



Correctional Service
Canada

Service correctionnel
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SAFETY, RESPECT
AND DIGNITY
FOR ALL

LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

Women's Technical Reference Guideline

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WG-1 GENERAL - INTRODUCTION

1. PURPOSE

- 1.1** The Purpose of this document is to prescribe proven technical requirements for site and perimeter design for Women's institutions as tested in use or in accordance with recognized standards authorities. Requirements are described by performance and specification and cover the needs unique to women's correctional facilities. Other governing construction codes and authorities supplement this document.
- 1.2** This document is to be used for the development of all CSC Women's institutional design and construction projects in conjunction with the Technical Criteria Document (TCD) which details all technical requirements not described in this document.
- 1.3** The prescriptions in this document are cross referenced in the CSC "Accommodation Guidelines" which is a separate document used in the planning and design of CSC correctional facilities.

2. APPLICATION

- 2.1** For new construction, adherence to the documented solutions is considered important. Deviations, however, will be considered providing equal performance can be demonstrated. In such cases, requests shall be submitted to the issuing authority, the Director Facility Planning and Standards.
- 2.2** For renovations, alterations and expansions of existing buildings and systems, conformity to this document may not always be practicable or cost effective due to existing physical features and the age of the facility. In such cases, information contained in this document should be used as guidelines and alternate solutions, with appropriate justification, shall be submitted to the issuing authority.
- 2.3** This document is not meant to apply retroactively to existing facilities. Any variance between the guidelines in this document and existing facilities will be corrected as part of future construction projects, if and when planned as part of the Capital Program / Plan.

3. UPDATING

In order to keep the document current, Technical Reference Guideline and TCD sections are systematically amended as new information or lessons learned are raised to the issuing authority. The Technical Criteria Document is also periodically reviewed to determine the need for revisions.

4. DOCUMENT DISTRIBUTION

- 4.1** The document in its final revised version is distributed in a loose-leaf format to allow replacement of amended pages between final revised versions.
- 4.2** Distribution of the Women's Technical Reference Guideline and amendments will be made to listed recipients. Recipients are responsible for broader distribution and for subsequent updating.
- 4.3** The office of Director Facility Planning and Standards at NHQ is responsible for issuing the Women's Technical Reference Guideline in both official languages.

5. SECURITY REQUIREMENTS FOR CONSTRUCTION

Security requirements, which are critical for construction within occupied institutions, have been established to satisfy the special needs of CSC. Contractors performing construction in operating institutions must conform to the provisions contained in the "Security Requirements" issued by the office of Director Facility Planning and Standards. This document will form part of the specification of the contract documents for works to be undertaken.

6. SECURITY CLASSIFICATION AND HOUSING

While CSC uses the minimum, medium, maximum and multi-level designations to classify their institutions¹, there exists another designation (S-X) which describes the types of housing units found at CSC. Because institutions and expansions have been built over time and since the influencing factors may have differed from time to time, there exists an array of unit types. CSC has classed these housing units by an S category ranging from S-2 to S-7, with higher security in ascending order. Further description of this rating system can be found in the Technical Criteria Document Section G.

All Women's correctional institutions are classified as Multi-Level institutions. While they fall under the same general classification of a Multi-Level institution as described in the Technical Criteria Document, there are some distinct differences between women's and men's multi-level sites. Both are institutions where different security levels are co-located on one site; however, within the perimeter of a Women's Facility Minimum and Medium security populations are not physically separated within the perimeter.

There are four distinct offender populations within Women's Facilities each housed in a distinct housing type:

6.1 Minimum Security Unit

This type of unit accommodates Minimum security offenders who can live in a residential type of environment located outside the secure perimeter of the institution. These units are self-contained integrating housing, program areas, staff support and outdoor activity space, reducing the frequency for offenders in these units to enter the main institution except for special services.

¹ Following Commissioner's Directive #706 of March 15, 2010

Outdoor activity areas are accessible from the Unit and will be designed for use as outdoor visiting and socialization space. These area's are not fenced and access/egress to and from the unit is controlled operationally.

Control and supervision is managed through operational means. This type of unit does not provide any level of containment.

These units fall under the S-2 category.

6.2 Residential Housing Units

This type of unit accommodates Minimum and Medium security offenders in an environment which incorporates a more residential institutional design in order to encourage inmate responsibility for behaviour and daily living activities located within the secure perimeter of the institution. There are no physical separations between Minimum and Medium security offenders in these units. These units are either standalone or row house type residential units with no integrated program or staff space. The offender population housed in these units utilize the main institution for Socialization, Spirituality, Program and Recreation facilities in a fully integrated manner.

Control and supervision is managed through operational means and dynamic security. This type of unit does not provide any level of containment.

These units fall under the S-2 category.

6.3 Structured Living Environment (SLE)

This type of unit accommodates Minimum and Medium security female offenders with significant cognitive limitations or mental health concerns in a small group living environment. The SLE provides a house-like appearance that mirrors community standards, while ensuring safety and security in instances of acting out behavior. Offenders housed in this unit may have controlled access to the institution at large and have restricted movement as a part of their correctional plan. The SLE units are self-contained integrating Program and Staff areas; but offenders will have access to Socialization, Spirituality, Health Care, Education and Personal Development and other support areas of the institution.

Control and supervision is managed through both physical and operational means. This type of unit can provide for short term containment at the bedroom level but does not secure inmates within the unit.

These units fall under the S-3 category.

6.4 Secure Units

This unit accommodates Maximum security offenders who require intensive program intervention in a secure environment. Offenders housed in the Secure Unit remains largely in the unit, and do not mix with the general population which has normal movement to Socialization, Spirituality, Program and Recreation facilities. The specialized Secure Unit is fully self-contained and includes Program, Staff and exercise spaces. The exercise spaces in this unit

are fenced and topped with Barbed Tape Concertina (BTC), and the complete unit is physically separated from the rest of the institution through secure construction and controlled access/egress to and from the unit

Control and supervision is managed primarily through the physical infrastructure and operational security practices. This type of unit can provide containment at the cell, pod, and unit level.

These units fall under the S-5 category.

6.5 Segregation Units

This unit accommodates offenders who require segregation from the general offender population. The segregation of an offender, which may be voluntary or involuntary, is provided to increase the safety and security of all individuals within the institution. Segregation should only be used for the shortest period of time necessary, when there are no reasonable alternatives and in accordance with a fair, reasonable and transparent decision making process based on a review of all relevant information.

The Segregation Unit at Women's Institutions is within the Secure Unit as an isolated pod of specialized cells. Offenders housed in the Segregation Unit remains in the unit, and do not mix with the general population, they receive services on unit or under escort to specialized services such as Health Care. The specialized Segregation Unit is fully self-contained with a dedicated exercise space. The exercise space of this unit is fenced and topped with BTC, and the complete unit is physically separated from the rest of the institution through secure construction and controlled access/egress to and from the unit

Control and supervision is managed primarily through the physical infrastructure and operational security practices. This type of unit can provide containment at the cell, pod, and unit level.

These units fall under the S-5 category.

7. PERIMETER AND SITE

Women's institutions have distinct Perimeter and Site requirements from men's institutions. The primary difference in the secure perimeter being that women's facilities have a single fence perimeter equipped with only with a Fence Detection System (FDS); pole mounted perimeter lighting system; and perimeter cameras are primarily 'eye in the sky'. Women's institutions are sited on a reserve of land which is relatively small as compared to the institutional fenced compound and its related amenities. Full technical details for site planning and development, fences, gates and sallyports, exterior lighting, traffic circulation and parking and temporary construction fences can be found in Section WSP – Site of this document.

8. INTERNAL CONTROL AND POSTS

The purpose of an institution's Internal Control is to provide static controls, compatible with security operations, which create secure working and living environments for staff, visitors and inmates. It is comprised of different types of Control Posts, Terminal Equipment Rooms, Security Observation Galleries, and Dedicated Security Routes and are applicable only to institutions with a Secure Perimeter (i.e. not applicable to minimum-security institutions).

While Women's Facilities do have a Perimeter Security Fence, they have distinct Internal Control requirements from Men's institutions. There are no firearms held at Women's Facilities, and therefore there is no requirement for Security Observation Galleries, Dedicated Security Routes, or Armouries.

Additionally, there are fewer Control Posts at Women's Facilities and they are primarily Level D open posts. The only enclosed Control Posts at a Women's Facility are the Visits and Correspondence Control Post which is a Level C closed post; the Unit Control Post in the Secure Unit which is a Level B closed post and the Main Communication Control Post (MCCP) which is a Level B closed post.

9. PLANNING FOR EXPANSION IN CAPACITY

The infrastructure of every institution (service and program areas and all utilities: water, sewage, heating electrical, etc.) is designed to meet the needs of the designated rated capacity of an institution and for an expansion of housing accommodation by 25% without significant strain on the original infrastructure. All expansions should nonetheless undergo a review to assure that all current needs can be satisfied by the existing infrastructure.