



## MIRAMICHI YOUTH CAMPUS

### Local Standard Operating Procedures

Re: Whole Body Transmission X-Ray Scanning System (Body Scanner)

#### 1. General Use

In alignment with the New Brunswick Community Services Youth Campus Provincial Policy, Miramichi Youth Campus (MYC) the Body Scanner will be used on an individual in the following scenarios.

- Upon Admission to the Institution
- Transfer from Open Custody to Secure Custody
- Return from off-site court appearances
- Return from Integration leave

The Body Scanner may be used when it is **a)** required for safety and security purposes or **b)** there is reasonable suspicion that a young person is in possession of contraband (various).

#### 2. Approval Process

Use of the Body Scanner outside of reasons noted above for the purpose of required safety or reasonable suspicion shall only take place after approval is received by the Duty Sergeant (shift supervisor) either in writing or by verbal confirmation, by the Deputy Superintendent / On-Call Authority (or equivalent).

When considering a formal request for the use of the Body Scanner, the Duty Sergeant (shift supervisor) shall provide a detailed narrative to the Deputy Superintendent of Operations / On-Call Authority (or equivalent), outlining the rationale for the request.

#### 3. Positive Scan and Refusal to Submit to a Scan

When the Youth Worker responsible for operating the Body Scanner determines a positive scan, the young person is housed in a wet cell and provided an opportunity to surrender the contraband. Once contraband is surrendered, a second body scan will be completed. Once the scan is deemed to be negative and there is no longer a risk of contraband, the process is complete.

Individuals refusing to surrender contraband will be placed in a wet cell until they can scan negative or the Superintendent/Designate is satisfied the placement is no longer required, in accordance with Policy and Procedures.

When an individual in custody refuses to submit to a body scan, they will be placed in a wet cell, until they scan negative or the Deputy Superintendent / On-Call Authority (or equivalent) is satisfied that the placement is no longer necessary given the totality of the circumstances. The Deputy Superintendent / On-Call Authority (or equivalent) shall consider the risk to institutional safety and security while evaluating options.

Refusal to submit to a body scan will be documented by generating an incident report.

#### **4. Operation of the Body Scan**

The Body Scan is to be operated only by those trained and qualified in the professional use of the machine. Requests for training on the Body Scan is subject for approval by the Superintendent or Institutional Head.

Gender standards are to be respected and the Department's policy on Transgender individuals consulted prior to operating the Body Scanner

**Note:** Gender standards are to be respected and the Department's Policy on Gender Variant individuals consulted prior to operating the Body Scanner.

#### **5. Process**

The Body Scan machine is in the Chapel area of the MYC. The Body Scan is considered a permanent fixture, and the position is not to be moved, altered, or adjusted at any time.

Most young persons who require a body scan will already be working through the admissions/intake process by default; therefore, the use of the body scan will become part of the natural process. Body scan search will be considered the last step in the intake process prior to Living Unit placement.

In the event a Supervisor establishes reasonable suspicion that requires the use of the body scan for a young person who has already completed the admission process, the involved young person is to be removed from their assigned living unit and subsequently relocated to a pre-determined holding area. Upon completion of an approved scan, the young person shall be placed on an "eyes on" protocol until such time that the results are fully interpreted by trained personnel. If the scan yields a negative result, the young person shall be considered to have "passed" the body scan. If a trained operator can successfully determine the presence of contraband, the young person shall immediately be escorted to the pre-determine "dry-cell," where a formal explanation as to why they are being "wet celled" is explained.

**Note:** The Body Scanner shall replace the need for a skin search for all young persons during the admissions process unless prior knowledge of contraband is reported. The Deputy Superintendent / On-Call Authority (or equivalent) shall consider the risk to institutional safety and security and determine if skin search is necessary. In the event that the Body Scanner is not operational (i.e., power outage), a skin search shall be required.

## **6. Documentation**

When a scan is positive or suspicious, the Superintendent/Designate with the Administrator will save the image on a USB stick for investigation or legal proceedings as per body scan policy.

**Amendments and adjustments to these local Standard Operating Procedures are anticipated upon completion of a final Provincial Policy, specific to the use of the Body Scanner**

  
**New Brunswick**  
Department of Public Safety  
Correctional Services

Policy:           **Searches D15**  
Effective:        March 2001  
Revised:         December 2022

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**MISSION STATEMENT**

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Correctional Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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**PURPOSE**

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To ensure searches of the institution, grounds and persons are to be conducted in a legal manner to maintain a safe and secure environment.

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**LEGISLATIVE AUTHORITY**

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N.B Corrections Act Regulation 84-257

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**SCOPE**

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This policy applies to all employees of the Correctional Services division of the Department of Public Safety.

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**POLICY GUIDELINES**

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Proper and frequent searches will help to:

- detect and prevent the introduction or manufacturing of weapons, alcohol, drugs, or other dangerous contraband at the facility.
- recover and return missing or stolen property.
- discourage theft, trading, and bartering.
- identify situations and items which might be used in an escape, assault, disturbance, suicide, or other serious occurrence.
- prevent waste or misuse of government property.

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**PROCEDURE**

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All areas to which clients have access will be searched at frequent and irregular intervals.

Areas may be searched with client(s) present or absent. It is preferable to search an area without the clients(s) present.

Visiting and client exercise areas will be searched prior to and following any use.

**Local policy**

Local Policy will outline the procedure, and areas to be searched

  
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**Frequency**

Client's may be searched prior to, during or following visits, exercise periods, work activities, disassociation, etc., where reasonable grounds, in respect of maintenance of appropriate security, exist to do so.

**Security equipment**

All security equipment will be maintained in proper working order.

**Search practices**

When conducting a search:

- two staff present.
- have same sex staff conduct intrusive searches (Skin/ strip searches).
- if second staff is of opposite sex, they shall remain in proximity but stationed to view of only officer conducting the search.
- take precautionary methods deemed necessary for safety and security.
- exercise proper courtesy and judgement to reduce undue stress or humiliation for the client.
- notify medical services of any evidence of injury or disease.
- conduct searches in areas where the offender will not be observed by others.
- avoid physical contact with the client.

**Transexual and Gender Variant Clients**

Where there have been declarations that client has identified as transsexual or one of any gender variant designations, the Sergeant or their designate will interview the client to determine how the client identifies and the proper procedure to conduct any search.

**Cavity search**

A client body cavity search will be conducted only for compelling medical or security reasons or where there are strong, reasonable grounds for suspecting concealed contraband. A body cavity search will only be conducted by a physician. Clients suspected of concealing contraband will be housed away from the population and will remain under supervision until the item concealed in the bodily system is passed normally, or until the search can be completed by authorized medical personnel.

**Dentures**

Partial and complete dentures shall be removed during a client strip search

**Clothing**

Client clothing shall be searched for anything that may be concealed

**Non-Intrusive Searches (Frisk search)**

Non -intrusive searches (Frisk searches) may be conducted at any time

**Intrusive searches (Skin/Strip search)**

Client's may be subject to an intrusive search (Skin/strip search) upon authorization of the person designated by the Superintendent or immediately if an officer has reasonable grounds to suspect the client will dispose of the contraband before the request may be considered by the person designated by the Superintendent.



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**Fine default**

Clients admitted on a warrant for default of fine payment at the discretion of the Sergeant.

- will be held separate from the regular population
- may receive a grace period from a skin/ trip search if there is an indication the fine will be paid out within a few hours.

**Refusal to comply with an Intrusive search (Strip/ Skin search)**

When a client refuses to be searched or resists a search, the offender shall be placed in segregation until:

- the client submits to the search; or
- there is no longer a need to search the client.

The only exception will be in an emergency where an employee has reasonable cause to believe that an immediate search is necessary because:

- the client is concealing contraband which is dangerous or potentially harmful to personal safety or Institutional security.

**Incident reports**

All staff involved shall prepare reports, turned in to the Sergeant prior to the end of the shift.

**Chief Superintendent**

The Superintendent, upon receipt of all reports, will prepare a detailed summary of all searches falling under an emergency and forward it to the Chief Superintendent

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**RELATED POLICY**

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- D 13 Trans-Gender - Gender variant Clients
- D 51 Whole X-ray scan system (Body scan)
- D17 Seizure
- D16 Correctional Canine Services
- Adult Institutional Policy Manual N.B.

  
**New Brunswick**  
Department Public Safety  
Correctional Services

Policy: Whole Body Transmission X-Ray Scanning System (Body Scanner) D51  
Effective: May 2021  
Revised: December 2022

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**MISSION STATEMENT**

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Correctional Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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**PURPOSE**

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The Whole Body Transmission X-Ray Scanning System (Body Scanner) is a device that utilizes low doses of x-rays to scan through the body and produce a visual image (skeletal) on a monitor that can reveal items that are contained in clothing and within the body of the individual being scanned.

The body scanner is used in conjunction with other search procedures, and is an integral component of:

- Contraband elimination
- Security screening in correctional facilities
- Improved staff and offender safety

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**LEGISLATIVE AUTHORITY**

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Chapter – 26 Corrections Act of New Brunswick; General Regulations 84-257 Sections 5-10 N.B.

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**SCOPE**

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This policy applies to all employees of the Correctional Services division of the Department of Public Safety.

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**POLICY GUIDELINES**

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This policy and procedure have been classified as Protected A. It may be shared with the approval of the Executive Director to non-employees and other Correctional Services jurisdictions for reference purposes.

The Whole-Body Transmission X-Ray Scanning System (Body Scanner) will be used to scan individuals at the correctional facility including upon:

- Admission
- Transfer from another correctional facility
- Return from off-site court appearances
- Return from conditional release
- Intake of intermittent sentences

  
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The body scanner may be used when:

- Required for safety and security purposes
- There is reasonable cause to believe that an offender is in possession of contraband

### **Roles and Responsibilities**

The superintendent or delegate has administrator access to the body scanner and is responsible for:

- Monitoring the use and maintenance of the device
- Ensuring compliance with the requirements specified by the manufacturer
- Copying images or reports to a memory stick when a diagnostic review or investigation is required. All positive scans will be saved on CIS under each person's profile features, using the body scan photo button

### **Training**

Only trained designated corrections staff members will be permitted to conduct body scans, training will include:

- Safe use and maintenance of the system
- Safety codes and regulations associated with the use of radiation emitting equipment in Canada
- Compliance with data protection including password usage and integrity

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## **PROCEDURE**

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The body scanner will be used:

- To search individuals in custody during the admission process after the individual has surrendered their personal effects to admitting staff and is wearing facility issued clothing, in accordance with Policy and Procedures.
- When there is a suspicion that an individual has contraband on their person
- Where it is suspected that contraband may be contained within an object such as a mattress or large parcel

Two corrections staff will be responsible to conduct the body scan as follows:

- One staff member will operate the body scan
- A second staff member will observe the individual being body scanned during the process
- One body scan image will be uploaded on CIS for each individual as a reference x-ray image for comparison purposes
- All positive scans will be saved on CIS under each person's profile features, using the body scan photo button.

Staff are to conduct scans using the whole-body x-ray security scanning system professionally and exercise sensitivity to preserve inmate dignity when performing them.

### **Negative Scan**

When the corrections staff responsible for operating the body scanner determines a negative scan, in which no contraband is present, the admission process will be completed, and the offender will be placed on unit.

### **Positive Scan**

When corrections staff responsible for operating the body scanner determine a positive scan, in which contraband is present or suspected, the offender is placed into a designated cell and provided with an opportunity to surrender the contraband:



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- Upon contraband being surrendered, a second body scan will be completed and reviewed by a staff responsible for operating the body scanner in consultation with a designated manager. Once a negative body scan is obtained and a manager has determined that there is no longer a risk of contraband, the admission process is completed.
- Individuals refusing to surrender the contraband are placed in separate confinement, under dry cell protocol, until they scan negative or the superintendent or designate is satisfied the placement is no longer required, in accordance with Policy and Procedures,
- When there is a previous body scan image for the same individual it will be used as reference for comparison purposes.

The discovery and seizure of contraband will be processed in accordance with Policy and Procedures, Subject No.:

- Contraband
- Continuity of Evidence
- Client Disciplinary System
- Documentation

**Refusal to Submit to a Body Scan**

When an individual in custody refuses to submit to a body scan, they will be placed in separate confinement, under supervision, until they scan negative or the superintendent or designate is satisfied the placement is no longer required, in accordance with:

- General Regulations 84-257 Sections 5-10 N.B.
- Local Standard Operating Procedures (SOP)

**Gender Standard**

The body scan will be conducted by a staff member of the same gender as the individual unless the superintendent or designate believes, on reasonable grounds, that a delay in an authorized person of the same gender being available would result in danger to human life or safety, security, or good order of the facility.

Transgender individuals are given the opportunity to choose to be body scanned by a male or female staff member, in accordance with Policy, Section D-33, Trans and Gender Variant Offenders.

Any variations or authorities to 11.1 or 11.2 as issued by the superintendent or delegate will be recorded on writing.

**Women in Custody**

The body scan process is safe for pregnant women. If a woman in custody indicates they are pregnant or possibly pregnant, the body scan will be conducted at the lowest level. If an effective image cannot be achieved, a scanning at a higher level may be required.

When evaluating a body scan image, if there is reasonable cause to believe that contraband is concealed near or within a tampon or sanitary pad, an offender will be instructed to remove their tampon or sanitary pad and another scan will be conducted. Corrections staff responsible for operating the body scan will immediately provide the offender with a new tampon or sanitary pad and a wrapper or paper bag for disposal of the used one.

  
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**Mobility Restrictions**

Individuals in custody unable to stand on the body scanner platform unassisted will not be scanned. They will be searched utilizing other approved contraband detection tools, in accordance with Policy and Procedures,

**Maximum Exposure Limit**

When the maximum exposure limit is reached (cumulative annual dose), the unit will complete a pass without exposing the individual to any additional radiation.

**Client Information System**

A contraband alert will be created in the CIS Alerts screen for individuals who have attempted to bring contraband into the correctional facility, in accordance with Policy and Procedures,

**Image Retention**

Images are saved on the body scanner device for 30-days.

When a scan is positive or suspicious, the superintendent or delegate with administrator access will save the image on a memory stick for investigative or legal proceedings as follows:

- CIS person number-name (i.e. 654321-JoeSmith)
- These records are retained as per established guidelines
- Create an incident package if applicable
- Upload the images on CIS

Upon request by the vendor, for diagnostics purposes, the deputy superintendent with administrator access will:

- Save the image on a memory stick with the generic file name generated by the body scanner device
- Ensure the file name does not identify the individual
- Email the image to the vendor

**Standard Operating Procedures (SOP)**

The Superintendent will develop local SOP in accordance with this policy.

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**RELATED POLICY**

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D13 Transgender and Gender Variant Clients  
D14 Contraband  
D15 Searches  
D17 Seizures  
D16 Correctional Canine Services request  
D33 Video Recording  
D49 Ion Mobility Spectrometry Device  
Adult Institutional Policy NB

  
**New Brunswick**  
**Department Public Safety**  
**Correctional Services**

Policy: **Transgender and Gender Variant Clients D13**  
Effective: February 2018  
Revised: December 2022

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## MISSION STATEMENT

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Correctional Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful, we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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## PURPOSE

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Correctional Services actively works to develop and maintain correctional facilities and community corrections offices that are safe, respectful, and free of discrimination and harassment, which affirm a client's gender identity and expression, and which provide accommodation that respects the dignity and individual needs of the client, allowing them to maximize their participation in services.

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## LEGISLATIVE AUTHORITY

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Section 2.1 Human Rights Act

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## SCOPE

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This policy applies to all employees of the Correctional Services division of the Department of Justice and Public Safety.

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## DEFINITIONS

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While some of the following terms may not appear in the procedure, the following definitions may clarify terminology an employee may come across in dealing with questions they may have related to gender identity. It is important to note that language evolves and that terms considered acceptable now may change over time.

**Sex:** A set of biological attributes. Sex is primarily associated with physical and physiological features including chromosomes, gene expression, hormone levels and function, and reproductive / sexual anatomy. Sex is usually categorized as female or male but there is variation in the biological attributes that comprise sex and how those attributes are expressed.<sup>1</sup>

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<sup>1</sup> "Definitions of Sex and Gender" Government of Canada, Canadian Institutes of Health Research, <https://cihr-irsc.gc.ca/e/47830.html>, Accessed February 27, 2020.

**Gender:** The socially constructed roles, behaviours, expressions and identities of girls, women, boys, men, and gender diverse people. It influences how people perceive themselves and each other, how they act and interact, and

the distribution of power and resources in society. Gender is usually conceptualized as a binary (girl / woman and boy / man) yet there is considerable diversity in how individuals and groups understand, experience, and express it.<sup>2</sup>

**Gender Identity:** A person's internal and individual experience of gender. It is their sense of being a woman, man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex.

**Gender Expression:** This is how a person publicly expresses or presents their gender. This can include behaviour and outward appearance such as dress, hair, makeup, body language, and voice. A person's chosen name and pronoun are also common ways of expressing gender. Others perceive a person's gender through these attributes.

**Gender Variant:** The term is used to describe individuals whose gender expressions differ from what is considered conventional for their perceived gender and / or their assigned sex in a given culture. Persons who express gender variance may also be referred to as gender non-conforming. It is important to note that not all gender non-conforming people identify as transgender; nor are all transgender people gender non-conforming.

**Cisgender:** A term used to describe a person whose gender identity aligns with those typically associated with the sex assigned to them at birth.

**Transgender (sometimes shortened to Trans):** A person whose gender identity and / or expression is different than their sex assigned at birth. They may or may not choose to undergo medically supportive treatments to align their bodies with their gender identity, such as hormone therapy, sex reassignment surgery or other procedures. They may also undertake other changes to align their external attributes and appearance with their gender identity.

A person whose sex assigned at birth is "female" and identifies as a man may also identify as a transgender man (female-to-male or FTM). A person whose sex assigned at birth is "male" and identifies as a woman may also identify as a transgender woman (male-to-female MTF).

**Non-binary:** A term describing a person who does not identify exclusively as a man nor a woman. Non-binary persons may identify as being both a man and a woman, somewhere in between, or as falling completely outside these categories. While many non-binary persons many also identify as transgender, not all non-binary people do.

**Genderqueer:** An umbrella term with a similar meaning to non-binary. People who identify as genderqueer may see themselves as both male and female, neither male nor female, or falling completely outside the gender binary. They may embrace a fluidity or gender identity and often, though not always, sexual orientation. It is important to note that not all persons are comfortable with using this term, and therefore no one should be called "genderqueer" without their consent.

**Gender-fluid:** This term describes or relates to a person who does not identify with a single fixed gender.

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<sup>2</sup> ibid

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**Two Spirit:** Two Spirit is a term used by some Indigenous people who may be gay, lesbian, bisexual, transgender, queer or other gendered. Not every Indigenous person who identifies as LGBTQ will describe themselves as Two Spirit, and not every Indigenous person who uses the term Two Spirit identifies as LGBTQ. The term provides an Indigenous person the space to describe their identity within the context of their cultural and spiritual identity without being bound by colonial definitions of gender and sexuality.

**Intersex:** A general term used to describe a variety of conditions in which a person is born with a reproductive or sexual anatomy that is not easily characterized as male or female. This might include a woman with XY chromosomes or a man with ovaries instead of testes. Some intersex clients identify with their assigned sex; others do not. Some choose to identify as intersex. Some intersex people are transgender; however, intersex does not necessarily mean transgender.

**Undue Hardship:** When providing accommodation is not possible due to serious health and / or safety risks.

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**POLICY GUIDELINES**

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Correctional Services is committed to supporting the rights and needs of transgender and gender variant persons. In carrying out the process identified as it relates to transgender or gender variant clients, the following must be considered:

- Staff must be open, respectful, and professional when dealing with clients. They will be treated with dignity and respect and offered opportunities and benefits regardless of the gender that they identify with.
- The case management process must begin as soon as possible upon the client's admission.
- Clients may not always identify as man or woman. Gender identity is a spectrum.
- Clients may self-identify differently from each incarceration. Therefore, assumptions about gender identity or placement should not be made based on previous admissions.
- Steps must be taken to maximize privacy and confidentiality of any information related to the transgender client's gender identity and history. Any conversations and consultations amongst staff must occur out of hearing range of other clients and anyone else that does not need to know.
- A client must be placed in an institution appropriate to their self-identified gender or housing preference unless there are health and / or safety risks for the client or other clients. Not all transgender or gender variant clients will want to be housed according to their self-identified gender. Clients may wish to be housed according to their birth assigned sex. As such, it is important to consider the client's housing preference in addition to their self-identified gender.
- When accommodations are provided to a transgender or gender variant client, they will be advised of their options and informed of the benefits and risks associated with these options.
- Assessment, placement, and other services will be managed on a case-by-case basis.
- When admitting, classifying, and placing a transgender or gender variant client their needs – including those related to religion and language - must be accommodated short of undue hardship.
- If the most appropriate accommodations provided would cause undue hardship or require time to accomplish, interim or next best solutions must be considered and implemented short of undue hardship. If there is an inability to provide appropriate accommodation, the interim measures taken must be documented on the intake assessment and case plan notes for transgender or gender variant clients.

## PROCEDURE

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### Admissions

Where Sherriff Services or another escorting justice agency, e.g., Correctional Services Canada, Canada Border Services, etc., contacts a facility in advance to inform they have a transgender or gender variant client in their custody, the facility will direct them to a facility that corresponds with the client's self-identified gender,

### Searches

The admitting officer will explain the frisk, pat and strip search process, including any search of prosthetics. Search techniques are to be carried out in accordance with Policy and Procedures

Designated Correctional Services staff are authorized to conduct searches. Prior to all searches, trans and gender variant clients will be asked to identify if they would prefer the search completed by either a male or female correctional officer. Where a client chooses to have a "split search" (both male and female correctional officers involved) the officer will confirm with the client which body parts are searched by which gender staff, e.g., male search bottom, female search top.

If the client's gender preference for the search is unavailable, the admission officer will secure the client pending a resolution and advise the Sergeant on duty or their designate.

The Sergeant on duty or their designate will take steps to resolve the situation by

- reassigning a same gender correctional officer from another operational area.
- in the absence of a same gender correctional officer, direct a same gender manager to conduct the search.
- in the absence of both, call in an off-duty same gender correctional officer to attend the facility to conduct the search

Transgender and gender variant clients may request or require prosthetic devices to express their gender and reduce distress, anxiety and / or depression, e.g., binders, gaffs, penile or breast prostheses, or other approved devices. Upon completion of a search, clients will be permitted to retain these items unless there are safety / security reasons, as determined by the superintendent or designate, that cannot be resolved. The superintendent or deputy superintendent will provide the client the reasons in writing for a decision to remove personal items.

### Clothing

Underwear and supplemental clothing needs will be provided in accordance with gender identity and not be restricted based on unit placement:

- Transgender and gender variant clients will be asked what type of underwear they require.
- If the client's required underwear is not able to be accommodated immediately, the reasons, interim / next best solutions implemented and expected timeframe for resolution will be documented on the Client Information System and explained to the client.

  
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### **Unit Placement**

Transgender and gender variant clients will be assigned a unit placement according to their gender identity, unless they otherwise request to be housed in a facility that does not correspond to their self-identified gender; or privacy concerns and / or health and safety risks are identified.

Any information regarding a placement decision that is not consistent with the client's gender identity will be documented.

### **Placement Change Re-evaluation**

The superintendent or designate will be advised of the transgender or gender variant client's placement in the facility. When it is requested that a transgender or gender variant client be held on administrative conditions of confinement (Modified Format) for their own protection, the superintendent or designate in consultation with classification committee will review the request and consider access to programming and socialization with other clients.

### **Alternate Accommodations**

If a client disagrees with their placement, they will be provided with information about the complaint / appeal process in accordance with Policy and Procedure.

### **Unit Placement Review**

When a transgender or gender variant client is assigned a unit placement other than general population, the classification committee will review the placement within 72 hours.

The classification committee will review the placement as needed at the weekly classification meeting.

A client's gender may be fluid and may change during an incarceration. In such cases, requests by the client to be relocated within a correctional facility will be referred to the classification committee for further assessment. Decisions to relocate a client based on fluidity will be determined in accordance with the guiding principles within policy.

Any change to unit placement or cell assignment requires approval by the Superintendent or Deputy Superintendent, except for placement due to a disciplinary requirement

### **Client Information System (CIS)**

In cases where the clients identified name or gender designation varies from what appears on legal or identity documentation, facility staff will ensure this information is reflected in CIS as follows

- the clients identified name will be recorded as a new alias.
- the clients gender identity will be selected in the gender (M, F) field of the new alias.
- an alert will be recorded in CIS, as follows:
  - under the "Trans Person" alert type.
  - the clients gender identity (male, female, transgender male, transgender female, non-binary, Two-Spirit, etc.) will be typed into the alert comment field.

  
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**Transfer**

If the current facility cannot accommodate the client's identified gender or unit placement preference the superintendent or designate will:

- ensure that a transgender or gender variant client is transferred as soon as reasonably possible.
- where legitimate extenuating circumstances prevent transfer from occurring (e.g., court appearance), ensure the client is transferred as soon as reasonably possible after those circumstances have been resolved.
- implement, in consultation with the client, interim or next-best solutions regarding placement until the client can be transferred; and
- clearly document the situation in CIS.

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**RELATED POLICY**

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Section D15 Searches

Section D16 Correctional Canine Services

Section D17 Seizures

Section D33 Video Recording

Section D49 Ion Mobility Spectrometry Device – Ion scan

Section D51 Whole Body Transmission X-Ray Scanning System (Body Scanner)

Appendix D13– NB -Self Identification Admissions Questionnaire

Adult Institutional Policy Manual NB