

Chapter: **Close Confinement**

Classification: **Public Document**

Subject: **Close Confinement**

For: **Adult Custody**

  
Authorized by the Executive Director

## Policy

- 1 Correctional Services will place a person in close confinement within a provincial correctional facility when it is required to assist in maintaining their safety, the safety of staff and the public.
- 2 Persons placed in close confinement will be provided with privileges pursuant to Sections 54 to 58 of the *Correctional Services Regulations*.

## Authority

- 3 The authority and requirements for placing a person in close confinement is derived from Section 74 of the *Correctional Services Act* (CSA) and Sections 79 to 81, 88(2)(b), 89(c) and 95(1)(c) and (d) of the *Correctional Services Regulations* (CSR).

## Definitions

- 4 **Close Confinement:** A restriction imposed on a person to a cell or isolated area (e.g., unoccupied dayroom, temporary housing unit) that limits interaction with others to less than four hours
  - (a) In accordance with Policy and Procedures Subject, [46.00.00, Access to Health Care](#), confinement for medical reasons may occur when requested by Correctional Health Services.

## Reasons for Confinement

- 5 **Alleged or Breached Rule:** A person may be held in close confinement in relation to a Level 2 or Level 3 breach of facility rule(s).
- 6 **Own Request:** A person may request to be placed in or remain in close confinement despite living unit options being made available to them. This can include situations where they feel their safety, or the safety of others is at risk.
- 7 **Safety of Others:** A person may be held in close confinement if there is reasonable belief the safety of others in the facility will be at risk if the person is housed in a living unit.

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- 8 **Security of Correctional Facility:** A person may be held in close confinement if there is reasonable belief the security of the Correctional Facility would be at risk if the person were housed in a living unit. E.g. escape risk.
- 9 **High Risk Safety Protocol:** A person may be held in close confinement if they are suspected of smuggling contraband inside a body cavity and the criteria to initiate HRSP outlined in Policy and Procedures Subject, [39.11.00 – High Risk Safety Protocol](#) has been met.
- 10 **Medical:** To be used when person(s) are required to be in confinement in relation to public health direction or best practice.

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- 11 The Superintendent, or delegate is responsible for identifying persons who may require placement in close confinement for the following reasons
  - (a) administrative
    - i. the security of the facility may be compromised, examples include
      - a concern the person may be concealing contraband ([high risk safety protocol](#))
      - b to protect the safety of other persons or staff where the person poses a physical risk to others or staff
      - c threat to a person from outside the facility
    - ii. at the request of the person, examples include
      - a expressed concerns of physical assault from others
      - b requires time alone due to a stressful or emotional personal event
  - (b) disciplinary
    - i. where the person has received a disciplinary report and pending or following adjudication was sanctioned to close confinement in accordance with the disciplinary system
- 12 Unless under the direction of Correctional Health Services, a person will not be held in close confinement solely for the following reasons,
  - (a) pregnant or have recently given birth

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- (b) suicidal or chronically self-harming
  - (c) suffering from a confirmed diagnosis of mental disorder or intellectual disability
  - (d) in need of medical observation
  - (e) mobility impaired
- 13 An Enhanced Supervision Plan ([43.00.00 – A](#)) will be developed and approved by the Superintendent in order to hold a person in close confinement beyond 5 days who is there
- (a) at their own request
  - (b) due to a reasonable belief the safety and security of the Correctional Facility is at risk if the person is in a living unit, including protection of the person and/or others
- 14 The Enhanced Supervision Plan will be reviewed, and updated as necessary every 5 days in accordance with policy and procedures [43.02.000 – Review, Extension, Discontinuance](#). The plan will include the following information
- (a) Case Management Team support to be provided including details regarding what programs and services the person will be offered
  - (b) safety measures to be taken while the person is in confinement
  - (c) other information determined to be relevant to supporting the persons successful reintegration into a living unit
- 15 Upon notification from Correctional Services staff, the manager may approve a persons placement in close confinement and will
- (a) enter the reason for the close confinement on JEIN under the Custody Term Management “Location Assignment” tab. For further detail see JEIN User Manual Section 4.2.
  - (b) make a note under the activity tab on JEIN using the “Close Confinement Initiated” activity type
  - (c) complete relevant sections of the Close Confinement Entitlement Report ([43.01.00-A](#))
- 16 When the reason for confinement has changed and the person remains in confinement the manager will
- (a) update the close confinement reason (see section 5 – 10 for confinement reasons)

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(b) detail the reason for the change in JEIN under Activity Notes

- 17 Persons in close confinement will be provided with entitlements and privileges in accordance with Policy and Procedures Subject No. [43.01.00, Privileges and Entitlements](#).

### **Close Confinement Pending Hearing by Adjudicator**

- 18 In accordance with Policy and Procedures, Subject No. 42.00.00, [Rules and Regulations](#)
- (a) correctional staff may place a person in close confinement pending a hearing by the adjudicator, and
  - (b) a manager may continue the close confinement for a period not to exceed twenty-four (24) hours pending a
    - i. review by the manager on duty
    - ii. a hearing by the adjudicator

### **Case Management Team Rounds**

- 19 Persons placed on close confinement will be monitored by the Case Management Team. The Case Management Team consists of Teachers, Chaplains, Program Officers, Correctional Case Workers and Social Workers.
- 20 A member of the Case Management Team will visit a person on close confinement every 7 days.
- 21 The Case Management Team will document all visits to persons on close confinement in JEIN using the JEIN Activity Note CMT Visit.

### **Disciplinary Penalty – Close Confinement**

- 22 A person may be placed in close confinement as a disciplinary penalty following a
- (a) level I disciplinary report for a period not to exceed 3 hours
  - (b) level II disciplinary report for a period not to exceed 5 days
  - (c) level III disciplinary report for a period not to exceed 7 days
- 23 A person may be required to serve the sanction in

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- (a) their current room/dormitory/cell in their unit/dayroom
  - (b) the close confinement unit (CCU)
  - (c) another location, if security issues are identified, as determined by the manager
- 24 A manager will conduct a daily round of CCU and ensure time is available to address any instances where privileges and entitlements have not been provided.
- 25 Managers responsible for conducting rounds in close confinement units and living units will review the Close Confinement Entitlement Report ([43.01.00-A](#)) to ensure compliance with the following requirements outlined in Policy and Procedures [43.01.00 - Privileges and Entitlements While on Close Confinement](#)
- (a) persons are receiving privileges and entitlements
  - (b) there is documentation to support withholding privileges

### **Standard Operating Procedures**

- 26 Standard Operating Procedures (SOPs) will be established with respect to this policy and identify the person responsible for
- (a) initiating confinement on JEIN, including completing the initiation activity note
  - (b) completing the Close Confinement Management Plan
  - (c) uploading documents to the Custody Term Management under the "Person Documents" tab on JEIN
  - (d) process for reviewing the Enhanced Supervision Plan and uploading it to JEIN