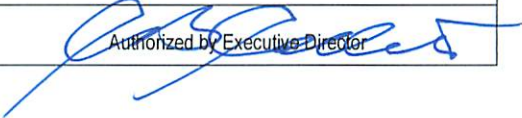


Chapter:	Public Relations	Classification:	Public Document
Subject:	Tours of Correctional Facilities and Correctional Services' Offices		
For:	Entire Division	 <small>Authorized by Executive Director</small>	

1. Policy

1.1 It is the policy of Correctional Services to permit tours of correctional facilities and Correctional Services' offices. Staff will conduct a review of all tours with consideration for the program and operational requirements of the workplace.

2. Requests for Tours

2.1 Requests for tours of correctional facilities and Correctional Services' offices from public interest groups, government officials and their guests, or the media will be referred to the superintendent or senior probation officer, as appropriate, for consideration and approval.

2.2 The appropriate director will be advised of any tours scheduled for correctional facilities or Correctional Services' offices.

2.3 Requests for tours of Head Office will be referred to the Executive Director, Correctional Services.

3. Tour Guidelines

3.1 Approved tours will comply with the following guidelines

- 3.1.1 groups restricted to a manageable number
- 3.1.2 groups and individuals will be accompanied by staff
- 3.1.3 persons touring will be at least eighteen (18) years old
- 3.1.4 no photographs or filming will be permitted except for pre-approved requests from the media
- 3.1.5 tours will not be arranged at a time that seriously disrupts the operation of the workplace or the delivery of programs


3.2 For correctional facility tours individuals will

- 3.2.1 present identification and sign the visitors' log
- 3.2.2 be briefed on the correctional facility's security protocol

3.3 In addition, correctional facility tours

- 3.3.1 will not occur when there are operational concerns

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- 3.3.2 may not include access to occupied living areas
- 3.3.3 will not compromise the dignity and privacy of individuals in custody

4. Tours by Media

- 4.1 Superintendents or senior probation officers will advise the appropriate Director requests for or approvals of media tours. The Director will arrange for a Communications Officer, where possible and appropriate, to accompany the media on their tour.
- 4.2 When the responsible director approves a media tour for a correctional facility, media representatives will be briefed on
 - 4.2.1 where they are permitted to go and what they will see
 - 4.2.2 any limitations on whom or what they can film or photograph, see Policy and Procedures [7.02.00 Photographs and Filming](#)
- 4.3 Media will not be permitted to report in detail about the following areas within correctional facilities
 - 4.3.1 security devices, equipment or their operation
 - 4.3.2 operational procedures concerning security matters
 - 4.3.3 correctional facility layout or physical plant
 - 4.3.4 a particular individual's or group of individual's location within the correctional facility or on the correctional facility property
 - 4.3.5 staffing patterns
 - 4.3.6 individual employee or position responsibilities

5. Standard Operating Procedures

- 5.1 Superintendents will establish such local standard operating procedures (SOP) as may be required to ensure processes are put in place to ensure compliance with this Policy and Procedure.

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