



01-03 Appendix C

Designated Lock-ups

Status: Amended

Issued: 2024.09.17

Replaces: 2021.04.29

The following divisions have been designated as lock-ups:

| Lock-up | Prisoners | Divisions Served |
|---------|----------------------|--------------------|
| 14 | Male Adults | 11, 14 and 52 |
| | Male Young Persons | All Divisions |
| 23 | Male Adults | 12, 22, and 23 |
| | Female Adults | All Divisions |
| | Female Young Persons | All Divisions |
| 32 | Male Adults | 13, 31, 32, and 33 |
| 43 | Male Adults | 41, 42, and 43 |
| 51 | Male Adults | 51, 53, and 55 |

- ➔ *Members shall comply with Procedure 01-03 Appendix E, ensuring appropriate placement of trans individuals.*
 - ➔ *Non-binary individuals should be housed in a manner that they feel will maximize their safety, which may include an individual cell, being held in an interview room, or in male or female lock-ups as per an individual's assessment of what would best meet their needs*
- a) 23 Division will act as the primary lock-up for adult female and female young persons.
 - b) 14 Division will act as the primary lock-up for male young persons.
 - c) When a Central Lock-up is not operational or has reached its capacity, the Officer in Charge of the Central Lock-up shall notify the Officer in Charge at TPOC for redirect.
 - d) The Officer in Charge at TPOC, in consultation with the Duty Senior Officer, shall determine the appropriate Central Lock-up for the redirect.
 - e) If operationally necessary, TPOC in consultation with the Duty Senior Officer and Court Services Management, may activate a non-Central Lock-up division for audio bail hearings.
 - f) When a lock-up is again able to receive a person in custody, the Officer in Charge shall notify the Officer in Charge at TPOC. The Officer in Charge shall then reactivate the lock-up as appropriate, deactivate the redirect and/or applicable backup facilities.
 - g) All persons in custody shall be processed, investigated, and fingerprinted prior to being lodged at any lock-up. If significant delays are expected or extenuating circumstances exist, the Officer in Charge may request that the lock-up fingerprint/photograph.