
Chapter: **Legislation and Policy**

Classification: **Public Document**

Subject: **Standard Operating Procedures, Post Orders and Local Directives**

For: **All Custody**


Authorized by the Executive Director

Policy

- 1 Standard Operating Procedures (SOP) will be consistent with Policy and Procedures and with the *Correctional Services Act* and its Regulations.
- 2 Each employee is responsible for reading and applying SOP, post orders and local directives.
- 3 Superintendents will ensure that SOP and post orders are up-to-date and available for staff to review.

Authority

- 4 The authority to establish and issue SOP and post orders is derived from section 39 of the *Correctional Services Act*.

Definitions

- 5 Standard Operating Procedures refer to the orders and procedures that govern daily operations, and address routine, contingency and emergency procedures. They are applicable to the operation and duties of staff in a specific facility. SOP detail local requirements or duties required to comply with Policy and Procedures and do not duplicate Policy and Procedures.
- 6 Local Directives contain interim, time-limited information or instructions, or cover subject areas not addressed in SOP. They are issued when providing immediate information to staff, before issuing or amending SOP, as necessary.
- 7 Post Orders refer to staff responsibilities and activities that are required to be carried out when assigned to a specific post.

Development of Standard Operating Procedures

- 8 Superintendents and the youth custody manager are responsible for developing SOP as required or indicated by the *Correctional Services Act*, its Regulations and Policy and Procedures.

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9 Superintendents will engage their staff in the development of SOP.

Format

- 10 The format of SOP will be in accordance with the Standard Operating Procedures Template ([1.08.00-A](#)) and printed on the paper as designated for their facility, specifically
- (a) Cape Breton Correctional Facility and Cape Breton Youth Detention Facility – grey
 - (b) Central Nova Scotia Correctional Facility – green
 - (c) Central Nova Scotia Women’s Facility – violet
 - (d) Northeast Nova Scotia Correctional Facility – orange
 - (e) Nova Scotia Youth Centre – blue
 - (f) Southwest Nova Scotia Correctional Facility – yellow
- 11 Generally, SOP are to follow the style and format outlined in the Policy and Procedures manuals. See Policy and Procedures, Subject No. 1.07.00, [Policy and Procedures](#). In addition,
- (a) the numbers assigned to SOP will match the chapter and subject number of the corresponding Policy and Procedures
 - (b) SOP are to be classified in accordance with Policy and Procedures, Subject No. 1.06.00, [Document Classification](#)
 - (c) where appropriate, SOP are to indicate whether the SOP is part of the facility’s workplace violence prevention plan
- 12 SOP will not repeat, or paraphrase information already contained in the Policy and Procedures, or other reference documents, e.g., *Correctional Services Act*.

Approval and Issue

- 13 Prior to being issued SOP will be approved and signed as follows
- (a) Adult Facilities: by the superintendent, chief superintendent and appropriate Director, Correctional Services

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- (b) Youth Centre: by the youth custody manager, Manager, Correctional Services, appropriate Director, Correctional Services.
- 14 Once approved, the superintendent and the youth custody manager will communicate amendments to all applicable facility staff via email and have copies
 - (a) placed in the Policy and Procedures manual behind the corresponding subject.
 - (b) uploaded to the facility SOP folder on FileNet
- 15 Superintendents and the youth custody manager will ensure records are kept of
 - (a) current SOP content
 - (b) location of SOP
 - (c) the receipts of amendments issued

Local Directives

- 16 Local directives will be issued and maintained by superintendents and the youth custody manager. Superintendents and the youth custody manager will review local directives at minimum, once annually, to decide whether to
 - (a) incorporate any local directives into SOP
 - (b) carry any directives forward until the next review
 - (c) rescind any directives that no longer apply
- 17 Superintendents and the youth custody manager will ensure local directives, amendments, and information on directives rescinded and/or incorporated into SOP are accessible to all staff.
- 18 Designated staff are responsible for forwarding copies of local directives to the appropriate Director, Correctional Services.

Post Orders (Adult Custody)

- 19 The superintendent will establish post orders to outline specific staff activities and responsibilities at specific posts, including

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- (a) location of the post
 - (b) person/position that the officer reports to
 - (c) purpose of the post
 - (d) general responsibilities and activities of the post, e.g., surveillance requirements
 - (e) schedule of activities throughout the shift, e.g., breakfast 0700, clean-up 0730
 - (f) restrictions on access to the post by other staff, and by individuals in custody
 - (g) arrangements for relief for breaks
 - (h) responsibilities at shift changeover
 - (i) key control responsibilities
 - (j) equipment at the post and responsibilities for same
 - (k) what is not to be done at the post, e.g., reading non-work related materials