



ARCHIVED - Archiving Content

Archived Content

Information identified as archived is provided for reference, research or recordkeeping purposes. It is not subject to the Government of Canada Web Standards and has not been altered or updated since it was archived. Please contact us to request a format other than those available.

ARCHIVÉE - Contenu archivé

Contenu archivé

L'information dont il est indiqué qu'elle est archivée est fournie à des fins de référence, de recherche ou de tenue de documents. Elle n'est pas assujettie aux normes Web du gouvernement du Canada et elle n'a pas été modifiée ou mise à jour depuis son archivage. Pour obtenir cette information dans un autre format, veuillez communiquer avec nous.

This document is archival in nature and is intended for those who wish to consult archival documents made available from the collection of Public Safety Canada.

Some of these documents are available in only one official language. Translation, to be provided by Public Safety Canada, is available upon request.

Le présent document a une valeur archivistique et fait partie des documents d'archives rendus disponibles par Sécurité publique Canada à ceux qui souhaitent consulter ces documents issus de sa collection.

Certains de ces documents ne sont disponibles que dans une langue officielle. Sécurité publique Canada fournira une traduction sur demande.

ATLANTIC INSTITUTION



INFORMATION HANDBOOK

HV
9510
.R3
A876
1997

14V
9510
.R3
A876
1997

CORRECTIONAL SERVICE OF CANADA

MISSION STATEMENT

Copyright of this document does not belong to the Crown.
Proper authorization must be obtained from the author for any intended use
Les droits d'auteur du présent document n'appartiennent pas à l'État. Toute utilisation du contenu du présent document doit être approuvée préalablement par l'auteur.



LIBRARY
SOLICITOR GENERAL CANADA
JUL 17 2000
SOLICITEUR GENERAL CANADA
OTTAWA (ONTARIO)
K1A 0P8

The Correctional Service of Canada, as part of the criminal justice system and respecting the rule of law, contributes to the protection of society by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.

TABLE OF CONTENTS

DEPUTY COMMISSIONER'S MESSAGE.....	5
WARDEN'S MESSAGE.....	5
FOREWORD.....	6
ABOUT THE CORRECTIONAL SERVICE OF CANADA.....	7
ABOUT ATLANTIC INSTITUTION.....	8
HARASSMENT POLICY STATEMENT.....	9
RIGHTS AND RESPONSIBILITES - YOURS AND OURS.....	10
PART I CORRECTIONAL OPERATIONS.....	12
INMATE ADMISSION.....	12
INMATE DRESS CODE.....	13
PERSONAL EFFECTS.....	15
UNIT MANAGEMENT.....	18
CASE MANAGEMENT.....	20
INSTITUTIONAL ROUTINE.....	22
DISCIPLINARY OFFENSES.....	25
ACTION TO BE TAKEN BEFORE DISCIPLINARY HEARINGS.....	28
DISCIPLINARY SEGREGATION AND ADMINISTRATIVE SEGREGATION.....	31
RULES AND REGULATIONS.....	32
PREVENTIVE SECURITY.....	34
FIRE PREVENTION AND EVACUATION.....	35
CONTRABAND AND CELL SEARCHES.....	37
HEALTH CARE SERVICES.....	39
PSYCHIATRIC/PSYCHOLOGICAL SERVICES.....	43
CHAPLAINCY.....	44
FOOD SERVICES.....	45
RECREATION PROGRAM.....	46
VISIT & CORRESPONDENCE PROGRAM.....	49
PART II MANAGEMENT SERVICES.....	64
SENTENCE MANAGEMENT.....	64
OFFICIAL LANGUAGES.....	66
INMATE RIGHTS.....	68
INMATE REQUESTS.....	68
COMPLAINTS AND GRIEVANCES PROCESS.....	69
CORRECTIONAL INVESTIGATOR.....	70
ACCESS TO INFORMATION.....	71

PRIVACY ACT (PROTECTION OF PERSONAL INFORMATION).....	72
INMATE MONEY	73
STORES INSTUTIONAL SERVICES.....	74
PART III CORRECTIONAL PROGRAMS.....	77
PROGRAM BOARD.....	77
INMATE EDUCATION AND EMPLOYMENT	80
MASTER JOB INVENTORY	82
EDUCATION PROGRAMS	83
OFFENDER SUBSTANCE ABUSE PRE-RELEASE PROGRAM	85
LIVING SKILLS PROGRAMS	86
COGNITIVE SKILLS TRAINING.....	86
LIVING WITHOUT VIOLENCE.....	87
PARENTING SKILLS TRAINING.....	87
OFFENDER SUBSTANCE ABUSE PRE-RELEASE PROGRAM	88
SOCIAL CULTURAL GROUPS	89
ARTS AND CRAFTS	90
INMATE COMMITTEE.....	92
INMATE WELFARE FUND.....	93
INMATE CAMERA ACCOUNT.....	93
LIBRARY.....	94
APPENDIX 'A' - GETTING TO A MEDIUM SECURITY INSTITUTION.....	97
APPENDIX 'B' - ATLANTIC REGION MEDIUM SECURITY INSTITUTIONS .	100
APPENDIX 'C' - TRANSFERS WITHIN CANADA.....	102
APPENDIX 'D' - PREPARING FOR RELEASE.....	104
APPENDIX 'E' - RELEASE TO THE COMMUNITY.....	106
APPENDIX 'F' - INJURY, DISABILITY AND DEATH.....	108
APPENDIX 'G' - CORRECTIONAL SERVICE OF CANADA ACRONYMS.....	110

DEPUTY COMMISSIONER'S MESSAGE

The Correctional Service of Canada has a responsibility to provide services and programs that will assist you to successfully rejoin the community at the earliest possible time. This handbook will describe the opportunities which will be made available to you and will as well outline your responsibilities in terms of gaining reduced security, temporary absences and parole. In addition to these important goals, I encourage you to contribute to the safety and security of the institution.

Alphonse Cormier
Deputy Commissioner, Atlantic Region

WARDEN'S MESSAGE

Atlantic Institution is the maximum security facility institution of the Correctional Service of Canada, Atlantic Region. Geographically, we are located approximately 44 kilometers west of the Miramichi, on route 8, in the province of New Brunswick. Our mailing address is:

*Atlantic Institution
13175 Route 8, P.O. Box 102
Renous, N.B.
E9E 2E1*

Our phone number, for family emergencies, etc. is: (506) 623-4000.

The mission of the Institution, as part of CSC, is to provide a safe, secure, humane and supportive environment for all inmates and staff while assisting offenders to prepare for their return to the community.

We expect each offender to commit themselves to working with their assigned Case Management Team in addressing all your individual needs, as identified during the intake assessment. A correctional plan has been developed to respond to these needs and will serve as a road map for you and your Case Management Team.

It is expected that you, as with all other offenders, will focus on why you are here and not involve yourself in the issues surrounding any other offender's sentence. We expect you to respect the dignity of others as we also expect this from all other inmates and staff.

Please familiarize yourself with the rules, regulations and routine of the Institution, which are briefly described in this handbook. Should you require additional information, ask your Case Management Team members, or any staff member.

Warden, Atlantic Institution

FOREWORD

THIS ORIENTATION HANDBOOK is intended to provide you with information specific to Atlantic Institution, its operation, routines and organization.

ATLANTIC INSTITUTION is governed by federal legislation, national policy and by local directives. Institution routines and procedures are based on these, with the safety and security of staff, volunteers and offenders as the primary consideration.

SOME OF THE INSTITUTION'S POLICIES, and their rationale, may be difficult to understand. You are encouraged to talk with staff and to make use of the resource documents available to you to help gain a clearer understanding of these policies and their importance.

EVERY ATTEMPT HAS BEEN MADE TO ENSURE THE INFORMATION in this Handbook is current and up-to-date. Should you need information not covered in this Handbook, or if you find that certain information is no longer current, please remember that CSC staff are available to provide assistance and to advise you regarding any problems or concerns you may have. If staff members cannot immediately give you an answer, they will certainly do their best to find answers for you or refer you to someone who is able to provide the information you need.

ABOUT THE CORRECTIONAL SERVICE OF CANADA

THE CORRECTIONAL SERVICE OF CANADA is responsible for providing programming and treatment, safety, security and supervision to all offenders who receive a federal sentence in Canada.

NATIONAL HEADQUARTERS for the Correctional Service of Canada is located at:
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9

THE CORRECTIONAL SERVICE OF CANADA is responsible for the operation of 49 institutions, 15 Community Correctional Centers, 69 Parole Offices and 17 District Offices. (1997 figures)

THE CORRECTIONAL SERVICE OF CANADA consists of 5 Regions:

Atlantic
Quebec
Ontario
Prairies
Pacific

(More detailed and statistical information can be found in the publication "Basic Facts About...Corrections in Canada 1997 Edition".)

ABOUT ATLANTIC INSTITUTION

THE ATLANTIC INSTITUTION is a maximum security facility located near the community of Renous, New Brunswick. The institution was opened in February 1987. It is the newest addition to the Atlantic Region of the Correctional Service of Canada.

THE INSTITUTION is a modern, well-designed operation, providing a full range of creative programs and activities for inmates.

WITH A CAPACITY of 240 inmates, Atlantic Institution has a staff of approximately 220, including a Warden, Deputy Warden, and two Assistant Wardens, plus staff under contract. There are other staff available to meet a variety of specific needs, such as: Parole Officers, psychologists, nurses and chaplains.

THE BUILDING IS COMPRISED of an administrative section for management and staff, workshops, classrooms, dining halls, kitchen, gymnasium, hospital and chapel. Adjoining this building are three V-shaped units capable of housing 80 inmates per unit.

THERE ARE THREE PRIVATE FAMILY VISIT UNITS for inmates and their family members at Atlantic Institution.

EXTERNAL SECURITY at Atlantic Institution is provided in part by a double fence enhanced by an electronic perimeter intrusion detection system, an armed, elevated security post, and continuous mobile patrols. Security posts are also located strategically throughout the facility to control inmate movement.

VISITORS to the Institution can readily find accommodation in the city of Miramichi. There is no public transportation to Atlantic Institution.

THE ADDRESS for the institution is:

Atlantic Institution
13175 Route 8, P.O. Box 102
Renous, NB
E9E 2E1

THE MAIN SWITCHBOARD telephone number for the institution is: (506) 623-4000.

HARASSMENT POLICY STATEMENT

HARASSMENT OF STAFF, VOLUNTEERS AND OTHERS is rare; however, when it does occur, it is sufficiently upsetting that everyone should know what to do.

THE POSITION of the Correctional Service of Canada and the management of Atlantic Institution is that everyone has the right to work and live in a harassment-free environment. Harassment in our institution is no more tolerable than harassment in a federal government office downtown.

IT IS THE RIGHT of every person to file a complaint if harassed and the duty of the CSC and Atlantic Institution to ensure harassment does not occur or continue.

THERE MAY BE RELUCTANCE or embarrassment in speaking out and filing a complaint, but it is essential to do so. In doing so, you are protecting yourself and others against further harassment by that person.

By telling others what happened they may feel less reluctant or embarrassed about reporting such incidents, if one should happen to them. Should that person involved be an offender, you are assisting him by teaching him that there is a more appropriate way of acting, and making it clear that harassment will not be tolerated.

YOU ARE ENCOURAGED to speak in confidence to someone you feel comfortable with, or to members of the Psychology Department, about dealing with harassment situations and their personal impact.

RIGHTS AND RESPONSIBILITIES - YOURS AND OURS

The information contained in this section applies specifically to Atlantic Institution. The guidelines and "house rules" are necessary for the Institution to function in a consistent and orderly manner. They are for your safety, security and comfort. It is important for you to read this information carefully and to review the rules and be aware of them. You may face disciplinary action if you choose to disregard the guidelines or disobey the "house rules".

As times and routines for all activities may change according to operational needs, you are advised to obtain the current information from the Correctional Officers in your Unit or from other Institution staff.

WHILE YOU ARE INCARCERATED, you keep the rights that you would have as a free citizen, except for those that are restricted or removed as a necessary result of your incarceration. The loss of freedom is the punishment for your offense. CSC is committed, and legally obligated, to respect your rights throughout your sentence.

CSC IS ALSO COMMITTED to the duty to act fairly. This means that in making any decision that may further restrict your liberty, CSC will give you the reasons in a timely manner and will give you an opportunity to respond.

CSC WILL ENSURE that while you are incarcerated you are provided with a safe and healthy living and working environment. It is for this reason, and for the safety of staff, that at Atlantic Institution the routine is fairly rigid, and inmate movement and association is strictly monitored.

WE WILL ALSO ENSURE that services and programs will be made available to help you use your time productively and to prepare you for your return to society.

IT IS NOT OUR INTENTION to hold inmates at Atlantic Institution for any longer than is absolutely necessary. However, in order to obtain a transfer to a lower security facility, certain behavior will be expected of you.

WHILE YOU ARE INCARCERATED, not only do you retain most of your rights, but you are also obligated to act responsibly and abide by the law, just as a free citizen would. Many inmates feel that, since they are already in prison, it doesn't matter if they break the law while they are here. They think that the Criminal Code does not apply to inmates. This is not true!

INMATES ARE EXPECTED to obey the rules and regulations of the Correctional Service and Atlantic Institution and also the laws as defined by the Criminal Code of Canada and can be charged under either.

YOU ARE EXPECTED TO BEHAVE IN A RESPONSIBLE MANNER at all times, by abiding by the rules and regulations of CSC and Atlantic Institution, and the laws as defined by the Criminal Code.

SEXUAL HARASSMENT OF STAFF AND VOLUNTEERS is one example where the laws apply to inmates as well as to others. If you expose yourself to a volunteer or staff member, even if you are in your cell at the time, you can be charged with a sexual offense under the Criminal Code. You can be charged with a sexual assault if you touch a staff member or volunteer in a sexual way. You may also be charged if you make disrespectful sexual comments, whether aloud or in writing, or if you make disrespectful sexual gestures, or use disrespectful nicknames for a staff member or volunteer. There are many other examples of sexual harassment, all of which are inappropriate and for which you can be charged.

PART I CORRECTIONAL OPERATIONS

INMATE ADMISSION

When you arrive at Atlantic Institution, the following steps will occur to complete your admission:

- CSC form 514 will be filled out listing all of your personal effects (or similar types).
- Authorized items will be permitted to be taken to your cell. (Refer to Annex "A" at the end of this section: "Personnel Effects Inmates are Authorized to have in their cell").
- Unauthorized items will be stored in a sealed container at the Admission and Discharge Department.
- A frequent question asked by many inmates as to why personal property sent to you or brought in after your admission is returned to the sender is explained in the following Commissioner's Directive: 090, page 4, paragraph 13:

"Inmates may not receive personal property as a gift, with the exception of money or personal photographs. Money shall be deposited in his or her account in accordance with the directive on "Inmate Money".

- Inmate purchases are done once every two weeks. See your assigned Correctional Officer for procedures.
- For security reasons, all audio and TV equipment purchases shall be opened, searched and resealed before being issued to inmates as stated in the following Standing Order 090, paragraphs 1:

"Audio and TV equipment shall be opened, searched, sealed and identified prior to being issued to inmates."

- Inmate personal effects may not be loaned to another inmate. Any items found to be in the possession of another inmate will result in the loss of the personal property.
- To keep noise levels down on all Ranges and Units, headphones are required for the use of any audio or TV equipment. Refer to the following Standing Order 090, paragraph 3 on your responsibility in this matter:

"All purchases of audio and TV equipment shall be equipped with headphones plug in. It shall be the inmate's responsibility to have them installed at his own expense by an outside agency".

- Your total cell effects, except computers, shall not exceed \$1500 in value, as stated in the Standing Order 090.

- Toiletry and smoking items from Provincial Institutions are not permitted for issue in Federal Institutions. You may either send them home, at your expense, or destroy them on admission.
- When going on a Temporary Absence or to a Court Appearance, you are not permitted to bring back any items other than what you left the Institution with. If you do, those items will be seized as contraband and disposed of accordingly. Also, only take out what smoking items you plan on consuming during your absence as you will not be allowed to bring any smoking items back in with you on your return.
- All institutional items of clothing issued to an inmate going on a Temporary Absence including Court Appearances, must be returned to the Institution or you will be held responsible for payment for any issued clothing that is not returned.

INMATE DRESS CODE

- The only acceptable means of dress for work during 08:00 to 16:00 hours shall be institutional issue, i.e. blue jeans, white/green/maroon shirt, summer green jacket or parka during winter months. No other color clothing will be allowed to be worn to and from work or at the work location. No personal blue jeans shall be worn during work hours. You will not be permitted to carry to work other items of clothing to be worn at work, i.e. sweaters, sweat shirts, etc.

Those who are not properly dressed for a normal work day shall be denied work assignment and returned to their cells for proper outfitting before reporting to work again. You shall be allowed to wear leisure clothing during your off hours from work.

- You are reminded that the old issue of greens are now considered unauthorized items (shirts and pants) and offense reports may be issued if you have these items in your possession. Also it is an offense to alter, cut, dye, stone wash, etc. institutional issued clothing, and offense reports may result if you are in possession of or observed in this type of activity.
- Jeans must be blue. They cannot be faded, ripped, patched or altered in any way. The number of pairs of blue jeans allowed in your cell will be calculated into your total cell content value at the going market value of the specific type of jeans.
- The Movement Control Officer and Shop Instructor will be instructed to monitor this direction.

LAUNDRY SERVICES: Those employed in the kitchen will exchange their soiled work clothes with the Institutional Service Department on a weekly basis. The Institutional Service Department shall be responsible for the laundering of all kitchen whites, hospital bedding, etc., and also any washables from Private Family Visits.

Those in Units One, Two and Three shall be **RESPONSIBLE FOR LAUNDERING** their own clothes, bedding and linen.

REPAIR OF CLOTHING: Minor repairs on clothing such as the sewing of tears or buttons shall be performed by the individual. All major repairs and alterations on inmate clothing will be done by the inmate tailor, who will be employed in the Institutional Service Department.

PERSONAL EFFECTS

The following Annex "A" includes what you are permitted to have in your cell, provided those items do not exceed \$1500 in value:

ANNEX "A"

PERSONAL EFFECTS INMATES ARE AUTHORIZED TO HAVE IN THEIR CELL

Recreation Clothing and Related Equipment:

Nylon Jacket	(1)
Nylon Running Suit	(1)
Sweat Suit (4 pants and 4 shirts)	(1) per year
Bath Robe	(1) per year
Running Shoes	(2) pair
Running Shorts	(2) pair
Swimsuit	(1)
Athletic Support	(2)
Socks	(10)
T-Shirts (with or without sleeves)	(8)
Bath Towels	(1)
Weight Belt	(1)
Ball Cap	(4)
Hot Pot (maximum 4 cup capacity)	(1)
Sport Bag	(1)
Bag Glove (thin)	(1)
Head Band	(3)
Pajamas	(2)
Weight Lifting Glove (thin)	(1)
Exercise Hand Grips	1 Set
Leather Sandals (or nylon)	1 Pair
Tennis Racquets	(1)
Badminton Racquets	(1)
Table Tennis Racquets	(1)
Photo Albums	(As required)
Softball Glove	(1)
Baseball & Softball Cleats (non-metal)	(1)
Sweat Belt	(1)
Extension Cord (Max 3 meters)	(1)
Shaving Case	(1)

Personal Grooming and Health:

Beard Trimmer	(1)
Electric Razor/Shaving Case	(1)
Sunglasses	(1) pair
Prescription/Reading Glasses	(1) each

Jewelry: Declared values not to exceed \$100 per article

Neckchain	(1)
Ear Studs or Earrings	(1) pair
Wedding Band or Low Relief Decorative Ring	(1) each
Watch	(1)
Medical Alert Bracelets and Pendants (As approved by HCC)	(as required)
Religious Artifacts	(as approved)
Native Artifacts	(as approved)

Musical Instruments (no amplifiers are permitted): Not to exceed \$500.

Standard Guitar or Electric	(1) only
Guitar Strings	(1) set
Banjo	(1)
Accordion	(1)
Mouth Organ	(1)
Small Wind Instruments	(1)
Electric Keyboards - Not to exceed 1 meter	(1)

Audio/Visual Equipment:

Audio Equipment - (max. 2ft x 1ft x 1ft & must be portable) (AM/FM Radio or Cassette combination, or with Compact Disc)	(1)
FM Power Booster	(1)
Power Bars	(1)
Cassette Tape Case	(as required)
Television Set (14" color or black/white, & max. value \$400)	(1)
Remote Control	(1)
Walkman Radio/Cassette	(1)
Calculators (pocket)	(1)
Pre-Recorded or Blank Tapes	(no limit)
Battery Charger	(1)
Rechargeable Batteries	(as required)
Batteries (non-rechargeable)	(as required)
Personal Computer/Printer (Max. value \$2500) (Systems Officer recommendation approved by Deputy Warden)	(1)

Computer Discs	(10)
Video Game	(1)
Cartridges (Video Games)	(12)
Headphones	(2)
Typewriter (manual or electric)	(1)

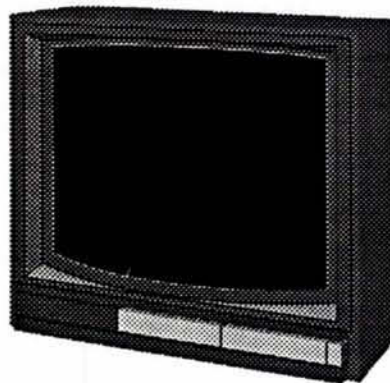
Paper and Writing Materials:

Pens, pencils and stationery are available from the Inmate Canteen.

Miscellaneous Items:

Smoking Pipe	(2)
Cigarette Making Machine	(1)
Hand Held Cigarette Rolling machine	(1)
Corcan Metal Barrack Type Box	(1)
Reading Lamp	(1)
Games (non-electronic)	(4)
Personal Books & Magazines	(20)
Fan (max. 9" diameter)	(1)
Digital Alarm Clock	(1)

NOTE: Electric gambling machines or gambling computer games are not permitted!



UNIT MANAGEMENT

Atlantic Institution, as all other CSC facilities, is operated under the **UNIT MANAGEMENT SYSTEM**.

You will be assigned to a **HOUSING UNIT** which is directed by a **UNIT MANAGER**. The Unit Manager is assisted in the direction and operation of the Unit by Correctional Supervisors, Parole Officers, Correctional Officers and clerical staff. Unit staff are responsible for making decisions or recommendations on all aspects of your case including Remission, Work Placement, Discipline, Privileges, Transfer, and Release.

Each inmate will be assigned a **PAROLE OFFICER** and a **CORRECTIONAL OFFICER II**. The Parole Officer and Correctional Officer II are responsible for assessing each inmate's situation and developing with him an appropriate Correctional Plan. Correctional Plans are required for all inmates. They will be used for program planning and possibly Release and/or Transfer. At other times, Correctional Plans act as Behavioral Contracts.

Your assigned **CORRECTIONAL OFFICER II** will be your first contact for all matters affecting your case or situation. Correctional Officers II have the authority to make many decisions regarding Unit activities. They are also required to make recommendations to all Unit Committees and Institutional Boards regarding inmates on their caseloads. Unit Managers, Correctional Supervisors and Parole Officers will not deal with inmates on matters that can be handled by Correctional Officers (both I & II). All requests for privileges will be submitted through the Correctional Officers on duty in the Unit. Any request may be dealt with by the Correctional Officer on duty, but if appropriate, will be delayed until the return of your assigned Correctional Officer II.

All Correctional Officers II have assigned **BACK-UP OFFICERS** to monitor their caseloads and to deal with Correctional Plan issues should an emergency arise. The Back-up Officer will become involved only if your Correctional Officer II is absent from the Institution. Should an emergency arise affecting your Correctional Plan, you are required to discuss the matter with the designated Back-up Officer. He or she will take appropriate action after consulting with the Unit Manager, Correctional Supervisor or Parole Officer.

UNIT SUPPORT STAFF varies from Unit to Unit. In most cases, the support staff may consist of only the Unit Clerk; however, in departments such as in Health Care and Personal Development, support staff may consist of others such as a nurse, psychologist, teacher, etc.

IN ATLANTIC INSTITUTION THERE ARE 4 UNITS IN OPERATION. Units 1, 2 and 3 are essentially identical in construction and contain 80 cells each.

UNIT 1 consists of 80 single cells. Unit 1 is essentially inhabited by general population inmates involved in a variety of programs and work locations.

UNIT 2 consists of 80 cells. At the present time A and B ranges house general population inmates and C and D ranges house special needs inmates. All inmates are involved in programs and work.

UNIT 3 consists of 4 ranges of 20 cells each. Presently, all inmates on C and D ranges in Unit 3 are special needs inmates. Inmates on A and B ranges are segregated and there is a mixture of general population and special needs.

UNIT 4 contains 4 specifically equipped segregation cells. All inmates in Unit 4 are either involuntary segregated or are serving punitive segregation sentences.

CASE MANAGEMENT

Your **CASE MANAGEMENT TEAM** is here to provide you with counseling, assessment, and supervision throughout your sentence.

Under the **UNIT MANAGEMENT** concept as explained earlier in your Inmate Handbook, you will be assigned a Case Management Team. Your Case Management Team is made up of a Unit Manager, a Correctional Supervisor, a Parole Officer, a Correctional Officer II and any additional members such as Psychologists, Program Personnel, Work Supervisors, etc.

Your subsequent **CORRECTIONAL PLAN** will be implemented once you reach your assigned Unit. Your Case Management Team will provide key support in your efforts to carry out your Correctional Plan, and will assist you in every way they can to access the resources most helpful to you.

The following sections contain some of the information on Parole, Statutory Release, Temporary Absence, and Transfers. For further clarification on these sections, refer to the Inmate Library or your assigned Correctional Officer II.

PAROLE: Parole is a program whereby you may be released from the Institution on either a Full-time or Part-time basis. You should discuss your parole plans with your Case Management Team who will assist you with the necessary documentation and plans. Your Parole Eligibility Date is provided to you in advance of the date in order to permit you to make the application and necessary plans and arrangements. It will usually be necessary for you to appear before the National Parole Board to present your case for parole. In some cases the decision may be made without your appearance. While on parole, you will be supervised by a Parole Officer from the Parole Office in the area to which you are paroled until you have reached your Warrant Expiry Date. You may also be supervised by one of the Parole Service's Community Correctional Centers, by a privately operated Halfway House, or by an Aftercare Agency, such as St. Leonard's Society. The John Howard Society may also assist in providing planning for your release and planning for aftercare during the period you are on parole.

PAROLE ELIGIBILITY DATES: The Sentence Manager will provide the following information to you:

1. Eligibility date for Temporary Absence Program;
2. Eligibility date for Day/Full Parole;
3. The decision making body responsible for authorizing and approving the conditional releases, i.e. National Parole Board and/or Warden.

STATUTORY RELEASE: You are entitled to be released from the Institution on reaching your Statutory Release Date. The Sentence Manager will advise you of this

date as well as keeping you advised of any amendments to the date as a result of any changes to your sentence. Approximately six (6) months before your Statutory Release Date, your Parole Officer will meet with you to discuss your plans for Release. At this time a Community Assessment will be requested to determine the amount of support you have in the community.

While on Statutory Release, you will be supervised by a Parole Officer from the Parole Office nearest the area to which you are released. The Supervision will be in effect until your Warrant Expiry Date and conditions may exist on your Statutory Release which are imposed by the National Parole Board.

TEMPORARY ABSENCES: You may be released from the Institution for medical, administrative, community service, family contact, personal development for rehabilitative purposes, or compassionate reasons, including parental responsibilities. Depending on the various criteria, which include your Security Classification, Length of Sentence, Institutional Adjustment, etc., you may be granted either an Escorted or Unescorted Temporary Absence in order to carry out these commitments. In most cases, the Warden is responsible for approving the absence, although the National Parole Board has the authority in some cases.

TRANSFER: Transfer to Institutions of lesser security or to other regions may be of interest to you. You should discuss your request with your Parole Officer; and, if the criteria appears to warrant your request being reviewed, your Parole Officer will author a report on your case which will be presented to the Unit Program Committee for a recommendation. It will also be reviewed by several members of the Unit Team in consultation with the Institutional Preventive Security Officer, and possibly the Unit Psychologist, the Deputy Warden, and Warden, if required.

INSTITUTIONAL ROUTINE

05:00.....	Formal Count
05:30.....	Kitchen workers report to work
07:00 - 07:25.....	SNI breakfast - continuous movement
07:30 - 07:55.....	GP breakfast - continuous movement
08:05 - 08:15.....	SNI recreation movement & Library (Friday)
08:20 - 08:30.....	GP workup
09:00 - 09:05.....	Change over SNI & Library 2 nd group (Friday) & return to Unit
09:35 - 09:40.....	GP Program movement
09:45 - 09:50.....	SNI Gym/Yard (only) changeover
10:15 - 10:25.....	SNI return from recreation & Library (Friday)
10:25.....	GP gym and cleaner movement
11:00 - 11:30.....	SNI lunch - pill parade - continuous movement
11:45 - 12:00.....	GP return to Units from work/programs
12:00.....	FORMAL COUNT
12:15 - 12:45.....	GP lunch - pill parade - continuous movement
13:00 - 13:10.....	SNI program movement & Library (Wednesday)
13:15 - 13:25.....	GP workup
13:55 - 14:00.....	SNI inmates return from Library & 2 nd group comes from Unit (Wednesday)
15:00 - 15:10.....	SNI back to Unit & from Library (Wednesday)
15:15 - 15:45.....	SNI supper - continuous movement
15:50 - 16:00.....	GP back to Units. All inmates will return to their cells and be locked up until supper movement is announced. Upon return from supper, you will go to your cell or remain in the common room until count time.

16:00 - 16:05..... SNI Recreation
 16:15 - 16:45..... GP supper - continuous movement
 17:25 - 17:35..... SNI return to Units from recreation
 17:40..... FORMAL COUNT
 17:55 - 18:00..... Canteen workers out - Hobby movement
 18:00 - 18:10..... GP recreation
 19:00 - 19:10..... Changeover - one Unit at a time
 20:00 - 20:10..... Changeover - one Unit at a time
 21:00 - 21:10..... Changeover - one Unit at a time. End of
 Programs/Hobby/Groups
 22:00 - 22:10..... End of recreation. Movement back to Units,
 one Unit at a time.
 22:30..... FORMAL COUNT

WEEKEND ROUTINE

05:00..... FORMAL COUNT
 07:00 - 07:30..... SNI breakfast - continuous movement,
 access to common room for those who
 do not go to dining room until recreation.
 08:00 - 08:05..... SNI recreation in gym or yard only, no inside rec.
 08:10 - 08:35..... GP breakfast - continuous movement
 09:00..... GP movement to Hobby Craft
 09:20 - 09:25..... SNI end of recreation, return to Units.
 09:25..... SNI recreation in common rooms
 09:30 - 09:45..... GP recreation movement - 5 minutes per Unit
 10:30 - 10:45..... GP changeover - 5 minutes per Unit
 11:00 - 11:30..... SNI dinner - continuous movement - lock-up until
 afternoon recreation on Unit
 11:45 - 11:50..... GP end of recreation - return to Units

12:00.....	FORMAL COUNT
12:15 - 12:45.....	GP dinner - continuous movement
13:00 - 13:05.....	SNI recreation in common rooms
13:10 - 13:25.....	GP recreation movement - 5 minutes per Unit
13:55 - 14:00.....	SNI changeover
14:00 - 14:15.....	GP changeover - 5 minutes per Unit
15:00 - 15:15.....	GP changeover - 5 minutes per Unit
15:15 - 15:45.....	SNI supper - continuous movement
15:50 - 16:00.....	GP end of recreation
16:00 - 16:05.....	SNI recreation in yard or gym, inside rec.
16:15 - 16:45.....	GP supper - continuous movement. Allowed access to common rooms until lock-up for count.
17:25 - 17:35.....	SNI end of recreation. Return to units and lock-up for count.
17:40.....	FORMAL COUNT
18:00 - 18:15.....	GP recreation movement - 5 minutes movement per Unit.
18:10 - 18:15.....	SNI recreation on the Units
18:30 - 18:35.....	SNI changeover
19:00 - 19:15.....	GP changeover - 5 minutes movement per Unit
19:30 - 19:35.....	SNI changeover
20:00 - 20:15.....	GP changeover - 5 minutes movement per Unit
20:30 - 20:35.....	SNI changeover
21:00 - 21:15.....	GP changeover - 5 minutes movement per Unit
21:30 - 21:35.....	SNI changeover
22:00 - 22:15.....	GP end of recreation - 5 minutes movement per Unit
22:25.....	SNI lock-up
22:30.....	GP lock-up and FORMAL COUNT

DISCIPLINARY OFFENSES

You are responsible for living by the rules and regulations of the institution. Rules and regulations help keep the institution a safe and orderly place where people can live and work effectively together.

IF A STAFF MEMBER SEES YOU BEHAVING UNACCEPTABLY, they may: (1) counsel you to stop the behavior; (2) order you to stop the behavior; (3) have you temporarily confined to a cell; or (4) as a last resort, use necessary force to control you.

Upon written request, an inmate charged with a serious offense shall be afforded a **TELEPHONE CALL** to legal counsel within 24 hours. This counsel shall be permitted to participate in any future disciplinary proceedings.

Depending on what you are doing and the action needed to deal with it, the staff member may submit an **OFFENSE REPORT** to the Institutional Head or designated officer. Unless there are special reasons for not doing so, the staff member will advise you at the time of the incident that they are submitting an offense report.

The Institutional Head or your Unit Manager will review the offense report and decide what further action to take. Wherever possible, an attempt will be made to resolve the situation informally. If this cannot be done, a charge may be laid against you. The charge must be explained to you; you must be told whether the offense is considered serious or minor; and you must be given a copy of the offense report as soon as possible. Current CSC policy is that this shall occur within **TWO WORKING DAYS** of the charge being laid.

There are two categories of offenses: **(1) MINOR OFFENSES**, involving non-productive or negative behavior towards institutional rules and **(2) SERIOUS OFFENSES**, involving a breach of security, violent behavior, an act that could lead to violent behavior on the part of others, or an act that could cause harm to staff or inmates. Further, depending on the seriousness of the offense, you may be charged under the Criminal Code of Canada.

A complete list of the disciplinary offenses is set out in section 40 of the Corrections and Conditional Release Act, and are listed as follows:

(Section 40 of Act)

An inmate commits a disciplinary offense who:

- A. disobeys a justifiable order of a staff member;
- B. is, without authorization, in an area prohibited to inmates;

- C. willfully or recklessly damages or destroys property that is not the inmate's;
- D. commits theft;
- E. is in possession of stolen property;
- F. is disrespectful or abusive toward a staff member in a manner that could undermine a staff member's authority;
- G. is disrespectful or abusive toward any person in a manner that is likely to provoke a person to be violent;
- H. fights with, assaults or threatens to assault another person;
- I. is in possession of, or deals in contraband;
- J. without prior authorization, is in possession of, or deals in, an item that is not authorized by a Commissioner's Directive or by a written order of the Institutional Head;
- K. takes an intoxicant into the inmate's body;
- L. fails or refuses to provide a urine sample when demanded pursuant to section 54 or 55 of the Corrections and Conditional Release Act;
- M. creates or participates in: a disturbance, or any other activity that is likely to jeopardize the security of the Penitentiary;
- N. does anything for the purpose of escaping or assisting another inmate to escape;
- O. offers, gives, or accepts a bribe or reward;
- P. without reasonable excuse, refuses to work or leaves work;
- Q. engages in gambling;
- R. willfully disobeys a written rule governing the conduct of inmates; or
- S. attempts to do, or assists another person to do, anything referred to in the above paragraphs (A) to (R).

YOU WILL BE INFORMED of the date, time and place of your disciplinary hearing at least three working days before it is scheduled to take place. You will also be given all the information or a summary of the information to be considered at the hearing. Your hearing will take place within a reasonable time. If you are charged with a disciplinary offense, you may retain a lawyer for the hearing. In any case, you will be permitted to speak on your own behalf.

The Minister shall appoint a person, other than a staff member or an offender, who has knowledge of the administrative decision-making process to be an **INDEPENDENT CHAIRPERSON**. Their purpose is to conduct hearings of serious disciplinary offenses. Where the independent chairperson determines that a charge of a serious offense should proceed as a charge of a minor offense, the independent chairperson shall amend the charge and shall conduct the hearing or refer the matter to the Institutional Head.

All hearings of disciplinary offenses are **RECORDED** in such a manner as to make a full review of any hearing possible. A record of the hearing shall be retained for a period of at least two years after the decision is rendered. An inmate shall be given reasonable access to the record of their hearing.

Inmates may use the **GRIEVANCE SYSTEM** if they feel that an institutional official did not follow proper procedures. You may ask the Independent Chairperson to reopen your case if new evidence that might alter the verdict is discovered after the hearing. A staff member appointed by the Institutional Head to coordinate disciplinary court matters will make your request to the Independent Chairperson. If it is refused, he or she will tell you why.

Charges may be laid under the Criminal Code, the Narcotics Control Act and the Food and Drug Act while a person is in penitentiary. These matters are dealt with by the Correctional Supervisor in the Unit, and by police and courts in the community.

ACTION TO BE TAKEN BEFORE DISCIPLINARY HEARINGS

*(Parts of the ACT)

THE FOLLOWING INFORMATION IS WHAT TO EXPECT when you have been charged with an offense, and what you can do to prepare for your Disciplinary Hearing:

***41** (1) Where a staff member believes on reasonable grounds that an inmate has committed or is committing a disciplinary offense, the staff member shall take all reasonable steps to resolve the matter informally, where possible. (2) Where an informal resolution is not achieved, the Institutional Head may, depending on the seriousness of the alleged conduct and any aggravating or mitigating factors, issue a charge of a minor disciplinary offense or a serious disciplinary offense.

***42** An inmate charged with a disciplinary offense shall be given a written notice of the charge in accordance with the regulations, and the notice must state whether the charge is minor or serious.

***43** (1) A charge of disciplinary offense shall be dealt with in accordance with the prescribed procedure, including a hearing conducted in the prescribed manner. (2) A hearing mentioned in subsection (1) shall be conducted with the inmate present, unless: (a) the inmate is voluntarily absent; (b) the person conducting the hearing believes on reasonable grounds that the inmate's presence would jeopardize the safety of any person at the hearing; or (c) the inmate seriously disrupts the hearing. (3) The person conducting the hearing shall not find the inmate guilty unless satisfied beyond a reasonable doubt, based on the evidence presented at the hearing, that the inmate committed the disciplinary offense in question.

***44** (1) An inmate who is found guilty of a disciplinary offense is liable, in accordance with the regulations made under paragraphs 96 (i) and (j), to one or more of the following:

- a warning or reprimand;
- a loss of privileges;
- an order to make restitution;
- a fine;
- performance of extra duties;
- in the case of a serious disciplinary offense, segregation from other inmates for a maximum of thirty days.

(2) A fine or restitution imposed pursuant to subsection (1) may be collected in the prescribed manner.

IT IS THE INMATE'S RESPONSIBILITY to request that the notice be explained to him if he doesn't understand the content.

NOTICE OF A CHARGE OF A DISCIPLINARY OFFENSE shall describe the conduct that is the subject of the charge, including the time, date and place of the alleged disciplinary offense; and contain a summary of the evidence to be presented in support of the charge at the hearing; and state the time, date and place of the hearing. This notice shall be issued and delivered to the inmate who is the subject of the charge, by a staff member as soon as practicable.

COURT HEARINGS are provided in the official language of your choice.

A hearing of a serious disciplinary offense shall be conducted by an **INDEPENDENT CHAIRPERSON**, except in extraordinary circumstances where the Independent Chairperson is not available within a reasonable period of time, in which case the Institutional Head may conduct the hearing.

A hearing of a disciplinary offense shall take place as soon as practicable, but in any event, not less than **THREE (3) WORKING DAYS** after the inmate receives written notice of the disciplinary charge, unless the inmate consents to a shorter period.

Where an inmate who is charged with a disciplinary offense is placed **IN ADMINISTRATIVE SEGREGATION** as a result of the same conduct that gave rise to the disciplinary charge, that inmate's hearing shall be given priority over any other hearings of disciplinary offenses.

WHERE THE CONDUCT OF AN INMATE THAT INVOLVES A SINGLE ACTION, simultaneous actions or a chain of uninterrupted actions gives rise to more than one disciplinary charge, all of the charges shall be heard together. Where charges of minor and serious disciplinary offenses are to be heard together, the hearing shall be conducted by an Independent Chairperson. Where the Independent Chairperson determines that a charge of a serious offense should proceed as a charge of a minor offense, the Independent Chairperson shall amend the charge and shall conduct the hearing or refer the matter to the Institutional Head.

THE PERSON WHO CONDUCTS A HEARING of a disciplinary offense shall give the inmate who is charged a reasonable opportunity at the hearing to: (a) question witnesses through the person conducting the hearing, introduce evidence, call witnesses on the inmate's behalf, and examine exhibits and documents to be considered in the taking of the decision, and; (b) make submissions during all phases of the hearing, including submissions respecting the appropriate sanction. The Service shall ensure that an inmate who is charged with a serious disciplinary offense is given a reasonable opportunity to retain and instruct Legal Counsel for the hearing, and that the inmate's Legal Counsel is permitted to participate in the proceedings to the same extent as an inmate referred in subsection (a).

The person who conducts a hearing of a disciplinary offense shall **RENDER A DECISION** as soon as practicable after conducting the hearing.

The Institutional Head shall ensure that an inmate is **GIVEN A COPY OF THE DECISION** of the hearing of the inmate's case as soon as practicable after the decision is rendered.

The Service shall ensure that all hearings of **DISCIPLINARY OFFENSES ARE RECORDED** in such a manner as to make full review of any hearing possible.

A record of a hearing shall be retained for a **PERIOD OF AT LEAST TWO (2) YEARS** after the decision is rendered.

An inmate shall be given **REASONABLE ACCESS** to the record of the inmate's hearing.

SANCTIONS: Before imposing a sanction described in section 44 of the Act, the person conducting hearing of a disciplinary offense shall consider:

- the seriousness of the offense and the degree of responsibility the inmate bears for its commission;
- the least restrictive measure that would be appropriate in the circumstances;
- all relevant aggravating and mitigating circumstances, including the inmate's behavior in the penitentiary;
- the sanctions that have been imposed on other inmates for similar disciplinary offenses committed in similar circumstances;
- the nature and duration of any other sanction described in section 44 of the Act that has been imposed on the inmate, to ensure that the combination of the sanctions is not excessive;
- any measures taken by the Service in connection with the offense before the disposition of the disciplinary charge; and
- any recommendations respecting the appropriate sanction made during the hearing.

IF YOU ARE FOUND GUILTY of a disciplinary offense, the person hearing your case may impose one or more of the following sanctions:

- a warning;
- a loss of privileges, for up to 7 days for a minor offense and up to 30 days for a serious offense;
- an order to make restitution, of an amount up to \$50 for minor offense, and up to \$500 for a serious offense;
- a fine of up to \$25 for a minor offense, and up to \$50 for a serious offense;
- extra duties of up to 10 hours for a minor offense, and up to 30 hours for a serious offense; or
- segregation from other inmates for up to 30 days in the case of a serious offense and up to 45 days for more than one offense, where an order has been made that the periods in segregation be served consecutively.

DISCIPLINARY SEGREGATION AND ADMINISTRATIVE SEGREGATION

DISCIPLINARY SEGREGATION: Is the housing area for those inmates removed from the general population for disciplinary reasons, because they have been found guilty of an offense in Disciplinary Court.

ADMINISTRATIVE SEGREGATION: Is the removal of an inmate from the General Population for the following reasons:

- the inmate has acted or has attempted to act in a manner that jeopardizes the security of the penitentiary or the safety of any person; and
- the continued presence of the inmate in the general population would jeopardize the security of the penitentiary or the safety of any person;
- the continued presence of the inmate in general population would interfere with an investigation that could lead to a criminal charge or a charge under subsection 41(2) of a serious disciplinary offense; or
- that the continued presence of the inmate in general population would jeopardize the inmate's own safety; and
- the institutional head is satisfied that there is no reasonable alternative to administrative segregation.

NOTE: SEGREGATED INMATES ARE PERMITTED THE SAME RIGHTS, PRIVILEGES AND CONDITIONS OF CONFINEMENT AS THOSE INMATES IN GENERAL POPULATION, EXCEPT FOR THOSE THAT:

- Can only be enjoyed in association with other inmates; or
- Cannot reasonably be given owing to limitations specific to the administrative segregation area, or security requirements.

Except in exceptional circumstances, inmates in administrative segregation **SHALL BE PROVIDED WITH:**

- case management services
- access to spiritual support
- the opportunity to exercise for at least one hour every day outdoors, weather permitting, or indoors where the weather does not permit exercise
- psychological counseling
- administrative, educational and health care services.

For further information on the procedures on Administrative Segregation and Disciplinary Segregation refer to Standing Orders #590 and #597.

RULES AND REGULATIONS

THE FOLLOWING RULES ARE MORE SPECIFIC to this Institution. They are assigned to insure the good order of Atlantic Institution:

- 1) All offenders shall be obligated to follow the regulations set down in the units.
- 2) Cells are to be kept neat and clean at all times.
- 3) Unauthorized articles (extra tables, shelves, etc.) are not permitted in cells.
- 4) It is not permitted to cover the window on the inside of the cell door. A curtain is allowed on the outside door window only and inside the cell on the outside window. The material used for the curtains shall be the one provided by the Institution.
- 5) All hobby craft and hobby craft tools must be listed on a CSC 514 form, entitled "Inmate Personal Property Record" and authorized by the Arts and Crafts Instructor. All cell effects must be authorized by the Admission & Discharge Officer and also listed on this same form and the form displayed on the tack board.
- 6) Inmates are expected to keep themselves neat, clean, and presentable at all times.
- 7) All personal photos, posters of any kind with the exception of nude posters or photos are permitted to be displayed on tack boards. Permits and licenses shall be displayed on the cell tack board only.
- 8) Accumulation of medication, food, or newspapers is not allowed.
- 9) An inmate is not allowed to be in any cell except his own.
- 10) Inmates shall not leave work areas or units without permission except for going to or from meals, work, medication parade and recreation. Otherwise, they be under escort or have been authorized to move by the IMC officer.
- 11) Inmates are issued their own eating utensils upon admission, and these must be used during meals in the dining hall, etc. Dishes and/or food from the kitchen/dining hall are not to be brought back to units.
- 12) Radios, ghettoblasters and/or televisions are not allowed in work areas.
- 13) Intercell, interunit or interlanding visiting is not allowed.

- 14) Inmates and their cells shall be subject to search at anytime, and any unauthorized items or contraband shall be seized. Offense report(s) may be written, resulting in a charge being laid.
- 15) Institutional clothing shall be worn in all areas of the Institution, except in the living units, between the hours of 07:00 and 16:00 hours.
- 16) Leisure clothing may be worn to evening meals only. Sleep wear shall not be classed as leisure wear.
- 17) During week-ends and statutory holidays, leisure clothing may be worn except by inmates working in areas other than the Units.
- 18) All medication shall be taken in accordance with Health Care Department instructions.

PREVENTIVE SECURITY

INFORMATION about inmates regarding their institutional and outside activities is monitored, collected and distributed as necessary to maintain safety and security. This information is shared with Correctional staff, Case Management staff and Senior Management. One of the primary uses of this information is for assessment of risk when the Offender Management Board is reviewing the Correctional Plans of individuals.

GANG ACTIVITY, both within the Institution and outside, is closely monitored. This information is also shared with Senior Management, and used by the Offender Management Board. Gang membership is forbidden in all CSC facilities. The wearing or display of gang "colors" is prohibited.

THE URINALYSIS PROGRAM requires that inmates participate by providing a urine sample for drug screening when requested to do so.

- A urine sample may be demanded from an inmate under **REASONABLE GROUNDS** if staff suspect the inmate has taken an intoxicant into his body, or is acting in a condition other than normal;
- The Correctional Services National Headquarters provides on a monthly basis, a **RANDOM SELECTION** list of inmates required to provide urine samples. The names of inmates on this list are selected from the Institutional Register by a staff member at National Headquarters in Ottawa. This Institution requires that 5% of the total number of inmates be tested each month. The Institution has no prior knowledge of who is on the list until it is received at the Institution;
- An inmate may be required to provide urine samples as a **PRESCRIBED CONDITION**, enabling him to participate in a particular program. Two examples of programs where this condition may be applied are Substance Abuse programs and visiting privileges.

Failure to comply with the demands of the Urinalysis Program may lead to institutional discipline as well as administrative action possibly resulting in suspension and/or restriction of visiting privileges.

PROBLEMS OR CONCERNS REGARDING YOUR SAFETY and/or ability to function successfully in population should be discussed openly and honestly with your Case Management Team. There are procedures established to ensure that inmates accept accountability for their own actions, and then, knowing what is expected of them, will understand clearly the consequences of their actions.

Removal of the aggressor in these situations is one of the strategies the Institution has adopted to ensure that inmates can integrate safely and successfully.

FIRE PREVENTION AND EVACUATION

FIRE SAFETY is ensured by the installation of smoke/heat detectors and sprinkler heads in cells, offices and common areas. Damaging or tampering with any of these devices will not only be endangering your own life, but potentially other inmates' lives as well. Therefore, the damaging or tampering of these devices will be considered a serious offense, and you will be responsible for full cost of replacements.

FIRE FIGHTING EQUIPMENT and fire exits must be kept clear and be ready for immediate use.

When **SMOKING**, ensure you use an ashtray, and your cigarette/matches are out before you discard them.

SMOKING IS ONLY ALLOWED in your cells, ranges, TV and common rooms. Smoking is permitted out of doors as long as cigarette butts are placed in receptacles.



SMOKING is not allowed in any workplace, program or dining area, multipurpose area, or office.

Under no circumstances are you to smoke or have open flames in areas where flammable materials are stored or used.

ALL PERSONAL AND CELL EFFECTS (electrical appliances, etc.) will be monitored to minimize fire hazards:

- Only two appliances (including electronics items) are allowed per cell unless you have purchased a power bar to safely allow the use of more items.
- No wall posters are permitted unless on bulletin boards.
- No mobiles or other objects can be hung from the ceiling.

- Only window coverings supplied by the Institution are permitted.
- Personal effects must be able to be stored in the closet, drawers and footlocker.
- No cardboard box storage is permitted.
- Newspapers can only be kept for one week.
- Only current issues of magazines are permitted.

FIRE EVACUATION PROCEDURES:

Upon discovering a fire, notify others in the area and the Officer/Supervisor in charge.

UNIT EVACUATION PROCEDURES:

- Each unit is to be evacuated by proceeding into the living unit corridor or through the fire exit at the end of each range.
- The Correctional Officer in charge of the unit will indicate which of the two exits to use. Familiarize yourself with the two exits on your range.
- In your work place ensure that you are aware of the exits and evacuation procedures; see your work supervisor for the fire evacuation procedures in that area.

Fire Orders are posted throughout the Institution. Take the time to review these procedures.

CONTRABAND AND CELL SEARCHES

Institutional authorities may require you to undergo various types of searches to prevent the movement of contraband and/or unauthorized items. For your information, the CCRA defines **CONTRABAND** as:

- an intoxicant;
- a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure, or disable a person or that is altered so as to be capable of killing, injuring, or disabling a person, when possessed without prior authorization;
- an explosive, or a bomb, or a component of thereof;
- currency over any applicable prescribed limit, when possessed without prior authorization; and
- any item that could jeopardize the security of a penitentiary or the safety of persons, when that item is possessed without prior authorization.

UNAUTHORIZED ITEMS: Without prior authorization, is in possession of, or deals in an item that is not authorized by a Commissioner's Directive or by a written order of the Institutional Head.

Cells are subject to routine and emergency searches by Correctional Officers. Your copy of CSC form #514 - "Inmate Personal Effects List" must be posted on your tack board where it is easily seen. Anything that is in the cell but does not appear on the "Cell Effects List" will be confiscated and an offense report may be written, which could result in a charge of possession of unauthorized items.

SEARCHES: There are various types of searches which have been authorized by law for Correctional Staff to utilize in the performance of their duties. Searches shall be carried out only when necessary, and in a way that respects as much as possible your dignity and privacy. There are three main types of searches which staff are required to perform:

- a **frisk search** or **non-intrusive search**, in which the individual stays fully clothed and is searched using a "patting down" motion of the hands or with a hand-held electronic scanner ("Ion Scanner") which scans for traces of drug particles. This is similar to searches of passengers at airports.
- a **strip search**, which is a more thorough search involving the removal of all clothing, and following detailed instructions from the officer on what you are required to do to assist in this search. (These two searches may be either routine or done as an emergency basis, based on individual belief or suspicion.) **EXCEPT IN URGENT CIRCUMSTANCES**, strip searches of an inmate may only be conducted in a private area by a staff member of the same sex as the inmate.

- a **body cavity search**, which is a strip search that includes a physical examination of all body openings by a qualified medical practitioner. You must consent to this procedure in writing before it is performed. **X-rays** may also be used as a means of searching body cavity areas.

WHEN ANY ITEM IS REMOVED from your person or your cell during a search, you will be given a signed receipt. If you are the rightful owner of the item and are authorized to have it in the Institution, it will be returned to you. Otherwise, you may face disciplinary or even criminal charges depending on the nature of the item. If you are found guilty, the item will be forfeited to the Crown, or where appropriate, given back to its rightful owner upon written request.

WHERE AN ITEM HAS BEEN FORFEITED, an inmate may apply within 30 days to have the forfeiture cancelled. The Institutional Head will review the case, and if it is decided that loss of the item would cause the inmate undue hardship and that the inmate's possession of it would be lawful, it will be returned to the inmate.

HEALTH CARE SERVICES

CSC is responsible for ensuring that you receive essential medical, psychiatric, and dental care. **PRIMARY HEALTH PROGRAMS** will be provided through the following mechanisms:

- individual counseling
- group counseling
- health promotion pamphlets and lectures
- health promotion videos
- tuberculosis testing for all inmates upon admission and on an annual basis
- access to hepatitis B immunization programs
- access to HIV counseling upon request
- monthly blood pressure clinics
- inmate newsletter
- and immunization clinics

INVESTIGATION AND ASSESSMENT OF HEALTH PROBLEMS - Every effort will be made to see that your health needs are effectively provided for, but this will require your help. If you feel you have a problem, you should ask to see a staff member of the Health Care Center. This can be done by submitting a written request. You will be asked to discuss your complaint in general terms. The Health Care Center will arrange for examination and treatment when necessary. **Because everyone shares health care resources, you must not ask for unnecessary consultations, miss appointments or ignore prescribed treatment.**

HEALTH PROMOTION ACTIVITIES - On a regular basis, Health Promotion Activities are offered to Population inmates. You will receive a written notice a few days before, and it will be posted on the bulletin board on the Unit. You are strongly encouraged to attend these activities when they are offered.

INFECTIOUS DISEASES - Can be spread easily by high-risk activities such as sharing of needles, tattooing, and participating in unprotected sex. Access to harm-reducing items such as bleach kits and condoms is provided by S.I.S. You are strongly advised to make use of these items if you participate in such high-risk activities. The best protection, however, is not being involved in these activities at all.

HEALTH CARE RECORDS - All information about you that is obtained during the course of treatment shall be confidential. This means that, with only few exceptions, your consent in writing must be obtained before information from your health care records is released to anyone other than CSC health care staff. In cases where it is relevant to such matters as transfers or conditional release, certain health care-related information may be shared with other CSC officials or the National Parole Board. You may contact your next of kin or closest known relative if you become seriously ill while

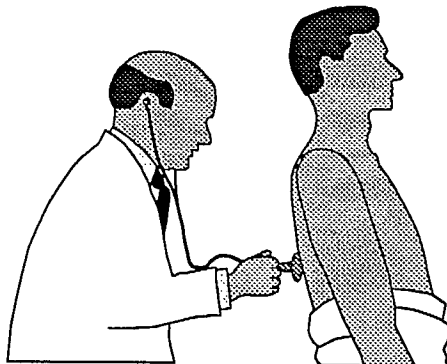
in custody. When you enter federal custody, you will be asked for the name of a person staff should contact in the event you cannot do so yourself.

HEALTH CARE STAFF - The Health Care Staff are present 15 hours to assist you with your health care needs. If you have a particular health problem that you are having a difficult time resolving, please request assistance from one of the Health Care Center Staff.

SICK PASSES - Sick Passes must be requested prior to work. Notify Unit Staff, and attend Pill Parade and the nurse will discuss same with you. It will be issued for ½ days at a time, except for unusual occurrences. If you do not report to Pill Parade at noon, a Sick Pass cannot be issued.

REQUEST FORMS - Request Forms can be found on the Units. They are to be used if you wish to see (1) Doctor, (2) Dentist, (3) Optometrist, and (4) Nurse. When Health Care Center receives your request to see the Doctor, the Nurse will call you to come to the HCC for an assessment before you see him. This enables the Nurse to assess the urgency of your request.

DOCTOR'S VISITS - The Doctor visits the Institution twice a week, usually on Tuesday and Thursday mornings.



PSYCHIATRIST'S VISITS - A Psychiatrist visits the Institution every week. If you wish to see the Psychiatrist, please inform by request form, or the Psychologist.

DENTAL VISITS - The Dentist visits the Institution every Wednesday.

OPTOMETRIST'S VISITS - The Optometrist visits the Institution once a month, usually during the day.

X-RAYS - X-rays are ordered by the Doctor. Many of these X-rays can be done in the Health Care Center. It is sometimes required that you go to outside hospital for some X-rays.

BLOOD WORK - All blood work is ordered by the Doctor and will be drawn by the Health Care Center Staff.

ECG'S - All ECG's can be done in the Health Care Center. These are ordered by the Doctor and are performed by the Health Care Staff.

DIETS - Any special diets required for medical reasons are ordered by the Doctor, in consultation with the dietitian. These diets are closely monitored and will be discontinued if abused.

MEDICAL ROUNDS - Medication times for Population inmates are at 08:00, 12:30, 16:30, and 21:00 hours. On weekends and holidays, the morning medication time will be at 08:30 hours.

BLISTER PACKS - All medications dispensed in blister packs must remain in the blister pack until it is time to use it. If medication is taken out of blister pack it will be considered contraband.

REFILL/PRESCRIPTIONS - To have Prescriptions refilled, please bring the empty blister pack to HCC and a new blister pack will be issued (if stop date has not expired on the prescription).



NON-PRESCRIPTION HEALTH PRODUCTS - Can be accessed through inmate canteen.

SPECIAL FOOTWEAR - Special footwear must be ordered by the Doctor. This item is ordered only if it is medically required.

HEPATITIS "B" IMMUNIZATION PROGRAM - All inmates are offered Hepatitis "B" Immunization. Pre-testing for Hepatitis "B" is available upon request. However, you may receive the immunization without pre-testing. The immunizations are a series of three injections given in the arm. usually, side effects from the immunization are minimal. If you wish to participate in this program, please inform the Health Care Center. You will be given a consent form to sign and information prior to the immunization.

FLU SHOTS - Any inmate over 65 years of age or that has a chronic medical problem may be given the flu immunization. Please inquire at the Health Care Center if you believe you require this immunization.

SPECIALIZED SERVICES - These are not available within the Health Center (specialist appointments, special tests, surgery, etc.) They are provided through community services, and all such services must be coordinated and arranged by Health Care.

REQUEST FOR TREATMENT OR PILL PARADE - Held at the Health Care Center 3 times a day, and once during noon pills.

SNI Pill Parade: 11:00 hours

EMERGENCIES are handled in-between these times as necessary at Health Care Center. It is your responsibility to be available at this time to receive your prescribed medication. Empty blister packs are to be returned during Pill Parade. Any medication found outside the blister pack shall be considered contraband and disciplinary action will be taken. Any prescribed medication which is not being taken is to be returned to health care. If medication is found in the cell and the due date is past, the medication will be considered contraband.

DOCTOR PARADE: The doctor parade is held each Tuesday and Thursday at 08:30. Anyone requesting the services of a doctor must send a request form to Health Care Center in order to receive an appointment. This does not apply to emergencies. All inmates will be screened prior to seeing the doctor.

DENTAL PARADE: Requests are to be sent to the Health Center for the dentist to make appointments. Dental appointments are every Wednesday. Ensure you clearly state your problem, example: toothache, lost filling, cleaning, etc.

OPTOMETRIST PARADE: Optometrist will be available every three to four weeks. Requests are to be sent to the Health Care Center for appointment.

NURSES CLINIC: From Monday to Friday. Emergencies will be handled as they arise. Treatment for General Population inmates is from 18:00 to 20:00 hours. SNI inmates can be treated from 20:15 to 21:30 hours.

OUTSIDE HOSPITALS: All surgery except of a very minor nature is performed in outside hospitals.

PSYCHIATRIC/PSYCHOLOGICAL SERVICES

PSYCHIATRIC SERVICES are provided on a weekly basis at Atlantic Institution. There are two psychiatrists providing services for inmates in both official languages. Psychology offers on-going counseling, psychological assessment testing and emergency counseling.

Under the direction of the Chief of Psychological Services, Atlantic Institution provides four specifically trained **STAFF PSYCHOLOGISTS** who place major emphasis on assessment and intervention of those individuals with emotional and/or behavioral problems. These services are provided to inmates in the official language of your choice.

OFFICE HOURS are Monday to Friday, 08:00 - 16:00 hours. Referrals are done through your Institutional Psychologists. Contact them for further information on this service.

COUNSELING is offered to help inmates deal with many issues (i.e. personal, family or relationship-related, parole/release-related, emotional problems, depression, anxiety, etc.)

SELF-HELP PAMPHLETS which have been developed by Psychology discuss topics such as coping with depression, pain management techniques, coping with anxiety, cued muscles relaxation training, etc. These are available from Psychology.

REQUESTS FOR ALL PSYCHOLOGICAL SERVICES should be submitted in writing to Psychology by completing a "Request for Mental Health Services" form. This form can also be used to request an interview with the Mental Health Nurse and/or psychiatrist. The psychology department will do a preliminary screening of all psychiatric requests submitted by offenders. You may request any of these services on your own behalf, or you may be referred by your Parole Officer or designated Correctional Officer.

CHAPLAINCY

PURPOSE: To provide an opportunity for all inmates who wish to pursue their spiritual and personal growth along with religious beliefs.

CHAPEL SERVICES: Protestant Services and Roman Catholic Mass (Celebration of the Word in the absence of a priest) are held on a weekly basis, followed by time for fellowship.

WHAT WE OFFER:

- † Chaplains are available for one-on-one counseling.
- † Christian Fellowship Group (with community volunteers) is held on a weekly basis.
- † Bible Studies by correspondence are available from the Chaplains.
- † Throughout the year, special programs and services are held (i.e. Christmas and Easter preparation and celebration, Marriage Preparation Course, and other group programs) at the discretion of the Chaplains. Announcements will be made to inform you.

CHAPLAINCY TEAM: Atlantic Institution has two full-time Chaplains: Roman Catholic and Protestant. They are available on a regular basis, Sunday through Friday. If an emergency arises, the Chaplains or designated clergy can be contacted anytime through the Officer in charge of the Institution.



FOOD SERVICES

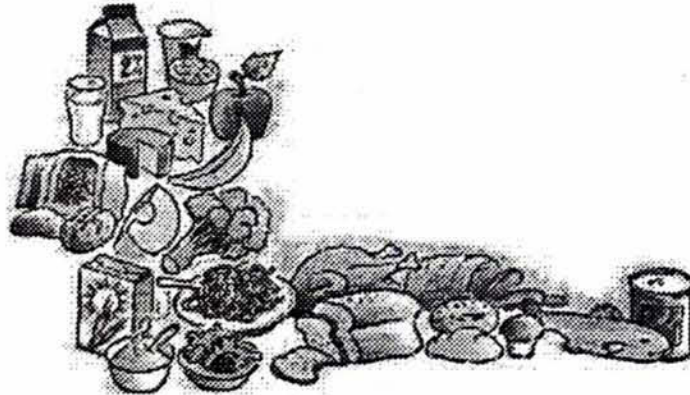
ATLANTIC INSTITUTION will provide you with wholesome, balanced meals that meet recognized Canadian nutritional standards.

If you belong to a **RELIGION** which has particular dietary laws, the institution will arrange for a special menu that meets these requirements. Authorization for a special religious diet must be given by the institutional chaplain and may be withdrawn if you do not follow the diet.

If you have been diagnosed with a **MEDICAL CONDITION** that requires a controlled diet, your meals will be prepared according to standards prescribed for diets appropriate to your condition. Authorization for a special medical diet must be obtained from the institutional physician.

If you choose to be **VEGETARIAN**, you should be able to make selections from among the foods offered daily so as to satisfy both your preferred diet and your nutritional needs.

An inmate conducting a **HUNGER STRIKE** will not be force-fed unless, according to psychiatric opinion, his rational judgement is impaired and, according to medical opinion, such action is necessary to preserve life.



RECREATION PROGRAM

THE PURPOSE OF THE RECREATION PROGRAM is to provide the opportunity to all interested inmates in the practical use of Leisure and Recreational time during non-working hours. Facilities exist for a wide variety of athletic and physical fitness activities. Services such as sports clinics and fitness training are offered under staff supervision. The gymnasium and adjoining outside yard are the primary location in the Institution for all recreational activities.

THE INMATE SPORTS COMMISSIONER is responsible for promoting and organizing leisure recreational activities for the inmate population. He will also assist with the maintenance and development of recreational facilities and equipment.

AVAILABLE ACTIVITIES ARE:

Inmate Sports Leagues: Interested inmates and Sports Commissioner may form various sports leagues (example floor-hockey, basketball, or softball).

Music Program (Loaning of Musical Instruments): Inmates may sign out acoustic guitars for a one month period. Inmates will be held responsible for damage to these instruments while in their care.

Board Games: A variety of board games will be provided to each Unit by the Recreation Department. These games must remain in the Common Rooms on each Unit. They cannot be played in the gym due to lack of space.

Television: Atlantic Institution offers a large number of TV channels along with T.S.N.

Clinics and Workshops: Clinics and workshops may be held for the Populations to introduce the participants to the rules and regulations of the game, to develop basic skills, and to prepare for incoming teams. Clinics may also be offered for coaching and officiating. Special consideration will be given to providing bilingual services as required.

Community Volunteers: Teams and individuals are often contacted to participate in our Recreation Program.

Special Events: A variety of special events such as field days, socials, and tournaments will be planned throughout the year by the Recreation Staff, in consultation with the Inmate Recreation Committee.

NOTE: FOR MAINTENANCE AND CLEANLINESS, WHITE-SOLED, NON-MARKING SNEAKERS SHALL BE WORN ON THE GYM FLOOR. THE RECREATION

**DEPARTMENT RESERVES THE RIGHT TO REVOKE RECREATION PRIVILEGES AT ANY TIME FOR WILLFUL DAMAGE OF EQUIPMENT OR ABUSE OF STAFF.
GYMNASIUM HOURS :**

Population Recreation

Monday - Friday 18:00 - 22:00 hours

Saturday/Sunday 09:30 - 11:30 hours
and Statutory Holidays 13:00 - 15:50 hours
18:00 - 22:00 hours

SNI Recreation

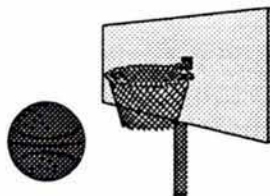
Monday - Friday 08:00- 10:20 hours
16:00 - 17:30 hours

Saturday/Sunday 08:00 - 09:20 hours
and Statutory Holidays 16:00 - 17:30 hours

LEISURE TIME FACILITIES: These facilities are available to all Inmates. Indoor and Outdoor facilities are as follows:

INDOOR -

Basketball Court (1)
Badminton Court (2)
Volleyball Court (indoor) (2)
Handball/Racquetball Court (1)
Ball Hockey (1)
Heavy Bag (2)



OUTDOOR -

Softball Diamond (1)
Soccer Field (1)
Tennis Court (3)
¼ Mile Track (1)
Hockey Rink (1)
Patio Area (1)
Mini-golf Course (1)
Volleyball Court (1)

YEAR ROUND FACILITIES INCLUDE:

weight room (1)
(machines and free-weights)

SPRING/SUMMER ACTIVITIES:

Basketball
Football (no gear)
Soccer
Jogging
Barbecue
Activity Day

Softball
Weightlifting
Tennis
Frisbee
Badminton
Heavy Bag



FALL/WINTER ACTIVITIES:

Ball Hockey
Ice Hockey
Badminton
Soccer
Heavy Bag
Christmas Tournaments

Volleyball
Basketball
Jogging
Weightlifting
Handball
Christmas Social



VISIT & CORRESPONDENCE PROGRAM

VISITS

VISITS are a positive link between you and your family and the community. They are also a privilege and are subject to certain rules of behavior, as in any public place. Any departure from these rules will be considered unacceptable behavior and may cause termination of your visit and possible denial or restriction of future visits.

HOURS are scheduled as follows:

General Population Visiting Hours

Mornings	09:30 to 11:30
Afternoons	12:45 to 15:40

Special Needs Inmates Visiting Hours

Mornings	09:15 to 11:20
Afternoons	12:15 to 15:20

Monday	Open for interviews only. (Lawyers, Societies, Clergy, Correctional Investigator, etc.)
---------------	---

Tuesday	Open for both populations (Afternoon)
----------------	--

Wednesday	Open for Special Needs Inmates (Afternoon)
------------------	---

Thursday	Open for General Population (Afternoon)
-----------------	--

Friday	Open for both Populations (Afternoon)
---------------	--

Saturday	Open for both Populations (Morning & Afternoon)
-----------------	--

Sunday	Open for both Populations (Morning & Afternoon)
---------------	--

Statutory Holidays

	Open to both Populations (Morning & Afternoon)
--	---

Should a statutory holiday be on a Monday or Friday, the visiting area will be opened as per the hours for statutory holidays. The following working day, the Visit and Correspondence Department shall be closed for regular visits.

NO VISITS SHALL OCCUR ON CHRISTMAS DAY AND NEW YEAR'S DAY. Boxing Day shall be opened as per Statutory holiday. No visits shall occur on any day which has been scheduled for a general population social.

INMATES SHALL BE PERMITTED only one visit Tuesday to Friday during working hours visiting schedule. Weekend visiting shall occasionally be limited depending upon available space, the number of young children accompanying the adult visitors, etc.

All visits shall be **BY APPOINTMENT ONLY**, which shall be arranged through the Visit and Correspondence section, pre-scheduled by the prospective visitor at least 24 hours in advance. Appointments may be scheduled a maximum of seven days in advance, except in unusual circumstances. (Long distances or rare visits). People living in the local area may schedule appointments no more than two days in advance.

IT IS THE RESPONSIBILITY OF EACH VISITOR TO CARE FOR AND CONTROL HIS/HER CHILDREN. If needed, visitors with small children or infants, will be provided with change tables, bottle warmers, and diapers. All visitors and inmates are expected to dress appropriately so as to not cause embarrassment to others and to conduct themselves in a manner that is not considered offensive or embarrassing to other visitors, inmates or staff. A greeting and/or parting kiss shall be allowed but fondling or passionate embraces shall not be permitted. If proper conduct is not exhibited, the Visit and Correspondence staff are authorized to restrict further visits in accordance with provisions outlined in the section below.

CONDUCT DURING VISITS: Visit and Correspondence staff reserve the right to assign tables to inmates and visitors.

In situations where staff believe that an inmate and/or his visitor(s) are acting inappropriately, the following procedures shall be followed:

- the individuals concerned shall be verbally warned, and an entry in the behavioral log shall be made by staff. The inmate and his visitor's behavior shall be described in general terms, and they shall be informed that continued behavior of a similar nature may result in institutional charges and the loss of visiting privileges;
- if, after following the above noted step the inappropriate behavior or deportment is repeated, the individuals shall be given a written warning and an entry shall be made in the behavioral log by Visit and Correspondence staff. This written warning shall indicate the record of the above noted action, details of the inappropriate behavior and a statement that future inappropriate behavior shall result in more severe penalties through the Visitors Review Board;

- if a second written warning has to be recorded due to their behavior and deportment, procedure mentioned in the above noted section shall be enforced. The inmate and the visitor shall be informed that they will only be allowed closed visits until the case is reviewed by the Visitors Review Board;
- in special cases where there is blatant inappropriate behavior, the visit may be terminated immediately and institutional charges shall be written. The first two above mentioned steps may be bypassed;
- in all cases where charges are written, the inmate and his visitor(s) shall be informed in writing the outcome of the Warden's review. The visits may be suspended pending the outcome of the review and/or the disciplinary process;
- where an inmate is found guilty in a disciplinary court of inappropriate behavior in the Visit and Correspondence area, the court may impose a suspension of visiting privileges. Such suspensions shall be reviewed by the Visitor Review Board for a recommendation to the Warden regarding the length and review requirements of the suspension.

REFUSAL OR SUSPENSION OF VISITS: The Visitor Review Board may, on reasonable grounds, recommend to the Warden to refuse or suspend permission for a visit when such a visit is considered detrimental to the security or good order of the institution.

VISITORS WHO INTRODUCE DRUGS and/or other contraband into the institution shall normally have their visiting privileges suspended for a period of not less than one year. Once the restriction is lifted, the first three months shall be restricted visits. A repeat offense at any subsequent time shall result in a total loss of visiting privileges indefinitely but may be reviewed by the Warden at the request of the inmate.

WHEN AN INDIVIDUAL IS REFUSED PERMISSION to visit an inmate, both the individual and the inmate shall be advised in writing. When permission for a visit is refused or when a visit is modified or suspended, the inmate and the visitor shall be informed in writing of the reasons. The extent of the information shared shall take into consideration limitations of the Privacy Act, namely to avoid the disclosure of any personal information to either party. The inmate and the visitor shall have an opportunity to appeal such a decision in writing to the Visitor Review Board. This should normally occur within 48 hours of receipt of the suspension notice. In such cases, the suspension shall occur as stated in the written notice until the appeal has been reviewed. Written notice of the results of the review shall be given as above.

IMMEDIATE FAMILY MEMBERS who are on probation or have outstanding charges may be permitted closed visits if their criminal activity (convicted or alleged) would not jeopardize the security and good order of the institution.

THE NUMBER OF VISITORS an inmate may have on his visiting list at any one time shall be limited and shall include the following restrictions or limitation:

- close relations such as a parent, grandparent, daughter, son, brother, sister, wife (legal or common-law) and legal guardian as appointed by a Court of Law;
- a maximum of five friends.

VISITORS UNDER 18 YEARS OF AGE shall be escorted by their parents or a guardian. If a minor wishes to visit an inmate with another visitor on the inmate's approved visiting list, other than a parent or legal guardian, consent must be submitted in writing by the parent or guardian to the Supervisor Visit and Correspondence prior to any visit and must be witnessed by an individual such as a Notary Public or Commissioner of Oaths.

An inmate wishing to **DELETE A NAME** from his visiting list shall submit the name and complete mailing address in writing to the Visit and Correspondence Department.

An inmate wishing to **ADD** to his visiting list shall forward an application form CSC 653, entitled "Visiting Application and Information Form (Inmate)" to the prospective visitor(s) to complete and return to the institution for review by the Visitor Review Board. The visiting staff shall update and insert new information in the OMS "Visitors and Visiting Information" on a monthly basis. It shall be the responsibility of inmates and their visitors to provide visiting staff with updated information such as address changes and telephone numbers. Initial entries shall be made by the clerk assigned to Visit and Correspondence clerical duties.

THE PRINCIPAL ENTRANCE STAFF shall ensure that each inmate is notified as soon as possible that he has a visit. They shall:

- ensure the visitor is cleared and signed in the Main Gate area;
- notify the Inmate Movement Control officer at the "Y" control area.

THE VISIT AND CORRESPONDENCE DEPARTMENT SHALL RECORD the name of the inmate and visitor(s), the time of arrival and departure.

INMATES SHALL BE PERMITTED to bring a reasonable amount of chocolate bars, chips and pop which they have purchased from the inmate canteen, provided they are sealed. Any food not consumed must be left in the Visit and Correspondence area. Smoking is not permitted in the Visit and Correspondence area.

VISITORS MAY HAVE UP TO \$10 in change in order to purchase pop from the vending machine situated in the Visit and Correspondence area. Coffee and tea will be available in the Visit and Correspondence area provided by the Inmate Committee.

Approved inmate visitors are only permitted to wear their **WEDDING BANDS** as jewelry items in the Visit and Correspondence area. Unauthorized personal properties shall be secured in locker(s) provided at Principal Entrance.

REPRESENTATIVES OF A COMMUNITY RESOURCE (individual operating a private residential facility recognized by CSC/NPB) or a private agency whose primary goal is the rehabilitation of inmates may be granted visiting privileges providing the request for clearance is recommended by the Visitor Review Board and authorized by the Warden.

ONCE AUTHORIZED TO VISIT AN INMATE(S), the respective community resource or private agency visitor shall first contact either the inmate's Parole Officer or in his or her absence the Coordinator, Case Management. The purpose of the contact shall be to discuss the role the community resource or private agent in the case management process, the goals and objectives of the contact and to establish an important liaison in terms of the sharing of information and future case planning.

After the initial contact, the community resource or private agency representative shall schedule visits through the Visit and Correspondence Department.

When appropriate, **THE PAROLE OFFICER SHALL PARTICIPATE** in the scheduled meeting between the community resource or private agent and the inmate.

When a community resource or private agency is involved with an inmate in conjunction with their Case Management Team, a CSC 487 form, entitled "Consent For Disclosure of Personal Information (Inmate)" shall be signed by the inmate, if the Case Management Team is to provide personal information to the resource agent.

Once authorized to visit the inmate(s), the community resource or private agent will not be required to be reviewed again by the Visitor Review Board unless significant or new information is brought to light.

VISITOR REVIEW BOARD: The Visitor Review Board shall review all CSC 653 forms, entitled "Visiting Application and Information Form (Inmate)" submitted and inform the inmate and visitor, in writing, of the Board's decision. The Visitor Review Board shall consist of:

- a) the Manager responsible for Visit and Correspondence Department, who shall be the Chairperson of the Visitor Review Board;
- b) in the absence of the Manager, a Correctional Supervisor shall be permitted to chair the Visitor Review Board;
- c) the Institutional Preventive Security Officer;
- d) the inmate's Parole Officer or assigned Correctional Officer II;
- e) Visit and Correspondence staff;
- f) any other staff member as may be required for a particular case.

The Visitor Review Board shall normally meet once a week.

VISITS FOR INMATES IN ADMINISTRATIVE SEGREGATION: In cases where an inmate from general population is placed in Administrative Segregation for the good

order of the institution or as a result of disciplinary court, his visiting status regarding open or closed visits shall be reviewed by the Visitor Review Board. Factors such as:

- violence,
- contraband involvement,
- threatening behavior

shall be considered in whether or not to allow open visits.

DISPOSAL OF FINISHED CRAFT ARTICLES: Inmates wishing to dispose of their finished craft articles through the Visit and Correspondence Department shall have prior approval of the Arts and Crafts Coordinator and the Chief Personal Development.

The articles must have been made by the inmate receiving the visit and must be given to his visitor. Arrangements shall be made by the Arts and Crafts Coordinator to pick up the articles at a place other than the Visiting Room.

Articles for removal by Inmate visitors shall be in an unsealed box(es), so the contents can be checked against the Gate Pass and searched by Correctional Officers at the Principal Entrance and Visit and Correspondence staff.

Visitors shall be permitted to remove a maximum of two items. Visit and Correspondence staff accept no responsibility for lost and/or damaged items received at the Visit and Correspondence area in that condition.

VISITOR INFORMATION: When your visitor(s) arrives at Atlantic Institution he/she will be required to show proof of identification. (i.e. Drivers License, Birth Certificate, or a picture ID.)

All personal belongings (i.e. wallets, purses) shall be left at the Principle Entrance in a locker provided for visitor(s). Visitor(s) are not permitted to bring anything into the Institution i.e. mail, pictures. Visitor(s) is/are permitted to bring in \$10.00 in change only. **NO PAPER MONEY IS ALLOWED** in the Institution.

Visitor(s) are required to submit to a security search which includes;

- Removing all metal objects such as jewelry, watches and the visitor(s) will be asked to remove their winter coat. Having done this the visitor(s) will proceed into a walk through scanner.
- A hand scanner may be used in the event the walk through scanner goes off.

Your visitor(s) will be required to sign the Inmate Visitors Control Register when entering and leaving Atlantic Institution.

APPROPRIATE DRESS is required so as to not cause any embarrassment to others. Example: cut-offs, beach wear, halter tops or any type of revealing clothing may result in your visitors being denied access to the Institution.

Any visitor who appears to be **UNDER THE INFLUENCE** of an intoxicant and does not agree with the above mentioned rules will be denied access to the Institution.

VIDEO VISITS

AN INMATE WOULD BECOME ELIGIBLE to participate in the Video Visits program when his family resides at such a distance that the inmate does not receive regular visits or Private Family Visits. Exception could be made for a visitor residing close to the institution, yet who is restrained by physical handicap.

An inmate who wishes to participate in the Video Visit shall be required to complete a form ATL-0128, entitled "Application for Participation in the Video Visiting Program" and attach updated pictures of all authorized visitors concerned.

RULES:

- 1) Videos between inmates in federal institutions are not permitted.
- 2) Only the inmate's immediate family may participate.
- 3) The inmate does not handle equipment on his own.
- 4) The inmate is responsible for the purchase of the video cassette.
- 5) Video cassettes, taped in Visit and Correspondence Department or received for an inmate by the Visit and Correspondence staff, are not permitted inside the institution. They will be viewed in the Visits & Correspondence area, stored with personal effects in the Admission and Discharge department, or returned to the sender at the inmate's expense.
- 6) The cost of purchasing and postal expenses shall be paid by the inmate. Visit and Correspondence staff shall limit the number of video cassettes as necessary, depending on the availability of staff and equipment.

PRIVATE FAMILY VISITING

THE PRIVATE FAMILY VISITING PROGRAM can be applied for through your Parole Officer. You must submit a form CSC 529, entitled "Application for Participation in Private Family Visit Program" to the Supervisor of the Visit and Correspondence Department for processing. As there is much information to be gathered and many reports to be completed before you can be approved for this program, you should apply at least 8 weeks before the anticipated date of the visit.

You will require a **PSYCHOLOGICAL ASSESSMENT** before your application is processed if you have a history or any incidents of family violence.

YOUR APPLICATION WILL BE REVIEWED by the Private Family Visiting Review Board, and either approved or denied by the Warden. The Chairman of the Private Family Visiting Review Board shall inform the inmate in writing of the Warden's decision. Approvals are for one year only, with a possible extension of two months if a new application package is being submitted.

SIX VISITS PER YEAR are permitted once you have been approved for Private Family Visits, with one visit permitted in each two-month block. (A year is defined as twelve months starting the month *after the month* in which your approval is received, and divided into two-month blocks accordingly.)

LENGTH of Private Family Visits is normally 72 hours (i.e. 3 days); however the Private Family Visiting Review Board may decrease this time period if there are unusual circumstances.

THE MAXIMUM NUMBER OF ADULT VISITORS in the Private Family Visiting unit shall be limited to 5 including the inmate, unless circumstances require that additional participants be allowed as approved by the Private Family Visiting Review Board.

PRIVATE FAMILY VISITING starts when the inmate enters the Private Family Visiting unit and not when the visitors arrive. Inmates will normally be escorted to Private Family Visiting unit between 09:00 hours and 11:30 hours, depending on which day the visit commences. Visit and Correspondence staff must be informed if visitors are to arrive after the institution is closed, so that arrangements can be made with the Correctional Supervisor to escort them to the Private Family Visiting unit.

ITEMS YOU TAKE to the Private Family Visiting unit must be registered, inspected and searched for contraband. Your personal items will be checked against the original record, and checked again for contraband when you leave the Private Family Visiting unit. Before entering the Private Family Visiting unit, you will be briefed by the area staff regarding rules and expected conduct.

All visitors shall be notified in writing prior to arrival that all items including clothing brought in for the visit shall leave with the visitor at the termination of the visit. After searching of visitors and articles transferred to institutional luggage, the visitor shall be escorted to the Private Family Visiting unit by the main entrance.

On the day the visit ends, the family shall be escorted by the Program Coordinator or his delegate from the visiting unit to the Principal Entrance.

ARRIVAL AND DEPARTURE OF INMATE: At 10:00 hours on the day of his visit, the inmate shall be escorted to the kitchen and to the Visit and Correspondence area by a Correctional Officer.

The Correctional Officer with the inmate shall pick up the supplies from the kitchen and escort the inmate to the Visit and Correspondence search room where he shall be skin frisked, undergo a complete change of clothing and supplies checked for contraband.

FOOD ITEMS: The Visit and Correspondence Department shall notify the kitchen two weeks prior to the visit as to how many people are scheduled for the visit. This is done

via the food order prepared by the inmate. If a family needs baby food, the baby food shall be supplied by the institutional kitchen. Any special food may be brought in with prior approval. A standard list of food items shall be made available to visitors and inmates when a visit is approved.

The visitors or inmates shall check off the food items they desire and return to the Visit and Correspondence Officer at least 10 working days prior to the scheduled visit. The food order form and a signed ATL-0193 form, entitled "Current Account Purchase Order and Service Requisition" shall be forwarded to Finance.

The food order shall be processed and made available for the inmate to pick up the day of the visit.

The Manager of Food Services shall calculate the cost for the food order and encumber the required amount of money from the inmate's trust fund or the visitor(s) may pay for the food by depositing the required money into the inmate's trust fund via Visit and Correspondence. If the inmate has insufficient funds, he may request approval from the Supervisor of Visit and Correspondence to use funds from his savings account.

It will be the inmate's responsibility and that of his visitors to prepare their meals while in the Private Family Visiting unit. All food must be disposed of at the end of the visit. No food is allowed back into the institution.

MEDICATION: Only inmates who are authorized by Health Care Staff shall be issued their entire supply of medication for the duration of their visit. If not, they shall be issued on an as need basis as prescribed by the Health Care Staff.

When a visitor arrives at the Principal Entrance with prescription drugs in his/her possession, the officer shall inform the Visit and Correspondence officer who shall note and log the information. The Visit and Correspondence officer shall sort the drugs and determine the amount required for the duration of the visit. These shall be packaged in an envelope and given to the escorting Visit and Correspondence officer; the remainder of the drugs shall be placed in the locker provided to the visitor.

In the case of **SYRINGES** required for insulin injections, the Visit and Correspondence officer shall note the number of syringes and enter in the log book. The visitor shall be authorized to bring a maximum of two syringes per day. If extras are required, the approval from the Officer in charge shall be required. When a visit is completed, the used syringes shall be returned to the Visit and Correspondence officer for disposal.

CLEANING: It is the responsibility of the inmate and his family to clean the unit prior to termination of the visit. The private family visiting unit shall be inspected at the end of each visit by the escorting Visit and Correspondence officer. You will be charged for restitution for any damages to the private family visiting unit during the time of your visit.

EMERGENCY FIRST AID ONLY is provided to visitors. If other medical treatment is necessary, visitors will need to go to an outside medical facility.

VISITS BY PRIVATE FAMILY VISITING COORDINATOR OR DELEGATE: The Private Family Visiting unit shall be visited daily by the Visit and Correspondence officer and be logged. The purpose of these visits are:

- to ensure the presence and well-being of the visitor(s);
- to monitor care of visiting facilities;
- to offer assistance if problems such as with the facility, supplies, etc. are being encountered;
- to facilitate requests for presence of other staff such as Chaplain.

The Main Communications Control Post shall be notified when the Private Family Visiting Coordinator is visiting the unit.

The inmate and his visitors shall be given a minimum of ten minutes notice by telephone of the visit.

OTHER INFORMATION: Between 08:00 and 16:00 hours, inquiries shall be directed to the Visit and Correspondence department. Between 16:00 and 08:00 hours, the Main Communications Control Post shall receive all inquiries.

SHOULD A BREAKDOWN in the physical plant such as a freeze-up or power failure disrupt the visit during the closed hours, the inmate and his visitors shall be moved to the Visit and Correspondence area until the problem is resolved. If the breakdown cannot be resolved within a reasonable amount of time, the visit shall be terminated.

SHOULD THE INMATE WISH TO TERMINATE the visit, he shall be removed from the Private Family Visiting unit, be security searched and placed in his cell. The family shall be removed and escorted off the reserve.

SHOULD A VISIT BE TERMINATED during closed hours and transportation not be available due to no taxis available, or a snow storm, etc., the family shall be allowed to remain the Private Family Visiting unit until transportation is obtained.

The above shall be reported in writing to the Supervisor of Visit and Correspondence immediately, and a copy sent to the Unit Manager.

SEARCHING OF THE PRIVATE FAMILY VISITING UNIT: The Private Family Visiting units shall be searched by Correctional Officers after each visit is completed.

An extensive search of the Private Family Visiting units and outside perimeter shall be periodically carried out by Correctional Officers on selected down days.

QUIET TIME PROGRAM

THE QUIET TIME PROGRAM provides inmates the opportunity to spend some time alone (24 hr.) in home like atmosphere (Private Family Visiting Unit) away from the Institutional Routine. Quiet Time program will be used by those inmates who may be preparing for their release to the community or those inmates who are going through a personal crisis.

Participation in the program will be given to those inmates who:

1. Are serving lengthy, long-term sentences;
2. Are involved in a pre-release plan;
3. Do not receive many visits from family members;
4. Do not take part in the Private Family Visiting Program;
5. Are recommended by the Case Management Team.

NOTE: Once your Quiet Time application has been presented by your Case Management Team, it will be reviewed for recommendations by the Private Family Visiting Board and sent to the Warden for approval. You will be notified in writing of his decision.

For further information on this program contact your assigned Correctional Officer.

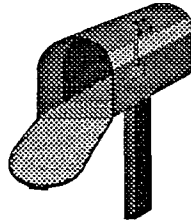
CORRESPONDENCE

CORRESPONDING WITH FAMILY AND/OR FRIENDS maintains your ties with the community. You are encouraged to keep in contact with those who will contribute to your rehabilitation and assist you back into the community.

YOU ARE PERMITTED to correspond with anyone you wish, provided the receiver of your letters has no objections. An inmate wishing to correspond with an inmate of another Institution with whom he has an immediate family relationship or with a former inmate who has been on release for less than one year, shall apply in writing to the Warden. You will be notified in writing of the Warden's decision on the above matter.

INMATES SHALL NOT BE PERMITTED to engage in correspondence for the purpose of entering lotteries, sweepstakes or commercial contests.

INCOMING MAIL for inmates goes unopened to the Visit and Correspondence Department. After opening by Visit and Correspondence staff, and inspection of the contents for contraband, mail is distributed to the Cell Blocks.



OUTGOING MAIL must have the correct postage. If you are requesting registered, courier services, etc., for any outgoing mail, it must be accompanied by an Inmate Trust Fund to cover the cost of these services. Outgoing mail should be placed, unsealed, in the designated boxes located in all Cell Blocks. This mail is picked up by Visit and Correspondence staff daily, Monday through Friday. After inspecting and sealing by Visit and Correspondence staff, it is sent to the Administration mail room for forwarding to the Post Office.

MAIL PICK-UP: Visit and Correspondence will pick up mail Monday to Friday at 10:00 a.m. Sunday and Statutory Holidays, mail will be picked up at 12:00 noon. The mail is sorted the day it is picked up and goes to the post office the following day.

MAIL DELIVERY: Mail will be delivered Monday to Friday at 9:00 a.m. On Statutory Holidays, mail will not be delivered that day but shall be delivered the following day.

BOTH INCOMING AND OUTGOING MAIL may be read by Institutional staff as directed by the Warden if there is reason to believe that the mail contains evidence of a plan to commit a criminal offense and/or an action that could jeopardize the security of the Institution or the safety of an individual.

PRIVILEGED MAIL will not be opened if the envelope is appropriately marked to indicate that it is privileged correspondence. A list of those persons entitled to send privileged correspondence to you is clearly outlined in the Commissioner's Directives, which are available to you in the Library. You may also obtain this information from your Case Management Team. Privileged correspondence shall be identified, dated, stamped upon receipt, and logged (date recorded, sender, receiver and signature of the inmate and staff member.)

PHOTOGRAPHS that are not of a pornographic nature and do not exceed 20.4 cm X 25.4 cm and newspaper clippings enclosed in correspondence shall be forwarded directly to the inmate, provided they are deemed to be acceptable under the censorship policy. All other enclosures shall be placed with the inmate's stored effects. Packages addressed to inmates shall be turned over to the Admission and Discharge Department to determine if the items contained have been authorized. If no authorization has been granted, the package may be returned to sender or placed with the inmate's personal effects.

MONEY OR STAMPS found enclosed in incoming mail shall be turned over to a Finance Officer within one working day following receipt. However, self-addressed stamped envelopes will be accepted.

The institution shall not be responsible for paying return postage on any mail destined for an inmate.

It is prohibited for inmates to send out personal effects and/or stamps in the mail unless authorized in writing by a Unit Manager.

NOTE: Your mailing address is:

Atlantic Institution
13175 Route 8, P.O. Box 102
Renous, NB
E9E 2E1

TELEPHONE CALLS

After your arrival to Atlantic Institution, and with your assigned Case Management Team, you will complete your **TELEPHONE LIST**.

ALL PHONE NUMBERS HAVE TO BE APPROVED. Each Correctional Officer II shall be responsible for maintaining an up-to-date list of approved telephone numbers for each inmate on his/her caseload. Offenders shall apply for authorization of telephone numbers on CSC form 1130 entitled "Offender Application for Authorization to Access a Telephone Number". The completed form shall be forwarded to the Preventive Security Clerk for entry into the telephone system, and then placed in the offender's Visit and Correspondence file. When approved, your telephone list will be placed on file in your Unit.

THIS INFORMATION SHALL BE PROTECTED and controlled by the Preventive Security Office and access to these phone numbers shall only be given on a need to know basis, depending on the nature of the request and circumstances surrounding this said request. A personal access telephone list of up to a maximum of 40 telephone numbers shall be established by the Preventive Security Department. All terminals associated with the Offender Telephone System shall be secured here as well. Establishing or amending an inmate's authorized call list shall be completed with 15 working days of the inmate's written request to their COII.

Each inmate shall receive, upon request, their own **PERSONAL IDENTIFICATION NUMBER** as assigned by the Preventive Security Department.

Forward your telephone requests to the COII in Charge of your Unit at least 48 hours before the time you wish to make your call. The Correctional Officer who receives the approved telephone request will make the arrangements for your call.

NOTE: Three (3) calls of ten (10) minutes each are permitted for each month.



NEWFOUNDLAND INMATES shall be given one 10 minute telephone call per month at public expense.

TIMES: The Offender Telephone System shall be activated at the following times and shall be at the direction of the Warden:

Monday - Friday:

08:15 to 11:45 hours
12:15 to 12:45 hours
13:15 to 16:00 hours
16:30 to 22:15 hours

Weekend and Statutory Holidays:

08:00 to 11:45 hours
12:15 to 16:00 hours
16:30 to 22:15 hours

Note: All times are subject to operational requirements.

Inmates shall only place calls using their own personal identification card. This will be computer verified periodically. The computer will request the control post officer to verify the user.

Telephone calls not processed through the Offender Telephone System shall include:

- When an offender is advised of his right to legal counsel by a member of the Correctional Service or any other Peace Officer, he shall have the call placed for him by a staff member and pay for such call through form CSC 532 entitled "Inmate's Request to Encumber/Disburse Funds". All calls made to his lawyer shall be recorded on information report and shall be forwarded to the inmate's file. Calls made to his lawyer from the Segregation Unit shall be recorded on the segregation log;

- When the offender is advised of a personal/family crisis, (i.e. death in family), he shall have the call placed for him by a staff member and pay for such call through CSC form 532 entitled "Inmate's Request to Encumber/Disburse Funds". In either of the preceding cases as soon as the time and charges information is received, the officer shall advise the inmate and obtain the appropriate signature.
- Inmate(s) being placed in segregation requesting to call a lawyer and who do not have funds shall have the call paid for by the Institution.

LONG DISTANCE TELEPHONE CALLS should be placed "collect" whenever possible. If this is not possible, then an ITF ("Inmate's Request to Encumber/Disperse Funds") must be completed and pre-authorized, prior to the call being placed. "Time and charges" must be requested at the time of the call, and when they are received, this information will be entered on the ITF. The ITF is then sent back to Finance for action.

FACSIMILES (FAXES) are not permitted to be sent or received by inmates.

EMERGENCY CALLS AFTER THE CLOSE OF THE INSTITUTION require the approval of the Correctional Supervisor.

PART II MANAGEMENT SERVICES

SENTENCE MANAGEMENT

THE SENTENCE MANAGER is available to discuss any concerns you have about your **sentence**. This staff member will also advise you on any changes in your sentence as a result of it being changed through winning an appeal, obtaining further convictions and/or sentences, or on revocation of your conditional release.

FOREIGN NATIONALS: Upon admission, the Sentence Manager must determine your citizenship. As a foreign national, you have the right to communicate with and receive visits from your embassy, High Commissioner, military or consular officials as per the Art. 36 of the Vienna Convention on Consular Relations to which Canada is a party. If you wish to have the Consular Post advised of your detention, you must request this via Form CSC 487, called "Consent for Disclosure of Personal Information". Also, Form CSC 810, called "Consular Relations" is required as proof that you were advised of your rights in this regard.

OUTSTANDING CHARGES: An inmate may have outstanding charges from a different court jurisdiction, either from another part of New Brunswick or from a different province. If such, application may be made with the Sentence Manager to have the charges brought in for disposition by the local court as per Section 478(3) of the Criminal Code of Canada. **A guilty plea is necessary** to allow for the transfer of charges and a form, called "Request for Action on Outstanding Charges" must be signed by the inmate as proof of the guilty plea. A period of at least three (3) months can be expected before the charges are sent to the local court.

FINGERPRINTING: Upon admission, and on every occasion thereafter where additional conviction(s) are to be reported, an inmate shall be fingerprinted. **A refusal** by the inmate to be fingerprinted can result in him being charged by the CSC staff.

COMMISSIONER OF OATHS: If you require the services of a Commissioner of Oaths, the Sentence Manager or the Chief of Administration and Materiel Management can be contacted.

APPEALS: Even if an inmate has **signed a Waiver of Appeals** or his time of appeal has expired, he still has the right to apply to the Court which convicted him for an extension of time for leave to appeal. Appeal forms for New Brunswick and Nova Scotia are available upon request to the Sentence Manager.

RELEASES: A sentence computation will be made by the Sentence Manager in order to determine your Warrant Expiry date, Statutory Release date, Unescorted Temporary

Absence date, Day Parole Eligibility date and Full Parole Eligibility date. The release of an inmate will be during working hours (between 08:00 a.m. and 16:00 p.m.) on the last working day immediately preceding the established Statutory Release date.

Example:

Statutory Release date: Monday, February 15, 1993

Actual Release date: Friday, February 12, 1993

Treasury Board Policy directs that inmates will be released by the **LEAST COSTLY** means of transportation available.

An inmate may have **PRIVATE TRANSPORTATION** upon his release. The mileage will be paid from Atlantic Institution to the release destination according to Treasury Board allowance in effect if lesser than any other means of transportation.

IF PUBLIC TRANSPORTATION IS CHOSEN, and if the release destination is East of Manitoba, you will have to travel by bus as it is, in most cases, the least costly means of transportation.

EARNED REMISSION: As of November 1, 1992, the Earned Remission System has been abolished.

SENTENCE COMPUTATION AS PER THE CORRECTIONS AND CONDITIONAL

RELEASE ACT: An inmate sentenced before November 1, 1992 (enactment date) will have this Statutory Release date established by adding all of the remission standing to his credit on November 1, 1992 (taking into consideration, earned remission failed to earn) to the maximum amount of remission he could have earned (projected remission) on the remaining balance of the sentence as it stood on November 1, 1992, and applying the total amount against the sentence. If your existing Mandatory Supervision Release date was up-to-date, it should be the same as the Statutory Release date, as this formula is the same basic formula that was used before November 1, 1992.

An inmate sentenced after November 1, 1992 must serve 2/3 of his sentence before being released under Statutory Release.

An inmate revoked after November 1, 1992 must serve 2/3 of the remaining sentence from the date in custody before being released under Statutory Release.

SUSPENSION OF STATUTORY RELEASE OR DAY/FULL PAROLE: When a Suspension Warrant is issued and the inmate is apprehended at a later date because his whereabouts were unknown at the time of suspension, the period between the suspension was issued and executed is calculated as time being at large. Therefore, the Warrant Expiry date is extended by the number of days at large.

OFFICIAL LANGUAGES

WHAT ARE MY LANGUAGE RIGHTS?

An inmate retains all language rights guaranteed by the Official Languages Act to Canadian citizens as long as the security of the general public, the inmate population or the employees of the Correctional Service is not jeopardized.

WHAT DOES THAT MEAN FOR ME?

You are entitled to use your own language in correspondence and when speaking to Correctional Service staff and to receive services in your preferred language.

AM I ENTITLED TO ALL SERVICES IN FRENCH?

You have the right to essential services in the language of your choice. Essential services include: Placement Services, Medical and Psychiatric Care, Psychology, Case Management, Chaplaincy, Orientation, Disciplinary Court, Complaints, Grievances, Education and Programs. Additional services may be available in your preferred language if there are enough other inmates who want services in that language to make providing them practical. Non-essential services are: inmate employment, library services, associations, television, radio and films.

WHERE CAN I OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT?

The following reference material, available in the Library, will provide you with further details:

Official Languages Act
CD 087 Official Languages Services to Inmates
RI 087 Services to Offenders in both Official
Languages

WHICH SERVICES ARE AVAILABLE HERE?

Whenever possible, essential services are available at all times either directly or through interpretation. At times, there is no bilingual doctor or psychiatrist available in this institution. However, should you require the services of a specialist or hospitalization, your language preference will be respected. Most of the additional services are available here in French. Ask staff about these services.

SHOULD I CONCLUDE THAT MOST EMPLOYEES PROVIDING ESSENTIAL SERVICES ARE ALL ABLE TO SPEAK FRENCH?

No, but in cases where an employee is unable to provide the service in French, he shall call upon a bilingual colleague to provide such service or to serve as an interpreter.

IF I BELIEVE THAT MY LANGUAGE RIGHTS ARE BEING DENIED, DO I HAVE A RECOURSE?

Yes, you may grieve the matter in accordance with the established procedure or you could ask the commissioner of official languages to investigate your complaint.

INMATE RIGHTS

As an inmate, you have three (3) basic types of rights:

1. RETAINED RIGHTS
2. EXISTING RIGHTS
3. CONFERRED RIGHTS

RETAINED RIGHTS come from judge-made laws and from laws and regulations made by members of Parliament. These are the rights you share with all citizens of Canada, to the extent that they have not been taken away as a result of your incarceration.

EXISTING RIGHTS are granted to you by the Parliament. They are in the Penitentiary Act and Regulations and are unique to inmates.

CONFERRED RIGHTS are those that have been specifically granted to you as an inmate by the commissioner or corrections.

For specific information on your rights as an inmate, please refer to the handbook given to all inmates titled "Inmate Rights and Responsibilities: An information Inmates Handbook issued by the Correctional Service of Canada".

INMATE REQUESTS

Inmates wanting to inquire on any matters may fill out the Request Forms available on your Unit, in the official language of your choice. Then forward your requests to your assigned Correctional Officer who will begin the process of your request.

COMPLAINTS AND GRIEVANCES PROCESS

If you believe you have been treated unfairly by CSC authorities, while incarcerated or while on conditional release, you should first try to resolve the problem informally by talking to staff. If the problem cannot be resolved informally, there is an internal grievance procedure. The purpose of the Inmate Grievance System is to give you a way of seeking redress for any wrongs or hardships that you feel affect you personally.

You are responsible for using the grievance procedure appropriately, that is, only in cases where you genuinely believe you have been dealt with unfairly.

Grievances that are obviously intended as annoyance will be dismissed.

The Grievance must relate to an incident or matter that has happened within the last 30 days. For specific information, consult the Commissioner's Directives #081, "Offender Complaints and Grievances".

CORRECTIONAL INVESTIGATOR

If you feel that you have suffered an injustice, you may write to the Correctional Investigator. The **CORRECTIONAL INVESTIGATOR** is an ombudsman (someone who investigates individuals' complaints against authorities) for federal inmates and parolees. The Correctional Investigator is appointed by the Government of Canada, and is completely independent of CSC. The office investigates complaints regarding conduct of CSC staff which affects offenders individually or collectively.

You may communicate with the Correctional Investigator's office in writing or by telephone whenever you have a problem which you feel CSC officials have not addressed adequately.

You can also ask to speak with a representative of the Correctional Investigator to discuss your concerns. It is not necessary to provide reasons. All interviews will be held in private. However, before the Correctional Investigator decides to look into your concerns, you may be asked to use the internal redress mechanisms available to you (Complaints and Grievances procedures).

You may telephone the Correctional Investigator's office using your PIN number and the collect-call telephone system.

The mailing address is: **The Correctional Investigator of Canada**
Suite 402, 275 Slater Street
Ottawa, ON
K1P 5H9

All correspondence to and from this office will be treated as "*privileged*" and will not be opened by Institutional Staff.

ACCESS TO INFORMATION

All Canadian Citizens and other individuals as identified by Section Four (4) of the Access to Information Act have the right to request records created by the Federal Government. Normally, these records are administrative records. A list of all the general classes of records is contained in the Access Register. This register, together with the "Access to Information Request" forms are available from the Supervisor Administrative Services. If you wish to view government records, complete the "Access to Information Request Form" provided by the Supervisor Administrative Services, along with the \$5.00 application fee and forward to the following address:

**Access to Information and Privacy
Correctional Service of Canada
340 Laurier Avenue West
Ottawa, ON
K1A 0P9**

PRIVACY ACT (PROTECTION OF PERSONAL INFORMATION)

Statement to offenders:

Information is being collected under the authority of the Corrections and Conditional Release Act for the purpose of administering your sentence(s) as imposed by the courts.

In accordance with the Privacy Act, you have the right to request access to the information that has been collected. Access to personal information is gained by submitting an Inmate Request Form and identifying the requested information, to the Supervisor Administrative Services. If you require assistance in identifying the information being requested, or in what file it is located, an interview will be conducted by the Supervisor Administrative Services, after receiving your Inmate Request Form.

You may expect to receive a response on your request within 30 days of its acknowledgment from the Administration Department.

If you find information in these files that you believe is inaccurate or misleading, you may ask that it be corrected or your comments be attached. You should submit your request for correction directly to your Parole Officer.

INMATE MONEY

INMATE TRUST FUND: Every inmate that is incarcerated in a federal institution has an inmate trust account established on his behalf while in custody. This trust account is made up of a **current account** and a **savings account**. Inmate money is subject to the conditions outlined in the commissioner's Directive 860 - Inmate Money.

NO inmates shall be received by Finance without an escort.

All monies that you bring to the Institution, as well as all monies earned or received while you are in custody, will be deposited in one of these accounts. These accounts earn interest each month at a rate established by the Bank of Canada. Both balances shall be returned to you under the following conditions:

- a) Release on Full Parole;
- b) Statutory Release; or
- c) Warranty expiry.

CURRENT ACCOUNT: The current account is used to make all purchases during your stay while incarcerated. Examples of types of purchases are: telephone, postage, family visit expenses, special approved sales, canteen, etc. 90% of all earned income is credited to the current account.

SAVINGS ACCOUNT: The savings account is used to maintain all funds accumulated during your stay in custody. There is a compulsory saving of 10% on all earnings earned. A minimum balance of \$80 shall be maintained in this account.

STATEMENT OF ACCOUNTS: Inmates can obtain a printout or statement of accounts for their current and savings accounts. The request must be made to Finance in writing.

INMATE HOLDS: When an inmate has been approved to make a purchase, a "HOLDS" or a freeze in the amount of the purchase will be applied to his current account until such purchase has been made and paid for.

MEETINGS WITH FINANCE: Inmates are responsible to maintain control over their current and savings accounts; that is all monies received or earned and expenses. Inmates are to voice their concerns over their savings or current account entries or balances to their Parole Officer. If a solution can not be obtained, a written request should be made to Finance, who will set up an appointment to rectify the matter.

STORES INSTITUTIONAL SERVICES

The S.I.S. section, under Materiel Management, is responsible for the issuing of all clothing, bedding, and hygiene to inmates as well as cleaning supplies to Range/Hall Cleaners.

CLOTHING ISSUE / HYGIENE ITEMS: Upon admission the items in the above groups will be issued following the "scale of issue". Thereafter, all requests for replacement or exchange of these items will be considered upon written submission of a "Request for Exchange" form. These forms are available from the Unit. Requests submitted will be actioned weekly with entitlement and scale of issue limitations taken into consideration.

CLEANING SUPPLIES: Cleaning supplies will be made available to each range, unit and work location. These areas will have a cleaner working, and they are responsible to request these supplies from S.I.S. Supplies requested will be delivered once a week, usually on Tuesday, based upon a written request which will be picked up from the Units on Monday mornings. All of the shops/work locations are to submit their request by Friday of each week in the Institutional mail.

HAIR CUTS: An outside Barber visits the Institution on a weekly basis, one or two evenings, depending on the need. The hours are between 18:00 and 21:00. The cost to have your hair cut is \$4.00. Those wishing to have their hair cut must submit a written request to the Unit office. Your name will be put on a list, and you will be scheduled for a hair cut.

CANTEEN SERVICE: The canteen at the Atlantic Institution operates on a computerized credit system. Every two (2) weeks you will be asked to *transfer money from your current account to the canteen account*. A maximum of \$65.00 can be in your canteen account at any one time. The only place where you may store items purchased at the canteen is in your cell. A maximum of \$75 worth of canteen items, excluding Christmas parcels, can be stored.

After finance transfers your money to the canteen account, you will be informed how much you can spend. Segregated and SNI will have a canteen slip delivered to their cell each Wednesday advising them how much money, if any, they have available. Population inmates can find out how much money they have for canteen by referring to the list of each inmate's accounts by FPS number, which is posted at the canteen, as well as on each Unit, or by asking a canteen worker at the canteen.

YOU WILL PRINT YOUR NAME, FPS, Unit and Range number on your canteen slip and return it to the Canteen Operator, or in the case of SNI, to a staff member. Population inmates who operate the inmate canteen will issue to other population inmates while staff will issue to SNI. SNI will have their canteen issued to them on

Thursday and Friday morning of pay week and Thursday morning of non-pay week. The issue will be made from the canteen while you are in the gym area during the morning recreation, sometime between 8:15 and 10:15 on these days. Those inmates who are in segregation (punitive or administrative) will have their canteen delivered to their cell on Friday of pay week and Thursday of non-pay week. Population inmates can get their items directly from the inmate canteen which is located in the gym.

THE CANTEEN WILL BE OPEN from 18:00 to 22:00 hours, Monday to Friday; and 13:00 to 16:00 hours and 18:00 to 22:00 hours, on Saturday and Sunday.

INMATE PURCHASES: When an inmate wishes to purchase an approved item, he shall fill out a purchase order form which is readily available on the living units.

THE ORDER FORM shall be filled out completely. Any omissions on the order form could cause delay in the processing of the order while the information is obtained. Any alternatives which could apply to the order shall be listed as well, such as different size, color, style, etc. In the event there is no cataloguing information available for the items requested, the best possible description shall be given to assist in the acquisition of such.

After an order form has been completed, the inmate shall forward the order to his COII. The primary avenue shall be the Institutional Mail.

UPON THE COII RECEIVING AN ORDER, he/she shall review the order against the inmate's cell content file. Approval shall be based upon a number of factors:

- Amount of cell content value presently.
- Current account balance
- Item to be purchased versus Institutional allowables.
- Content of cell effects presently so as to stay within the individual restrictions of item.

ONCE A DECISION HAS BEEN REACHED by the COII, the inmate shall receive a reply as to the decision. If the order has been approved, the inmate shall receive a copy of the order stating such. This shall be the inmate's reference for order. The remainder of the order form shall be forwarded by the COII to the Unit Purchase Clerk for processing. If an order is not approved, the inmate shall be given reason(s) as to the making of such a decision. The Unit Purchase Clerk will then type the order into the stand alone computer. The staff purchasing officer will go to each unit every two weeks to retrieve the data on the computer and place the orders with the supplier.

PURCHASES OUTSIDE THE LOCAL area are not permitted. The Institution accepts no responsibility for mail orders. If after a reasonable amount of time you have not received the merchandise, it is at your own time and expense to do any follow-up on

this order. The institution will not allow its staff to become involved in the tracing of the whereabouts of the order or in the costs associated with the tracing of the order.

GOODS FROM SUPPLIERS (mail order purchases, etc.) are delivered by carrier or mail, and we have no control over them. Goods received as ordered and refused by the inmate shall be returned to the supplier at the expenses of the inmate involved.

ITEMS SHALL NOT BE "BACK-ORDERED". If a supplier sends an incomplete order, the inmate shall receive the goods delivered. If you wish to obtain the missing item, you must fill out another purchase order and go through the procedure again.

The inmate purchase program operates on a "two week cycle".

There shall be no calls made to check prices and/or availability of items without an order being placed.

PART III CORRECTIONAL PROGRAMS

PROGRAM BOARD

The Program Board meets on a regular basis to review and process all applications for programs and employment, as well as requests for work changes, performance evaluation recommendations, temporary suspensions, and recommendations for removal. It is also responsible for assigning levels of pay, based on specific guidelines as outlined in the Commissioner's Directives and Institutional Standing Orders.

The Program Board here at the Atlantic Institution consists of two Co-chairs. The three units meet alternately every third week. Program people and Parole Officers must attend.

PROGRAM/EMPLOYMENT OPPORTUNITIES are posted on inmate bulletin boards in the Cell Blocks and in common areas.

When considering employment/program opportunities, not only is it important to look at positions that you would like, but it is also important to consider whether or not such placements meet the needs identified in your individual correctional plan. All applications for programs/employment must be submitted to the Program Board.

PLACEMENT in any program or work assignment is based on the following:

- the inmate's correctional plan;
- qualifications for the advertised position;
- academic/vocational aptitude of the inmate;
- motivation;
- previous work record;
- recommendations and input from various other staff.

IF YOU WERE NOT SUCCESSFUL in obtaining the position you applied for, you may appeal the decision by first requesting an interview with the instructor or supervisor and then by submitting a written complaint to the Program Board.

ONCE YOU HAVE SECURED A PROGRAM OR PROGRAM PLACEMENT, be determined to keep the position by exhibiting a positive work ethic. Work and program placement positions are limited.

GUIDELINES FOR BEHAVIOR AT WORK/PROGRAMS:

- learn to accept constructive criticism;
- follow directions;
- refrain from any form of abusive behavior;

- report to your work site/program area on time;
- participate "110%";
- be motivated, committed and involved;
- demonstrate your ability to work well with co-workers and instructors;
- be sure that the quality and quantity of your work meets or exceeds the accepted standard;
- refrain from smoking at all program/employment sites;
- do not leave your work area without authorization from your instructor ("call up" passes are prohibited except for legal calls, medical purposes, case management team meetings and National Parole Board hearings).

THINK before you **ACT!**

A REQUEST FOR CHANGE IN PROGRAM ASSIGNMENT will only be permitted if the inmate has been in his present program/employment assignment for a minimum of 14 weeks.

An inmate employed in a work area, who is accepted for enrollment in a program identified in his correctional plan, may transfer without penalty. Inmates are expected to work part-days if the program is not a full-day program.

SUSPENSION OR EXCLUSION FROM A PROGRAM/EMPLOYMENT may be initiated by your instructor or supervisor at any time by making a formal recommendation to the Program Board.

Days spent in Segregation are not counted when calculating the number of suspended days. Inmates will complete their suspension period upon their return to population.

YOU MAY BE TERMINATED from a program or employment position for any of the following reasons:

- lack of ability;
- refusal to cooperate or perform assigned duties;
- found guilty of an Institutional charge by the Independent Chairperson and sentenced to punitive dissociation;
- placed into administrative segregation while employed in an essential service position.

If you quit or are terminated from a program or work position, you will be at zero pay level for a period of six weeks. During that time you will not be permitted to apply for any other program or work positions.

ESSENTIAL SERVICES are those services which require inmate workers seven days a week. e.g. Food Services and Maintenance.

Inmates who work in essential service positions on Saturday and Sunday will not be paid overtime but will be given alternate days off during the week.

IF YOU ARE ABSENT from work or a program due to illness, you will be maintained at your current pay level, provided that time is 5 days or less.

PAY EARNED by inmates is computed on a 14 day pay period. Your instructor/supervisor is responsible for marking your pay sheet, and noting absences, etc.

Any errors in pay should be discussed with your instructor/supervisor.

IF YOU ARE NOT REQUIRED to attend work or a program because of "non-instructor status" due to your supervisor/instructor's absence, you will be on normal cell lock-up.

EVALUATIONS OF YOUR PERFORMANCE will occur at 90 day intervals. Your pay level will be dependent on how well you are progressing in meeting the objectives set out in your correctional plan.

ANY QUESTIONS you may have regarding the decisions of the Program Board or program/ employment assignment and pay should be directed to either your supervisor or your Parole Officer.

INMATE EDUCATION AND EMPLOYMENT

PURPOSE: The goal of the Offender Employment Section is to provide you with knowledge and skills comparable to those of other citizens in the community. The role of the Offender Employment Section is to place you in education, training or work programs and pay you for your participation. Priority is placed on programs providing functional literacy, completion of grade 10 and education activities designed to improve social skills.

EDUCATION AND EMPLOYMENT INFORMATION:

Steps in getting a job in the Institution:

- Complete a job application form available in your Unit.
- Your CMOI will make recommendations on your job application for your employment potential in seeking this position.
- Your application will then be reviewed by the Inmate Employment Committee.
- You will be notified of a decision by the Inmate Employment Board. Explanation will be given of the job requirements for the position you are seeking.

Keeping your Job, Training or Educational Program:

- Expected job performance as spelled out in your job description.
- Be on time daily for work.
- Attend work regularly.
- Do not receive any job-related charges.
- Do not be absent from work more than five(5) days.

Changing your Job, Training or Educational Program:

- May be arranged only after you have completed fourteen weeks in your current position.
- If you quit your job, the following steps will take place:
 - a. You will be charged by your work supervisor or Correctional Officer.
 - b. The work supervisor will inform you that an offense report will be filled for your failure to work.
 - c. The work supervisor will recommend suspension from work and pay.
 - d. The Inmate Employment Committee will determine the amount of time you will be suspended from all work and pay. The maximum amount of time an inmate may be suspended from all work and pay is six(6) weeks.
 - e. You will drop at least one pay level.
- If you are fired or removed from your job for failure to meet work requirements, you may be suspended by the Instructor/Work Supervisor only after the following steps have happened:

- a. Inmates will verbally be counseled about the unsatisfactory work performance.
- b. If the undesirable performance/work duties continues, an unsatisfactory performance notice C.S.C. form 254 will be issued listing reasons and suggested improved work performance.
- c. If the undesirable work performance still continues, either another unsatisfactory performance notice C.S.C. form 254 will be issued or the inmate will be informed of the recommendation of his suspension from work.
- d. Such suspensions will be reviewed and authorized by the Inmate Employment Committee within six (6) working days of the Instructor's written recommendations.
- e. You will drop at least one pay level.

Performance Evaluation:

- Pay raises are not automatic. They are recommended by your instructor and will be decided by the Inmate Employment Committee.
- Pay increases are normally every 3 ½ months.
- To qualify for a raise in pay you must have the following:
 - a. Have worked in the same job for three(3) months;
 - b. Your Instructor rates you on five (5) of the seven (7) factors listed below:
 - Job stability
 - Timeliness
 - Motivation
 - Interpersonal Relationship
 - Quality of work
 - Quantity of work
 - Responsibility

NOTE: Most jobs are five (5) days per week; pay periods are every two (2) weeks. You can only earn ten (10) days pay per pay period. Inmates who have lower than grade eight and work full time in the kitchen may receive additional pay to take upgrading for grade eight, to a maximum of 15 hours per week.

ADDITIONAL PAY is paid by the hour at a rate equal to 1/5 of the daily rate. You are permitted to have a number of part-time jobs, which equals to one full-time position.

PAY LEVELS ARE:

- 0 = 0.00 - non-working inmates
- 1 = \$1.60/day - unemployed inmates including Hospital patients
- 2 = \$5.25/day - the beginning level for all jobs
- 3 = \$5.80/day - average workers
- 4 = \$6.35/day - workers who do more than normal for the assignment
- 5 = \$6.90/day - workers who far exceed normal job requirements

MASTER JOB INVENTORY

1. WORK SECTOR:

Painters	1.5
Kitchen	21
Labor	3
Garage	2
Laundry & Unit Cleaners	15
Cleaners	10
Material Management, Canteen, Stores	6
Grievance Clerk	1
Recycling	0.5
Floater Kitchen	4
Floater Cleaner	2
Purchaser	0.2
Total:	66.2

2. PERSONAL DEVELOPMENT SECTOR:

Adult Basic Education	17
Basic Training Skills and G.E.D.	15
General Trades	10
Custodian	10
Cleaner School	1
Living Skills Program Breaking Barriers	(part-time p.m.) 10
Total:	63

3. INMATE SERVICE:

Clerk Inmate Committee	1
Inmate Committee Representatives	2
Recreation Workers	8
Library	4
Hobby	3
Cognitive Living Skills (part-time)	10
Substance Abuse (part-time)	10
Anger Management (weekend)	10
Camerman	0.5
Newspaper	1
Total:	49.5
<u>Total Positions:</u>	<u>178.7</u>

EDUCATION PROGRAMS

EDUCATIONAL PROGRAMS will be identified as a priority for you if your achievement grade level is below Grade 10.

EDUCATIONAL SERVICES include:

- conducting academic assessments;
- conducting vocational/career aptitude and interest assessments;
- developing individualized education plans;
- providing classroom instruction;
- facilitating cell study for those unable to attend the School;
- assisting inmates in addressing their academic concerns.

ADMISSION TO THE SCHOOL is by application. You may complete an application form with your Parole Officer or COII. You will then be interviewed by a representative from the School, and assessed for your willingness to cooperate and get along with staff and other inmates, and your commitment to improving your educational status.

ONCE ACCEPTED by the School, you may be expected to write some tests to determine your present level of academic functioning and to review and sign an individual education plan/contract.

RECORDS of your progress, attendance, withdrawal, and test results for all educational courses are entered on OMS (Offender Management System) and placed in your Education and Training file.

EDUCATION/TRAINING PROGRAMS: We follow the Atlantic Regional Curriculum for Adult Basic Education (ABE). This includes three levels of instruction in both French and English:

LEVEL I - Includes grades 1 through 6. It covers two subject areas of Communication (Spelling and Reading), and Math.

LEVEL II - Includes grades 7 and 8. It covers three subject areas of Communication, Math and Science.

LEVEL III - Completes grades 9 and 10. It covers three subject areas of Communication, Math and Science as well.

GENERAL EDUCATIONAL DEVELOPMENT TEST (GED) - The G.E.D. is an international testing program designed to provide adults who did not complete high school with the opportunity to demonstrate they have acquired the skills and educational maturity comparable to that of a high school graduate. The five (5) tests are in the areas of Writing Skills, Social Studies, Science, Reading Skills and Mathematics. To be eligible, a person must not have graduated from high school and

must be at least 19 years of age. You will be pre-tested by the Education Department previous to writing the test.

CORRESPONDENCE COURSES - This is another option provided by the Education Department. These courses are offered through New Brunswick Community College. They cover regular high school courses, as well as Canadian Law, Accounting, and Environmental Studies.

TIME - You are permitted to start these programs any time of the year. Individualized instruction is provided.

VOCATIONAL TRADES are also offered as part of the Education Program. They are designed to help you develop skills in carpentry, woodwork and blue print reading. This is to prepare you for training in the field and/or provide opportunities for employment upon your release. This program gives you accreditation towards journeyman status in the carpentry trade, and will make you more valuable as an employee. Each trade area involves three aspects: (1) theory (which involves classroom time); (2) application; and (3) project.

Carpentry - You will gain fundamental skills as well as floor and wall framing, roof and ceiling framing, exterior and interior finish, and basic stair construction.

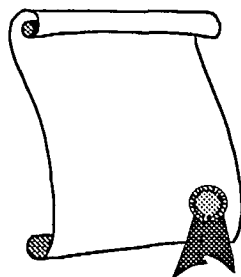
Woodwork - You will gain fundamental skills as well as fastening devices, selecting and assembling materials, and constructing woodworking joints.

Blue Print Reading - You will gain fundamental skills as well as interpreting drawings as they relate to carpentry and woodworking.

Upon completion of this aspect of the Education Program you will have accreditation towards certifiable trades.

TIME - Each individual works at his own pace. However, the project runs for approximately 12-14 months with continuous intake.

NOTE - You must have at least grade nine (9) Mathematics. If upgrading is required, school may be attended simultaneously.



OFFENDER SUBSTANCE ABUSE PRE-RELEASE PROGRAM

The Offender Substance Abuse Pre-Release Program (OSAPP) is a cognitive-behavioral substance abuse intervention program designed to address a variety of drug and/or alcohol needs experienced by offenders with intermediate to substantial problems.

Program Philosophy:

The Offender Substance Abuse Pre-Release Program is based on the Social Learning Model of addictions and focuses on skill development. The Social Learning Model of addictions is based on the belief that we learn how to use alcohol and drugs as a result of modeling others through our own life experiences.

Target Group:

The Offender Substance Abuse Pre-Release Program is designed to match the needs of offenders who have been assessed as requiring a moderate intensity substance abuse program.

Admission Criteria/Prerequisites:

There are no educational or literacy level requirements for this program. The only offenders that would be excluded, would be those functioning at an intellectual level too low to benefit from the program, or those in a state of emotional distress.

Program Delivery:

The Offender Substance Abuse Pre-Release Program is delivered in the institution in twenty-six 3-hour sessions. According to research, the optimum group size is eight, however 8-10 participants is acceptable. The program is delivered by one facilitator.

A variety of communication methods are used to teach offenders in an effort to accommodate their learning styles. Among the methods used are: brief lectures, role-plays, interactive discussion, case studies and group exercises.

LIVING SKILLS PROGRAMS

PURPOSE: To provide you with the skills that are necessary for successful reintegration into society upon your release.

PROGRAM INFORMATION: Living Skills is the cornerstone for Personal Development. It consists of a series of four programs, each of which addresses particular needs that will be required in your preparation for release.

The four components of Living Skills are: Cognitive Skills Training, Living Without Violence, Parenting Skills Training, and Community Integration, which are described as follows:

COGNITIVE SKILLS TRAINING:

PURPOSE: The point of Cognitive Skills is to allow the offender to take control over his life. The program is designed to teach skills that will enable the participant to deal better with problems within the Institution, as well as outside.

PROGRAM INFORMATION: The Cognitive Skills Training Program is the core component of Living Skills Programming (LSP). Aside from teaching you new skills, completion of this program enables you to go on to take any of the other Living Skills Programs.

The program is 72 hours long, with each session lasting two hours. To present the material, the program uses a variety of interesting techniques such as audio-visual aids, games, puzzles, seminars, and group discussions.

The Cognitive Skills Training Program shows you how to deal with people more effectively. After the program, you should feel in control of your actions. For example, the program teaches you to think logically and objectively without over generalizing or distorting facts. You will learn strategies for recognizing problems, analyzing them and considering alternative, non-criminal solutions.

At the end of the program, you should be able to think of frustrations as problem-solving tasks instead of as personal threats.

Past program participants have expressed great satisfaction with Cognitive Skills Training. The majority of participants who filled out an evaluation questionnaire said the program was "much better than other programs" they had ever been exposed to.

After program completion, most participants said they used the skills they had learned. In addition, participants indicated that the program content was highly relevant to their lives.

Case Management Officers must refer you to Cognitive Skills Training. For further information on whether you qualify for this and the other Living Skills Programs, contact your Case Management Officer.

LIVING WITHOUT VIOLENCE:

PURPOSE: To provide information and understanding on the topic of family violence, to become aware of your own frustrations that lead to violence and to control these frustrations before it becomes too late.

PROGRAM INFORMATION: The delivery of this program focuses on second-hand experiences and the Third Person stance. It focuses on the characteristics of healthy adult relationships, and it is designed to challenge attitudes and beliefs that promote and support violence in the family. You will have a chance to examine the impact a violent person can have on a family. You will also explore the role of parenting and examine the ways in which children learn through observing their parents. Finally, you will look at the reasons behind abusive behaviors and alternatives to such behaviors.

This 20 hour program is made up of ten (10) two (2) hour sessions that include videos and films. All participants must first complete Cognitive Skills Training. For further information contact your Parole Officer.

PARENTING SKILLS TRAINING:

PURPOSE: To foster and support those who show a commitment to developing or improving a healthy family relationship while incarcerated and hanging on to that relationship once released.

PROGRAM INFORMATION: This program is designed to help you develop and improve the understanding and skills required to successfully relate to your families, and particularly your children. The program will show you ways to develop and improve communication within the family.

The techniques of this program include: Group Activity, Improvisations, and Role-Playing. The program runs for 30 hours, consisting of 15 two-hour sessions.

You should be referred to the program through your Parole Officer. The Cognitive Skills Training Program is not a pre-requisite, but it is encouraged. For further information contact your Parole Officer.

OFFENDER SUBSTANCE ABUSE PRE-RELEASE PROGRAM:

PURPOSE: To provide inmates with the opportunity to look at their own attitudes and behaviors towards Alcohol and Drug Use/Abuse through individualized assessments and educational programming.

PROGRAM INFORMATION: The two components of the program are described as follows:

1. Individual counseling will consist of:

- Individualized assessments of appropriate inmates as to the nature and extent of Alcohol/Drug Dependence and associated problems in the six (6) month interval prior to incarceration.
- Identification of inmate's goal with regard to the Substance.
- Recommendation to the most appropriate Action Plan.

2. Educational Program will consist of:

- Education regarding ways of identifying "risky" situations involving Alcohol/Drugs that one will face upon release and strategies for coping with these situations.
- Information and guidance on using programs and services available in the community subsequent to release.
- Information, Education, Videos, Small Group Work, etc. with an emphasis on Relapse will be an integral part of the Substance Abuse Program at Atlantic Institution.

NOTE: Interested persons in this program should first contact their assigned Correctional Officer.

SOCIAL CULTURAL GROUPS

There are several self-help and social/cultural groups that are active, to some degree, at Atlantic Institution. The activities of these groups are coordinated by offenders with the assistance of the Staff Liaison Worker for Personal Development. These groups may include:

Alcoholics Anonymous
Lifers Group
Aboriginal Offenders
Francophone Group
Afro-Canadian Brotherhood
Newfoundland Club

If you are interested in any of these, you may contact the Staff Liaison Worker for Personal Development.

ARTS AND CRAFTS

ARTS AND CRAFTS are intended to give inmates an opportunity to productively use their leisure and quiet time, and to give you the opportunity to develop and express your own creative, artistic abilities. In addition, some income may be generated from approved sales of hobby and craft items.

Workshop hobbies are:

- Ceramics
- Pottery
- Woodworking

Cellular Hobbies are:

- Copper Craft (Cell Hobby)
- Woodcarving
- Fly-tying
- Beadwork
- Painting (Oils or Acrylics)
- Leather Craft
- Petit Point
- Rug Hooking
- Model Building
- String Art
- Drawing
- Collages

NOTE: Some instructional books and supplier catalogues are available in both English and French. Individual instruction will be available to provide basic understanding of a particular craft.

AN ARTS & CRAFTS LICENSE may be issued to inmates upon application by an inmate for a hobby license. Applications are available at the Hobby Shop, or from SNI Clerks.

TOOLS AND SUPPLIES for arts and crafts must not be traded, sold or given by one inmate to another.



RULES AND REGULATIONS will be issued to an inmate when his application for a hobby has been approved. Failure to abide by these regulations will result in the temporary or permanent loss of Arts & Crafts privileges.

MAIL ORDER and local purchase forms are available at all Units and they will be processed by the Arts & Crafts Coordinator upon receipt. However, local purchase will take place every two (2) weeks and a schedule is posted in the Arts & Crafts shop.

A MAXIMUM OF 15 INMATES will be given access at any time due to the availability of equipment and space in the shop.

ALL OUTGOING PRODUCTS are subject to inspection for contraband. If doubts are raised about any article, the responsibility for proof rests with the inmate concerned.

HOURS: Hobby Shop hours are:

Tuesday-Wednesday-Thursday	18:00 - 20:45
Saturday-Sunday	09:00 - 16:00

INMATE COMMITTEE

YOUR INMATE COMMITTEE is made up of three members elected by secret ballot. The process shall include either a competitive vote where there is more than one candidate or one of confirmation of support (50% plus 1) where there is only one candidate. Where a minority group represents 10% of the population, the Warden may sanction an additional Committee member from this group. The terms of office shall be for a maximum of six months

The elected Committee is the **LIAISON** between yourself and Institutional Management. It provides input on policy items as well as organizing special events. Your Committee will represent you on individual or collective concerns.

The **INMATE COMMITTEE** is encouraged to identify any concerns you may have and develop proposals for solutions for the betterment of staff and inmates alike.

NOMINEES AND ELECTED MEMBERS shall meet, and continue to meet, the following criteria:

- has been in the respective population for a minimum of three months;
- has not committed a major offense for four months. A major offense during office shall result in automatic termination;
- has not committed a minor offense for thirty days. Minor offense during office shall require an automatic review of continuing suitability for office and may result in termination of office;
- has no serious internal or external outstanding charges;
- is participating in his Correctional plan and receives the support of his Case Management Team;
- if transferred from a Special Handling Unit, must have been in this Institution for a period of six months;
- is normally not scheduled for release during term of office.

COMMITTEE POSITIONS shall be full-time positions. Pay levels for each member shall be determined through the Program Board. If a Committee member is requested by a staff member in charge to perform Committee duties during evenings or weekends, equivalent lieu time off shall be granted (half-day minimum) following confirmation.

INMATE WELFARE FUND

You contribute \$0.10 per day for a maximum of \$1.00 per pay period in order to maintain a Welfare Fund for the benefit of all inmates. Individual inmates or groups of inmates who have insufficient funds to begin a hobby may apply for no-interest loans to a maximum of seventy-five (\$75.00) dollars from the Inmate Welfare Fund. Loan Requests shall be submitted to the Arts and Crafts Coordinator.

INMATE CAMERA ACCOUNT

An established program is in place for which inmates are able to get individual or group photographs. The Recreation Department employs an inmate cameraman for each population. There is a small fee for this service. Contact the Recreation Department for further information.

LIBRARY

THE LIBRARY provides inmates the opportunity to read a variety of books, magazines and newspapers in both **ENGLISH** and **FRENCH**. There is a small book collection in Spanish.

CURRENT MAGAZINES are kept in a rack in the Library and used in the Library only. Older issues of magazines may be checked out, for a borrowing period of one week.

RADIOS AND TAPE RECORDERS are not to be brought into the Library.

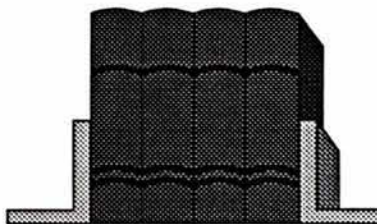
TYPEWRITERS are available in the Library for those wishing to use them during Library hours. Tape recorders, typewriters, cassette tapes and fans are not to be loaned from the library.

COMPACT DISCS containing encyclopedias are available but may not be borrowed. Inmates are not to bring their own diskettes or compact discs to use on a library computer.

The Library has a collection of **LAW BOOKS**, and inmates are invited to seek assistance in the use of legal material. Designated reference and legal books may not be removed from the Library.

OFFICIAL DOCUMENTS available in the Library are:

- Canadian Charter of Rights
- Corrections and Conditional Release Act and Regulations (CCRA)
- Transfer of Offenders Act
- Canadian Human Rights Act
- Access to Information Act
- Privacy Act
- Official Languages Act
- Standards for Judicial Review of Parole Eligibility
- Commissioner's Directives
- Regional Instructions
- Institutional Standing Orders
- Criminal Code
- Canadian Criminal Cases



THE LIBRARY IS OPEN for inmate use as announced. For legal research and other special projects you may submit a written request to use the Library facilities outside of regular hours. In order to provide its services, the Library employs a number of inmates.

BORROWING OF BOOKS AND MAGAZINES:

- All books leaving the library shall be signed out. The inmate will write his own last name and FPS number on the card found in each item borrowed.
- A maximum of five books and five magazines may be borrowed at one time.
- Books shall be loaned out for a three week period and magazines for one week. It is the responsibility of inmates to return books on or before the due date stamped in the back of the book.
- Renewals are permitted if there are no other requests for the book from other inmates. Books shall be brought to the library to be renewed. No other method is permitted.
- Arrangements may be made to borrow a book for extended periods of time in special circumstances. This is usually done on the recommendation of a Parole Officer, COII, psychologist, teacher, etc.
- When a book or magazine is overdue, the inmate shall be mailed a reminder. When material is still overdue after the first reminder was mailed, a second reminder shall be mailed. If material remains overdue, the inmate may be charged.

INMATE PURCHASES:

- If approved, inmates may purchase books, newspaper and magazine subscriptions through the library. The Institution does not usually buy individual issues of newspapers and magazines for inmates.
- In order to purchase the above items, an inmate fills out the "Inmate Request to Encumber/Disburse Funds" or the "Current Account Purchase Order & Service Requisition" forms on the decision of the Librarian.
- If an inmate is transferred, released or paroled, it is his responsibility to notify the magazine publisher(s) of his change of address.
- Inmates may not join a book club or music club which requires that they must purchase a certain number of items within a specified time period.

INTERLIBRARY LOAN:

- Material may be requested from outside libraries if not available in the institutional library by using the form entitled "Inmate Requests".
- Interlibrary loan service is offered at the discretion of the Librarian. Inmates shall not borrow fiction through this service.
- Inmates are responsible for this interlibrary loan material and shall pay the cost of replacement in the case of loss or damage. Inmates shall sign the library's interlibrary loan form agreeing to this responsibility when a book arrives.

- The cost of any interlibrary loan (i.e. photocopy of a legal case) shall be paid by the inmate.

DISSOCIATION/SEGREGATION INMATES:

- The Librarian visits the Dissociation/Segregation areas once a week and brings books and other information requested by inmates.
- Inmates shall request books by sending the form "Inmate Requests" to the Librarian each week or by giving it to him when he is on the range.
- Inmates shall give authors, titles, or subjects that they would like to receive. An inmate shall give his name, address and FPS number. A maximum of five books and five magazines shall be brought by the Librarian.
- Lists of some of the library books (French and English) are available upon request.
- A request for information could take several weeks.
- Inmates in Segregation or Dissociation may borrow legal or reference material for one week upon written request.
- Segregated inmates shall be entitled to policy documents (Commissioner's Directives, Regional Instructions, Standing Orders) within two working days after the Librarian has received a written request from the inmate. These are free.



APPENDIX 'A' - GETTING TO A MEDIUM SECURITY INSTITUTION

Many people think that once they get to the "Max", they are stuck here until warrant expiry no matter what they do. They think that their past criminal and institutional records will be held against them and that there is nothing they can do about it. You cannot change your past or your record, but you can change how you act from now on. A change for the better can get your security re-classified to medium and get you to a medium security institution.

An inmate's security level can be lowered after he has shown that he can go without charges, that he participates well in programs, and that he knows and follows his correctional plan. This may sound hard, but many inmates do these things, and they do get to medium security institutions.

WHY GO TO A MEDIUM?

- There is much more freedom and more opportunities to work toward your release in a medium.
- You spend less time locked in your cell or on your unit.
- There are more programs, so it is easier to work on your correctional plan.
- There are more jobs and more job variety, including jobs that can teach you how to make a living after release.
- You have a much better chance of getting day or full parole and of getting parole earlier in your sentence.
- Visits and Private Family Visits are much easier to arrange.
- People released from mediums are less likely to have a hard time after release, less likely to pick up new charges, and less likely to come back to prison.
- Sometimes people can get "Temporary Absences" from a medium, but it is very difficult to get one from a maximum institution.
- From a medium you might even transfer down to a minimum, which is an even better place to be.

HOW TO GET THERE

How much time it takes you to get to a medium depends on what you do while you are here. Depending on your record, it may take more or less time. But if you really want to go and are willing to work for it, you can get there.

1. *You must first be classified as a medium security inmate, and then you must be accepted by a medium security institution.*
- You should not have any serious charges against you for at least one year.
 - It is important that you do not *commit* any offenses, not just that you do not *get caught*. (The worst offenses are violent ones, escape attempts, and drug and contraband offenses.)

- Try to avoid even being *suspected* of an offense.
- Any evidence that you are continuing the criminal activities for which you were convicted will work against you.

2. Know and follow your correctional plan. The more programs you do well in, the harder you work, and the fewer charges you pick up, the better your chances will be of getting to a medium.

- Work as hard as you can to meet your correctional plan.
- Know what your correctional plan involves, and understand what it is meant to do for you.
- To get into a program, sit down with your COII and discuss what program(s) would be the best for you at this time. It is your COII who puts your name on the list for the program the two of you have chosen. It is the Program Board, on the recommendation of the instructor, that decides whether or not you get into that program.
- If you cannot get into a program that you need, try for the next time that program is offered.
- If you cannot take the program you need, talk to your Parole Officer and your COII to find other ways to meet that part of your correctional plan.
- Take every program that has been recommended, and do well in the programs. Show up every session, do not be disruptive, and participate fully.
- Be active in developing a plan for how you will eventually get back into society and remain offense-free.

2. When you are not in programs, try to be in school or employed.

- Your Parole Officer will rate how well you do when you are with groups of people. So it is important to be in programs, school, or employed. This is to show that you can interact well with other people, or give you a chance to learn how to interact well with others.

1. Try to deal with stress and anxiety in a positive way.

- Talk with other inmates, Unit staff, your Parole Officer and/or psychologist when you feel tension is building up.
- Don't hurt yourself (slash) or take out your frustrations on others.
- Remember that your security classification can be affected by negative behavior such as hurting yourself or others.

5. Be respectful and kind to staff and fellow inmates.

- Being respectful and considerate shows that you are a well-adjusted, sociable person. This does not mean "kissing up" to the staff; that would not help you. It means treating staff the way you would like to be treated - with kindness and respect.
- If you are considerate and respectful of fellow inmates, they will be more likely to get along with you and to respect you. You will be less likely to get into fights with them and less likely to pick up charges.

6. *Don't be involved in a gang.*

- Gang involvement and membership in a gang is considered to be a serious risk factor when your security level is being reviewed.
- Talk to your Parole Officer about discontinuing your involvement with a gang or leaving a gang. Together you can work out a safe way to do this and to prove to CSC that you actually have.

7. *Be clean and neat.*

- This lets the Parole Officer know that you can look after yourself and manage in a less-structured place like a medium security institution.

8. *Follow the directions you get from Health Services.*

- Take the medication that the physician and/or psychiatrist prescribe, and take it in the way you were told to.
- Take care of yourself physically - eating properly, exercising and getting regular sleep at night. This will let others know that you can manage with little supervision.

KEEP TRYING

You might not get to a medium right away, so you will have to keep working at it, perhaps for a long time. If you do not get angry or frustrated, even after you have been refused a place in the program you need, your Parole Officer will know that you can keep it together, and that you would do well in a medium. Your security level is reviewed each year, or more often if there has been a significant change in your situation, so the longer you follow these suggestions, the better your chances are of getting to a medium.

APPENDIX 'B' - ATLANTIC REGION MEDIUM SECURITY INSTITUTIONS

SPRINGHILL INSTITUTION is a medium security facility located in Springhill, Nova Scotia. At Springhill Institution, there are 468 cells (374 for regular population, 68 in the Regional Reception Center, plus 26 segregated cells); 130 of these cells are double bunked.

The Institution provides a comprehensive range of **programming and employment** opportunities targeted at meeting offender needs, thereby reducing risks and promoting a successful reintegration into society. Among many programs offered, the key core programs are: literacy, living skills and substance abuse.

A revised program assignment process, integrating Case Management, has been introduced. It is instrumental in implementing the Correctional Strategy by providing appropriate and timely intervention to reduce the risk to re-offend. Correctional programming at Springhill Institution is focused on developing and reinforcing lifestyles that maintain law-abiding behaviors.

A joint venture between Scott Paper International Inc. and Springhill Institution employs an average of 22 inmates over the year in a **tree nursery operation** providing them with on-the-job training in the production of 4.5 million tree seedlings.

The **Sunset Home Project** (a home for mentally and physically challenged adult residents) offers a unique volunteering program for 6 to 8 day parolees from Springhill Institution, who provide assistance and support to Sunset Home residents on a daily basis.

Springhouse is a residence built in the town of Springhill by the Christian Council for Reconciliation, where families visiting inmates at the institution can stay at a moderate cost. The main house maintenance is accomplished by inmate labor, and inmate donations to the operation of Springhouse are significant (\$300 monthly).

DORCHESTER PENITENTIARY is a medium level security facility located in the community of Dorchester, New Brunswick. Until recently, it housed the Atlantic Region's maximum security population and could accommodate 400 inmates. The institution houses general population inmates, temporary detainees and psychiatric patients.

Through a major redevelopment program, Dorchester Penitentiary has become a special programs oriented facility, housing the **Atlantic Regional Treatment Center (RTC)**. The RTC has four major functions. In a 50-designated bed unit, it provides acute and long-term care for mentally-ill offenders. It offers psychosocial programming and housing for 25 offenders with sub-acute mental health needs. It delivers intensive programming to sex offenders and violent offenders, and it offers 24-hour nursing and

inpatient services for inmates who require this level of care. The RTC is also responsible for health care services delivery to the Westmorland Institution's population.

Correctional Programs provide core programming in the areas of Cognitive Skills, Parenting, Living Without Violence, Anger and Emotions Management and Offenders Substance Abuse Pre-release Program to approximately 200 inmates per year.

The **academic school** operates on a constant intake-release basis, averaging 43 full-time and 43 part-time students to expand to 67 full-time and 43 part-time students in 1998. Other services provided to inmates are: Arts and Crafts-Hobbies, Vocational Barbering, Library Services and Chaplaincy.

The institution operates **industrial fabrication shops** (wood and metal furniture, assembly, and paint) under the banner of CORCAN - a special operating agency. This institution is also responsible for managing the Community Industries Program in Moncton, New Brunswick.

Dorchester Penitentiary operates under the **Unit Management** model. Correctional staff are committed to the goals and objectives of the Correctional Strategy. The focus of staff involved in the Case Management Process is to identify treatment needs and direct offenders to appropriate programs to reduce their risk to re-offend. Active participation by all members of the Case Management Team helps the offenders to become law-abiding citizens.

Dynamic security underlies the operational philosophy in managing a safe and secure environment, with the offenders being active participants in the process of decision making regarding their environment as a whole.

Dorchester Penitentiary provides a number of operational services to Westmorland Institution (i.e. health care, dental services, heating and snow removal).

WESTMORLAND INSTITUTION is a minimum level security facility located in Dorchester, New Brunswick. Originally designed as an **agricultural work orientation** establishment, Westmorland Institution still maintains that role to some degree, employing approximately 90 inmates in the production of beef, pork, vegetables, milk and eggs for the federal correctional institutions in the Atlantic Region. Further markets for Westmorland's agricultural products are currently under development with provincial and municipal governments under the status of a Special Operating Agency.

Westmorland has, however, evolved into a full-fledged institution which offers a complete range of **vocational, academic and personal development programs**. Operating as personal development programs are: substance abuse, cognitive skills, anger management, sex offender treatment and relapse prevention training, in addition to the normal case management and psychology services.

APPENDIX 'C' - TRANSFERS WITHIN CANADA

You may be transferred to another institution for one or more of the following reasons:

- to participate in a program or treatment not available at your present institution;
- to respond to changes in your security requirements;
- to provide better access to your home community or to a compatible cultural or linguistic environment;
- to provide a safe environment;
- to provide better access to programs in your preferred official language;
- for assessment purposes.

You may be transferred **voluntarily** (with your consent), or **involuntarily** (without your consent).

Voluntary Transfer: If you wish to be transferred to another federal institution, you must submit a written request to your Parole Officer. He or she will review your application, prepare documents and submit a recommendation to the decision maker at Regional Headquarters. **You must state sound reasons for requesting a transfer, and you will be transferred only to institutions that accommodate your security classification. You qualify for transfer to a reduced security level only when correctional authorities judge it to be appropriate to your needs and consistent with public safety interest.**

You will be advised whether your transfer application has been accepted or denied **within 60 days** of the date your Parole Officer receives it. If your application is denied, written reasons will be provided.

If you wish to be transferred to a **provincial or territorial institution**, you must follow the same procedure. You can find out through your Parole Officer what transfer arrangements apply to New Brunswick, and which institution may be most suitable. If you ask to be transferred to a provincial or territorial institution, you must agree to participate in its programs.

Involuntary Transfer: Before deciding to transfer you to another institution, staff will carefully review your file and take family, cultural and language factors into account. Transfer decisions will be as humane as possible. You will be told about the transfer before it takes place unless the Institutional Head has reasonable grounds to believe this would create a security risk. You will be allowed to consult a lawyer within 24 hours of being advised that a transfer is being considered.

If you are being considered for an involuntary transfer, the reasons for the transfer will usually be explained to you, and you will have the opportunity to respond in person or

in writing. You will then receive written notice of the final decision at least 48 hours before the transfer takes place.

In the event of an emergency transfer, you may not be notified. However, you will be given written reasons for the transfer within two working days of your arrival at your new institution and will have 48 hours to state in person or in writing why you think the transfer decision should be reconsidered. You will also be allowed to consult a lawyer.

If you disagree with a voluntary or involuntary transfer, you may submit a grievance. If the transfer is between two regions, the grievance automatically will be referred to the National Headquarters level for decision. If the transfer is within a region, the grievance will be referred to Regional Headquarters unless the Regional Deputy Commissioner made the original decision. In that case, the grievance is forwarded directly to the National Headquarters level.

If you require close supervision because you have committed, have threatened to commit, are prone to or are suspected of committing serious acts of violence while in custody, you may be transferred to a special high security facility known as a **Special Handling Unit (SHU)**. There are currently two SHU's - one at Prince Albert, Saskatchewan and the other at Ste. Anne-des-Plaines, Quebec.

The decision to transfer you to a SHU for assessment may be made by the Deputy Commissioner of your region. A committee of senior officials at National Headquarters will then review your case within one month of completion of your assessment to decide whether you should remain at the SHU. While at the SHU, you will be expected to take part in intensive programming designed to help you overcome your violent behavior. The goal will be to reintegrate you with the general population at a maximum security penitentiary as soon as this can be achieved safely. A committee at the SHU will review your progress at least once every four months and recommend whether you should remain at the SHU or be returned to the general population of a maximum security penitentiary.

APPENDIX 'D' - PREPARING FOR RELEASE

Case Preparation: CSC is responsible for preparing your case for the NPB to consider at your first parole eligibility date and for any subsequent reviews. CSC will provide a complete package so the NPB has all the facts it needs to make an objective, well-informed decision about your risk of re-committing offenses if you are released. The package will therefore include details about your previous criminal history, your most recent offense, and other information such as psychiatric or psychological reports, and the opinions of other specialists. The package will tell the NPB what progress you have made in your Correctional Plan and what specific release plans you have made, including any recommended follow-up programming in the community.

For various reason, inmates may sometimes pass on or "waive" the review of their cases for parole or day parole. It is also possible to waive just the hearing portion of the review. This is not usually a good idea. It is almost always better to have your hearing so NPB members can meet you and ask questions to find out more about you. Even if they decide not to release you, they will tell you what they expect so that you may be seen as a good risk for release. That way you will have a clear understanding of the goals you should work toward before your case is reviewed again.

If you do decide to waive your review or hearing, your Parole Officer will explain to you the consequences of your decision and ask you to sign a waiver declaration.

Access to Information Provided to the National Parole Board: You are entitled to receive the information, or a summary of the information, that the National Parole Board will use to make its decision, at least 15 days before any NPB hearing. Some information may be withheld, but only as much as is strictly necessary on the grounds of public interest, or:

- 1) to protect the safety of a third party;
- 2) to ensure the security of the institution; or
- 3) to allow the conduct of an investigation.

You will receive the information in your preferred official language. Your Parole Officer will review the documents with you to ensure that you understand them. In most cases, you may keep the documents in your possession so that you can study them and discuss them with your assistant before the hearing. However, if the authorities at your institution decide that you should not keep the documents in your cell, they will allow you full opportunity to examine them elsewhere in reasonable privacy.

Conduct of the Hearing: You are entitled to have someone act as your **assistant** at your hearing. This person could be a friend, relative, or a counselor with a community agency. It could also be a lawyer, but you should be aware that the hearing is not like a trial and is not governed by courtroom procedures such as cross-examination of witnesses.

Members of the public, including victims, may apply for observer status. This means they can attend a hearing, but only as observers. The Board will admit a person as an observer unless, in its opinion, the person's presence

- a) is likely to disrupt the hearing;
- b) is likely to hinder the Board's ability to assess the case;
- c) might adversely affect someone who has given information to the Board, including victims or members of the victim's or offender's family;
- d) is likely to upset the balance between the observer's or the public's interest in knowing and the public's need for the offender to return to society successfully;
- e) may endanger the security and good order of the institution.

If you object to any observer's presence, you may submit written reasons to the Institutional Head. The NPB will take your views into account in making its decision.

You are entitled to have the hearing conducted in your preferred official language. An inmate who does not have a working knowledge of English or French has the right to an interpreter. The interpreter will normally be involved well beforehand to be sure that the inmate fully understands the decision-making process and the information to be presented at the hearing.

APPENDIX 'E' - RELEASE TO THE COMMUNITY

FINANCIAL ASSISTANCE ON RELEASE: When you are released on parole or statutory release, you remain under CSC's supervision until your warrant expiry date. CSC will ensure that you are provided with counseling, supervision and programming to help you reintegrate into the community.

If you are released on **day parole**, CSC is still responsible for meeting a certain number of your living needs and expenses, including transportation to your release destination and your accommodation. If you are unemployed or enrolled in an education or job training program, you will receive an allowance to pay for meals, transportation and incidental expenses where these are not covered by the institution or community residential facility (or "halfway house") where you live. Your allowance will be calculated on a scale based on your needs and financial situation. On the other hand, if you are working and receiving wages, you may be required to contribute a portion of your wages to offset CSC's expenditures for your room and board.

If you are released on **full parole**, on **statutory release** or on **expiration of sentence**, you are normally responsible for your own financial support. If you are required to reside at a halfway house and to take part in a program as a condition of release to full parole, provision may be made to cover or offset living and program expenses. Your Parole Officer will help you apply for welfare or other social assistance if you are unemployed and short of money. There is also a loan fund to provide conditionally-released inmates with small loans to meet short-term expenses or emergencies.

You are required to have a minimum of \$50 in funds available to you on release. If you do not have this amount in your trust fund, the institution will make up the difference.

If you are released on full parole or statutory release, CSC will pay your transportation and living expenses to reach the location on your release certificate. If you are released at the expiration of your sentence or by court order, CSC will pay your transportation and living expenses to reach a location in Canada no further away than the place you were convicted. If you travel anywhere else, your travel and living expenses will not be provided unless you obtain special approval of the Commissioner.

In all cases, you must use the least expensive method of travel unless you can afford to pay the difference for more expensive transportation and give staff enough notice to make the necessary arrangements.

You will be offered a medical and dental examination before release. Any necessary follow-up treatment will be arranged for you. CSC staff will help you register in your province's medical plan to ensure you will have coverage for health care.

CONDITIONS OF PAROLE AND STATUTORY RELEASE: You are responsible for abiding by all conditions of your release. Certain standard conditions are attached to any conditional release, but the National Parole Board may impose additional conditions if they are considered necessary to manage the risk you pose on release. The NPB may also change one or more of the conditions of your release.

If you breach any of the conditions of your release, a warrant to suspend your release may be issued. If you are returned to custody on a suspension warrant, a CSC Parole Officer will interview you. At the interview, you will be given the reasons for the suspension and you will be given the opportunity to explain your conduct. **Within 30 days** of your recommittal on suspension, a decision must be made to cancel the suspension or to refer your case to the NPB for a post-suspension hearing. A hearing must be held within **45 days** following that referral unless the offender asks for more time and the NPB agrees.

The information or a summary of the information it will consider will be shared with you at least **15 days prior** to the hearing where the NPB makes its decisions. You will also have the right to an assistant at the hearing. For further information, you should read the NPB pamphlet dealing with suspension.

APPENDIX 'F' - INJURY, DISABILITY AND DEATH

You are responsible for minimizing the risk of injury to yourself and others by following all stated safety precautions, by being alert to hazardous situations, and by exercising care and common sense.

If you are injured while in custody, you should immediately seek assistance from health care staff. If you are unable to do so yourself, any inmate or staff member who witnesses your injury will promptly contact medical staff and provide accurate information on how the injury occurred. The Institutional Head will also be told, since he or she will order an inquiry whenever an inmate suffers serious injury. Afterwards, the Institutional Head will report the inquiry's findings to the Commissioner and recommend ways to prevent similar injuries.

If you are disabled by an injury that occurred while you were participating in an approved program, you may apply for compensation. If your claim for compensation is approved, it would be paid to you after your release. Normally, the incident that led to the injury must be reported within three months of the time it took place, and you must submit your claim for compensation before you are released on full parole, statutory release or at the expiry of your sentence.

The Inmate Accident Compensation Program is administered by the Human Resources Development Department on CSC's behalf. Copies of the "Guide to Accident Compensation for Penitentiary Inmates" are available at the institution's Health Care Center and at the Library. Staff will help you fill out the appropriate form. If you require further information about compensation, you can write to the Human Resources development Department at:

**Human Resources Development Department
Place du Portage, Phase II
Hull, Quebec
K1A 0J2**

In addition to, or instead of seeking compensation through the Inmate Accident Compensation Program, you have the right to retain a lawyer at your own expense, and to make submissions about your claim or any decision rendered on it.

If an inmate dies in custody, his next of kin or closest known relative will be promptly notified. If the death occurs as the result of an accident while participating in an approved program, the inmate's spouse or dependent children may be eligible to receive compensation.

Please inform staff of any change of address by your next of kin or closest relative so that this person may be quickly located if necessary. In the unlikely event that an

inmate dies in custody, the family has the right to claim the body. If they do not want to do this, they will be advised of the burial arrangements made by the institution. If the body is unclaimed, a service in keeping with the rites of the inmate's religion will be held and the body will be buried in a public cemetery. If the inmate has donated his body to science, it will be delivered to a recognized medical school or licensed hospital.

After death, all personal property will be turned over to the next of kin or personal administrator, less any outstanding debts to the Crown. Personal property includes:

- any pay owed to the inmate;
- money in the inmate's trust fund;
- belongings either in the inmate's possession or held for the inmate by the institution at the time of death.

APPENDIX 'G' - CORRECTIONAL SERVICE OF CANADA ACRONYMS

A

A & D	Admission and Discharge
AMIS	Asset Management Information System
AWCP	Assistant Warden Correctional Programs
AWMS	Assistant Warden Management Services
AA	Alcoholics Anonymous
ABE	Adult Basic Education

B

B & E	Break and Enter
-------	-----------------

C

CAC	Citizen Advisory Committee
CAMM	Chief Administration and Material Management
CCC	Community Correctional Center
CCM	Coordinator Case Management
CCO	Coordinator Correctional Operations
CCRA	Corrections and Conditional Release Act
CCRR	Corrections and Conditional Release Regulations
CD	Commissioner's Directive
CEM	Chief Engineering and Maintenance
CIR	Confidential Information Report
CMOC	Case Management Officer - Community
CMOI	Case Management Officer - Institution
CMS	Case Management Strategy
CO	Correctional Officer
CPIC	Canadian Police Information Center
CRC	Community Residential Center
CS	Correctional Supervisor
CSC	Correctional Service Canada
CP	Correctional Plan

D

DC	Deputy Commissioner
DOB	Date of Birth
DW	Deputy Warden

E

ETA	Escorted Temporary Absence
-----	----------------------------

F

FPS	Finger Print System
-----	---------------------

H	
HCS	Health Care Services
HMSU	High Maximum Security Unit
I	
IERT	Institutional Emergency Response Team
IPSO	Institutional Preventive Security Officer
N	
NHQ	National Headquarters
NPB	National Parole Board
O	
OSH	Occupational Safety and Health Committee
OMS	Offender Management System
P	
PFV	Private Family Visit
PSR	Penitentiary Service Regulations
R	
RHQ	Regional Headquarters
RI	Regional Instruction
RPC	Regional Psychiatric Center
RRC	Regional Reception Center
S	
SAS	Supervisor Administrative Services
SHU	Special Handling Unit
SIS	Stores and Institutional Services
SM	Sentence Manager
SO	Standing Order
T	
TA	Temporary Absence
TB	Treasury Board
U	
UM	Unit Manager
UTA	Unescorted Temporary Absence
V	
V & C	Visits and Correspondence

NOTES

