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VISITING AND CORRESPONDING WITH
INMATES

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Visiting & Corresponding With Inmates

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INTRODUCTION

The following material has been gathered in order to provide you with information concerning visits and correspondence to friends or relatives who are inmates at Dorchester Penitentiary, Westmorland Institution, or Springhill Institution. No doubt, there are many questions which you may have concerning this matter and, hopefully, the material presented here will assist you and answer some of your concerns. If you still have questions after reading the information provided here, we would advise you to contact the institution involved, directing your letter or phone call to the Visits and Correspondence Department. As an alternative, you may contact the nearest Correctional Service of Canada district office and make enquiries in this way. Addresses and phone numbers for institutions and Correctional Service of Canada district offices (parole offices) are provided in the directory section of this information package, appendix "C".

SPRINGHILL INSTITUTION

Visits & Correspondence

The following guidelines have been developed by the institution and are made known to both yourself and the inmate so that you may be aware of the rules governing any visit to the institution. The following points have been taken from an information sheet provided by the institution to both inmates and visitors/correspondents.

Correspondence

1. All correspondence is checked for enclosures and may be subject to censoring at the discretion of institutional authorities.
2. Inmates may correspond with anyone they wish, with these exceptions:
 - (1) If there is any objection from the parent or guardian of a person under the age of eighteen.
 - (2) Inmates in other institutions; unless immediate family, i.e. mother, father, sister or brother, or unless approval has been received from both institutions concerned.
3. There is no limit to the number of letters an inmate may send or receive.
4. Pre-stamped envelopes are available through the institutional canteen or trust fund purchases and must not be sent in from outside the institution.

Correspondence - continued...

- 5. Inmates may receive photographs of their family and friends.
- 6. Money should be sent in the form of a money order only.
- 7. Providing the inmate has received approval in advance from institutional authorities, he may receive limited items. You must receive written approval in advance of mailing or delivery or the items will be returned.
- 8. Newspapers must be sent directly from the publisher.

Mail should be forwarded to: Inmate's Name
 P. O. Box 2140
 Springhill, Nova Scotia
 BOM 1X0

Visits:

- 1. Names of prospective visitors MUST be placed on an approved visitors list. The privilege of writing to any person DOES NOT mean the correspondent is automatically an approved visitor.
- 2. Visiting hours - Please see Appendix "A" attached.
- 3. Visitors may be required to produce suitable identification.
- 4. Inmates are permitted to have two visiting days per week plus evenings on a regular basis. The length of visits will be governed by the availability of facilities.
- 5. Inmates and visitors are expected to use good judgement and act in a manner which will not be offensive to others. Any embarrassment to others may bring about termination of the visit.
- 6. Visitors and inmates must be properly dressed -- including some form of footwear.
- 7. Cameras are not permitted.
- 8. Visitors must not bring parcels or items in unless they have been properly approved by institutional authorities prior to the visit.
- 9. Visitors who appear to be intoxicated, under the influence of a drug, or who are disorderly in any fashion shall be refused admission.
- 10. Visiting is not permitted on the day an inmate returns from a temporary absence.

Any enquiries you may have with regard to visits or correspondence at Springhill Institution should be directed toward the Supervisor of Visits & Correspondence, P. O. Box 2140, Springhill, Nova Scotia.

TRAVEL & ACCOMMODATIONS

If you are planning a visit to Springhill Institution, we would advise you to plan this as much as possible, especially if you are travelling from a distant location and require accommodations in the local community. If you are travelling by car we would strongly suggest that you take weather conditions into consideration and gain information concerning road conditions before leaving for the institution. The Town of Springhill is located in North Eastern Nova Scotia approximately 20 miles from the Nova Scotia-New Brunswick border. The attached Appendix "B" provides a table of mileage distances from various points in the Atlantic Region to the Town of Springhill. The institution is located just on the outskirts of Springhill, N.S. It should be noted that if you are travelling by bus or train, it will be necessary that you arrange transportation from the train or bus to the institution (i.e. taxi). There is no local bus service in the Town of Springhill which would take you to the institution. If you are travelling by plane, then you might wish to use either the Moncton or Halifax airport. The Moncton Airport might be somewhat more convenient as it is closer to the institution.

With regard to accommodations, there are numerous motels located in the Amherst, N.S. area. There are no motels located in the Town of Springhill, however, there are a couple of guest homes. If you are staying in the Amherst area during a visit, then you should note that Amherst is approximately 18 miles from Springhill Institution. Public transportation between Amherst and Springhill by train or bus is limited and the most convenient way of travelling would be by private motor vehicle.

DORCHESTER PENITENTIARYVisits & Correspondence

The following guidelines have been taken from an information sheet prepared by Dorchester Penitentiary. This information is also available to you and the inmate through the Visits and Correspondence Department of Dorchester Penitentiary. You should be aware of the following guidelines:

1. An inmate is permitted to correspond with any person he so desires except with an inmate of another institution, "unless released". There are no restrictions on the number of letters sent or received by inmates. The Warden may, however, for cause, direct that certain correspondence is undesirable and in such instances prohibit or restrict further correspondence between the two parties.
2. Persons writing to inmates should give their full name and address on every letter they write. Mail to inmates should be addressed as follows:

Inmate's Name
P. O. Box "A" or "B"
Dorchester, New Brunswick
EOA 1MO

3. Inmates must purchase postage stamps, stationery, greeting cards, etc., through the inmate canteen and therefore, these articles may not be sent in by correspondents.
4. Letters addressed to inmates from Members of the Senate, Members of The House of Commons, Members of Provincial Legislatures, Solicitor General, Commissioner of Corrections, Chairman of the National Parole Board, The Federal Correctional Investigator, Provincial Ombudsmen, Commissioner of Official Languages, Canadian Human Rights Commissioner, Privacy Commissioner, if identified by envelope or House of Commons stamp, will be delivered to the inmate unopened.
5. Inmates are permitted to receive photographs or snapshots of family members, friends, etc.
6. Inmates are not permitted to receive articles sent through the mail or brought in on a visit without having first obtained permission to do so from a proper authority. This does not include money, which may be sent in with regular correspondence. CASH MUST NOT BE SENT THROUGH THE MAIL. Money orders would be a reasonable alternative.
7. Anything other than the written contents of letters shall be considered as potential effects and dealt with as such.

8. Newspapers, magazines, etc., may be sent FROM PUBLISHERS ONLY.
9. When admitted to the institution, all inmates must complete a Visitors List. All visitors must be approved prior to visiting the institution. All visitors must provide acceptable identification on demand, e.g. driver's license, social insurance card, I.D. card, etc. Lack of suitable identification may cause a refusal to visit. Responsibility to inform visitors that suitable identification is required when visiting the institution rests with the inmates concerned.
10. Inmates may receive visits from those relatives and friends listed on the approved visiting list. Ex-inmates are not permitted visiting privileges unless prior authority has been granted by the Warden.

The following information is also provided through the Warden of Dorchester Penitentiary and should be kept in mind when visiting an inmate. The material has been taken from an information sheet provided through the penitentiary.

1. You are not allowed to give or receive any articles which include food, cigarettes or candy of any kind to inmates.
2. Contraband means any item or material that an inmate has or receives that is not an issue or that is not given to him by the Administration of this Institution.
3. Visitors to the Institution will be subject to a search by institutional personnel. You are advised to leave in your automobile as many of your personal belongings as possible such as purses, handbags, brief cases, cameras, packages, etc. Any item that you do bring into the Institution will be subject to a strict security search which may take place with, or without your presence.
4. Each inmate may be allowed two visits per week with any persons(s), on the approved visiting list (a) of a two hour duration during the week and (b) of one hour duration during the week-ends. (Because of the increased visiting during the week-ends, only one visit per person during the week-end will be permitted.)
5. Parents with children are expected to keep children under control at all times so as not to disturb the visits of others. Inmates and visitors are expected to adhere to acceptable forms of dress. A greeting and parting kiss with embrace of a few seconds is permissible. Both inmates and visitors are expected to exercise good judgment and to act in a manner that is not offensive to others. Any violation of these regulations and any act that is embarrassing to other visitors may bring termination of the visit and suspension of further visits.
6. Visiting hours are outlined in appendix "A".

TRAVEL & ACCOMMODATIONS

Dorchester Penitentiary is located in the Town of Dorchester, New Brunswick. If you are intending to visit the institution and require overnight accommodations then we would advise you to make enquiries at local establishments in the Moncton, N.B. area. The penitentiary is located approximately 22 miles from the City of Moncton, N.B. and the Moncton Airport is approximately 18 miles from the penitentiary. Appendix "B" contains a table of mileage distances from various points in the Atlantic Region to the Moncton, N. B. area. Bus, plane, and train connections to the Moncton, N.B. are reasonably well scheduled and would serve as alternatives to private motor vehicle travel.

PRIVATE FAMILY VISITING PROGRAM

Dorchester Penitentiary

The following are rules and regulations governing the family visit program at Dorchester Penitentiary. This program allows for family members to visit the inmate in public accommodations.

The following rules and regulations with regard to this program have been taken from information sheet provided to inmates at Dorchester Penitentiary. This information will also be useful to you in becoming aware of this program. These rules and regulations are as follows:

All inmates are eligible who:

- wish to have the following family members participate:

Mother	Children
Father	Grandparents
Brother	Foster parents
Sister	

NOTE: In-laws must be recommended by investigating staff; must be approved by the Warden.

Inmates Eligible for Family Visiting Program - continued . . .

- Are not receiving unescorted temporary absences.
- Have been in Dorchester six months or more.
- Have not been convicted of a major institutional charge in the past six months.
- Are married or common-law relationship.

NOTE: Common-law relationships must be ongoing six months prior to your coming to Dorchester.

Visitors are not skin searched when entering or leaving the Private Family Visiting Program.

Application forms must be completed by the inmate.

NOTE: You do not have to be married or have a common-law wife to have other members of your immediate family participate.

Any further inquiries you may wish to make in regard to this program may be directed toward Supervisor of Visits and Correspondence, Dorchester Penitentiary, P. O. Box A, Dorchester, New Brunswick, EOA 1M0

WESTMORLAND INSTITUTION

It should be noted that all of the previous information regarding visits and correspondence to Springhill Institution and Dorchester Penitentiary apply in the case of Westmorland Institution as well. Any questions you may have can be directed toward the staff of Visits and Correspondence at Westmorland Institution. As well, it should be noted that Westmorland Minimum Institution is located just outside the perimeter of Dorchester Penitentiary and, therefore, all of the travel and accommodation information provided above with regard to Dorchester Penitentiary would be applicable to Westmorland Institution as well. We would note there are different visiting hours for Westmorland Institution. These are as follows:

Monday - Friday	4.45 p.m. to 9 p.m.
Weekends	9.45 a.m. to 9 p.m.

There may be exceptions to these visiting hours during statutory holidays and you should inquire with regard to this through the Visits and Correspondence Department of Westmorland Institution. In addition to the program identified above, a Family Visiting day is held every three months. The program normally includes a complete tour of the institution, entertainment and activities for the children, a sit-down meal and during the Christmas season a kiddies Christmas Party.

GENERAL INFORMATION

The following information pertains to the three institutions which have been mentioned thus far. This may provide you with some idea of the type of facilities in which the inmate is kept during his sentence.

When an individual has been sentenced to serve a federal term, it is necessary that he be placed in the appropriate institution. Following his conviction and prior to transfer to a federal institution, a parole officer from the nearest Correctional Service of Canada District Office, interviews the offender to determine which would be the most appropriate institution. Essentially, there are only two choices with regard to this matter, this involving either Springhill Institution or Dorchester Penitentiary. There are three primary concerns when making this decision.

1. The nature of the individual's offence with regard to use of violence and past criminal record.
2. Escape risk.
3. The type of program offered by the institution which might be of interest to the individual.

Dorchester Penitentiary is a maximum security institution housing from 300 to 400 inmates. This facility is over 100 years old and is primarily of stone construction. An individual might be transferred to Dorchester Penitentiary for various reasons ranging from non-receptiveness with regard to programs offered at the other institutional facilities to concern regarding violence or escape risk. Once an inmate has been housed at Dorchester Penitentiary, he can be moved to either Springhill Institution or Westmorland Institution depending upon behaviour and progress made at Dorchester Penitentiary. He could then take advantage of the increased number of programs at the other institutional facilities of Springhill and Westmorland. It should be noted that Dorchester Penitentiary provides some training facilities for trades training and also counselling-psychological-psychiatric services. Both recreational and chaplains' programs are also provided to inmates.

Springhill Institution is a medium security facility which houses approximately 400 individuals at any one time. Much of the emphasis at Springhill Institution is placed upon trades training, examples of these involving courses in welding, small gas engine repair, precision woodworking, autobody, auto mechanics, hair-styling, electronic data processing, etc. There is also an upgrading program through the School Department at Springhill Institution. Other programs at this institution involve recreational activities and chaplains' programs. Psychological services are also provided through the institution along with counselling by caseworkers and psychologists working at the institution.

Westmorland Institution is a minimum security institution located just outside the perimeter of Dorchester Penitentiary. This facility provides external support services to Dorchester Penitentiary, an Automated Data Processing Unit, some academic and vocational courses and provides much of the food produce for Westmorland Institution, Springhill Institution, and Dorchester Penitentiary. Due to the fact that this is a minimum security institution, there is visibly less security present at this institution. Essentially, individuals who are housed at Westmorland Institution are on the honour system with regard to escape. In view of this, an individual can earn a great deal of credibility by living up to the responsibilities and obligations while housed at Westmorland Institution. The institution provides a full range of recreation, religions, counselling and psychological services.

CONCLUSIONS

Hopefully the material which has been provided in this information package will be helpful to you in your visits or letters to relatives or friends at Westmorland Institution, Springhill Institution, or Dorchester Penitentiary. We recognize that there may be many other questions on your mind and we would encourage you to make enquiries rather than remain in doubt. There are many rules and regulations which must be adhered to by both inmates and yourself, these being made necessary by both the laws of Canada (i.e. the Penitentiary Act) and institutional security and good order. With regard to these rules and regulations, the best advice would be to have good knowledge of them and make enquiries when in doubt. The addresses and phone numbers in this information package will hopefully direct you to the nearest and most convenient office if you have such enquiries.

We appreciate your concern and continued contact with any relatives or friends who have been incarcerated in the three federal institutions in the Atlantic Region. This type of concern can serve as a valuable support for any individual both during his period of incarceration and also upon release and readjustment to the street following incarceration. It should be further pointed out that in 99 per cent of the cases, all individuals who are released from the institution are required to abide by the conditions of either Parole, Mandatory Supervision, or Temporary Leaves of Absence. These forms of conditional release allow the individual to re-enter the community on a gradual basis. They also provide him with supervision and assistance through parole supervisors and other Correctional Service of Canada staff (i.e. halfway house counsellors.) Your part in assisting the individual serve his sentence, whether it be in an institution or on the street under supervision, is much appreciated and encouraged.

VISITING HOURS

Springhill Institution

Daily including weekends

Mornings

9.00 - 11.00 A.M.

Afternoons

1.00 - 4.00 P.M.

Tuesday and Thursday

Evenings

6.00 - 9.00 P.M.

Statutory Holidays

Mornings

9.00 - 11.00 A.M.

Afternoons

1.00 - 4.00 P.M.

NOTE:

No evening visits on statutory holidays.

There are no visiting hours on December 25th.

DORCHESTER PENITENTIARY

Daily including week-end and statutory holidays

Mornings

9.00 - 11.00 A.M.

Afternoons

1.00 - 4.00 P.M.

Please note there is no evening visiting or no visits on December 25th.

<u>DISTANCE IN MILES FROM SPRINGHILL, N.S. TO:</u>		<u>DISTANCE IN MILES TO MONCTON, N.B. FROM:</u>	
	<u>Miles</u>		<u>Miles</u>
Halifax	125	Dorchester	22
Halifax Airport	100	Halifax	185
Yarmouth	300	Halifax Airport	160
Sydney	260	Yarmouth	792
Moncton	54	Sydney	452
Amherst	18	Springhill	54
Saint John	154	Saint John	102
Bathurst	181	Bathurst	128
Grand Falls, N.B.	307	Amherst	52
Edmundston	347	Grand Falls, N.B.	253
Campbellton	250	Edmundston	295
Charlottetown (by way of Borden)	81	Campbellton	197
St. John's, Nfld (by way of Port-aux-Basques)	825	Charlottetown	99
		Truro	122
		St. John's, Nfld	879

THE CORRECTIONAL SERVICE OF CANADA

(PAROLE OFFICES)

ATLANTIC REGION

Address

Telephone Number

The Correctional Service of Canada
P. O. Box 1400
MONCTON, N.B.
E1C 8T6

388-6350

The Correctional Service of Canada
270 Douglas Avenue
Keystone Bldg., 5th Floor
BATHURST, N.B.
E2A 3Z2

546-9936

The Correctional Service of Canada
93 Prince William Street
SAINT JOHN, N.B.
E2L 2B2

648-4795

The Correctional Service of Canada
The Chestnut Complex, 2nd Floor
500 Beaverbrook Court
FREDERICTON, N.B.
E3B 1X8

452-3275

The Correctional Service of Canada
P. O. Box 2727
CHARLOTTETOWN, P.E.I.
C1A 8C3

892-9779

The Correctional Service of Canada
2006 Gottingen Street
HALIFAX, N.S.
B3K 3A9

426-3408

The Correctional Service of Canada
P. O. Box 1560
TRURO, N.S.
B2N 5V3

895-3881

<u>Address</u>	<u>Telephone Number</u>
The Correctional Service of Canada 50 Dorchester Street, 2nd Floor SYDNEY, N.S. B1P 5Z1	539-0062
The Correctional Service of Canada Suite 204 KENTVILLE, N.S. B4N 1L1	678-1684
The Correctional Service of Canada 102 Churchill Avenue ST. JOHN'S, Newfoundland A1A 1N1	737-5359
The Correctional Service of Canada P. O. Box 986 CORNER BROOK, Newfoundland A2H 6J3	639-7141
The Correctional Service of Canada P. O. Box 271 GRAND FALLS, Newfoundland A2A 2J7	489-5124

THE NATIONAL PAROLE BOARD - ATLANTIC REGION

P. O. Box 1370
MONCTON, New Brunswick
E1C 8T6

THE CORRECTIONAL SERVICE OF CANADAInstitutions - Atlantic RegionAddressTelephone Number

Springhill Medium Institution
P. O. Box 2140
SPRINGHILL, N.S.
BOM 1X0

597-3755

Dorchester Penitentiary
DORCHESTER, N.B.
EOA 1M0

379-2423

Westmorland Institution
DORCHESTER, N.B.
EOA 1M0

379-2423

NOTE: Calls to Westmorland Institution are received at the Dorchester Penitentiary switchboard.

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