



Ministry of Community Safety and Correctional Services

Correctional Services Division

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MEMORANDUM TO: Correctional Officers

FROM: Steven F. Small
Assistant Deputy Minister
Adult Institutional Services

Marg Welch
Ministry MERC Co-Chair

Eduardo Almeida
OPSEU MERC Co-Chair

DATE: October 30, 2009

**SUBJECT: Implementation of Security Provisions and Inmate
Population Management Committee
Recommendations**

Public safety, institution security and the health and safety of all Correctional Services employees are of utmost importance to all of us working in this ministry.

As you may be aware, a joint employer/union Security Provisions and Inmate Population Management Committee (SPIPMC) recently concluded its work. Members of this committee, a sub-committee of the Ministry Employee Relations Committee (MERC), met on several occasions to discuss various ideas, options and recommendations concerning security provisions and inmate population management within our correctional institutions. A number of thoughtful and practical suggestions were contained in responses received from a survey of frontline institution staff.

We would like to thank all of the members of the SPIPMC for their tireless efforts in producing a report with clear, concise and practical recommendations that were both effective and cost efficient. The recommendations that will be

implemented will enhance security and improve inmate population management within ministry facilities.

It is essential that this ministry utilize its current financial and staffing resources in an effective and cost efficient manner. Implementation of committee recommendations will be made within this context.

The recommendations of the committee have been divided into three categories:

- (1) To be implemented as soon as possible
- (2) To be reviewed as soon as possible for potential future implementation; and
- (3) To be re-visited at a later date or referred to another entity

Recommendations **to be implemented as soon as possible** are as follows:

- ✓ Issuance of policy direction regarding inmate institution and personal clothing exchanges
- ✓ Standardization of security equipment in all ministry correctional facilities
- ✓ Discussions in relation to dissemination of intelligence reports will be held with the Ontario Corrections Intelligence Unit (OCIU) and the Union
- ✓ Communication to the field of the process to identify, classify and designate inmates who may be members of security threat groups
- ✓ As a best practice, separation of inmates serving intermittent sentences from those serving straight sentences
- ✓ As a best practice, identification of a single staff entrance/exit at all facilities and, where feasible and practicable, a separate entrance/exit for staff and the public
- ✓ Reinstatement of a single entity responsible for provincial allocation of institution bed spaces for inmates
- ✓ As a best practice, prioritization of infrastructure, maintenance, repair projects in institutions in order to avoid multiple living unit closures
- ✓ Referral of all assaults of staff by inmates to appropriate police agencies for investigation and advise employees of the policy and procedures for laying of an information before a Justice of the Peace
- ✓ Utilization of the Offender Tracking and Information System (OTIS), Visits module, which will also assist in identifying security threat inmates and “non-association” designations.
- ✓ As a best practice, limitations on internet access on computers in specific areas of institutions, based on need and accessibility
- ✓ Standardization of emergency codes in all institutions
- ✓ Development of in-house canine units. As a best practice, regular utilization of canine searches in all institutions
- ✓ Development of a process to ensure inmate trust accounts in all institutions are monitored, in conjunction with the Ontario Corrections Intelligence Unit

- ✓ Commencement of periodic, unannounced searches of staff personal belongings and lockers. These searches are to be conducted in the presence of a Manager and a Union representative
- ✓ Implementation of a thorough assessment of inmate housing needs prior to designating an inmate as requiring protective custody

Recommendations ***to be reviewed as soon as possible for potential future implementation*** are as follows:

- ✓ Analysis of costs for different inmate institution clothing
- ✓ Evaluation of inmate identification technologies
- ✓ In consultation with MERC and the Provincial Joint Occupational Health and Safety Committee (PJOH&SC), review the ideas of rapid response teams and centralized Institution Crisis Intervention Teams (ICIT)
- ✓ Analysis of the possible use of walk-through metal detectors in facilities
- ✓ Analysis of the use of a platoon scheduling and deployment system in all institutions

Recommendations ***to be re-visited at a later date or referred to another entity*** are as follows:

- ✓ Review of the feasibility of reinstating an additional rank between the Correctional Officer 2 and the Operational Manager positions
- ✓ Implementation of an enhanced background check (i.e. including a personal history questionnaire and declaration) process for prospective employees and volunteers
- ✓ Review of the current, “12-hour lock up” requirement and the barriers that may impact on inmate programs
- ✓ Development and implementation of an enhanced program delivery model for remanded and sentenced inmates
- ✓ Review of the number of inmate telephones in each institution and, where feasible, increasing telephone access for inmates
- ✓ Addressing of perimeter security issues through the on-going Security Audits

The issue of staffing of food service operations at various institutions was raised during Committee discussions. At this time, the Ministry will continue its current practices and commitments concerning Cook Chill operations.

All strategies for implementation of recommendations will be discussed at meetings of the MERC and/or the PJOH&SC, sub-committees of these committees, or at related local committees.

You will be provided with additional information concerning these initiatives as the process unfolds.

We believe in working together to maintain public safety and improve the working conditions within correctional institutions to ensure the safety of all employees and the inmates in our care.

Originally signed by

Steven F. Small

Marg Welch

Eduardo Almeida

cc: Jay Hope, Deputy Minister, Correctional Services
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