



**Safety & Security Orientation for Non Employees of
Her Majesty's Penitentiary**

Safety & Security Orientation at Her Majesty's Penitentiary



Her Majesty's Penitentiary was built in 1859 and is a medium/ maximum security prison which houses up to 175 federal and provincial inmates.

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Your Role at HMP

Her Majesty's Penitentiary welcomes visitors from “Outside the Walls” and recognizes the value and importance of your contributions to the efficient operations of the building and the well being of the staff, and inmates incarcerated here.

HMP is a very unique environment and many people are not familiar with the rules and policies governing prison life.

It is essential that you adhere to the purpose of your visit to HMP.

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Before your arrive:

- Bring a photo identification
- Limit personal items, as much as possible
- The following items are not permitted in the prison:
 - Cell Phones
 - Cameras
 - Communication devices
 - Cigarettes/ lighters

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Upon arrival at Her Majesty's Penitentiary

- Parking is available in front of the building and to the right. No permit is required.
- To gain entry, ring the bell
- You will be greeted by a Correctional Officer who may ask your purpose for visiting
- Once inside the gatehouse, you will be required to sign a visitors log, indicating your name, address, and purpose of your visit
- Personal belongings may be searched and certain items prohibited. In this event, lockers are provided for you to secure these items until you leave.
- You will be required to pass through a metal detector.
- Depending on the purpose of your visit, you may be escorted to the main building.
- Once inside, the Guard Room Correctional Officer will verify your name and purpose, and direct you, where appropriate.
- Contractors will have to report directly to the Captain's Office and will be required to sign a Contractors log.

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Safety & Security

- All information obtained or observed while visiting HMP is to be treated as Confidential.
- Never bring items in for inmates without prior approval of the Assistant Superintendent or his designate
- Never take items out for inmates without prior approval of the Assistant Superintendent or his designate
- Interaction with inmates should be kept at a professional level. Refrain from providing personal information.
- Never agree to allow inmates to use a phone nor make phone calls, on their behalf.
- Alert Correctional Staff if there is an inmate who repeatedly asks you to make contact for him to family/ friends or violates your personal boundaries.
- If you receive information that could cause harm to an individual or group, you are required to share this information with the Officer in Charge or his designate.

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Fire Safety

Fire is the biggest concern in a prison environment and fire drills are held on a regular basis. In the event of a fire drill, you will be provided prior notification, and you will be directed by Correctional staff how to proceed.

In the event of a fire alarm activation, wait for direction from Correctional staff. The Officer will have direct radio communication with the main control post and will be able to provide immediate information.

Do not panic. Follow instructions and remain calm.

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Life Safety

Your safety is our biggest concern, therefore:

- you are being monitored constantly by CCTV.
- Correctional staff are either standing by or cruising the immediate area
- Panic alarms have been installed in many areas of the prison

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Life Safety cont.

In the event you are in the presence of an altercation or incident, step back to a safe area, and notify Correctional staff immediately.

If you notice a situation, or feel uncomfortable, alert Correctional staff immediately.

In the event of extreme emergency, proceed to the Captain's Office/ Guard room area. It is the safest, most secure area of the prison.

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Key Control

In the event that you have been issued keys, they are to be handled such that you have control of them at all times. It is important that you know the location of the keys, and that they be kept on your person.

Under no circumstances are inmates to be given keys.

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Contractor Safety

Upon occasion, contractors provide service at HMP for maintenance and repairs.

Contractors:

- Will be escorted at all times
- Must report to the Captain's Office and sign the Contractors log.
- Must secure tools
- In the event that the Contractor has to work in the inmate living area, inmates will be confined to their cells.
- **Do not leave tools unattended. In the event that tools are believed to be missing, the Correctional Officer needs to be notified immediately.**

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Helpful Hints for Working with Offenders

1. Accept offenders as human beings with problems and as individuals who are better or worse than any of us. Accept them as they are; not as you would want them to be. Everyone needs acceptance in order to grow. Assume a non judgmental attitude to the offenders.
2. Give sincere interest and attention to the offenders and try to respond to the interests and needs of the person. Openly show respect towards them.
3. Be kind and consistent in your attitude towards them. Never make a promise that you cannot keep.
4. Be honest and sincere.
5. Do not be afraid of offenders. You will find that even though most have serious problems, offenders are very much like other people and ourselves.
6. Do not knowingly allow yourself to be manipulated. You will never earn the inmates respect if you allow yourself to be manipulated by them.
7. Remain neutral and impartial – don't take sides

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Remember the environment ~ You are in a Prison.
Be safe!

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Declaration

I _____ hereby acknowledge that I have read the enclosed information and that I have been informed of safety and security procedures at Her Majesty's Penitentiary.

Signed: _____

Date: _____