

IV SECURITY
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IV SECURITY

PART ONE: UN GUIDELINES

A. USE OF FORCE POLICY

1. Guidelines for the Use of Force and Physical Restraint

1.(a) General

*Standard Minimum Rules for the Treatment of Prisoners*¹

Rule 33

Instruments of restraint, such as handcuffs, chains, irons and straitjackets, shall never be applied as a punishment. Furthermore, chains or irons shall not be used as restraints. Other instruments of restraint shall not be used except in the following circumstances:

- (i) As a precaution against escape during a transfer, provided that they shall be removed when the prisoner appears before a judicial or administrative authority
- (ii) On medical grounds by direction of the medical officer
- (iii) By order of the director, if other methods of control fail, in order to prevent a prisoner from injuring him/herself or others or from damaging property; in such instances the director shall at once consult the medical officer and report to the higher administrative authority

Rule 34

The patterns and manner of use of instruments of restraint shall be decided by the central prison administration. Such instruments must not be applied for any longer time than is strictly necessary.

Rule 54

1. Officers of the institutions shall not, in their relations with the prisoners, use force except in self-defense or in cases of attempted escape, or active or passive physical resistance to an order based on law or regulations. Officers who have

¹ First United Nations Congress on the Prevention of Crime and the Treatment of Offenders Geneva 1955 and approved by the Economic and Social Council Resolution 663 C of 31 July 1957 and 2076 of 13 May 1977.

recourse to force must use no more than is strictly necessary and must report the incident immediately to the director of the institution.

3. Except in special circumstances, staff performing duties which bring them into direct contact with prisoners should not be armed. Furthermore, staff should under no circumstances be provided with arms unless they have been trained in their use.

*Code of Conduct for Law Enforcement Officials*²

Article 33

Law enforcement officials may use force only when strictly necessary and to the extent required for the performance of their duties.

Commentary:

This provision emphasises that the use of force by law enforcement officials should be exceptional. While it implies that law enforcement officials may be authorised to use force as is reasonably necessary under the circumstances for the prevention of crime or in effecting or assisting in the lawful arrest of offenders or suspected offenders, no force going beyond that may be used.

National law ordinarily restricts the use of force by law enforcement officials in accordance with a principle of proportionality. It is to be understood that such national principles of proportionality are to be respected in the interpretation of this provision. In no case should this provision be interpreted to authorise the use of force, which is disproportionate to the legitimate objective to be achieved.

The use of firearms is considered an extreme measure. Every effort should be made to exclude the use of firearms, especially against children. In general, firearms should not be used except when a suspected offender offers armed resistance or otherwise jeopardises the lives of others and less extreme measures are not sufficient to restrain or apprehend the suspected offender. In every instance in which a firearm is discharged, a report should be made promptly to the competent authorities.

² General Assembly Resolution 341169 of 17 December 1979.

*Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*³

Principle 1

Governments and law enforcement agencies shall adopt and implement rules and regulations on the use of force and firearms against persons by law enforcement officials. In developing such rules and regulations, governments and law enforcement agencies shall keep the ethical issues associated with the use of force and firearms constantly under review.

Principle 2

Governments and law enforcement agencies should develop a range of means as broad as possible and equip law enforcement officials with various types of weapons and ammunition that would allow for a differentiated use of force and firearms. These should include the development of non-lethal incapacitating weapons for use in appropriate situations, with a view to increasingly restraining the application of means capable of causing death or injury to persons. For the same purpose, it should also be possible for law enforcement officials to be equipped with self-defense equipment such as shields, helmets, bullet-proof vests and bullet-proof means of transportation, in order to decrease the need to use weapons of any kind.

Principle 3

The development and deployment of non-lethal incapacitating weapons should be carefully evaluated in order to minimise the risk of endangering uninvolved persons. The use of such weapons should be carefully controlled.

Principle 4

Law enforcement officials, in carrying out their duty, shall as far as possible, apply non-violent means before resorting to the use of force and firearms. They may use force and firearms only if other means remain ineffective or without any promise of achieving the intended result.

Principle 5

Whenever the lawful use of force and firearms arises, officials shall:

- (a) exercise restraint in such use and act in proportion to the seriousness of the offence and the legitimate objective to be achieved; and

³ Eighth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, Havana, Cuba 27 August to 7 September 1990.

(b) minimise damage and injury, and respect and preserve human life.

Principle 6

Where injury or death is caused by the use of force and firearms by law enforcement officials, they shall report the incident promptly to their superiors, in accordance with Principle 22.

Principle 7

Governments shall ensure that arbitrary or abusive use of force and firearms by law enforcement officials is punished as a criminal offence under their law.

Principle 8

Exceptional circumstances such as internal political instability or any other public emergency, may not be invoked to justify any departure from these basic principles.

Principle 9

Law enforcement officials shall not use firearms against persons except in self-defense or defense of others against the imminent threat of death or serious injury, to prevent the perpetration of a particularly serious crime involving grave threat to life, to arrest a person presenting such a danger and resisting their authority, or to prevent his/her escape, and only when less extreme means are insufficient to achieve these objectives. In any event, intentional lethal use of firearms may only be made when strictly unavoidable in order to protect life.

Principle 11

Rules and regulations on the use of firearms by law enforcement officials should include guidelines that:

- (a) specify the circumstances under which law enforcement officials are authorised to carry firearms and prescribe the use of firearms and ammunition permitted;
- (b) ensure that firearms are used only in appropriate circumstances and in a manner likely to decrease the risk of unnecessary harm;
- (c) prohibit the use of those firearms and ammunition that cause unwarranted injury or present an unwarranted risk;
- (d) regulate the control, storage and issuing of firearms, including procedures for ensuring that law enforcement officials are accountable for the firearm and ammunition issued to them;

(e) provide for warnings to be given, if appropriate, when firearms are to be discharged; and

(f) provide for a system of reporting whenever law enforcement officials use firearms in the performance of their duties.

Principle 15

Law enforcement officials, in their relations with persons in custody or detention, shall not use force except when strictly necessary for the maintenance of security and order within the institution, or when personal safety is threatened.

Principle 16

Law enforcement officials, in their relations with persons in custody or detention, shall not use force except in self-defense or in the defense of others against the immediate threat of death or serious injury, or when strictly necessary to prevent the escape of a person in custody or detention presenting the danger referred to in Principle 9.

Principle 17

The preceding principles are without prejudice to the rights, duties and responsibilities of prison officials as set out in the Standard Minimum Rules for the Treatment of Prisoners, particularly Rules 33, 34 and 54.

1.(b) Reporting and Review Procedures

*Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*⁴

Principle 22

Governments and law enforcement agencies shall establish effective reporting and review procedures for all incidents referred to in Principles 6 and 11.1. For incidents reported pursuant to these principles, governments and law enforcement agencies shall ensure that an effective review process is available and that independent administrative or prosecutorial authorities are in a position to exercise jurisdiction in appropriate circumstances. In cases of death and serious injury or other grave consequences, a detailed report shall be sent promptly to the competent authorities responsible for administrative review and control.

Governments and law enforcement agencies shall ensure that superior officers are held responsible if they know, or should have known, that law enforcement officials under their command are resorting, or have resorted, to the unlawful use

⁴ *Supra*, note

of force and firearms, and they did not take all measures in their power to prevent, suppress or report such use.

Governments and law enforcement agencies shall ensure that no criminal or disciplinary sanction is imposed on law enforcement officials who, in compliance with the Code of Conduct for Law Enforcement Officials and these basic Principles, refuse to carry out an order to use force and firearms, or who report such use by other officials.

Principle 26

Obedience to superior orders shall be no defense if law enforcement officials knew that an order to use force and firearms resulting in the death or serious injury of a person was manifestly unlawful and had a reasonable opportunity to refuse to follow it. In any case, responsibility also rests on the superiors who gave the unlawful orders.

1.(c) Legal Rights of Those Affected by the Use of Force and Firearms

*Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*⁵

Principle 23

Persons affected by the use of force and firearms or their legal representatives, shall have access to an independent process, including a judicial process. In the event of the death of such persons, this provision shall apply to their dependants accordingly.

1.(d) Juveniles and the Use of Force

*United Nations Rules for the Protection of Juveniles Deprived of Their Liberty*⁶

Rule 63

Recourse to instruments of restraint and to force for any purpose should be prohibited, except as set forth in Rule 64 below.

Rule 64

Instruments of restraint and force can only be used in exceptional cases, where all other control methods have been exhausted and failed, and only as explicitly authorised and specified by law and regulation. They should not cause humiliation or degradation, and should be used restrictively and only for the

⁵ *Supra*, note

⁶ General Assembly Resolution 451113 of 14 December 1990.

shortest possible period of time. By order of the director of the administration, such instruments might be resorted to in order to prevent the juvenile from inflicting self-injury, injuries to others or serious destruction of property. In such instances, the director should at once consult medical and other relevant personnel and report to the higher administrative authority. The carrying and use of weapons by personnel should be prohibited in any facility where juveniles are detained.

2. Training of Prison Officers

*Standard of Minimum Rules for the Treatment of Prisoners*⁷

Rule 2

Prison officers shall be given special physical training to enable them to restrain aggressive prisoners.

*Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*⁸

Principle 19

Governments and law enforcement agencies shall ensure that all law enforcement officials are provided with training and are tested in accordance with appropriate proficiency standards in the use of force. Those law enforcement officials who are required to carry firearms, should be authorised to do so only upon completion of special training in their use.

Principle 20

In the training of law enforcement officials, governments and law enforcement agencies shall give special attention to issues of police ethics and human rights, especially in the investigative process, to alternatives to the use of force and firearms, including the peaceful settlement of conflicts, the understanding of crowd behaviour, and the methods of persuasion, negotiation and mediation, as well as to technical means, with a view to limiting the use of force and firearms. Law enforcement agencies should review their training programs and operational procedures in light of particular incidents.

Principle 21

Governments and law enforcement agencies shall make stress counselling available to law enforcement officials who are involved in situations where force and firearms are used.

⁷ *Supra*, note

⁸ *Supra*, note

3. Procedure in Application of Force

*Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*⁹

In the circumstances provided for under Principle 9, law enforcement officials shall identify themselves as such and give a clear warning of their intent to use firearms. This shall be done with sufficient time for the warning to be observed unless to do so would unduly place the law enforcement officials at risk, would create a risk of death or serious harm to other persons, or would be clearly inappropriate or pointless in the circumstances of the incident.

B. SECURITY LEVELS

*Standard of Minimum Rules for the Treatment of Prisoners*¹⁰

Rule 63

2. Institutions need not provide the same degree of security for every group. It is desirable to provide varying degrees of security according to the needs of different groups. Open institutions, by the very fact that they provide no physical security against escape but rely on the self-discipline of the inmates, provide the conditions most favourable to rehabilitation for carefully selected prisoners.

C. REMOVAL OF PRISONERS

see also I ADMINISTRATION

*Standard Minimum Rules for the Treatment of Prisoners*¹¹

Rule 45

1. When the prisoners are being removed to or from an institution, they shall be exposed to public view as little as possible. Proper safeguards shall be adopted to protect them from insult, curiosity and publicity in any form.

2. The transport of prisoners in conveyance with inadequate ventilation or light or in any way that would subject them to unnecessary physical hardship shall be prohibited.

⁹ *Supra*, note

¹⁰ *Supra*, note

¹¹ *Supra*, note

3. The transport of prisoners shall be carried out at the expense of the administration. Equal conditions shall be obtained for all.

*United Nations Rules for the Protection of Juveniles Deprived of Their Liberty*¹²

Rule 26

The transport of juveniles should be carried out at the expense of the administration in conveyances with adequate ventilation and light, in conditions that should in no way subject them to hardship or indignity. Juveniles should not be transferred from one facility to another arbitrarily.

¹² *Supra*, note

PART TWO: PROPOSED PRISON POLICY

A. USE OF FORCE

1. Definition

Use of force for the purposes of this policy means the application of physical restraint in order to control inmates, other persons, and situations.

2. Authorisation for the Use of Force

A prison officer is justified in using force and is protected from criminal and civil liability when the officer, in good faith:

- (a) acts reasonably and uses only the necessary amount of force called for in the particular circumstance; and
- (b) uses force in the performance of the duties as an employee of the prison service.

A prison officer is criminally responsible for any excessive use of force. The individual officer and the prison service may also be civilly liable for any excesses in the use of force.

The degree of force used shall be limited to minimal proportions for effective control and its application shall be discontinued at the earliest reasonable opportunity.

Force likely to cause grievous bodily harm or death may be used only in cases where it is reasonable to believe there exists a serious counter-threat of serious bodily harm or death.

Where the prison warden has reasonable and probable grounds to believe the force used was in excess of that which was required, the case shall be referred to the local police detachment and crown counsel.

Where the prison warden has determined that an officer used force excessively or inappropriately, or an officer neglected to prevent the excessive or inappropriate use of force by another officer, disciplinary action shall be taken.

3. Treatment of Juveniles

Physical force in the case of juveniles shall only be used in instances of justifiable self-protection, protection of others, prevention of property damage, prevention of escapes, and in accordance with appropriate statutory authority. Only the minimal force shall be employed.

Discussion:

The application of force shall be restricted to situations where all means of reasoning or verbal control have proven ineffective and restraint or apprehension is necessary. Sometimes youths lose control over their actions and become violent. In such instances, they should be brought under control.

All cases of physical force and/or physical restraint shall be applied within the constraints of the criminal code of the state and shall be reported in writing, with the date and signature of the reporting staff member. The report shall be placed in the youth's case record and reviewed by an appropriately designated official of the detention facility.

Discussion:

It is in the interest of both program staff and residents that the use of force and/or physical restraint be carefully monitored. All details related to any such incidents should be carefully documented. Any injuries must be recorded fully and treated promptly.

4. Liability

A prison officer is justified in using force when he/she in good faith:

- (a) acts reasonably and uses only the necessary amount of force called for in the particular circumstance; and
- (b) the force is used in the performance of duties as a corrections officer.

The officer may be liable for any excessive use of force.

5. Use of Good Judgement in the Application of Force

An officer is expected to use good judgement when determining which circumstances warrant the use of force.

The amount of force to be used is dependent on the particular circumstances, the reasonable judgement of the individual officer, and the direction afforded by senior officers. Various options are available, but circumstances will dictate the type of force ultimately selected. Failure to respond swiftly and effectively may contribute to the deterioration or worsening of the situation.

6. Conditions Warranting Application of Force

A correctional officer may use force when there are reasonable grounds to believe its application will:

- (a) prevent the commission or continuation of an offence (i.e. escape, assault on staff or inmate),
- (b) maintain or restore the good order of the institution,
- (c) apprehend an offender following escape, or
- (d) assist another officer in any of the above.

Force should only be used as a last resort, when all other reasonable means of control have been exhausted and/or proven ineffective.

7. Degree of Force

The degree of force used shall be limited to minimal proportions to affect control. Its application shall be discontinued at the earliest reasonable opportunity.

Force likely to cause grievous bodily harm or death may be used only in cases where it is reasonable to believe there exists a serious counter-threat of serious bodily harm or death.

8. Use of Force Resulting in an Injury

Any person against whom force has been used and who appears to have suffered injury shall be:

- (a) examined by a health care professional, and
- (b) photographed by prison staff as soon after the incident as practical.

9. Report and Notification

All serious or unusual incidents involving the use of force shall be reported immediately to the prison warden. Prison officers involved in or witnessing the incident shall submit a written report. When it has been determined that an officer used force excessively or inappropriately or an officer neglected to prevent the excessive or inappropriate use of force by another officer, disciplinary action shall be taken.

10. Physical Force and Restraint Equipment

Physical restraint is the use of personal force. Restraint equipment may be used to fortify and complement personal force by constraining the inmate in a less harmful and more effective manner.

Notification of incidents requiring restraint equipment for medical purposes (e.g. prevention self-inflicted injury), shall be given to the appropriate health care professional without delay.

Restraint equipment shall not be used as a means of punishment.

10.(a) Allowable Restraint Items

Allowable restraint equipment and weapons include:

1. Physical restraint equipment:
 - (a) Handcuffs
 - (b) Leg irons
 - (c) Belly chains
 - (d) Restraint boards
2. Riot equipment:
 - (a) Batons
 - (b) Shields
 - (c) Helmets and visors
 - (d) Protective clothing:
 - (i) Groin protectors
 - (ii) Boots
 - (iii) Gloves
 - (iv) Fire retardant overalls
 - (v) Shin pads
 - (vi) Disposable handcuffs
 - (e) Firehoses
3. Body armour
4. Chemical agents:
 - (a) C.N. gas
 - (b) Oleoresin capsicum
 - (c) Mace
5. Dogs
6. Firearms

Riot equipment may be used in subduing rebellious inmates when personal force, complemented by restraint equipment, is inadequate to contain, disperse and prevent the escalation of violence or serious property damage.

Extreme care must be exercised to prevent excessive injury.

Riot equipment shall only be used by officers assigned to tactical squads and shall only be used when authorised.

10.(b) Youth- Restraint Equipment

Handcuffs shall be the only mechanical restraint employed in youth correctional facilities, and shall be available within the centre for emergency purposes and for utilisation during transportation of youths between programs. Any use of handcuffs other than for the transportation of youths shall be immediately reported in writing to the officer in charge.

Discussion:

The standard assumes that control and discipline can be maintained within the program without the use of mechanical restraints, except in emergency situations. Due to the heightened likelihood of escape attempts during transportation, the regular use of handcuffs is permissible.

No firearms shall be deployed on the premises of a youth facility.

Discussion:

Firearms are not a security option in youth facility. Staff members are not to bring their own weapons on or near the grounds of a youth facility.

Each youth correctional facility shall develop and implement policies and procedures to address the presence of armed police and sheriffs at the centre. The policy and procedures should take into consideration:

- (a) the general prohibition against the presence of firearms in the centre;
- (b) the various types and purposes of visits by armed officers, as well as the areas of the centre which may be visited;
- (c) the need in some circumstances to not unnecessarily inconvenience visiting officers; and
- (d) the safety and security of youths, staff and visiting officers.

Discussion:

The intent of the standard is to uphold the safety and security of the centre while recognising that in some circumstances, the presence of visiting armed officers does not compromise the centre's security or the general prohibition against firearms as a security option for youth programs.

10.(c) Storage

Appropriate orders for the storage and security of physical restraint and riot equipment shall be established and enforced.

There shall be a clearly visible sign on the door to the storage facility indicating there are chemical agents in the building in the event of fire.

Keys to the storage facility shall be kept to a minimum, controlled through a separate key register and, when not in use, retained or secured by the officer in charge of the shift.

10.(d) Local Inventory

An inventory system of restraint equipment shall be kept, reviewed and updated annually. A record of inventory shall be maintained to provide the following information:

- (i) The date physical restraint, riot equipment and chemical agents were obtained and the source of supply
- (ii) Description of physical restraint, riot equipment, and chemical agents (including serial numbers, make, model, etc.)
- (iii) Quantity of chemical agents on hand
- (iv) Record of chemical agents purchased or received during any fiscal year
- (v) Record of chemical agents expended during any fiscal year
- (vi) Expiry date of chemical agents

10.(e) Register

A register indicating the deployment of physical restraints, riot equipment, and chemical agents, for duty or instructional purposes shall be kept, identifying:

1. Time and date of issue
2. Type and number of items issued
3. Purpose
4. Receiver's name

Upon return of the items issued, the register shall indicate:

1. Time and date of return
2. Type and number of items returned
3. Receiver's name

10.(f) Loss or Theft

The loss or theft of physical restraints, riot equipment or chemical agents shall be reported immediately.

B. SECURITY CLASSIFICATION OF FILES

1. Inmate File Classification

The following sets out the criteria whereby inmates are identified in one or more of the following security categories:

- (i) Escape risk
- (ii) Violent
- (iii) Suicidal
- (iv) Mental
- (v) Protective custody
- (vi) Special alert

2. Escape Risk

An inmate is judged as likely to escape because:

1. He/she has escaped or attempted to escape during present and previous sentences.
2. He/she has committed further offences while on escape, which have led to convictions.
3. Attitude and behaviour have not noticeably improved since previous escapes.
4. Seriousness of offence (maximum penalty over ten years) particularly as it pertains to remanded prisoners.
5. In the case of a sentenced prisoner, there are outstanding charges that are more serious than those for which he/she is serving sentence.
6. The inmate is a citizen of a foreign country and there are outstanding charges in his/her native country.
7. The inmate is a citizen of a foreign country and immigration advises that escape will unduly complicate deportation.

3. Violent

An inmate is judged as violent because:

1. He/she has several previous convictions for violent offences.
2. Criminal justice information links him/her directly to violent and destructive behaviour.

3. Professional opinion indicates that he/she is unpredictable, likely to assault.
4. The inmate's violent or aggressive behaviour makes him/her a risk to staff or other prisoners.

4. Suicidal

An inmate is judged as a suicide risk because:

1. The inmate has a history of attempted suicide as per criminal justice sources.
2. Police/sheriffs indicate an attempted suicide while in their custody.
3. A medical officer (admitting), psychiatrist, or clinical psychologist has assessed him/her as a suicide risk.
4. There is firsthand information (e.g. from prisoner and/or family member).

5. Mental Health

On advice from a medical doctor (admitting), psychiatrist, or clinical psychologist, an inmate is assessed as needing special status as a result of mental health concerns because:

1. The inmate has a background of instability, suggesting that he/she may be violent.
2. The inmate has a history of social or learning deficiencies.
3. The inmate is emotionally disturbed.
4. The inmate has a mental condition that requires hospital care.

6. Protective Custody

Inmates with special needs must be identified and accommodated in a manner which ensures their needs for safe custody as well as their rights and privileges are met. The protective custody alert will be formalised in concert with the inmate.

Notwithstanding the above, the prison service reserves the right to segregate inmates in cases when criminal justice information suggests that life and safety are in danger.

Protective custody will be discussed with, and may be offered to, all inmates who are:

- (a) awaiting trial or sentence on sex related offences, or
- (b) past or present employees of the criminal justice system.

Inmates will be given an opportunity to waive protective custody on subsequent admissions.

7. Special Alert

Those inmates who are borderline in any of the previous categories and as such are at potential risk, will be labelled special alert because:

- (a) these cases may or may not have a label attached to their files, and
- (b) this category will alert staff to those inmates who may become a risk if circumstances change.

8. Authority for Applying Security Alerts

Any classification officer, officer in charge of a unit, or officer in charge of records, at any time during the remand or sentence into custody, may apply the criteria to determine whether or not a prisoner should have a security alert applied or removed. Prior to removing a security alert, the officer who applied the alert shall be consulted in order to determine whether or not the alert is still required.

9. File Labels

When a prisoner is designated in one of the security alert categories, a clearly identifiable label is applied to the outside front of the file folder. This label is to be dated with the date corresponding with the file entry, justifying the application of the security alert. The warrant file, progress file, medical file and warden's file are to be labelled.

The only other label that may be affixed to a file is a label identifying persons serving sentences of imprisonment plus a term of probation following the term of imprisonment at expiration.

The use of a single colour coded label will alert staff to review the file closely, without giving inmates the reason for the alert.

10. Review of Labelled Files

All prisoner files having security alerts are to be reviewed thoroughly by either the classification officer, the officer in charge of a unit, or the officer in charge of records, as the case may be, prior to the inmate's transfer. This shall determine that the transfer is consistent with the legal status of the prisoner and consistent with the security alert status.

All files having security alerts are to be reviewed thoroughly by the person in authority at the receiving centre to determine if the security alert is required in that new environment.

C. CENTRAL CONTROL

1. General Comments

All prisons shall have a designated central control. A central control facility is essential for integrating various security and communications functions.

The control centre in a secure institution shall be staffed twenty-four hours a day and access to it shall be limited. In open settings, staffing shall be dictated as by circumstances.

The control centre is responsible for:

- (i) Inmate counts
- (ii) Key control
- (iii) Coordination of the prison's internal and perimeter security network
- (iv) Communications for the prison, monitoring operation of firearms, public address, radio, surveillance alarms, perimeter lighting, telephone and other mechanical and electrical systems
- (v) Monitoring and recording of all visits (including visits under security)

D. INFORMATION RECORDING AND DISSEMINATION

1. Exchange of Critical Information

Local policies shall be in place to provide for the passage of critical information from one shift to another. Strategies used to achieve this goal may include:

- (i) Overlapping shifts by supervisors
- (ii) Staggered start and finish times for line staff
- (iii) Logbook entries
- (iv) Critical incident/information files

2. Information Recording

Each prison, or living unit within a larger centre, shall maintain a system of recording the following information:

1. Routine information:

- (a) Staff on duty and changes
- (b) Counts- formal and informal
- (c) Movement of inmates for any reason including:
 - (i) Programming
 - (ii) Count

- (iii) Medical
- (d) Visits to unit, including:
 - (i) Inmate visitors
 - (ii) Prison service officials
 - (iii) Contractors
 - (iv) Maintenance personnel
 - (v) Touring groups

2. Critical information:

- (a) Security alerts:
 - (i) Highlighting security deficiencies
 - (ii) Summary of problem
 - (iii) Action taken
- (b) Unusual occurrences and unit atmosphere
- (c) Any other information that may impact on:
 - (i) Unit security
 - (ii) Staff safety
 - (iii) Inmate safety

3. Supervisor's Responsibilities

Shift supervisors shall ensure that all staff are briefed on any situation or condition that may affect the safety/security of the unit.

4. Staff Responsibilities

All staff are responsible for reading the critical incident record. Staff shall initial the recorded information certifying that they have read it.

The prison warden or designate shall periodically review the comments and ensure that staff have read and initialled the entries.

5. Communications Systems

At the beginning of each shift, the officer in charge of the shift shall ensure that security communication systems are tested, any malfunctions are noted and immediate steps are taken to rectify malfunctions and provide temporary alternate means of communication pending repair of the regular system.

6. Logbook

A unit logbook shall be maintained, ensuring a record of all incidents, counts, cleaning checks, visitors, etc. are properly logged. Each unit check shall be logged when it occurs, with the time and signature of the officer taking the check and indicating his/her

observations during the check. Recreation and program area checks shall be logged indicating who was on patrol with time in and time out being recorded.

E. POPULATION COUNTS

1. General Comments

The purpose of this policy is to identify the procedures necessary to conduct both formal and informal counts of inmates and the staff responsible for carrying out these procedures.

Counts should be scheduled so that they do not conflict with activity programs and normal operating procedures. The count should be conducted by the staff and should include an accounting of all inmates housed in or otherwise assigned to the facility area in which the count is conducted. The purpose of counts is to ensure that inmates are alive and well, and in a place where they are authorized to be.

2. Formal Population Counts

A formal count is defined as a count based on actual sight of the inmate's flesh. During such counts there shall be no inmate movement.

On all formal counts, inmates are to be in their assigned residence. They must remain in the residence until the count clear announcement is made.

All formal counts shall be double counts with two officers signing the count slip.

Work counts will ensure inmates are following policies and rules as well as allowing the staff to identify which inmates are in the residence.

All counts shall be done as follows:

1. Count shall be a double count by two officers going together.
2. If there is any indication the count is not correct, a second count shall be done with the officers starting at opposite areas of the first count.
3. Both officers shall sign the count sheet as having taken the count. The supervisor shall initial the count slip as having been totalled correctly.

Any inmate not in the unit or place of work shall be reported as missing. All inmates assigned to the unit shall remain in the unit.

When looking for an inmate, it is imperative to do a physical check of the unit.

A formal inmate population count shall be conducted at completion of each regularly scheduled shift, and prior to and immediately following all mass movements of inmate groups.

When there is a mass movement of inmates from one part of the centre to another for such purposes as meals, films, work assignments, etc., a count shall also be conducted.

The results of that count shall be recorded in writing and shall include:

- (i) Date and time of count
- (ii) Facility area in which the count was conducted
- (iii) Number of inmates assigned to the facility area
- (iv) Number of inmates accounted for
- (v) Names and signatures of staff members conducting the count

2.(a) Working Model of Formal Counts Times

0300-0400 hours- Cell count carried out by two staff members in each unit, including segregation, simultaneously. The results of the count are to be centrally reported. There is no inmate movement until the count is verified correct by a senior officer and both staff members have signed the count slips.

0600-0630 hours- Staff member assigned to each unit including the annex, dissociation and segregation, carries out a cell count and reports the results to administration control for verification. There is no inmate movement until the count is verified. Count slips are to be submitted to administration control prior to the end of the shift at 0700 hours.

1150 hours- All inmates are counted in cells in respective units by unit staff. Inmates required at their work location during the period of this count may be counted at their respective work location by the staff member responsible for that area. Counts from each area must be reported centrally.

1630 hours- Formal lock up count carried out by unit staff. Each inmate shall be counted in the assigned cell/unit including segregation. Counts for each area must be reported centrally.

2300 hours- Formal lock up count carried out by unit staff. Each inmate shall be counted in the assigned cell/unit segregation. No staff member shall leave the institution before the 2300 hour count has been verified.

3. Informal Population Counts

An informal count shall be taken of inmates at various and unscheduled times and under situations not included in the formal count.

3.(a) Working Model of Informal Count Times

- (i) Each workday in the morning (0800 hours) and afternoon (1315 hours) as soon as possible after inmates report to work
- (ii) By the evening and the morning shifts at least once per hour other than formal count times
- (iii) During the work period at frequent irregular intervals
- (iv) By the staff member taking over the unit at 2315 hours as a means of confirming the formal count taken at 2300 hours by the evening shift
- (v) At any other time as directed by a senior officer if an inmate is believed to be missing

Formal and informal residence checks shall be made periodically during all shifts to ensure inmate safety and security.

Additional rounds may be carried out at any time if circumstances indicate a need; however, a minimum of five rounds including two formal counts must be completed. Rounds should not always be done in the same sequence but in opposite or random order to avoid becoming too predictable.

F. ADMINISTRATIVE SEGREGATION

1. Purpose

The purpose of administrative segregation is to keep an inmate from associating with the general inmate population.

2. Duration

When an inmate is in administrative segregation in a prison, the service shall endeavour to return the inmate to the general inmate population, either of that penitentiary or of another penitentiary, at the earliest appropriate time.

3. Grounds for Confining Inmate in Administrative Segregation

The warden may order that an inmate be confined in administrative segregation if the institutional head believes on reasonable grounds that:

- (a) the inmate has acted, has attempted or intends to act in a manner that jeopardises the security of the penitentiary or the safety of any person, (b) the

continued presence of the inmate in the general inmate population would jeopardise the security of the penitentiary or the safety of any person,(c) the continued presence of the inmate in the general inmate population would interfere with an investigation that could lead to a criminal charge, or(d) the continued presence of the inmate in the general inmate population would jeopardise the inmate's own safety, and the institutional head is satisfied that there is no reasonable alternative to administrative segregation.

4. Considerations Governing Release

All recommendations to the institutional head and all decisions by the warden to release or not to release an inmate from administrative segregation shall be based on the considerations set out above.

5. Case to be Reviewed

When an inmate is involuntarily confined in administrative segregation, a person or persons designated by the warden shall:

(a) conduct, at the prescribed time and in the prescribed manner, a hearing to review the inmate's case, and(b) conduct, at the prescribed time and in the prescribed manner, further recommendation to the warden, after such review, whether or not the inmate should be released from administrative segregation.

6. Presence of Inmate

The hearing shall be conducted with the inmate present unless:

- (a) the inmate is voluntarily absent,
- (b) the person or persons conducting the hearing believe on reasonable grounds that the inmate's presence would jeopardise the safety of any person present at the hearing, or
- (c) the inmate seriously disrupts the hearing.

7. When Warden Must Meet with Inmate

When the institutional head does not intend to accept a recommendation made to release an inmate from administrative segregation, the prison warden shall, as soon as is practicable, meet with the inmate to:

- (a) explain the reasons for not intending to accept the recommendation, and
- (b) give the inmate an opportunity to make oral or written representations.

8. Inmate Request Denied

When an inmate requests to be placed in, or continue in, administrative segregation and the warden does not intend to grant the request, he/she shall as soon as is practicable, meet with the inmate to:

- (a) explain the reasons for not intending to grant the request, and
- (b) give the inmate an opportunity to make an oral or written representation.

9. Visits to Inmate

An inmate in administrative segregation shall be visited at least once every day by a registered health care professional.

The warden or designate shall visit the administrative segregation area at least once every day and meet with individual inmates on request.

10. Rights of Inmate

An inmate in administrative segregation shall enjoy the same rights, privileges and conditions of confinement as the general inmate population, except for those rights, privileges, and conditions that:

- (a) can only be enjoyed in association with other inmates; or
- (b) cannot reasonably be given owing to:
 - (i) limitations specific to the administrative segregation area, or
 - (ii) security requirements.

G. SUPERVISION OF INMATES

1. Living Quarters

The prison service shall provide clearly separated living quarters for:

- (i) Male sentenced inmates
- (ii) Male unsentenced inmates
- (iii) Female sentenced inmates
- (iv) Female unsentenced inmates

Discussion:

Housing the sexes separately does not necessarily preclude a co-correctional institution. Male and female inmates can be contained within the same building, but shall be housed separately and apart within the structure.

It is desirable to house sentenced and unsentenced inmates separately. However, unsentenced inmates may be allowed to participate in work, education and recreation programs should they request to do so.

2. Monitoring Systems

Where electronic surveillance is used, it shall only be used in hallways, corridors, dayrooms, lounges and such other areas common to inmates, at points in the security perimeter, and for monitoring inmates segregated for close observation.

Discussion:

Monitoring systems should be a means of control and the protection of life rather than punishment, and the most humane methods of obtaining the required level of security shall be utilised. Any system of monitoring inmate activities must place maximum emphasis upon human dignity and privacy of the persons whom it affects.

Where electronic surveillance is used to monitor inmates in close observation, only authorised staff members shall locate receivers so as to permit access.

Discussion:

In ensuring the most humane use of electronic surveillance, it is vital that casual access not be permitted. Screens and audio receivers shall be placed in areas with extremely limited access to staff members.

3. Officer Posts

Correctional officer posts shall be located so as to permit officers to hear and respond to indications of inmate needs.

Discussion:

It is necessary that staff be located as close as possible to inmate living areas in order to be aware of what is happening within the unit, to maintain security and control, and to respond to inmate needs.

4. Program Monitoring

A staff member responsible for supervising a program of inmate activity shall monitor and record in writing the performance and behaviour of inmates assigned to that program.

Discussion:

Records should be kept on inmate performance in order to facilitate program planning and community re-entry.

5. Prohibition of Monitoring Duties to Inmates

The custody and control of inmates shall not be delegated to other inmates of the prison.

6. Monitoring by Different Sexes

In non-emergency situations, staff members of one sex shall be permitted to work in the areas of an institution occupied by members of the opposite sex only to the degree that human privacy and dignity are not compromised.

Discussion:

In most instances, the standard requires male officers in male living units and female officers inside female living units. However, there are some physical plant configurations which would allow officers of different sexes to commonly work in living units of the opposite sex without compromising human dignity and privacy.

The standard allows for staff members of different sexes to serve in such capacities as teachers, doctors, support personnel, nurses, administrators, etc.

H. INSPECTIONS**1. General Comments**

It is imperative that staff be aware of what is happening in their particular area of responsibility. The major emphasis for such knowledge should be the well-being of the inmates under staff care and control. These inspections should be at irregular intervals so as not to form a set and predictable pattern.

2. Visual Inspections

A visual inspection of each individual's cell or dormitory, and the area immediately surrounding each housing unit shall be conducted by correctional centre staff at intervals not to exceed one hour when inmates are confined in their individual housing units.

All bars, windows, locks, walls, floors, ventilation covers, glass panels, access plates, protected screens, doors, emergency alarm systems, and other security facilities shall be subject to a daily visual check for operational wear and inmate tampering. The results of

these inspections shall be noted in the unit log and exception reports shall be submitted in writing to the officer in charge or the director.

3. Physical Checks

On a weekly basis, all bars, windows, locks, walls, floors, ventilation covers, glass panels, access plates, protected screens, doors, emergency alarm systems, and other security facilities, shall be subjected to a rigorous physical examination in order to ensure structural integrity and confirm the results of the daily visual examination. The results of these inspections shall be noted in the unit log, with exception reports being submitted to the officer in charge or the warden.

I. SEARCHES

1. Searches of Inmates

1.(a) General Comments

The purpose of the search is to detect and seize contraband objects. All searches of the person or possessions of an inmate shall be conducted so as to guard and preserve the integrity and dignity of the inmate.

1.(b) Conduct of Search

Subsequent to being searched upon admission, a search of an inmate and/or the inmate's possessions shall only be conducted when:

- (a) the warden so authorised, or
- (b) a staff member has reasonable and probable grounds to believe that an inmate is in possession of drugs, weapons, or any other contraband item which may threaten the management, operation, discipline or security of the prison.

Searches for contraband shall be conducted with a minimum of disturbance to the inmate's possessions and living area, and shall be recorded in the unit log in writing and signed by the officer conducting the search.

1.(c) Frisk Search of Inmate

When a staff member suspects on reasonable grounds that an inmate is carrying contraband or carrying evidence relating to a disciplinary or criminal offence, the staff member may conduct a frisk search of the inmate.

1.(d) Strip Search of Inmate

A staff member of the same sex as the inmate may conduct a routine strip search of an inmate. This shall be done without individualised suspicion in the prescribed circumstances such as situations in which the inmate has been in a place where there was a likelihood of access to contraband that is capable of being hidden on or in the body, or when the inmate is entering or leaving a segregation area.

Where a staff member:

- (a) believes on reasonable grounds that an inmate is carrying contraband or carrying evidence relating to a disciplinary or criminal offence, and that a strip search is necessary to find the contraband or evidence, and
- (b) satisfies the institutional head that there are reasonable grounds to so believe,

a staff member of the same sex as the inmate may conduct a strip search of the inmate.

1.(e) Emergency Search

Where a staff member:

- (a) believes on reasonable grounds that an inmate is carrying contraband or carrying evidence relating to a disciplinary or criminal offence, and that a strip search is necessary to find the contraband or evidence, and
- (b) believes on reasonable grounds that the delay that would be necessary in order to consult the institutional head or with the gender requirement would result in danger to human life or safety or in loss or destruction of the evidence,

the staff member may conduct the strip search without the approval of the warden or complying with the gender requirement.

1.(f) Staff Member to Inform Institutional Head

Where a staff member believes on reasonable grounds that an inmate has ingested contraband or is carrying contraband in a body cavity, the staff member may not seize or attempt to seize that contraband, but shall inform the warden or the officer in charge of the prison. Where the warden or officer in charge is satisfied that there are reasonable grounds to believe that an inmate has ingested contraband or is carrying contraband in a body cavity, he/she may authorise in writing one or more of the following:

- (i) The use of an X-ray machine by a qualified X-ray technician to find the contraband, if the consent of the inmate and of a qualified medical practitioner is obtained
- (ii) The detention of the inmate in a cell without plumbing fixtures, with notice to the prisons medical staff, on the expectation that the contraband will be expelled

1.(g) Body Cavity Search

Where the institutional head is satisfied that there are reasonable grounds to believe that an inmate is carrying contraband in a body cavity and that a body cavity search is necessary in order to find or seize the contraband, the institutional head may authorise in writing a body cavity search to be conducted by a qualified medical practitioner, if the inmate's consent is obtained.

1.(h) Exceptional Power of Search

Where the warden or officer in charge is satisfied that there are reasonable grounds to believe that:

- (a) there exists, because of contraband, a clear and substantial danger to human life or safety or to the security of the prison, and
- (b) a frisk search or strip search of all the inmates in the prison or any part thereof is necessary in order to seize the contraband and avert the danger,

the warden may authorise in writing such a search be conducted by a staff member of the same sex as the inmate.

1.(i) Times/Frequency of Searches of Inmate Quarters

Searches shall be conducted on a regular basis of all common and program areas to which inmates have access.

The schedule of the searches will be determined by the warden and will not, on a regular basis, include the room, cell or property of an inmate. These are subject to search only when there are reasonable and probable grounds to believe the inmate is in possession of contraband, or upon the authority of the warden.

Each officer shall search the living units/cells at least once per month and complete a form verifying the search. Officers shall frisk any inmate any time when he/she has reason to believe contraband could be intercepted.

A new inmate shall conduct a thorough search of each individual cell prior to occupancy. The purpose of this search is to ensure that the assigned area is clear of contraband. Responsibility for contraband objects can then be more clearly allocated. It should be noted that the standard applies to a single cell or room accommodation in a secure setting. The intent of the standard cannot be realised in shared or group accommodation.

2. Searches of Visitors

2.(a) Purpose

This policy establishes direction with respect to the searching of visitors to prisons, to prevent and control incoming drugs, weapons or any other contraband which might pose a threat to the safety and security of the institution.

2.(b) *Warning About Searches*

At each institution, a conspicuous warning shall be posted at the entrance to the lands and at the entrance to the visiting area, stating that all visitors and vehicles at the institution are subject to being searched.

Visitors entering a prison shall be provided with a “visitor’s guide”, which shall inform them of the types of items which may constitute “contraband”, and, among other things, that they may be subject to a search.

2.(c) *Definitions*

Pat search - a hand-held screening device or the hands of the staff member are run over the clothing of the person being searched. Pockets, folds, etc. may be turned out. Objects in possession of the person may also be searched either manually or with the hand-held screening device.

Skin-search - a visual inspection of a partially or fully unclothed person. This includes visual checks of body cavities.

Body cavity - the rectum or vagina.

Body cavity search - the physical probing of a body cavity, in the prescribed manner.

Frisk search -

- (a) a manual search, or a search by technical means, of the clothed body, in the prescribed manner, and
- (b) a search of:
 - (i) personal possessions, including clothing, that the person may be carrying, and
 - (ii) any coat or jacket that the person has been requested to remove.

Strip search -

- (a) a visual inspection of the naked body, in the prescribed manner, and
- (b) a search of all clothing, things in the clothing and other personal possessions that the person may be carrying.

2.(d) Persons Subject to Searches

A staff member may conduct a frisk search of a visitor when the staff member suspects on reasonable grounds that the visitor is carrying contraband or carrying other evidence relating to a disciplinary or criminal offence.

Persons coming onto the grounds of a prison, their vehicles and the articles of property in their possession may be subject to a demand for a search to the degree necessary to ensure institution security and prevent the introduction of contraband.

All searches shall be conducted in a manner and location that is sensitive to the privacy and personal dignity of the person being searched.

2.(e) Consequences of Discovering Contraband

Visitors shall be advised of the potential consequences in the event contraband is discovered while a search is being conducted. Those consequences may include:

- (i) Denial of open visits
- (ii) Denial of visit and escort off grounds
- (iii) Detaining visitor until police are contacted and possibly being charged with a criminal offence
- (iv) A temporary or permanent loss of visiting privileges

2.(f) Refusal to Submit to a Search

If the visitor refuses to submit to the search, an open visit may be denied. The visitor may be escorted off the grounds or, if facilities allow, a secure visit may be offered.

2.(f)(i) Withdrawal of Consent

If, at any time when the search is being conducted, the visitor withdraws consent, the search will be terminated.

2.(f)(ii) Consequences of a Refusal to Submit to a Search

Refusal to submit to a search does not in itself constitute grounds for future searches or future denial of visits.

2.(g) Pat Search

A staff member of the same gender should generally conduct a pat search. If none is available, the pat search may be conducted by a staff member of the opposite gender, in the presence of a second staff member.

2.(h) Skin Search

Where reasonable grounds exist to believe that a specific visitor may be in possession of contraband, that visitor may be subject to a skin search in order to be approved for an open visit.

2.(i) Same Gender to Conduct Skin Search

Skin searches of visitors shall only occur when staff members of the same gender are available to conduct the search. At no time shall a staff member of the opposite gender be involved in the conducting of, or observation of a skin search. Where no staff member of the same gender is available to conduct the skin search, the open visit may be denied.

2.(j) Grounds for Skin Search

Reasonable grounds for the belief that a visitor may be in possession of contraband must be based upon specific objective facts in conjunction with rational inferences drawn from those facts which are consistent with good judgement and experience.

Factors to be considered include:

- (i) The nature of information received; e.g. date, time, location, persons involved, type of contraband, etc.
- (ii) The reliability of the information; e.g. the identity of the informant, whether the previous information has been valid, etc.
- (iii) The degree of corroboration; e.g. whether the information is consistent with known facts, whether other sources supplied similar information, whether the informant has a reason to provide false information, etc.
- (iv) Other facts contributing to the suspicion; e.g. personal observations, results of searches of either the subject inmate or visitor, history of contraband smuggling attempts by the inmate or visitor, etc.

2.(k) Authorisation to Conduct a Skin Search

No skin searches shall take place unless:

- (a) the prison warden or designate authorises the search;
- (b) the visitor is informed in writing of the grounds for the search;
- (c) the visitor consents to the search and signs the appropriate consent form; and
- (d) a staff member of the same gender as the visitor is available to conduct the search.

2.(l) Search of Minors

Exceptional sensitivity shall be maintained when searching minors, particularly those under 12 years of age. In the case of toddlers and infants, the parent(s) or guardian(s) shall do the check under the direct visual supervision of the officer(s).

2.(m) Search of Vehicles

A staff member may, in the prescribed manner, conduct routine searches of vehicles on prison property, without individualised suspicion, in the prescribed circumstances, in which circumstances must be limited to what is reasonably required for security purposes.

A staff member who believes on reasonable grounds that contraband is located in a vehicle on prison property in circumstances constituting an offence may, with prior authorisation from the warden, search the vehicle.

Where a staff member believes on reasonable grounds that the delay is necessary in order to comply with the prior authorisation requirement and would result in danger to human life or safety or the loss or destruction of the contraband, the staff member may search the vehicle without prior authorisation.

2.(n) Searching Items of Religious Significance

Particular sensitivity should be used when searching items of religious significance (e.g. turbans, sacred bundles, ceremonial pipes, etc.) Many such items should not be handled by staff, but can be searched by having the visitor handle them while being observed by staff.

2.(o) Conducting Skin Search Procedures

The purpose of the skin search is to discover contraband. The order in which the skin search shall be conducted is as follows:

1. The visitor shall be required to remove all articles from pockets. Staff shall inspect all articles.
2. The visitor shall then completely disrobe. Staff shall inspect and seat each article of clothing. Particular attention shall be paid to the seams, cuffs, hatbands, gloves, shoes, linings, pockets, and other likely places for the concealment of contraband.
3. Staff shall:
 - (a) request the visitor run his/her hands through his/her hair;
 - (b) visually check the visitor's mouth;
 - (c) visually inspect the front of the visitor's body and request the visitor to lift breasts or testicles;

- (d) request the visitor turn and visually inspect his/her back;
- (e) request visitor raise arms and visually inspect armpit area;
- (f) request the visitor spread legs and bend forward from the hips and visually inspect body orifices; and
- (g) request the visitor lift each foot and visually inspect the soles of the feet and between the toes.

At no time shall the visitor be left standing uncovered prior to or following the search procedure. The visitor shall be provided with a clean gown (male or female) or underwear (male) to preclude unnecessary embarrassment.

2.(p) Power to Seize

A staff member may seize contraband, or evidence relating to a disciplinary or criminal offence, found in the course of a search conducted, except a body cavity search or as a result of an X-ray.

A medical practitioner conducting a body cavity search may seize contraband or evidence relating to a disciplinary or criminal offence found in the course of that search.

2.(p)(i) Reports Relating to Searches and Seizures

Reports for searches conducted, and for seizing items in the course of those searches, must be filed where required.

3. Searching Staff Members

A staff member may conduct routine non-intrusive searches or routine frisk searches of other staff members, without individualised suspicion, in the prescribed circumstances, although circumstances must be limited to what is reasonably required for security purposes.

When a staff member believes on reasonable grounds that another staff member is carrying contraband or carrying evidence relating to a criminal offence and that a frisk search or strip search is necessary to find the contraband or evidence, the staff member may detain the other staff member in order to:

- (a) obtain the authorisation of the institutional head to conduct a frisk search or strip search, or
- (b) obtain the services of the police; and

where the staff member satisfies the institutional head that there are reasonable grounds to believe that the other staff member is carrying evidence relating to a criminal offence and that a frisk search or strip search is necessary to find the contraband or evidence, the institutional head may:

- (a) authorise a staff member to conduct a frisk search of the other staff member,
- or(b) authorise a staff member of the same sex as the other to conduct a strip search of that other staff member.

A staff member who is detained for search purposes shall:

- (a) be informed promptly of the reason for the detention, and
- (b) before being searched, be given a reasonable opportunity to retain and instruct counsel without delay and be informed of that right.

J. CELL ENTRY AND EXTRACTION

1. General

The intent of this policy is to establish a standardised approach for the removal of violent or potentially violent inmates from cells or other areas that will maximise the efficiency of the process and minimise the risk of injury to the inmate or staff.

2. Establishment of Cell Entry and Extraction Teams

The prison warden shall develop standing orders that address the creation of cell entry and extraction teams (CEE teams) as an adjunct to, or part of, the prison's established tactical squad.

3. Deployment

CEE teams will only be deployed when all other less forceful means of achieving compliance have been unsuccessful or are impractical in the circumstances. Deployment should only occur in those cases where the inmate is in a position to inflict self-harm, harm others or significantly disrupt operations.

4. Warning

Prior to deploying the CEE team, the warden or officer in charge shall inform the inmate that further non-compliance will result in deployment of a cell entry team.

5. Team Composition

CEE team members will be properly trained and capable of carrying out their assigned duties. The minimum number of members on a team is four.

1. Team leader- one
2. Video recorder-one
3. Tactical members-minimum two

6. Equipment

Each member of the CEE team will be provided with, and will wear, riot equipment, which shall include:

- (i) Helmet and visor
- (ii) Coveralls
- (iii) Groin protectors or body armour
- (iv) Shin pads
- (v) Gloves

Other items may be optional.

7. Briefing

Prior to deployment, the team leader shall ensure that each member is:

- (a) properly equipped,
- (b) briefed regarding the situation and inmate background,
- (c) briefed on the tactics to be employed, and
- (d) capable of carrying out his/her required duties.

8. Area Preparation

The unit or area to be entered should be on “lock down” or vacated by all inmates not involved in the situation.

9. Preparation of Destination

The destination and route shall be determined, cleared, and secured prior to deployment.

10. Procedure

All actions beginning with the briefing and continuing until the inmate is released at the new destination are to be video taped with the time counter operating to show fully the extent and continuous duration of the incident.

The team leader shall position other team members outside the cell or area to be entered in a manner that facilitates the entry method to be employed.

The inmate shall be instructed to:

1. Cease all non-compliant behaviour
2. Surrender all weapons
3. Dismantle/remove any barricades

4. Assume a position of submission:
 - (i) on knees
legs crossed
hands behind back, fingers locked
or
 - (ii) prone on floor
legs spread apart
hands behind back, fingers locked

The inmate shall be advised that:

- (i) Following assumption of the position of submission, the inmate will be:
 - (a) handcuffed
 - (b) searched; and
 - (c) moved to the designated location.
- (ii) No force will be used should the inmate remain cooperative
- (iii) Failure to comply with the instructions will result in the use of force which may include the use of a chemical agent
- (iv) Risk levels may be higher under certain conditions; i.e. inmate's asthma, contact lenses, heart conditions, etc.

All instructions and warnings to the inmate shall be made in a calm and non-threatening manner. They should be repeated and attempts should be made to ensure the inmate has heard and understands the warning.

11. Inmate Compliance

If the inmate complies with the instructions, the team will enter the cell in the pre-determined order. The inmate will be handcuffed, searched and escorted to the pre-determined destination.

12. Inmate Fails to Comply

If the inmate fails to comply with the instructions given, the team will enter the cell in the pre-determined order and employ the "take down" strategy outlined by the team leader. Generally this would involve the use of a chemical agent as opposed to other forms of physical force. Batons should only be used when all lesser means of force have failed, are impractical or where there are probable grounds to believe the inmate has a weapon. No force will be used as long as the inmate follows instructions and remains compliant.

The inmate will be taken down to the prone position using the minimal degree of force required to do so.

13. Secure Escort

To ensure compliance during the escort, the inmate shall be walked backwards with one team member on each side with a third member walking behind, facing the inmate, with the chemical agent in the “ready” position.

14. Chemical Agent

If a chemical agent is deployed, decontamination should occur as soon as is practical following application.

15. Removal of Restraints

Once the inmate is placed in the new destination, restraints may be removed at the discretion of the team leader.

This will include a further search of the inmate and a replacement of the inmate’s clothing.

16. Reports

The team leader shall prepare a report in each situation where the cell entry and extraction team was deployed. The written report shall be submitted along with the videotape of the incident and, when a scribe is used, the notes prepared by the scribe.

K. SECURITY ESCORTS

1. General Comments

The purpose of this section is to set out institutional policies and procedures governing the secure escort of inmates.

2. Ratio of Officers to Inmates

The number of escort officers required to perform security escorts should be as follows:

- (i) One officer may escort up to four inmates being transferred to minimum security institutions
- (ii) One officer may escort up to two inmates on medical temporary absences if the inmates are on an unescorted temporary absence program
- (iii) Transfers from higher security institutions shall normally be two officers and up to four inmates
- (iv) Transfers to higher security institutions shall be no less than two officers and up to four inmates

- (v) Security escorts such as medical and outside court from the institution shall normally be performed by two officers ratio to three inmates
- (vi) Security escorts on commercial aircrafts will normally be one to one when transfers are to higher security

3. Restraint Equipment

The escort officer, in consultation with the correctional supervisor in charge, shall decide what restraint is required, but the following will normally apply:

1. Inmates being transferred to minimum security institutions shall not be restrained.
2. Inmates being transferred to minimum security institutions in caged security vehicles shall not normally be restrained.
3. Inmates being transferred to higher security institutions will normally be handcuffed and leg ironed.
4. Inmates being transferred to higher security institutions for reasons of violence shall be placed in the regional body belt and leg irons
5. Inmates being transferred to higher security institutions on commercial aircrafts will normally have handcuffs removed while the aircraft is in the air. The captain of the aircraft has the authority to order restraint equipment left on.
6. On medical temporary absences, two sets of restraint equipment shall be mandatory except for inmates on approved unescorted temporary absence programs or other pre-release programs. Upon the inmate's arrival at the medical centre, if an upper body examination is to be done, then the leg irons will remain. If the examination is to the lower body, then handcuffs are to be retained.

Gas and firearms shall be carried with the authority of the warden.

4. Transportation

A caged vehicle with two-way radio and phone capabilities shall normally carry out all security escorts.

The driver of the escort vehicle shall be considered in the ratio of officer to inmate.

Firearms and gas shall not be left unattended in vehicles.

The security escort vehicle shall be searched prior to and after each escort.

5. Briefing

All escort officers shall report to the supervisor in charge for briefing prior to proceeding on escorts.

Particular attention shall be paid to past escapes, sentences for violence, amount of time to serve and past and present outside residences.

6. Documents

Escort officers shall ensure that all required documents are taken with escorts.

L. EMERGENCY TRANSFERS

(For other kinds of transfers, and transfer procedures, see I ADMINISTRATION.
For transfers of juveniles, see II CASE MANAGEMENT)

1. General

Inmate transfers between prisons should be kept to a minimum.

If, in the prison warden's opinion, the security of an open or community correctional centre is in immediate jeopardy, or the safety of the staff, the inmates, or the community is threatened by the conduct of an inmate, the warden may transfer that inmate to the nearest secure prison. He/she will advise the secure centre by telephone before the inmate arrives. The warden will arrange for a written report of the incident to be placed in the progress file, and for a copy of the report to be sent to the warden of the receiving prison within twenty-four hours.

A medical emergency may make an emergency transfer necessary. In that case, the prison warden will send copies of the report and the progress file to both the warden of the receiving institution and the senior medical officer.

An emergency exists when an inmate requires immediate medical care and cannot be moved to a community hospital, or requires higher security than is locally available to reduce the risk of a potentially serious threat to him/herself or others. The receiving institution will be notified in advance that the transfer is occurring.

When an emergency transfer must be made, the correctional centre director shall authorise the move and notify the director of the receiving centre. The nature of the emergency shall be recorded in the progress log. If time does not permit a progress log entry to be made, the director will communicate the nature of the emergency in writing to the director of the receiving institution within twenty-four hours of the transfer.

2. Transfer Summary

When an inmate is transferred, a transfer summary shall be entered on the progress log indicating the reason for the move, the inmate's general attitude and behaviour, time spent in custody, legal status, any security alerts to watch for and the reasons for the security alert(s).

M. CONTROL OF KEYS

1. General Comments

The objective of this policy is to set forth specific guidelines and regulations for the issue, storage, identification and control of keys.

2. Locks

All doors leading to the outside, except main entry doors, shall be kept locked except as required for special purposes, such as fire drills and special, approved program needs. Main entry doors shall be secured at 2200 hours daily and re-opened at 0700 hours the next day. The coordinator of the shifts arriving and leaving should verify that all keys are in place.

All security perimeter entrances, control centre doors, tier doors, all doors opening into a corridor, and gates shall be kept locked except when used for admission or exit of staff, inmates and/or visitors, and in an emergency. All emergency doors shall be unlocked, released, and opened at least once per shift to ensure against malfunction or destruction. They are to be used for emergency purposes only.

3. Security Classification

All keys shall be given classification as defined below. All keys shall be identified in this policy as security, semi-security, and non-security keys.

Security key - any key, that if lost, would jeopardise the security of the institution.

Semi-security - a key that an inmate is allowed to possess to secure institutional property, such as to secure laundry or canteen. A security key or an electrical panel that an officer would control must cover this type of key.

Non-security key - a key that would have no effect on the security of the institution if lost, (i.e. inmate hobby tools). Duplicate keys would be available to security for frisking purposes.

4. Register

The warden shall designate a person who shall be responsible to ensure that an up-to-date register is kept of all locks in the institution which will contain the following:

- (i) Location of the lock
- (ii) The number of the keys
- (iii) The location of each key safe and peg number, individual key ring
- (iv) Pinning code
- (v) Security classification of the key

Staff shall be issued key tags with their name engraved and will be issued keys only upon exchanging the tag for the key.

Officers assigned to the issuing of keys from key safes shall be thoroughly familiar with their duties and shall follow instructions.

5. Authorities

The designated person as noted above shall be responsible for the control, issue and cutting of all keys.

6. Access to Key Room

During the hours the prison is open, the designated person will control access to the key room. During the hours the prison is closed, the officer in charge shall have access to the key room. The seal to the safe in the gate house control room containing the armoury key will be broken and replaced with one from the envelope in the same safe. Each time access is gained, a memo giving reasons will be written by the officer in charge to the designated person responsible.

7. Transfer of Keys

Keys being transferred from one officer to another shall be passed by hand. The officer receiving the key shall give the key back to the safe as soon as possible. Under no circumstances shall keys be thrown or slid on floors.

8. Return of Keys

All security and semi-security keys shall be turned in on a daily basis to the appropriate key safe.

9. Inspections

A designated individual carries out monthly inspections of security locks and keys and writes a report.

Officers and staff in charge of posts and work areas where key safes are housed shall be responsible for ensuring the following:

- (i) The issue and control of keys shown on the inventory list posted in the security key safes
- (ii) Taking inventory of the keys under his/her charge in the presence of the officer when assuming duty

10. Inmate Authorisations

Inmates shall not, under any circumstances, be allowed to handle security keys.

Cell keys which allow inmate cell access shall be issued.

11. Lost, Missing or Damaged Keys

Any and all keys lost, missing or damaged shall be immediately reported to the officer in charge. A detailed report shall be completed.

N. TOOL CONTROL

1. General

The purpose of this policy is to outline procedures and policies for tool and equipment control.

Tools - shall include any portable, manufactured instrument which in general terms could be utilised to effect an escape, cause property damage, or be held out to threaten or harm personnel.

2. Identification

Each division or section within the prison shall be issued an identification to be stamped on each tool and small equipment in their possession.

Each tool shall be assigned one of the following security classifications.

2.(a) Non-Restricted (Class N)

Non-restricted tools are used daily and are not usually expected to be used in any dangerous or illegal way.

2.(b) Restricted (Class R)

Restricted tools are those most likely to be used in an escape attempt or in any dangerous or illegal way. Class “R” tools shall be distinctively colour-coded with a blue marking.

2.(b)(i) Hobby Craft Tools

All hobby craft tools that specifically relate to a hobby shall be authorised for an inmate’s use by the institutional head. All tools referred to above shall be strictly controlled. The inmate shall publicly display a permit authorising use on his/her cell wall.

3. Issue of Tools

Tools shall be issued by and to persons authorised by the warden only and a record shall be made of the transaction. Upon receipt, the care and custody of the tool(s) shall be the responsibility of the receiver and must be returned to the storage area as soon as possible after use.

Restricted tools may be issued to inmates and staff for daily use but must be accounted for and secured at the end of each work period.

4. Inventory

All tools shall be registered and marked for inventory purposes, and all tool control centres shall carry inventory lists of tools both in use and in storage.

5. Storage of Tools and Equipment

All tools shall be stored in the proper tool crib, cupboard, or shadow board. According to the classification of the tool and the amount of security required for its safekeeping, it shall be the responsibility of each shop, department or activity to ensure that all tools and equipment in use in their area or assigned to their area are stored in the proper manner.

6. Classification

Tools that are restricted to one specific area shall be colour-coded to denote their authorised location.

7. Storage and Disposal

Tools deemed no longer serviceable shall be withdrawn from use and held in storage until condemned and disposed of in a manner determined by the warden.

Upon receipt of new tools or the disposal of condemned tools, inventory adjustments shall be made immediately.

8. Missing or Lost Tools

When a tool or piece of equipment is missing or lost, the responsible officer shall:

- (a) notify the prison officer in charge immediately,
- (b) make a complete search of the area for the missing tool or equipment, and remain in the institution until the tool is found or staff is discharged by the officer in charge, and
- (c) complete a form entitled "Missing Tool Action Report".

9. Loaning of Tools and Equipment

No tools or equipment shall be removed from the institutional property without written authorisation of:

- (i) Division head concerned in the case of such items removed for the purpose of being used for institutional purpose or duly authorised loans
- (ii) By the divisional head concerned, for such items being forwarded for repairs, exchange or renovation

O. CONTRABAND

1. General

The purpose of this policy is for staff to identify procedures for control and storage of all contraband.

Contraband -

- (a) any article whose possession is prohibited by law
- (b) any article not authorised by the prison warden
- (c) all monies not authorised by the prison warden

The unauthorised possession of a 'dangerous substance' shall also constitute contraband material and shall be considered a breach of prison policy. (For a definition of 'dangerous substance' see below.)

2. Confiscation

Contraband shall be confiscated and, upon the authority of the warden, shall be dealt with by one of the following means:

- (i) Placed in inmates' effects
- (ii) Returned to owner, if other than inmate
- (iii) Placed in a protected setting for future disposal

All contraband must be properly tagged and sealed in plastic when possible.

Drugs and weapon contraband may be placed in the contraband vault.

An appropriately designated person on a daily basis shall pick up contraband from the contraband boxes during the normal work week. All contraband shall be recorded and stored in vaults provided.

Monthly meetings shall be conducted for the disposition and disposal of contraband.

P. CONTROL OF DANGEROUS SUBSTANCES

1. General Comments

The goal of this policy is to outline the procedures for the storage, issue and use of dangerous substances.

1.(a) Definition of 'Dangerous Substances'

1.(a)(i) Alternative 1

A 'dangerous substance' can be defined as any substance which may pose a threat or potential threat to security and the safety of staff and inmates. Examples of dangerous substances are:

- (i) Gasoline, kerosene, diesel fuel or other flammable liquids
- (ii) Cleaning agents which contain acids or caustic ingredients such as lye
- (iii) Toxic chemicals such as weed sprays, insecticides
- (iv) Toxic substances used for pest control
- (v) Other substances which may pose a threat to security and safety of inmates

1.(a)(ii) Alternative 2

'Dangerous substance' means any fluid, powder or mixture which under certain conditions will burn, scald, poison, explode, intoxicate or in any way prove harmful to persons or property, and shall include:

- 1. Paints
- 2. Thinners
- 3. Cleaning fluids
- 4. Gasoline
- 5. Kerosene
- 6. Fuel oil
- 7. Oils
- 8. Acids

9. Glue
10. Special inks
11. All caustic substances
12. Inflammable liquids
13. Defoliant
14. Herbicides
15. Fungicides
16. Insecticides
17. Fertilizers
18. Anti-freeze
19. Gestentner fluids

2. Storage

All dangerous substances held for use by institution staff or contractors must be stored in safe, secure areas and in proper, approved containers. Staff in each area storing, issuing or using dangerous substances shall be responsible for the security of such substances. Accurate records must be kept which record the type, quantity, date, time and name of the person receiving to ensure proper control of such substances.

3. Issue and Use

Dangerous substances shall be issued to authorised staff only. Inmates should use dangerous substances only under the direct supervision of authorised staff. The officer responsible for inmates who are actually engaged in work where these substances are necessary shall issue the substances. Only the minimum quantity sufficient to meet the requirements of the task, and no more than can be used during each period of work, shall be issued at any one time. Wherever possible, these substances shall be prepared for use and used under the direct surveillance of an officer. It is the duty of every officer to be on the alert for any signs of improper use or control of any dangerous substance.

4. Stocks and Storage

Stocks of dangerous substances required in the normal operation of any department shall be limited to quantities sufficient only to meet specific needs. When no longer required, such materials shall be removed from the user's department to a secure centralised storage area.

Dangerous substances, when not in use, shall be kept locked in an appropriate receptacle within the user's department. Only by members of the staff shall retain the keys.

5. Self-Contained Breathing Apparatus

5.(a) Objectives

The objectives of this policy are to ensure that:

- (a) all prisons that generally utilise locking doors, gates and barriers for the control of inmate movement shall acquire and have available for use, by trained staff, suitable types and numbers of units of self-contained breathing apparatus and related equipment;
- (b) open custody facilities, including centres which use cells or locked rooms only for brief or temporary holding or restraint purposes, are exempted from this policy unless the standing orders for the centre require staff to enter smoke-filled buildings for the purpose of rescuing/removing inmates or fellow staff; and
- (c) any institution meeting the criteria stated in policy (a) above, but which, due to unique local circumstances, can make a case for exemption may be exempted from this policy.

5.(b) Purpose of Equipment

The presence and use of a self-contained breathing apparatus is for the purpose of enabling access to smoke-filled areas or areas containing toxic emissions harmful to health.

5.(c) Instances for Use

This access is for rescue purposes or for the purpose of removing inmates prior to the entry of professional fire fighters.

5.(d) Initial Training of Officers

Officers using self-contained breathing apparatus shall be trained to a standard satisfactory to the local standards as set out.

Following initial training, self-contained breathing apparatus on-site trainers require re-training and re-certification every two years.

5.(e) Refresher Training

Officers using the equipment require refresher training on a monthly basis. The intent of refresher training is to ensure that staff are continuously familiar with breathing apparatus and related equipment.

Refresher training shall include the donning of apparatus and related equipment, operating equipment briefly, and removing, cleaning and returning equipment to its appointed place.

In addition to the monthly training, officers shall receive on an annual basis, refresher training that shall include a respirator facial fit test, a blind test practicum, and a written (pass/fail) test.

Officers who fail the written test shall be considered de-certified until such time as they are able to pass the test.

5.(f) Training Records

Each prison bound by this policy shall establish a records system dedicated to the training program. All training shall be recorded in this system.

A complete training record system for each officer shall be maintained, and shall include a master record and an individual record.

The individual record shall contain information relating to the amount and type of training provided to each officer as well as the actual time the officer uses the equipment for respiratory protection.

The designated training officer or safety training officer shall maintain the records. The individual training records shall provide the necessary information to the master training records kept by the training division or the centre as dictated by prevailing practice.

Officers chosen from current staff for training and certification in the use of self-contained breathing apparatus shall be physically fit and able to wear a respirator. Where doubt exists as to the level of fitness or ability to wear a respirator, medical advice shall be sought from a physician knowledgeable about the work and conditions of work in correctional centres. The physician shall submit a report indicating whether the officer is fit and able to wear a respirator.

5.(g) Availability of Officers

Each prison bound by this policy (or identifiable unit therein) as local circumstances dictate, shall establish and maintain a pattern of staffing adequate to ensuring that there are staff trained in the use of self-contained breathing apparatus on site at all times.

Officers not trained or not currently certified to use self-contained breathing apparatus shall not, under any circumstances, attempt to use self-contained breathing apparatus for any purpose other than participation in approved training.

Officers who are not equipped with, nor actively using, self-contained breathing apparatus and who are exposed to smoke or toxic emissions shall exit areas of exposure and shall not return until the possibility of dangerous exposure has passed.

5.(h) Proper Use of Equipment

Officers who are trained and currently certified to use self-contained breathing apparatus shall only use equipment that is stored and maintained in keeping with prison service policies as well as prevailing standards or directives supplied by the manufacturer, local compensation boards and standards associations.

5.(i) Officers to Work in Pairs

Officers using self-contained breathing apparatus shall work in pairs or larger numbers, and shall maintain communication (visual, voice, or physical contact) at all times.

5.(j) Oral Communication

Oral communication while wearing a respirator is often necessary to perform specific tasks. However, movement of facial features while talking may adversely affect the seal of the face piece. Use of various types of mechanical and electronic speech transmission devices available may minimise the possibility of face piece leakage when the user is speaking.

When a mechanical speaking diaphragm is part of the barrier between the respirator wearer and the ambient atmosphere, it shall be frequently inspected for leakage and shall be protected from puncture or rupture.

Respirators with electronic speech transmission devices having an electrical power supply shall be intrinsically safe and approved for the specific hazardous atmosphere in which they are used.

5.(k) Acquisition of Equipment

Each prison shall acquire self-contained breathing apparatus units and related equipment (fire-resistant overalls, gloves and helmets) in numbers satisfactory to local standards.

Self-contained breathing apparatus units and related equipment shall be kept in locations selected for quick accessibility, high visibility and security from tampering.

Each prison requiring self-contained breathing apparatus shall establish a program of regular maintenance of all equipment.

The maintenance shall comply with all recommendations furnished by equipment manufacturers and/or vendors as with local requirements, and shall include a replacement of air in all cylinders on a minimum of once in each three month-period unless otherwise specified by the equipment manufacturer.

Q. CONTROL OF WEAPONS/CHEMICAL AGENTS

1. General Comments

The objective of this policy is to outline to all correctional officer staff the procedures for the control of weapons, ammunition and chemical agents on armed posts, institutional property, and when in storage in the armoury.

2. Armoury Access

During the hours the prison is open a person designated by the warden will control access to the armoury.

During the hours the institution is closed, only the prison officer in charge may enter the armoury. Each time a memo giving reasons for access will be written.

3. Inventory

An inventory of all firearms, ammunition and chemical agents will be maintained and inventory cards will be checked monthly (i.e. the state of repair of each weapon and the expiry date of the gas, to ensure that weapons and gas are repaired or replaced when necessary).

4. Removal Record

Separate logbooks shall be maintained for the removal of firearms, ammunition and chemical agents from the armouries.

Any weapon or chemical agent taken out of the armoury shall be entered in the ledger provided at the armoury giving the date, type and make of weapon or chemical agent, serial number, name of person issuing the weapon or chemical agent and the purpose for which it has been issued.

5. Armed Posts

Officers assigned to an armed post shall log type of weapon, serial or weapon control number, and type and amount of ammunition issued to him/her.

Weapons being returned to the armouries will be carefully checked for serial or control numbers, ammunition counted and verified against amount issued, and properly receipted.

6. Training Required

No officer shall be issued with a weapon unless he/she has been trained in its use. An up-to-date list of officers holding a “currently qualified” status shall be posted in the armouries.

R. WEAPON LOADING/UNLOADING

1. General Comments

The goal of this policy is to provide direction to staff for the safe loading and unloading of firearms.

Firearm discharge receptacles shall be provided for the loading and unloading of firearms and shall be located at the principal entrance area, armouries, and all static armed posts.

S. FIRE PROTECTION SYSTEMS

1. Fire Protection Equipment

The warden of every institution shall ensure that the following fire protection systems and equipment are inspected, tested and maintained in accordance with fire code regulations:

- (i) Emergency lighting
- (ii) Fire detection, alarm and fire fighting equipment
- (ii) Emergency power
- (iv) Exits
- (v) Water supply
- (vi) Structural fire resistance

2. Firefighting Equipment, Planning and Procedures

The warden of every prison shall ensure that:

1. Adequate firefighting equipment is available, inspected regularly, and maintained in a serviceable condition at all times.
2. There is a plan for fighting fires, including the evacuation of a building or part of it. This plan should be developed in cooperation with the fire marshal of the area.
3. All staff are fully familiar with the operation of the firefighting equipment and fire fighting and evacuation procedures.
4. Keys to all emergency exits and to firefighting emergency equipment that may be locked in storage facilities are immediately available. Such keys should be easily identified, to avoid confusion during the emergency.
5. Practise fire drills or simulated fire drills are held at least twice a year.

6. A fire drill record is completed after each fire record drill and a copy is forwarded to the director, inspection and standards.

3. List of Firefighting Equipment and Alarm System

Required with the first fire drill report is a complete list of all firefighting equipment, the alarm system and the location of each in the centre.

4. Notification

Serious fires are to be immediately brought to the attention of the regional director, or his/her designate, the prison's commissioner and the director, inspection and standards, by telephone.

T. UNUSUAL INCIDENTS

Any discrepancies within the normal routine of the unit or any unusual behaviour on the part of inmates shall be reported in writing to the prison officer in charge, outlining the discrepancy, action taken and resolution of the problem. A copy of the report must be provided to the prison officer in charge prior to the end of the shift in which the incident occurred.

U. EMERGENCY SITUATIONS

1. Escapes and Prison Breaches

see also I ADMINISTRATION

1.(a) Definitions

Escape is defined as anyone who:

- (a) escapes from lawful custody, or
- (b) is, before the expiration of a term of imprisonment to which he/she was sentenced, at large without lawful excuse, the proof of which lies upon him/her.

Prison breach is defined as anyone who:

- (a) by force or violence breaks out of a prison with intent to set at liberty him/herself or any person confined therein, or
- (b) with intent to escape forcibly breaks out of, or makes any breach in, a cell or other place within a prison in which he/she is confined.

1.(b) Plan of Procedure

Designate an officer to be responsible for coordinating the procedures in case of escape.

Designate the officer responsible for immediately notifying the local law enforcement agency of the particulars of the escape, or breach.

Maintain an up-to-date list of all officers, with addresses and phone numbers, so that off-duty staff may be called in if necessary.

Maintain a list of posts or stakeout positions to be manned. These posts or stakeout positions may be assigned on a sector basis, depending upon the area surrounding the prison. The procedure should ensure:

- (a) that officers at assigned posts may only be removed by the officer in charge of the search operation; and for relief and/or refreshments for officers manning posts for more than two hours.

Have available a “code of instructions” for each post or stakeout position manned, giving a map of the area- residents- locations of nearest phone, and any other information that will assist the officer.

Have the armourer or other designated officer record the issuance of firearms, radios, flashlights, batons, etc., to the officers dispatched on the search.

Have the records officer:

- (a) notify the regional directors and the commissioner of the escape(s) or breach, and
- (b) prepare and forward escape or breach notices to law enforcement agencies, and include in this notice information on:
 - (i) the remnant of sentence to be served; and
 - (ii) any self-hurt behaviour exhibited by the inmate while in custody.

Have all available officers report to the responsible officer.

Have an officer designated to inform the local law enforcement agency, and any other agencies previously informed of the escape, when an escapee(s) has been apprehended by the prison’s personnel.

If roadblocks are considered necessary or desirable, approval for them shall be obtained from the local law enforcement agency.

1.(c) Files

When an inmate escapes from a prison, his/her complete file(s) shall be forwarded to the nearest records office and shall be clearly marked as an escape file with the date and time of escape recorded.

2. Suppression of a Riot

2.(a) General Comments

The purpose of riot control action is, in order of priority:

1. To isolate the riot situation
2. To contain the riot situation
3. To terminate the riot situation

2.(b) Tactical Squads

Officers shall be assigned to tactical squads and trained in the methods of riot control, and develop contingency plans for assistance from other agencies.

2.(c) Authority to Activate

Tactical squads shall be activated on the authority of the prison warden or his/her deputy, or in their absence by the officer in charge of the prison. Once activated, officers are under the direction of their tactical squad commander.

2.(d) Methods of Action

All methods of action employed in riot situation shall:

- (i) Protect life
- (ii) Prevent escape
- (iii) Protect property
- (iv) Allow inmates to surrender peacefully
- (v) Take into custody parties to the riot

3. Hostage Taking

3.(a) Local Police Force

The warden or his/her delegate shall:

- (a) immediately contact the nearest detachment of the municipal police force,

- (b) immediately maintain a ‘holding and containment’ action until the police can be brought to the scene to act as negotiators and to assume responsibility for the hostage situation, and
- (c) maintain a close contact with the commander of the police forces at the scene and provide resources and support where appropriate.

3.(b) Contingency Plans

The prison warden shall establish contingency plans which will allow for the necessary and routine function of the prisons to be maintained.

Prison service personnel shall provide resources and decision-making capability to:

- (a) support the police,
- (b) define and contain, in consultation with the police commander, a perimeter surrounding the scene, and
- (c) provide background information regarding the perpetrator(s), hostage(s), physical layout, etc.

4. Bombs and Bomb Threats

4.(a) General Comments

Bomb threat - a written or oral communication which indicates a destructive device is on the premises.

Destructive device - any object capable of exploding and causing personal injury or damage to property.

Safe zone - an area to which a destructive device may be safely removed and examined or detonated.

While many bomb threats may be false and intended as frivolous or disruptive, each threat shall be considered genuine until shown otherwise. Even in the absence of direct information of a threat, staff should be alert to suspicious items or unusual circumstances which might be reasonably considered a threat.

4.(b) Types

The most common types of bomb threats are:

- (i) An anonymous telephone call warning that a bomb will explode at a specific time (this may be made directly to the correctional centre, or indirectly through a police detachment or other office)
- (ii) An anonymously written note so saying

(iii) Confidential information from an inmate advising he/she has been so informed

4.(c) Responses- Telephone Threats

The officer receiving the call should keep the caller talking as long as possible in order to determine the:

- (a) specific location of the device,
- (b) time set for detonation,
- (c) type of explosive and potential damage,
- (d) reason for this action, and
- (e) characteristics of the caller.

The prison warden shall be notified immediately and in turn shall contact the local police detachment for instructions and assistance in the search and investigation.

The prison warden shall assess the circumstances and determine:

- (i) The search methods to be deployed
- (ii) Whether evacuations are necessary
- (iii) Adequate security and safety for search and evacuation
- (iv) Appropriate instructions and advice to staff and inmates respecting search and evacuation

Actions to be taken when written notes or letters, and confidential information are brought to the attention of prison staff from an inmate shall perform the following:

1. The officer receiving the note or information shall immediately notify the warden.
2. The prison warden or officer in charge of the prison shall assess the circumstances and determine whether action is required.
3. Written threats, including the envelope in which it was sent, should be handled and preserved for evidentiary examination. A photocopy should be made to restrict handling to one officer only. That officer should initial and date the time of receipt.
4. Confidential information from an inmate shall be made the subject of a written report by the receiving officer, and forwarded to the prison warden or officer in charge of the prison.

4.(d) Search and Locating

Extreme care must be exercised in conducting a search for explosive devices. Any unusual or out of the ordinary item which creates suspicion should not be disturbed.

An area containing a suspicious item or suspicious circumstances shall be evacuated and entry shall be prohibited.

The local police detachment shall be notified and the advice and services of that detachment shall be obtained.

Explosive ordinance disposal expertise should be obtained through the police or the armed forces.

5. Protection of Evidence in Critical Incidents

5.(a) General

Critical incidents - shall include suicides, assault, arson, wilful damage, escapes, industrial and vehicle accidents.

5.(b) Responsibility

The initial responsibility of the first officer to attend the scene of a critical incident shall be to render first aid, if required, until the arrival of a more competent person.

Next is the responsibility to protect all evidence relating to the incident. In order to do this, it may be necessary to either:

- (a) prevent other personnel from entering the site, or
- (b) prevent other personnel from moving, touching or altering existing site conditions.

5.(c) Evidence Matter

In all cases, adequate steps must be taken to protect such evidence matter as:

1. Footprints, fingerprints, and tire marks
2. Tools and tool marks
3. Weapons, blood stains
4. Personal property and clothing
5. Narcotics and drugs
6. Correspondence

5.(d) Firearms

When a firearm has been discharged resulting in any injury or death, the firearm, upon being returned to the armoury, shall be sealed for evidence and labelled with the returning officer's name, the return date and time and the receiving officer's name, the return date and time, and signature.

5.(e) Written Reports

Written reports shall be submitted by attending officers on all critical incidents. All correctional centres shall develop and maintain written contingency plans detailing responses and assigning responsibilities for responding to critical incidents.

V. YOUTH SECURITY, CONTROL AND SUPERVISION

1. Control Centre

All youth containment/detention centres shall maintain a control centre to provide order and security.

Discussion:

A control centre is essential for integrating various security and communicating systems. The centre should be staffed on a twenty-four hour basis and access to it shall be limited to authorised personnel.

In camp settings, control centre staffing shall be determined by program requirement.

The control centre shall be responsible for:

- (a) current information on youth population counts and distribution;
- (b) key control;
- (c) communication systems within the centre and with externally positioned personnel;
- (d) monitoring and recording visits; and
- (e) any other responsibility assigned by the director of the centre for the orderly operation of the program.

2. Communication Systems

At the beginning of each shift, the officer in charge of the shift shall ensure that the security communication systems are tested, and malfunctions noted and immediate steps taken to rectify malfunctions or provide temporary alternative means of communication pending repair of the regular systems.

Discussion:

The intent of the standard is to ensure that the systems upon which staff rely for security communications are adequate for purposes relating to the security, safety and welfare of staff and resident youths alike.

3. Safety Systems

The director of every institution and youth centre shall ensure that the following fire protection systems and equipment are inspected, tested and maintained in accordance with fire code regulations:

- (i) Emergency lighting
- (ii) Fire detection, alarm and fire fighting equipment
- (iii) Emergency power
- (iv) Exits
- (v) Water supply
- (vi) Structural fire resistance

4. Security Checks

All bars, windows, locks, walls, floors, ventilation covers, glass panels, access plates, protected screens, doors, emergency alarm systems, and other security facilities shall be subject to a daily visual check for operational wear and tampering by resident youths. The results of these inspections shall be noted in the unit log and exception reports shall be submitted in writing to the officer in charge or director.

Discussion:

It is necessary that inspections be performed on a scheduled basis and that the results be recorded in a formal manner. Any defective security equipment should be replaced immediately. Such inspections should be scheduled so as not to form a set and predictable routine.

An exception report is prepared when signs of inmate tampering or unacceptable wear are noted in the visual examination.

On a weekly basis, all bars, windows, locks, walls, floors, ventilation covers, glass panels, access plates, protected screens, doors, emergency alarm systems, and other security facilities shall be subjected to a rigorous physical examination in order to ensure structural integrity and to confirm the results of the daily visual examination. The results of these inspections shall be noted in the unit log, with exception reports to the officer in charge or director of the centre.

Discussion:

The weekly physical examination, as opposed to visual inspections, shall involve the officer physically testing the security systems and communications components listed in the standard.

5. Security Systems

All security perimeter entrances, control centre doors, unit doors, gates and all doors opening into a corridor, shall be kept locked except when used for admission or exit of staff, inmates and/or visitors, and in an emergency.

Discussion:

The standard assumes certain exceptions such as sleeping room doors in periods during which resident youths are not confined in their rooms and enjoy authorised access to the adjoining areas(s). The standard affirms that vacant, unassigned sleeping rooms should remain locked and beyond the routine access of resident youths.

6. Searches

A search shall be made of each individual room prior to the occupancy by a new youth.

Discussion:

The purpose of any search is to determine that an area is free of contraband. Responsibility for contraband objects can then be more clearly allocated.

For all secure custody centres, a visual inspection of each youth confined to a room or dormitory and the area immediately surrounding each housing unit shall be conducted by staff of the youth custody centre at intervals not to exceed one half hour, and more often as required, when youths are confined to their individual housing units.

Discussion:

It is imperative that staff be aware of what is happening in their particular area of responsibility. The major emphasis for such knowledge should be the well-being of the youths under their care and control. These inspections should be at irregular intervals so as not to form a set and predictable pattern.

For all open custody centres, a visual inspection of each youth confined to a room or dormitory and the area immediately surrounding each housing unit, shall be conducted by

staff of the youth custody centre. This shall occur at intervals not to exceed one hour, and more often as required, when youths are confined to their individual housing units.

Discussion:

It is imperative that staff be aware of what is happening in their particular area of responsibility. The major emphasis for such knowledge should be the well-being of the youths under their care and control. These inspections should be at irregular intervals so as to form a set and predictable pattern.

Searches shall be conducted on a regular basis of all common and program areas of the youth containment/detention centre to which youths have access.

Discussion:

The purpose of the search is the detection and seizure of contraband objects. The schedule of the searches will be determined by the director and will not, on a regular basis, include the room or property of a youth which are subject to search only where there are reasonable and probable grounds to believe the youth is in possession of contraband, or upon the authority of the director.

7. Counts

Total youth population identification and count shall be made at the commencement of each regularly scheduled shift and on at least three other occasions during the shift. The results shall be recorded in writing at the control centre. The record will also identify the staff member responsible for the entry.

Discussion:

The count procedure should not unduly delay or disrupt program activities. Staff who will be responsible for youth supervision should conduct it. Where accounting is made of sleeping or motionless youths, evidence of life must be forthcoming. All counts shall take into consideration resident youths who are temporarily absent from the centre. Where a count discrepancy is apparent, it will be necessary to repeat the procedure for confirmation purposes. Appropriate emergency responses to confirmed count discrepancies may vary from centre to centre.

A formal count shall be conducted prior to and immediately following all mass movements of youths.

Discussion:

Wherever there is a mass movement of youths from one part of the centre to another area, for such purposes as work, meals, recreation, etc., a count shall be conducted.

An informal count shall be taken of youths at various and unscheduled times and under situations not included in the formal count.

Discussion:

An ongoing informal counting procedure helps to keep staff aware of the placement of youths within the facility and its programs.

8. Supervision

Youth supervisor posts shall be located so as to permit staff to be aware of, and respond to, indications of youth needs.

Discussion:

The location of staff as close as possible to living areas and program activities is necessary for staff to be aware of activities in the area, able to maintain security and control and properly positioned to respond to indications of need.

The custody and control of youths shall not be delegated to other youths in a containment/detention centre.