


Yukon Corrections: Adult Custody Policy Manual

Section:	C Inmate Programs and Services	Effective Date:	March 18, 2022
Number:	C 2 Inmate Programs		
Item:	C 2.18 Outdoor Work Programs: Responsibilities of Work Crew Supervisors		
Approved by Director, Facility Based Corrections:		Revised:	

STATEMENT OF POLICY

This policy sets out the expectations, rules and responsibilities for inmates and program officers involved in outdoor work programs.

AUTHORITIES

Corrections Act, 2009: ss. 33, 34
Corrections Regulations 2009: ss. 11, 17, 18

DEFINITIONS

INMATE: Offender serving a sentence at a correctional centre or other person lawfully detained in a correctional centre, but does not include a police prisoner.

SCREENING SEARCH OR TECHNIQUE: The use of devices or arrays of technology that provide for the detection of contraband without the need for physical contact with the subject or a physical search of their belongings.

STRIP SEARCH: The visual search of a nude person consistent with the description in section 17(1) of the Regulation.

WORK CREW SUPERVISOR: Correctional employee assigned to supervise an inmate work program.


WORK PROGRAM: A program established under s. 33 of the *Corrections Act* whereby an inmate engages in work and may be compensated for completion of such work pursuant to s. 34 of the *Act*.

PROVISIONS

General


1. Hours of work are normally 09:00 to 15:45, Monday to Friday. While inmates are participating in an outdoor work program, they will have two 15-minute breaks and one 30 minute lunch break while performing off site work (or in accordance with facility routines if returning to the site for lunch service). Hours of work are subject to change based on operational requirements of the facility, or needs of the task.

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2. Inmates may not leave the living unit with any personal items or cell effects, including canteen.
3. Inmates must be ready to go to work by 09:00. Beds must be made and cells must be clean and tidy. Inmates must attend to any phone calls or other business before leaving from or after returning to the correctional centre.
4. All matters that require inmates to be excused from a work program must be pre-approved by a Case Manager, Health Services or Officer in Charge, who will communicate with the Work Crew Supervisors.
5. No bullying, horseplay, fighting, arguing or practical jokes will be tolerated. Participation in such activities can result in an inmate being removed from the outdoor work program.
6. Inmates may not possess contraband items at any time, including while in a work program. Any item that is not allowed by policy or authorized in writing by a Deputy Superintendent is considered contraband.
7. Inmates may not alter items or possess altered items. For safety reasons, equipment safeguards must be left, and maintained, in original condition. Equipment is only to be used for the purpose intended by the manufacturer.
8. Inmates are responsible for their own institutional clothing.
9. Inmates will participate in all programs to the best of their abilities.
10. While at a work site, inmates will not have any contact with members of the general public except as required to complete a task.
11. Work crew inmates will not, under any circumstances, make arrangements for any person to visit them at a work site.
12. The Work Crew Supervisor shall ensure that all inmate progress and performance is appropriately documented prior to the completion of their shift.
13. Off-site work locations are an extension of the correctional centre and subject to the same rules, policies and procedures, including smoking restrictions.
14. Work Crew Supervisors are accountable for all inmates in their care and control.
15. While on a job site, the Work Crew Supervisor shall check the work site frequently to ensure health, safety and security conditions are upheld, and that all inmates are accounted for.

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16. The Work Crew Supervisor will immediately report any contraband or unusual behavior to the Officer in Charge of the correctional centre. The Officer in Charge will make the determination whether additional resources or equipment are required at the job site.
17. Before inmates are permitted access to the transport vehicle, the Work Crew Supervisor shall conduct a search prior to departing the centre at the start of the work day and prior to departing the work site at the conclusion of the work day. The vehicle must be inspected for safety and for the presence of contraband.
18. Job sites, including restrooms or break rooms, must be physically searched prior to work commencing and at random intervals each day to prevent the introduction of contraband, or items that may pose a danger to staff or inmates.
19. The Deputy Superintendent, Operations will maintain a program of random searches of vehicles and work crews to prevent contraband being introduced to the facility. Searches will be conducted using the principles of least restrictive measures.
20. Upon returning to the correctional centre from an off-site work location, an inmate may be requested to undergo a scan through the Sotor RS Body X-ray scanner. Inmates who are non-compliant with direction to undergo the scan may be strip searched prior to being returned to a cell on a living unit. The decision to conduct any search of an inmate will take into account the inmate's Individualized Care Plan and the principle of least restrictive measures.

Responsibilities of Work Crew Supervisors

21. Correctional employees assigned to supervise an inmate work program:
 - 21.1. must be present in every work area where inmates are present, unless the inmates have been provided an unescorted temporary absence.
 - 21.2. are accountable for all inmates in their care and control.
 - 21.3. will complete a visual security inspection of all work areas on a daily basis.
 - 21.4. will carry a radio at all times when supervising inmates on WCC property.
 - 21.5. when off-site from the correctional centre, will carry a cell phone or satellite phone whenever supervising inmates.
 - 21.6. when off-site from the correctional centre, will undertake frequent and random counts of their clients [REDACTED] [REDACTED] main correctional centre control will record the counts in the control daily log book.

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21.7. are required to ensure all work program participants are properly searched prior to the commencement of all work programs and upon the completion of all work programs. Searches may consist of utilizing the Sotor RS X-ray Body Scanner and may also include frisk and strip searches in accordance with s.20 of the *Corrections Act*, 2009 and ss.17 and 18 of the *Corrections Regulations*. In assessing whether to conduct a search, consideration must be given to the inmate's Individualized Care Plan and the principle of least restrictive measures.


Preparations

22. Prior to leaving the correctional centre, the correctional employee assigned to supervise the inmate work program will ensure that:
- 22.1. they have communication equipment (radio, cellular or satellite phone);
 - 22.2. they have [REDACTED];
 - 22.3. they are wearing clothing issued by the correctional centre;
 - 22.4. the inmates assigned to work programs are appropriately dressed for the project;
 - 22.5. staff and inmates are equipped with safety gear that is adequate for the specific job assignment; and,
 - 22.6. they pick up lunches before moving the inmates.

Transportation

23. A vehicle being used for a work program must be inspected for contraband and compliance with safety requirements before any passengers are loaded. Vehicles will be re-inspected for contraband and safety requirements before passengers are loaded again for return to the correctional facility after completion of the work program.
24. When transporting inmates, correctional employees [REDACTED]
25. Work Program vehicles must not be left unattended with inmates in the vehicle.
26. Work Program vehicles must be locked at all times when not in use.


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Meals

27. Correctional employees assigned to supervise the inmate work program must receive written pre-approval by the Deputy Superintendent of Programs to have the host organization provide meals, and are not permitted to purchase items, meals, or beverages for the participants without written pre-approval of the Deputy Superintendent of Programs.

Workplace safety

28. Safety inspections of shop and work areas will be completed monthly and the results recorded in the Occupational Health and Safety Inspection Report.
29. Work Crew Supervisors will complete visual security inspections of all work areas daily and record this in the daily work summary.
30. Correctional employees assigned to supervise the inmate work program will ensure that inmates are provided with appropriate safety instructions in accordance with the Yukon Workers' Compensation Health and Safety Board (YWCHSB) for all work assignments.
31. First Aid shall be administered by the correctional employee assigned to supervise the inmate work program until health professionals are available. 
32. Any worksite factor that contributed to the injury will be remedied by the correctional employee assigned to the inmate work program before clients return to work.
33. All accidents must be documented in an Information Report and the inmate offered a YWCHSB Worker's Report of Injury/Illness. The correctional employee supervising the inmate work program, will also ensure that the YWCHSB Employer's Report of Injury/Illness is completed and handed into the Officer in Charge and Supervisor, Health Services at WCC. The Officer in Charge may require the WCC Occupational Health and Safety Committee to participate in the investigation and conduct a site inspection prior to participants returning to the worksite.
34. Any injuries to staff or inmates where medical attention was sought or resulted in lost time at work must be reported to YWCHSB within 24 hours or the next working day.



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Procedure for returning inmate


- 35. 
- 36. 
- 37. 
- 38. 
- 39. 

Escape

- 40. In the event of escape, the correctional employee assigned to supervise the inmate work program must contact the Officer in Charge, who will then notify the RCMP.
- 41. 
- 42. 
- 43. Job sites must be visually and physically searched by the correctional employee assigned to the work program at random intervals daily to prevent contraband being brought to the correctional centre.



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44. The Deputy Superintendent of Operations will maintain a program of random searches of vehicles and work program participants to prevent contraband from being brought to the correctional centre.

Inmate Work Summary

45. At the conclusion of each work day, the correctional employee assigned to supervise the work program will document the performance of each inmate in the Inmate Work Summary Report. The documentation will include negative and positive behaviour, program participation and work performance.
46. Inmate Work Summary Reports will be provided to the Case Manager for review and used to update the inmate's Individualized Care Plan, or discussed with the Interdisciplinary Care Team.

RELATED POLICIES & DIRECTIVES

- B 3.1 Contraband: General
- B 3.2 Searches

HISTORY

Policy combines previous C 2.14 Outdoor Work Programs: Safe Supervision and C 2.16 Outdoor Work Programs: Rules, and replaces C 2.18 Outdoor Work Programs: Responsibilities of Program Officers (Revision date March 6, 2013)