

Val-d'Or, February 23st, 2018

To : Mr. Jean-Pierre Larose
Chief - Kativik Regional Police Force and Director of Public Security

From : Christian Leblanc, Chief Counsel

Subject : Request for information within the scope of the work conducted by the *Public Inquiry Commission on Relations between Indigenous Peoples and certain Public Services in Québec: listening, reconciliation and progress*

File N° : DG-0114-B

Mr. Larose,

Within the scope of its work, the Public Inquiry Commission on Relations between Indigenous Peoples and Certain Public Services in Québec: listening, reconciliation and progress (Public Inquiry Commission) solicits the cooperation of the Kativik Regional Police Force to obtain information on the **conditions of detention in the various police stations of Nunavik under the authority of the Kativik Regional Police Force.**

We ask the Kativik Regional Police Force (KRPf) to send us the following information/documents. For each of these documents and information, we kindly ask that you please send it for every community under the KRPf authority.

Detainee guarding

1. The official policies of the KRPf regarding detainee guarding in the communities under its authority, along with any internal memos, operational procedure guides, or other documents explaining these policies, as well as the actual practices, were they different in any way from the official policies.
2. Since 2001, the hiring process for detainee guardians, among which the skills and training required to apply and be hired, as well as the training and accompaniment offered to this personnel once hired. If the process has been modified since 2001, the reasons explaining these changes.
3. The employment situation of the detainee guardians: information such as do they also occupy another job, do they also work as police officers, do they work full time or part time, or employment duration, along with any other document or information that could allow us to fully understand their employment situation.
4. The profile of the detainee guardians since 2001, namely information such as their former experience, their skills, languages spoken and any other information that could allow us to better understand the curriculum of these employees.
5. Cultural and language skills required from and effectively possessed by the detainee guardians since 2001. If required cultural and language skills are lacking in any way at the moment of hiring, the training actually offered and provided to remediate to that under qualification of personnel.

6. The ratio of Inuit detainee guardians compared to non-Inuit detainee guardians since 2001, and the measures taken to increase the representativity of Inuit in the personnel.
7. The official complaints process against detainee guardians, as well as its implementation: existence of the process, availability of the process in every community, knowledge of the process by detainee guardians as well as by detained citizens, manner with which a follow-up of the complaints is ensured.
8. Since 2001, every complaint received by the KRPF concerning any detainee guardians or persons acting momentarily as detainee guardians, the way it was treated, the follow-up process that took place, the results of the study of these complaints, as well as the measures taken afterwards to address the issues raised.
9. The official disciplinary process for detainee guardians, as well as the way it is implemented in practice.
10. Since 2001, every disciplinary report against any detainee guardians or persons acting momentarily as detainee guardians, as well as the follow-up that took place. The information about any situation in which any detainee guardians would have been fired for disciplinary purposes.

Detention conditions

11. The information as to if a custody record exists in every community police station, the moment it was put into place, the information it comprises, the respect of its usage in practice by the detainee guardians, and if not, the reasons explaining why. If such a custody record does not exist, the reasons explaining why. If such a custody record exists, a copy of this record for every community under the authority of the KRPF, and this since 2001.
12. Since 2001, and for every community under the authority of the KRPF, the occupancy rate of every police station, as well as the current detailed occupancy rate of every police station, detailing the number of people per cell, and the specificities of the detained, if there are any (i.e., youth, awaiting trial, etc.).
13. For every community police station under the authority of the KRPF, detailed explanation and statistics of the average duration of detention, and this for people arrested and detained, as well as for people detained but who have not committed nor are suspected of having committed a crime or an infraction (i.e. people presenting a risk for themselves, etc.).
14. For every community police station under the authority of the KRPF, a detailed explanation of all available infrastructure, differentiating between resources that can currently be used and those that, for some reasons, would be out of order or unavailable, as well as the number of detention cells, their dimensions and their occupancy capacity.
15. The official policies of the KRPF regarding medical and psychosocial consultations of detainees, along with any internal memos, operational procedure guides, or other documents explaining these policies, as well as the actual practices, were they different from the official policies.
16. The official policies of the KRPF regarding the detention of people presenting a risk for themselves, such as suicidal people, but who have not committed nor are suspected of having committed a crime or an infraction, along with any internal memos, operational procedure guides, or other documents explaining these policies, as well as the actual practices, were they different from the official policies.

17. Since 2001, and for every community under the authority of the KRPF, has it ever occurred that a detainee or detainees would have been left in their cells or in the police station without surveillance, and does a record of these occurrences exist? If so, the information about every occurrence, the reasons explaining each situation, the measures taken while resorting to this situation, and the information as to if a superior needs to authorize the latter.
18. Since 2001, and for every community under the authority of the KRPF, has it ever occurred that a youth was detained with adults, or that a person needing protection be detained with the regular population, and does a record of these occurrences exist? If so, the information about every occurrence, the reasons explaining each situation, the measures taken while resorting to this situation, and the information as to if a superior needs to authorize the latter.
19. Since 2001, and for every community under the authority of the KRPF, has it ever occurred that a detainee was kept detained elsewhere than in a cell, for example in a shower or in the hallway of the police station, and does a record of these occurrences exist? If so, the information about every occurrence, the reasons explaining each situation, the measures taken while resorting to this situation, and the information as to if a superior needs to authorize the latter.
20. The information as to if the KRPF allows or is aware of the use of physical repression or other punitive repression by detainee guardians, such as handcuffing, as a disciplinary measure against detainees. If not allowed by the KRPF, its reaction and the measures taken when it is being informed of the occurrence of such events.
21. The official policies of the KRPF regarding food and beverages offered to detainees, along with any internal memos, operational procedure guides, or other documents explaining these policies, as well as the actual practices, were they different from the official policies.

Transfers

22. The official policies of the KRPF regarding detainees transfers, along with any internal memos, operational procedure guides, or other documents explaining these policies, as well as the actual practices, were they different from the official policies.
23. The information as to if the detainees are informed, before being transferred, of where they are being sent, and if not, the reasons explaining why.
24. The information as to if the detainees are permitted to be visited by family members before they are being transferred to other detention facilities, and if not, the reasons explaining why.
25. The official policies of the KRPF regarding personal belongings of detainees and its secure management by the detainee guardians, along with any internal memos, operational procedure guides, or other documents explaining these policies, as well as the actual practices, were they different from the official policies.

We also ask you to provide us with any information or documents supporting the information that you will send us in response to this request, even if they are not included in the aforementioned list, to help the Public Inquiry Commission fulfill its mandate, which reads as follows :

Taking into consideration the issues mentioned in the preamble of decree 1095-2016, to investigate, address facts and conduct analyses in order to make recommendations concerning concrete, effective, lasting remedial measures to be implemented by the Government of Québec and indigenous officials to prevent or eliminate, regardless of their origin or cause, all forms of violence, discriminatory practices and differential treatment in the delivery of the following public services to Québec's indigenous people: police, correctional, legal, health and social services, as well as youth protection services.

Firstly, we ask you to notify us within **five (5) days** if you are unable to respond to this request (e.g.: the information is not available or is nonexistent), and explain the reasons for this in an email message to christine.renaud@cerp.gouv.qc.ca.

Secondly, we ask you to respond to this letter by communicating the requested information and documents **within the next thirty (30) days**.

You may send the information and documents by email to Mrs. Nicole Durocher nicole.durocher@cerp.gouv.qc.ca. If the documents are tagged as confidential, we suggest making our Secure Document Sharing (SDS) platform available to you. If you find this solution convenient, please confirm by email nicole.durocher@cerp.gouv.qc.ca so that we can send you the procedure for using our SDS platform. If you prefer to send the information in an envelope, please have it delivered by **courier service** to the following address:

Mrs. Nicole Durocher
*Public Inquiry Commission on Relations between
Indigenous Peoples and certain Public Services in Québec*
600, avenue Centrale
Val-d'Or (Quebec) J9P 1P8

If one or more of the requested documents cannot be communicated to us for whatever reason, please notify us in writing and state the reasons. For any questions concerning this letter of request, please contact Mrs. Christine Renaud by email christine.renaud@cerp.gouv.qc.ca or phone 819 354-4402.

We thank you for your attention in this matter.

Sincerely,

Christian Leblanc

Chief Counsel

Public Inquiry Commission on Relations between Indigenous Peoples and certain Public Services in Québec: listening, reconciliation and progress

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De: Renaud, Christine
Envoyé: 20 mars 2018 15:07
À: jlalonde@krpf.ca; jplarose@krpf.ca; pboileau@krg.ca; jfortin@krg.ca; jmorin@krpf.ca
Cc: Barry-Gosselin, Marie-Josée; Durocher, Nicole
Objet: RE: DG-0114-B

Dear Mr. Lalonde,

We have well received your email earlier today regarding the request DS-0114-B, addressed last February to the KRPF.

Firstly, let me thank you again for your collaboration with the Commission of Inquiry, which is essential to the progress of our work.

Mrs. Barry-Gosselin and I have discussed your email and request. Regarding the delay request, we do not see a problem with it and are happy to give you a further 30 days to answer the Commission request, which would then give you until April 23rd to fulfill it. However, we would appreciate, if some items requested are fully completed, that you would send them to us before the expiry of this new delay. We do not wish to receive *some* documents that would be ready for a certain item requested, but, if for a specific item, you have gathered all required documents, we would appreciate to receive them as soon as they are ready.

Regarding the item no. 11, we can actually precise and reduce the information and documents requested. The Commission wishes to know if custody records exist in every community police station and if so, the information as to the respect of its usage in practice by the detainee guardians. If such custody records exist, we do not need the KRPF to send all these records since 2001 to the Commission of Inquiry. We would however require a sample of these records, namely a sample of one week for each of the years 2010, 2015, and 2017, each for a big community (such as Puvirnitug) and a smaller community.

Please do not hesitate to communicate with Mrs. Barry-Gosselin or myself for any further inquiry.

We thank you again for your collaboration and wish you a pleasant day.

Sincerely,



Me Christine Renaud

Avocate / Lawyer

Commission d'enquête sur les relations entre les Autochtones et certains services publics au Québec : écoute, réconciliation et progrès

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KRPF response file # DG-0114-B

Detainee guarding

1. The following internal procedures indicate the official policies of the KRPF regarding detainee guarding :

- 1.1 - Daily Report and Guard Report
- 4.6 - Incarceration and Guarding of Detainee
- 4.7 - Prisoner Register

In addition to the official procedures, 2 other documents are also provided specifically to the detention guards and serve as guidelines. Those documents are:

- Guard instructions and procedures
- Guard procedures 2014
- Acknowledgement form

Both documents are available in the guard working area and the guards are instructed to read the Guard instructions and procedures before their first shift. The guard then has to sign the acknowledgement form where he confirms having received and read the Guard instructions and procedures. The guard procedures 2014 is a shorter point form version of the main document and it is displayed on the wall in the guard working area of all KRPF police stations.

All the documents are included in Annexe 1

2. Recruiting and retention of detainee guards has been a challenge for KRPF since its creation. Here are the documents needed to apply as a detention guard:

- Guard application form
- Confidentiality agreement

The applicant has to go through a criminal background check. Nobody with a criminal record is allowed to work as a detention guard.

The hiring process has been pretty much the same since 2001, however, the guard salary has raised twice to make it more attractive. The original salary was 15 \$ an hour. It went up to 17\$ an hour and last year it was raised to 22\$ an hour.

When hired, after reading the Guard instruction and procedures, guard are given a small on the job training usually by a police officer but it could also be by another detention guard.

All the documents are included in Annexe 2

3. Because of the nature of the work, the fact that it is on call and on a needed basis, most of the detention guards occupy one or more other employments. Police officers will be guarding only when there are no civilian guards available. A lot of our guards work full time for another agency, and they give some availabilities for guarding to complement their income.

In smaller communities, the cell occupancy rate is a lot lower, what makes it a lot harder to recruit and retain detention guards. So officers usually do more guarding in smaller communities. Each guard has a different situation. A typical guard is often the spouse of a person working full time for another agency (i.e the husband of a teacher). They come here with their spouse and want to work to keep themselves busy.

4. We have had all types of guardians. However, the particularities of the job make it very hard to recruit local people. We live in small communities where everybody knows each other. The behaviour of intoxicated people is often aggressive and insulting and it is the main reason why local people leave their job as guards. We face the same recruiting challenges for detention guards than for the KRPF itself.

Often when we are able to get local guards, they are insulted, threatened, assaulted and they often end up excluded from others, even outside of their work environment because they "associate" with police.

Non local guards face the same reality, however, they usually are less exposed to the detainees outside of the police station so it is easier to live with.

KRPF's main goal would be to have a large bank of local people to guard that could interact with detainees in Inuktitut but it has proven to be very difficult to attract and keep Inuit guards.

As for the background, we had a wide range of people working as guards. From young adult to retired teacher. It is an attractive employment for someone looking for a few hours here and there to supplement income.

5. Unfortunately, there is no training offered to detention guards. The turnover rate is very high and the employment duration is usually for short periods so there was never any training program put in place.

Luckily, most of our detainees usually speak either French or English or both. When we are faced with detainees that only speak Inuktitut, we have lists of available translators in each community and we rely on them to make sure the detainees understand their rights, etc.

The KRPF is currently looking at different possible cultural trainings available to give it to all the KRPF police officers. It could certainly be possible to extend that to our detainee guardians.

6. The ratio of Inuit detainee guardians compared to non-inuit detainee guardians has varied a lot since 2001. The first obstacle in recruiting a local detainee guardian is the Criminal record. It narrows the list of eligible candidates. Then, the fact that it is not a full time permanent job is another turn down. People are on call and it is very unpredictable if they will be called (especially in smaller communities) so if they are given another job opportunity with a more regular schedule, they will take it.

We have made a lot of efforts in recruiting. We have made flyers that were posted throughout the communities. Announcements were made through local FM radio stations, we have raised the salaries considerably, as well as installed the cable and internet in all the detention guards room for them to benefit from it. However, the turnout is usually not very high, because of all the factors explained above.

All the documents are included in Annexe 3

7. The phone number of the Ombudsman is displayed and available in all the detentions of the KRPF so it is a channel that could be used. Detainees usually address their concerns or complaints by addressing them to a KRPF captain or directly at the KRPF headquarter in Kuujuaq. If the guard is a police officer, of course the deontologie would also be a channel used to direct a complaint.

All complaints are handled case by case, there is no register or log that exists of all the complaints made, however, when complaints are addressed to a KRPF supervisor they are directed to the proper channels. The guardians are part of an administrative loop hole, the fact that they are on call and on a needed basis doesn't make them official KRG employees. If a complaint is received concerning the actions or behaviour of a guard, it will be investigated by a KRPF supervisor and the plaintiff will be informed of the results.

8. Here are known cases:

A- On or about 2008-04-28 14h05 [REDACTED] was in cell #1 at the police station of Puvirnituk, waiting for a prisoner transfer to Tanguay detention center for women. She told police that over the weekend she was raped by another prisoner. She said in a written and signed statement that on April 26, at about 22H00, she was in jail and [REDACTED] was arrested and was placed in cell #5. [REDACTED] was guarding at the time. While the police officers were out of the office [REDACTED] asked [REDACTED] to allow him to go in [REDACTED] cell to have sex with her. He said he would pay [REDACTED] with two grams of marijuana if he does this. [REDACTED] agreed and brought [REDACTED] into cell #1. [REDACTED] was lying on her stomach and was saying she didn't want to and she tried pushing [REDACTED] away with her feet. [REDACTED] took off her pants and underwear while she was still lying on her stomach and rolled her over on to her back. [REDACTED] began having vaginal sex with [REDACTED] for about ten minutes. [REDACTED] was wearing a condom at the time which he flushed down the toilet. When he was finished [REDACTED] opened the cell door and [REDACTED] went into his own cell again before police arrived. [REDACTED] said that he was going to ask her out when [REDACTED] is

released. This was the first time [REDACTED] had sex with [REDACTED]. Cst. Barnaby and Cst. Hull were at the airport with [REDACTED] and [REDACTED] waiting for the plane to board. Cst. Hull asked [REDACTED] if he saw or heard anything that happened to [REDACTED]. [REDACTED] quickly nodded and said yes. [REDACTED] gave a different name that [REDACTED] then [REDACTED] said something to him in Inuktitut and [REDACTED] then said [REDACTED]. He said he heard [REDACTED] shouting. Based on the information that was received, we immediately transmitted the information to the Surete du Quebec internal affairs who investigated the matter. Both suspects were found guilty criminally.

B- On September 24th, 2014, an incarcerated female adult informed the police officer on-duty at the Akulivik detachment that the civilian detention guard, [REDACTED], had gone into her cell during the course of the previous night and had that he had touched her breasts and buttocks. Cst. Isaac Perreault took a written statement from the victim.

On September 25th, 2014, Sgt. Shaun Longstreet was informed about the situation that had occurred during the night of September 23rd to September 24th in the detention of the Akulivik detachment. Sgt. Longstreet immediately informed Cpt. Jean-Francois Morin of the situation and sent a notice to all 3 police officers of the Akulivik detachment that [REDACTED] was prohibited from guarding at the police station. The officers were also informed that it was important that a supervisor be contacted immediately in these types of situations.

It was decided that Sgt. Longstreet would travel to Akulivik to conduct the investigation for two reasons: he was a supervisor and he had more experience than the police officers in the Akulivik detachment. At the time, Sgt. Longstreet had about 5 years of experience. The Akulivik detachment was equipped with video surveillance. One of the cameras pointed from the office portion of the police station to the detention area. [REDACTED] could be seen entering the cell where the victim was detained. Sgt. Longstreet proceeded to the arrest and interrogation of [REDACTED]. During the interrogation, [REDACTED] admitted to the sexual assault in the cell and he also admitted to several other unrelated sexual assaults. [REDACTED] was kept detained for appearance and was subsequently transferred to the Amos detention centre. [REDACTED] eventually pleaded guilty to the accusations. It is important to note that at the time of hiring [REDACTED] did not have a criminal record.

9. Once again, the disciplinary process goes through the KRPF management. Since detention guards are unofficial KRG employees, they don't really fall under the KRG employee code of discipline, however, if a disciplinary complaint is made, it will be handled by a KRPF supervisor.

10. Here are the known cases:

A- In June 2015, KRPF participated in a Canada Post investigation in Montreal along with the RCMP and Canada Post officials. During the operation, a parcel was intercepted and it contained over 21 grams of cannabis and 4 grams of hashish oil. The package was destined to [REDACTED], a guardian at the

Puvirnituk police station. After an investigation was conducted by KRPF investigators, M. [REDACTED] was fired from his position of detention guard. No criminal charges were laid in that file.

Detention Conditions

11. Yes, a custody record exists for all of the 14 communities. In KRPF, this record is commonly known as the "cell register". The custody record exists since The creation of KRPF.

The custody records contain the following information:

- Date and time of incarceration
- Family name, first name, date of birth of the incarcerated person
- If the person is detained as a young offender, adult, Sureté du Québec detainee, Cree police file, no charge
- Operational file number related to the incarceration
- Name of police officer(s) who incarcerated the person
- Name of guard
- Reason of arrest
- Date and time of liberation
- Date and time of transfer
- Comments to indicate any other relevant information

It is the police officer's responsibility to complete the custody record. This is indicated in KRPF's internal procedure *4.6 - Incarceration and Guarding of Detainee*, section 3.1 H) and 3.2 H). Every XX, police officers must send the custody record to the administrative secretary located at the KRPF Headquarters. The information is then entered electronically into a database. The database contains information since XX.

All the documents are included in Annexe 4

12. This was not possible to obtain as we would have to go through the entire cell registers since 2001 for each communities and this would take a tremendous amount of time to be able to obtain the exact occupancy rate of our cells for each community. As per the request to obtain the number of people kept in one cell, we are missing this information because our cell register does not have this information on it. Again, even if we had this information on our cell register, it would take too much time to obtain the required information. All the information that we can obtain in relation to the people we have detained in our cells was mentioned in the previous point.

I can say from our personal knowledge that we do have more than 1 detainee per cells occasionally/frequently in the larger communities and it happens less often in the smaller communities. Under no circumstances, we mixt a youth with an adult and we do not mixt the sex together in the same cell which bring sometimes a larger occupancy in one cell due to this.

13. As mentioned in the previous point, we will not be able to provide you with the average duration of detention as this would require a long period of time. Although we cannot produce the average duration of detention, we can say that when a person is arrested for a crime or an infraction and can be release with a promise to appear and/or undertaking, the person gets release when the person is sober. In these cases, the person gets released from our cell within 8 hours; it can be less but it depends on the level of intoxication of the person when the person is placed in our cell. When a person is arrested and needs to appear by phone, the person can be kept for a full day or more when the judge issues a remand warrant during the weekend. If a person is arrested on a Friday afternoon and appears on a weekend phone appearance and most of the time, the judge issues a remand warrant for the next Monday. Then, the person appears again on Monday and if the judge issues another remand warrant for the detainee to travel to Amos for his bail hearing, then, the person would travel on the next day if the weather and if there are available rooms on the plane. This person would have to stay in our cell from Friday to Tuesday minimum but it happens where they stay for a full week due to weather conditions or because there are no room available on the flight.

As of July 27, 2016 we do not have people in our cells who did not commit a crime or an infraction. The people in distress are evaluated by a social worker who decides if the person needs to see a nurse or doctor and they decide if the person is a danger to him/herself and then if required, they uses their cell at the clinic for them. In some communities, the CLSC do not have a crisis cell made for the people who are suicidal and in these communities, if the person is agitated, the CLSC straps them on a stretcher and the person gets medivac to the closest hospital (Kuujuuaq or Puvirnituk).

Correspondance email included in Annexe 5

14. plans of all the krpf police stations are included in Annexe 6

15. The following internal procedures indicate the rules and procedures in relation to the incarceration and guarding of detainees:

- 1.1 - Daily Report and Guard Report
- 1.17 - Advising the Supervisors in Certain Situations
- 2.11 - Intervention Regarding Suicidal Person
- 4.6 - Incarceration and Guarding of Detainee

On July 27th, 2016, Deputy Chief Daniel Allard and Chief Michel Martin sent an email to all KRPf police officers indicating that it was prohibited to use the KRPf detention facilities to restrain patients with mental health issues. Prior to this date, KRPf facilities were sometimes used as isolation rooms because of the lack of isolation rooms in many Nunavik CLSCs.

All the documents are included in Annexe 7

16. The following procedure applies to the intervention of a suicidal person:

- **2.11 - Intervention Regarding Suicidal Person**

The procedure indicates that in the case of immediate danger, the person must be brought to the CLSC.

On July 27th, 2016, Deputy Chief Daniel Allard and Chief Michel Martin sent an email to all KRPF police officers indicating that it was prohibited to use the KRPF detention facilities to restrain patients with mental health issues. Prior to this date, KRPF facilities were sometimes used as isolation rooms because of the lack of isolation rooms in many Nunavik CLSCs.

All the documents are included in Annexe 8

17. Between 2001 and 2007, the smaller communities had often only one police officer in the community and at that time we still had problems having civil guards to look after the detainees so it happened where a detainee/s was/were left alone at the police station. Since 2007, our staff number has increased and now we have 3 police officers minimum in the communities which help to have a guard if the officers have another call to attend, the third officer comes in to guard the detainees. In 2017, we also increased the salary wage from 17\$ an hour to 22\$ an hour, in order to get more local people apply to become a guard at the police station but the amount of civil guards has not improved much yet. Unfortunately, we do not have a register for the times where a detainee was left alone in the police station.

18. To our knowledge, at no occasion was a youth detained with an adult and the times when a detainee needed protection, the person was placed by the Amos guards with the other ones who needed protection. Due to the lack of cells in some villages, it is possible that a detainee who needed protection was placed with the regular population but we have no records of these types of occurrence if there are any.

19. It happened rarely that we had to keep a detainee outside of a cell, handcuffed to a shower pole or in the interrogation room or just outside of the cell handcuffed to the cell door knob. There are no records of these events but we know that these situations happened were done and might reoccur if there is no other available option. The officers try their best not to use these options but the rare times that it happened, the officers had no alternative. There is no record kept of these occurrences.

The management is currently pushing the governments to obtain funding in regards to get renovations in each police station and we are also asking for 3 brand new police stations (Puvirnituaq, Salluit and Inukjuak) that would have more cells available for the people who are incarcerated.

20. Civilian detainee guardians are never allowed to enter a cell where there is a person who is incarcerated. If they see that a person's safety is in jeopardy, the civilian guard must call the police. Police officers do not use physical repression or other punitive repression. The only time a police officer may handcuff an incarcerated person is if the incarcerated person is actively hurting themselves, for example by punching the brick wall with their hand or by hitting their head against the wall. If the risk of injury is too high, the incarcerated person is brought to the CLSC.

The KRPF has not been informed of any events where guards, whether civilian or police officers, have used this type of punitive repression.

All the documents are included in Annexe 8

21. In smaller communities, detainee meals are purchased from the local store. The meals are often frozen pre-made meals. In larger communities, meals are purchased from local restaurants. Coffee and water is provided by the KRPF. The *Instructions and Procedures for Civilian Detention Guards* outlines the KRPF's policies. Outside food and drinks (from an incarcerated person's friends or family) are not allowed. The KRPF must ensure that there are no illegal items being smuggled into the detention area and that food and drinks are safe to eat and drink.

Transfers

22. The following internal procedure applies to the transfer and transport of detainees:

- 4.5 - Transfer of Detainee

Practices do not differ from these procedures.

All the documents are included in Annexe 9

23. The detainee is told that he or she will be transferred to the Amos detention during the court appearance. It can happen that a detainee does not understand where he or she will be going. In these cases, the police officer will explain to the person where he is being transferred to. After the appearance, the detainee also has access to a telephone in the event that he or she wants to call a lawyer for more information.

24. Generally, visits are not allowed in KRPF police stations. Items can be smuggle inside and given to detainees through the cracks of the door. Also, in most police stations, it is not possible to lock the area

between the detention area and the office portion of the police station where sensitive and confidential information may be present.

When a detainee is about to be transported by plane, he or she is brought to the airport ahead of time. In these cases, friends and family members have the opportunity to visit the detainee prior to his or her departure by plane.

25. The following internal procedure applies to the personal belongings of detainees:

- 4.6 - Incarceration and Guarding of Detainee
- 4.7 - Prisoner Register

Police officers must complete the following form when incarcerating and releasing a detainee:

- KRPF-f-0106 (2016-12) - Prisoner's Register

All the documents are included in Annexe 10



KATIVIK REGIONAL POLICE FORCE

SECTION 1 : GENERAL OPERATIONS

1.1 - DAILY REPORT AND GUARD REPORT

Revised: July 07, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. PRINCIPLE

These reports are a part of an Officer's job and they are required. Not only they help the KRPf Managers to see what is happening in each community on a daily basis, but they are also used to protect the Officer.

3. PROCEDURES

3.1 Daily Reports

- A. Daily reports must be submitted daily at the end of the Officer's shift;
- B. Every Officer must fill out a daily report provided in the Annex and send it by email to Annette Kauki (akauki@krpf.ca), his Sergeant and his Captain at the end of his shift (a cover page is not needed);
- C. The Daily Report is an official report and must be **signed** by each officer who is working;
- D. When filling out the reports, the Officer needs to include details, such as:
 - When he goes on patrol;
 - What activities he accomplishes (drove by council office, drove around airport, vehicle interceptions, etc.);
 - If he wrote down "at the office" or "administrative paperwork", it needs to be specific, such as "updating PAMS", "completing files" (include file numbers), "gathering receipts";
- E. For call backs, the daily report must be updated & resent.

3.2 Guard Reports

- A. Detainees must always be surveilled by a civilian guard or a police officer. Detainees cannot be left alone at the police station; (See Procedure 4.6 – Incarceration and Guarding of Detainee)
- B. Should an Officer have to guard, a Guard's Surveillance Report must be completed while he is guarding and sent by email to Annette Kauki, his Sergeant and his Captain. The Guard Surveillance Report must also be completed by civilian guards.
- C. Inspection rounds must be done **minimum** once every 15 minutes. If a detainee is intoxicated or suicidal, rounds must be done more often to ensure their safety;
- D. Each inspection round must be indicated on the Guard's Surveillance Report;
- E. The following information must be written on the report: Incarcerations of new detainees by police officers, release of detainees, meals given to detainees, phone calls to lawyers, detainee behaviour (ex: yelling, quiet, banging on the door, etc.), any other pertinent information. Information must be **detailed**.

F. The Guard's Surveillance Report is an official report and must be **signed** by the person who guarded the detainee(s);

KRPF Form: KRPF-f-0118 - Daily Report Form
KRPF-f-0103 - Guard's Surveillance Report

A handwritten signature in blue ink, appearing to read "Chapman", is written in a cursive style.

Chief



KATIVIK REGIONAL POLICE FORCE

SECTION 4 : TECHNICAL AND SUPPORT SERVICES, ARREST, DETENTION AND JAIL OPERATIONS

4.6 - INCARCERATION AND GUARDING OF DETAINEE

Revised: July 07, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. PRINCIPLES

KRPf Officers always verifies the legality of the arrest and detention of an individual;
There are many alternatives possible before keeping someone detained overnight;
Detainees will be kept detained at the police station only for these circumstances:

- For appearance before the Court;
- If the arrest is made legally;
- In accordance with the criteria of sec 497 (1.1) of the *Criminal Code of Canada (Cc)*.

3. PROCEDURES

3.1 Incarceration of an Individual

- A. The KRPf Officer verifies the legality of the arrest and detention of an individual;
- B. He verifies and takes note of the physical and psychological state of the individual before this person is incarcerated, primarily by checking whether:
the person's behaviour and the circumstances surrounding the intervention or, as a result of what he has observed or information that he has gained are such, as to lead the Police Officer to believe that an attempt might be made at suicide;
all such information must be logged on the Cell Register;
- C. The Officer searches the detainee;
- D. He ensures that any items related to the offence or which might represent a danger (**such as belts, laces, strings, excess clothing, etc.**), as well as money and personal effects that are, depending upon the circumstances, removed from the incarcerated person, and keeps them safely.
- E. All smaller items (money, lighters, wallets, etc.) must be placed in an envelope and the envelope must be sealed. Only larger items (such as clothing, purses, etc.) are not placed in the sealed envelope. The officer ensures to attach the Prisoner's Register to the envelope. (see *Procedure 4.8 - Prisoner Register*);
- F. The Officer completes the Prisoner Register Form by writing on it all the personal effects, money and object removed from the detainee (see *Procedure 4.8 - Prisoner Register*);
- G. The officer is responsible for the detainee's personal belongings and must ensure that they are securely stored;

- H. He records the necessary information of the incarcerated person on the Cell Register;
- I. He ensures the cell has been inspected prior to the incarceration of the detainee;
- J. The Officer searches the detainee again;
- K. The Officer secures the detainee inside a cell.

3.2 Release of a Detainee

- A. There are many alternatives possible before keeping someone detained overnight;
- B. Detainees will be kept detained at the police station only for these circumstances:
 - For appearance before the Court;
 - If the arrest is made legally;
 - In accordance with the criteria of sec 497 (1.1) of the *Criminal Code*.
- C. Detainees will be released as quickly as possible if they do not follow the criteria mentioned above;
- D. Detainees will be released by way of Summons, Promise to Appear, Undertaking, Infraction Ticket or without condition.

When releasing a detainee

- E. The Officer gives back all the personal effects, money and objects removed from the detainee;
- F. He has the detainee sign the Prisoner Register form indicating that the incarcerated person has received all of his or her personal belongings. The Prisoner Register form is placed in the original operational file. The Prisoner's Register is not sent to the crown attorney;
- G. If a detainee is released with documents, the Officer makes sure that the detainee signs these documents and gives him a copy;
- H. The Officer always updates the Cell Register and the file in the Police Automation Management System (PAMS) when releasing someone.

3.3 Guarding a Detainee

- A. Detainees must always be surveilled by a civilian guard or a police officer. Detainees cannot be left alone at the police station;
- B. Detainees will be guarded at the police station by a Police Officer only if there is no civil guard available;
- C. Before guarding a detainee at the Police Station, the Officer must check and contact the guards on the guards list and see if anyone is available.
- D. The following things must be written on the Officer's Daily Report: (*Procedure 1.10 - Overtime*)
 - Who was called;
 - Phone number called;
 - The person contacted Accepts to guard (yes / no);
 - Reason of the refusal.
- E. Should an Officer have to guard, a Guard's Surveillance Report must be completed while he is guarding and sent by email to Annette Kauki, his Sergeant and his Captain. The Guard Surveillance Report must also be completed by civilian guards.
- F. Inspection rounds must be done **minimum** once every 15 minutes. If a detainee is intoxicated or suicidal, rounds must be done more often to ensure their safety;

- G. Each inspection round must be indicated on the Guard's Surveillance Report;
- H. The following information must be written on the report: Incarcerations of new detainees by police officers, release of detainees, meals given to detainees, phone calls to lawyers, detainee behaviour (ex: yelling, quiet, banging on the door, etc.), any other pertinent information. Information must be **detailed**.

KRPF Form: KRPF-f-0132 (2017-01) - Guard Application Form
KRPF-f-0133 (2017-01) - Confidentiality Agreement

KRPF Doc.: KRPF Guard Instruction Book



Chief



KATIVIK REGIONAL POLICE FORCE

SECTION 4 : TECHNICAL AND SUPPORT SERVICES, ARREST, DETENTION AND JAIL OPERATIONS

4.7 - PRISONER REGISTER

Revised: February 01, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. PRINCIPLES

- 2.1 The Prisoner's Register Form must be complete every time a prisoner is to be incarcerated.
- 2.2 **Only the KRPf Police Officer can do the inventory of personal effects of the incarcerated person.** This inventory cannot be done by a civilian guard under any circumstance.

3. PROCEDURES

- 3.1 Every time a person is incarcerated, the Prisoner's Register Form must be completed, without exception. The KRPf Officer:
 - A. Fills in **all** fields in Section 2;
 - B. If possible, counts the incarcerated person's money in the presence of another Police Officer or civilian guard and enters the information in Section 3;
 - C. Takes a complete inventory, as detailed and specific as possible, of the detainee's other personal belongings (for example: cell phone, iPod, clothing, lighter, cigarettes, etc) and enters each item in Section 3. The description of clothing must be specific (ex: pant, hoodie, T-shirt, etc.);
 - E. Provides any additional details (ex: damaged items) in Section 4;
 - F. If possible, has the incarcerated person sign the Register upon his incarceration.
- 3.2 Each Officer present during the incarceration process must sign the Register.
- 3.3 The Prisoner's Register must be attached to the sealed envelope with the detainee's personal belongings;
- 3.4. Upon the release of the incarcerated person, the Officer has him sign the Register after giving him his personal effects. The Officer releasing the incarcerated person must also sign the Register.
- 3.5. The Officer places the Prisoner Register in the **original operational file.**

KRPf Form: KRPf-f-0106 - Prisoner's Register

Chief

Jean-Guy Lalonde

From: Michel Martin
Sent: July 27, 2016 10:00 AM
To: KRPF
Cc: Charles Dufault; Tony Paquet; Jean-Francois Morin
Subject: FW: Used of our detention facilities for medical reason

To all KRPF police staff.

Please take note of this important message from Deputy Chief Daniel Allard.

Thank you

Michel MARTIN

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Chief – Kativik Regional Police Force (KRPF)
and Director of Public Security

P.O. Box 780

Kuujuuaq, QC J0M 1C0

Tel: (819) 964-2488

Fax: (819) 964-2441

Toll Free: 1-800-964-2644

mmartin@krpf.ca

From: Daniel Allard
Sent: July-27-16 9:20 AM
To: KRPF
Subject: Used of our detention facilities for medical reason

Good day everyone

It was brought to my attention that our detention facilities were used once in a while by the hospital staff to restrain patients with mental health issues, more likely suicidal persons under P38 law. Starting now, this practice will not be tolerated anymore. The KRPF won't be accepting any hospital patient in our detention facilities. Hospital will have to find solutions to accommodate these patients and to provide them with a safe place.

If any hospital staff is requesting to use our detention facilities to lodge one of their patients, the KRPF officers should refuse the request. The patient is the responsibility of the hospital and that responsibility should not be transfer to the KRPF.

If an exceptionable situation arise the officer need to inform his sergeant.

Thanks for your cooperation.

Daniel Allard

Deputy Chief – Operations

Kativik Regional Police Force (KRPF)

INSTRUCTIONS AND PROCEDURES FOR CIVILIAN DETENTION GUARDS



KATIVIK REGIONAL POLICE FORCE

September 8, 2017



11. Detainees who are suicidal are allowed to have the blue blankets only. (DO NOT GIVE THE GREY BLANKET OR CLOTHES TO THEM; IT CAN BE DANGEROUS FOR THEM!)
12. Door traps must be closed at all time when detainees are intoxicated. You can open the trap to give something to an intoxicated detainee, but the trap must be closed right after.
13. Detainees are never allowed to receive visitors for safety reasons. DYP or social services may need to meet with a detainee but it must be arranged with a police officer first. A police officer must be present during the visit.
14. Verify with a police officer to know if the detainees are allowed to use the phone. No phone calls are allowed after 11pm. If a detainee receives a phone call, take the message and give it to the police officer (NOT TO THE DETAINEE). You are not authorized to make phone calls for the detainee or to give messages for the detainee or to detainee's family, friends, husband, wife boyfriend or girlfriend.
15. If the detainee's lawyer is calling, please take in note the hour this one called and the hour that the phone call finished in your daily journal.
16. Guards must make sure that the back door is always closed and locked properly. Guards must check each time that they open it. The doors at the police station sometimes don't close properly.
17. Only the following items may be given to a detainee without prior approval from a police officer: Water, meals, coffee. Only plastic cutlery may be given to the detainee with the meal. Ensure that the plastic cutlery is given back once the meal is finished. Verify with a police officer before giving any other item to a detainee.
18. Detainees are allowed to have one meal per meal period. Breakfast must be given between 08h00am and 10h00am, lunch must be given between 11h00am and 01h00pm, supper must be given between 04h30pm and 06h30pm.
19. Coffee can be given to detainees who are sober, calm and respective. Do not give coffee to a detainee after 10pm. They can drink water after 10pm.



20. On weekends, it could happen that there is extra food in the fridge. This is in case of extra detainees on Sunday because the store may be closed. *This food is not for guards. The food is there in case other people are incarcerated during the weekend. The food is counted.*
21. Guards are not authorized in the office portion of the police station unless there is a police officer present.
22. If you know someone who can guard, refer this person to the KRPF administration office. They must call 1-800-964-2644. Select their language and select option 1 to speak with the administration office.
23. If you don't know if you are allowed to do something, ask the police officer. The police officer will tell you if you are allowed or not.
24. Don't wait until the last 15 minutes of your shift to call for another guard. You should be sure at the beginning of your shift that there is another guard on the schedule if required.
25. It's your duty to give a briefing to the guard who will replace you.



PROCEDURES FOR GUARDS TO FOLLOW **AT THE POLICE STATION**

1. Detainees are never allowed to receive visitors.
2. Detainees are never allowed to smoke in their cell.
3. Detainees are never allowed outside the station to smoke.
4. Detainees are not allowed to receive ANYTHING (food, iPod, computer, pop...) except their clothing.
5. All personal effects brought by visitors for prisoners have to be inspected by a police officer first.
6. Detainees are never allowed to receive or to make phone calls unless they already appeared by phone. *You are never authorized to make phone calls for the detainee or to give messages for the detainee or to detainee's family, friends, husband, wife boyfriend or girlfriend.*
7. Once the detainee appeared he is allowed to make one phone call. This call should not take more than 5 minutes.
8. Always ask permission from a police officer before giving the phone to a detainee.
9. Never open the cell door without a police officer present.
10. Never move a prisoner in another cell without a police officer present.
11. Detainees are allowed to have one coffee per meal.
12. Detainees who are intoxicated are not allowed to have coffee.



CONFIDENTIALITY AGREEMENT

I _____, hereby recognize that during the course of my employment with the Kativik Regional Government, I may acquire written or verbal confidential information.

I hereby agree and commit myself to manage my affairs as well as all written and verbal information in my possession in a manner which will preserve the complete confidentiality of all information in my possession at all times.

I further agree not to divulge any confidential information concerning the Kativik Regional Government's operations as well as any confidential information of which I become aware of within the scope of my duties.

I have read, understand and will respect the terms of the above Confidentiality Agreement.

Signed in _____ on _____.

Employee signature: _____

Witness signature: _____



APPLICATION FOR THE KATIVIK REGIONAL POLICE FORCE DETENTION GUARD POSITION

Last name: _____ First name: _____

Date of Birth: _____ S. I. N. _____

Community Address: _____

Community Phone Number: _____

Address South (if applicable): _____

Phone number South (if applicable): _____

Bank Information (attach void check or online information):

Language(s) spoken: INUKTITUT: ENGLISH: FRENCH:

Availability: DAY: EVENING: NIGHT: WEEK-ENDS: ANYTIME:

Availability (comments): _____

Number of hours wished to work every week: _____

First aid training: Yes: No: Agency: _____

Security officer license: Yes: No: Number _____

***** A Criminal record check will be conducted prior to hiring*****

Signature: _____ Date: _____



CELL REGISTER

Year 2018

13.2.4

DETACHMENT: K41 Salluit

REG NO	IN DATE/ HOUR	FAMILY NAME GIVEN NAME DATE OF BIRTH	Y	A	S Q	C P	N C	FILE NO. COURT NO. WARRANT NO.	INCARCERATED BY	GUARD NAME	REASON OF ARREST	Liberated Date & Time	Transfer to Date	Comments
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

*** NOTE ALWAYS FILL IN THIS DOCUMENT COMPLETELY . USE BLACK INK ONLY.

Y = YOUNG OFFENDER
A = ADULT

S.Q. = SÛRETÉ DU QUÉBEC
C.P. = CREE POLICE FILE

N.C. = NO CHARGE

Tony Paquet

From: Michel Martin
Sent: July-27-16 10:00 AM
To: KRPF
Cc: Charles Dufault; Tony Paquet; Jean-Francois Morin
Subject: FW: Used of our detention facilities for medical reason

To all KRPF police staff.

Please take note of this important message from Deputy Chief Daniel Allard.

Thankyou

Michel MARTIN

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Chief – Kativik Regional Police Force (KRPF)
and Director of Public Security

P.O. Box 780

Kuujuuaq, QC J0M 1C0

Tel: (819) 964-2488

Fax: (819) 964-2441

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mmartin@krpf.ca

From: Daniel Allard
Sent: July-27-16 9:20 AM
To: KRPF
Subject: Used of our detention facilities for medical reason

Good day everyone

It was brought to my attention that our detention facilities were used once in a while by the hospital staff to restrain patients with mental health issues, more likely suicidal persons under P38 law. Starting now, this practice will not be tolerated anymore. The KRPF won't be accepting any hospital patient in our detention facilities. Hospital will have to find solutions to accommodate these patients and to provide them with a safe place.

If any hospital staff is requesting to use our detention facilities to lodge one of their patients, the KRPF officers should refuse the request. The patient is the responsibility of the hospital and that responsibility should not be transferred to the KRPF.

If an exceptional situation arises the officer needs to inform his sergeant.

Thanks for your cooperation.

Daniel Allard
Deputy Chief – Operations
Kativik Regional Police Force (KRPF)



KATIVIK REGIONAL POLICE FORCE

SECTION 1 : GENERAL OPERATIONS

1.1 - DAILY REPORT AND GUARD REPORT

Revised: July 07, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. PRINCIPLE

These reports are a part of an Officer's job and they are required. Not only they help the KRPf Managers to see what is happening in each community on a daily basis, but they are also used to protect the Officer.

3. PROCEDURES

3.1 Daily Reports

- A. Daily reports must be submitted daily at the end of the Officer's shift;
- B. Every Officer must fill out a daily report provided in the Annex and send it by email to Annette Kauki (akauki@krpf.ca), his Sergeant and his Captain at the end of his shift (a cover page is not needed);
- C. The Daily Report is an official report and must be **signed** by each officer who is working;
- D. When filling out the reports, the Officer needs to include details, such as:
 - When he goes on patrol;
 - What activities he accomplishes (drove by council office, drove around airport, vehicle interceptions, etc.);
 - If he wrote down "at the office" or "administrative paperwork", it needs to be specific, such as "updating PAMS", "completing files" (include file numbers), "gathering receipts";
- E. For call backs, the daily report must be updated & resent.

3.2 Guard Reports

- A. Detainees must always be surveilled by a civilian guard or a police officer. Detainees cannot be left alone at the police station; (See Procedure 4.6 – Incarceration and Guarding of Detainee)
- B. Should an Officer have to guard, a Guard's Surveillance Report must be completed while he is guarding and sent by email to Annette Kauki, his Sergeant and his Captain. The Guard Surveillance Report must also be completed by civilian guards.
- C. Inspection rounds must be done **minimum** once every 15 minutes. If a detainee is intoxicated or suicidal, rounds must be done more often to ensure their safety;
- D. Each inspection round must be indicated on the Guard's Surveillance Report;
- E. The following information must be written on the report: Incarcerations of new detainees by police officers, release of detainees, meals given to detainees, phone calls to lawyers, detainee behaviour (ex: yelling, quiet, banging on the door, etc.), any other pertinent information. Information must be **detailed**.

F. The Guard's Surveillance Report is an official report and must be **signed** by the person who guarded the detainee(s);

KRPF Form: KRPF-f-0118 - Daily Report Form
KRPF-f-0103 - Guard's Surveillance Report

A handwritten signature in blue ink, appearing to read "Chapman", is written over the printed name "Chapman".

Chapman
Chief



KATIVIK REGIONAL POLICE FORCE

SECTION 1 : GENERAL OPERATIONS

1.17 - ADVISING THE SUPERVISORS IN CERTAIN SITUATIONS

Revised: February 01, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPF) Officers and Constables.

2. PRINCIPLE

The KRPF has responsibilities towards its employees. It is very important that all the necessary information get to the KRPF managers so that they can take appropriate measures to ensure the safety of KRPF members.

The KRPF Officers must inform, as soon as possible, their supervisors of any major situations, or situations that might compromise the security of Police Officers, employees, a mayor or an elected official.

The KRPF and its members are accountable toward the public, the police ethic's commission, the criminal code, laws, regulations, agreements, etc.

3. PROCEDURES

3.1 The KRPF Officers must notify their Sergeant when these specific situations or any other event of unusual nature occur:

- A. Major cases (murder, attempted murder, death of any kinds, arson, gun call, break & enter at the Police Station, prisoner escape, suicide or attempted suicide in our detention facilities, search and rescue, natural disaster, plane crash etc.)
- B. Any time a person is seriously injured during a police intervention;
- C. Any event involving elected officials;
- D. Any criminal event involving a KRPF Police Officer, or his immediate family;
- E. Any complaint made toward a Police Officer;
- F. Any serious threat toward Police Officers, elected officials, or affluent persons of the community.
- G. Significant seizure of drugs or alcohol.

3.2 The Sergeant who will be notified of above situations has the responsibility to advise the Captain of the event. If the Captain is unavailable, he will notify the Deputy Chief.

Chief



KATIVIK REGIONAL POLICE FORCE

SECTION 2 : SURVEILLANCE OF TERRITORY, COMMUNITY SERVICES, PREVENTION AND ASSISTANCE

2.11 - INTERVENTION REGARDING SUICIDAL PERSON

Revised: February 01, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. DEFINITIONS

- 2.1 Suicidal person: person who is experiencing a personal **suicide crisis**; that is, he or she is attempting **suicide**, is seeking a means to commit suicide, or is **contemplating suicide**.
- 2.2 The suicidal person may exhibit certain behaviors such as: has a preoccupation with death, talks excessively about suicide, or becomes socially withdrawn may be contemplating suicide. Other behaviors in suicidal people include reckless behaviors (such as increased drug and alcohol use, or taking unnecessary risks like dangerous driving), unexpected or unusual farewells to family and friends, and seeking out means to kill themselves (such as acquiring rope, pills, guns, or other lethal objects).

3. PRINCIPLES

- 3.1 Whether the information comes from the suicidal person himself or from someone relaying the information, the KRPf Officer **has an obligation to intervene**.
- 3.2 The Officer's intervention is based on chapter P-38.001 *Act respecting the protection of persons who mental state presents a danger to themselves or to others*. A text copy of this law can be found in the Annex of this procedure.
- 3.3 In Nunavik, the assessment of the suicidal person is done by a CLSC social worker, either by the one working during business hours or the social worker on call after hours.

4. PROCEDURES

- 4.1 **Reception of the call**, the KRPf Officer:
- A. Gets as much information as possible before attending the call;
 - B. Locates the person as soon as possible;
 - C. If the Officer doesn't know the location of the suicidal person, he must do everything to find the person as soon as possible (see below: tracking down the person). Finding the suicidal person becomes a priority;
 - D. If the individual can't be located, the officer must contact his Supervisor;
 - E. The Canadian Rangers could be used for the search. Consult the procedure **1.18 Request the assistance of Rangers** before asking for their assistance.

4.2 In order to locate the individual, the Officer:

- A. Contacts the local Radio station and ask the population to call the police if the person is seen;
- B. Contacts the municipal office and asks the town manager to contact all the workers by radio and to advise them to contact the police if the person is seen;
- C. Meets with the caller;
- D. Meets with the immediate family and friends of the suicidal person and sees with them where he could be;
- E. Patrols the community to locate the person.

4.3 **Once the person is located, 3 options of intervention:**

4.3.1 ***Serious and immediate danger (suicidal person - P-38.001)***

There is clear evidence that the person is suicidal and the Officer fears that he might commit suicide or is a danger to others.

- A. The person must be brought to the local CLSC for immediate assistance;
- B. If possible, the Officer contacts the CLSC before bringing the person;
- C. The KRPF Officer may use the necessary force to bring the suicidal person to the CLSC;
- D. Once at the CLSC the Officer will have to stay with the suicidal person until further notice from the staff of the CLSC;
- E. A police report must be completed at the end of the intervention.

4.3.2 ***Serious but not immediate danger (suspicion of suicidal behavior)***

The KRPF Officer:

- A. Contacts the local social worker (CLSC) and advises them about the situation;
- B. Asks them to meet with the person. Depending of the circumstances, the person could be met at his or her residence, at the police station or at the CLSC. If the person is at home, it is ideal for the social worker to meet with the person at home.

NOTE: *In this circumstance, the P-38.001 doesn't not apply since there is no immediate danger to the person or to others. Therefore, the Officer cannot force the person and cannot use force.*

- C. The social worker will be the person taking the decision if the individual will have to be transported to the CLSC or not.
- D. If the social worker decides that the individual must be brought to the CLSC, the P-38.001 applies. The Officer then follows the steps of section 4.3.1.

4.3.3 ***Person is not suicidal and no danger to others***

Before arriving at this conclusion, the Officer must follow these steps:

- A. Meet with the caller, the persons in the residence, friends, and try to understand why someone was saying that (s)he was suicidal at first;
- B. Meet with the person and take the time to understand why someone would say that he is suicidal;
- C. During the Officer's investigation, if at any moment he is suspicious that the person is suicidal, he then follows the steps of section 4.3.2.

NOTE: *It is very important to follow all the necessary steps and to thoroughly investigate before concluding that the individual is not suicidal. The Officer is accountable for his actions.*

Website: P-38.001 - Act respecting the protection of persons whose mental state presents a danger to themselves or to others:
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/P-38.001>



KATIVIK REGIONAL POLICE FORCE

SECTION 4 : TECHNICAL AND SUPPORT SERVICES, ARREST, DETENTION AND JAIL OPERATIONS

4.6 - INCARCERATION AND GUARDING OF DETAINEE

Revised: July 07, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPF) Officers and Constables.

2. PRINCIPLES

KRPF Officers always verifies the legality of the arrest and detention of an individual;

There are many alternatives possible before keeping someone detained overnight;

Detainees will be kept detained at the police station only for these circumstances:

- For appearance before the Court;
- If the arrest is made legally;
- In accordance with the criteria of sec 497 (1.1) of the *Criminal Code of Canada (Cc)*.

3. PROCEDURES

3.1 Incarceration of an Individual

- A. The KRPF Officer verifies the legality of the arrest and detention of an individual;
- B. He verifies and takes note of the physical and psychological state of the individual before this person is incarcerated, primarily by checking whether:
the person's behaviour and the circumstances surrounding the intervention or, as a result of what he has observed or information that he has gained are such, as to lead the Police Officer to believe that an attempt might be made at suicide;
all such information must be logged on the Cell Register;
- C. The Officer searches the detainee;
- D. He ensures that any items related to the offence or which might represent a danger (**such as belts, laces, strings, excess clothing, etc.**), as well as money and personal effects that are, depending upon the circumstances, removed from the incarcerated person, and keeps them safely.
- E. All smaller items (money, lighters, wallets, etc.) must be placed in an envelope and the envelope must be sealed. Only larger items (such as clothing, purses, etc.) are not placed in the sealed envelope. The officer ensures to attach the Prisoner's Register to the envelope. (see *Procedure 4.8 - Prisoner Register*);
- F. The Officer completes the Prisoner Register Form by writing on it all the personal effects, money and object removed from the detainee (see *Procedure 4.8 - Prisoner Register*);
- G. The officer is responsible for the detainee's personal belongings and must ensure that they are securely stored;

- H. He records the necessary information of the incarcerated person on the Cell Register;
- I. He ensures the cell has been inspected prior to the incarceration of the detainee;
- J. The Officer searches the detainee again;
- K. The Officer secures the detainee inside a cell.

3.2 Release of a Detainee

- A. There are many alternatives possible before keeping someone detained overnight;
- B. Detainees will be kept detained at the police station only for these circumstances:
 - For appearance before the Court;
 - If the arrest is made legally;
 - In accordance with the criteria of sec 497 (1.1) of the *Criminal Code*.
- C. Detainees will be released as quickly as possible if they do not follow the criteria mentioned above;
- D. Detainees will be released by way of Summons, Promise to Appear, Undertaking, Infraction Ticket or without condition.

When releasing a detainee

- E. The Officer gives back all the personal effects, money and objects removed from the detainee;
- F. He has the detainee sign the Prisoner Register form indicating that the incarcerated person has received all of his or her personal belongings. The Prisoner Register form is placed in the original operational file. The Prisoner's Register is not sent to the crown attorney;
- G. If a detainee is released with documents, the Officer makes sure that the detainee signs these documents and gives him a copy;
- H. The Officer always updates the Cell Register and the file in the Police Automation Management System (PAMS) when releasing someone.

3.3 Guarding a Detainee

- A. Detainees must always be surveilled by a civilian guard or a police officer. Detainees cannot be left alone at the police station;
- B. Detainees will be guarded at the police station by a Police Officer only if there is no civil guard available;
- C. Before guarding a detainee at the Police Station, the Officer must check and contact the guards on the guards list and see if anyone is available.
- D. The following things must be written on the Officer's Daily Report: (*Procedure 1.10 - Overtime*)
 - Who was called;
 - Phone number called;
 - The person contacted Accepts to guard (yes / no);
 - Reason of the refusal.
- E. Should an Officer have to guard, a Guard's Surveillance Report must be completed while he is guarding and sent by email to Annette Kauki, his Sergeant and his Captain. The Guard Surveillance Report must also be completed by civilian guards.
- F. Inspection rounds must be done **minimum** once every 15 minutes. If a detainee is intoxicated or suicidal, rounds must be done more often to ensure their safety;

- G. Each inspection round must be indicated on the Guard's Surveillance Report;
- H. The following information must be written on the report: Incarcerations of new detainees by police officers, release of detainees, meals given to detainees, phone calls to lawyers, detainee behaviour (ex: yelling, quiet, banging on the door, etc.), any other pertinent information. Information must be **detailed**.

KRPF Form: KRPF-f-0132 (2017-01) - Guard Application Form
KRPF-f-0133 (2017-01) - Confidentiality Agreement

KRPF Doc.: KRPF Guard Instruction Book



Chief



KATIVIK REGIONAL POLICE FORCE

SECTION 2 : SURVEILLANCE OF TERRITORY, COMMUNITY SERVICES, PREVENTION AND ASSISTANCE

2.11 - INTERVENTION REGARDING SUICIDAL PERSON

Revised: February 01, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. DEFINITIONS

- 2.1 Suicidal person: person who is experiencing a personal ***suicide crisis***; that is, he or she is attempting ***suicide***, is seeking a means to commit suicide, or is ***contemplating suicide***.
- 2.2 The suicidal person may exhibit certain behaviors such as: has a preoccupation with death, talks excessively about suicide, or becomes socially withdrawn may be contemplating suicide. Other behaviors in suicidal people include reckless behaviors (such as increased drug and alcohol use, or taking unnecessary risks like dangerous driving), unexpected or unusual farewells to family and friends, and seeking out means to kill themselves (such as acquiring rope, pills, guns, or other lethal objects).

3. PRINCIPLES

- 3.1 Whether the information comes from the suicidal person himself or from someone relaying the information, the KRPf Officer **has an obligation to intervene**.
- 3.2 The Officer's intervention is based on chapter P-38.001 *Act respecting the protection of persons who mental state presents a danger to themselves or to others*. A text copy of this law can be found in the Annex of this procedure.
- 3.3 In Nunavik, the assessment of the suicidal person is done by a CLSC social worker, either by the one working during business hours or the social worker on call after hours.

4. PROCEDURES

- 4.1 **Reception of the call**, the KRPf Officer:
- A. Gets as much information as possible before attending the call;
 - B. Locates the person as soon as possible;
 - C. If the Officer doesn't know the location of the suicidal person, he must do everything to find the person as soon as possible (see below: tracking down the person). Finding the suicidal person becomes a priority;
 - D. If the individual can't be located, the officer must contact his Supervisor;
 - E. The Canadian Rangers could be used for the search. Consult the procedure *1.18 Request the assistance of Rangers* before asking for their assistance.

4.2 In order to locate the individual, the Officer:

- A. Contacts the local Radio station and ask the population to call the police if the person is seen;
- B. Contacts the municipal office and asks the town manager to contact all the workers by radio and to advise them to contact the police if the person is seen;
- C. Meets with the caller;
- D. Meets with the immediate family and friends of the suicidal person and sees with them where he could be;
- E. Patrols the community to locate the person.

4.3 Once the person is located, 3 options of intervention:

4.3.1 ***Serious and immediate danger (suicidal person - P-38.001)***

There is clear evidence that the person is suicidal and the Officer fears that he might commit suicide or is a danger to others.

- A. The person must be brought to the local CLSC for immediate assistance;
- B. If possible, the Officer contacts the CLSC before bringing the person;
- C. The KRPF Officer may use the necessary force to bring the suicidal person to the CLSC;
- D. Once at the CLSC the Officer will have to stay with the suicidal person until further notice from the staff of the CLSC;
- E. A police report must be completed at the end of the intervention.

4.3.2 ***Serious but not immediate danger (suspicion of suicidal behavior)***

The KRPF Officer:

- A. Contacts the local social worker (CLSC) and advises them about the situation;
- B. Asks them to meet with the person. Depending of the circumstances, the person could be met at his or her residence, at the police station or at the CLSC. If the person is at home, it is ideal for the social worker to meet with the person at home.

NOTE: *In this circumstance, the P-38.001 doesn't not apply since there is no immediate danger to the person or to others. Therefore, the Officer cannot force the person and cannot use force.*

- C. The social worker will be the person taking the decision if the individual will have to be transported to the CLSC or not.
- D. If the social worker decides that the individual must be brought to the CLSC, the P-38.001 applies. The Officer then follows the steps of section 4.3.1.

4.3.3 ***Person is not suicidal and no danger to others***

Before arriving at this conclusion, the Officer must follow these steps:

- A. Meet with the caller, the persons in the residence, friends, and try to understand why someone was saying that (s)he was suicidal at first;
- B. Meet with the person and take the time to understand why someone would say that he is suicidal;
- C. During the Officer's investigation, if at any moment he is suspicious that the person is suicidal, he then follows the steps of section 4.3.2.

NOTE: *It is very important to follow all the necessary steps and to thoroughly investigate before concluding that the individual is not suicidal. The Officer is accountable for his actions.*

Website: P-38.001 - Act respecting the protection of persons who mental state presents a danger to themselves or to others:
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/P-38.001>



KATIVIK REGIONAL POLICE FORCE

SECTION 4 : TECHNICAL AND SUPPORT SERVICES, ARREST, DETENTION AND JAIL OPERATIONS

4.5 - TRANSFER OF DETAINEE

Revised: April 10, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPf) Officers and Constables.

2. PRINCIPLE

KRPf Officers are in charge of escorting detainees from one community to another or from one town to the Montreal Airport.

3. PROCEDURES

3.1 Transfer from one Community to another Community

- A.1 One KRPf Officer can escort a maximum of 2 detainees on a regular scheduled flight;
 - A.2 The Officer **must wear his uniform**. The Supervisor may make exceptions;
 - A.3 The Officer brings a copy of the remand or committal warrant with him;
 - A.4 He also brings his police radio so he can call the Officer of the other Community to pick him up at the airport.
-
- B.1 The Officer will travel on a regular Air Inuit flight with the detainee(s);
 - B.2 He does his own check-in and the check-in of his detainee **without** bringing him to the airport;
 - B.3 Before going to the airport, the Officer searches the luggage of the detainee and the detainee himself. The detainee must wear handcuffs in the front at all times;
 - B.4 The Officer must not check-in the detainee's luggage because the size of his bag must fit the carry-on size of the airplane;
 - B.5 It is strictly forbidden to bring OC Spray on a plane. When travelling between communities in Nunavik, the Officer should bring his sidearm in case of emergency. The Officer makes sure that his sidearm is unloaded and that he has no ammunition on his person or in his carry-on luggage. (See *Procedure 1.8 - Transport of Firearms on Aircraft*);
 - B.6 The Officer and his detainee should be the first ones to board the plane. The detainee sits at a window seat (and middle seat if there is more than one detainee) and the Officer sits in the aisle seat. He makes sure that the detainee does not have quick access to an emergency door.

3.2 Transfer to Montreal

In addition to the above mentioned steps, the following steps apply when transferring a detainee to Montreal:

- A.1 The Officer must inform the following detention centres that there is a detainee transfer:
- Amos Detention Centre (must be informed **at all times** for warrants of remand);
 - St-Jérôme Detention Center must always be contacted when there are male detainees (*even if there are male and female detainees*);
 - Leclerc Detention Center must be contacted only when *all detainees are females*.

- A.2 For the Amos Detention Center, the Officer:
sends a fax with the flight information and the warrant of remand of the detainees to the following two fax numbers:

FAX Admission: 819-444-5081

- A.3 For the St-Jérôme Detention Center, the Officer:
sends a fax with the flight information and the warrant of remand or committal of the detainees to the following two fax numbers:

FAX Admission: 450-436-8435

FAX Sentence: 450-569-7475

Prior to the departure of the flight, the Officer calls the Detention Center to confirm that they have received the faxes and asks if there will be any delays:

Phone number: 450-436-8144 Ext 54213;

- A.4 For the Leclerc Detention Center in Laval, the Officer:
sends a fax with information on the transfer along with the warrant of remand of the detainees to the following two fax numbers:

FAX: 450-664-2820 (Day)

FAX: 450-664-4779 (Evening)

Then calls to confirm that they've received all of the documents:

Phone number: 450-664-1234 Ext 58510 or Ext 58400.

- B.1 The Officer **cannot bring his sidearm or his duty belt to Montreal** except if authorized by his Supervisor;
- B.2 He brings a copy of the remand or committal warrant with him to give to the correctional agents;
- B.3 Once the Officer lands in Montreal, he must wait for the correctional agents to meet him at the terminal. It is important that he stays at the gate where he lands (usually gate A17 or A19). The correctional agents are often late. The Officer may contact the Detention Centre at the above mentioned telephone numbers to advise them that the Officer is waiting.
- B.4 The Officer can leave the airport after the guards have taken custody of the detainee(s);
- B.5 The Officer may wear his uniform for the flight back. He will verify with the agent doing the check-in if he must complete a form. The Officer must pass through security when returning to the North.

3.2.1 Cancellation or Modification to an Escort to Montreal

- A.1 If a detainee escort to Montreal is cancelled or modified, the following steps must be taken:
- A.2 A fax must be sent to the Amos Detention Centre with the details of the modification or cancellation;
- A.3 The Amos Detention Centre must be contacted by phone to inform them of the modification or cancellation;
- Phone number: 819-444-5222 Ext 0 (ask for "Chef d'unité" of admission)
- A.4 A fax must be sent to the St-Jerome or Leclerc Detention Centre with the details of the modification or cancellation;

A.5 The St-Jerome or Leclerc Detention Centre's must be called and informed of the modification or cancellation;

3.2.2 Transfer to Montreal - Persons who represent no danger

After arrival at the Pierre Elliot Trudeau Airport, when transport to the detention center is delayed more than 45 minutes, the KRPF officer may communicate with the supervisor of Service de police de la Ville de Montréal (SPVM) airport detachment at 514-378-1352.

The prisoner and KRPF officer will then be guided to the SPVM conference room where they can remain until the arrival of the transport to the detention center.

The KRPF officer is responsible at all times and must remain with the prisoners. The public washroom is to be used by the prisoners at all time and upon arrival of the transport the KRPF officer must notified the SPVM of their departure and leave the room clean.

The detention centre picking up the detainee must be notified where to pick up the detainee.

3.2.3 Transfer to Montreal – Persons who are aggressive

After arrival at the Pierre Elliot Trudeau Airport the KRPF officer communicates with the SPVM at 514-378-1352 to request assistance for the escort and afterward contact the superintendent of the Canada Border Safety Agency (CBSA) at 514-633-7707 to make sure that there is a detention cell available. He will then proceed to the customer service at local Y38 to place the detainee in a cell.

The KRPF officer is responsible at all times and must remain with the prisoners. Upon arrival of the prisoner transport the KRPF officer must notified the CBSA of their departure and return the cell keys.

The detention centre picking up the detainee must be notified where to pick up the detainee.

3.3 Detainee Luggage Contents

Following is the list of items detainees are allowed to bring to the Amos Detention. When they exceed the maximum amount, it is taken away from them. When they enter the detention, the excess items are placed in a box until they are released and they never have access to it while they are detained.

A maximum of:

3 Pants	6 Underwear	1 Pair of Gloves
2 T-Shirt	6 Pairs of Socks	1 Tuque
3 Shirts	1 Pair of Boots	1 Cap
1 Belt (small buckle, no pin)	2 Pairs of Shoes	1 Towel
1 Jacket		

Goods not allowed

- Hoodies or anything that has a hood on is not accepted;
- No food or beverage of any kind are accepted;
- No lighters are allowed;
- Nail-clippers are accepted but not the piece to clean under the fingernails;
- All bottles with liquid must be clear bottle with clear liquid in it. Colored shampoo or opaque bottles are not accepted.

KRPF Form: KRPF-f-0123 – Detainee Escort Form

A handwritten signature in blue ink, appearing to read "Chapman", is written in a cursive style.

Chief



KATIVIK REGIONAL POLICE FORCE

SECTION 4 : TECHNICAL AND SUPPORT SERVICES, ARREST, DETENTION AND JAIL OPERATIONS

4.6 - INCARCERATION AND GUARDING OF DETAINEE

Revised: July 07, 2017

1. SCOPE

This Procedure applies to all Kativik Regional Police Force (KRPF) Officers and Constables.

2. PRINCIPLES

KRPF Officers always verifies the legality of the arrest and detention of an individual;

There are many alternatives possible before keeping someone detained overnight;

Detainees will be kept detained at the police station only for these circumstances:

- For appearance before the Court;
- If the arrest is made legally;
- In accordance with the criteria of sec 497 (1.1) of the *Criminal Code of Canada (Cc)*.

3. PROCEDURES

3.1 Incarceration of an Individual

- A. The KRPF Officer verifies the legality of the arrest and detention of an individual;
- B. He verifies and takes note of the physical and psychological state of the individual before this person is incarcerated, primarily by checking whether:
the person's behaviour and the circumstances surrounding the intervention or, as a result of what he has observed or information that he has gained are such, as to lead the Police Officer to believe that an attempt might be made at suicide;
all such information must be logged on the Cell Register;
- C. The Officer searches the detainee;
- D. He ensures that any items related to the offence or which might represent a danger (**such as belts, laces, strings, excess clothing, etc.**), as well as money and personal effects that are, depending upon the circumstances, removed from the incarcerated person, and keeps them safely.
- E. All smaller items (money, lighters, wallets, etc.) must be placed in an envelope and the envelope must be sealed. Only larger items (such as clothing, purses, etc.) are not placed in the sealed envelope. The officer ensures to attach the Prisoner's Register to the envelope. (see *Procedure 4.8 - Prisoner Register*);
- F. The Officer completes the Prisoner Register Form by writing on it all the personal effects, money and object removed from the detainee (see *Procedure 4.8 - Prisoner Register*);
- G. The officer is responsible for the detainee's personal belongings and must ensure that they are securely stored;

- H. He records the necessary information of the incarcerated person on the Cell Register;
- I. He ensures the cell has been inspected prior to the incarceration of the detainee;
- J. The Officer searches the detainee again;
- K. The Officer secures the detainee inside a cell.

3.2 Release of a Detainee

- A. There are many alternatives possible before keeping someone detained overnight;
- B. Detainees will be kept detained at the police station only for these circumstances:
 - For appearance before the Court;
 - If the arrest is made legally;
 - In accordance with the criteria of sec 497 (1.1) of the *Criminal Code*.
- C. Detainees will be released as quickly as possible if they do not follow the criteria mentioned above;
- D. Detainees will be released by way of Summons, Promise to Appear, Undertaking, Infraction Ticket or without condition.

When releasing a detainee

- E. The Officer gives back all the personal effects, money and objects removed from the detainee;
- F. He has the detainee sign the Prisoner Register form indicating that the incarcerated person has received all of his or her personal belongings. The Prisoner Register form is placed in the original operational file. The Prisoner's Register is not sent to the crown attorney;
- G. If a detainee is released with documents, the Officer makes sure that the detainee signs these documents and gives him a copy;
- H. The Officer always updates the Cell Register and the file in the Police Automation Management System (PAMS) when releasing someone.

3.3 Guarding a Detainee

- A. Detainees must always be surveilled by a civilian guard or a police officer. Detainees cannot be left alone at the police station;
- B. Detainees will be guarded at the police station by a Police Officer only if there is no civil guard available;
- C. Before guarding a detainee at the Police Station, the Officer must check and contact the guards on the guards list and see if anyone is available.
- D. The following things must be written on the Officer's Daily Report: (*Procedure 1.10 - Overtime*)
 - Who was called;
 - Phone number called;
 - The person contacted Accepts to guard (yes / no);
 - Reason of the refusal.
- E. Should an Officer have to guard, a Guard's Surveillance Report must be completed while he is guarding and sent by email to Annette Kauki, his Sergeant and his Captain. The Guard Surveillance Report must also be completed by civilian guards. .
- F. Inspection rounds must be done **minimum** once every 15 minutes. If a detainee is intoxicated or suicidal, rounds must be done more often to ensure their safety;

- G. Each inspection round must be indicated on the Guard's Surveillance Report;
- H. The following information must be written on the report: Incarcerations of new detainees by police officers, release of detainees, meals given to detainees, phone calls to lawyers, detainee behaviour (ex: yelling, quiet, banging on the door, etc.), any other pertinent information. Information must be **detailed**.

KRPF Form: KRPF-f-0132 (2017-01) - Guard Application Form
KRPF-f-0133 (2017-01) - Confidentiality Agreement

KRPF Doc.: KRPF Guard Instruction Book



Chief



KATIVIK REGIONAL POLICE FORCE PRISONER'S REGISTER

1. INSTRUCTIONS

1. **Every** time a person is incarcerated, this form **must** be filled out, without exception;
2. Fill in **all** fields in section 2;
3. If possible, count the incarcerated person's money in the presence of another police officer or a guard. Enter the information in section 3;
4. Do a complete inventory of the detainee's other personal belongings (Ex: cell phone, iPod, clothing, lighter, cigarettes, etc) in section 3. Enter each item of clothing separately. Be as specific as possible;
5. Provide any additional details (Ex: damaged items) in section 4;
6. If possible, have the incarcerated person sign the register upon his incarceration;
7. Each police officer present during the incarceration process must sign the register;
8. Upon the release of the incarcerated person, have him sign the register upon giving him his personal effects. The officer releasing the incarcerated person must also sign the register;
9. Place the prisoner's register in the **original** file;

IMPORTANT: It is the sole responsibility of the **police officer** to do the inventory of the incarcerated person's personal effects. This may not be done by a guard under any circumstances.

2. PRISONER'S INFORMATION

Surname, First Name	Date of birth (yyyy-mm-dd)	File Number	Cell #
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3. CONFISCATED ITEMS

CONFISCATED MONEY			CONFISCATED ITEMS	
Denomination	Qty	Total	Item Description	Qty
\$100		\$		
\$50		\$		
\$20		\$		
\$10		\$		
\$5		\$		
\$2		\$		
\$1		\$		
\$0.25		\$		
\$0.10		\$		
\$0.05		\$		
Total		\$		

4. ADDITIONAL DETAILS

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5. SIGNATURES UPON INCARCERATION

I acknowledge that all of my belongings and money have been logged in the above list of *confiscated items*.

Person being incarcerated (signature)			Date (yyyy-mm-dd)
Badge #	Surname, First Name	Signature	Date (yyyy-mm-dd)
Badge #	Surname, First Name	Signature	Date (yyyy-mm-dd)

6. PROPERTY RECEIPT

I acknowledge to have received the above mentioned belongings and money from the releasing police officer. I further acknowledge that I have been given a receipt for any items that have been retained by the police for the purpose of being evaluated as evidence in a criminal investigation.

Person being released (signature)		Date (yyyy-mm-dd)	Time
Releasing officer (signature)	Badge #	Date (yyyy-mm-dd)	Time