

## KP/RTC Staff Tours - Revision of Tour Process

Last week we announced that all former Kingston Penitentiary and Regional Treatment Centre employees would have the opportunity to bring their friends and family inside the facility for the period of October 26th to 31st, using a first-come, first-served reservation system.

There has been an exceptional response to this expansion of the tour dates, and due to overwhelming demand, the decision has been made to modify the tour process, both to simplify coordination of the tours, but also to expand the opportunity to as many staff and guests as possible.

**Those of you who have received a confirmation notification of your tour on Monday morning (October 28th) will adhere to your scheduled tour time, as previously communicated.**

For those who submitted a request for a tour **but did not receive a confirmation notification to date**, or if you did not yet submit a request, you will now be handled using the system described below.

From 12:00pm to 4:00pm on Monday October 28th, and from 8:00am to 4:00pm on Tuesday October 29th through Thursday October 31st, there will be NO PREASSIGNED TOUR TIMES. **Instead, you may arrive at the institution with your four guests at any time during those periods, and once a group of 30 participants has been assembled, they will be led on a tour.** Your eligibility for the tours remains the same: you must have been employed at Kingston Penitentiary or Regional Treatment Centre in order to take a tour with your family. Tour administrators reserve the right to validate your eligibility, in order to manage available spaces on these tours.

If there is significant volume of attendees, we will make our best efforts to facilitate multiple simultaneous tours, but reserve the right to limit the rate and number of participants on any and all tours, for safety and administrative purposes. Because this system is being used during the work week, **please keep in mind that the lunch-hour and 4:00pm periods are expected to be extremely busy, and we cannot guarantee timely processing of your group if there is a large lineup. Also be aware that if you come close to the end of the tour day (3:00pm to 4:00pm) there is a possibility that you may be turned away if volumes are high.** We suggest that you and your guests make arrangements to set aside at least 4 hours of your day to account for any possible delays. If it is your scheduled work day, you must use the appropriate leave, and receive support from your manager.

You will be required to bring the following documents with you:

- 1) Valid CSC identification from your current institution / office;
- 2) If available, proof of previous employment at Kingston Penitentiary and/or Regional Treatment Centre (old ID badge, pay stub, etc.); we will also attempt to verify your eligibility using HRMS information if needed, but this will be time-consuming;
- 3) Completed waiver forms for all of your guests and yourself.

You and your guests will also be expected to sign in and out on the Institutional Visitor Register, so that we can maintain an accurate Roll Call for emergency purposes. To this end, all entrance and egress from the institution will be through the Old Staff Entrance at the North Gate; the Parole Board exit used in previous tours will not be available.

Finally, in order to facilitate the maximum number of tours, we expect that in each group of 30 tour participants, that if at all possible, **any recent KP/RTC alumni step forward and lead the tour as guides.** Please indicate your interest in doing so when signing in for your tours, and we will provide you with the necessary background information (map and instructions). **Significant effort by volunteers and staff has been expended in making these tours possible:** we anticipate and appreciate your matching enthusiasm and active participation in guiding these tours for your fellow alumni.

If there are any questions about this process, please contact *<insert contact names here>*

Mike Ryan

A/Regional Deputy Commissioner