



Yukon Corrections: Adult Custody Policy Manual

Section:	D Admissions, Community Re-Entry and Case Management	Effective Date:	March 6, 2013
Number:	D 1 APU & Admissions and Discharge		
Item:	D 1.1 Arrest Processing Unit		
Approved by:		Revised:	September 28, 2018

Admitting prisoners

12. WCC Officers must ensure there is no opportunity for contact between Males and Females/ Adults and Youth prisoners, and between WCC inmates (including intermittent inmates) and RCMP Prisoners. This applies to the entire APU/A&D area including holding cells, Interview room, sally-port, man-trap, washroom/shower and the remainder of the common area corridor.
13. No prisoner who appears to be in immediate need of medical attention will be admitted to the APU.
14. Unconscious persons, or a person you know to have been unconscious prior to arrest, will not be admitted without prior medical assessment from Whitehorse General hospital.
15. If a prisoner is refused admission for medical reasons, the RCMP remain responsible to take him or her to the hospital. If the prisoner is admitted to the hospital, the RCMP can request corrections take over supervision. If there are sufficient staff available to accommodate the request, correctional officers may be assigned at the earliest opportunity to take over supervision of the prisoner.
16. Where the RCMP have a prisoner at WGH and the hospital attendance is reasonably anticipated to exceed 2 hours, the MCS will ensure that, at the earliest opportunity, WCC escort staff attend Whitehorse General Hospital to replace the police officer(s).
17. Where WCC officers assume hospital supervision of an RCMP prisoner, the MCS must ensure that the correctional officers are provided appropriate hold documents for the prisoner, such as a form C-13 or warrant. APU staff shall enter the information into the APU log book.
18. During business hours (Monday to Friday 0800 to 1630) the Supervisor of Admissions & Discharge will review and verify all admitting documents required to accept custody of RCMP prisoners.
19. Outside of business hours the MCS will review and verify all admitting documents required to accept custody of RCMP prisoners. If there is a question as to the validity of the holding documents the MCS will contact the Manager On Call.
20. The name and time of admission of prisoners will be logged in the APU log book and an APU prisoner file will be initiated. All prisoners must be photographed by APU staff and a hard copy placed in the prisoner's file. Any other pictures and/or reports concerning a prisoner must also be placed in that prisoner's file. Consideration should be given to photographing the state of the prisoner's clothing and personal effects on arrival.

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21. The prisoner's hard copy file will contain tombstone personal information, the prisoner's admission photo, copy of the RCMP C-13 form and an observation log.
22. A description and photograph of visible injuries will be recorded in the prisoner's file.
23. RCMP is responsible for completing RCMP C-13 forms, with information regarding the prisoner and directions regarding their release.
24. A description of the prisoner's general condition on arrival to the APU should be logged in the prisoner's file and the APU admitting and discharge log book. Prisoners will be asked about any medical conditions they may have. Any information provided is recorded in the prisoner's file.
25. Both RCMP and the prisoner will be asked to disclose all information which is relevant to the safe custody of the prisoner, including information such as known health conditions and no-contact conditions.
26. Personal information on prisoners must be maintained in a secure area accessible only to authorized persons.

Surrendering and storage of personal effects

27. All prisoners will be frisk-searched upon arrival to the APU by the RCMP.
28. A metal detector will be used as a secondary measure to the physical search of the prisoner by APU staff.
29. RCMP will be present for searching of prisoners on arrival and remain until the prisoner is secured in the cell.
30. Where individualized grounds exist, and with the approval of an MCS, a correctional officer will conduct a strip search of the prisoner to appropriate correctional standards (i.e. searching officer and witnessing officer - same gender as prisoner, etc.).
31. Correctional officers will not strip search youth prisoners. Upon admission, RCMP may conduct such searches, where warranted.
32. Correctional officers will document all searches undertaken by the RCMP in the prisoner's file.
33. Two correctional officers will be present at all times when undertaking pat frisks and strip searches.

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34. In most cases, prisoners will be allowed to retain one layer of their civilian clothes. If necessary WCC will provide alternate clothing.
35. Prisoners will not retain any of their own outerwear, belts, footwear and jewelry.
36. Prisoners arriving in unhygienic condition will be provided the opportunity to shower and receive clean clothing if it is safe to do so. Staff gender precautions apply. (See 'Release of Prisoners' section)
37. Other than as allowed by policy, when pat or skin frisking female prisoners, the searching officer must also be female. For skin frisks, where a second female officer is not available, a male officer may act as the second (observer) officer provided he position himself to only view the actions of the searching officer and without observing the person being searched.
38. Skin frisks of female prisoners are to be conducted off-camera, while ensuring that all male staff remain on camera for their protection.
39. Correctional officers are responsible to ensure that any item which could aid a prisoner to escape, cause death or injury, or be used to damage the correctional centre, is removed from the prisoner prior to their placement in a cell.
40. The prisoner's personal effects will be inventoried including appearance and condition on the Prisoner Effects Log and on the RCMP C-13 in the presence of the prisoner and if practicable the forms will be signed by both the prisoner and the officer admitting them.
41. An RCMP Officer or a second correctional officer must sign as a witness to the search and accurate listing of the effects if the prisoner refuses or is unable to sign.
42. All monies are to be counted and itemized. The RCMP member and a witness will print their name and initial on the Prisoner Effects Log and RCMP C-13 to confirm the amount. All monies will be placed in a ^{72(1)(b)(vi)}
^{72(1)(b)}
43. All personal effects surrendered by the prisoner will be clearly identified as the prisoner's and kept in a secure location.
44. Any valuable items surrendered by the prisoner such as money, passports, jewellery, wallets, etc., will be clearly identified as the prisoner's and ^{72(1)(b)(vi)}
45. Any item in possession of the prisoner which is removed but which is illegal to possess by law, or suspected to be illegal to be possessed by law, will be secured in a separate area and turned over to the RCMP.
46. If the RCMP determines the item to be legal to possess by law, the item will be returned to the prisoner's effects, documented on the effects sheet and signed by