



Woodstock Police Force

Standing Order

Date: March 11 th , 2024	Standing Order: 2024-005
Subject: Care and Handling of Detainees Policy	
Link to Supporting Documentation:	
Good day. The following Care and Handling of Detainees Policy has been updated. <u>Reason for Policy:</u> To provide direction with respect to the administration and operation of our detainee facilities. To provide for the secure and appropriate incarceration of detainees while ensuring the safety and well being of all persons involved, and to ensure persons held in police custody are treated with decency and provided with all of the rights accorded by law. A PDF version has been saved to WPF "TrueNAS U" drive /wpfshare /WPF POLICIES. With thanks,	
Approval – M. Bennett, D/Chief of Police	Date: March 11 th 2024
Signature: 	

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Subject: Care and Handling of Detainees Policy

Policy Number: 2024-005

Effective Date: March 11th, 2024

Next Review Date: March 11th, 2027

Area(s) This Policy Applies to:

Office Responsible for Review of this Policy:

All Staff

Chief of Police or Designated Agent

Related Instruments:

Policy Sponsors:

Chief of Police

D/Chief of Police

Document Pages (including Title Page):

This document consists of 21 pages

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Woodstock Police Force

Date of Passage of Current Framework:

March 11th, 2024

**I certify that this Policy was adopted by Woodstock Police
Force as indicated above.**

Date of Revision:

March 11th, 2024

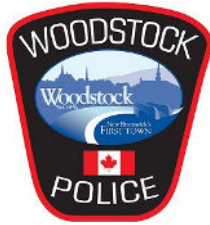
Woodstock Police Force

Approval Date:

March 11th, 2024

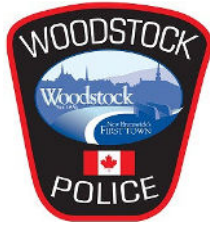
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Mark Bennett, D/Chief of Police

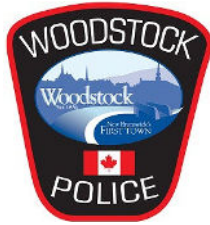


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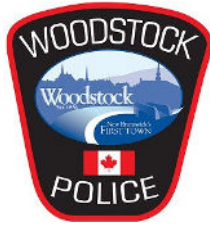
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1. POLICY:

1. The detention facility will be administered under the authority of the Chief of Police and the responsibility of the designated Supervisor.

Shared Use of Detention Facility

2. A memorandum of Understanding (MOU) will be required where the detention facility is shared or utilized by other police agencies to outline the responsibilities of both parties.

Personnel/Equipment/Techniques

3. Only appropriately selected and trained personnel will be employed in the detention facility and the appropriate equipment and techniques.

Physical Conditions

4. Provide and maintain the required physical conditions for detainees, in keeping with the relevant Federal, Provincial and Municipal Acts and regulations, including:

- sufficient lighting,
- circulation of air,
- access to a toilet, wash basin or shower and drinking water,
- a bed and bedding for each detainee held in excess of eight hours, and
- the capability of providing the required facilities for detainees deemed to be suicidal or self-destructive.

Sanitary Conditions

5. Sanitary conditions will be maintained that include a regular sanitation inspection.

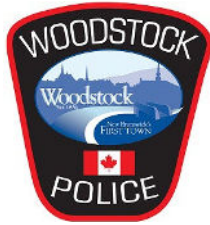
Access to Facility

6. Controlled access to the facility and to the detainees will be provided.

Medical/Health Requirements

7. Medical and health care services will be provided for detainees, including:

- emergency and routine medical response,
- a complete first aid kit,
- dispensing medications, pharmaceuticals or other medical services, as per physician's instructions,
- the handling of detainees with infectious diseases,



- the handling of detainees where the detainee is of questionable consciousness and/or well-being.

Meals

8. Three meals will be provided to all detainees during each 24-hour period and provide for the nutritional and dietary requirements of detainees.

Detainee Visits

9. Detainee visits will be provided at the discretion of the shift supervisor under a secure environment.

Segregation of Detainees

10. Young persons will be detained separately from adult detainees and female detainees will be kept separate from male detainees.

Special Handling and Close Observation

11. Special handling, treatment and close observation will be provided to persons who are:

- under the influence of alcohol or other drugs,
- of questionable consciousness or well-being, or
- violent or self-destructive.

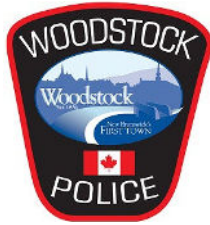
Security

12. The detention facility will establish and maintain security conditions, including:

- the securing of firearms outside the detention facility,
- a regular (i.e. at least weekly documented security inspection of the detention facility, including a search for weapons,
- a documented security check, including a search for weapons prior to each use of an unoccupied cell,
- a search of all detainees before entry into a cell and a written, itemized inventory of all property taken from a detainee,
- a complete listing of all detainees,
- a security alarm system linked to a designated control point,
- a video surveillance and recording system for all detainee booking areas,
- registering names of visitors,
- monitoring visits.

Escape

13. Provide procedures to be followed in the event of detainee escape.



Fire Prevention and Protection

14. Establish and maintain approved fire prevention and protection equipment and procedures, contained in a comprehensive fire plan addressing:

- appropriate procedures for the prevention and prompt control of a fire,
- the type and location of approved fire protection equipment including, heat and smoke detection systems, an automatic fire alarm and emergency power,
- the documented inspection and testing schedule for approved fire protection equipment.

Emergency Evacuation

15. A written emergency evacuation plan for the facility will be established, that will include designated and signed emergency exits directing the evacuation of persons to hazard-free areas.

Arrests Exceeding Capacity

16. Provide for the handling of detainees in the event of a group arrest that exceeds the maximum capacity of the detention facility.

Booking

17. A booking process will be established that includes:

- arrest information,
- taking note of apparent physical and psychological condition of detainee,
- taking note of medications taken by the detainee,
- asking the detainee about any allergies including food allergies,
- property inventory and disposition.

Property

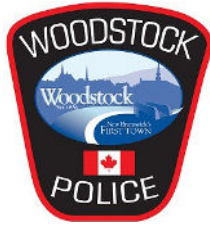
18. A system of handling, securing, returning and disposing of detainee property will be established.

Access to Counsel

19. Ensure private access to counsel or legal aid assistance and ensure access to a telephone and a telephone directory including legal aid counsel.

20. Recent court decision regarding right to Counsel, R Vs Landry, Court of Appeal, NB 2020 has identified

- Police have an obligation to provide Right to Counsel (RTC) without delay, which means at the first reasonable opportunity;
- The advent and popularity of cellular phones has somewhat changed the concept of “the first reasonable opportunity” because of the access to cell phones at roadside;



- The presence of cell phone(s) constitutes one circumstance that must be given some consideration by police officers to determine when the “first reasonable opportunity” exists; **R v. Tremblay 2021 QCCA**;
- Some exceptional circumstances may occur wherein police may be justified in suspending the RTC for a short period of time; **R v. La 2018 ONCA 830**;
- There is no exhaustive list of “exceptional” circumstances and scenarios that would allow the temporary suspension of the RTC; however, some acceptable examples may include:
 - ◇ Real risk or threat to police or public safety;
 - ◇ Imminent risk of destruction or loss of evidence;
 - ◇ Risk of compromising on ongoing investigation.
- Exceptional means it is the “exception” and not the rule, thus in each case where the RTC will be – suspended, the police officer must be able to **articulate** the reasons; The officers must be able to **articulate** a legitimate reason for suspending the right to counsel (urgent circumstances, medical circumstances, officer safety);
- In **R Vs Landry**, the court found a “usual practice by police” is not a legitimate reason.
- A breach of Section 10(b) rights will be inevitable when RTC are suspended without justification.

Supervision

21. The constant supervision and monitoring of detainees will be provided to ensure that each detainee is visually checked frequently by staff. The supervision of detainees by personnel of the opposite sex will not be carried out, except under exceptional circumstances.

Inspections

22. Document all inspections of the facility and require the recording of significant or unusual occurrences.

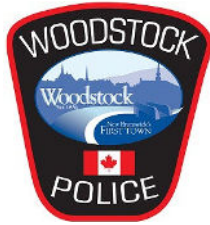
Release

23. Ensure that a detainee’s opportunity for lawful release from custody is not impeded.

2. PROCEDURES:

A. Responsibility for detention facility

1. The operation and maintenance of the detention facility will be the responsibility of the designated officer.
2. The on-duty Supervisor will be responsible for the security and safety of detainees held in the detention facility.



B. Access to detention facility

1. Only authorized personnel will have access to the detention facility.
2. When there are no detainees in the cell block, maintenance personnel will be escorted into the detention facility by a sworn officer.
3. When detainees are in cells, the Supervisor will facilitate maintenance by securing detainees in areas where they can be secured without risk of escape or injury to themselves or others.

C. Physical conditions for detainees

1. All lighting in the detention facility will be maintained to National Building Code Standards. Air conditioning and heating equipment will be maintained to National Building Code Standards.
2. Each detainee will have access to a toilet, wash basin or shower and drinking water. Each detainee will be provided with bedding if the Supervisor is satisfied in providing these items the security/safety of the detainee/officer/guard would not be compromised.

D. Sanitation

1. The on-duty Supervisor or Commissionaire will inspect the detention facility, each day, for cleanliness and will ensure the sanitary condition of the facility.

E. Guards

2. The Woodstock Police Force uses the guarding services of Commissionaires by way of a Service Level Agreement ("SLA"). Commissionaires is responsible for confirming all pre-requisites and training are met.

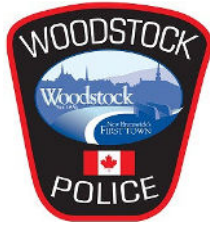
F. Booking detainees

Detainee Delivered from Outside Agency

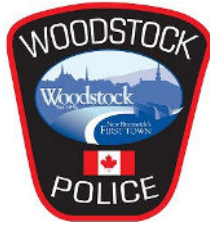
- a. Where a detainee is received from an outside agency, positive identification of the person delivering the detainee will be required, including verification of the person's authority to make the committal. A detainee arrest booking sheet will be completed for each person booked into the detention facility by the booking officer. All detainee records will be kept confidential.

Searches

- b. Detainee searches may involve the following:
 - i. **body search** – the thorough search of clothing at the time of an arrest,



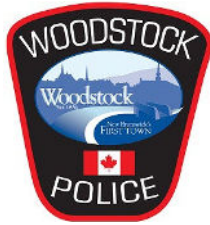
- ii. **strip search** – the thorough search and examination of a person’s clothing and body, allowed only where:
 - the safety of the detainee, or others, is at risk,
 - concealment of evidence obtained during the commission of a crime exist,
 - concealment of items which could cause injury and death exists, and
 - other circumstances, including the nature of the offence, dictate the need for a thorough search.
- iii. **when conducting strip searches:**
 - conduct the search in privacy,
 - ensure closed circuit television monitoring systems (CCTV) are de-activated,
 - conduct strip searches of a person of the same sex and in the presence of another police officer or guard,
 - only conduct strip searches of the opposite sex where immediate risk of injury or escape exists,
 - use latex gloves and take appropriate precautions for protection, and
 - consult a qualified medical practitioner if they accidentally puncture themselves or come into a contact with bodily fluids.
- iv. **internal search**
 - refer to **WPF Strip Search Related to R v. Golden SCC 83 Standing Order 2024-001** Section 4.
- c. All detainees will be searched by the booking officer before being incarcerated in the detention facility i.e.:
 - i. when a person is arrested, the arresting officer must make a cursory search of the detainee’s person to determine if there are any concealed weapons, evidence or contraband,
 - ii. prior to placing the detainee in a police cell, the arresting officer should ensure that the clothing of the detainee, including underclothing, is searched,
 - iii. a detainee should never be searched in the cell in which they will be incarcerated,



- iv. whenever a detainee is to be held in custody, the detainee must be searched for the following:
 - anything which could facilitate the detainee's escape, anything which may afford evidence to substantiate a charge (i.e. anything that relates to any accusation that the person may be charged with and any property that may be a clue to the commission of an offence), and
 - all items of value belonging to the detainee.
- v. a guard or officer may search a detainee of the opposite sex **ONLY IN AN EMERGENCY** and then only for weapons or contraband that could cause injury to the detainee or other persons i.e.:
 - officers must not search detainees of the opposite sex beyond the point necessary to determine that a weapon is not concealed or that evidence is not being destroyed,
 - if a female detainee is being incarcerated, a thorough search of the detainee's clothing, including underclothing, must be conducted by a female officer, and
 - if a female officer is not available to search the detainee, the search will be conducted by a female guard with an officer standing by in case of emergency.
- vi. no persons, other than the guards and officers required, will be present while the search is in progress.

Detainee Effects

- d. With respect to a detainee's effects:
 - i. Detainee effects taken for safekeeping will be the responsibility of the police force while the detainee is in custody.
 - ii. Items removed from a detainee are the detainee's legitimate property and may or may not be of an evidentiary nature.
 - iii. Any items taken from a detainee that could be evidence is to be exhibited in the usual fashion and not placed with the detainee's personal property, a notation should be made on the detainee arrest booking sheet that the items have been seized and exhibited.
 - iv. All items removed from a detainee will be placed on a numbered property bag and listed on the detainee arrest booking sheet which will be signed by the detainee and witnessed by the booking officer and another officer or guard.



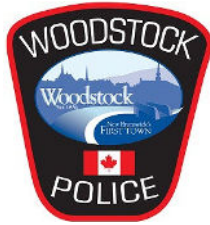
- v. If a detainee will require the signature of another officer, guard on the arrest booking sheet, verifying the property taken from the detainee.

Fingerprinting Detainees

- e. The *Identification of Criminals Act* and *Order-in-Council PC 1992-1354* authorize the taking of fingerprints and photographs of a person in custody charged with, or under the conviction of, an indictable offence and the use of as much force as is necessary to do so. A dual procedure offence is considered an indictable offence until the Crown makes a decision to proceed by summary conviction.
- f. The fingerprinting of persons charged with, or in lawful custody for, an indictable or dual procedure offence, will be carried out as follows:
 - i. A complete set of fingerprints will be taken using the digital (Live Scan) System. The system automatically uploads the prints to the RCMP Fingerprint Central Depository. As well, Live Scan prints a copy of the fingerprints and photo of the charged person on a C-216 form which is placed in the operational case file. Once a disposition is known the Police Force access the Central Depository via a secure Access Portal and will update, make any changes or additions to the persons file and then resubmit the file to the RCMP Fingerprint Central Depository.
 - ii. If it is not possible to take a complete set of fingerprints due to a person's mental or physical condition, the charged person can be released with conditions to return at a later date to fulfill the obligations of the *Identification of Criminals Act*.
 - iii. Section 2(2) of the *Identification of Criminals Act* allows "such force may be used as is necessary to the effectual carrying out of the application of the measurements, processes and operations described under subsection 1". However, if at all possible, force should not be used to obtain fingerprints.
 - iv. In the case where the person was released from custody prior to the fingerprints being taken, or the person refuses to comply to give his/her prints and photograph, police may lay a charge by way of an information, and/or make an application to the court of jurisdiction to obtain a warrant for the purposes of taking fingerprints from individuals. Failing to, or refusing to, comply with the requirements of the *Identification of Criminals Act* is an offence under the Act.

Photographing Detainees

- g. The photographing of detainees will be carried out as follows:
 - i. the digital camera incorporated into the Live Scan system shall be used to photograph the detainee,
 - ii. a full-face view photograph or image should be taken, focusing on the subject's eyes,



- iii. profile pictures of the detainees left and right sides should also be captured, and
- iv. all photographic digital images will be archived and disposed of in accordance with the Retention and Disposition Schedule contained in Part 5.1, Operational Records.

Palmprints

- h. The Identification of Criminals Act permits the taking of palmprints, if required, as part of the fingerprinting process; however, palmprints must not be forwarded to the RCMP Information and Identification Services Directorate. All palmprints must be retained on file.

Young Offenders

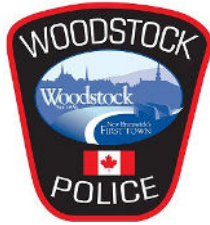
- i. With respect to young offenders:
 - i. young offenders should only be incarcerated as a last resort to meet legal requirements,
 - ii. the Supervisor will be notified whenever a young offender is arrested,
 - iii. all young offenders will be incarcerated in the detention facility completely separate from adult detainees,
 - iv. where possible, one cell in particular will be set up to provide for young offenders, as required,
 - v. female young offenders will be incarcerated in the detention facility completely separate from male detainees.

Female Detainees

- j. Female detainees will be incarcerated in the detention facility completely separate from male detainees, and where possible, a female police officer or female guard will be present in the detention facility during the booking procedures and incarceration.

Detainees under the Influence of Alcohol, Other Drugs, Violent or Self-Destructive

- k. Where it is necessary to incarcerate a detainee who is under the influence of alcohol or other drugs, or who is violent or self-destructive:
 - i. at no time will an unconscious detainee be placed in a cell,
 - ii. where applicable, under the authority of the Supervisor the detainee should be transported to a facility better equipped to deal with their physical or mental condition,
 - iii. a guard will be called in to guard/monitor the detainee,
 - iv. all movement of intoxicated detainees will be properly recorded in the detainee log book, and
 - v. when a doctor prescribes medication for a detainee, the doctor's instructions must be followed explicitly when administering the drug and all pertinent entries will be made in the detainee log book and the detainee arrest booking sheet.



Large Group Arrests

- I. Where large groups of detainees are arrested and have to be detained in custody the Supervisor will be responsible for directing the action taken, the assistance of area police forces should be considered, and every effort should be made to release as many detainees as possible on Promises to Appear or Release by Officer in Charge.

G. Security

Cell Keys

- a. Cell keys will be maintained in the detention facility, under the control of the guard on duty. A duplicate set of cell keys will be kept appropriately tagged, securely stored but readily available in case of emergency.

Firearms Security

- b. When entering a detention facility and detainees are in custody or being brought into custody, officers will secure their weapons outside of the detention facility.

Security Check of Detainees

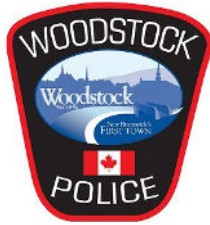
- c. Each cell will be searched prior to a detainee being placed in the cell by the booking officer and the search should be noted by the booking officer in the log book. When items are found which pose a risk to the safety of police personnel or detainees, a full report will be provided to the Supervisor.

Closed Circuit Monitoring System (CCTV)

- d. Where a closed-circuit television monitoring system is installed:
 - i. a sign in both official languages must be posted in well viewed locations to inform the detainee that CCTV is in use,
 - ii. the system will be monitored at a control point (e.g. in the communications centre, guard station), as approved by the Chief of Police or delegate,
 - iii. unless local policy dictates otherwise, the digital recordings of CCTV feeds will be secured and stored for a minimum of thirty (30) days after date of recording after which will be dealt with as per local policy.
 - iv. The video monitors will be kept “live” throughout all shifts on a 24-hour basis.

Weekly Security Inspection

- e. A weekly inspection of the detention facility will be conducted and appropriate notes will be made in the detention facility log book.



H. Supervision of Detainees

Supervision

- a. Full-time supervision of detainees in the detention facility will be conducted on a 24-hour basis.

Closed Circuit Television Monitoring

- b. All detainees incarcerated in the detention facility will be monitored by closed circuit television (CCTV) monitoring. Where more than one cell is occupied, the closed-circuit television monitoring system will be configured to either:
 - i. Monitor each cell by alternating the monitor to each cell continuously while the detainees are in custody, or
 - ii. By showing all cells simultaneously on the monitor.

The Supervisor will conduct the necessary checks to ensure that detainees are monitored as required.

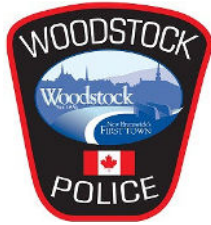
Visual and Physical Monitoring of Detainees

- c. A detainee population count will be conducted at least once each shift. The guard will conduct a physical tour of the detention facility to visually check on and make observations of each detainee from the outside of the cell. These physical checks by guards will be done at a minimum of fifteen-minute intervals, and all observations will be noted in the prisoner/detainee logbook.
- d. Where a detainee's mental or physical condition is suspect, the detainee should be kept under constant and increased observation by maintaining adequate lighting in the cell area, engaging the detainee in brief periods of conversation and observing the detainee's breathing action if asleep.
- e. If a detainee appears to be sleeping, extra care must be taken to ensure the detainee is breathing properly, especially if the detainee is intoxicated – the guard shall immediately notify the shift supervisor or another officer of their observations and any concerns. The shift supervisor or another officer, will attend to verify the detainee is not unconscious. Each visual check of a detainee will be recorded in the detainee logbook by the guard, noting date, time and guard's signature.

Note: If it is necessary to enter a cell, for any reason, a police officer must accompany the guard. The only exception is a medical emergency where it is obvious that the detainee's life is in jeopardy and authorization to do so has been given by the shift supervisor.

Detainee Supervision by Opposite Sex

- f. Where possible, detainees should be supervised by guards of the same sex. Where this is not possible, guards of the opposite sex may be used. In these instances, care must be given to afford the detainee sufficient privacy to maintain dignity and privacy while maintaining detainee security



and safety. There will be no physical contact between a detainee of the opposite sex and a guard without the presence of another guard, preferably of the same sex as the detainee.

I. Police Responsibilities

Access to Counsel and Legal Aid Assistance

- a. Detainees must be given every assistance to contact a lawyer by making available a telephone book, telephone and Legal Aid Directory, when required. All incidents and times of telephone calls will be recorded in the detainee logbook, and the Supervisor will be responsible for ensuring that a detainee has been given every reasonable assistance to contact a lawyer/legal counsel, in private.

Confidential Access to Counsel

- b. Care must be taken to ensure that a detainee in custody is provided the opportunity for confidential and private access to legal counsel. In cases where a lawyer attends at the police office to visit a detainee, all details of the visit will be recorded in the detainee logbook including names, time of visit, length of visit and who spoke to the detainee.

Detainee Meals

- c. The Supervisor on duty will be responsible for ensuring that detainees are fed. Detainees in custody will be fed three meals a day, at normal meal times except in exceptional circumstances (e.g. diabetic detainees). Detainees will be provided with paper/foam cups and paper/foam plates and will not be supplied with knives or forks (i.e. if a spoon is provided it must be recorded on the detainee logbook and taken back as soon as possible). Meals will not be handed directly to detainees but will be placed through the appropriate cell opening.

Diabetic Detainees

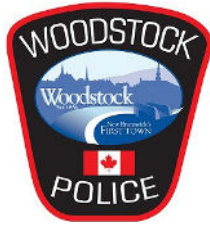
- d. Where a detainee is suffering from diabetes that detainee must be given meals every four to five hours and should receive the type of food unique to their nutritional program (i.e. foods containing sugar should be avoided). The detainee should receive snacks between meals, in particular, before retiring.

Religious Restrictions

- e. When a detainee's religious beliefs preclude the consumption of certain foods, alternate food should be provided. A record will be kept in the detainee log book recording the details of each meal served, as well as the refusal of any detainee to eat.

Release from Custody

- f. The Supervisor will be responsible for ensuring the lawful release of a detainee. A detainee's opportunity for lawful release from custody will not be impeded or obstructed.



J. Medical and Health Care

Infectious Diseases – Precautions

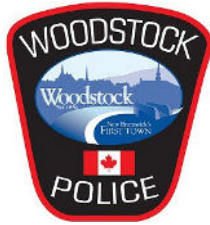
- a. Officers should exercise due caution in the handling of detainees at all times but with respect to detainees having, or suspected of having, infectious diseases:
 - i. the detainee should be segregated in the detention facility,
 - ii. officers will at a minimum, use latex gloves and approved face masks when dealing closely with detainee's suspected of having an infectious disease. Officers will also offer and provide face masks to be worn by detainee's if practical to do so.

Note: Refer to the Public Health Guidelines found on their website for a complete list of guidance to be followed when dealing with an individual suspected of having an infectious disease.

- iii. If there are any doubts regarding the effects of the disease, its transmission or precautions to be taken, a doctor should be consulted immediately,
- iv. In every case of a detainee with an infectious disease:
 - The Supervisor will be advised in every case of a detainee with an infectious disease and the appropriate entry will be recorded in the detainee log book by the booking officer,
 - The cell should be secured after use, treated/sanitized by a professional cleaning firm before the cell is reused and the pertinent entries recorded in the detainee logbook.
- v. Universal infectious disease control precautions should be employed in all instances when in contact with blood or body fluids.

Body Fluids Clean-Up

- b. When there are any spills of blood or other body fluids the cell shall be decommissioned. A note will then be placed on the cell indicating that the cell is not to be used, due to biological contamination, and an email sent to all staff indicating this.
- c. The on-duty supervisor shall then contact an approved cleaning service to attend at the first opportunity and decontaminate the cell using chemical germicide approved for use as a "hospital disinfectant" (e.g. 1:10 solution of household bleach and water).
- d. Once disinfected the cell is to be put back in service and all staff notified that it may once again be utilized.

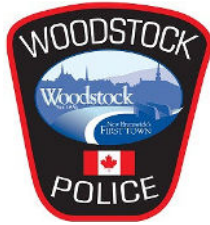


Detainee Illness or Injury

- e. All arrested persons must be examined for visible signs of injury or illness before being placed in cells. All injuries and allergies, including food allergies, must be noted on the detainee arrest booking sheet. All complaints of injury or illness by a detainee should be taken seriously and appropriate care should be provided to the detainee by seeking medical assistance at the detention facility by summoning a doctor or by escorting the detainee to the hospital.
- f. If a detainee, not obviously ill or injured or in distress, requests medical attention any attendance of a physician should be at the expense of the detainee who should be so advised prior to any medical assistance being provided.
- g. The Supervisor will be notified in every case of complaints of illness or injury by a detainee. All complaints must be recorded in the detainee log book by the officer receiving the complaint.
- h. If a detainee is ill, injured, unconscious or is displaying irrational behaviour, the guard will:
 - i. immediately notify the Supervisor through the communications centre and record this information in the detainee logbook.
 - ii. monitor the detainee closely until the Supervisor arrives.
 - iii. The close monitoring of the detainee will continue until the Supervisor is satisfied that the appropriate attention has been rendered and/or arrangements to have the detainee treated by medical professionals has been made.
 - iv. Should the detainee's condition worsen, or the detainee becomes unconscious prior to the attendance of the supervisor, the Guard/Matron will contact 911 either via the communications centre or telephone and request medical assistance.
 - v. The Guard/Matron is not to open the cell door unless it is obvious that the detainee's life is in jeopardy and authorization to do so has been given by the shift supervisor.
- i. Often, when suffering from low blood sugar, a diabetic will exhibit signs similar to an intoxicated person, therefore care must be taken not to confuse these types of detainees and should a diabetic detainee become confused, belligerent, unsteady, perspire profusely or exhibit other bizarre behaviour they should be given orange juice, lifesavers or regular soft drinks (i.e. not diet) and then immediately transported to hospital.
- j. Should a detainee receive an injury while in custody or during arrest, for any reason (i.e. self-inflicted, accidental) the Supervisor must be notified immediately, and a medical examination will be made and the results recorded. The detainee should receive the treatment required and the parties involved will submit a written report of the circumstances.

First Aid Kit

- k. A first aid kit will be installed in the detention facility and will be inspected and replenished as required and, at a minimum, on a weekly basis.



Dispensing Pharmaceuticals/Other Medical Treatment

- I. Where a doctor has prescribed medication for a detainee the instructions of the doctor must be followed explicitly when administering the drug. All pertinent entries must be made in the detainee arrest booking sheet and the detainee logbook. The Supervisor will be responsible for ensuring that, where detainees require medical treatment and/or drugs, the medical treatment/drugs are administered properly and recorded in the detainee logbook.

Smoking

- m. Detainees held in custody will not be permitted to smoke in the cells nor permitted to have cigarettes, matches or lighters in the cells.

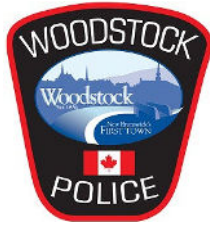
K. Detainee Visits

- a. Where a detainee is permitted a visitor, it will be with the approval of the Supervisor. The Supervisor will ensure that all detainee visitations meet the policy requirements.
- b. Visitors will not be permitted in the cell area of the detention facility. To accommodate a visit with a detainee, the detainee will be removed from the cell and escorted to the visiting room. The visitor and detainee will be instructed that there will be no physical contact with the detainee. The visitor will be required to submit to a search prior to the visit taking place and the contents of all parcels will be examined before being given to a detainee.
- c. All visitors, including lawyers, will be escorted by an officer to and from the visit. The visitor will be in constant view and will be monitored while in the company of the detainee. All movements of the detainee, as well as the identity of the visitor, will be recorded in the detainee logbook.

L. Release of Detainee

Return of Detainee Effects

- a. All property taken from a detainee will be returned to that person on release from custody, the exception to returning detainee effects would be any property seized as evidence.
- b. Detainees must sign for property returned. Should a detainee refuse to sign, the releasing officer will certify the return of the effects and have this witnessed by another officer or guard.
- c. When a detainee is being released to another police agency or the Sherriff's, the property will be turned over to the escorting agency once they have signed for the property.
- d. Each cell will be searched after a detainee is released by the booking officer and the search should be noted by the booking officer in the log book. When items are found which pose a risk to the safety of police personnel or detainees, a full report will be provided to the Supervisor.



M. Safety and Emergencies

Fire Prevention

- a. Detainees will not be permitted matches or lighters in the detention facility. Matches and lighters will be stored with the detainee's effects, in the designated area, with the door to this area secured at all times.
- b. During the weekly inspections any fire hazard(s) will be recorded and reported for correction.

Fire Protection Equipment

- c. All fire protection equipment installed in the detention facility will be of the approved type and installed where directed by the relevant regulation or the Fire Department.

Inspection of Fire Protection Equipment

- d. All fire protection equipment will be inspected and maintained in accordance with fire and safety regulations.

Emergency Evacuation

- e. With respect to emergency evacuation of the detention facility:

Emergency Evacuation Plan

- an emergency evacuation plan will be posted in the detention facility,
- all officers, guards will read and will be familiar with this evacuation plan, and

Exit Doors

- exit doors in the detention facility will be marked in accordance with Provincial and Municipal regulations.

Fire Drills

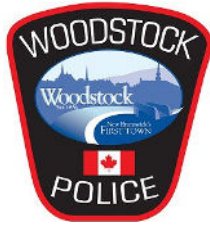
- fire drills, in accordance with the Police Force's emergency evacuation plan. Unless directed differently by local policy, fire drills will be conducted annually or as directed in the local Emergency Plan. These drills will be documented and forwarded to the Chief of Police or delegate and will be maintained on an administrative file.

Detainee Escape

- f. In the event of an escape from the room this Police Service's cell block, the escape shall be immediately brought to the attention of the Supervisor/OIC.

Supervisor/OIC Responsibility:

- The OIC shall immediately inform the Communication Centre of an escape from custody and provide any information that would assist in the apprehension of the escapee, including, if known:



- The name and physical description of the escapee;
- Area last seen and direction of travel;
- Means of travel;
- Search the immediate area, including the cellblock, building and grounds;
- Notify the Duty Officer or designate;
- Duty Officer or designate to notify the Chief of Police or designate;
- Request assistance from other police agencies if required;
- Ensure that a CPIC alert is issued if the escapee is not immediately apprehended, or is a danger to themselves or others; and
- Ensure the information on the escapee is entered on CPIC.

3. REFERENCES:

- ❖ [Canadian Charter of Rights and Freedoms](#)
- ❖ [Canadian Human Rights Act](#)
- ❖ [Constitution Act](#)
- ❖ [Criminal Code](#)
- ❖ [Identification of Criminals Act](#)
- ❖ [New Brunswick Human Rights Act](#)
- ❖ [Youth Criminal Justice Act](#)
- ❖ Operational Manual, 2.5 – Youth Criminal Justice Act
- ❖ Operational Manual, 4.2 – Search and Seizure
- ❖ New Brunswick Policing Standards, Chapter 52