

BC Corrections, Adult Custody Division

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Welcome to B.C. Corrections
Contractor/Volunteer Safety Orientation

This orientation is designed to provide you with the information you need, to assist in maintaining the safety and security of you, our staff, the inmates, and the general public.



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## Our topics today will include:

- Security Clearance Process
- Accessing the Centre
- Contraband
- Confidentiality
- > Appropriate interactions with the inmates
- > Key control and safety protocols
- Centre routines and emergency protocols
- > Equipment
- Emergencies
- Occupational Health and Safety
- Contact information



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## Disclaimer

The content of this training is intended for the use of Staff, Contractors and Volunteers at B.C. Provincial Correctional Centres.

The copying or distribution of the information is restricted to those parties assigned by the Warden.



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Okanagan Correctional Centre	Revised:
Standard Operating Procedures	Aug-2019
Chapter 1: Security and Control	Page 1.11–1

#### 1.11. Visitors (Revised: Aug-2019)

#### 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

- 1. Programmatic and professional visits are regulated by section 30 of the *Correction Act Regulation*.
- A "programmatic or professional visitor" is visitor who attends the centre to provide an
  activity, program, or service to an inmate. This may include spiritual advisers, medical
  personnel, professional program providers, volunteers, private agencies, and community
  groups.
- 3. Process servers are included as a professional visitor and are required to present valid identification for their position prior to meeting with the inmate.
- 4. Persons or groups requesting programmatic or professional visitor status apply through the assistant deputy warden programs.
- 5. All programmatic and professional visitors require valid security clearance prior to entering the centre.
- 6. Programmatic and professional visits are conducted in the same setting as official visits unless:
  - The behaviour of the inmate poses a safety risk;
  - The security of the correctional centre is at risk; or
  - The visitor prefers to see the inmate in a secure setting. Refer to subsection 1.11.6(5).

B.C. Corrections Branch Adult Custody Policy	Revised: Aug-19
Chapter 1: Security and Control	Page 1.11–1

#### 1.11. Visitors (revised: Aug-19)

#### 1.11.1. Authority

Authority for establishing visiting procedures is provided in section 33(2)(h) of the *Correction Act*, and sections 30 and 31 of the *Correction Act Regulation*.

#### 1.11.2. Purpose

Visits provide an opportunity for inmates to maintain contact with family, friends and professionals.

#### 1.11.3. Types of visitors—official

- 1. Official visits are authorised in section 31 of the *Correction Act Regulation*.
- Official visitors include lawyers, members of Parliament or Legislative Assembly, Ombudsperson's staff, and peace officers, including on-duty police officers, investigators from the Independent Investigations Office, officers of Canada Border Services Agency, probation and parole officers.
- 3. Visits made to an inmate by any of the above visitors are usually on a one-to-one basis and require private communication.
- 4. These visitors may visit an inmate at reasonable times. Inmates are not limited on such visits while in custody.
- 5. Refusal, suspension or termination of a visit by an official visitor requires approval of the warden or deputy warden of the centre. Such approval is only given if the visit is jeopardizing the management, operation or security of the correctional centre and restricting visits would not resolve the issue. Refer to section 31(4) of the *Correction Act Regulation*.
- 6. Police officers conducting investigations are permitted the use of recording devices (e.g. audio/video recorder, smart phones) during visits with the approval of the warden or designate. Correctional officers are permitted to review all physical items brought into the correctional centre for interview purposes.
- 7. Investigators conducting investigations on behalf of the Independent Investigations Office are permitted the use of recording devices and stands (e.g. audio/video recorder, tripod) during visits. Correctional officers are permitted to review all physical items brought into the correctional centre for interview purposes.

Okanagan Correctional Centre Standard Operating Procedures	Issued: Nov-2021
Chapter 7: Administration	Page 7.10–1

# 7.10. Security Clearance – Contractors, Service Providers, and Volunteers (revised: November 2021)

#### 7.10.1. Introduction

As set out in Adult Custody Policy section 7.10.1.

## 7.10.2. Process for police record, JUSTIN, and CORNET checks

Issued:	Okanagan Correctional Centre
Nov-2021	Standard Operating Procedures
Page 7.10–2	Chapter 7: Administration

#### 7.10.3. Criteria used to grant, deny, suspend or cancel security clearance

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#### 7.10.4. Written notification of security clearance

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#### 7.10.5. Appeal

As set out in Adult Custody Policy section 7.10.5.

B.C. Corrections Branch Adult Custody Policy	Revised: Dec-19
Chapter 7: Administration	Page 7.10–1

# 7.10. Security Clearance – Contractors, Service Providers, and Volunteers (revised: Dec-19)

#### 7.10.1. Introduction

1. This policy applies to all contractors, service providers, and volunteers who enter correctional centres and are not employees of the Corrections Branch.

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#### 7.10.2. Process for police record, JUSTIN, and CORNET checks

Revised: Dec-19	B.C. Corrections Branch Adult Custody Policy
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7.10.3. Criteria used to grant, deny, suspend or cancel security clearance

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### 7.10.4. Written notification of security clearance

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#### 7.10.5. Appeal

#### **Contractor Training**

#### **Purpose**

The safety and security of all staff, contractors, volunteers, inmates, the community and the institution is paramount. Whether you are working directly or indirectly with inmates, the intent of this course is to provide you with information you must know so you can do your job while maintaining the safety and security for all.

#### **Objectives**

During this training period, we will review the following areas;

- Overview of Okanagan Correctional Centre
- Organizational structure of Okanagan Correctional Centre
- Overview of BC Corrections
- Standards of conduct; staff / inmate boundaries
- Dress and deportment
- Staff Property / possessions
- Access fobs/ door access / key control/tool control.
- Emergency codes and procedures
- Inmate rules and regulations/work/programs
- Contraband awareness

## OKANAGAN CORRECTIONAL CENTRE MISSION STATEMENT AND CORE BELIEFS

As corrections professionals, we provide safe and secure custody of inmates and deliver programs that promote public safety and reduce criminal behaviour.

This mission statement is supported by the following core beliefs:

Our business is public safety.

- Our culture is based on fairness, dignity and respect.
- Our foundation is effective communication.
- Our practices are rooted in due process.
- Our programs and services support positive change.

In the accomplishment of these core beliefs there is recognition that the full range of resources offered by the corrections branch, and by the community at large, will be utilized. This includes the use of facilities that offer lower levels of security when this is appropriate for a given inmate, and the use of community programs, including those provided by volunteers. In ensuring the safe and secure environment within the correctional centre, the respect and dignity for staff and inmates will be reinforced. Constructive ideas for improvement in climate and program are welcomed. The correctional centre is seen as a part of the larger justice system, and as such, will actively work to ensure co-operation and support within that larger system, and with the community.

#### The Corrections Branch

B.C. Corrections is a branch within the Ministry of Public Safety and Solicitor General.

Okanagan Correctional Centre (OCC) is a sentenced and remand facility for adult males and females from the Okanagan corridor courts. The facility is projected to be operational in early 2017. The centre is located in the Senkulmen Business Park in Oliver, B.C.

The correctional centre provides core programming such as the violence prevention program, substance abuse program, respectful relationships, and essential skills for success. They are cognitive behavioural based programs that will be delivered by specially trained corrections staff to assist inmates in understanding the roots of their criminal behaviour. These programs are delivered to medium/high risk inmates in custody and the community. Other programming includes native liaison, community reintegration, religious and spiritual programs, volunteer-run programs, work programs, workshops, and educational based programs to name a few.

The 378 cell, high-security facility is the centrepiece of BC corrections' second-phase capital expansion plan. When completed, the new centre will more than double corrections capacity in B.C.'s Interior and will enhance

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public safety for communities, correctional staff and inmates throughout the province.

Various types of work, education and recreation programs are available in each level of custody. Inmate placement into the appropriate level of custody is called classification; each inmate is individually reviewed and interviewed, to determine the proper level of security, supervision, control and programming an inmate requires.

The basic criteria objectives for classification to secure, medium, and open facilities are:

- To protect society and the correctional community against further offenses by the inmate.
- To assign each inmate to the lowest level of security that the individual case will permit.
- To give inmates the opportunity to engage in community service activities.
- To give inmates the opportunities to receive education, to participate in work activities, social programs and recreational programs that will help them to meet their case management goals.

#### Description

Each Pod has four units with an open area for eating and leisure activities. Inmates sleep in a room containing a bed, desk, chair, sink and toilet.

As with all new correctional facilities, B.C. corrections has worked hard to ensure the concerns of local citizens are addressed.

Inmates are paid a wage for their work or participation in educational programs.

## OKANAGAN CORRECTIONAL CENTRE STANDARDS OF CONDUCT RELATIONSHIPS WITH INMATES

#### **Objectives**

Staff and Contractors in an institutional or community corrections environment hold a unique responsibility in their ongoing involvement in inmate case management and treatment. While demonstrating fairness, honesty and integrity in work related relationships with inmates, staff and contractors need to be constantly aware of inmates while on duty, and what is considered inappropriate association, whether on or off duty, as well as provide a process to ensure consistent application of this policy.

## ALL STAFF AND CONTRACTORS ARE TO BE ADRESSED BY THEIR LAST NAMES

Relationships or associations which are generally considered inappropriate include, but are not limited to: entering into any financial agreement or transaction with an inmate, sharing accommodation with an inmate, entering into a sexual relationship with an inmate, using an inmates services for personal gain, receiving or giving any gift, gratuities, benefits or favours or engaging in personal business transactions with an inmate.

#### MANDATORY REQUIREMENTS

#### Reporting process

Staff or contractors must report to the warden, in writing, the nature of any relationship or association, past or present, with any inmate. Staff must also report the nature of any relationship with ex-inmates or other persons whom the employer may view as having the potential of damaging the reputation of the branch, or to making it difficult for other employees to work with the person. Except within employment obligations other relationships or associations which require reporting include, but are not limited to: transporting an inmate in a private vehicle, taking an inmate in to one's private residence, associating in public or in private on an <u>ongoing</u> regular or informal basis.



Where an employee/contractor has any doubt as to the requirement to report a particular relationship, they must consult with their warden. The warden will consider the matter in the context of the stated principles; determine the required action (if any) and respond. Mangers, supervisors, staff and contractors have a responsibility to advise the warden of situations where it appears a relationship (non-work related) between an employee and an inmate exists or may be developing.

Any correspondence and/or telephone calls, outside of established employment related matters, between inmates and staff or contractors must also be reported to the warden.

### ROLE AND RESPONSIBILITES OF NON-CORRECTIONS PERSONS IN A CORRECTIONAL CENTRE

Your main role as a Non-Correctional Officer in a Correctional Centre

### Security agent

- The security of the institution and the prevention of escape are fundamental to the job of any contractor, volunteer or student.
- The purpose of good security is to protect the lives and welfare of those who live and work in the institution – inmates, staff and visitors.
- Security must be applied in a flexible manner consistent with the level of the institution and the classification of the inmate.

### Manager of people

- Define inmate roles, i.e. job responsibilities use written job descriptions. Post them and ensure the inmates understand their responsibilities.
- Clearly define the standard expected for tasks in order to ensure the inmate understands.
- · Provide direction, support and feedback.

### Role model for inmates

- Studies have shown that staff have a far greater impact on inmates' attitudes towards change then might be expected. This impact can be for better or for worse, depending on how you conduct yourself.
- The best way to ensure that the impact is positive is to treat inmates firmly but fairly.
- This means showing respect for those you work with, having a fundamental commitment to fairness, and showing an interest and concern for the welfare of those in your charge.

### Personal contact/relationships

Inmates could interpret a friendly or encouraging touch as an advance or invitation for them to return the advance. They also could be offended by touching.

Maintain a professional attitude and manner at all times when dealing with inmates. Personal relationships between contractors and inmates **are not permitted**. The development of such a relationship could jeopardize the safety and security of other contractors, inmates and corrections staff and could result in you being prevented from working within B.C. Corrections.

### Pro social role modeling is demonstrated each time we show:

- Treat inmates as you expect to be treated
- Respect for rules and legitimate authority.
- Self-control.
- Rejection of violence.
- Honesty and reliability.
- Respect for others.
- Being clear about expectations.
  - \* Modeling the desired behaviours in our interactions with others.
  - Noticing pro social behaviour and providing positive reinforcement.

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**Appearance** – professional appearance standards – inmates and corrections staff are subject to policy dress codes. You should also meet those standards. s.15

Your role is a demanding one. Working with inmates can be challenging at times, but it can be rewarding. The most powerful tool you can have in assuring your success is a professional attitude towards your position.

### **Working with inmates**



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### **Controlling Behaviour**

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### **Discipline**



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### **Holding inmates accountable for their behaviour:**

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### **Confidentiality**

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### **OCCUPATIONAL HEALTH AND SAFETY**

**Brief overview of JOSH** 



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### First aid

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### **WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM**

### **Overview of WHMIS**

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### **Hazardous Materials**



If you require information relating to WHMIS contact a supervisor or stores.

**Emergency Procedures** 

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### **Building security**



### **Equipment/control:**

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### Think before you do!

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### **Tool control**

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### **Identification:**

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### **Contraband:**

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### **Searches**

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### Theft/loss/damage:

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### **ALL INCIDENTS MUST BE REPORTED**

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### Violence in the workplace

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### **Hostage or crisis events**

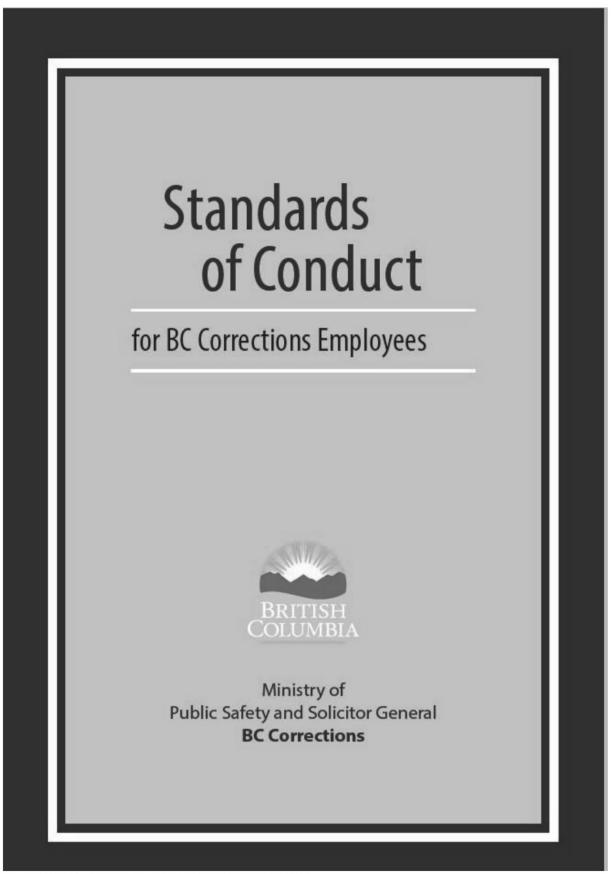
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### **SUMMARY**

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### Standards of Conduct for BC Corrections Employees

This booklet outlines standards of conduct for employees of BC Corrections, Ministry of Public Safety & Solicitor General. These standards satisfy the expectations of employees and management for a code of professional behaviour that is common to all BC Corrections employees. For BC Corrections to provide safe, reliable and consistent service, it is important that BC Corrections employees understand and uphold these standards.

The BC Public Service "Standards of Conduct" are incorporated throughout this booklet. BC Corrections employees serve as officers of the court and/or peace officers and are entrusted with confidential information related to clients and matters before the courts. To comply with these responsibilities, BC Corrections employees adhere to special standards of on and off-duty conduct beyond those expected of regular government employees. These special standards are set out in blue text.

In addition to the standards in this booklet, BC Corrections employees are expected to be familiar with information relevant to their responsibilities, including those listed in Appendix A.

### **General Standards of Conduct**

**BC Corrections Standards** 

Our standing as employees within the criminal justice system requires that we maintain principled and honest relationships in our dealings with colleagues in corrections, the courts, police, judiciary, and other agencies, as well as with clients and former clients of BC Corrections.

We conduct our responsibilities according to relevant legislation, directives from the assistant deputy minister, local directives, or directives related to our official responsibilities.

We recognize our obligation as BC Corrections employees to immediately report to our supervisor, ministry designated officer, Public Service Agency designated officer or the Ombudsperson any breach of rules and guidelines established to ensure the safety of clients, employees and the public.

We understand that unprofessional behaviour not specified in the Standards of Conduct for BC Corrections employees does not mean immunity from discipline.

### **Public Service Standards**

This policy statement applies to all persons and organizations covered by the "Public Service Act." The policy statement supports the core policy objective that "public service employees exhibit the highest standards of conduct."

Employees will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the BC Public Service into disrepute. The honesty and integrity of the BC Public Service demands the impartiality of employees in the conduct of their duties.

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

### Loyalty

**Public Service Standards** 

Public service employees have a duty of loyalty to the government as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests. The duty committed to in the "Oath of Employment" requires BC Public Service employees to serve the government of the day to the best of their ability.

### Confidentiality

**BC Corrections Standards** 

We recognize our responsibility to protect the privacy of clients, former clients, and victims by:

- · Accessing, using or disclosing information we collect only for intended and authorized purposes;
- · Informing them of the reasons for collecting personal information;
- · Allowing them to correct, within reason, material they believe to be incorrect or incomplete; and
- Using a secure method during the disposal of information about them.

### **Public Service Standards**

Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information is applicable both within and outside of government and continues to apply after the employment relationship ends.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. (See the "Conflicts of Interest" section of this policy statement for details.)

### **Public Comments**

Public Service Standards

BC Public Service employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so). Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding ministry policies. BC Public Service employees must not use their position in government to lend weight to the public expression of their personal opinions.

### Political Activity

**Public Service Standards** 

BC Public Service employees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, employees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Employees must not engage in political activities during working hours or use government facilities, equipment, or resources in support of these activities.

Partisan politics are not to be introduced into the workplace; however, informal private discussions among co-workers are acceptable.

### Service to the Public

**Public Service Standards** 

BC Public Service employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

### Workplace Behaviour

**BC Corrections Standards** 

Our behaviour, on and off duty, should reflect positively on BC Corrections and the public service. At work, we conduct ourselves in a manner that promotes a professional image through our words and actions. Our dress and appearance while on duty comply with provincial and local policies and are consistent with employee health and safety.

We do not report for duty while under the influence of, or impaired by, any substance including alcohol or cannabis, nor with the odour of any substance present. We understand that the misuse of alcohol, cannabis, prescription drugs, or use of illegal substances during off-duty hours may compromise our professional credibility and the reputation of BC Corrections.

It is understood that all staff take prompt action when they become aware of discrimination, harassment or disrespectful treatment of a staff member by other employees.

We do not use government radios and cellular telephones for unauthorized or personal calls, and do not use abusive or profane language during transmission. We use government electronic mail and office equipment according to ministry policy or as authorized by management.

### **Public Service Standards**

Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the "Human Rights Code." The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of BC Public Service employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the BC Public Service will not be tolerated.

All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

Employees must report any incident of violence. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC "Occupational Health and Safety Regulations."

Employees must conduct themselves professionally, be fit for duty, and be free from impairment (for example: from alcohol or drugs).

### Conflicts of Interest / Professional Conduct with Clients or Former Clients

**BC Corrections Standards** 

We use authority to promote honesty, fairness and trust.

We do not allow off-duty activities and conduct to interfere with our work obligations as employees of BC Corrections.

We immediately advise the Personnel Security Screening Office (PSSO) by telephone (1-855-587-0185 and select the appropriate option) or email (sgspdra@gov.bc.ca) if we are arrested, charged or convicted of a "Criminal Code" or other federal or provincial statutory offence, with the exception of personal minor motor vehicle violations.

If employed in a capacity that requires us to maintain a valid driver's licence, we immediately advise our supervisors if our driving privileges are suspended.

To protect BC Corrections and ourselves, we are cautious about relationships or associations with clients and former clients.

### NOTE:

We understand that any past and current association with clients and former clients of a
correctional centre or community corrections office in Canada must be reported and disclosed in
writing to BC Corrections. Failure to report these associations to BC Corrections will result in
discipline, up to and including termination of employment.

Following disclosure, BC Corrections determines the extent of the relationship, to which the following definitions of conflicts of interest apply:

- A "client" is an accused person or a person subject to an active court order, including bail, probation, conditional sentence, recognizance, conditional release or custody;
- A "former client" includes, but is not limited to, an individual who:
  - a) Has been previously subject to a court order, including bail, probation, conditional sentence, conditional release, or peace bond or custody in any correctional facility in Canada within the last seven years; or
  - b) Is considered by the employer to be currently involved in a criminal lifestyle. This includes, but is not limited to, individuals engaging in criminal activity, or associating with individuals who the employer determines to be involved in a criminal lifestyle. Such

associations include, but are not limited to, known gangs, individuals known to the police, and members of the criminal/drug subculture and other similar circumstances.

- 2. To safeguard our families and ourselves, we avoid circumstances where our relationships with clients or former clients might result in the possibility or perception of becoming:
  - Subject to a conflict of interest;
  - Subject to blackmail or bribery;
  - Vulnerable to exploitation; and
  - Implicated in the commission of an offence.
- 3. To safeguard BC Corrections, we do not engage in personal relationships with clients or former clients that might compromise:
  - Our integrity or effectiveness as BC Corrections employees;
  - The safety and security of co-workers and BC Corrections employees; and
  - The reputation of BC Corrections.
- 4. We understand that certain relationships or association with clients or former clients may be appropriate or inevitable for employees of BC Corrections. Examples include but are not limited to:
  - Incidental or unplanned contacts;
  - · Contact while engaged in volunteer work, church groups or school functions;
  - Contact as part of our regular job responsibilities or as authorized by management; and
  - Contact with members of our family who were previously involved in a criminal lifestyle.
- 5. We understand that certain relationships or associations with clients or former clients are inappropriate for employees of BC Corrections. We also understand that our on and off-duty conduct will be subject to disciplinary review by BC Corrections if we engage in certain activities with a client or former client. These activities include, but are not limited to:
  - Financial agreements, personal or business transactions;
  - Sharing accommodations;
  - Sexual or close personal relations;
  - Using a client's services or contacts for personal gain;
  - Concealing or failing to report a client's illegal activities; and
  - Receiving or giving gifts, gratuities, benefits or favours.
- 6. When we require clarification or direction to protect BC Corrections and ourselves from relationships or associations with clients and former clients, we discuss the matter in person with our supervisor.
- 7. Supervisors and managers are required to advise their warden, regional director, provincial director, or assistant deputy minister if they believe an unprofessional relationship exists or

appears to be developing between a BC Corrections employee and a client, former client or people who may have an association with these clients.

### **Public Service Standards**

A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
- the public's confidence in the employee's ability to discharge work responsibilities; or
- the trust that the public places in the BC Public Service.

While the government recognizes the right of BC Public Service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their BC Public Service duties. Upon appointment to the BC Public Service, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor, manager, or ethics advisor. Examples of conflicts of interest include, but are not limited to, the following:

An employee uses government property or equipment or the employee's position, office, or government affiliation to pursue personal interests or the interests of another organization;

- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;
- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, a
  government transaction over which the employee can influence decisions (for example,
  investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary
  approvals, appointments);
- An employee accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment in the BC Public Service, other than:
  - o the exchange of hospitality between persons doing business together;
  - tokens exchanged as part of protocol;

- the normal presentation of gifts to persons participating in public functions; or
- o the normal exchange of gifts between friends; or
- An employee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:

- The benefit is of nominal value;
- · The exchange creates no obligation;
- Reciprocation is easy; and
- · It occurs infrequently.

Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.

### **Conflict of Interest Guidelines**

To assist employees, managers, ethics advisors and deputy ministers in establishing conflict of interest issues, the BC Public Service has established guidelines, tools and other resources. Please see the MyHR section of the BC Government website for more information.

### Allegations of Wrongdoing

**Public Service Standards** 

Employees have a duty to report any situation relevant to the BC Public Service that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the "Freedom of Information and Protection of Privacy Act"). Employees will not be subject to discipline or reprisal for bringing forward to a Deputy Minister, in good faith, allegations of wrongdoing in accordance with this policy statement.

Employees must report their allegations or concerns as follows:

- Members of the BCGEU must report in accordance with Article 32.13;
- PEA members must report in accordance with Article 36.12; or
- Other employees must report in writing to their Deputy Minister or other executive member of
  the ministry, who will acknowledge receipt of the submission and have the matter reviewed and
  responded to in writing within 30 days of receiving the employee's submission. Where an
  allegation involves a Deputy Minister, the employee must forward the allegation to the Deputy
  Minister to the Premier.

These reporting requirements are in addition to an employee's obligation to report to the Comptroller General as outlined in Section 33.2 of the "Financial Administration Act".

Where an employee believes that the matter requires a resolution and it has not been reasonably resolved by the ministry, the employee may then refer the allegation to the appropriate authority.

If the employee decides to pursue the matter further then:

- Allegations of criminal activity are to be referred to the police in accordance with the Procedure for Reporting Employee Misconduct in Non-Emergency Situations to the Police (please see the MyHR section of the BC Government website for more information);
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities;
   and
- Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment.

Employees may also report wrongdoing under the *Public Interest Disclosure Act* to their supervisor, ministry designated officer, Public Service Agency designated officer or the Ombudsperson. Employees can find information about what types of wrongdoing may be reported under the *Act* and the process for reporting in the HR Policy on Public Interest Disclosure and the Procedures for Managing Disclosures. Please see the <u>MyHR</u> section of the BC Government website for more information.

Employees who are unsure about whether their concerns could be considered under the *Public Interest Disclosure Act* can seek advice from a supervisor, a designated officer or the Ombudsperson.

An employee reporting a wrongdoing under the *Public Interest Disclosure Act* to the Ombudsperson is not required to report the same wrongdoing to their employer unless the Ombudsperson does not investigate or does not refer their disclosure. Reporting a wrongdoing to the Ombudsperson does not affect an employee's obligations to co-operate in any investigation into the subject matter of the wrongdoing.

### **Legal Proceedings**

**BC Corrections Standards** 

We do not provide legal advice to our clients or members of the public, and instead suggest they discuss problems with the lawyer of their choice.

### **Public Service Standards**

Employees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for government in that proceeding or unless it has been approved by a ministry solicitor in the Legal Services Branch, Ministry of Attorney General.

In the case of affidavits required for use in arbitrations or other proceedings related to employee relations, the Labour Relations Branch of the BC Public Service Agency will obtain any necessary approvals. Employees are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of government by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Legal Services Branch.

### Working Relationships

**Public Service Standards** 

Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another.

For example, employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input, or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.

The above restriction on working relationships may be waived provided that the Deputy Minister is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

### **Human Resource Decisions**

**Public Service Standards** 

Employees are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

For example, employees are not to participate in staffing actions involving direct relatives or persons living in the same household.

### **Outside Remunerative and Volunteer Work**

Public Service Standards

Employees may hold jobs outside government, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as a BC Public Service employee;
- bring the government into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- · appear to be an official act or to represent government opinion or policy;
- involve the unauthorized use of work time or government premises, services, equipment, or supplies; or
- gain an advantage that is derived from their employment with the BC Public Service.

Employees who are appointed as directors or officers of Crown corporations are not to receive any additional remuneration beyond the reimbursement of appropriate travel expenses except as approved by the Lieutenant Governor in Council.

### Use of Reasonable Force

**BC Corrections Standards** 

BC Corrections staff, as authorized by the "Correction Act Regulation", may use a type of physical restraint device that is approved by the provincial director if circumstances require use of the physical restraint device in order to:

- Prevent injury or death to a person;
- Prevent property damage;
- Prevent an inmate from escaping; or
- · Maintain custody and control of an inmate.

### **Use of Government Resources and Employee Benefits**

**BC Corrections Standards** 

We exercise care when responsible for government resources and property, and only use them when conducting duties that are authorized by management.

We do not use government vehicles without management approval for purposes other than direct government business, and we operate them according to the rules of the road.

We acknowledge that involvement in stealing government property will result in an immediate discharge from our duties and privileges. We also understand that the fraudulent use of an employee benefit will lead to disciplinary action up to and including dismissal.

### Responsibilities

**Public Service Standards** 

### Agency Head

- Provide timely advice to managers, ethics advisors and deputy ministers respecting the
  application of this policy statement including guidance on an appropriate employer response to
  transgressions of the policy statement;
- Coordinate the development of awareness, training, and communication programs in support of this policy statement; and
- Establish procedures for managing investigations of serious wrongdoing under the *Public Interest Disclosure Act* and reporting annually.

### **Deputy Ministers**

- Advise employees of the required standards of conduct and the consequences of noncompliance;
- Designate a senior staff member in their organization as ethics advisor for matters related to standards of conduct;
- Promote a work environment that is free of discrimination;
- Deal with breaches of this policy statement in a timely manner, taking the appropriate action based upon the facts and circumstances;
- Seek out guidance and advice from the Agency Head on issues that are complex and/or cannot be easily resolved;
- Waive the provision on working relationships under the circumstances indicated;
- Delegate authority and responsibility, where applicable, to apply this policy statement within their organization; and
- Designate a ministry designated officer for the purposes of providing advice to employees and receiving disclosures from employees under the *Public Interest Disclosure Act*. The designated officer may be the ministry ethics advisor or another senior official.

### **Ethics Advisors**

- Provide advice on standards of conduct issues to employees and managers in their organization, including in regards to assessing and addressing possible conflicts of interest;
- Seek out guidance and advice from the BC Public Service Agency on issues that are complex and/or cannot be easily resolved;
- Determine whether an issue requires consideration and/or decision by the deputy minister and provide briefings to the deputy as necessary;
- Document any advice provided and/or decisions made; and
- Participate as ministry representative in working with the Corporate Ethics Lead to ensure a
  consistent and coordinated approach to ethics management across the public service.

### Ministry Designated Officers

- Receive disclosures and provide advice to employees under the Public Interest Disclosure Act;
   and
- Transfer disclosures to the Public Service Agency Designated Officer in a timely manner.

### Line Managers

- Provide comprehensive orientation to new employees related to the Standards of Conduct;
- Advise staff on standards of conduct issues, including assessing and addressing possible conflicts of interest;
- Respond to reports of bullying, breaches of the Standards of Conduct, and wrongdoing, or refer them to the next level of excluded manager not involved in the matter;
- Engage the ministry-designated ethics advisor and seek advice from the BC Public Service Agency as may be appropriate in the circumstances;
- Document any advice provided and/or decisions made;
- Contribute to a work environment that is free of discrimination;
- Provide advice to and receive disclosures from employees under the Public Interest Disclosure
  Act; and
- Transfer disclosures to the Public Service Agency Designated Officer in a timely manner.

### **Employees**

- Objectively and loyally fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions;
- Disclose and cooperate with the employer to resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behavior;

Report incidents of bullying, breaches of the Standards of Conduct and wrongdoing;
Avoid engaging in discriminatory conduct or comment; and
Check with their supervisor or manager when they are uncertain about any aspect of this policy statement.

### **Appendix A: Authorities**

### **Legislative Authorities**

BC Corrections Standards:

### British Columbia Legislation:

- Correction Act
- Public Service Act
- Human Rights Code
- Freedom of Information and Protection of Privacy Act
- Workers Compensation Act
- Public Interest Disclosure Act

### Federal Legislation:

- Canadian Charter of Rights and Freedoms
- Criminal Code
- Youth Criminal Justice Act

### **Other Authorities and References**

**BC Corrections Standards:** 

### British Columbia Legislation:

- Correction Act Regulation
- Occupational Health and Safety Regulation
- Management Services Policy Manual
- Adult Custody Policy
- Community Corrections Policy Manual
- Standard Operating Procedures
- The Oath of Employment
- Appropriate Use of Government Information and Information Technology Resources Policy
- BC Public Service Agency Core Policy Objectives and Human Resources Policies
- BC Core Policy and Procedures
- Guidelines for Government Use of Social Media by BC Public Servants
- Working Outside the Workplace Policy
- ADM, Divisional and Local Directives

