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COMMISSIONER'S DIRECTIVE 726		In Effect: 2015-05-11 Last Review: 2013-01-04 Due for Review: 2017-05-11
Correctional Programs		
PROGRAM ALIGNMENT	Correctional Interventions	
OFFICE(S) OF PRIMARY INTEREST	Correctional Operations and Programs Sector	
ONLINE @	<ul style="list-style-type: none"> • http://infonet/cds/cds/726-cd-eng.pdf • http://infonet/cds/cds/726-cd-fra.pdf • http://www.csc-scc.gc.ca/text/plcy/cdshtm/726-cde-eng.shtml • http://www.csc-scc.gc.ca/text/plcy/cdshtm/726-cde-fra.shtml 	
AUTHORITIES	<ul style="list-style-type: none"> • Corrections and Conditional Release Act (CCRA), sections 3, 3.1, 4, 5(b), 15.1, 26, 76, 77, 79 and 80 • Corrections and Conditional Release Regulations (CCRR), section 102 	
PURPOSE	<ul style="list-style-type: none"> • To ensure offenders receive the most effective correctional programs at the appropriate time in their sentences to promote their rehabilitation and to prepare them for reintegration into the community • To maximize correctional programs effectiveness, to ensure integrity in program management and delivery, and to ensure that correctional programs respect gender, ethnic, cultural and linguistic differences, and are responsive to the special needs of women, Aboriginal offenders, offenders requiring mental health care and other groups 	
APPLICATION	Applies to all staff involved in correctional program development, management, monitoring, referrals and delivery	
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RESPONSIBILITIES AND PROCEDURES

1. The Assistant Commissioner, Correctional Operations and Programs:
 - a. will authorize the development and delivery of correctional programs
 - b. will review and approve the [Annual Program Plan](#)
 - c. will, in collaboration with the Regional Deputy Commissioners, oversee the coordination of efficient correctional program management and delivery in order to maximize program capacity
 - d. has the authority to develop correctional program guidelines:
 - i. [National Correctional Programs Standards](#) (GL 726-1)
 - ii. [National Correctional Program Referral Guidelines](#) (GL 726-2)
 - iii. [National Correctional Program Management Guidelines](#) (GL 726-3).
2. The Director, Reintegration Programs, will manage, coordinate and monitor [national correctional program](#) development.
3. The Manager, Victim Services, will ensure that all Victim Services Officers have access to, and are informed of, the most recent national program descriptions.
4. When the threshold for sharing information with victims is met under [section 26\(1\)\(b\)](#) of the CCRA, the Victim Services Officer may share information with a registered victim about the programs designed to address the needs of the offender, pursuant to [CD 784 – Information Sharing Between Victims and the Correctional Service of Canada](#).
5. The Regional Deputy Commissioner will:
 - a. ensure procedures are in place that support correctional program delivery
 - b. ensure the correctional program inventory is maintained
 - c. ensure that correctional programs are available to offenders
 - d. ensure that all correctional programs identified in the regional Annual Program Plan are national correctional programs
 - e. ensure monitoring of program delivery and results as well as reporting to the Assistant Commissioner, Correctional Operations and Programs

- f. promote and facilitate collaboration between assessment, intervention and program staff to:
 - i. ensure continuity in correctional planning
 - ii. ensure efficient program management
 - iii. maximize program delivery capacity
 - g. approve and submit the regional Annual Program Plan to the Assistant Commissioner, Correctional Operations and Programs.
6. The Assistant Deputy Commissioner, Integrated Services, will:
- a. provide a strategic perspective to the Regional Deputy Commissioner, for the regional planning of correctional programs
 - b. oversee quality and consistency in the referral and delivery of correctional programs to all offenders across the region
 - c. review and submit the regional Annual Program Plan to the Regional Deputy Commissioner.
7. The Regional Administrator, Assessment and Interventions, will:
- a. review, analyze and report to the Assistant Deputy Commissioner, Integrated Services, all correctional program demand, availability and results
 - b. develop and submit a regional Annual Program Plan to the Assistant Deputy Commissioner, Integrated Services
 - c. be the final authority in cases in which there are different opinions regarding program referrals
 - d. ensure the competencies of Correctional Program Officers/Aboriginal Correctional Program Officers are evaluated through the [quality review and certification](#) process.
8. The Regional Program Manager will:
- a. manage correctional program portfolios
 - b. organize and deliver training on correctional programs
 - c. complete the [Initial Training Evaluation of Correctional Program Officers](#) (CSC/SCC 1312e) form or the [Supplementary Initial Training Evaluation of Correctional Program Officers](#) (CSC/SCC 1312-01e) form, as appropriate

- d. conduct the quality review of Correctional Program Officers'/Aboriginal Correctional Program Officers' performance and complete the [Quality Review of Correctional Program Officers](#) (CSC/SCC 1313e) form.
9. The Institutional Head/District Director will:
- a. develop and submit an Annual Program Plan to the Regional Administrator, Assessment and Interventions
 - b. provide a secure and appropriate environment for the delivery of correctional programs
 - c. ensure that a Correctional Plan for each offender is developed and maintained, in consultation with the offender, which contains among others, objectives for the offender's participation in correctional programs, pursuant to [section 15.1](#) of the CCRA.
10. The Assistant Warden, Interventions/Associate District Director or delegate will:
- a. chair the Correctional Intervention Board
 - b. ensure correctional program referrals adhere to [GL 726-2 – National Correctional Program Referral Guidelines](#). He/she will:
 - i. authorize referrals and update assignments until they are finalized
 - ii. review and record decisions on referrals within 10 working days from the date of application
 - iii. ensure the offender meets the referral criteria and that the correctional program is available prior to accepting the referral
 - iv. approve achievable correctional program referrals for each offender
 - v. ensure that variances are documented
 - vi. monitor program demand, delivery, participation and rates of correctional program completion
 - vii. maintain and monitor the 18-month correctional program schedule
 - c. ensure the delivery of correctional programs based on the Annual Program Plan
 - d. notify the Regional Administrator, Assessment and Interventions, where the correctional program schedule is delayed by more than one month.

11. The Manager, Programs/Community Program Manager will:

- a. supervise staff involved in the delivery of correctional programs and provide guidance and support to Elders involved in the delivery of [Aboriginal correctional programs](#)
- b. ensure that correctional program schedules include offender participation information and the Correctional Program Officer/Aboriginal Correctional Program Officer is identified
- c. ensure that required correctional program performance measurement data, including any automated data, are collected and distributed
- d. ensure that program case conferences and corresponding documentation are completed as required
- e. ensure that the final correctional program report is quality controlled and finalized within a maximum of 12 working days of correctional program completion
- f. ensure that contracted correctional program delivery is in compliance with contractual obligations that respect policy and guidelines.

12. The Parole Officer will:

- a. adhere to [GL 726-2 – National Correctional Program Referral Guidelines](#) for correctional program referrals
- b. consult a Correctional Program Officer/Aboriginal Correctional Program Officer when program selection criteria may not be clear or when there are discrepancies between offender file information and the results of a supplementary assessment
- c. enter correctional program referrals in order of priority in the Correctional Plan and identify a suggested start date
- d. take into account the offender's progress towards meeting the objectives of his/her Correctional Plan when making decisions on program referrals, transfers or recommendations for conditional release.

13. The Correctional Program Officer/Aboriginal Correctional Program Officer will:

- a. ensure that the offender understands and signs the [Consent to Participate in a Correctional Program](#) (CSC/SCC 1288):
 - i. where an offender understands and accepts the intent of the [Consent to Participate in a Correctional Program](#) (CSC/SCC 1288) form but refuses to sign the form, the Correctional Program Officer will indicate this refusal on the form and sign it in the presence of a witness

- ii. the Correctional Program Officer/Aboriginal Correctional Program Officer will document in a Casework Record the reason why the offender refused to sign the [Consent to Participate in a Correctional Program](#) (CSC/SCC 1288) form and what was done to ensure that [informed consent](#) was obtained
 - iii. where an offender agrees to participate in the correctional program, but either refuses to complete the correctional program performance measures or does not want the information used for research purposes, the offender will not be excluded from the correctional program
- b. ensure that the pre-program interviews and the pre-program performance measures are completed no earlier than 30 working days prior to correctional program commencement
 - c. enter pre, mid and post correctional program performance measures into the Program Performance Measure in the Offender Management System Renewal (OMSR) within 10 working days of their completion
 - d. review the Correctional Plan and deliver correctional programs as per the correctional program manuals
 - e. provide correctional program make-up sessions, as required, and document make-up sessions in the final correctional program report
 - f. complete a Casework Record within one working day when:
 - i. there is an offender contact that is not a requirement of the correctional program
 - ii. an individual interview is completed with an offender
 - iii. there is significant information for the Case Management Team
 - g. initiate a case conference with the Case Management Team member(s) and complete a Casework Record within one working day when:
 - i. there are concerns of an escalation of risk (e.g., breach of condition, suicidal, absence/suspension from the correctional program)
 - ii. there are significant difficulties encountered by the offender that could jeopardize his/her participation in the program or there is a significant decision to be discussed such as repeating or ceasing maintenance program participation
 - h. complete a final correctional program report within a maximum of 10 working days for all offenders who complete a correctional program or whose assignment to a correctional program has ended. This includes maintenance programs.

14. The Correctional Program Officer assessor will complete Integrated Correctional Program Model assessments and referrals in accordance with [GL 726-3 – National Correctional Program Management Guidelines](#).
15. Elders involved in the delivery of Aboriginal correctional programs will:
- a. provide teachings and ceremonial services in Aboriginal correctional programs pursuant to [CD 702 – Aboriginal Offenders](#)
 - b. provide advice to the Regional Program Manager and/or the Assistant Warden, Interventions, with regards to cultural teachings and ceremonies in Aboriginal correctional programs, as required
 - c. provide Correctional Program Officers/Aboriginal Correctional Program Officers with an understanding of the impacts of Aboriginal social history on Aboriginal offenders, as required, and traditional teachings and ceremonies for inclusion in Aboriginal correctional program sessions
 - d. provide Correctional Program Officers/Aboriginal Correctional Program Officers with support in the delivery of Aboriginal correctional programs
 - e. provide observations on offender behavioural change to the Correctional Program Officer/Aboriginal Correctional Program Officer for inclusion in the final correctional program report for offenders participating in Aboriginal correctional programs.
16. The offender is expected to actively participate in meeting the objectives of his/her Correctional Plan, including participating in programs.

ENQUIRIES

17. Strategic Policy Division
National Headquarters
Email: Gen-NHQPolicy-Politi@csc-scc.gc.ca

Commissioner,

Original signed by:
Don Head

ANNEX A

CROSS-REFERENCES AND DEFINITIONS

CROSS-REFERENCES

[CD 081 – Offender Complaints and Grievances](#)

[CD 568-1 – Recording and Reporting of Security Incidents](#)

[CD 700 – Correctional Interventions](#)

[CD 702 – Aboriginal Offenders](#)

[CD 705 – Intake Assessment Process and Correctional Plan Framework](#)

[CD 705-1 – Preliminary Assessments and Post-Sentence Community Assessments](#)

[CD 705-2 – Information Collection](#)

[CD 705-4 – Orientation](#)

[CD 705-5 – Supplementary Intake Assessments](#)

[CD 705-6 – Correctional Planning and Criminal Profile](#)

[CD 710 – Institutional Supervision Framework](#)

[CD 710-1 – Progress Against the Correctional Plan](#)

[CD 712 – Case Preparation and Pre-Release Framework](#)

[CD 715-1 – Community Supervision](#)

[CD 715-2 – Post-Release Decision Process](#)

[CD 715-3 – Community Assessments](#)

[CD 719 – Long-term Supervision Orders](#)

[CD 720 – Education Programs and Services for Offenders](#)

[GL 726-1 – National Correctional Program Standards](#)

[GL 726-2 – National Correctional Programs Referral Guidelines](#)

[GL 726-3 – National Correctional Program Management Guidelines](#)

[CD 730 – Offender Program Assignments and Inmate Payments](#)

[CD 767 – Ethnocultural Offenders: Services and Interventions](#)

[CD 784 – Information Sharing Between Victims and the Correctional Service of Canada](#)

DEFINITIONS

Aboriginal correctional programs: structured, culturally-based interventions that target empirically-validated factors directly linked to Aboriginal offenders' criminal behaviour in order to reduce re-offending. These programs' culturally-relevant content includes Aboriginal social history considerations, traditional teachings and ceremonies, and cultural activities. Aboriginal correctional programs should normally be delivered by Aboriginal Correctional Program Officers with the involvement of Elders, and will utilize a healing and holistic approach to address the physical, emotional, spiritual and mental needs of Aboriginal offenders.

Annual Program Plan: an analysis by operational units to determine programming needs and capacity, including the related training and resource requirements.

Correctional program: a structured intervention that targets empirically-validated factors directly linked to offenders' criminal behaviour, in order to reduce re-offending.

Informed consent: consent is considered to be informed when an individual has the capacity to understand the nature of the process and is fully apprised of:

- a. the potential results and the risks associated with the process
- b. the potential effects of refusal to agree to the process
- c. the fact that he/she has the right to withdraw from the process.

National correctional programs: are comprised of a specific set of correctional programs that have been developed and implemented on a national level. These programs are structured interventions that target empirically-validated factors directly linked to offenders' criminal behaviour, in order to reduce re-offending.

Quality review and certification: the process used to measure both Correctional Program Officer/Aboriginal Correctional Program Officer competency, and Regional Program Manager competency.