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Statement of Institutional Performance Specifications

Millhaven Institution
S-6 SIPS 421

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Correctional Service
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Statement of Institutional Performance Specifications for Millhaven Institution

Approved

D.R. Yeomans
Commissioner of Corrections

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Prepared by
Canadian Corrections Service Accommodation Planning Division
Technical Services Branch
The Correctional Service of Canada

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PREFACE

The Policy, Planning and Administration Branch/Directorate of Accommodation Planning at National Headquarters (NHQ) is responsible for producing and updating the CSC Strategic Accommodation Plan. This plan, based upon a ten year inmate population forecast, is updated yearly.

The first step in the planning of a specific institution is the preparation of a Statement of Institutional Performance Specification (SIPS), defining the objectives and criteria for the operation of the facility. This document is the SIPS for Millhaven Institution.

The primary purpose of this SIPS is to guide those responsible for developing the detailed operational and physical requirements of the Institution. It identifies policy guidelines to be followed in operating the facility. Operation falls into three categories:

- A. Inmate Programs
- B. Operational Programs
- C. Service Programs

The SIPS identifies the staffing and person/years allotted to the Institution, defines maximum space allowances, and sets the maximum cost for new construction/renovation/expansion, as well as the maximum operating cost per annum. To arrive at the total maximum space allowance, sizes of component spaces are suggested. Similarly, to arrive at the total maximum capital cost allowable, cost estimates are included; in cases of renovations and expansions, certain assumptions are made as to possible solutions. The finished facility need not comply with the suggested sizes of component spaces and the actual physical solution need not comply with the assumptions made, provided always that the total maximum capital cost allowable is not exceeded.

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The secondary purpose of the SIPS is to provide a basis for evaluating the effectiveness of planning and the performance of the Institution when in operation.

This SIPS will be reviewed and updated annually or as required; any change will be registered in the Record of Amendments.

This document is a partial SIPS produced for the purpose of Accreditation of the institution. Ultimately, a complete SIPS will be prepared and approved for each CSC institution.

No	Date	Amendment	Authorization

SIPS 421

MILLHAVEN INSTITUTION



1
CSC
CORPORATE OBJECTIVES

A. GOVERNING PRINCIPLES

Grouped below are the principles which govern CSC objective setting, planning and operations.

The offender is ultimately responsible for his or her criminal behaviour, and for making positive changes in his or her own behaviour patterns.

Corrections has the responsibility to ensure the protection of the public, staff and inmates alike by assigning inmates a security status appropriate to the potential risk they pose. By the same token, no inmates should be kept in a more secure status than potential risk requires.

The deprivation of liberty resulting from the sentence to imprisonment constitutes the punishment. Thus, the inmate, who remains a member of the social system, retains all the rights and responsibilities of the non-inmate except for those which are expressly taken away by necessary consequence of incarceration.

Every effort shall be made both to minimize those aspects of imprisonment which can contribute to the physical or mental deterioration of inmates and to strengthen family and community ties outside the institution.

Corrections has a responsibility to create and deploy resources to promote the development of positive change in offenders through the provision of opportunities and the fair application of general rules and regulations. *

* Policy and Planning Branch, CSC Cabinet Document The Offender in Federal Custody. Approved November 8, 1978 by Senior Management Committee, Ottawa.

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B. CORPORATE OBJECTIVESObjective

To administer sentences imposed by the courts and to prepare offenders for their return as useful citizens to the community.

Sub-Objectives1. Planning and Management

to provide management for headquarters, regional and institutional activities;

to develop policy and plans, monitor performance and evaluate effectiveness of policy and programs; and

to promote staff and public awareness of the Services' role in society and of its progress toward meeting its objectives.

2. Custody of Inmates

to provide secure custody and control of inmates, meeting recognized international standards of humane treatment, in order to minimize the risk of harm being inflicted by inmates on the public, the staff, other inmates or themselves.

3. Employment of Inmates

to provide meaningful employment (inclusive of pay) for inmates, to foster good work habits; to provide opportunities for on-the-job training, work experience and registration in apprenticeship programs; and generally to facilitate the successful adjustment of the inmates to normal employment.

to provide opportunities for accredited academic and vocational education to inmates who are able and willing to benefit from them.

to establish revenue-generating operations as self-financing and/or profitable and thus contribute to an overall reduction in the cost of incarceration.

to provide as many of the goods and services required by CSC as is economically feasible and achieve at least partial self-sufficiency.

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4. Offender Case Management

- . to provide offenders with:
 - comprehensive case management service
 - opportunities for social, emotional, physical, personal and spiritual development, and
 - ways and means of redress and protection of their rights from time of entry under federal jurisdiction (including by application for and release on parole from provincial institutions) until completion of sentence.

5. Health Care

- . to provide inmates with access to health care and medical, psychiatric and dental treatment on a voluntary basis or as prescribed by qualified medical and dental practitioners.

6. Technical Services

to provide service-wide accommodation;

to provide food and clothing for inmates and staff in institutions, together with supporting services including institutional maintenance and cleaning, transport, telecommunications and fire protection.

to provide material management services, including procurement, warehousing, distribution and disposal for all classes of stores and equipment for the Service.

7. Administration

to develop and implement systems of financial administration that will satisfy parliamentary and managerial requirements for financial visibility, accountability and control;

to support operational programs and assist managers in fulfilling their personnel management responsibilities by providing advice and service in respect of the recruitment and development of staff, job evaluation, staff relations, and the application of legislation and government programs regarding official language and equal employment opportunities;

to provide efficient and effective administrative services.

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C. MAXIMUM SECURITY INSTITUTION1. Definition1) Maximum Security

- A maximum security institution is a facility where an inmate is detained with strong "static" and "dynamic" security. The institution will have a masonry/concrete or a double chain link fence with berka wire and a minimum of four observation stands or wall towers with at least four manned on one shift. A Perimeter Intrusion Detection System (PIDS) may be installed which will augment or replace the observation stands or towers. Two vehicles will be on perimeter patrol on at least two shifts. Internal control will be high with a minimum of one internal foot patrol on two shifts. Dogs will be employed on at least on shift.

Notes:

- a. Dynamic security denotes that aspect of institution security which depends on the understanding of individual offenders' "state of mind". This kind of security is primarily achieved by listening to and talking with offenders, usually in relaxed circumstances.
- b. Static security denotes that aspect of institution security which is usually provided by rigidly defined posts and procedures and by use of physical barriers and restraints.

ii Maximum Security Inmate

- A maximum security inmate has a record of escape(s) and or attempted escape(s), from an enclosed institution and who would be dangerous to the public if at large. He displays an aggressive uncooperative attitude to wards institutional program(s) and staff and could present a potentially dangerous management problem within the institution. He may be convicted of a serious crime or sentenced to a long term (10 years plus).

2. Objectives

Based upon Corporate Policies, the objective of Maximum security institutions is to fulfill the CSC corporate objectives with respect to Maximum security inmates, and in addition:

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- a. to give to priority to the physical containment of inmates in the institution;
- b. to develop Individual Program Plans that will expedite the transfer of inmates to lower security institutions, and to assist inmates in the implementation of these Plans.

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D. SPECIAL HANDLING UNITS1. Definitions

- . "Special Handling Unit" SHU is a facility established to deal exclusively with inmates who, in addition to requiring maximum security have been identified as being particularly dangerous in an institutional environment.
- . "Particularly dangerous inmate" is one who demonstrates aggressive behaviour which poses a threat to staff, inmates or other persons. Such conduct includes:
 - . abduction, hostage-taking, or forcible confinement while under sentence;
 - . serious incidents of violence;
 - . escape or attempted escape involving violence; and
 - . conviction for the murder of a peace officer while under sentence.

2. Objectives

- . To provide:
 - . adequate protection for staff and inmates;
 - . protection for the inmate from the repercussions of his propensity toward dangerous and violent behaviour; and
 - . each inmate with the opportunity insofar as is practicable, of his earning his return to the general population of a maximum security institution.

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A. DESCRIPTION

Millhaven Institution is a penitentiary within the meaning of the Penitentiary Act. It is designated as a Maximum Security Institution, Security Classification S-6 and has a capacity of 399 including the CSC Anglophone Special Handling Unit. It has a double chain link fence with razor-ribbon wire with armed elevated security posts on the perimeter, internal armed posts, and other internal controls characterized by strong physical restraints. Millhaven is one of two male maximum security institutions serving the CSC Ontario Region.

Opened in 1971, Millhaven Institution is situated in Ernestown Township, County of Lennox and Addington, Ontario, 14 miles west of the City of Kingston and 1 mile east of the Village of Bath.

The operation of Millhaven Institution shall be autonomous Exchange of services with Bath Minimum Institution Security are:

- Provided by Millhaven:
 - works and engineering support services
 - purchasing and stores services;
 - vehicles and transportation;
 - perimeter security; ..
 - medical and health care services;
 - financial operation support;
 - personnel administration support;
 - telephone service.
- Provided to Millhaven:
 - inmate labour employed in institutional services;
 - grounds and road maintenance.

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B. OBJECTIVES

In addition to contributing to the overall objectives of the Correctional Service of Canada and the objectives of Maximum Security Institutions and SHU's, the other objectives of Millhaven Institution are:

1. to provide accommodation for normal association maximum security inmates;
2. to provide facilities for temporary separate containment for a limited number of segregated inmates;
3. to act as a holding unit for Protective Custody inmates awaiting transfer to a Protective Custody Unit and for inmates on remand;
4. to operate a SHU for up to 68 inmates.

C. POPULATION TO BE ACCOMMODATED

1. Capacity: Millhaven shall have a bed capacity for 399 inmates. The population shall be composed of four groups: Normal Association, Maximum Security, SHU, PCU pending transfer, and Administrative Segregation in addition, some remand cases will be held as required.

2. Inmate Type

- a. Source of Inmates:

Inmates will come from the following sources:

- RRC;
- Lower Security Institutions;
- RPC;
- Inter-regional transfers.

- b. Maximum Security Inmates:

The inmates will be those requiring the greatest degree of physical confinement and control except for Special Handling (see below) and Psychiatric cases. Some of the characteristics of the inmates are:

- they pose serious risk of escape with violence;
- they have a tendency towards violent and riotous behaviour;
- they are likely to disrupt the operation of programs in a lower security institution;
- they have been convicted of a major offence;
- they are known as leaders of criminal groups.

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c. SHU inmates:

SHU inmates shall arrive from other institutions as the result of having been identified as being particularly dangerous. They shall be offered programs designed to provide each individual with the opportunity to earn readmittance into the general population.

SHU inmates are considered to be in dissociation due to their dangerous and violent behaviour. They are placed in SHU for the protection of the staff and other inmates as well as for their own protection. Within the constraints imposed by the inmates' behaviour, it is the Institution's aim to provide them an opportunity for their return to the general population. The onus for availing themselves of this opportunity is on the inmates.

Not every inmate will be able to reach resocialization and their progress towards this goal will vary with each individual case. Thus, it is essential that the facility be planned so as to permit versatility of approach, bearing in mind that what may seem a punitive treatment to one inmate may be considered as a desirable situation by another.

Typically, a new arrival in SHU is unwilling to participate in any activities. As and when his awareness of the available opportunities reaches a certain point, he becomes willing to commence some activities, first on his own, and later in small groups. As his willingness to participate increases, the scope of activities open to him will also increase. Eventually he may reach the degree of socialization which will demonstrate that he is not different from other normal association maximum security inmates and can be considered for return to the general population.

d. Contact Between Inmate Types:

Population groups shall be completely separated and shall not come into contact with each other.

3. Length of Stay: The length of stay of inmates at Millhaven Institution depends on their ability to demonstrate behaviour which would qualify them for transfer to a lower security institution.

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