



IC50

**CELL BLOCK DETENTION FACILITIES
(DELTA & SURREY)**

IC50

Effective Date: 01 January 1996
Last Reviewed/Revised Date: 26 January 2026*

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POLICY

1. Engagement with persons in custody shall seek to ensure their safety and security, as well as that of detention facility personnel and attending members.
2. Persons who are to be held in custody shall be taken to the Surrey Detention Facility and admitted in accordance with Procedures provided by the Chief Constable and Surrey Standard Operating Procedures.
3. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the use of Delta Police Department cell blocks for processing and releasing persons on an Undertaking to Appear.

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REASON FOR POLICY

4. To provide direction for members in handling and processing persons in custody at the Delta and Surrey detention facilities.

RELATED POLICIES

- EA30 – Reportable Incidents of Injury or Death (B.C. Police Act)
- IC10 – Use of Force
- IC30 – Detention, Arrest & Post-Arrest Processing
- IC31 – Identification of Criminals Act
- IC32 – Search of Persons
- IC40 – Transportation of Persons in Custody

PROCEDURES

Delta & Surrey Cell Blocks

Authority

5. The Deputy Chief Constable, Community Policing Bureau, is responsible for the administration of Delta cell blocks.
6. Members attending Surrey shall comply with Surrey cell block procedures, and if uncertain of any operating procedure, shall take direction from the Surrey cell block Duty Sergeant or personnel.

Transport to Cell Blocks

7. Members shall advise E-Comm and their supervisor when transporting a person to any cell block.
8. If a person is being transported to Surrey cell block, the call taker shall create a Surrey assist file and notify the guard station (604-599-7765) of the transport and any medical or special concerns regarding the person in custody.
9. Upon arrival at any cell block, the member shall remove and secure their pistol prior to removing the person from the vehicle, and if the person is violent or is considered a security risk, not remove the person from the police vehicle until additional support is present.



10. The member is responsible for safety searching person(s) in custody and searching person(s) again after arrival at a cell block, and if at Surrey cell block, the secondary search shall be conducted by Surrey personnel.
11. Members shall take fingerprints and photos (including portrait, tattoos and distinguishable scars) of a person in custody who has been brought in for an indictable or dual offence, in accordance with the *Identification of Criminals Act*.

Surrey Cell Block

Booking & Documentation

12. At Surrey cell block, members are to utilize the Arrest module on PRIME and include the Surrey assist file number.

Note: Members shall refer to Surrey procedures for additional required documentation regarding persons arrested on warrants, parole suspension, and detention by Canada Border Services Agency.

13. Members are responsible for booking all persons transported to Surrey cell block in Intellibook, i.e., completing the Prisoner Report (RCMP Form C-13), including:
 - a) the screening portion, based on the following:
 - i) **Violent:** the person has a prior history of violent or aggressive behaviour, or during arrest or detention the person was observed displaying violent or aggressive behaviour,
 - ii) **Infectious:** the person has been diagnosed by a physician as having a transmittable infectious disease, or a person in custody admits to or is reasonably believed to have an infectious disease or parasite,
 - iii) **Suicidal:** the person has a history of suicidal behaviour or displays behaviour or speaks of committing suicide during arrest or detention, or if the person has been assessed by a medical or psychological professional as a possible suicidal risk,
 - iv) **Escapee:** the person has attempted or succeeded in a previous escape from lawful custody, or there is indication that the person may attempt to escape,



- v) **Not Known/Observed:** no dangerous behavioural tendencies or special circumstances are known or have been observed during arrest or detention,
 - vi) **Drugs (Illegal or Prescription):** the person is drug dependent or is required to take some form of a prescription drug as a medication,
 - vii) **Emotional Disturbed Person:** the person has exhibited behaviour during arrest or detention that indicates mental instability, or a medical or psychological professional has assessed the person as mentally unstable,
 - viii) **Protective Custody:** there is a known or perceived risk of harm to the suspect while in custody, and
 - ix) any other details to be noted (e.g., medication, unusual characteristics, and distinguishing marks); and
- b) listing personal effects, to be signed by the member and the person in custody, and handled as follows:
- i) all items must be checked and itemized, and bulky items that do not fit within the personal effects bin shall be returned to the investigating member, who shall ensure the items are taken to Delta exhibits,
 - ii) cash/cheques shall be placed in a clear plastic cash bag with the amounts of each denomination recorded on the outside, and a member or guard shall initial the money amount on the form indicating they have counted and confirmed the amount,
 - iii) any amount over \$250.00 shall be locked in the cell block strong box and indicated on the Prisoner Report,
 - iv) jewelry shall be described, and taped onto a black 4x6 card and placed in a clear plastic cash bag, with the contents recorded on the outside,
 - v) any syringes not in their proper packaging are to be disposed of in a sharps container,
 - vi) for cultural, religious, or personal items, members shall refer to Policy IC32 – *Search of Persons*, and



- vii) any items removed or seized from the personal effects bag must be documented on the Prisoner Report and include the member's name, PIN number, date, time, and initials.
14. The completed Prisoner Report must be signed by the Surrey cell block Duty Sergeant to confirm custody transfer, and members shall then forward it to their supervisor for scanning to the incident-specific file.

Medical & Nurse Assessment

15. If a person in custody claims or appears to have consumed large amounts of drugs and/or alcohol or has a serious or significant injury, they must be assessed and approved for incarceration by a medical practitioner prior to being taken to Surrey cell block.
16. If a person is taken directly to Surrey cell block, they are to be assessed by the cell block nurse regarding potential injuries, impairment, or medical conditions, and members shall:
- a) search the treatment room before and after treatment of a person in custody and remain with the nurse until the end of treatment, unless authorized by the cell block Duty Sergeant; and
 - b) once assessment and treatment are complete, ensure the nurse has completed a prisoner assessment form and attach it to the PRIME file.
17. The cell block Duty Sergeant may request further medical assessment or treatment of a person in custody, and if treatment at a hospital is required, a member shall attend Surrey cell block and accompany the person in the ambulance (refer to Policy IC40 – *Transportation of Persons in Custody*).

Delta Cell Block

Booking & Documentation

18. Members arriving with a person at Delta cell block must notify their supervisor.
19. Members are responsible for booking all persons transported to Delta cell block in the DPD Prisoner Log, and, if appropriate and in accordance with the *Identification of Criminals Act*, Intellibook.



20. Any property seized as evidence from a person during the booking process must be documented and entered as an exhibit, and a Form 5.2 completed and filed, and when releasing a person, the member shall explain the reason for the seizure and the process by which the property may be recovered, if applicable.
21. Prior to releasing a person, the member, in consultation with their supervisor, must complete the appropriate release documents, serve the same on the person to be released, and complete the required Affidavit of Service.

Cell Preparation

22. If any cell has been occupied by a person with a communicable disease or contaminated by any bodily fluids, the member shall lock and seal the cell with a red tag labelled 'Danger Contaminated' and notify their supervisor, who shall request the necessary decontamination services (the cell shall not be utilized under any circumstances until it has been decontaminated).
23. The member shall check the cell before and after a person is placed inside it and remove and submit any found property to the Exhibits & Property Unit, advise their supervisor, and note the cell check in their notebook.
24. Members shall ensure all doors to the cell block and occupied cells are locked, and bay doors and unoccupied cells remain closed except when transporting a person through them.

Monitoring

25. Members must ensure that all strings and wires are removed from clothing worn by the person in custody before placing them in a cell, and if a person in custody is unclothed, members shall provide the person with a protective coverall.
26. Members must ensure that a person in their care and/or in the cell block who is at risk due to injury, consumption of alcohol and/or drugs, or a medical condition, is accompanied at all times and, if appropriate, transported to a medical facility.
27. If a person complains of any mental or physical injury or sustains any injury while in the care of the member and/or in the cell block, the member shall immediately notify their supervisor and arrange for medical care or transport to a healthcare facility.



28. If a death occurs in the cell block, the supervisor must immediately advise the Duty Officer, who must notify the Chief Constable and the Independent Investigations Office (IIO) liaison, who shall notify the IIO of the in-custody death (refer to Policy EA30 – *Reportable Incidents of Injuries or Death (B.C. Police Act)*).
29. In the event of an attempted suicide in the cell block, members shall advise their supervisor immediately and escort the person to the hospital for medical assessment.
30. Persons left alone in a cell must be monitored at all times.

Safety & Security

Video Surveillance

31. The HQ and PSB Cell Blocks are equipped with video surveillance systems that will provide continuous recorded coverage of:
 - a) sally port;
 - b) outside locations that may be used for unloading of and release of detained persons;
 - c) booking areas;
 - d) hallways and elevators inside cell block;
 - e) cells and holding/observation rooms;
 - f) interview rooms;
 - g) fingerprint rooms; and
 - h) breathalyzer test apparatus rooms or areas.
32. In the event of an incident, the member or their supervisor can request a copy of the digital video, and recordings will be secured as evidence and submitted as an exhibit under the police file number.
33. Video recordings are stored for 12 months, and it is the member's responsibility to request the video within 12 months of the incident.



Supplies & Equipment

34. A first aid kit and Automated External Defibrillator (AED) shall be maintained at the HQ and PSB cell blocks, and the Occupational Health & Safety Committee shall inspect the first aid kit and AED quarterly each year and replenish or replace the same as necessary, documenting the inspection and what was replaced.
35. The HQ and PSB cell blocks shall be equipped with the following fire prevention and protection equipment:
 - a) heat activated sprinklers and smoke detectors in all areas including individual cells;
 - b) red warning lights above the exterior of each cell door to visually indicate the location of an activated smoke detector;
 - c) two 15-pound dry chemical fire extinguishers;
 - d) one 5-pound dry chemical fire extinguisher in the security bay;
 - e) fire alarm pull station and audible bell; and
 - f) fire exit door and signage.

Alarms & Emergency Evacuations

36. In case of an emergency, employees must push the red 'panic' button mounted below the booking counter, in which an audible announcement will override the public announcement systems, indicating 'Emergency cell block.'
37. The Patrol supervisor or delegate shall test the panic system quarterly and report any issue to the City of Delta Facilities Management, and each test is to be documented.
38. In the event of a fire or the sounding of a fire alarm at HQ or the PSB:
 - a) the member with the person in custody shall remove the person from the cell block and move the person to another secure and safe area (e.g., police vehicle);



- b) depending on the severity of the fire threat, the member shall remain in close proximity to the cell block until they are able to return to the cell block or an alternative is arranged;
 - c) the Patrol supervisor or other nearby members shall assist the member with the person in custody, if required; and
 - d) persons shall not be returned to the cell block area until the area is considered safe and fully ventilated of any smoke and harmful gases, and if any doubt remains as to the safety of the cell block, the Delta Fire Department shall be requested to attend and assess the situation.
39. If a situation occurs where a member discovers a serious fire prior to the activation of the automatic detection system, or the system fails to activate, the member shall:
- a) press the panic alarm;
 - b) pull the nearest fire alarm;
 - c) if time permits, contact E-Comm to confirm an actual fire situation;
 - d) attempt to extinguish the fire with the equipment available if the fire is of a manageable size;
 - e) check the exits to ensure they are clear for evacuation;
 - f) select an alternate evacuation route should the planned exit become blocked by fire or smoke; and
 - g) if possible, stand by for members to assist in transferring the person(s) to another secure area.
40. In the event of a minor fire in the cell block, the member shall:
- a) extinguish the fire;
 - b) advise their supervisor of the situation;
 - c) stand by for assistance to help with persons in custody; and
 - d) close the fire doors if they have not automatically closed.



Escape of Person in Custody

41. In the event a person has escaped from the cell block, the member shall:
 - a) activate the panic alarm;
 - b) secure and preserve the escape route;
 - c) immediately advise their supervisor of the escape; and
 - d) confirm the identity of the escaped person.

42. If the escapee is not able to immediately be reapprehended, the Patrol supervisor, or delegate, shall:
 - a) advise E-Comm 911 dispatch of the escape;
 - b) coordinate a search of HQ or PSB;
 - c) coordinate a search and containment of the surrounding area;
 - d) coordinate the preparation and distribution of photos and description of the escaped person to staff, taxi and rideshare companies, BC Transit and media;
 - e) consider requesting the RCMP Air Services helicopter to assist in the search;
 - f) obtain a warrant for the arrest of the escaped person(s), if appropriate;
 - g) assign a member to conduct the preliminary investigation into the escape; and
 - h) contact the Duty Officer and on-call Investigative Services liaison who will assign the file for follow-up investigation.

43. E-Comm 911 Liaison will ensure that E-Comm 911 procedures reflect that:
 - a) upon being advised of an escape, dispatch will sound the radio emergency tones on all channels, then declare a Code 4 on a designated channel;
 - b) dispatch will broadcast initial description, identity and direction of travel of the escaped person; and



- c) dispatch will relay information by CPIC to surrounding jurisdictions regarding the escape.

*Revised Dates:
01 May 2008
11 October 2012
18 May 2017
04 November 2024