

Ottawa Police Service	PRISONER CARE AND CONTROL	
	Policy Section: Arrest/Search/Courts	
	Policy No: 6.05	Date of Approval: June 15, 2009 06Dec10
Policy Description: This policy outlines the processes to be followed for the care and control of prisoners and to provide members with the information necessary to ensure the Ottawa Police Cellblock is operated in a safe and secure manner		

TABLE OF CONTENTS

For Checklist click →

RELATED POLICIES

REFERENCES

GENERAL

PROCEDURES

- A. Police Officer**
- B. Officer-in-Charge/Cellblock**
- C. Cellblock Attendants**

SPECIAL PRECAUTIONS

- A. General**
- B. Violent Prisoners**
- C. Emotionally Disturbed, Mentally Ill, or Developmentally Delayed Prisoners**
- D. Suicidal Prisoners**
- E. Prisoners with a Communicable Disease**
- F. Injured Prisoners or Prisoners at Risk of a Medical Emergency**
- G. Prisoners Under the Influence of Drugs of Alcohol**

CELLBLOCK EMERGENCIES

- A. Cellblock Alarm System**
- B. Medical Emergencies**
- C. Prisoner Death**

D. Cellblock Evacuation

ESCAPED PRISONERS

A. General

B. Officer-in-Charge/Cellblock

C. Duty Inspector

D. Uniformed Supervisor

E. District Investigations Supervisor

F. District Investigator

PRISONER PROPERTY

A. General

B. Arresting/Escorting/Investigating Officer

C. Cellblock Attendants

LEGAL ISSUES

A. Arresting/Escorting/Investigating Officer

B. Officer-in-Charge/Cellblock

C. Cellblock Attendants

ROLES & RESPONSIBILITIES

A. Officer -in-Charge/Cellblock

B. Staff Sergeant Court Security/Temporary Custody

C. Officer-In-Charge (Inspector) Court Security/Temporary Custody

D. Chief of Police

RELATED POLICIES

- [Arrest-Search-Release](#)
- [Prisoner Escort](#)
- [Duty Books/Note Taking](#)

- [Communicable Diseases](#)
- [Diplomats, Consulars, Foreign Nationals](#)
- [Special Investigations Unit](#)
- [Sudden Death - Found Human Remains](#)
- [Property-Recovered, Seized, Found](#)

REFERENCES

- Adequacy Standards LE-005, LE-012, LE-014, LE-016
- Canadian Charter of Rights and Freedoms
- Criminal Code
- Canadian Aviation Safety Regulations
- Municipal Freedom of Information and Protection of Privacy Act
- Communications Centre S.O.P.s
- Central Cellblock S.O.P.s

GENERAL

1. OPS members have due regard to the fundamental human dignity of a person when lodging them into the care and control of the OPS.
2. It is the responsibility of all members to ensure the security and well being of prisoners in the custody of the Police Service.
3. Prisoner's rights shall be maintained at all times.
4. All arrests, uses of force, use of restraining devices, searches of persons, seizures from persons, and transportation of prisoners shall be conducted in accordance with the established procedures of the Police Service.
5. All persons who are to be held in custody shall be transported and lodged at the Central Cellblock, 474 Elgin Street.
6. A person under arrest shall be monitored at all times to ensure that they may not harm themselves, another person, or escape.
7. The culture and religion of a prisoner shall be respected. More particularly, items of cultural or religious significance must be treated with respect and care, and every reasonable accommodation shall be afforded. Where necessary, a supervisor or a member of the Diversity and Race Relations section shall be consulted for guidance.
8. A "Rights to Counsel" sign, in both official languages, shall be posted in the Cellblock and at all other prisoner holding facilities.
9. All firearms shall be secured in the lockers provided before entering the Cellblock area.
10. All common areas of the Cellblock and the Sally Port shall be under constant, recorded video surveillance.

11. All doors to the Cellblock shall be locked at all times, when not in use.
12. The Sally Port overhead doors shall remain down, when not in use.
13. Only authorized personnel are permitted in the Cellblock.
14. Any tours of the Cellblock area must receive advance approval from the Officer-in-Charge/Cellblock.
15. Any member hearing a prisoner make an admission or threat shall record the particulars in their duty book and notify the investigating officer as soon as practicable.
16. No member shall park a vehicle in such a manner as to interfere with the entrance to or exit of police vehicles from the Sally Port.
17. Members shall remove their vehicles from the Sally Port as soon as practicable.

PROCEDURES

A. Police Officer

1. When bringing a prisoner into the Cellblock, the arresting/escorting Officer shall:
 - a. obtain permission of Officer-in-Charge of Cellblocks prior to entering the cell block by utilizing the sally port phone and/or verbal permission
 - b. ensure to prisoner is handcuffed and searched according to Arrest policy procedures
 - c. if the prisoner is not handcuffed as per Arrest Policy, immediately advise the Officer-in-Charge of the reasons why
 - d. immediately present the prisoner to the Office-in-Charge
2. Where a prisoner is to be brought into the cellblock through hallway door 042C, the escorting officer shall:
 - a. brief the Cellblock Sergeant by telephone
 - b. receive permission prior to entering the cellblock area
3. The arresting/escorting officer shall:
 - a. ensure that the arrest and search of the prisoner is in accordance with Arrest Policy and Search Policy
 - b. ensure that every prisoner has been searched prior to entering Cellblock
 - c. not bring to Cellblock any unconscious prisoners, prisoners who are suffering from extreme effects of drugs or alcohol (including drug or alcohol withdrawal/poisoning) and prisoners who appear ill/injured or in obvious need of medical assistance - such prisoners shall be taken to a medical facility for immediate medical attention
 - d. if the prisoner is violent or in distress, ensure that the Officer-in-Charge/Cellblock is alerted prior to arrival at Cellblock
 - e. ensure that the prisoner remains handcuffed until the Cellblock Attendant advises or removes them
 - f. remain with the prisoner in the Cellblock and monitor until the prisoner has been searched,

- handcuffs removed and securely lodged in a cell by the Cellblock attendant
- g. inquire if the prisoner requires medication while in custody and make appropriate arrangements for the medication to be made available
 - h. ensure, whenever possible, that the prisoner has adequate clothing, particularly footwear and outerwear
 - i. complete an Accused Information Sheet before entering the Cellblock with a prisoner, unless the prisoner is violent or in distress
 - j. upon entering the Cellblock, present the prisoner and Accused Information Sheet to the Officer-in-Charge/Cellblock
 - k. if applicable, present the Officer-in-Charge/Cellblock with the Prisoner Escort Hospital Report (Form 323) and the prisoner's medical release form
 - l. Advise the Officer-in-Charge/Cellblock
 - i. of the reason for the arrest and continued detention
 - ii. whether the prisoner has received Rights to Counsel
 - iii. if the prisoner has any emotional disturbance, mental illness or developmental disability
 - iv. of any potential of suicide, violence, or risk of escape
 - v. of any injuries, medical conditions, or communicable diseases
 - vi. of impairment due to alcohol or drugs
 - vii. if the prisoner requires medication, or whether any medication has been administered
 - viii. of any other extenuating circumstances which may affect the well-being of the prisoner or police
 - m. immediately inform the Officer-in-Charge/Cellblock and ensure that the Accused Information Sheet is updated if there are any changes relating to (and prior to transfer) a prisoner's:
 - i. injuries, medical conditions, or communicable diseases
 - ii. medication, or whether any medication has been administered
 - iii. impairment due to alcohol or drugs
 - iv. potential for suicide, violence or risk of escape
 - v. emotional disturbance, any mental illness or developmental disability
 - n. ensure the prisoner's rights to counsel have been fulfilled as outlined in the Legal Issues section of this policy
 - o. turn over property to the Cellblock attendant as outlined in the Property section of this policy
 - p. notify the appropriate investigative section and update the Officer-in-Charge/Cellblock
 - q. attend the Cellblock and inform the Officer-in-Charge/Cellblock of any charge(s) the officer will be personally processing and indicate such charge(s) on the Accused Information Sheet
 - r. notify the Officer-in-Charge/Cellblock and the Charge Coordinator if the prisoner requires an interpreter

B. Officer-in-Charge/Cellblock

- 1. The Officer-in-Charge/Cellblock, shall:
 - a. upon reporting for duty:

- i. ensure the wearing of a duty belt equipped with all required use-of-force options
 - ii. obtain a comprehensive briefing from the Officer-in-Charge/Cellblock being relieved concerning any special precautions or circumstances regarding prisoners or Cellblock conditions
 - iii. ensure that all prisoners are accounted for
 - iv. take control of the master set of Cellblock keys assigned to the Officer-in-Charge/Cellblock work station
 - v. ensure that the ECD (Taser) is present and conduct the required functionality tests
 - vi. determine the time of the last Cellblock check
 - vii. ensure all Cellblock doors are closed and locked
 - viii. liaise with the Cellblock Attendants to exchange information as required
 - ix. review the Attendance Book and ensure that it accurately reflects the status of the staff under supervision
 - b. ensure that the flow of prisoners in the sally-port area and Cellblock is always maintained at a manageable level by controlling access as required
 - c. ensure that only one (1) prisoner is processed at a time
 - d. ensure that high-risk prisoners are given priority and processed as soon as practicable
2. Upon receiving a prisoner into the Cellblock the Officer-in-Charge/Cellblock shall:
 - a. determine if there are reasonable grounds to accept and continue custody of the escorting officer's prisoner into the cellblock
 - b. if deemed that there are insufficient grounds to accept custody into the cellblock, refuse acceptance of the prisoner and consult with the officer and officer's Supervisor to consider another course of action
 - c. ensure the search was conducted in accordance with Search Policy
 - d. ensure that any injured or ill prisoners have received appropriate medical attention before arrival at Cellblock
 - e. if there are medical concerns, assess in consultation with the officer and his/her supervisor and if necessary direct the escorting officer to seek medical treatment for the care of the prisoner
 - f. ensure that prisoners exposed to OC spray are decontaminated
 - g. receive the Accused Information Sheet and ensure that it is as accurate and complete
 - h. receive the Prisoner Escort Hospital Report and medical release forms where applicable
3. When interviewing the arresting/escorting officer, the Office-in-Charge shall obtain the following information;
 - a. reason for the arrest and continued detention
 - b. whether the prisoner has received Rights to Counsel
 - c. if the prisoner has any emotional disturbance, mental illness or developmental disability
 - d. any potential of suicide, violence, or risk of escape
 - e. any injuries, medical conditions, or communicable diseases
 - f. impairment due to alcohol or drugs
 - g. if the prisoner requires medication, or whether any medication has been administered
 - h. any other extenuating circumstances which may affect the well-being of the prisoner or police

4. Once the prisoner has been accepted into custody of the cellblock, the Officer-in-Charge shall ensure that the escorting officer remains with the prisoner through the following steps:
 - a. the search of the prisoner by Cellblock Attendant which includes the removal of the handcuffs
 - b. the collection of the prisoner's property at the Cellblock Intake Counter
 - c. until lodged in the cell by the Cellblock Attendant
 - d. directly outside the holding room where a prisoner is temporarily lodged
5. Whenever possible interview the prisoner to determine:
 - a. that they understand the reason for their arrest and detention
 - b. that they understand their Rights to Counsel
 - c. that any information concerning emotional disturbance, mental illness, developmental disability, injury, medical conditions communicable diseases, impairment by drugs or alcohol medication, or any other conditions of concern, is accurate and complete
 - d. conduct the interview as soon as practicable and note the interview on the prisoner's cell check record if due to violence, impairment, or other condition(s) a prisoner could not be interviewed upon arrival at Cellblock
 - e. ensure that appropriate privacy is provided during the search of prisoners wearing cultural or religious garments
 - f. ensure that cultural or religious items are returned to the prisoner if there are no safety or evidentiary concerns
 - g. at the end of shift, provide a comprehensive briefing to the relieving Officer-in-Charge/Cellblock concerning any special precautions or circumstances regarding prisoners or Cellblock conditions

C. Cellblock Attendants

1. Cellblock Attendants shall:
 - a. upon reporting for duty:
 - i. obtain a comprehensive briefing from the shift being relieved concerning any special precautions or circumstances regarding prisoners or Cellblock conditions
 - ii. take control of the three sets of Cellblock keys assigned to the attendants and notify the Officer-in-Charge/Cellblock if any keys are missing
 - iii. ensure that a knife, cutting shears, or rescue tool is available at all times to cut down prisoners who may have attempted suicide, and if missing, inform the Officer-in-Charge/Cellblock
 - iv. determine the time of the last Cellblock check
 - v. conduct a search of the holding rooms, lawyer booths, and Cellblock area for any damage or for any discarded or concealed items and advise the Officer-in-Charge/Cellblock accordingly
 - vi. take stock of first aid equipment including airways and defibrillator status and notify Officer-in-Charge/Cellblock of any deficiencies
 - b. upon being advised of an incoming prisoner being violent or in distress, be prepared to assist in the Sally Port as required
 - c. not take custody of/process a prisoner until directed by the Officer-in-Charge/Cellblock

- d. process only one person in the booking area at a time
- e. search all prisoners as per Search policy, including a thorough screening with a hand-held metal detector and seize the following:
 - i. items of evidentiary value
 - ii. items that may be used to injure the prisoner or some other person
 - iii. items that could be used to facilitate an escape
 - iv. prescription medication
 - v. items that could be used as an edged weapon
 - vi. belts
 - vii. footwear
 - viii. shoe laces (remove from footwear)
 - ix. strings or other corded attachments (found in jogging pants etc);
 - x. ties
 - xi. matches and lighters
 - xii. pocket knives
 - xiii. paper money only if it is evidence or if the prisoner requests that it be taken for safe keeping
 - xiv. coins
 - xv. jewelry
- f. note any injuries to the prisoner on the prisoner's RMS booking record
- g. look for any evidence of past suicide attempts such as scarring and advise the arresting/escorting officer and the Officer-in-Charge/Cellblock accordingly
- h. conduct a thorough search of prosthetics and consult with the Officer-in-Charge/Cellblock concerning their removal - allow the prisoner to remove it whenever possible
- i. conduct a thorough search of ambulatory aids such as crutches and braces and consider their removal for the safety of the prisoner
- j. seek direction from the Officer-in-Charge/Cellblock concerning:
 - i. the search of any prisoner wearing religious garments
 - ii. whether religious or cultural items may be returned to a prisoner
- k. provide prescription medication to the prisoner as outlined in Medication section of this policy
- l. segregate, by sight, prisoners in the cell area by the following categories:
 - i. male adult regular
 - ii. male adult protective custody
 - iii. male adult special custody (violent, mental illness, etc.)
 - iv. female adult regular
 - v. female adult protective custody
 - vi. female adult special custody (violent, mental illness, etc.)
 - vii. male young offender regular
 - viii. male young offender protective custody
 - ix. female young offender regular
 - x. female young offender protective custody
- m. Transgender Identified prisoners shall be lodged in cells 61 through 63 and the wing door

kept closed

- n. prior to lodging a prisoner in a cell, inspect the cell for damage or for any discarded or concealed items and advise the Officer-in-Charge/Cellblock accordingly
- o. after removing a prisoner from a cell for the final time inspect the cell for damage or for any discarded or concealed items and advise the Officer-in-Charge/Cellblock accordingly
- p. complete physical checks of all prisoners at least once every thirty minutes;
- q. complete physical checks at least once every fifteen minutes of any prisoner who is, or may be:
 - i. suicidal
 - ii. intoxicated
 - iii. suffering from a medical condition of concern
 - iv. suffering from a mental illness, is emotionally disturbed, or is developmentally disabled
- r. record the time of all physical checks on the RMS Cell Check record
- s. immediately notify the Officer-in-Charge/Cellblock if it is anticipated that a scheduled physical check will not be completed on time
- t. in any case, a physical check is defined as ensuring that the prisoner is awake or is breathing normally
- u. monitor prisoners on the video surveillance system whenever possible between physical Cellblock checks
- v. ensure all prisoners are fed at regular times:
 - i. 0530-0800 hrs
 - ii. 1200-1300 hrs
 - iii. 1700-1900 hrs
- w. ensure that no utensils are given with meals
- x. record the time of each meal service on the RMS Cell Check record
- y. make a cell specific RMS Cell Check entry for all meal services in serious cases such as homicides, etc.
- z. note, on the RMS Cell Check record, if a prisoner is offered food but refuses it
- aa. consider a prisoner's dietary needs where practicable and reasonable, advising the Officer-in-Charge/Cellblock accordingly
- bb. immediately inform the Officer-in-Charge/Cellblock and ensure that the Accused Information Sheet is updated if there are any changes relating to (and prior to transfer), a prisoners:
 - i. injuries
 - ii. medication, or whether any medication has been administered
 - iii. impairment due to alcohol or drugs
 - iv. potential for suicide, violence or risk of escape
 - v. emotional disturbance, any mental illness or developmental disability
- cc. ensure that when a prisoner is removed from his/her cell for any reason, the particulars are recorded on the RMS Cell History
- dd. provide disposable clothing to prisoners only when:
 - i. their clothing is wet or soiled with excrement
 - ii. their clothing has been seized for evidentiary reasons

- iii. they were taken into custody without clothing
- iv. for any other reason, upon the authority of the Officer-in-Charge/Cellblock
- ee. keep sufficiently detailed notes in duty book of the activities and observations during a shift in order to assist in giving satisfactory evidence in court, to account for time, or to account for prisoners' treatment or care
- ff. at the end of shift provide a comprehensive briefing to the relieving attendants concerning any special precautions or circumstances regarding prisoners or Cellblock conditions

SPECIAL PRECAUTIONS

A. General

1. Members shall be familiar with the dangers of Excited Delirium and Positional Asphyxia.
2. Persons suffering from excited delirium are in danger of dying and should be immediately transported to a medical facility.
3. Persons at risk of Positional Asphyxia and exhibiting signs of respiratory distress require immediate medical attention.
4. Obstructive Sleep Apnea
 - a. Obstructive Sleep Apnea is particularly prevalent among snorers and those who have consumed alcohol or sedatives
 - b. If it appears that a prisoner's airway has become obstructed during sleep, medical assistance must be summoned
5. Medications
 - a. Medication shall only be dispensed to a prisoner when:
 - i. a prisoner is in possession of prescription medication at the time they are taken into custody
 - ii. prescription medication is requested by the prisoner, and brought to the Police Service, in its original container, by a responsible adult
 - iii. the prisoner requests the medication for a condition capable of causing serious harm to the prisoner (e.g. insulin, heart medication, etc.)
 - iv. there is only one type of medication in the prescription container
 - v. the container label and content do not appear to have been tampered with
 - vi. the request for medication appears to be legitimate
 - vii. the medication is dispensed in accordance with the directions on the medication container, one dose at a time
 - b. The medication container, with the exception of asthma inhalers, shall not be given to a prisoner
 - c. When it is determined that a prisoner has a drug related record, caution must be exercised before allowing the prisoner to take prescription medication
 - d. Prior to issuing medication to a prisoner a member should, take reasonable precaution whenever possible, by verifying the contents of the prescription container, using the medical

compendium or internet, the patient information and the dispensing details indicated on the container

- e. Medication shall not be dispensed to a prisoner when it appears the prisoner is intoxicated by the consumption of drugs and/or alcohol
- f. If the prescription deals with a serious medical condition (diabetes, heart condition, epilepsy, etc.) and the prisoner is under the influence of drugs or alcohol, arrange for the prisoner to be treated at a medical facility
- g. If in any doubt about the nature of the patient's illness, or if the medication is suspect, arrange for the prisoner to be taken to a medical facility for treatment
- h. Document the medication and dosage history on the prisoner's RMS booking record

B. Violent Prisoners

1. The Officer-in-Charge/Cellblock shall ensure that sufficient staff are present to deal with violent prisoners.
2. The assistance of the Tactical Unit may be considered.
3. Prisoners must never be handcuffed to the cell bars.
4. The RIPP temporary restraint device may be used by trained staff, if required.
5. The Officer-in-Charge/Cellblock shall also ensure:
 - a. that any violence is clearly noted on the Accused Information Sheet and that the information is passed on to relieving Cellblock staff, Forensic Identification staff, and escort officers
 - b. the prisoner's RMS Caution is updated accordingly

C. Emotionally Disturbed, Mentally Ill, or Developmentally Delayed Prisoners

1. When a prisoner shows obvious signs of a mental illness and presents a danger to themselves or others, the Officer-in-Charge/Cellblock shall consider the provisions of the Mental Health Act and seek medical intervention.
2. The Officer-in-Charge/Cellblock shall obtain medical assistance for the prisoner as required but in any event shall ensure:
 - a. the prisoner is physically checked at least once every fifteen minutes
 - b. the physical checks are noted on the prisoner's RMS record
3. The Officer-in-Charge/Cellblock shall ensure that:
 - a. mental illness(es) are clearly noted on the Accused Information Sheet
 - b. the information is passed on to relieving Cellblock staff, Forensic Identification staff, and escort officers
 - c. the prisoner's RMS Caution is updated accordingly

D. Suicidal Prisoners

1. Any member upon learning that there is a suicide concern with a prisoner shall immediately

notify the Officer-in-Charge/Cellblock.

2. The Officer-in-Charge/Cellblock shall consider the provisions of the Mental Health Act, but in any event shall ensure that:
 - a. the prisoner's clothing is removed and provide a safety smock when available
 - b. the prisoner is physically checked at least once every fifteen minutes
 - c. the physical checks are noted on the prisoner's RMS record
 - d. any suicide concerns are clearly noted on the Accused Information Sheet
 - e. the information is passed on to relieving Cellblock staff and escort officers
 - f. the prisoner's RMS Caution is updated accordingly

E. Prisoners with a Communicable Disease

1. Any member, upon learning that a prisoner is known or suspected of having a communicable disease, shall immediately notify the Officer-in-Charge/Cellblock.
2. Prisoners suspected of suffering from a communicable disease should be segregated, if possible, in a separate Cellblock area to minimize the possibility of spreading infection to others.
3. The Officer-in-Charge/Cellblock shall ensure that:
 - a. any communicable diseases are clearly noted on the Accused Information Sheet
 - b. the information is passed on to relieving Cellblock staff, Forensic Identification staff, and escort officers
 - c. the prisoner's RMS Caution is updated accordingly
4. Refer to the Communicable Diseases policy for further information.

F. Injured Prisoners or Prisoners at Risk of a Medical Emergency

1. When the Officer-in-Charge/Cellblock determines that a prisoner brought to Cellblock is injured or requires medical attention, they shall ensure that the prisoner receives immediate medical treatment.
2. A prisoner who is deemed to require medical treatment shall not to be placed in a cell until they are found medically fit to be incarcerated by a qualified medical practitioner.
3. Where a rational prisoner refuses medical attention, the refusal is recorded on the RMS prisoner log in the remarks section. If the prisoner is co-operative, have the prisoner sign the member's notebook.
4. If a prisoner who requires medical assistance refuses treatment, he/she should be taken to a medical facility when the Officer-in-Charge/Cellblock feels that treatment is necessary and:
 - a. is only being refused by reasons of a mental illness
 - b. the consumption of drugs or alcohol
 - c. the prisoner is not capable of making a rational decision
5. If a prisoner at risk of a medical emergency is accepted into the Cellblock the Officer-in-Charge/Cellblock shall ensure that:

- a. the prisoner is physically checked at least once every fifteen minutes
- b. the physical checks are noted on the prisoner's RMS record
- c. the prisoner's condition is clearly noted on the Accused Information Sheet
- d. the information is passed on to relieving Cellblock staff and escort officers

G. Prisoners Under the Influence of Drugs of Alcohol

1. The Officer-in-Charge/Cellblock shall not accept any prisoner into the Cellblock suffering from effects of drugs or alcohol which may potentially place the prisoner at medical risk - such prisoners must receive medical treatment beforehand.
2. If a prisoner under the influence of drugs or alcohol is accepted into the Cellblock the Officer-in-Charge/Cellblock shall ensure that:
 - a. the prisoner is physically checked at least once every fifteen minutes
 - b. the physical checks are noted on the prisoner's RMS record
 - c. the prisoner's condition is clearly noted on the Accused Information Sheet
 - d. the information is passed on to relieving Cellblock staff and escort officers

CELLBLOCK EMERGENCIES

A. Cellblock Alarm System

1. [See Central Cellblock S.O.P. Nr. 2.](#)

B. Medical Emergencies

1. Any member who discovers a prisoner who is injured or suffering from medical distress shall:
 - a. immediately notify the Officer-in-Charge/Cellblock
 - b. initiate appropriate first aid
2. Upon the discovery of a prisoner who is injured or suffering from medical distress the **Officer-in-Charge/Cellblock** shall:
 - a. ensure that appropriate first aid is initiated
 - b. if the injury or medical condition is not urgent, arrange for an escort to take the prisoner for treatment
 - c. if the injury or medical condition is an emergency:
 - i. immediately summons an ambulance, (9-911)
 - ii. arrange for an escort to accompany the prisoner in the ambulance
 - iii. notify the Duty Inspector as soon as practicable
 - iv. ensure that appropriate measures are in place to protect the integrity of the scene and ensure the continuity of any items that are, or may later become evidence until relieved by the Duty Inspector
3. Upon being notified that a prisoner is injured or suffering from medical distress the **Duty**

Inspector shall:

- a. determine the circumstances of the prisoner's injury or medical distress and provide direction accordingly
- b. determine whether the investigation should be referred to the Special Investigations Unit and/or the Professional Standards Section
- c. if required, attend the Cellblock to:
 - i. ensure that appropriate measures are in place to protect the integrity of the scene and ensure the continuity of any items that are, or may later become evidence
 - ii. ensure that all members who were assigned to Cellblock duties, or were in the Cellblock at the time of the incident, have been identified and directed to prepare reports
 - iii. evaluate the need for additional Cellblock staff to be called in to relieve those involved in the investigation

C. Prisoner Death

1. Any member who discovers a prisoner who is apparently lacking vital signs, unresponsive, or critically injured shall:
 - a. immediately notify the Officer-in-Charge/Cellblock
 - b. initiate appropriate first aid
2. Upon the discovery of a prisoner who is apparently lacking vital signs, unresponsive, or critically injured the **Officer-in-Charge/Cellblock** shall:
 - a. immediately summons an ambulance (9-911)
 - b. ensure cardiopulmonary resuscitation (CPR) in conjunction with the defibrillator is initiated as required and is continued until relieved by ambulance staff
 - c. notify the Communications Centre and request a priority escort to the Cellblock
 - d. as soon as practicable ensure that the Duty Inspector has been notified;
 - e. restrict all access to the Cellblock until directed otherwise by the Duty Inspector
 - f. ensure that appropriate measures are employed to protect the integrity of the scene and maintain continuity of any items that are, or may later become evidence
 - g. move and, if possible, segregate prisoners who were occupying cells in the immediate vicinity of the incident
 - h. notify the Court Security Inspector and/or Staff Sergeant
3. Upon being notified of the possible death of a prisoner, the **Duty Inspector** shall:
 - a. immediately attend the Cellblock
 - b. upon arrival, ensure that appropriate measures are in place to preserve life, protect the integrity of the scene, and ensure the continuity of any items that are, or may later become evidence
 - c. ensure that all members who were assigned to Cellblock duties, were in the Cellblock at the time of the incident, or were known to have contact with the prisoner prior to lodging are identified and recorded
 - d. notify the Chain of Command, other agencies, and sections as required
 - e. evaluate the need for additional Cellblock staff to be called in to relieve those involved in

the investigation

D. Cellblock Evacuation

1. [See Central Cellblock S.O.P.](#) Nr. 1.

ESCAPED PRISONERS

A. General

1. Any member discovering that a prisoner has escaped from the Cellblock shall immediately notify the Officer-in-Charge/Cellblock.
 - a. If the escape occurs other than from the Cellblock the member shall immediately notify the Communications Centre

B. Officer-in-Charge/Cellblock

1. Upon learning of an escaped prisoner the Officer-in-Charge/Cellblock shall:
 - a. notify the Communications Centre
 - b. initiate, if possible, a search of the immediate area of the Cellblock

C. Duty Inspector

1. On being notified of a prisoner escape the Duty Inspector shall:
 - a. assess and decide whether to authorize a Red Leaf in accordance to Operation Red Leaf
 - b. identify and make contact with the Uniformed Supervisor who will co-ordinate the search
 - c. identify and make contact with the District Investigation Supervisor who will co-ordinate investigative response
 - d. if invoked, direct the assigned Uniformed Supervisor to co-ordinate the Red Leaf
 - e. where appropriate ensure that:
 - i. other emergency services are notified to stand by (ambulance and fire)
 - ii. all civilians and non-essential personnel are evacuated from any potential danger area
 - iii. the Chief's Executive Officer and/or the Chief and Deputy Chief(s) are notified of the incident and are kept apprised of the situation as it develops
 - iv. Media Relations Officers notified
 - f. ensure that the member(s) in whose custody the prisoner was submits, as soon as practicable, a detailed report outlining the events leading to the escape

D. Uniformed Supervisor

1. The Uniformed Supervisor designated by the Duty Inspector shall:
 - a. deploy all available staff to the area and set up a perimeter in an attempt to contain the escapee
 - b. cause a systematic search of the area to be conducted

- c. request assistance, if appropriate, from Canine, the Air Unit, and Tactical
- d. make contact with the District Investigation Supervisor designated by the Duty Inspector
- e. maintain a record of all areas searched
- f. complete a report (IA) detailing the search efforts

E. District Investigations Supervisor

- 1. Upon being notified of an escaped prisoner the District Investigations Supervisor shall:
 - a. make contact with the Uniformed Supervisor assigned by the Duty Inspector
 - b. assign investigators to duties as required
 - c. if appropriate, consult with the Supervisor of Major Crime
 - d. oversee the progress of the investigation unless relieved by the Supervisor of Major Crime

F. District Investigator

- 1. The Investigator assigned to an escaped prisoner shall:
 - a. conduct the investigation in accordance with the Criminal Investigation Management Plan
 - b. if the immediate apprehension of escapee is impossible:
 - i. ensure a CPIC Alert is issued if the person is believed to be a danger to themselves or other person
 - ii. ensure the information on the escapee is entered on CPIC
 - iii. notify any victim(s) or complainant(s) who may be potentially affected by the escape

PRISONER PROPERTY

A. General

- 1. Personal property of prisoners must be handled according to its size and character:
 - a. weapons and large items (such as large knapsacks, duffel bags, bicycles, etc.) and additional sets of clothing must be sent to the Swansea Evidence Control facility. The Ottawa Police Service will store large items for 90 days from the date of arrest, and will be destroyed if unclaimed
 - b. small items (medication, coins, small knapsacks, first set of indoor and outdoor clothing, wallets, watch, belt, shoe laces, other jewelry) shall be stored in the Cellblock area and shall be transported with the prisoner or returned to them upon release
- 2. The Officer-in-Charge/Cellblock may authorize deviation from this procedure in cases where it is anticipated that the prisoner will be released within 24 hours.

B. Arresting/Escorting/Investigating Officer

- 1. The Arresting/Escorting/Investigating Officer shall:
 - a. remove all items of personal property from the prisoner
 - b. transfer small items, (including cash), to Cellblock Attendant for processing
 - c. if the items are large:

- i. notify the prisoner if any large items are to be sent to the Swansea Evidence Control Centre and advise the prisoner that they must be claimed within 90 days or the property will be destroyed and make a notation to that effect in their duty book
- ii. complete the Cellblock Property Tag itemizing each large item being held
- iii. ensure that the prisoner signs the Cellblock Property Tag and give the prisoner the top copy
- iv. if prisoner refuses to sign, note, "refused to sign" on the Cellblock Property Tag, and give prisoner the top copy
- v. process any large items being sent to Swansea in accordance with the Property policy
- d. not place any additional items with the prisoner's property or return items removed for investigation without notifying the Cellblock Attendants
- e. If prisoner property is required as evidence after it has been processed and entered onto RMS, the investigating officer requiring the property shall:
 - i. complete a general Property Tag
 - ii. leave the top (white) copy with Cellblock staff
 - iii. the bottom copy (buff) becomes the Property Tag for the seized item

C. Cellblock Attendants

1. Cellblock Attendants shall:

- a. record all small items of prisoner property on the RMS Prisoner Property record
- b. count any bank notes on the intake counter below overhead camera
- c. confirm with the prisoner, if possible, the amount of bank notes
- d. return the bank notes to the prisoner
- e. record bank note amount on RMS Prisoner Property record
- f. secure small items in a Cellblock property bag and attach a print-out of the RMS Prisoner Property record
- g. any clothing or footwear, (i.e. steel-toed boots), which may prove to be hazardous to officers or others prisoners shall not be given to the prisoner while in custody or during transportation
- h. place the prisoner's property in the appropriately numbered bin and secure until:
 - i. given to escort officers if the prisoner is transported to another detention facility
 - ii. given to the prisoner upon release
- i. record on the RMS Prisoner Property record any items that are added, removed/returned and provide appropriate details such as time, officer, and/or authority
- j. upon receiving the top (white) copy of a general Property Tag for any article seized as evidence:
 - i. update the RMS Prisoner Property record
 - ii. place the top (white) copy of a general Property Tag with the prisoner's other property
- k. request that the prisoner sign the RMS Property Release Form when:
 - i. their property is given to them upon release
 - ii. they are turned over to an outside agency for escort
- l. give the signed Property Release Form to the Officer-in-Charge/Cellblock;

- m. organize and lay-out for the escorting officers all property for any prisoners being taken to Show Cause or another detention facility

LEGAL ISSUES

A. Arresting/Escorting/Investigating Officer

- 1. The Arresting/Escorting/Investigating Officer shall:
 - a. ensure that the prisoner is given the opportunity to contact legal counsel in private immediately upon being brought to the Cellblock. A prisoner's right to speak to legal counsel may be deferred if:
 - i. valid investigative reasons exist
 - ii. the prisoner is violent to the point of being a danger to themselves or others
 - iii. the prisoner is sick or injured and must be transported for medical attention
 - iv. the prisoner is severely intoxicated
 - b. if the prisoner's right to speak to legal counsel is deferred for investigative reasons, make detailed notes on the reason(s) and account for the time period
 - c. make every reasonable effort to comply with a request to contact a lawyer from outside the region
 - d. ensure that Young Offenders have been given the opportunity to contact a parent or guardian
 - e. advise the Officer-in-Charge/Cellblock of the status of notifying a Young Offender's parent or guardian
 - f. in addition to the opportunity to speak to legal counsel, afford the opportunity for foreign nationals to speak to a representative of the diplomatic mission from their country of origin if they so desire
 - g. accept incoming calls only from the prisoner's legal counsel
 - h. verify incoming calls from any person claiming to be legal counsel by consulting the telephone directory and calling them back before connecting the call
 - i. allow meetings between lawyers and their clients and Young Offenders and their parent or guardian utilizing the Cellblock visiting rooms
 - j. document, in duty book and on the appropriate lawyer slip, each time a prisoner:
 - i. speaks with legal counsel (green slip)
 - ii. leaves a message for legal counsel (yellow slip)
 - iii. declines to contact counsel (red slip)
 - iv. is not allowed to contact counsel (red slip)

B. Officer-in-Charge/Cellblock

- 1. The Officer-in-Charge/Cellblock shall:
 - a. ensure that all prisoners are afforded the opportunity to contact legal counsel without delay
 - b. ensure that all Young Offenders are afforded the opportunity to contact a parent or guardian
 - c. ensure that if a prisoner has been denied their right to contact legal counsel because of safety concerns that they shall be afforded their right as soon as practicable after the reason

for the concern is alleviated

C. Cellblock Attendants

1. Cellblock Attendants shall:

- a. enter the information regarding any legal counsel contact on the prisoner's RMS booking record
- b. upon the direction of the Officer-in-Charge/Cellblock facilitate a prisoner's contact with legal counsel
- c. document, on the RMS booking record and on the appropriate lawyer slip each time a prisoner contacts or attempts to contact counsel

ROLES & RESPONSIBILITIES

A. Officer -in-Charge/Cellblock

1. The primary duty of the Officer-in-Charge/Cellblock shall be the care of all prisoners in the Cellblock and the security of the facility.

2. The Officer-in-Charge/Cellblock shall also:

- a. ensure that the procedures outlined in this policy are followed and members are aware of their responsibilities
- b. keep Cellblock Attendants apprised of any procedural changes
- c. ensure that the Cellblock Attendants under their supervision are current and qualified in:
 - i. Use of Force
 - ii. First Aid, including CPR and the use of the defibrillator
- d. ensure that the arrest of all prisoners was lawful and that continued detention is required
- e. ensure that the video monitoring system is fully functional at all times in the Cellblock and Sally Port area
- f. review CPIC data for all persons in custody regarding cautions, wants, warrants, outstanding charges, and conditions
- g. update Versaterm RMS Cautions and the Accused Information Sheet with any relevant CPIC information
- h. ensure all cell checks are carried out within the required time periods;
- i. determine release provisions for the accused, in consultation with the investigating officer
- j. ensure that all release documentation is accurate and in proper order before any person is released from custody
- k. ensure all documentation such as Warrant Package, Charge Package, etc. are complete and available prior to transporting a prisoner to another facility
- l. prior to the release of a prisoner, ensure the subject has been properly identified and all provisions for fingerprinting/photographing are arranged through the Identification Section, or that an appropriate print date has been set for the accused
- m. ensure that any person being held for any offence where alcohol is involved is sufficiently sober to be responsible for their actions or released into the care of a responsible adult before authorizing the release

3. The Officer-in-Charge/Cellblock designated as the Administration NCO shall:
 - a. ensure that adequate materiel required for the day-to-day operation of the Cellblock is on hand
 - b. ensure that the fire extinguishers in the Cellblock are properly maintained;
 - c. ensure that the first aid kit and defibrillator are maintained
 - d. ensure that the alarm systems are operating properly and tested regularly
 - e. maintain an inventory of the keys required for Cellblock operation
 - f. liaise with support staff to ensure that any repairs or maintenance to the Cellblock area is carried as required

B. Staff Sergeant Court Security/Temporary Custody

1. The Staff Sergeant Court Security/Temporary Custody shall:
 - a. supervise the Officers-in-Charge/Cellblock
 - b. oversee the day-to-day operation of the Cellblock
 - c. ensure that members under his command comply with this policy

C. Officer-In-Charge (Inspector) Court Security/Temporary Custody

1. The Officer-In-Charge (Inspector) Court Security/Temporary Custody shall be responsible for:
 - a. the overall operation of the Cellblock and all matters related to prisoner care and control
 - b. regularly auditing compliance by members with this policy

D. Chief of Police

1. The Chief of Police should ensure that members involved in prisoner care and control have the knowledge, skills and abilities required to perform this function, including knowledge of first aid/CPR, precautions for communicable diseases, suicide prevention, recognition of symptoms of excited delirium and positional asphyxia and prevention, care for impaired persons and the maintenance and operation of safety equipment.
2. The Chief of Police should, following an escape or in-custody death, review the procedures, processes and practices of the Police Service for prisoner care and control and report back to the board.