCC tailor shop employs detainee and immigration status clients currently housed on living unit 1A. Inmates employed in the tailor shop are responsible for washing kitchen clothing and dirty kitchen rags by way of the shop's 2 industrial washing/drying machines. Inmates employed in the shop may assist in washing institutional clothing when required.

Inmates employed in the tailor shop are also responsible for: recovering cell mattresses, repairs on inmate clothing, hot stamping insignia for inmate reds, bag coffee for the kitchen, manufacture prayer mats for the FRCC Chaplain, magnetic cell window coverings and fill bleach containers for the maintenance shop when required.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.3–48	<i>Chapter 10: Programs</i>

1. Authority to operate kitchen specific equipment

- Only qualified staff will be authorized to use or supervise the use of items and equipment specific to Shop#5.

2. Inmate orientation

All inmates assigned to the Shop#5 program will receive orientation on general program rules as well as procedures, expectations and safety specific to Shop#5. A signed copy of the Expectations and Orientation form will be retained by the shop instructor. The original form will be completed and maintained by the shop instructor. The work program CS will ensure the document is scanned and attached to the inmate's CORNET client log. Inmates will also receive training on shop equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

3. Inmates operating shop specific equipment

- Inmates will receive training and instruction on the proper use of the following equipment prior to use:

4. Name equipment:

s.15

10.3. Stipend Scales (revised: Jan-23)

10.3.1. Stipend rates

As set out in *Adult Custody Policy* section 10.3.1.

10.3.2. Kitchen work-all centres

As set out in *Adult Custody Policy* section 10.3.2.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.5–49

10.3.3. Stipend scales

As set out in *Adult Custody Policy* section 10.3.3.

10.4. Inmate Recreation

As set out in *Adult Custody Policy* section 10.4.

Inmates at FRCC are provided access to recreational activities, subject to limitations resulting from security classifications or the facility lay out. These include a pool table, pull up/ dip bar, gymnasium, weight rooms and courtyards. Loss and damage to the equipment and program areas due to vandalism or negligent behavior will be paid for by the Inmate Benefit Fund.

10.5. Inmate Voting

10.5.1. Authority

As set out in *Adult Custody Policy* section 10.5.1.

10.5.2. Eligibility to vote

As set out in *Adult Custody Policy* section 10.5.2.

10.5.3. Provincial and municipal elections

As set out in *Adult Custody Policy* section 10.5.3.

1. When a provincial or municipal election is called, a Correctional Supervisor of Programs contacts the local electoral officer to establish a process for registering eligible voters. In most cases, the inmate's usual residence is used to determine the area for registration.
2. It is the responsibility of the designated electoral officer to establish procedures to enable voting to take place. This may involve:
 - Proxy votes;
 - Mobile polls; or
 - A poll established within the correctional centre.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.6–50	<i>Chapter 10: Programs</i>

10.5.4. Federal elections

As set out in *Adult Custody Policy* section 10.5.4.

10.5.5. Outside polls

As set out in *Adult Custody Policy* section 10.5.5.

10.6. Religious Programs and Practices (revised: May-15)

10.6.1. Authority

As set out in *Adult Custody Policy* section 10.6.1.

10.6.2. General

As set out in *Adult Custody Policy* section 10.6.2.

1. If the Correctional Supervisor of Programs or in their absence the Assistant Deputy Warden of Programs is of the view that the correctional centre cannot accommodate a particular request pursuant to this policy, Corrections Branch headquarters is contacted in order to obtain legal advice.

10.6.3. Diet

As set out in *Adult Custody Policy* section 10.6.3.

1. As set out in *Adult Custody Policy* section 10.6.3(1). The designate referred to in this section is Correctional Supervisor of Programs or in their absence the Assistant Deputy Warden of Programs;
2. As set out in *Adult Custody Policy* section 10.6.3(2); and
3. As set out in *Adult Custody Policy* section 10.6.3(3).

10.6.4. Headdress

As set out in *Adult Custody Policy* section 10.6.4.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.7–51

10.6.5. Ceremonial items

As set out in *Adult Custody Policy* section 10.6.5.

10.6.6. Religious objects

As set out in *Adult Custody Policy* section 10.6.6.

1. The Correctional Supervisor of Programs or in their absence the Assistant Deputy Warden of Programs, in consultation with and upon the advice of the senior regional chaplain, may approve the possession or wearing of specified religious medals, symbols or articles. The Correctional Supervisor of Programs or in their absence the Assistant Deputy Warden of Programs, in consultation and upon the advice of the senior regional chaplain, may permit the introduction and use of religious objects for ceremonial purposes. It must be clearly established that such objects do not threaten security or safety of the correctional centre.

10.7. Marriage of Individuals in Custody in Provincial Correctional Centres

10.7.1. Permission to marry

As set out in *Adult Custody Policy* section 10.7.1.

10.7.2. Marriage in the community

As set out in *Adult Custody Policy* section 10.7.2.

10.7.3. Reasons for marriage

As set out in *Adult Custody Policy* section 10.7.3.

10.7.4. Reasons for denial

As set out in *Adult Custody Policy* section 10.7.4.

10.7.5. Responsibility of warden

As set out in *Adult Custody Policy* section 10.7.5.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.9–52	<i>Chapter 10: Programs</i>

10.7.6. Role of chaplain

As set out in *Adult Custody Policy* section 10.7.6.

10.7.7. Arrangements for marriage

As set out in *Adult Custody Policy* section 10.7.7.

10.8. Inmate Smoking (deleted on January 21, 2008)

10.9. Inmate Televisions

As set out in *Adult Custody Policy* section 10.9.

FRCC's Inmate Benefit Fund will purchase one TV for each cell in the centre (excluding Segregation and the Enhanced Supervision Placement Unit), Fraser Houses and designated TV rooms, this process is overseen by the FRCC Living Unit Supervisor (LUS).

Televisions are to be kept on the desk area of the cell or where available, the provided television stands.

10.9.1. Television security

As set out in *Adult Custody Policy* section 10.9.1.

10.9.2. Television use

As set out in *Adult Custody Policy* section 10.9.2.

1. Inmates on regular living units are provided with a television access for viewing in their cell unless otherwise restricted by the person in charge.
2. The Assistant Deputy Warden of Programs or in their absence the Living Unit Supervisor develops schedules for inmate viewing. Viewing schedules reflect operational requirements.
3. Inmate television viewing does not interfere with established work or program attendance.
4. When an inmate is serving a segregation disposition on a regular living unit or confined separately on a living unit under CAR sections 17, 18 or 19, the inmate will retain the same television privileges as all other inmates on the living unit unless it is determined by the

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.10–53

supervisor or manager that the television poses a risk to the management, operation or security of the centre or the safety of the inmate or another person.

5. Segregation and observation cells are not equipped to power televisions.
6. Isolation and health care cells will be issued televisions. When an isolation or health care cell is used for an inmate serving a segregation disposition or an inmate is placed on CAR 17, 18 or 19 status, the television will remain in the cell unless it is determined by a supervisor or corrections manager the television poses a risk to the management, operation or security of the centre or the safety of the inmate or another person.
7. Inmates shall maintain television volumes at a reasonable level.
8. Inmate access to television may be restricted if it is determined by a manager or corrections supervisor the inmate's possession of the television may pose a risk to the management, operation or security of the centre, or the safety of the inmate or another person.

10.9.3. Damaged televisions

As set out in *Adult Custody Policy* section 10.9.3.

10.9.4. Personal televisions

As set out in *Adult Custody Policy* section 10.9.4.

10.10. Legal Library (revised: Jul-13)

As set out in *Adult Custody Policy* section 10.10.

1. As set out in *Adult Custody Policy* section 10.10(1);
2. FRCC has an established legal library and access to an electronic legal resource database, which meets the standard set by the provincial director;
3. As set out in *Adult Custody Policy* section 10.10(3); and
4. Inmates who require access to the hard copy legal library located in Programs Room#1 are required to put in a special request to the FRCC programs department to arrange access.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 10.12–1

10.11. Access to Courts and Legal Counsel

As set out in *Adult Custody Policy* sections 10.11 and 1.11.3.

10.12. Forest Firefighting

10.12.1.Purpose

As set out in *Adult Custody Policy* section 10.12.1.

10.12.2.Inmates on temporary absence

As set out in *Adult Custody Policy* section 10.12.2.

10.12.3.Staff-supervised fire crews

As set out in *Adult Custody Policy* section 10.12.3.

A. FRCC Fire Crew

When deployed, the FRCC Fire Crew is posted to the BC Provincial Fire Depot located in the Chilliwack valley when there are no active wildfires within the province. The inmates are tasked with inventorying fire suppression equipment which includes tools used on the front line by forestry fire fighters.

In addition, this crew will in advance of the fire season prepare mobile kitchen trailers, washrooms, living quarter trailers and tents, and mobile incident command centres. This work is performed under the supervision of the Forestry staff.

In circumstances where an active wildfire exists the fire crew is deployed to a location designated as a staging area and operations base. The crew will move in and unload the fire suppression equipment, tents, trailers, washrooms, and prepare them for use by the firefighters and forestry staff.

The length of time the crew remains at a location varies depending on the size of the camp and the numbers of fire firefighters and support personal located at the base. In general, the crew will remain at the operations base until such time that the base is in full function and the inmate fire crew is no longer required for assembly and activation of the camp location.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.12-2	<i>Chapter 10: Programs</i>

The inmate fire crew is never used to fight fires and has always maintained a support function for the fire personnel suppressing fires. The fire crew is also used to deactivate base camps at the conclusion of a fire event.

Authority to operate Fire Crew specific equipment

- Only qualified staff will be authorized to use or supervise the use of items and equipment specific to the fire crew.

1. Inmate orientation

All inmates assigned to the fire crew program will receive orientation on general program rules as well as procedures, expectations and safety specific to the fire crew. A signed copy of the Expectations and Orientation form will be retained by the shop instructor. The original form will be completed and maintained by the shop instructor. The work program CS will ensure the document is scanned and attached to the inmate's CORNET client log. Inmates will also receive training on fire crew equipment prior to operating. Equipment training records will be included on the Expectations and Orientation form.

Inmates operating fire crew specific equipment

- Inmates will receive training and instruction on the proper use of the following equipment prior to use:

2. Equipment

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Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 10.13–1

10.13. Food Service (revised: Aug-21)

10.13.1. Kitchen workers

As set out in *Adult Custody Policy* section 10.13.1.

10.13.2. Food safety and security

As set out in *Adult Custody Policy* section 10.13.2.

1. As set out in *Adult Custody Policy* section 10.13.2(1);
2. The following procedures are in place to prevent tampering or contamination of food:
 - All food preparation in the Main Unit Kitchen is supervised by the employees of the contracted food service provider.
 - All food is prepared to established Compass Food Group standards.
 - The kitchen area is cleaned and sanitized as per Compass Food Group established standards.
 - The CS Programs will inspect the operations of the meal production line in the kitchen area once per shift.
 - The CS of Programs conducts random food quality inspections a minimum of 3 times per week.
 - This inspection includes documenting the meal temperatures, portions and general food quality on an inspection report. Completed meal inspection reports are uploaded to an intuitional drive for record purposes.
3. As set out in *Adult Custody Policy* section 10.13.2(3);
4. Inmates are provided meals in accordance with the approved Correction Branch Menu and Canada Food Guide. Therapeutic diets may be available when required by a physician or religious diets in consultation with the chaplain.

10.13.3. Diet selection

As set out in *Adult Custody Policy* section 10.13.3.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.13–2	<i>Chapter 10: Programs</i>

1. As set out in *Adult Custody Policy* section 10.13.3(1);
2. As set out in *Adult Custody Policy* section 10.13.3(2); and
3. As set out in *Adult Custody Policy* section 10.13.3(3). Correctional staff are advised by health care professionals that a special diet is required, by the following:
 - Notifying the food services manager and deputy warden of programs or designate (ADW or CS of Programs); and
 - Entering a medical alert on CORNET using the code Special Diet.

10.13.4. Therapeutic and ethnic diets

As set out in *Adult Custody Policy* section 10.13.4.

1. As set out in *Adult Custody Policy* section 10.13.4(1). Healthcare staff will advise correctional staff of the therapeutic diet by:
 - Sending an email to the Correctional Supervisor of Programs; and
 - Entering a medical alert on CORNET using the code Special Diet, including an expiry date if applicable.
2. As set out in *Adult Custody Policy* section 10.13.4(2). The designate referred to in this section is the Correctional Supervisor of Programs; and
3. As set out in *Adult Custody Policy* section 10.13.4(3);
4. Inmates submit a Request form to the chaplain requesting a religious diet. The chaplain reviews and verifies the authenticity of the request by interviewing the inmate. The chaplain may consult with community resources when necessary in determining the inmate's religious practice and that of the inmate's religion mandates the diet requested;
5. The chaplain completes the request form and a CORNET entry with recommendations and forwards it to the Correctional Supervisor of Programs;
6. Approved religious diets are added to the diet list by the Correctional Supervisor of Programs. The kitchen manager is notified as soon as practicable to ensure appropriate food items are ordered and stocked;
7. Completed request forms are attached to the inmate's CORNET Client Log; and
8. CORNET alerts are reviewed by a classification officer upon intake.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.13–3

10.13.5.Meal service

As set out in *Adult Custody Policy* section 10.13.5.

A. Meal Times

Meals will be served at the following times *:

- Breakfast (Monday – Friday) - 0720 hours
- Brunch (Saturday, Sunday & Stat. holidays) - 1015 hours
- Lunch (Monday – Friday) - 1115 hours
- Snack (Saturday, Sunday & Stat. holidays) - 1300 hours
- Dinner (Monday – Sunday) - 1630 hours.
- (* approximate times based on operations needs of the centre)

B. Meal complaints

The FRCC Correctional Supervisor of Programs will respond to written inmate meal complaints.

C. Meal allotment

Inmates are entitled to one full meal at each meal period.

Meals may not be saved by other inmates or distributed to inmates who do not attend the meal line.

Meals for inmates that are absent from the unit to attend healthcare, programs, video court or other internal activities will be saved at the officer desk until their return.

D. Meal line supervision

Unit officers confirm meal cart contents and tray counts prior to and following each meal distribution time. Once tray counts are confirmed, the assigned unit cleaner distributes the meals under the supervision of the unit officer.

To receive a meal inmates attend the meal line and are provided with a meal by the assigned unit cleaner.

Officers will supervise inmates throughout process being observant for any contraband or issues arising; such as portion control for juice, soup, etc., and proper distribution by the assigned unit cleaner.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.13–4	<i>Chapter 10: Programs</i>

At the completion of the meal period, the unit officer confirms that all trays and designated kitchen utensils are returned to the cart. Carts are frisked and secured prior to the unit cleaner moving the cart off the unit.

If an inmate does not pick up their meal, the unit officer checks the inmate and will as far as practicable be satisfied that the inmate(s) is healthy.

Inmates only use cups and bowls provided to them by the centre for bulk items supplied by the kitchen.

E. Saving food/food storage

Saving of food items, apart from fruit, is not permitted. Fruit, which is part of the daily ration, can be kept for the duration of the day. No food items, other than canteen items and one piece of fruit, are permitted in an inmate's cell.

F. Dining areas

Inmates eat their meals in designated dining area of their unit or work program area. Inmate in segregation or confined to their cell eat their meals in their cells.

G. Delivery/return of meal carts

An inmate work crew is assigned the duty of meal cart delivery to the units and the return of the carts to the secure corridor outside of the kitchen area.

H. Identification of meal carts

Meal carts are identified with a unit designation prior to being frisked out of the kitchen.

I. Designated eating area

Inmates eat their meals in the assigned eating areas:

- Breakfast is in bulk and consistent with provincial guidelines.
- Lunch is “bulk lunches” consistent with provincial guidelines.
- Coolers are provided for each off ground work crew and contains bulk food equivalent to 12 meals.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 10: Programs</i>	Page 10.13–5

- Each work crew officer is responsible to retrieve their needed meals prior to departing for the work day.

Centre supplied meals are eaten in the dining area only with the exception of inmates classified to an enhanced supervision placement or confined under sections 17, 18, 19, 24 or 27 of the Correction Act regulation. Dining tables are cleared and wiped down following each meal period.

J. Meal distribution – courts

Inmates attending court receive their breakfast on their unit, unless the inmate's attendance is required in the records department for an early court departure. The kitchen contractor ensures court meals are delivered to the records department by 0530 hours Monday to Friday. Inmates who return from court after the last meal period of the day are given a freezer meal prior to returning to their unit.

Approval may be given for a dinner line meal to be ordered and held on the unit for inmates scheduled for a lengthy trial over 5 consecutive days. Approval is done on a case-by-case basis by the assistant deputy warden – programs. Inmates submit a Request form in advance.

K. Meal distribution – segregation

Inmates housed in segregation eat their meals in their cell. Disposable cutlery and disposable cups are provided for each meal. All dishes and cutlery are removed from cells at the completion of each meal. Once meals have been served, staff secure the door meal hatch until such time as the tray, etc. are ready to be collected.

The segregation officer(s):

- Frisks the inmate worker both arriving and leaving;
- Accesses all hatches;
- Checks for special diets; and/ or

L. Shortages/deficiencies

Unit staff do not contact the kitchen if a deficiency or shortage is identified with inmate meals.

The unit officer directs meal deficiencies to the Correctional Supervisor of programs, the LUS, or in their absence the Correctional Supervisor of Operations. The Correctional Supervisor may request the kitchen to provide a replacement meal when appropriate.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.13–6	<i>Chapter 10: Programs</i>

M. Meal counts

Breakfast meal count: Every nightshift a control officer confirms the location of every inmate who receives an institutional meal. The control officer ensures the am meal count which includes: on-unit meal counts, scheduled court meal counts, work crew meal counts and forwards the report to the kitchen contractor prior to 0500 hours daily by reviewing counts and scheduled movements.

Lunch meal count: Control (OCP/SSP) initiates an all-page for calls for lunch meal counts at approximately 09:45 hours daily. All areas that will have inmates in their area of responsibility for the lunch meal will contact living unit 4C with their on and off unit meal counts. 4C staff will forward the meal count to the kitchen contractor daily.

Dinner meal count: SSP initiates an all-page for calls for dinner meal counts to living unit 4C at approximately 1300 hours daily. All areas that will have inmates in their area of responsibility for the dinner meal period contact 4C with their on and off unit meal counts. 4C staff will forward the meal count to the kitchen contractor daily.

10.13.6. Corrections Branch raised livestock, poultry and food items

As set out in *Adult Custody Policy* section 10.13.6.

10.13.7. Discipline

As set out in *Adult Custody Policy* section 10.13.7.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 10.14–1

10.14. Inmate Benefit Fund

10.14.1.Purpose

As set out in *Adult Custody Policy* section 10.14.1.

10.14.2.Definitions

As set out in *Adult Custody Policy* section 10.14.2.

10.14.3.Establishment of benefit fund

As set out in *Adult Custody Policy* section 10.14.3.

A benefit fund is established and maintained at a centre for the stated purpose in subsection 10.14.1

- Known and described as the particular centre's benefit fund;
- Organized and operated in accordance with this policy; and
- Under the trusteeship of the Assistant Deputy Warden of Programs who is responsible for adhering to this policy

10.14.4.Inmate participation

As set out in *Adult Custody Policy* section 10.14.4.

Unit tier rep meetings are held by the ADW of Programs and Correctional Supervisor of Programs once per month in the CMC boardroom.

At the conclusion of the tier rep meetings FRCC inmates are informed of the IBF balance and any other relevant info by way of written notification, which is circulated to each living unit within the centre.

10.14.5.Expenditure authorization

As set out in *Adult Custody Policy* section 10.14.5.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.14-2	<i>Chapter 11: Staffing</i>

The Assistant Deputy Warden of Programs, the Correctional Supervisor of Programs in consultation with a financial clerk or the Director of Business and Finance shall complete the following:

- Establishes a benefit fund records file;
- Exercises spending authority for the benefit fund;
- Ensures that records of spending recommendations from inmate representatives and spending authorization are retained in the inmate benefit fund records file; and
- Ensures that the benefit fund remains solvent.

The DW of Programs is sent a month-end financial summary of the IBF.

10.14.6.Sources of income

As set out in *Adult Custody Policy* section 10.14.6.

10.14.7.Approved expenditure categories

As set out in *Adult Custody Policy* section 10.14.7.

10.14.8.Records

As set out in *Adult Custody Policy* section 10.14.8.

10.14.9.Damage/ destruction

As set out in *Adult Custody Policy* sections 10.14.9 and 10.14.7(7).

10.14.10. Canteen inventory shortages

As set out in *Adult Custody Policy* section 10.14.10.

10.14.11. Loss of assets

As set out in *Adult Custody Policy* section 10.14.11.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 11: Staffing</i>	Page 10.14–3

10.14.12. Asset ownership

As set out in *Adult Custody Policy* section 10.14.12, and subsections 10.14.7(5) and (6).

10.14.13. Asset control

As set out in *Adult Custody Policy* section 10.14.13.

The designate referred to in this section is the Assistant Deputy Warden of Programs.

10.14.14. Asset disposal

As set out in *Adult Custody Policy* section 10.14.14 and 10.14.12.

10.14.15. Closure of centre

As set out in *Adult Custody Policy* section 10.14.15.

10.14.16. Financial statement preparation

As set out in *Adult Custody Policy* section 10.14.16.

10.14.17. Reporting requirements

As set out in *Adult Custody Policy* section 10.14.17.

The Warden, the Deputy Warden of Programs, the Correctional Supervisor of Programs in consultation with a financial clerk and the Director of Business and Finance shall complete the following:

1. Reviews and approves the monthly bank reconciliation and financial statement, certified by the business manager, on a timely basis;
2. Distributes a copy of the financial statement to the inmate advisory committee, referred to in sub-section 10.14.16, on a quarterly basis, at a minimum; and
3. In the absence of an inmate advisory committee, posts a financial statement copy in a conspicuous place accessible by inmates.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 10.15–4	<i>Chapter 11: Staffing</i>

10.15. Community Advisory Board (revised: Nov-08)

10.15.1.General

As set out in *Adult Custody Policy* section 10.15.1.

10.15.2. Role of the community advisory board

As set out in *Adult Custody Policy* section 10.15.2.

10.15.3.Membership

As set out in *Adult Custody Policy* section 10.15.3.

10.15.4.Security and identification

As set out in *Adult Custody Policy* section 10.15.4.

10.15.5.Privacy

As set out in *Adult Custody Policy* section 10.15.5.

10.15.6.Meetings and quorum

As set out in *Adult Custody Policy* section 10.15.6.

CAB meetings are overseen by the Assistant Deputy Warden of Programs.

Minutes from each meeting are recorded and maintained by the CCM administrative clerk.

10.15.7.Standing agenda

As set out in *Adult Custody Policy* section 10.15.7.

10.15.8.Activities

As set out in *Adult Custody Policy* section 10.15.8.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 11: Staffing</i>	Page 11.2–5

11. Staffing

11.1. Cross-Gender Staffing in Correctional Centres (revised: Mar-09)

As set out in *Adult Custody Policy* section 11.1.

11.1.1. Rationale for exemption

As set out in *Adult Custody Policy* section 11.1.1.

11.1.2. Exemptions

As set out in *Adult Custody Policy* section 11.1.2.

11.1.3. Facilitating cross-gender staffing

As set out in *Adult Custody Policy* section 11.1.3.

11.2. Uniformed Staff—Dress Regulations and Staff Department (revised: Nov-20)

11.2.1. Introduction

As set out in *Adult Custody Policy* section 11.2.1.

11.2.2. General

As set out in *Adult Custody Policy* section 11.2.2.

11.2.3. Hair style

1. As set out *Adult Custody Policy* section 11.2.3(1);
2. An employee's hairstyle must not:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 11.2–6	<i>Chapter 11: Staffing</i>

- impede the employee from accessing their PAT or radio;
 - impair vision or sightlines in any way;
 - prevent any person or the DVMS system from identifying the officer,
 - conceal the employees name tag or rank insignia; and
 - extend below the bottom of the shirt collar. Hair longer than the bottom of the shirt collar will be secured in a safe manner;
 - Ponytails will not hang below the bottom of the shirt collar.
 - Items used to secure hair will not pose a security risk if in the possession of an inmate (e.g. bobby pins, metal clips).
3. Employees who use machinery in their daily duties must wear their hairstyle in such a manner which prevents it from being snagged or pulled as per Work Safe BC.

11.2.4. Beards and moustaches

As set out in *Adult Custody Policy* section 11.2.4.

11.2.5. Seasonal wear

As set out in *Adult Custody Policy* section 11.2.5.

There is no defined winter or summer dress protocol at FRCC. Staff may wear either long or short sleeve uniform shirts while on duty.

11.2.6. Hats

As set out in *Adult Custody Policy* section 11.2.6.

11.2.7. Forage Caps

As set out in *Adult Custody Policy* section 11.2.7.

11.2.8. Ties

As set out in *Adult Custody Policy* section 11.2.8.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 11: Staffing</i>	Page 11.2–7

11.2.9. Shirts

As set out in *Adult Custody Policy* section 11.2.9.

11.2.10. Patrol jackets

As set out in *Adult Custody Policy* section 11.2.10.

11.2.11. Footwear

As set out in *Adult Custody Policy* section 11.2.11.

11.2.12. Socks

As set out in *Adult Custody Policy* section 11.2.12.

11.2.13. Belt

As set out in *Adult Custody Policy* section 11.2.13.

11.2.14. Frisking gloves

As set out in *Adult Custody Policy* section 11.2.14.

11.2.15. Parka

As set out in *Adult Custody Policy* section 11.2.15.

11.2.16. Trench Coat

As set out in *Adult Custody Policy* section 11.2.16.

11.2.17. Insignia

As set out in *Adult Custody Policy* section 11.2.17.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 11.2–8	<i>Chapter 11: Staffing</i>

11.2.18.First and second correctional officer chevrons

As set out in *Adult Custody Policy* section 11.2.18.

Chevrons are normally presented to staff by a Manager (Staffing or Regulations) or Supervisor.

11.2.19.Name Tags

As set out in *Adult Custody Policy* section 11.2.19.

11.2.20.Tie pins

As set out in *Adult Custody Policy* section 11.2.20.

11.2.21.Years of service pin

As set out in *Adult Custody Policy* section 11.2.21.

11.2.22.Union insignia

As set out in *Adult Custody Policy* section 11.2.22.

11.2.23.Medals and ribbons

As set out in *Adult Custody Policy* section 11.2.23.

11.2.24.Dress Uniform

As set out in *Adult Custody Policy* section 11.2.24

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 11.3–1

11.3. Dress Uniform Protocol (revised: Apr-13)

As set out in *Adult Custody Policy* section 11.3.

11.3.1. Dress tunic

As set out in *Adult Custody Policy* section 11.3.1.

11.3.2. Retired correctional staff

As set out in *Adult Custody Policy* section 11.3.2.

11.3.3. Forage cap

As set out in *Adult Custody Policy* section 11.3.3.

11.3.4. The salute

As set out in *Adult Custody Policy* section 11.3.4.

11.3.5. Saluting at memorial services and funerals

As set out in *Adult Custody Policy* section 11.3.5.

11.3.6. Uniform etiquette

As set out in *Adult Custody Policy* section 11.3.6.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 11.4–1

11.4. Badge Issue (revised: Sep-08)

11.4.1. Staff identification cards

As set out in *Adult Custody Policy* section 11.4.1 and section 8.7 of the *Management Services Policy Manual*.

11.4.2. Corrections Branch issued badge—Adult Custody Division

As set out in *Adult Custody Policy* section 11.4.2.

11.4.3. Badge style and proprietary

As set out in *Adult Custody Policy* section 11.4.3.

11.4.4. Temporary issue

As set out in *Adult Custody Policy* section 11.4.4.

11.4.5. Inventory and distribution

As set out in *Adult Custody Policy* section 11.4.5.

11.4.6. Issuing badges

As set out in *Adult Custody Policy* section 11.4.6.

1. The Administrative clerk for the ADW of staffing assigns a numbered Corrections Branch badge to staff.
2. Correctional centres maintain an inventory of assigned badges, cross-referenced by staff name and badge number, this inventory is maintained by the administrative clerk for the ADW of staffing.
3. Staff sign an acknowledgement for receipt of an issued badge following a graduation ceremony.
4. Correctional centre records of badge numbers assigned to staff are forwarded to Adult Custody Division headquarters annually by the administrative clerk for the ADW of staffing.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 11.7–2	<i>Chapter 11: Staffing</i>

11.4.7. Lost or stolen badges

As set out in *Adult Custody Policy* section 11.4.7.

Lost, stolen or missing badges are immediately reported to local police, The Deputy Warden of Operations and the Administrative clerk for the ADW of staffing for records maintenance.

11.4.8. Damaged badges

As set out in *Adult Custody Policy* section 11.4.8.

Damaged badges are surrendered to the Assistant Deputy Warden of Standards. The Assistant Deputy Warden of Standards in conjunction with the administrative clerk for the ADW of staffing authorizes the repair of damaged badges or removes them from the inventory if required.

11.4.9. Misuse

As set out in *Adult Custody Policy* section 11.4.9.

11.4.10. Retirement badges

As set out in *Adult Custody Policy* section 11.4.10.

Formal presentation functions for retirement have been suspended due to covid.

11.5. Pregnant Correctional Officers

Under review.

11.6. Lateral Transfers/ Demotions

Under review.

11.7. Honour Guard (revised: Aug-15)

11.7.1. Purpose and composition of the provincial honour guard

As set out in *Adult Custody Policy* section 11.7.1.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 11: Staffing</i>	Page 11.7–3

11.7.2. Retired honour guard members

As set out in *Adult Custody Policy* section 11.7.2.

11.7.3. Attendance at events

As set out in *Adult Custody Policy* section 11.7.3.

11.7.4. Selection process for provincial honour guard members

As set out in *Adult Custody Policy* section 11.7.4.

11.7.5. Selection process for the correctional supervisor

As set out in *Adult Custody Policy* section 11.7.5.

11.7.6. Uniform

As set out in *Adult Custody Policy* section 11.7.6.

11.7.7. Command and control

As set out in *Adult Custody Policy* section 11.7.7.

11.7.8. Drill instruction

As set out in *Adult Custody Policy* section 11.7.8.

11.7.9. Funding

As set out in *Adult Custody Policy* section 11.7.9.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 9: Inmate Health Care Services</i>	Page 11.9–1

11.8. Recruitment Incentive for Employees (revised: Dec-16)

11.8.1. Purpose of program

As set out in *Adult Custody Policy* section 11.8.1.

11.8.2. Employment candidates who may be referred

As set out in *Adult Custody Policy* section 11.8.2.

11.8.3. Qualified employees and restrictions

As set out in *Adult Custody Policy* section 11.8.3.

11.8.4. Support material

As set out in *Adult Custody Policy* section 11.8.4.

11.8.5. Payout timeline and mechanism

As set out in *Adult Custody Policy* section 11.8.5.

11.8.6. Dispute resolution

As set out in *Adult Custody Policy* section 11.8.6.

11.8.7. Lifespan of program

As set out in *Adult Custody Policy* section 11.8.7.

11.9. Personal items and electronic devices

1. As set out in *Adult Custody Policy* section 11.9(1)
2. As set out in *Adult Custody Policy* section 11.9(2)
3. Items which are permitted in the staff areas inside the secure perimeter of the Centre are:

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 11.9–2	<i>Chapter 11: Staffing</i>

- Hydration bottles/cups (no glass or ceramic);
- Food or beverage items in disposable packaging (paper or plastic);
- Writing implements;
- Medical prescriptions (necessary for immediate intervention);
- Feminine hygiene products;
- Work related materials; and
- Any other item approved by the Warden.

4. As set out in *Adult Custody Policy* section 11.9(4)

5. Electronic devices which are not permitted into the secure perimeter of a correctional centre include, but are not limited to:

- Cellular phones;
- Non-government issued laptops, tablets, e-readers or other internet-enabled devices;
- Smart watches;
- Cameras;
- USB drives;
- Any item which meets the definition of “Contraband” as set out in section 1.16.2 of *Adult Custody Policy*;
- Any other electronic device which has communication or audio/video recording capability;
- Other items as determined by the Warden.

6. As set out in *Adult Custody Policy* section 11.9(6)

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 12: Offender Management Systems</i>	Page 12.1–1

12. Offender Management Systems

12.1. CORNET (revised: Dec-19)

12.1.1. Introduction

As set out in *Adult Custody Policy* section 12.1.1.

12.1.2. Access

As set out in *Adult Custody Policy* section 12.1.2.

12.1.3. Confidentiality

As set out in *Adult Custody Policy* section 12.1.3.

12.1.4. System security, data integrity and safeguards

As set out in *Adult Custody Policy* section 12.1.4.

12.1.5. Security matrix

As set out in *Adult Custody Policy* section 12.1.5.

12.1.6. Reporting of system errors, data integrity issues and enhancements

As set out in *Adult Custody Policy* section 12.1.6.

12.1.7. Seal/ unseal youth records

As set out in *Adult Custody Policy* section 12.1.7.

12.1.8. Procedures during system outage

As set out in *Adult Custody Policy* section 12.1.8.

Fraser Regional Correctional Centre Standard Operating Procedures	Revised: Mar-21
<i>Chapter 12: Offender Management Systems</i>	Page 12.3–1

12.2. Electronic Forms (Revised Feb-20)

12.2.1. Purpose

As set out in *Adult Custody Policy* section 12.2.1.

12.2.2. ICON Dashboards

As set out in *Adult Custody Policy* section 12.2.2.

12.2.3. Designation of user roles

As set out in *Adult Custody Policy* section 12.2.3.

12.2.4. Reporting of system errors, data integrity issues and enhancements

As set out in *Adult Custody Policy* section 12.2.4.

12.2.5. Procedures during system outage

As set out in *Adult Custody Policy* section 12.2.5.

12.3. eServices (issued: Apr-15)

12.3.1. Definition

As set out in *Adult Custody Policy* section 12.3.1.

12.3.2. Hardware

As set out in *Adult Custody Policy* section 12.3.2.

12.3.3. Access

As set out in *Adult Custody Policy* section 12.3.3.

At this time FRCC does not currently maintain an eServices system for inmate access.

Revised: Mar-21	Fraser Regional Correctional Centre Standard Operating Procedures
Page 12.3–2	<i>Chapter 12: Offender Management Systems</i>

12.3.4. Reporting system errors

As set out in *Adult Custody Policy* section 12.3.4.

12.3.5. System outage

As set out in *Adult Custody Policy* section 12.3.5.

The Assistant Deputy Warden of Regulations or the Correctional Supervisor of Operations will contact the **shared services help-desk at: (1-250) 387-7000**.

The Assistant Deputy Warden of Regulations or the Correctional Supervisor of Operations will outline the details of the system outage, and the shared services user will generate a service request.

Inmates will be provided information related to their client file as soon as practicable. Shared services may grant access to corrections staff via a temporary alternate link, etc.

12.3.6. MyFiles eService

As set out in *Adult Custody Policy* section 12.3.6.

All records published in the MyFiles location library require approval of the Assistant Deputy Warden of Standards or senior manager prior to posting by the correctional centre or Operations Support Unit (OSU).

12.3.7. Messages eService

As set out in *Adult Custody Policy* section 12.3.7.

12.3.8. MyLegal eService

As set out in *Adult Custody Policy* sections 12.3.8 and 7.11.