

Chapter:	Contingency Plans	Classification:	Public Document
Subject:	Facility and Office Disturbances		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

1.1 Superintendents and senior probation officers will ensure there are local contingency plans developed and approved for correctional facilities and Community Correction offices to address facility or office disturbance. These plans will include provisions for and deployment of human, emergency, and other resources so that disturbances are effectively controlled in the shortest possible time.

2. Authorities

2.1 Authorities for this policy include
 2.1.1 Policy and Procedures, Chapter 37, Use of Force
 2.1.2 Chapter 12, Staff Safety and Wellness
 2.1.3 Sections 32, 33 and 64 to 69 of the *Criminal Code of Canada* in extreme circumstances where extensive property damage is being caused or where death or grievous bodily harm is likely to result


3. Definitions

3.1 **Facility disturbance:** any situation, action, or event, including a riot, involving more than one individual in custody apparently working in concert to cause within a correctional facility
 3.1.1 serious bodily harm to staff or others
 3.1.2 significant damage
 3.1.3 a significant disruption to the safe and secure operation

3.2 **Office disturbance:** a situation, action, or event involving one individual under supervision or between multiple individuals to cause any of the circumstances identified in 3.1 within a field office.

4. Workplace Violence Prevention Plan

4.1 This policy and procedures, in addition to any associated contingency plans and facility Standard Operating Procedures (SOP) is part of the Correctional Services Division's overall workplace violence prevention

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plan as required by section 7 of the Violence in the Workplace regulations.

- 4.2 Superintendents and senior probation officers will ensure that ongoing preventative measures are taken to identify potential disturbances and to make staff aware of the potential dangers.
- 4.3 Staff will immediately report any occurrences to their supervisor that would suggest that a facility or office disturbance may be developing.
- 4.4 Superintendents and senior probation will advise staff of their responsibilities with relation to a facility or office disturbance.
- 4.5 Superintendents and senior probation officers will ensure that complaints or unusual related occurrences involving individuals in custody or in community corrections offices are reported and dealt with decisively and appropriately, to reduce the likelihood of a facility or office disturbance.

5. General Principles

- 5.1 If a disturbance occurs within a facility or in the case of an office disturbance the superintendent or senior probation officer or designate will
 - 5.1.1 be notified immediately
 - 5.1.2 direct the implementation of the appropriate elements of the contingency plan


6. Orders Given Under Duress

- 6.1 All orders given by a Correctional Services employee, or by any other person in authority being held hostage, are considered to be orders under duress, and are therefore invalid. Staff are not to comply with such orders.

7. Contingency Plan

- 7.1 Contingency plans for controlling a facility or office disturbance will include
 - 7.1.1 requirements identified in Policy and Procedures, Subject 6.00.00, General Requirements

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- 7.1.2 protection of the general public
- 7.1.3 prevention of death or serious injury
- 7.1.4 safety and welfare of hostages
- 7.1.5 safety, through relocation where possible, of non-participants
- 7.1.6 identification of participants
- 7.1.7 restoration of order and protection of property
- 7.1.8 prosecution of perpetrators

7.2 Contingency plans will include provision to immediately diffuse and resolve the situation through non-violent crisis intervention or negotiation techniques wherever possible. This will include listening to complaints and taking other appropriate action.

- 7.3 Plans will include provisions
 - 7.3.1 to localize disturbances as much as possible and to secure the unaffected areas of the facility or field office
 - 7.3.2 for onsite managers or senior probation officers to evaluate and assess the situation and notify the superintendent or manager, community corrections or designate of the situation and the actions taken


8. Riot and Emergency Equipment – Correctional Facilities

- 8.1 Only authorized restraint, control, protective and emergency equipment is to be used to resolve a facility disturbance. Use of this equipment will be consistent with Policy and Procedures
 - 8.1.1 Subject No. 37.16.00, Use of Force
 - 8.1.2 Chapter 41, Approved Security Equipment

9. Reading Proclamation – Correctional Facilities

9.1 Pursuant to section 64 and 67 of the *Criminal Code of Canada*, when a riot situation within a correctional facility has been identified, the superintendent or delegate will make the following proclamation:

“Her Majesty the Queen charges and commands all persons being assembled immediately disperse and peaceably depart to their dormitories or cells (***or identify another appropriate location within the***

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facility) on the pain of being guilty of an offence for which, on conviction, they may be sentenced to imprisonment for life. GOD SAVE THE QUEEN."