



Correctional Service
Canada

Service correctionnel
Canada



SAFETY, RESPECT
AND DIGNITY
FOR ALL

LA SÉCURITÉ,
LA DIGNITÉ
ET LE RESPECT
POUR TOUS

Technical Criteria for Correctional Institutions

SECTION G - GENERAL

G-1 GENERAL - INTRODUCTION

1. PURPOSE	1
2. CONTEXT	1
3. APPLICATION.....	2
4. UPDATING	2
5. DOCUMENT DISTRIBUTION.....	2
6. SECURITY REQUIREMENTS FOR CONSTRUCTION	3
7. SECURITY CLASSIFICATION AND HOUSING	3
8. PLANNING FOR EXPANSION IN CAPACITY.....	5

G-2 GENERAL – FIRE AUTHORITIES AND CLASSIFICATION

1. SCOPE.....	7
2. GENERAL	7
3. AUTHORITIES.....	7
4. OCCUPANCY CLASSIFICATIONS AND SPECIAL PROVISIONS	8

G-1 GENERAL - INTRODUCTION

1. PURPOSE

- 1.1** The Purpose of this document is to prescribe proven technical requirements for site and buildings as tested in use or in accordance with recognized standards authorities. Requirements are described by performance and specification and cover the needs unique to correctional facilities. Other governing construction codes and authorities supplement this document.
- 1.2** This document is to be used for the development of all Men's and Women's CSC institutional design and construction projects. All specialized technical requirements for Women's institutions are denoted within the text of this document and within the Women's Technical Reference Guideline that is in the Appendix. Community Correctional Centres use separate standards.
- 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. CONTEXT

The Technical Criteria contributes to the CSC Corporate Priorities through its prescriptions in infrastructure content and through management and enforcement of construction projects to promote consistency and to achieve fiscal responsibility. The **CSC corporate priorities** are as follows:

- Safe management of eligible offenders during their transition from the institution to the community, and while on supervision
- Safety and security of members of the public, victims, staff and offenders in our institutions and in the community
- Effective, culturally appropriate interventions for First Nations, Métis and Inuit offenders
- Mental health needs of offenders addressed through timely assessment, effective management and appropriate intervention, relevant staff training and rigorous oversight
- Efficient and effective management practices that reflect values-based leadership in a changing environment
- Productive relationships with diverse partners, stakeholders, victims' groups, and others involved in public safety

The Technical Criteria also contributes in mitigating the risks inherent to its mandate to protect society, staff and offenders while preparing and encouraging offenders to be law abiding citizens. The **CSC corporate risk profile statements** are as follows:

- There is a risk that SCC will not be able to respond to the complex, diverse and evolving profile of the offender population.
- There is a risk that CSC will not be able to maintain required levels of operational safety and security in institutions and in the community.
- There is a risk that CSC will not be able to manage significant change related to transformation, legislative changes and fiscal constraints.
- There is a risk that CSC will lose support of partners delivering critical services and providing resources for offenders.
- There is a risk that CSC will not be able to sustain results related to re-offending violently.

3. APPLICATION

- 3.1** 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.
- 3.2** 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.

4. UPDATING

In order to keep the document current, Technical Criteria 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.

5. DOCUMENT DISTRIBUTION

- 5.1** The document in its final revised version will be available on the Facilities Branch Infonet page. Updates will be posted at this Infonet location when amendments are made.
- 5.2** Distribution of the Technical Criteria Document will be made in electronic form to listed recipients. Recipients are responsible for broader distribution to parties outside CSC on an as need basis. .
- 5.3** The office of Director Facility Planning and Standards at NHQ is responsible for issuing the Technical Criteria Document in both official languages.

6. 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.

7. SECURITY CLASSIFICATION AND HOUSING

In order to provide a general understanding of the security classifications of correctional institutions, the following brief definitions are included. While CSC uses the minimum, medium, maximum etc. designations under the following headers (institution security classification) 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. S-1 refers to Community Correctional Centers, which are not described in this document. S-2 housing matches the minimum designation but may also be found at mediums, S-3 to S-5 match the medium designation, and S-6 and S-7 are at maximum. Multi-level institutions have units at the S-4 and S-5 level but may have added features to address their special purpose. An S designation for housing at a Special Handling Unit has been omitted given the unlikely need for additional capacity at that level. Here is a description of each category:

7.1 *Minimum security institutions and housing type (S-2)*

Minimum security institutions do not have a defined and fenced perimeter. Internal security is low key with only one 24 hour post referred to as the duty post to which all visitors report to. All buildings are constructed to commercial standards and are free egress. Approximately 15% of CSC beds are located at minimums.

S-2: Housing units resemble apartments, attached or detached houses with each unit housing a maximum of 10 inmates but more typically 5-8, eight being most common (see also G-2 Subsection 4 for special provisions). Houses/apartments provide for a shared living experience and are free egress in accordance with residential occupancy of the NBC. Ease of detection and alarms warn of unauthorized egress after hours.

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

7.2 Medium security institutions and housing type(S-3, S-4 & S-5)

Medium security institutions have a double fence perimeter with intrusion detection systems and cameras. Several old institutions still have walls with detection capability. Armed officers in vehicles conduct patrols on the exterior side of the perimeter. Entry into the institution is highly controlled and guarded. Arms are kept only at the perimeter. On the interior, movement and activity areas are moderately controlled. Buildings are generally constructed of harder materials, some having impeded egress. Housing units vary in the degree of security and supervision. Activities are zoned by time of use and fences may separate the zones. Approximately 58% of CSC beds are located at mediums.

S-3: Housing units which provide for a similar living experience as S-2 but where the envelope of each apartment/suite is secured. A number of apartments make up the unit which is supervised by an officer in an open control post. This post allows for the control of traffic to and from the suites but there are no views of the interior of the suites from the location of the control post. A separate office suite is combined with the unit. This type of unit provides for containment at the apartment level but does not secure inmates within the apartment.

S-4: Housing units which are based on the cell block approach but where the ranges are more open to permit better views and encourage interaction. Several ranges make up the unit surrounding a common core but with no physical separation to allow free movement. An open control post is located in the core positioned optimally for sight and sound. The post controls access to cells. A separate office suite is combined with the unit. This type of unit provides for containment at the cell and building level.

S-5: While the S-3 and S-4 medium categories are quite distinct, this housing unit category has a broad collection of unit types and features. As it represents the most secure unit at the medium, the features aim to either control the group sizes or offer a protected control post or may have both of these features. Because the control posts are enclosed with security glass, sound of surrounding area is deadened. A separate office suite is combined with the unit. This type of unit provides for containment at the cell and building level and in many cases at the range level.

7.3 Maximum security institutions and housing type(S-6 & S-7)

Maximum security institutions have perimeters and access points similar to mediums. Arms however are kept not only at the perimeter but also in the interior. Conveyance of arms is highly controlled via tunnels and galleries which connect control posts at key areas. Armed intervention is possible to circulation areas as well as many activity areas from a Control post or gallery. Buildings and activity zones are packed close together or buildings may be interconnected. Due to the incompatibility of many inmates, activities and movement are scheduled and highly controlled. Approximately 15% of CSC beds are located at maximums.

S-6: Housing units at this level are intended to test inmate's ability to integrate with others and therefore enable CSC to render a decision on candidacy for relocation to a medium. Inmates in these units share common program and occupational areas including gym and yard. The units have armed control posts, containment at the cell and range level but the ranges are more open.

S-7: Housing units at this level vary. All units are designed to have the highest degree of security including armed control posts and containment at the cell and range level. While most units are connected to an interior corridor, the most recently built units are stand alone but attached to the main institution by a fenced corridor. These latter units are provided with more programming capability to make them more autonomous thus reducing movement out of the units. S-7 max units have attached yards to limit movement and group size. Galleries with intervention capability to most activity areas supplement the control post.

7.4 *Special Handling Unit (SHU)*

Special Handling Unit is essentially a maximum except that movement is even more restricted, activities more limited, and all inmate areas located at ground level with armed intervention possible to all circulation and activity areas. There are approximately 130 beds at this classification and the single facility is an annex to a main institution. A separate similar unit is located in another Region but it has been used as a maximum unit allowing for repurposing if the need arises. The main distinguishing feature of the housing unit is that all cells are located at ground level.

7.5 *Multi-level institutions*

Multi-level institutions serve a special purpose at CSC. Some accommodate inmates who are new to CSC to be assessed and pen placed. These institutions are referred to as Reception units. There are also Regional Health and Psychiatric centers for temporary stay from main institutions. And finally, there are remote institutions where different security levels are co-located on one site. In the case of mixing classifications, housing type is distinct for each level but activities and programs are generally integrated at the minimum and medium level. Maximums however remain segregated. For special purpose institutions as in the first two examples, the units are self-contained integrating minimum and medium inmates while maxes are generally segregated. There are no firearms in multi-levels except at the perimeter. Maximum units for general population inmates are also equipped with firearms.

Approximately 12% of CSC beds are multi-level.

8. 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.

G-2 GENERAL – FIRE AUTHORITIES AND CLASSIFICATION

1. SCOPE

This section identifies the authorities and use classifications related to fire protection requirements for correctional institutions.

2. GENERAL

This section treats fire protection requirements in the broad sense; specific fire protection requirements are treated in greater detail in the appropriate sections of this document.

3. AUTHORITIES

3.1 *Fire Protection Authority Having Jurisdiction*

3.1.1 The authority for Fire Protection rests with the respective Departments. Correctional Service Canada projects, including design and construction of new facilities, renovation of existing facilities, and change in use, shall be reviewed by Technical Services and Facilities, Engineering and Maintenance.

3.1.2 Plans and specifications for Correctional Service Canada projects shall be submitted to the Technical Services Directorate at various stages for final approval according to the schedule specified in the Fire Safety Manual 345 prior to tender call. Fire Protection inspections may also be carried out at the substantial completion stage of construction to ensure that fire related building systems are in accordance with the approved contract documents. Any systems requiring remediation must be corrected prior to obtaining approval for user occupancy.

3.2 *National Building Code and National Fire Code*

CSC projects shall be designed and constructed to meet the requirements of the National Building Code of Canada (NBC). Part 3 of the NBC relates to most of CSC buildings while Part 9 of the NBC is applicable to small buildings including residential built of combustible materials. The National Fire Code (as amended) remains applicable throughout the entire lifecycle of the building.

3.3 *Provincial and Municipal Building and Fire Codes*

Fire protection regulations as set out by Provincial and Municipal Fire Authorities will also be complied with to the extent that is reasonable and practical and applied without contravening any federal statutes, laws or regulations and without prejudice to the Crown's legal and constitutional rights.

3.4 *Commissioner CSC*

The Commissioner CSC has the responsibility for the care and custody of inmates under which fire protection forms part of that mandate. Security however remains a principal consideration and as such a balance may at times need to be struck. Technical Services Directorate will bring up potential conflicts and advise on the best resolution.

4. OCCUPANCY CLASSIFICATIONS AND SPECIAL PROVISIONS

4.1 The occupancy classification of buildings is set out in National Building Code (NBC).

4.2 The NBC states that every building or part thereof shall be classified according to its major occupancy as belonging to one of the Groups / Divisions described in NBC Table 3.1.2.1.

The following are examples of occupancy classifications that would apply to buildings having free egress²:

Table G-1-1: Examples of Occupancy Classifications Having Free Egress

Examples of Description of <i>Major Occupancies</i>	Group	Division
Recreation (Gymnasias and Fitness)	A	2
Kitchen and dining facilities	A	2
Socialization & Programs (Spiritual, Libraries, Meeting Rooms)	A	2
Medical services	B	2
Living units	C	
Administration	D	
Maintenance and works	F	2
Shops – Industrial & vocational	F	2
Stores, Garages & SIS	F	2

4.3 Any building of any occupancy type in which exits cannot be readily unlocked and/or opened by all occupants is considered to be an impeded egress or contained use building and shall comply with the requirements of the NBC for Group B-1 Occupancies. Typical examples are living units with cells and program buildings where exit doors are locked and require the unlocking by remote control or locally from the interior or exterior by a correctional officer.

4.4 S-2 living units at minimum security institutions which consist of single or double occupancy bedrooms and which allow “Free Egress” shall be classified under the NBC as Group C Occupancy. For reasons of fire emergency evacuation, the maximum occupancy of each living unit or suite shall be 10 residents. This number may be exceeded and be as high as 16 under conditions of population pressures when special provisions are met. One of these provisions is to incorporate a commercial exhaust hood over the stoves in the kitchen located in the suite.

² Section 3.1 of the National Building Code of Canada 2010 National Research Council, especially subsection 3.1.2.1, Table 3.1.2.1 and Appendix A-3.1.2.1.(1)