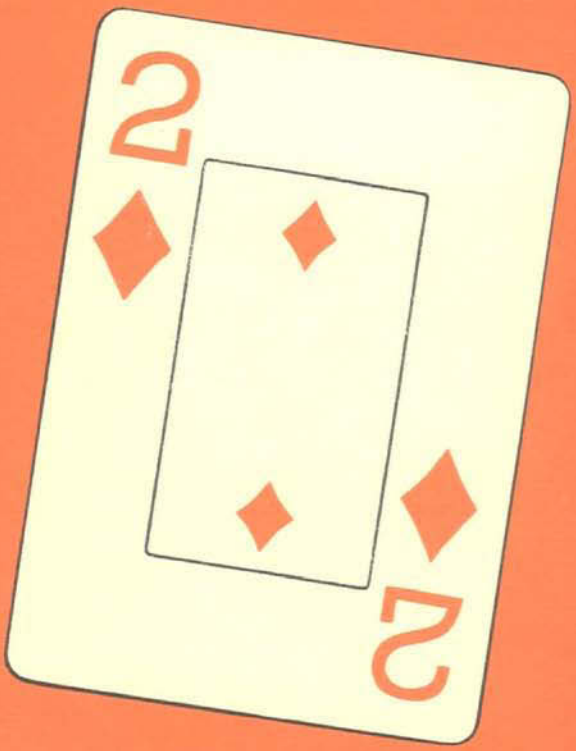


A DEUCE OR MORE

THE CORRECTIONAL SERVICE OF CANADA

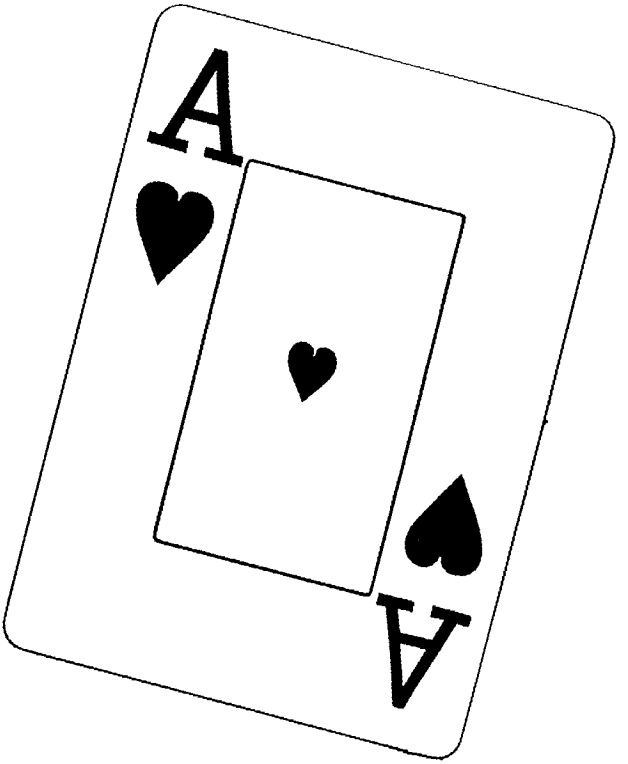
PRAIRIE REGION

'Inmate Handbook':

A DEUCE OR MORE

REGIONAL HEADQUARTERS (PRAIRIES)
2002 - QUEBEC AVENUE
SASKATOON, SASKATCHEWAN
S7K 3X5

TABLE OF CONTENTS



Introduction...

INTRODUCTION

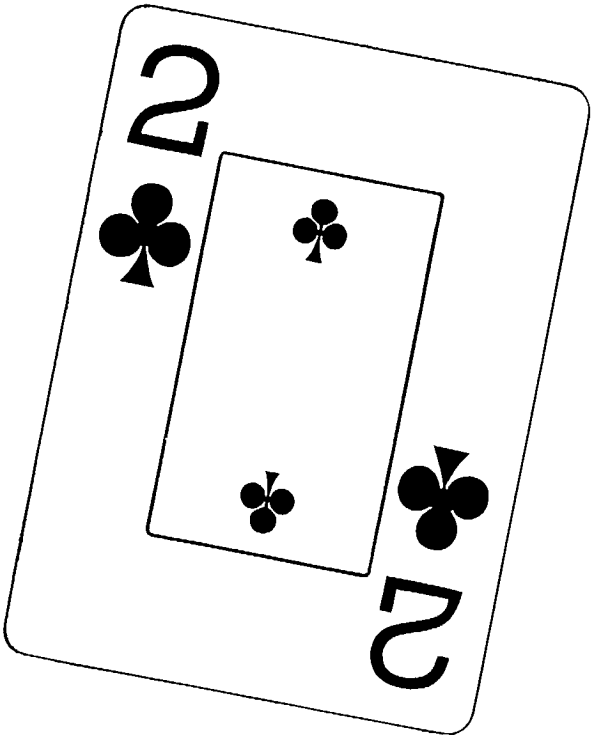
The Prairie Region of The Correctional Service of Canada is unique in its size. This makes it important for information to be provided to all inmates in a comprehensive fashion.

This handbook, and the institutional handbook, were written in an attempt to meet this need. This handbook, referred to as Part A, will provide you with information on matters common to all Prairies Institutions of the C.S.C. This handbook is divided into 12 sections that describe to you a number of things that are important to know. Most sections begin with a brief summary of contents. Each Institution also has a handbook which describes the operation of that Institution in greater detail. The Institutional handbooks are referred to as Part B.

Inmate Committees across the Region were consulted on the issue and many of the ideas and suggestions have been used.

Since annual revisions are planned, please provide us with your contributions both in the form of suggestions and sketches.

These contributions may be forwarded to your living unit development officer who, in turn, will send them to the regional Chief of Social and Community Programs in Saskatoon.



Message from Regional Director General...

MESSAGE FROM REGIONAL DIRECTOR GENERAL

It is extremely important that every offender sentenced by the courts to a penitentiary be made aware of the procedures and operations of The Correctional Service of Canada, as well as the opportunities for work, training and personal development. It is equally important that every offender be aware of and adhere to the rules and regulations of the institution. This document is designed to provide you with basic information that will assist you to serve your sentence as productively as possible. Every effort has been made to provide you with constructive activities that will help you to prepare yourself to function successfully upon release. Your participation in these activities and your responsible behaviour will influence the decision regarding the level of security that you require, the amount of remission you will earn and parole.

I hope that you will utilize the information in this handbook and the counsel of the staff of The Correctional Service of Canada to develop and follow a plan that will provide you with constructive use of your time during imprisonment and prepare you to participate as a successful member of society in the community upon release.

JAMES A. PHELPS

PENITENTIARY PLACEMENT

You may have received this book at the remand centre. If you did, it was likely given to you by a Penitentiary Placement Officer, and employee of The Correctional Service of Canada. This person will recommend which institution you will be placed in.

You could be in one of three kinds of institutions:

a) Maximum
b) Medium
c) minimum

After you were sentenced, your case was studied to decide which security class you would start your sentence in. It is almost always a maximum or medium institution. Some of the things used to decide which security level to use are:

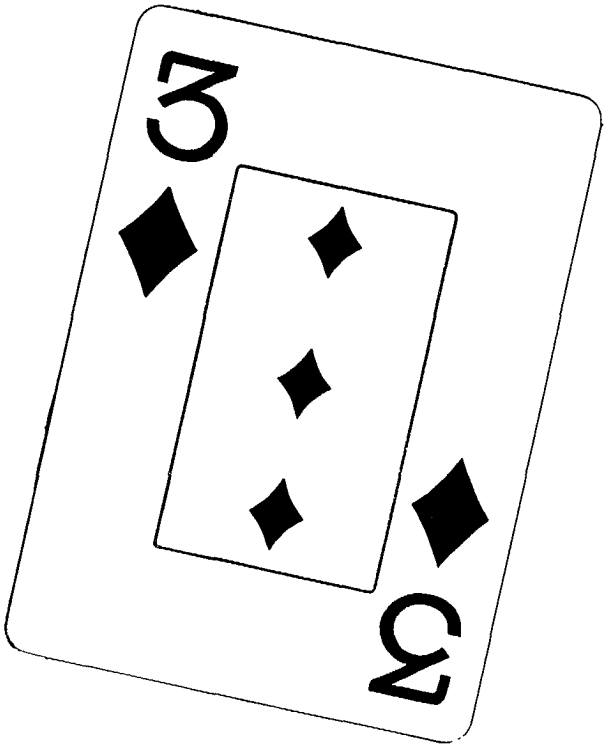
a) whether or not you have a history of violence
b) if you have an escape record
c) if you already have a criminal record, whay your inmate history is like
d) length of sentence
e) your offence

As your sentence progresses, your case will be evaluated on the basis of your behavior and you could be transferred to a lesser security institution for part of your remaining sentence.

RECEPTION

Most Prairie Region institutions have reception centres. While in the reception centre, you will be interviewed by a number of people, meet your I P P case management team, and write a number of tests used to find out your interests and abilitites.

For more information on the reception period of your sentence, talk to your Living Unit Officer, Classification Officer or Living Unit Development Officer.



Historical Overview and Description of the Prairie Region...

HISTORICAL OVERVIEW AND DESCRIPTION OF THE PRAIRIE REGION

This section gives you a very brief background in Corrections history and describes the institutions that are in the Prairie Region of the C.S.C.

A Brief History of Corrections

Originally, institutions were designed to punish wrongdoers and protect society from them, but with the advent of new criminological theory, rehabilitative and educational priorities have been stressed. No longer is the total inmate population locked in barred cells for a 24 hour day. Instead, there are opportunities for offenders to learn new skills and enjoy recreational activities within the institutional setting. While the punitive aspect of penitentiary life, the loss of freedom, still remains, there are also many opportunities for self-improvement and discovery that, at one time, would have been refused inmates.

Total it is possible to learn a trade, attend school or university, or participate in any number of programs and activities. These programs are designed to provide you with opportunities to learn and grow as a responsible person who will be returning to the community.

INSTITUTIONS IN THE PRAIRIE REGION

The following institutions are all in the Prairie Region of The Correctional Service of Canada *(as indicated on the map):*

MANITOBA

Stony Mountain Institution
Rockwood Institution
Osborne Centre

SASKATCHEWAN

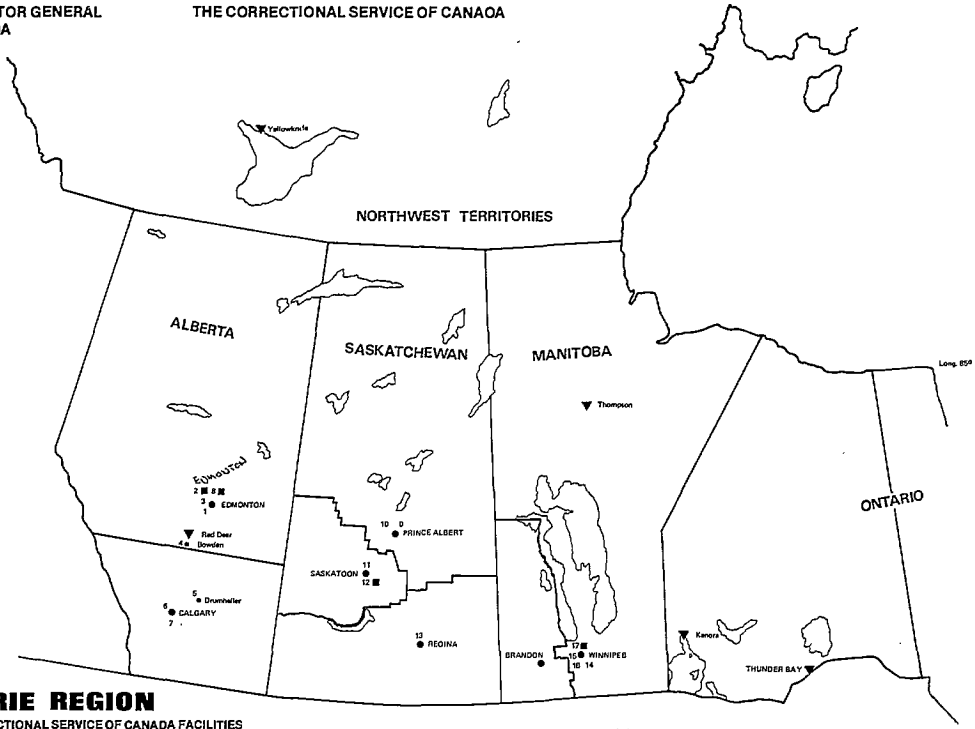
Saskatchewan Penitentiary
Saskatchewan Farm Institution
Oskana Centre
Regional Psychiatric Centre

ALBERTA

Edmonton Maximum Institution
Bowden Institution
Drumheller Institution
Drumheller Annex
Grierson Centre
Altadore Centre
Scarboro Centre

SOLICITOR GENERAL
CANAOA

THE CORRECTIONAL SERVICE OF CANAOA



PRAIRIE REGION

THE CORRECTIONAL SERVICE OF CANADA FACILITIES

1 STAFF TRAINING COLLEGE
2 EDMONTON MAXIMUM INSTITUTION ■
3 GRIERSON COMMUNITY CORRECTIONAL CENTRE
4 BOWDEN MEDIUM INSTITUTION
5 BRUMHELLER MEDIUM INSTITUTION
6 SCARBORO / ALTADDRE COMMUNITY CORRECTIONAL CENTRES
9 SASKATCHEWAN MAXIMUM PENINTENTIAAY
10 SASKATCHEWAN FARM MINIMUM INSTITUTION
11 PRAIRIE REGIONAL HEADQUARTERS
12 REGIONAL PSYCHIATRIC CENTRE ■
13 OSKANA COMMUNITY CORRECTIONAL CENTRE
14 STONY MOUNTAIN MEDIUM INSTITUTION
15 ROCKWOOD MINIMUM INSTITUTION
16 OSBORNE COMMUNITY CORRECTIONAL CENTRE

LEGEND

PROVINCIAL BOUNDARY LINE

NATIONAL PAROLE SERVICE

DISTRICT OFFICE ●
DISTRICT SUB-OFFICE ▼
DISTRICT OFFICE BOUNDARY LINE

Stony Mountain Institution

Stony Mountain Institution is the oldest institution in the Prairie Region. It began operation in 1875 as a medium/maximum security institution and now operates on the Living Unit concept.

Stony Mountain Institution is about 20 miles from downtown Winnipeg, a city of about 500,000 people. The penitentiary itself usually houses about 450 inmates.

The program at Stony Mountain is varied and the emphasis is on both education and industry.

Educational opportunities offered at Stony Mountain range from courses for those who cannot read and write to courses for university students.

The industrial sector of Stony Mountain produces many articles from church pews to swing sets. The opportunities are many. Consult your institutional handbook for more information, or talk to your LU.

Rockwood Institution

In 1962 this farm annex was opened on the existing site, a 1280 acre mixed farm. It also used to operate a limestone quarry but this has since been closed. While it used to be annexed to Stony Mountain Institution, Rockwood is now operated as a separate facility. The total capacity is 80 inmates and Rockwood's main focus is around the operation of the farm with the re-socialization of inmates to the community life being the next priority.

Many inmates at Rockwood are on day parole working in Winnipeg and returning each night. There are a number of community groups that participate in the programs at Rockwood, with many inmates in turn participating in the community activities.

To be in Rockwood, you have to be eligible for day parole, TA's, and/or meet minimum security requirements.

Saskatchewan Penitentiary

This was the only maximum security institution in the Prairie Region until the opening of the new Edmonton Maximum Security Institution in the fall of 1978. Saskatchewan Penitentiary was opened in the early 1900's and in the past few years, there has been some new constuction and renovation of the older facilities.

Saskatchewan Penitentiary provides a variety of opportunities for the maximum security inmate. The population of Prince Albert, the neighbouring city, is approximately 30,000. Saskatchewan Penitentiary holds over 500 inmates.

Saskatchewan Farm Institution

Saskatchewan Farm Institution is a minimum security penitentiary which houses 78 inmates. To be in it you need to meet the minimum security criteria. This institution operates to produce food for other institutions in the Prairie Region, as well as serve as an institution with closer links to the community.

Bowden Institution

This is a medium security institution near Red Deer, Alberta. Bowden Institution was originally a provincial jail for Alberta, and, before that it was the site of an RCAF base. It was purchased by the federal government in 1974, renovated, and then used as the medium security institution it is today.

The program at Bowden is mainly industries oriented, with some of the population going out into the neighbouring communities to work while on day parole. In addition, many of the recreational activities for Bowden involve TA's to utilize facilities and community resources in the Red Deer area.

The accomodations at Bowden Institution are dormitory style, and at this time, the general population is not in locking cells, but rather, cubicles within the large dorms. Bowden Institution is a Living Unit institution.

Drumheller Institution

Drumheller Institution is a medium security institution just outside of Drumheller, Alberta. The population of the city of Drumheller is about 6500. This institution was opened in 1967.

Drumheller institution is highly program oriented with many educational programs being offered, as well as a number of industrial type jobs. There is room for over four hundred inmates in the main institution and an additional 48 in the trailer annex of Drumheller Institution. To be in the annex, you have to be eligible for minimum security, day parole, or temporary parole.

Drumheller is a Living Unit Institution.

Edmonton Institution

Edmonton institution is the newest (1978) maximum security in the Prairie Region. Located just outside of Edmonton, this Living Unit institution can house 192 inmates. Edmonton is the first maximum security Living Unit institution to be opened in Canada.

Here, the accent is on providing a variety of programs with special emphasis on industrial production. The industrial section has many of the latest power tools and machinery that are usually found in a modern factory. At Edmonton, you could obtain training, on the job experience, and in some cases, apprenticeship credits.

Community Correctional Centres

There are five community correctional centres (CCC's) in the Prairie Region of the C.S.C. They are:

a) *Osborne Centre, Winnipeg, Manitoba*
b) *Oskana Centre, Regina, Saskatchewan*
c) *Grierson Centre, Edmonton, Alberta*
d) *Altadore Centre, Calgary, Alberta*
e) *Scarboro Centre, Calgary, Alberta*

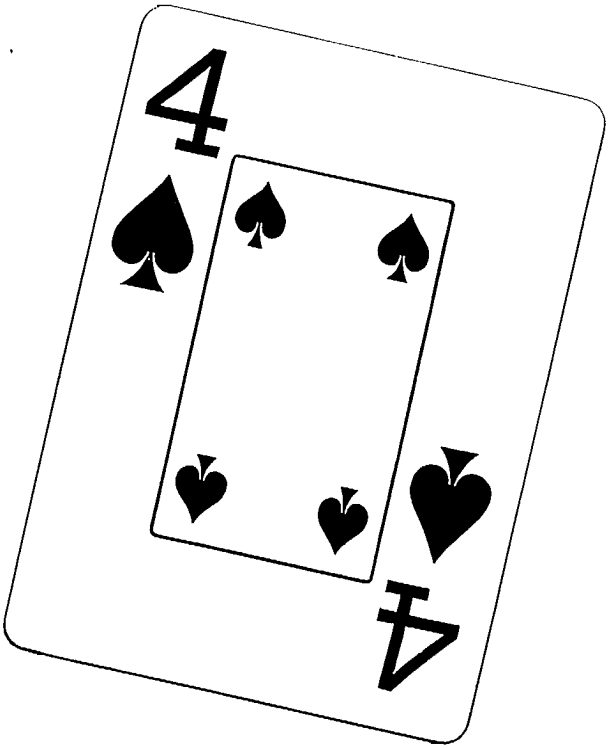
C.C.C.'s are penitentiaries under the Penitentiary Act. They do not usually look like institutions and often are either large houses or small apartment buildings which have been altered. To be in one of the C.C.C.'s you have to be on day parole and be willing to work or attend an educational institution while in the centre.

C.C.C.s are provided to give inmates the opportunity to gradually return to the community while having the support and supervision of the staff at the centre, and a parole officer.

See the section on parole for more information, or talk to your LUDO or CO.

Regional Psychiatric Centre

The Regional Psychiatric Centre, located in Saskatoon, provides an in-patient psychiatric treatment facility for patients. To be admitted to the Psychiatric Centre, you have to be referred by an institutional physician or psychiatrist and accepted for treatment. The Regional Psychiatric Centre, scheduled to open in early 1979, is a new facility fully equipped to provide all accepted forms of therapy within the limits of security.



Two years in the life of Joe Rounder - An Example...

TWO YEARS IN THE LIFE OF JOE ROUNDER

— is an example of the process which an individual may go through while an inmate at an institution of The Correctional Service of Canada.

Case Summary

This section is written to provide you with an example of the process you will be experiencing in a Federal Penitentiary. It is important to note that is an example only and that your experience in the Federal system may differ in many details due to your personal interests, needs and other important considerations.

Joe Rounder was sentenced to a period of two years to be served in a Federal Penitentiary for break, enter and theft. Mr. Rounder spent 30 days in the Regina Remand Centre and waived his right to appeal.

While at the Remand Centre, Joe was interviewed by a Penitentiary Placement Officer who is an employee of The Correctional Service of Canada. Joe and the officer discussed the offence, Rounders past history, and what he wished to do in the future.

Joe is from Regina and indicated that he had previously lived in Winnipeg where his parents are. He told the Officer that he wished to learn bricklaying and that he felt it was important to get some training. He also told the officer that it would be good for him to return to Winnipeg after his sentence and that he wished to be close to his family who could help him.

The Penitentiary Placement Officer reviewed the reports on Mr. Rounder and considered all the factors, including a community assessment. He decided that the family support, vocational plans, and the security level required would allow Mr. Rounder to be placed in the medium security Stony Mountain Institution outside of Winnipeg.

Joe was then escorted to the Regina airport by an officer of the Regina Correctional Centre. They were met at the airport by a penitentiary officer from Stony Mountain Institution who escorted Joe to the penitentiary.

When Joe arrived at Stony Mountain, he was taken to the Reception and Discharge area where he was fingerprinted, photographed and assigned an institutional number. Here, he also checked in his personal effects, received a receipt and was issued institutional clothing.

From the Reception and Discharge area, Joe was taken to the Reception Centre where he stayed for a three week period along with other people recently admitted. During this three week period, Joe and the other 'recent arrivals' were given a number of tests to determine ability, interest areas and current educational level. Many staff members of the institution interviewed him during the three week period and explained to Joe the various programs and training opportunities available. While in the Reception area, Joe also met the other members of the I P P Case Management Team (see section on I P P) including his Living Unit Development Officer (L.U.D.O.)

Living Unit Officer (L.U.) and Parole Officer (P.P.).

During this time in Reception, Mr. Rounder and the other new inmates had a different schedule of activities from the main population, and as a result, were kept separate from them during this period of assessment and planning.

Joe and the I P P Case Management Team decided together that his plan should include school, the transfer to the Bricklaying Course, along with temporary absences to visit his family provided that the T.A. criteria were met. (see section on National Parole Board)

Mr. Rounder decided that he would be interested in a day parole in the future and that he would work toward this goal. He then moved to a cell in the general population and went to school for his grade 10 standing.

It did not take him long to get his educational level to grade 10 and as soon as there was an opening, he was placed in the Bricklaying class.

While Joe was not working, he decided that he would like to become physically fit and he began to go to the gym. There he participated in a number of team sports and also learned a great deal about how he could enjoy himself without drinking or watching T.V. When Joe did not feel like exercising, he either went to the library or worked on the painting he had started. On Sundays, Joe occasionally attended religious service held in the chapel, or visited with his friends and relatives from Winnipeg.

Mr. Rounder found that things were going well for him, and since he met the temporary absence requirements, he and the I.P.P. Team decided that it was time to start his T.A. plan. Joe visited with his family on a couple of occasions while on temporary absence, but on the third T.A., he returned to the institution drunk. As a result of this infraction of the T.A. rules, it was decided that he would not receive a temporary absence the following month nor earn his remission. (see section on earned remission). Mr. Rounder realized that drinking was a problem for him. His I.P.P. plan then changed slightly to include alcoholism counselling.

A few months later, Joe decided that Bricklaying was not for him. He had learned a lot about Drafting while there and wished to pursue this. He discussed this change with his I.P.P. Team, and they agreed to the changed plan.

This man was positively involved in a number of programs that seemed to be helpful. He was attending A.A., had decided to learn to paint and was being counselled by the psychologist. Joe applied for day parole, and his talks with the L.U. officers helped the I.P.P. Team assess Mr. Rounder's recent application.

Joe had also decided from talking with the I.P.P. Team that he would be able to benefit from a transfer to Rockwood Institution, the minimum security penitentiary near by and thus applied.

The I.P.P. Team and others concerned felt that this was a good step and

Joe was transfered to Rockwood for a period of time prior to his day parole hearing.

Joe had a fairly good idea of where he stood. After all, he had read and signed a number of reports that would be read by the parole board. There were a few problems that were recorded, such as his institutional charges for being late, found in a condition other than normal, and being in an unauthorized place. However, overall, he felt it looked good.

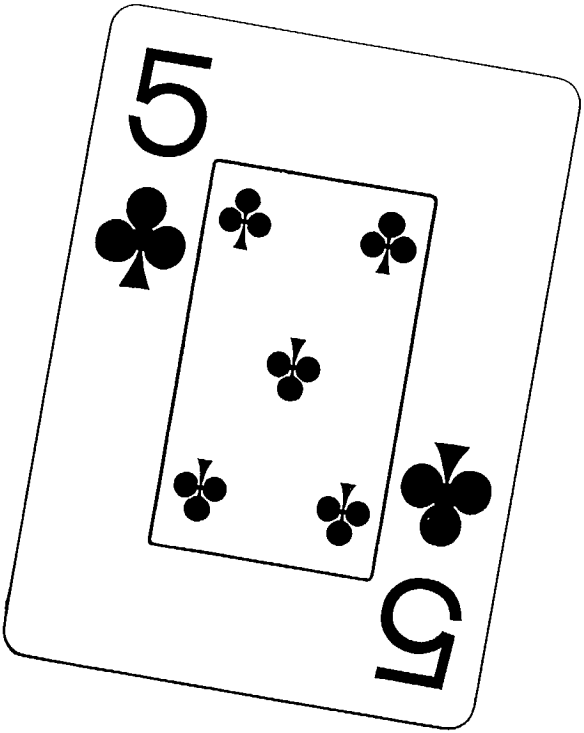
While at Rockwood, there were few problems and all went well. Joe continued in A.A. and pursued his interest in sports and painting.

The National Parole Board met Joe Rounder, reviewed his case and asked him a number of questions. Some of the questions were about what he would do if granted parole and others were about his experiences in the institution and before he was sentenced. Since Mr. Rounder had done a great deal of planning and had lined up a job, an A.A. sponsor and had the support of his family, the Board decided to grant a day parole to the Osborne Centre. Mr. Rounder kept the same parole officer and this made the move easier for him to make. While on day parole for the final months of the sentence, he was required to observe the rules of the C.C.C. and meet regularly with his parole officer and report to the city police.

At the beginning, Joe was a little careless about the rules and came back late after having a few too many drinks. The parole officer and the counsellor at the C.C.C. discussed this with Joe and he maintained that it would not happen again. In this case, the parole officer and the counsellors decided that if it did happen again, this day parole would be finished. He was informed of this and had some priviledges removed. Joe took this to heart and did not again break the rules of his day parole.

Because of his progress and the fact that Joe's drafting job was going well, his parole was changed to a 6 & 1 where he lived with his family six days of the week and reported to the C.C.C. on one day. He still met with his parole officer and reported to the police even after his day parole was over and he was on mandatory supervision.

There are many other things which could have been included in this type of example and not all roads are either as smooth or as difficult. Each person has a different set of personal characteristics, needs ambitions and supports. There are a wide variety of opportunities available to you, and the I.P.P. Team will help you in making the most appropriate choice. Consult with your I.P.P. Team to learn of the options open to you.



Rules and Regulations...

RULES AND REGULATIONS

This section describes some of the more important rules and regulations you will have to follow while in a Federal Institution. It also describes how one goes from one place to another in an institution, as well as the disciplinary awards which can result from violating the regulations.

INMATE OFFENCES

Inmate offences are listed in section 2.29 of the P. S. R. Serious or Flagrant Offences.

Serious or flagrant offences are committed by anyone who:

1) assaults or threatens to assult another person;
2) damages government property or the property of another person;
3) has contraband in his possession (i.e. any article not issued, furnished, or authorized by the institution)
4) deals in contraband with any other person;
5) does any act that is calculated to prejudice the discipline or good order of the institution;
6) does an act with the intent to escape or assist another inmate to escape;
7) refuses to work;
8) gives or offers a bribe or reward to any person for any purpose;
9) disobeys or fails to obey a lawful order of a penitentiary officer;
10 willfully wastes food;
11) is indecent, disrespectful, or threatning in his actions, language, or writing, towards any other person;
12) contravenes any rule, regulation, or directive made under the act.

If the inmate is found guilty of a serious or flagrant offence, punishments shall consist of one or more of the following:

(In accordance with Penitentiary Service Regulations)

1) fail to earn remission;
2) dissociation for a period not to exceed 30 days with the normal diet;
3) loss of privileges.

MINOR OFFENCES

Minor offences will normally include: (1) leaves his work without permission (2) fails to work to the best of his ability (3) willfully disobeys or fails to obey any regulation or rule governing the conduct of inmates.

If an offence is judged as minor in nature, punishment shall consist of the loss of one or more privileges which may result in the loss of normal television viewing, radio, participation in recreational activities, arts and crafts, library, canteen privileges.

While you are in a Federal Institution, you will be expected to follow the

rules and regulations which have been outlined in this section of the book. Other rules and regulations will be given to you during your reception period in the institution.

When an offence is reported, it is reviewed by the assistant warden of offender programs or his representative. An institutional disciplinary court consisting of an assistant warden or his representative and other staff members meet to hear the particulars of the charge. This disciplinary court is used in dealing with breaches of penitentiary rules and regulations.

DISSOCIATION

1) Where the institutional head is satisfied that:
   a) for the good order and discipline in the institution, or
   b) in the best interest of inmates, it is necessary that the inmates are kept from associating with other inmates, he may order the inmate to be dissociated accordingly. However, the case of every inmate so dissociated shall be considered not less than once each month by the Segregation Review Board for the purpose of recommending to the institutional head whether or not the inmate should return to association with other inmates.

2) An inmate who has been dissociated is not considered under punishment unless he has been sentenced as such and he shall not be deprived of any of his privileges and amenities by reason thereof, except those privileeges and amenities that:
   a) can only be enjoyed in association with other inmates, or
   b) cannot reasonably be granted having regard to the limitations of the dissociation area and the necessity for effective operation thereof.

PROTECTIVE CUSTODY

Protective custody or P.C. is segregation of an inmate for his own protection. If you are concerned for your safety while in an institution, you may request to be placed in protective custody. In order to be placed in protective custody, it is necessary to put your request in writing. Protective Custody status makes it more difficult for you to be involved in many institutional programs such as education and training.

Once in protective custody status, it is difficult to return to the general inmate population. Before you decide to request protective custody, it is important that you discuss your case with a staff member. He or she may be able to find other alternatives to protective custody that you have not thought of.

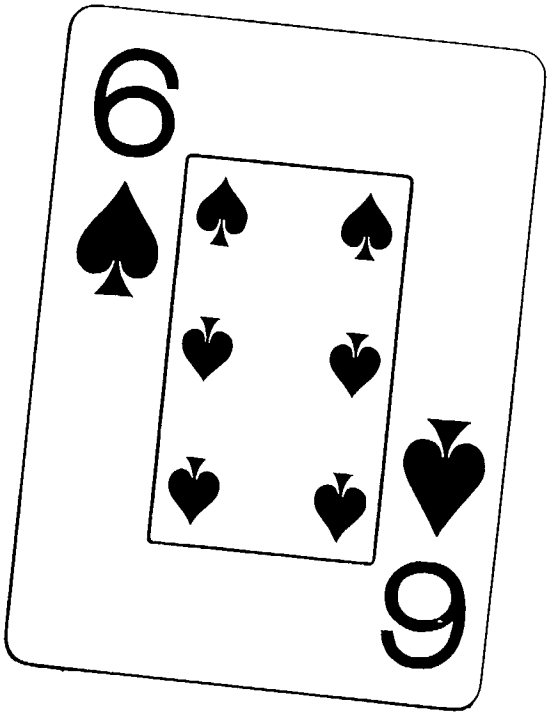
MOVEMENT OF INMATES

Movement of inmates within the C.S.C. institutions are monitored by means of a pass system. Passes are forms filled out by a penitentiary officer

authorizing you to go to one place from another within the institution. You will normally be allowed to go to a) work b) recreation c) dining hall d) the chapel without a pass during normal routine hours. If there is sufficient reason for you to go to another area or if you wish to go to one of the places already mentioned at an unusual time, you will need a pass. Passes must be produced on demand. If more information about passes is required, please check with your living unit officer or living unit development officer as the system may vary according to which institution you are in.

CONTRABAND

Any article found on you or in your cell that you have not been given approval to have, or has not been issued or furnished to you, is called 'Contraband'. (C.D. 244) Any such article is subject to confiscation and appropriate disciplinary action will be taken. Money forfeited to the crown shall be remitted to the Receiver General for Canada. Other articles shall be stored, an inventory maintained, and declared surplus to the Crown Assets Disposal Corporation each year.



Employment...

This section on employment is written to give you a general idea of what you will be doing during working hours in the penitentiary.

EMPLOYMENT

Inmate Employment, in the sense of occupying an inmate's time or service in a manner regarded as productive to himself and the institution, is seen as synonymous with work and comprises the activities in the following sectors:

1) *The Industry Sector;* where the productive occupation results in the output of goods and services for sale or where the productive employment of inmates is assured by a part other than C. S. C. e.g., forestry camps, national parks, agricultural assistance, inmate co-operatives, assistance to underprivileged groups, community projects, etc.

2) *Institutional Maintenance and Service Sector;* where the productive occupation results in the output of goods and services consumed by other inmates and/or the institutional administration.

3) *Education, Vocational Training and Arts and Crafts Sector;* where the productive occupation results in measurable recognized skills, educational grades, diplomas, certificates, degrees or acknowledgement by members of the general public. In the case of arts and crafts, the activity to be considered as work will have to result in a significant output of goods and not to be intended only as a means of recreation.

A normal working day will be restricted to employment in the activities listed in the above item.

During your stay at the institution, you will be employed in one of many areas. The Inmate Training Board or the Inmate Employment Co-ordinator makes the decisions about your work placement. The employment opportunities available are explained to you during the orientation period. Your abilities and needs are assessed by tests and personal interviews, and the results are taken into consideration when you are given a work placement.

Employment opportunities in the institution are similar to those in the outside community. Only a certain number of positions are open in each area. You may request a certain job, but whether or not you get the job depends on if an opening is available and the Inmate employment Co-ordinator/Inmate Training Board feel you can handle the work. If there is no opening in the area you wish to work, you may be placed on a waiting list and given another work placement until a position becomes vacant.

After the orientation period, you will be given an initial job placement, which you may request to have changed later. All changes are decided by the Inmate Training Board or the Inmate Employment Co-ordinator in consultation with your Case Management team. For information on specific employment opportunities, check the section on 'Employment' in your institutional handbook.

INDUSTRIES

Industries within institutions are shops which are production oriented. Here, you can learn a variety of skills through day-to-day on the job experiences. These shops also provide an opportunity for you to see how to work in industry and what some of the demands are. Many products produced in industrial shops are either utilized by The Correctional Service Of Canada, or sold to offset the cost of operating an institution. Depending on the institution and the particular shop, apprenticeship credits are possible.

In the work environment of industries there are minimal academic and experience requirements.

Most of the larger institutions operate four main shops: metal, carpentry, upholstery, and finishing.

1) Metal Shop - This usually includes the two specific areas of welding and sheet metal. In the welding shop, you will have the opportunity to learn the basics of oxy-acetylene and electric arc welding. Projects could include manufacture of playground equipment, stacking chairs, gymnasium equipment, etc.

2) Sheet Metal - The training given here provides the basic knowledge and skills of the sheet metal trade, including hand and power tool operation, use of bench tools, blueprint reading and jig and pattern making. Here a variety of products are made such as fireplaces, mailboxes, garbage cans, etc.

3) Carpentry Shop - This shop gives you an opportunity to learn how to operate wood - working machinery. Things produced vary from office desks to book cases to church pews. The training and experience that can be gained here could help you get a job in the community.

4) Upholstery - Here you can learn how to operate a variety of tools utilized in this trade, cut fabrics, repair and build frames, upholster furniture,etc. The experience and skills learned here will be of benefit if you wish to pursue the trade in the community.

5) Industrial Finishing Shop

This shop does the last work on metal and wood products made in other shops. Here, many things are painted or varnished either to protect the item or for decoration. Here, you can expect to learn how to strip and prepare materials, sand, mix, match, shade, and tint and apply finishes.

From these shops it is possible to learn a great deal about metal and wood finishing.

Other industrial shops are located in some institutions. For example, the print shop at Saskatchewan Penitentiary where one can learn the printing trade through the application of on-the-job training. Here forms and booklets are produced for government departments. The canvas shops at Saskatchewan Penitentiary and Stony Mountain repair mail bags for the Post Office and provide an opportunity for learning work routines and

operation of machinery. The tailor shops at Saskatchewan Penitentiary and Stony Mountain produce clothing articles for inmates, and one can become familiar with the skills needed in the garment industry.

Some shops have people waiting to get into them and thus you may have to wait you turn.

EDUCATION AND TRAINING

The Education and Training program is designed to meet your needs in areas related to employment and career opportunities. It is meant to prepare you to better your responsibilities when you are released, by increasing your employment opportunities and your earning potenial.

The Education and Training program includes academic courses from Grade 0 - Grade 8, general equivalency courses, or high school courses, depending on the institution, university work, and technical training in a wide variety of trades. Almost all of the academic and technical courses offered are recognized for accreditation and/or trade certification by the Provinces in which the institutions are based.

The accompanying chart indicates what academic and technical training is available in each institution. For specific details as to the opportunities in your institutions, check under Employment and Training in Part B of the Handbook.

ACADEMIC TRAINING	BOWDEN INSTITUTION	DRUMHELLER INSTITUTION	SASKATCHEWAN PENITENTIARY	STONY MOUNT. INSTITUTION	EDMONTON INSTITUTION
Grades 0 - 4, Blade	X	X	X	X	X†
Grades 5 - 10	X	X	X	X	X†
Grade 11		X			
Grade 12		X			
G.E.D. (Gen. Equivalency Dip)			X	X	
First Year University		X	X	X	
Advanced University				X	
Music		X			
Correspondence Courses	X	X	X	X	X

† *to Grade 8*

TECHNICAL

	BOWDEN INSTITUTION	DRUMHELLER INSTITUTION	SASKATCHEWAN PENITENTIARY	STONY MOUNT. INSTITUTION	EDMONTON INSTITUTION
Auto Body		X		X	
Automotive		X		X	
Barbering		X			
Bricklaying				X	
Carpentry		X	X		
Driver Training		X*			
First Aid		X*			
Offset Printing		X			
Plumbing		X*			
Radio/TV Repair			X		
Related Training		X	X	X	
Small Motors				X*	
Trades Correspondence	X	X	X	X	
Upholstery			X	X	
Welding		X	X		
Defensive Driving		X*			

* *Offered Intermittently*

A. ACADEMIC TRAINING

The academic training opportunities listed on the chart are for most part self-explanatory. Although the courses taught in each institution will vary somewhat, they are basically the same.

1.) Blade is a basic literacy program for adults. It is equivalent to grade 0 - 4. In this program you cover basic English and Mathematics and concentrate on learning to read and write.
2.) Grades 5 - 10 is an upgrading program which concentrates mainly on mathematics and on learning to read and write.
3.) Grade 11 - 12 is a very limited program in most institutions. It usually is substituted by G.E.D.
4.) G.E.D. stands for General Equivalence Diploma. G.E.D. gives you a grade 10, 11, or 12 standing. It can have advantages over grade 12, it may be faster to obtain and may not require as much intensive work: it is accepted by university for entrance requirements; and it is accepted as grade 12 by some trades and employers. However, the disadvantage is that all trades and provinces do not accept the G.E.D. by itself. Some trades still require

a specific grade level in math, or science, as well as the G.E.D.

5.) Correspondence Courses require a certain amount of self-discipline and determination. A variety of courses are available which vary in each institution.

If you are considering taking academic training, talk with the Supervisor of Education. The Supervisor can give you permission to take courses. He/she will also help you work out a suitable plan for your training and will advise you as to what courses to take in conjunction with your IPP Case Management Team.

B. TECHNICAL TRAINING

The chart indicates what technical training opportunities are available in each institution. If you are interested in this type of training, you will be given the opportunity to choose what kind of course you would like to take. Whether or not you are accepted in the course you choose will be based on your interest, aptitude and the positions available.

In each course you will be trained by qualified tradesmen and given the opportunity to use and operate expensive tools and equipment required for the various trades. The following is a description of the courses:

1.) Auto Body Mechanic

The product of apprenticeship training in the Auto Body trade is a competent craftsmen who, through skill and knowledge, is capable of repairing and refinishing the frame, body and trim of motor vehicles.

The course in theory and practical work follows a first year apprenticeship syllabus plus an additional three months of practical experience.

The course will introduce the apprentice to the basic skills and tools required to repair, shape and re-finish automotive sheet metal including the following: oxy-acetylene welding, trade terminology and materials, shop safety and tools, production materials and techniques, painting, mathematics, science and business knowledge. The apprenticeship exam consists of theory, and a practical exam in oxy-acetylene welding.

2.) Automotive

The product of apprenticeship training in the Motor Mechanic trade is a competent craftsman who, through skill and knowledge, is capable of repairing any of the intricate units which constitute a modern automobile. The course in theory and practical work follows the first year apprenticeship syllabus and consists of tool terminology and materials, safety, hand tools (measuring), hand tools (non-cutting), hand tools (cutting), use of oxy-acetylene equipment, fastening devices (threaded and non-threaded), frames and suspension, steering, engines, cooling systems, lubrication systems, manifolds (intake and exhaust) clutches, drive lines, transmissions, rear axles and differentials, brake systems, mathematics, science, business knowledge.

Through lectures, demonstrations and practice, the experience and confidence of the apprentice will be extended and further developed. The material to which the apprentice was earlier exposed will be reviewed and applied in depth to customer's vehicles. The work which will be carried out will be high in service responsibility. The emphasis is on quality of work, pride of achievement and trade proficiency.

During this period the apprentice will repair or overhaul transmissions and drive lines, differentials and rear axles, steering and suspensions, brake systems, clutches, gasoline engines and electrical systems.

3.) Barbering/Hairstyling

The art of barbering refers to the scientific study and practice of hair grooming.

Barbering as a professional career offers many opportunities and rewards to those apprentices who receive a thorough training and who observe professional ethics.

A 10 month course in theory and practical work, following the apprenticeship syllabus for the trade consists of: communications, trade practices and time limits, management, health and sanitation, small hand tools, related knowledge of structure and function of the body for maintenance of health skin and hair, disorders and treatments, shaving and beard trimming, hair-cutting and shaping, hair coloring, bleaching, permanent waving, hair styles and hairpieces.

4.) Bricklaying

The program follows provincial apprenticeship requirements and includes: use of tools, mortar preparations, types of construction, materials and kinds of bricks, and other materials. Students are taken through the progression from simple to complex brick work.

5.) Carpentry

The product of apprenticeship training in the carpentry trade is a competent craftsman who, through skill and knowledge, is capable of building all types of structures.

Following the provincial apprenticeship syllabus the course consists of: basic introduction to the building trade, hand tools, rigging, layout and elementry formwork, preliminary building operations, footings, foundation walls, floor framing, safety, study of wood, wood mouldings and joints, trade mathematics. Upon satisfactory completion of the course, the apprentice may write the provincial theory and practical exams, as set by the Apprenticeship Board.

6.) Offset Printing

The object of the program, or any of its courses, is to provide the Graphic Arts Industry with successful students, who will be employable in the industry.

Seven separate courses make up the 9 month program. Six of these each takes up six weeks or some 190 hours, the seventh, an on-going course, requires 25 hours.

The three basic courses are CAP (composition, artwork, paste-up) DTSP (darkroom techniques, stripping, plating) and PB (presswork and bindery). They are conducted simultaneously, with students switching courses after each six weeks. An advanced version of each of these courses is offered during the second half of the program. However, in order to participate in the advanced courses, the student must either have successfully completed its predecessor, or an on-going street equivalent.

7.) Plumbing

This three month course follows the first year provincial apprenticeship syllabus, which consists of theory and practical work in the following: introduction in basic plumbing, steamfitting and gas fitting, steel pipe and steel pipe fittings, pipe supports and fasteners, copper tubing, cast clay pipe, bitumized fibre pipe, transit pipe, soldering of metals, sheet lead, rigging, valves, water service, trade terminology, traps, basic heating, natural gas and liquid propane, blueprint reading and sketching, trade mathematics. Upon successful completion of the course, the apprentice may write the first year apprenticeship exam.

8.) Radio/T.V. Servicing

Course content includes DC and AC electricity, basic electronics, tube type radio and auto radio servicing, transistor radio servicing, audio units servicing, television receiver servicing. FM stereo servicing, colour receiver servicing, general radio service, lend-mobile communications. Each inmate receives instruction in the use and care of tools and equipment, shop and home service techniques, installation procedures, shop operation, public relations and safety precautions.

9.) Related Training

The Related Training Instructor teaches math, blueprint reading, drafting, and science as prescribed by the Apprenticeship Board for trades offered. Apprentices usually attend a half day per week of instruction.

10.) Small Motors

The increasing use of small air-cooled engines in the industrial,

transportation and recreation fields has created a demand for training personnel to service these units and the systems which they power, therefore, it has become necessary to provide pre-employment training for men interested in employment as mechanics in the small engine repair industry.

While the major part of the time will be spent on two and four stroke cycle engines, the machines in which these engines are used will be studied as well. These units include snowmobiles, motorcycles, outboard drives and lawn, garden and sidewalk machines. Graduates from this program should be in a position to obtain employment in this rapidly growing field in Western Canada.

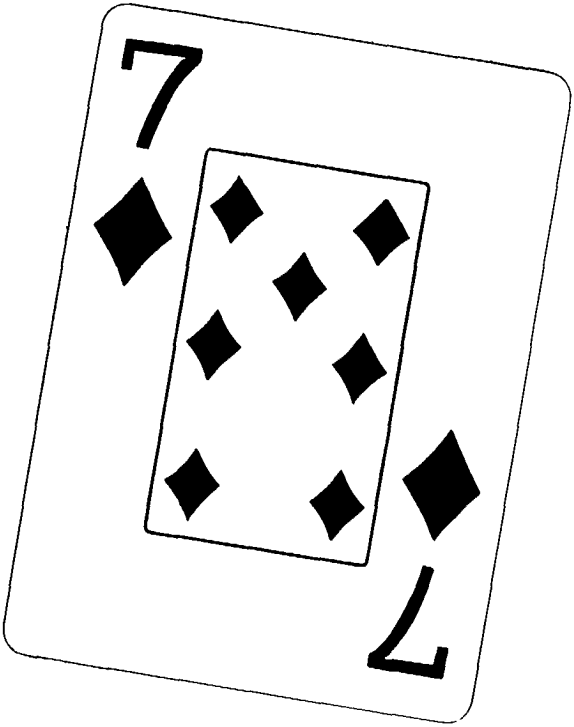
11.) Upholstery

Basically a 10 month course, the program in Upholstery encompasses all aspects of servicing, cutting, fitting and estimating costs of furniture and automatic upholstering. The program includes training in types of material, basic tools and equipment, spring construction, burlap and stuffing, covers, cushions, foam rubber applications, skirting and trim.

12.) Welding

The product of apprenticeship training in the welding trade is a competent craftsman who, through skill and knowledge, is capable of fabricating metals by fusion.

The welding course in theory and practical work follows a first year apprenticeship syllabus and consists of: oxy-acetylene and electric arc welding care, use and adjustment of equipment, correct flame adjustment for various metals, preparation of work for welding, use of different fluxes and rods for welding and brazing, welding of steel plates in lighter gauges in all positions, welding safety, arc welding machines, electrode types, basic welding electricity, joint types, trade mathematics. Upon satisfactory completion of the course, the apprentice may write the appropriate provincial theory and practical exams for first year, as set by the Provincial Apprenticeship Board.



Offender Programs...

This section describes the day-to-day living environment of most institutions and as well explains some of the programs operating and services provided.

The function of offender programs is to provide you with an opportunity to develop your personal abilities, your ability to get along with others, and to deal with any problems which the staff can help you work on.

CLASSIFICATION SERVICES

One of the members of your IPP Team is a Classification Officer or Living Unit Development Officer. This person is trained to help you solve and/or cope with problems you wish to discuss. Your Classification Officer/L. U. D. O. is a trained counsellor who is available for your counselling sessions. He/she is responsible for the overall management of your case while you are in the institution and makes recommendations about your case.

You will meet your L. U. D. O. shortly after arriving at the institution.

Most institutions have reception areas or centres. While in the Reception Centre, you will be interviewed by a number of people and will receive alot of information. You will also take a number of tests that will help to establish your abilities and interests. The interview, test results, and the information you receive will be helpful for you and your IPP Team in making your program plan.

TESTS

When you enter a Federal prison, especially if it is for the first time, you will be required to do some tests. These tests are usually a part of your orientation period. These are different tests that measure many different things.

Some tests measure how well you may be able to learn things, and this is useful when deciding which programs you could get the most from. Other tests, such as personality tests, are useful to find out what you think about a variety of things, and/or how you feel about yourself and others. For example, a personality test may show that you are feeling anxious about something. While it won't necessarily say what is bothering you, it then gives you the opportunity to talk to a counsellor/psychologist about it.

The reasons you do the tests is so that you and the counselling staff can get a better idea of:

- what you are like
- where your interests lie
- how you look at things
- what abilities you have

Because they are for your own use, the interpretation of your tests results can be discussed with the appropriate staff members.

If you want to get more information about psychological tests in your

institution see:

- the library for books about it
- your L. U. D. O.
- your IPP Team
- the institution's Psychologist

IPP

IPP stands for Individualized Program Planning. It represents the team approach to your case that will start as soon as you arrive at your new institution. IPP provides a way for you and other members of the IPP Case Management Team to organize your time within the institution. This approach helps you to identify the direction you want to go in terms of education and training, counselling, leisure time activities, temporary absences and parole, etc.

With the team, you can set a plan which you feel will provide you with the best opportunities both in the institution and the community. The team will include you as a member as well as:

- Your L.U.D.O./C.O.
- L.U.
- and any additional members such as:
  - work instructors
  - teachers
  - chaplains
  - psychologists

or anyone who may be working with you throughout your sentence that you or the rest of your IPP team feel would be of value.

If you don't work with your IPP team, it may be more difficult to assess your progress for such things as earned remission, parole, or TA's. If you do choose to work with your IPP team, you will be considered a full fledged member of the group that helps to decide what you do in the penitentiary, what is expected of you, and what your progress is for recommendations for such things as transfers, TA's, etc.

You may get involved in some of the programs available through the institution with the help of your IPP team. These groups could include such things as AA or drug abuse groups.

TRANSFERS

It is sometimes possible to be transfered to another Federal Institution. Each transfer is considered on the basis of its own merits, and there must be a number of good reasons for a transfer to take place.

If you wish to move to another institution it will be necessary for you to apply to your L. U. D. O./C.O. and provide him with your reasons for applying.

In the case of transfer applications within the Prairie Region, the final

decision is made at Regional Headquarters in Saskatoon. If you are applying to transfer to another region, your application must be recommended at the institution and approved at Regional Headquarters in this region, and the region you wish to go to. In all cases, your transfer request must be recommended by the institution that you are now in.

With the exception of emergency transfers, you will be kept informed in writing of the results of your application.

For more information, speak to your L.U. or talk to someone else on your IPP Case Management Team.

INMATES FROM THE UNITED STATES AND MEXICO

If you are an American or Mexican citizen, it may be possible for you to serve your sentence in your own country.

Bill C-21 provided a mechanism to transfer inmates to institutions in their respective countries of the United States and Mexico. You will still have a record in Canada. The major benefit is that you can serve your time closer to family and community supports if the transfer is approved. For more information or advice on how to apply, see your Living Unit Development Officer or your Classification Officer.

LIVING UNIT

One of the purposes of the Correctional Service Of Canada is to provide you with opportunities which will allow you to change yourself. These opportunities will be most effective if they take place in a situation which is similar to the outside community. The Living Unit Program is taking penitentiaries in this direction in that its aim is to set up a community feeling within the institution. Certain principles of cooperative community effort are applied to the daily operations so that the total effort of the institution is aimed in one way.

Through the Living Unit Program and the community atmosphere provided by it, you are given the opportunity to learn something about how people live together cooperatively, how the individual has a responsibility to the larger group of which he is a member and how the group makes rules to control its members so that the group can remain effective.

To provide these opportunities, the Living Unit Program sets up small units which operate differently from each other in some ways. Within these units people are part of an even smaller group associated with the area where they live. Under usual circumstances, you will be continually associated with the same unit and small group as long as you remain in the same institution.

In addition to being associated with the same unit, you will also have the same group of Living Unit Officers working there. One of these officers will be your main contact in the institution and will be able to help you solve different problems you may have or get. Because you and your Living Unit

Officer will be communicating regularly, he will come to know you very well. As a result, he will be able to contribute important information to various decisions made concerning you.

As well as your Living Unit Officer, other staff have different responsibilities regarding you. The main group of staff for you will be your IPP Case Management Team. This team is made up of yourself, your Living Unit Officer, Living Unit Development Officer (L. U. D. O.) and Parole Officer (P.O.). Sometimes, other staff such as a psychologist, chaplain, work supervisor or teacher may act as team members when they are needed. One of the major purposes of this group is to help you make the best of the opportunities that will be available to you in the institution.

Other group activities are also key elements of the Living Unit Program. These are oriented toward problem solving. Range meetings are concerned with problems which arise and effect the small living group. Unit meetings tend to centre on issues which effect either the larger unit or the institution generally. Individual difficulties are sometimes dealt with in therapeutic groups conducted by psychologists or Living Unit Development Officers.

SOCIAL DEVELOPMENT

Social Development provides a number of programs, resources and activities for you while you are in an institution. The goal of Social Development is to give you more opportunities to develop self-awareness, self-appreciation, and self-direction through the making of informed decisions. The opportunity to make these decisions will allow you to more capably direct your own life once you get on the outside. The Social Development programs and activities may help you to have better relations with other people inside and outside of the institution.

Social Development oversees a lot of different self-help groups, activities and programs which are kept in close contact with your IPP process.

Like IPP, the Social Development process is continuous throughout your sentence. It is a learning process that allows you to get and use social skills and behaviours in many different situations; e.g. work and play.

Social Development is mainly aimed at personal growth and to provide this, you are given many opportunities. Included in this division are:

- family, citizen, and community participation
- recreation and physical education
- social cultural groups
- self-help groups
- arts and crafts
- inmate committees
- citizen advisory committees
- multi resource centres

The family, Citizen and Community participation area of Social Development has as its objective the promotion of a constructive visiting and

correspondence program. This includes community members as well as your family. For example, there may be some community volunteers to work with you on arts, crafts, alcoholism or recreation. All visitors must be placed on your visiting list.

The function of the Recreation/Physical Education section is to promote your physical, social and mental well being. Opportunities to get involved in positive recreational activities, develop leisure-time management skills, and develop psycho-motor skills will be given to you through a variety of programs and activities.

The Social and Culture Development section provides the opportunity for you to engage in the development of your own programs. There will be strong emphasis on introducing you to members of the larger community through a number of social and cultural activities. Some of the programs in this area are Alcoholics Anonymous, Native Brotherhood Organizations, Drama and Music Groups, Jay Cees, etc.

The Arts and Crafts section promotes the discovery, exercise and development of a variety of skills and artistic abilities. This development is brought about through formal instruction and the opportunity to engage in hobby craft. Arts and Crafts allows you to achieve a sense of satisfaction and growth, in addition to providing an alternative leisure time activity.

Inmate Committees are elected representatives of the inmate population that provides suggestions and recommendations to the warden. In addition, your committee liaises with the Warden to provide an avenue of communication regarding potential problems, programs, etc. Each living unit or range elects a representative to the inmate committee.

The library provides resources to support the aims and objectives of the institution. The library is there for inmates and staff and holds materials for reference, legal materials and entertainment. The library maintains a minimum standard of 20 books per inmate and attempts to keep up to the needs of the people using it.

The Citizens Advisory Committee consists of a varying number of members reflecting a cross section of the outside community. The committee's function is to provide a greater degree of contact between the community and federal penitentiaries. The C.A.C. provides feedback to the warden on issues such as community reaction to the institution and its programs, in addition, it encourages citizen participation in inmate programs. The committee helps the institution as well as the Community Correctional Centres and C.S.C. — Parole.

PROGRAMS FOR MINORITY GROUPS

Native Programs

All inmates are eligible to join any institutional program. In addition, some programs exist specifically for Native inmates.

'Native Brotherhoods' can be found in each of the main institutions in the

Prairie Region. These formal organizations exist to:

- strengthen cultural identity, e.g. pow-wow groups
- to promote better understanding of problems experienced, e.g. paying for workshops with outside participants
- to foster better understanding and unity between Native groups, non-Native inmates and institutional staff, e.g. no distinction is made between the Treaty, Metis, Non-status and Inuit groups.

The native brotherhoods hold regular meetings on a weekly basis. See your L.U. or Social Cultural Development Officer about the time and place in your institution.

Attached to most institutions and working closely with the Native Brotherhoods are Native Program Co-ordinators. These Program Co-ordinators are to develop and co-ordinate a program designed to your situation. For example in the preparation of workshops, they are the main link between Brotherhood and the outside community. As well, being Native people, they can be available for informal counselling.

Community Agencies

There are a lot of agencies that you, as a federal offender, can use. These agencies have many different programs that they can provide for you. Some operate within the institution, for example, the John Howard Society and the Salvation Army.

Some operate both inside and outside such as AA, while others are mainly there for when you are ready to get out. C.R.C.'s or Community Residential Centres are a good example of this. C.R.C.'s are half-way houses which provide a place to live either on parole or mandatory supervision. Half-way house parents often sponser inmates on temporary absence and provide other services such as help in getting a job etc. Members of these organizations usually come out to the institution on a regular basis. Ask your L. U. for more information.

Some of these places are designed for specific groups of former inmates such as ones run by AA. There are quite a few C.R.C.'s which are open to anyone who meets the parole requirements.

It is important to note the difference between CRC's (Community Release Centres and CCC's (Community Correctional Centres). CRC's are run independently of The Correctional Service of Canada whereas CCC's are Federal Institutions run by The Correctional Service of Canada.

Psychological Services

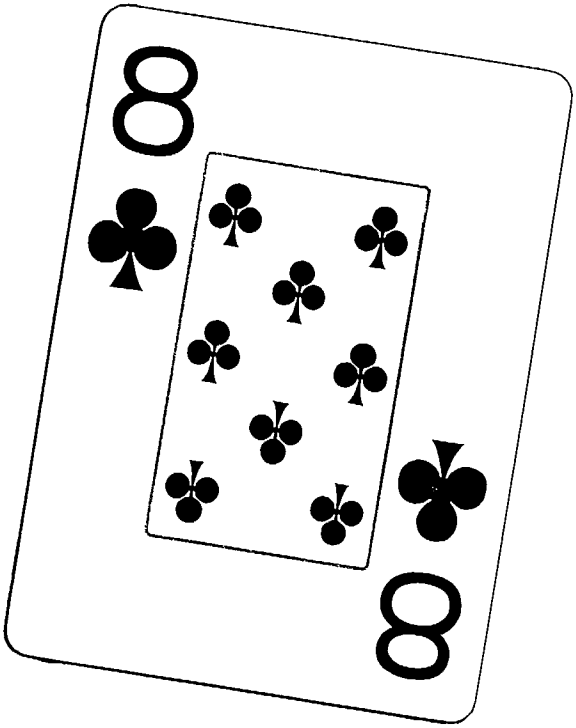
The psychologists in the institution are available to you for counselling and therapy. Psychologists also are involved in many of the decisions about you and often are members of the IPP Case Management Team. If you are having emotional problems or wish to come to a better understanding of yourself, discuss this with your L. U. or CO/LUDO who can refer you to the psychologist.

Chaplaincy Program

The Chaplaincy program in each institution allows and encourages you to worship in the recognized religion of your choice. Most major institutions have both a Protestant and Catholic Chaplain on staff. The smaller institutions have a part - time or a visiting chaplain.

The Chaplain are specially trained and available for both religious instruction and counselling. They lead and supervise organized chapel activities during the week, plus spend a great deal of time counselling individuals. Their goal is to help you to grow spiritually, and help you gradually develop a positive self - image, and feelings of personal dignity and self - worth.

The type of chapel activities varies in each institution, but most include group worship services on Sunday, and discussion groups or Bible studies during the week, For specific details on the activities in your institution, check the Chaplaincy section in Part B.



Administration...

EARNED REMISSION

During your sentence, you have the opportunity to work for, or earn remission. Remission is measured in days, and is the amount of earned time subtracted from the end of your sentence, which you do not have to serve.

As of July 1978, a new Earned Remission system came into effect(Section 24 - Penitentiary Act). Under the old system, you could earn 3 days of remission per month. You are now eligible to earn 15 days of remission each month.

Two factors are now considered in determining remission:

1) Conduct - based on how you behave in terms of the institution's rules and regulations.
2) Participation - based on your effort to participate co-operatively at work, in the units, and in social activities.

You are eligible to earn a maximum of 5 days remission for conduct and a maximum of 10 days remission for participation.

The number of days you are awarded for both conduct and participation is based on a point system. As shown in the sample chart, the number of demerit points you accumulate during the month will determine the number of days of remission you earn or fail to earn. Remission lost each month is lost forever.

	DEMERIT POINTS	FAILS TO EARN (DAYS)
CONDUCT	0 - 2	0
	3	1
	4	2
	5	3
	6	4
	6 or more	5

	DEMERIT POINTS	FAILS TO EARN (DAYS)
PARTICIPATION	4	1
	6	2
	8	3
	10	4
	12	5
	14	6
	etc.	etc.

EARNED REMISSION BOARD

1) Membership - The Earned Remission Board meets monthly to derermine how much remission you have earned. The Board is made up of an Assistant Warden (as chairman) and at least two other officers. The members on the Board will vary in each institution.

2) Demerit Points - The Board receives monthly reports on any demerit points you have accumulated. For conduct, the Unit Adjustment Board or the Institutional Disciplinary Court will recommend a number of demerit points to the Board, if they find you guilty of any serious or minor offence. For participation, your supervisors may recommend demerit points to the Board. (A supervisor is any officer who is responsible for you or in direct contact with you during the day, you may have a number of supervisors. Each supervisor may recommend up to a maximum of 3 demerit points to the Board for each incident.) When the Board receives the reports, they then decide whether or not they will accept the recommended number of demerit points and translate the points into "x" number of days of remission.

3) Notification - If you fail to earn the maximum number of days (15 per month), you will receive written notification at the end of the month. At the end of each quarter (every three months), everyone will be informed of their earned remission to date, including those who have earned the maximum amount each month.

4) Appeal - If you are not satisfied with the amount of Earned Remission credited to you by the Board, you may ask them to review your case. If after the review you are still not satisfied, you may appeal to the Warden. The Warden's decision will be final.

5) Statutory Remission - If you had any statutory remission credited to you before the new Earned Remission system came into effect, you will still keep it. However, if you are found guilty of any disciplinary offence, any forfeitures will be applied against your statutory remission credits, until they are exhausted. Statutory Remission forfeited may be restored, see your Living Unit Officer for details. Any further forfeitures of remission resulting from institutional disciplinary court will be applied to the new earned remission. Once new Earned Remission credits are forfeited, they are lost forever.

PERSONAL PROPERTY

C.D. No. 209 describes in general terms what and how much personal property you may keep in your immediate possession (on your person, in your cell, or in your locker), and what you can store. When you enter the institution, you will be instructed as to what articles you may or may not keep. As well, you will be asked to send home or get rid of as much personal property as possible. An inventory will then be taken and a list made of your remaining possessions, both in storage and in your immediate possession.

Immediate Possession: Annex A of C.D. No. 209, lists articles approved by the Regional Director for immediate possession, however, what you may keep will vary in each institution, depending upon recommendations from the Warden and approval from the Regional Director. The articles you may keep in your

immediate possession can not add up to a value of more than $500.00

Storage: You will be given a total space of nine (9) cubic feet in which articles will be stored. Possessions will be kept in approved containers and there is no guarantee against deterioration of your stored articles.

Safety: As far as possible, you will be responsible for the safety of articles in your immediate possession.

GRIEVANCES

Procedure

If while you are serving your sentence, you feel you have been wronged in any matter that comes under the jurisdiction of the Commissioner of Corrections, there are certain steps to follow to seek to have the wrong righted (C. D. No. 241)

The first step is to make a complaint to your immediate supervisor in the area in which the wrong was done. A Complaint is a verbal explanation of the problem. Your supervisor will tell you whether or not your complaint is legitimate and may then refer you to a higher authority for consideration and action. If you are not satisfied with the action taken, you may proceed to the second step.

The second step is to present a grievance. A grievance is a written presentation of your complaint, on an approved grievance form. There are three different levels to which your grievance may be presented:

a) Institutional Warden
b) Regional Director
c) Commissioner

You start at the first level (Institutional Warden) and only proceed to the second and the third levels if you are not satisfied with the decisions made.

At each level, a decision will be made within 10 days after receiving your grievance, or you will be notified of the delay. If after 10 days you have not received a decision and have not been notified of a delay, you may proceed to the next level. If you do receive a decision, but you are not satisfied with it, you must present your grievance to the next level within five working days, or it will be assumed that you dropped the grievance. The contents of your grievance, including reports, comments and decisions, will be kept confidential at all levels.

Federal Correctional Investigator

If you have taken all the available legal and administrative steps to try and resolve your complaint, and are still not satisfied with the action or lack of action taken, you may request the Correctional Investigator's Office to conduct an investigation. The Correctional Investigator is a Commissioner appointed by the Solicitor General to investigate and make recommendations on inmate complaints, 'as a last resort'. (C. D. No. 240) The Correctional Investigator or Inquiries Officers, who work out of the Investigator's office, will make regular

unannounced visits. You will be informed of the regular visits, and you may request to have a private interview with the Correctional Investigator or Inquiries Officer at that time. Any correspondence you send to the Correctional Investigator's Office will be mailed from the institution unopened.

INSTITUTIONAL SERVICES

Each Prairie Institution has facilities to launder your clothes. The system used varies for each institution, however, clothes are labelled with your institutional number to help prevent loss. If you find that you need a haircut, there is a barber in the institution who will cut your hair.

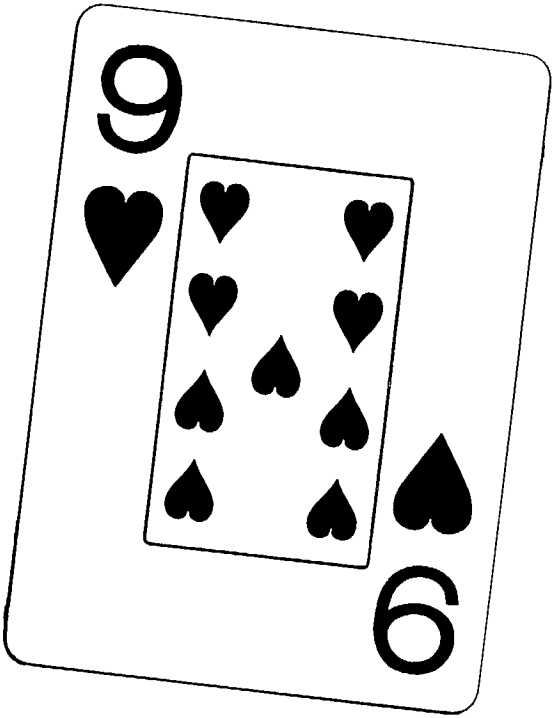
Consult your institutional handbook or your L.U. for details.

CANTEEN

With the exception of the C.C.C.'s all Prairie Institutions of the C.S.C. have inmate canteens.

The canteens sell a variety of items you may wish to purchase from cigarettes to chocolate bars.

For information on how the canteens operate, see inmate pay and your institutional handbook.



Finance...

While at the institution, you will be paid for the work you do. The money you earn is segregated into two parts:

1) spending portion
2) compulsory savings

The following list tells you of the different pay levels and the rate for each.

PAY RATES

Level	Daily Earnings
1	$0.90 (90)
2	$1.00
3	$1.15
4	$1.40
5	$1.95

You will start at level one and if you work hard and responsibly, you will likely progress to higher pay levels. Level one is for:

- Idle inmates who have no work
- new admissions during their admission process
- inmates in medical centres who aren't participating in a recognized program

Twenty - five cents from every day's pay is allocated to compulsory savings, and will be put into your inmate savings fund. This money will be turned over to you when you are released. (See section on inmate savings) Also, one-day's pay at grade 1 will be deducted from your spending portion and will be put into the inmate welfare fund once a month.

In some special circumstances, you may have to work overtime. If that does happen you will get $0.20 an hour as overtime pay.

Statutory holidays are ones such as Christmas, July 1, Labour Day, and Thanksgiving. You get paid your regular rate of pay for these days and you do not have to work.

Inmate Compulsory Savings Fund

This is $0.25 a day from your pay. This money is released to you when you get out. If you have less than $25.00 in your compulsory savings account when you are released, the government will make up the difference, so that upon release, you will have a minimum of $25.00 in your pocket.

Trust Fund

Each inmate has his own trust fund. The money for the trust fund comes mainly from outside the institution, e.g. from immediate family and friends. These funds will be given to you when you are released. If you go to another institution, your money in this fund will be transfered with you, and if you go to a CCC, it will be put in a special bank account that requires a staff signature along with yours for withdrawls from this account.

Canteen Fund

When you first enter the institution, you will be allowed to spend up to $8.00 on canteen until your first pay period. You will be receiving grade one pay while you are in the reception area, until you start working or going to school in the institution. Some institutions use the token system for your canteen money. In these institutions, you can't have more than $20.00 worth of tokens at one time. If you have any more than that, the rest will be confiscated. Every two weeks, the inmate pay clerk hands out tokens to the inmates. If your institution is on the token system, remember not ask for more than you need, so that you don't have more than the allowed $20.00. If you have any difficulties, ask the inmate pay clerk.

Any money that doesn't go into your compulsory savings, is credited to your spending portion which is normally used for your canteen purchases.

In institutions that don't use tokens for their canteen fund, your canteen purchases are done by canteen requisition slips. You write down what you want to order and add up the total cost. This slip is then handed in and they add up the amounts to check your addition, see that you have sufficient funds and then put your order into a canteen bag and deliver it to you on a specified date. The amount of the purchase is automatically deducted from the money in your spending portion. That way you really don't see the money from the fund but you can still make purchases.

There are other, more expensive items that you can buy, with approval, out of your spending portion fund. For example, there are musical instruments, and hobby crafts. Check with your L.U., S.C.D.O. or C.O. about this.

Inmate Welfare Fund

This is money collected and used for the inmates as a group for such things as socials, dances, and movies. You may be eligible to borrow from it when you start your hobby craft, if you need tools and supplies that you can't pay for yourself yet. You will be expected to pay back all the money you borrow from the inmate welfare fund.

Also, if anything is stolen, lost or destroyed in an inmate - run canteen, the money to replace the items comes out of the inmate welfare fund, so that ripping off the canteen is ripping off your own money in effect. Contributions to the inmate welfare fund are compulsory.

BENEFITS AND INSURANCE

CPP

If you reach age sixty-five while in a Federal Penitentiary, you will still receive the part of your pension that is made up of the old age pension. There is another part, called old age security payments, which you won't start to get until you are released.

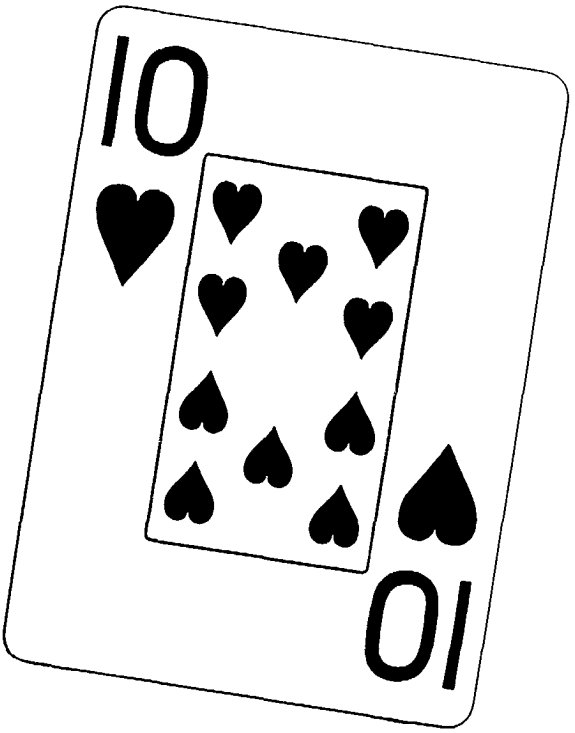
The rules for receiving CPP are:

- having reached age 65
- having lived in Canada five years out of the last ten
- being an orphan under age of majority
- being a widow or widower who must support children

There are a lot of conditions to these rules so before you see the dollar signs dancing in front of you, it is good to get the official word from someone at CPP. Ask your LUDO or C.O. to check this out for you.

The rules for old age security are much the same as for CPP except that you can't receive it while inside.

To get either one of these benefits you have to apply for them three months before you are eligible. Keep this in mind when your 65th birthday is approaching. If you have any more questions about this, ask your LUDO/C.O. or look in the library for booklets put out by the province and CPP on old age benefits.



Medical and Health Care Services...

MEDICAL AND HEALTH CARE SERVICES

The Prairie Region Institutions provide comprehensive health care. This care includes Medical-Surgical, Psychiatric, Dental, Optical and Nursing Services. The cost of these basic services is borne by the Federal Government.

Each Institution has a Health Care Centre which is designed to provide service to both out-patients and in-patients. The Health Care Centre is modern, well equipped and professionally operated by nurses twenty-four hours a day. Each Centre contracts a Medical Doctor, Psychiatrist, Optometrist and Dentist who perform diagnostic, as well as remedial services. Every effort is made to operate the Health Care Centre according to the pattern, style and ethical principles of a community hospital. A patient is referred to a consultant or community hospital for services which cannot be adequately provided by the Health Care Centre.

A medical examination is required for all institutional residents soon after their admission. The availability of health care and the procedure for requesting this service are outlined in each Institutional Handbook.

The objective of each Institutional Health Care Centre is to assist each patient in achieving and maintaining optimal, physical and mental health.

It is important to note that to ensure you will be covered by a provincial health care plan, it is essential that you apply for coverage prior to your release, as there is a waiting period. If you are going to live in another province, it is still advisable for you to register in the province in which you are held. For further information and assistance, contact the health care officer, or your LUDO/C.O.

Parole...

INTRODUCTION

Parole means you are released from prison to serve the remainder of your sentence in the community, under certain conditions. This is a simple definition and does not cover the various types of releases, eligibility, conditions, supervision, or the many other aspects of what is called parole system. These will be touched on in this guide.

Recently, Parliament changed the laws which affect the parole and penitentiary systems. No doubt you are wondering how this will affect you. These changes are contained in this booklet. You will notice, for instance, the explanation of judicial review which is a result of Bill C-84, that became the Criminal Law Amendment Act (No. 2) 1976. The guide also describes the new system for temporary absences, some of which are now granted by the National Parole Board, by the Criminal Law Amendment Act, 1977 (Bill C-51) parts of which became law in the fall of 1977, the remainder coming into effect in the spring of 1978.

This guide to community release does not go into all the details of the system but your Classification, Living Unit or Parole Officer, and the Board, are there to answer your questions.

THE NATIONAL PAROLE BOARD

The National Parole Board is an independent body, composed of 26 fulltime members who have absolute authority to grant, deny or revoke day parole and full parole and to revoke mandatory supervision. They also authorize unescorted temporary absences. And, they set down the conditions by which you must abide while on release.

Full-time Board members are appointed by Government for a definite term of office and come from a wide variety of backgrounds: journalist, police chief, proffesor, social worker, John Howard Society worker, Indian Chief, psychologist, ex-inmate, chaplain, armed services officer, lawyer and criminologist.

By the appointment of community Board members, who with the other members will review preventive detention, indeterminate, and life cases there is an even greater variety of experience.

The full-time Board members are located throughout five regions of Canada and at the Ottawa headquarters. The regional office in the Prairie Region and N.W.T. is located at: National Parole Board, Financial Building, Room 505, Saskatoon, Saskatchewan, S7K 0E9.

TYPES OF RELEASE

There are basically four types of release: temporary absence, day parole,

full parole, and mandatory supervision.

Temporary Absences

Temporary absences, escorted or unescorted, is the first type of release you will probably experience. It is an occasional release from the institution for medical, humanitarian or rehabilitative reasons.

Under the legislation passed in 1976 and 1977 authority for some temporary absences was transfered to the Board. Approval for TA's for some lifers became Board responsibility July 26, 1976 and in March 1, 1978 it was given responsibility for all unescorted TA's for all other inmates.

Escorted TA's for medical reasons are granted by the Warden of the institution. Unescorted TA's for medical reasons are the responsibility of the Board.

Escorted TA's for humanitarian or rehabilitative reasons are granted by the warden of the institution, except for certain inmates sentenced to life for murder whose release is subject to Board approval. Unescorted TA's for humanitarian or rehabilitative reasons are the responsibility of the Board.

The Board may delegate some of its authority for TA's to a warden of an institution. Including the authority to cancel a specific TA that is part of an approved plan. However, no changes may be made to a release plan without Board approval.

Medical

A temporary absence might be granted for medical reasons when the medical staff believe you need medical care that cannot be provided in the institution. This includes such services as surgery, examination by a specialist, dentistry, and treatment.

Humanitarian

Temporary absences might be granted for: funeral services of an immediate family member; a visit to an immediate family member who is seriously ill; special events such as gradution or religious ceremonies that normally call for family participation; court appearances; provision of support in certain instances of hardship being endured by family members where your presence would be beneficial.

Rehabilitative

Temporary absences might be granted for: visits with family or to community residential centres to enhance potential success on parole or mandatory supervision; for an interview with possible employers or landlords before release; to attend a lecture or seminar, or function in connection with special studies or interest; to undergo an examination or assessment not available in the institution; for a community service project by a group or individually; to make arrangements for personal business activities; to attend social, cultural, or recreational activities, to visit the nearby community to ease change from confinement to freedom; to coincide with date of release on parole or mandatory supervision when the date falls on a weekend or statutory holiday.

ELIGIBILITY (UNESCORTED TA)

If you are serving a sentence for a definite number of days and entered the penitentiary before March 1, 1978, you will be eligible for an unescorted TA six months after you set foot in the prison.

Example:

sentence to	9 years
entered penitentiary	Feb. 1, 1978
TA eligibility	Aug. 1, 1978

If you came in on or after that date, you become eligible six months after you were sentenced or at one - half the time you must serve before your eligibility date for full parole, whichever is the longer of the two periods.

Example:

sentenced to	9 years	May 1, 1978
full parole eligibility	(⅓x9) 3 yrs.	May 1, 1981
TA eligibility	(½x3) 1½ yrs	Nov. 1, 1979

If you were sentenced to preventive detention, as an habitual criminal or as a dangerous sexual offender before October 15, 1977 you become eligible one year after sentencing.

If you were sentenced to detention for an indeterminate period as a dangerous offender, on or after that date, you become eligible three years after sentencing.

If you are serving a life sentence for a crime other than murder and you entered the penitentiary before March 1, 1978, you are eligible in six months If you came in on or after that date, you become eligible three years before your full parole eligibility date, which means four years after sentencing.

Example:

sentenced to	life	May 1, 1978
full parole eligibility	7 years	May 1, 1985
TA eligibility	4 years	May 1, 1982

If you are serving a life sentence for murder and you were sentenced before January 1, 1974, you became eligible three years after entering the penitentiary. If you were sentenced on or after that date, you become eligible three years before your full parole eligibility date, which is sometime between 10 and 25 years, depending on the order of the Court or the category of murder. In case of a medical emergency, you may be granted an unescorted TA, whether you are eligible for TA's or not, if you were sentenced before January 1, 1974. If you were sentenced on or after that date you must be eligible. If not, you would be escorted.

The Board is also involved in applications for escorted releases of persons serving life for murder. If you were sentenced before July 26, 1976 the Board will review your application for an escorted TA for humanitarian or rehabilitative reasons and make a recommendation to the institution warden. The warden is the one who makes the final decision to the release. If you were sentenced on or after that date, any escorted TA for humanitarian or rehabilitative reasons must be approved by the Board.

After revocation of parole or mandatory supervision, you won't be considered for an unescorted TA for six months or for one-half the time to be served before your next parole review date, whichever is the longer time. However, the Board may have set a definite date when it revoked your release.

After a Board decision to deny parole, you will not be considered for an unescorted TA for 30 days. Nor will you be considered for an unescorted TA if you are in custody under a warrant of suspension awaiting a Board decision on a revocation. And you will not be granted an unescorted TA for rehabilitative reasons if you are on day parole.

Applications for unescorted TA's should be made on the new form, NPB 60.

If your unescorted TA is for less than one day you do not report to a supervisor. On longer unescorted TA's you report to a parole officer or a member of an after-care agency.

You should also keep in mind that a TA plan does not automatically lead to a day parole or a full parole.

To sum up:

Sentence ..... **Eligible After Serving**

fixed definite number of days ..... 6 months after entering penitentiary

before March 1, 1978 ..... 6 months after sentencing or ½ time before full parole eligibility date, whichever is longer

Indeterminate

habitual or DSO before 15 Oct. 1977 ..... 1 year after sentencing

dangerous offender, on or after ..... 3 years after sentencing Oct. 15, 1977

Life (non-murder)

before March 1, 1978 ..... 6 months after entering penitentiary

on or after March 1, 1978 ..... 3 years before full parole eligibility date (4 years after sentencing)

Life (murder)

before Jan. 1, 1974 ..... 3 years after entering penitentiary

on or after Jan. 1, 1974 ..... 3 years before full parole eligibility date (may be anytime between 10 and 25 years).

Exceptions

on day parole ..... not eligible for rehabilitative reasons

parole denied ..... 30 days

release suspended ..... eligible but not considered

release revoked ..... eligible but not considered until 6 months or ½ time to new parole review date (whichever longer) or at date set by Board.

APPLICATION FOR TA's

If you are eligible for a TA, first discuss your plans with your LUDO/CO. He will tell you how realistic your idea is. Then you will need to fill out a TA

application stating the nature of the TA, the proposed date, destination, duration, etc. Your application may then be presented to the TA Board or IPP Team. They will consider it and as a group make recommendations to the warden. If the granting of the TA is not within the Warden's authority, it will be referred to the NPB. Otherwise, the Warden will have the final say on granting or refusing to grant your TA.

Criteria For TA's

When you apply for a TA, your case will be treated individually. But in general, several factors will be considered: the length of your sentence, the the nature of your offence, your past history of offences, your attitude, co-operation conduct and work reports within the institution. Check with your LU Officer or CO for a more detailed description of the factors involved in considering TA's.

Permit For TA's

If you are granted a TA, you will be given a Temporary Absence Permit authorizing your TA. This permit must be carried with you at all times. Your permit will list the conditions of your TA.

DAY PAROLE

Day Parole is a limited form of parole designed to assist you to prepare for a full parole or mandatory supervision release.

Usually, it is granted for a specific purpose or program and for a limited period of time. While on day parole, you would at first continue living at your institution or, perhaps, in a community correctional centre or a community residential centre.

Many inmates apply for a day parole to participate in work projects. Such projects enable them to earn the money they will need to start life in the community again. Others apply for day parole to take a course which is not available in the institution but which is necessary to upgrade their qualifications for employment. Others, with special problems, might apply for a day parole to participate in an alcohol or counselling seminar.

These are only examples. Day parole programs are as individual and different as the inmates who apply. If you are interested in a day parole, seek the assistance of your classification or living unit officer in developing a day parole program which will assist you to gradually re-enter the community.

A day parole is usually granted for a maximum period of four months. As you near the end of your release period your parole officer will prepare a report for the Board describing what and how well you have been doing. As well, this report will describe any changes to your day parole program which you have requested.

For example, you may have finished your upgrading course, and are requesting that you be allowed to look for employment or to spend one weekend a month with your family. Again, the changes requested are as different as the inmate who requests them.

The Parole Board then reviews your case and decides whether there is value in renewing your day parole and if so, what changes might be made.

Day parole is ended by:

- expiry; it simply ends and is not renewed by the Board. (your day parole certificate shows the expiry date)
- termination; ended normally becduse the original purpose of the parole can no longer be (example: a day parole for a workproject would be terminated if the project ended before the expiry of the day parole)
- revocation; if the conditions of the day parole release are violated or likely to be violated. (see Conditions and Revocation).

If you day parole application is denied, you may apply again at any time and your application will be reviewed within four months of its arrival at the regional Board office.

ELIGIBILITY

If you are serving a definite sentence of two and less than 12 years, you are eligibie for a day parole after serving six months or one-half the time to be served before full parole eligibility, whichever period is longer.

Example:

sentenced to	9 years	Feb. 1, 1977
full parole eligibility	(⅓x9) 3 years	Feb. 1, 1980
day parole eligibility	(½x3) 1½ years	Aug. 1, 1978

If your sentence is definite and 12 years or more you will be eligible for day parole two years before your full parole eligibility date.

Example:

sentenced to	15 years	Feb. 1, 1977
full parole eligibility	(⅓x15) 5 years	Feb. 1, 1982
day parole eligibility	(5x½) 2½ years	Feb. 1, 1980

If you are serving a maximum life sentence for a crime other than murder, you are eligible for day parole five years after sentencing.

If you are serving a minimum life sentence (murder) you are eligibie for day parole three years before your full parole eligibility date.

Example:

full parole eligibility ..... Feb. 1, 1981
day parole eligibility..... Feb. 1, 1978

The third year before full parole eligibility will probably be used for temporary absences, the second year for special projects, and the last year before full parole eligibility for a regular day parole program.

If you are serving a sentence of preventive detention and were sentenced before October 15, 1977, you are eligible for day parole after serving one year. If you were sentenced to detention for an indeterminate period on or after that date, you must serve three years before becoming eligible.

example

sentenced to preventive detention before Oct. 15, 1977

sentenced ..... Feb 1, 1977
full parole eligibility ..... Feb. 1, 1978
day parole eligibility ..... Feb. 1, 1978

sentenced to detention for an indeterminate period on or after Oct. 15, 1977

sentenced ..... Feb. 1, 1978
full parole eligibility ..... Feb. 1, 1981
day parole eligibility ..... Feb. 1, 1981

If your day parole is either terminated or revoked for violation of release conditions, the Board will consider another one but you may be considered a poor risk.

After revocation of full parole, you may be considered for a day parole when you serve a minimum of six months or one-half the time before the date set for your eligibility date for full parole.

In summary:

Sentence ..... Eligible After Serving

- 2 and less than 12 years.... either 6 months or ½ the time to be served before full parole eligibility date, whichever is the longer period
- 12 years or more ...all but 2 years before full paroid eligibility date
- *indeterminate habitual or DSO before Oct. 15, 1977... 1 year (though release be some time after that)*
- life (non murder) ..... 5 years
- life (murder) .....3 years before eligibility date for full parole
- revocation (full parole) ...eligible but not considered until 6 months or ½ time to be served before full parole eligibility date.

FULL PAROLE

Eligibility

Most inmates are eligible for full parole review after one-third of their sentence has been served. Parole eligibility dates are set by the Criminal Code and Parole Act regulations.

Within six months of your admission to a penitentiary, staff at the regional Board office will tell you your parole eligibility date. If you have any questions about parole eligibility send a letter to the verification clerk at the regional office. Any increase or decrease in your sentence usually effects this date. You will be notified if this happens and informed of your adjusted parole eligibility date.

If you are serving a definite sentence (not life, preventive detention, or indeterminate), your case will be reviewed not later than the date when you

have served one-third of your sentence or seven years, whichever is the shorter period.

Example:

Sentenced to	9 years	Feb. 1, 1977
Full parole eligibility	(⅓x9) 3 years.	Feb. 1, 1980

However, if you were sentenced for an offence that involved violent conduct, you may have to serve one-half (not one-third) of your sentence or seven years before becoming eligible, whichever is the lessor period.

Your offence is considered to have involved violent conduct if:

- the sentence for your offence could have been 10 years or more and you were sentenced to five or more,
- your offence seriously endangered the life or safety of anyone or it resulted in serious bodily harm or severe psychological damage to anyone.

Therefore, if you were sentenced on or after June 1, 1978, for an offence involving violent conduct as just described and if that sentence came less than 10 years after the end of an earlier sentence of five years or more for an offence involving violent conduct, for which you could have been sentenced to 10 years or more, you will be considered for parole when you have served one-half (not one-third) of your sentence or after seven years, whichever is the lesser period.

If you were declared to be an habitual criminal or a dangerous sexual offender and are serving a sentence of preventive detention, the Board must, under the Criminal Code, review your case at least once a year to see if you should be granted parole.

If you were sentenced to detention for an indeterminate period as a dangerous offender, you become eligible for parole consideration three years after the date you were taken into custody. Under the Criminal Code, once you reach your eligibility date the Board must review your case every two years to see if you should be granted parole.

You should consult with your classification officer, LUDO, parole officer, or the Board if you are serving a life sentence. Eligibility for lifers is calculated from the day of arrest. covering the time spent in custody regarding the offence. As you can see from the summary at the end of this section, your parole eligibility date may come at some time between 7 and 25 years, depending on what kind of life sentence you have and when it was given. If you were sentenced for murder on or after January 1, 1974, you should read the section on judicial review, which follows.

JUDICIAL REVIEW

Life Sentences

If you were sentenced to life for murder on or after January 1, 1974, and the sentencing court sets your parole eligibility at more than 15 years you may apply for a judicial review after you have served 15 years of that sentenced

This means that you may apply to the Chief Justice in the province or territory where you were sentenced to have your parole eligibility date revised to an earlier date.

A review of your case would then be made by a Superior Court judge and jury. Your character, behavior in prison and the nature of your offence would be considered. A decision to reduce your parole eligibility or declare you immediately eligible would require a two-thirds vote of the jury. If the jury decided not to reduce the period of time you might serve before eligibility, it might set a date for another appeal to the Chief Justice.

However, keep in mind that even if you were declared eligible for parole, this only means that you could apply and would be considered by the Board. It does not guarantee that the Board will grant you a parole.

If your parole was revoked, you are still eligible for parole but you will not be considered for at least six months. However, you will be considered at some time within the two year period following revocation. If your release was revoked and you were also given another term of imprisonment for a new offence, your review date will be calculated differently. You should write to the Board if you have any questions about your new parole eligibility date.

The time needed to prepare and study a case is about six months.

A Summary

SENTENCE	*ELIGIBLE AFTER SERVING*
2 Years or more	1/3 of sentence, or 7 years, whichever is less
5 Years or more (involving violent conduct)	½ of sentence, or 7 years whichever is less
Preventive Detention (as a habitual criminal or dangerous offender	1 Year
Dentention of an indeterminate period (dangerous Offender)	3 Years
Lifers, Note:	*Calculated from the day of arrest covering time in custody*
Lifer (as a maximum for crime other than murder)	7 Years
Life (death for murder commuted before January 1, 1974	10 Years
Life (Death for murder commuted on or after January 1, 1974 and before July 26, 1976	10 to 20 years as indicated by sentencing court, with possible review after 15 years
Life (death for murder, not commuted by July 26, 1976	25 years with possible review after 15 years
Life (for murder before January 4, 1968	7 Years

Life (for murder on or after January 4, 1968 and before January 1, 1974	10 Years
Life (for murder on or after January 1, 1974 and before July 26, 1976)	10 to 20 years as indicated by sentencing court with possible Review after 15 years.
Life (for first degree murder on or after July 26, 1976	25 years, with possible review after 15 Years
Life (for first degree murder on or after July 26, 1976	25 years, with possible review after 15 Years
Life (for second degree murder on or after July 26, 1976)	10 to 25 years as indicated by sentencing court, with possible review after 15 years
Revocation	eligible but not considered earlier than 6 months, no later than 2 years
Revocation plus new sentence	eligiblity depends on new sentence and new term of imprisonment

If parole is granted before your eligibility date, you will be released as soon as is reasonably possible after that day. You'll be given a parole certificate listing the conditions of your release. You will be asked to sign this certificate to show that you understand the conditions and intend to abide by them. (see Conditions)

While in the community you will report regularly to a supervisor (usually a parole officer) and to the police. Your parole will last until your sentence ends, including any periods of remission. If you are serving a life sentence or preventive detention sentence, or a sentence of detention for an indeterminate period you will be on parole for the rest of your life.

A deportation order against you is not put into effect while you are in custody nor while you are on day parole or a temporary absence. However, if you are granted full parole, because you eligible and ready for release, the order will then come into effect and you will be taken to a port of departure for deportation.

If you indicate that you will go to a foreign country of which you are a citizen or to one that will accept you, you will be escorted to a port of departure to ensure you leave the country. The normal criteria for full parole eligibility and release also apply.

In either case, deportation or voluntary departure, if you return to Canada before your sentence ends, your parole will be suspended while the Board considers whether to revoke it and return you to prison.

If full parole is denied, the Board will either set another parole review date at sometime within the next two years or review your case no later than two years after the denial. You will be notified of this date.

The setting of another review date, means that your case will be reviewed

again for full parole. Although it is not necessary that you apply it would be helpful to you if you tell the Board what your plans are and how circumstances have changed since your last review. However, if you do not want to be considered you should tell the Board in writing.

MAKING THE DECISION

Interview

Soon after you apply for full parole or day parole a parole officer will be assigned to discuss your release plans.

This interview is your opportunity to discuss all those things that you feel are important to support your application. The parole officer, in turn, will have questions to ask you and will want to discuss your plans for the future. He/she will be interested in learning about your family, your health and your employment prospects. Also, he/she will want to know about the goals you have set for yourself and how you expect to reach them.

Based on this interview, and other information on your file, the I.P.P.Case Management team will then write a report for the Board to consider when reviewing your case.

Review By The Board

An important part of the decision-making is the review of your case, which is simply a study of the information about you the Board has on its file. A review of your case must be made by at least your full parole eligibility date and is usually made within the three-month period before that day. If the Board denies full parole at this review, it will continue to review your case at least once every two years. Unless you indicate in writing that you do not want parole, this review will continue until you are paroled or released because of statutory and earned remission or mandatory supervision.

The first review for an unescorted release, either a TA or day parole,may include a hearing. The first review for full parole will include a hearing.Any other reviews that follow may involve one too. Hearings are explained in the next section.

The information you supply in your application of request for release is more important. The Board must know what your plans are, how your are going to achieve them and who is going to help you. On the basis of this information and the interview with you, a parole officer may investigate your release plans by talking to your family, friends, and future employer. This is to help the Board build as complete a picture as possible of the community to which you will be returming and to let it know your strengths and weaknesses there. Your plans or an inaccurate description of them may only lead to a delay of your review until this information is gathered. (see Reserved, at the end of this section).

As well, the Board reviews the following information from your files:
- Criminal record; police reports; a report describing your eduction, family life and employment; psychological and psychiatric assessments if made; letters

and representations on your behalf from family, friends, employers, and so on; your juvenile criminal history, probation reports if available; your behaviour, attitude, work habits, etc.; the parole officer's report; reports from social agencies you might have had contact with; medical reports.

It's not always possible to have all this information. But, every effort is made to obtain it because the Board wants to have as complete a picture of you as is possible before making a decision.

The Hearing

A parole hearing is a discussion between you and Board members. The hearing will be informal and you are encouraged to state your own case. The Board members will also wish to ask you questions. It is important that you be open and straight-forward with them. Normally, an inmate's classification or living unit officer and parole officer are also present at the hearing.

The hearing will last approximately 30 minutes after which you will be asked to leave the room while the Board members discuss your case.

You will then be called back in and if possible (see Voting in thes section) the decision will be given to you. If the members decide not to release you, they'll give the reasons for that negative decision. If other members must review your case the decision will not be made at that time but when all the necessary number of members have reviewed it.

Factors Considered

When reviewing your case the Board takes the following factors into consideration:

- your criminal record, kinds of offences and their pattern, and length of crime-free periods between convictions;
- the nature of your current offence and how serious it was;
- what understanding you appear to have of the situation that brought you to prison, and what you have done about it;
- what you have done while in prison including training, educational and employment upgrading activities;
- institutional behaviour, offences;
- if you were previously released on temporary absences or day parole, how well you did.
- whether you have any previous parole violations;
- what your relationship with family and friends is like;
- what plans you have for employment or training and how definite they are;
- what plans you have made for release including; where you would live, who outside could and would help you; how you feel your plans will keep you out of trouble; the possible effect on the community if you were to return to a life of criminal activity; your personality, particularly your presence and absence of potential for physical harm to a member of the community.

The Board has learned over the years that good performance in the institution does not guarantee good performance on the street. It's not a matter of risk or no risk in releasing you. It's the degree of risk you present to the community and how that is likely to be increased by the way you deal with problems on the street.

If it has been less than six months since your last hearing for full parole, it is unlikely that another will be scheduled. In this case a decision will be made based on the information you supply in your application, the parole officer's report of his/her interview with you and the information already on your file.

If it has been six months to less than two years since your last parole hearing, the Board will review your application and reports received to determine whether you will be scheduled for a parole hearing.

A parole hearing is always scheduled if it has been two or more years since you were last interviewed by the Board.

Voting

Each member of the Board has one vote of equal weight wih the votes of every other Board member. In the event of a tie, however, the chairman of the Board may either ask for an additional vote to break it or cast the additional vote himself.

The following table shows the minimum number of members who must vote to release an inmate with a particular sentence on full, day parole or temporary absence.

2 votes	- Inmates serving a single or aggregate term of imprisonment of less than 5 years.
3 votes	- Inmates serving a single or aggregate term of imprisonment of 5 years but less than 10 years
5 votes	- Inmates serving a single or aggregate term of imprisonment of 10 years or more, including life as a maximum.
7 votes	- Inmates serving: - a minumum sentence of life imprisonment (murder); - preventive detention; - detention for indeterminate period.

In all cases, except those serving life for murder or an indeterminate period of detention, a simple majority (one-half plus one) of the required votes is needed to authorize temporary absences or to grant day parole or full parole. For lifers or persons serving indeterminate periods, two-thirds of the members voting must say yes before any release is made.

When three or four members are required to vote, the release is denied if two of the votes are negative. When five or seven votes are needed, no release is made if three of the votes are negative. Normally, the minimum number of members must review the case but in five or seven vote cases, if the first three votes are negative, the review is ended at that point and no release is made.

At least two members are required to vote for revocation of day parole, full parole, or mandatory supervision. Anytime a case is to be voted on by more Board members than are in a region,the file and all material will be sent to the Board headquarters for the other votes. This is why it sometimes takes as long as several months for a final decision to be made.

Community Board Members

Representatives of the community now act as full Board members and

participate in any decisions made in the case of serving life for murder, or sentences for an indeterminate period as habitual criminals, dangerous sexual offenders, or dangerous offenders.

They are persons drawn from the community and they will have a vote equal to that of the regular Board members, who will also participate in the decision.

Reserved

The Board will reserve its decision if it needs more information to complete the review. The review will continue and the decision will be made when it has the information. Usually, there is not another interview and you will be notified of the decision by mail.

MANDATORY SUPERVISION

By law, most inmates may have their time in prison shortened by as much as one-third, subtracted from the end of the term. This 'good time' is called remission and may be served on the street under what is called mandatory supervision.

This may apply to you if:

- You were sentenced to or transfered to a federal institution on or after August 1, 1970
- You are serving a definite sentence (not a life or preventive detention sentence or a sentence of indeterminate detention)
- You have more than 60 days of remission to your credit
- You are not on full parole

Certain inmates are eligible for early release because of remission, without mandatory supervision. The sentence administrator at your institution will be able to determine if you are one of them.

On admission to the penitentiary the sentence administrator of that institution will have informed you of your mandatory supervision release date. This date is calculated on the assumption that you will not lose or fail to earn any remission. If you do, your mandatory supervision release date will be re-calculated by the sentence administrator and you will be notified of the new date.

When you are released on mandatory supervision, you are still serving your sentence but serving it on the street instead of in an institution. You will be issued a mandatory supervision certificate and asked to sign it to show that you understand and intend to abide by the conditions listed.

While serving your sentence on mandatory supervision you will be required to report to a supervisor (usually a parole officer) and keep the conditions of your release, which are like the parole conditions, listed in the next section of this guide.

In the past, inmates were automatically released on their mandatory supervision release date. However, with the changes to the law on October 15, 1977 you now have the option of remaining imprisoned during your mandatory supervision period. If you choose this option and at a later date wish to be released, you will be released on mandatory supervision as soon as reasonably possible (during the normal working hours of a week day).

PREPARING FOR RELEASE

One way you can constructively plan for a parole is to be involved in the IPP Case Management Team. You, along with the other members of the IPP Team can decide on a plan for you to follow in the institution that will allow you to make good use of your time during your period of incarceration. Involvement in the IPP process will not ensure that you are granted a parole but your IPP progress reports will be considered and they can show if your time in the institution was well spent.

The IPP progress reports will also provide the parole Board with more information on which to make their decision. If you are involved with you IPP Team, you will have a better idea of what the parole decision is likely to be.

Many decisions about you are based on reports from the IPP Team. If you are a part of this team, you will know where you stand and you also will help to provide the parole Board with information for decisions on TA's, day parole, full paroles and mandatory supervision.

Even though the classification, LUDO, Living Unit, and parole officers may gather information to help the Board in its review, there are things that you should do to prepare for your release, whether it is to be parole or mandatory supervision. For instance, contact your family for their help in making arrangements, write to future employers to confirm job plans, or contact the registrar of a school you plan to attend. In any case, there are certain things that you will need. Some of these, such as a copy of your birth certificate or your social insurance card, you may already have. You may begin the process of obtaining the others while you are still in prison. Since licence requirements and health plans vary from province to province, you should consult with your classification officer or living unit officer and with appropiate officials in the province or territory where you intend to live.

Every Canadian citizen should have a social insurance number. It is needed for filing your income tax return and for your future employers to make deductions for unemployment insurance. It may be used as identification. You may obtain an application for a card with your number from the nearest Unemployment Insurance Commission office of the federal government. There is no charge for either a new or a replacement card.

Unemployment insurance benefits may be available to you if you were a previous contributor to the unemployment insurance fund for a certain period while working. Your local unemployment insurance office can also provide you with these details.

A birth certificate card may be useful as identification and may be obtained from the province of your birth. A letter to the provincial department responsible should include your name in full, the date and place of your birth, and the full name of your mother and father including your mother's family name. There is usually a small fee for this certificate.

In the province or territory where you intend to live, there will be a medical service plan. This will be administered by the department of health or social affairs, or by a special commission. You may apply for membership while in prison and it may be wise to do so well before you are released, so that you will

be covered on your release date. There will also be a hospital insurance plan, perhaps available from the same agency. There may be some requirements before benefits are available. There may also be some premiums to pay. The agency will provide you with more detailed information.

A driver's licence may be essential in helping you obtain a job. If you do not have a licence you must take a test to qualify for one. This normally involves a written test on the rules of the road, a visual test, a knowledge of highway signs, and a road test. The provincial or territorial agency concerned with motor vehicles will give you more information. That agency will also tell you what to do if your licence was suspended and you wish to have it reinstated.

In all these things, your classification officer, living unit officer, or your parole officer will be able to offer you guidance.

CONDITIONS

While on parole, day parole or mandatory supervision you must abide by the conditions of your release. As listed on your certificate, these are:

- To remain until expiry of sentence under the authority of the designated representative of the National Parole Board;
- To proceed forthwith directly to the area designated in the instructions and, immediately upon arrival, report to the supervisor and after to the police as instructed by the supervisor;
- To remain in the immediate designated area and not to leave this area without obtaining permission beforehand from the representative of the National Parole Board, through the supervisors;
- To endeavour to maintain steady employment and to report at once to the supervisor any change or termination of employment or any other change
- To obtain approval from the representative of the National Parole Board through the supervisor before;
  a) purchasing of motor vehicle,
  b) incurring debts by borrowing money or installment buying,
  c) assuming additional responsibilities, such as marriage,
  d) owning or carrying fire-arms or other weapons.
- To communicate forthwith with the supervisor or the representative of the National Parole Board if arrested or questioned by police regarding any offence;
- To obey the law and fulfill all legal and social responsibilities.

In addition to these conditions, the Board members may add special conditions to your release if they feel it is necessary. Examples of such conditions are; "to abstain from alcohol use" if you have an alcohol problem or perhaps "not to associate with Mr.X" if that person has repeatedly led you into trouble in the past. The Board does not wish to impose extra restrictions, which will put pressure on you that is not necessary. Special conditions are used only when the Board is concerned about some area of your life and feels the special conditions will help insure your success on the street.

Violation of a special condition means your release will be suspended. (see Suspention and Revocation).

Day parolees always have the following condition added to their certificate: "I understand that if I escape or do not return to the institution or centre, at the time indicated therein my day parole may be suspended or terminated. If my day parole is terminated I shall become subject to arrest on a charge under the Criminal Code of being Unlawfully at Large or Escape as the case may be."

The conditions listed may seem very restrictive. However, you should remember that through released from the institution, you are still serving your sentence. In any case, these conditions may be applied with some flexibility to suit your individual circumstances.

SUPERVISION

As soon as you are released you must go immediately to the community where you will be living and report to your supervisor. You may also have to report to the police.

Your supervisor may be an officer of The Correctional Services of Canada, a representative of a private after-care agency, an officer of a provincial probation service or a volunteer in the community. But, whoever supervises you, the Correctional Service of Canada has the final responsibility for your supervision and the selection of your supervisor.

At your first meeting after your release, you and your supervisor will work out the arrangements for future contact. At first, you will see each other frequently (perhaps once a week). If things go well for you, contacts may become less frequent.

Your supervisor has a dual role. He/she is there to help you adjust to a normal life in the community and to watch your progress ensuring that the community is protected from a return to criminal activity by you.

Your supervisor will be someone with special training, contacts and a familiarity with the problem you will face. He/she is there to give you a supporting hand and offer ideas and counselling which if used by you will greatly assist your adjustment.

SUSPENSION AND REVOCATION

Full parole, day parole and mandatory supervision may be suspended if you have broken one or more of the conditions of your release or if there are reasonable grounds to believe you are likely to commit an offence.

If your release is suspended, you will be arrested. Within 10 days you will be interviewed by a parole officer who will tell you why you were suspended and dicuss your version of the circumstances that led to your arrest.

Within 14 days of your arrest The Correctional Service of Canada will either cancel the suspension and re-release you, or refer your case to the Parole Board for a decision about revocation of your release. Revocation means the release

is ended and you are returned to prison to continue serving your sentence there.

If your case is refered to the Board, it will not revoke the release until 15 days after it receives the referral and during this time you may apply to the Board's office in your region for a hearing. This would take place as soon as possible after your application and you will be given at least 14 days notice. Normally, two members would meet with you to discuss the reasons for considering revocation. If you do not request a hearing, the Board will proceed with its consideration of your case.

Within 15 days after the Board revokes your release, you will be told of the decision in writing and when you will be eligible to be considered for parole again.

The sentence asministrator of your institution will re-calculate your sentence, establish your new mandatory supervision release date and inform you.

If your day parole, full parole, or mandatory supervision is revoked, you may ask for a re-examination of the decision (see Re-examination, in this section).

Revocation means that you will be returned to a penitentiary to serve all the time that remained on your sentence the day you were released, less:

- the number of days you spent on release after October 15, 1977
- the number of days you were in custody for suspension before, on, or after that date
- all the remission you will earn before the Penitentiary Act is amended in 1978
- any remission that you earned while in custody under suspension, after October 15, 1977

You will also earn remission while serving the rest of your sentence.

When the amendment to the Penitentiary Act comes into effect statutory remission will no longer be credited, when an offender enters a penitentiary All remission from the date the amendment takes effect must be earned. However, the Board has the discretion to recredit all or part of any statutory remission you had when you were released on parole or mandatory supervision and all or part of any remission you earned between the date of the amendment and the day you were released, if it feels the loss of remission would be a real hardship for you.

RE—EXAMINATION

If you receive one of the following decisions:

- full parole denied;
- day or full parole revoked;
- mandatory supervision revoked;

and you feel:

- that there was significant information available at the time of your hearing

which was not considered by the Board when it reached its decision;

- that there is new information which has a direct bearing on your case and which was not available to the Board members at the time they made the decision;
- that there was an error made by the Board either in law or in fact;
- that the reasons given by the Board for the decision do not support the decision;

You may request a re-examination of that decision. In addition, the Board chairman may direct that a re-examination be conducted for any special reason.

The Board will re-examine the decision if it receives a request within 30 days after you have been notified of its decision. The re-examination will be made by Board members who did not participate in the original decision. Material on which the first decision was made will be examined, as will other relevant information not available at the time.

All requests for re-examination should be sent to the chairman, National Parole Board, 340 Laurier Avenue West, Ottawa, Ontario K1A 0R1

PARDON

It is possible, under the Criminal Records Act, to be granted a pardon if you lead a law-abiding life after your sentence ends.

If you were convicted of a summary offence, you may apply two years after your sentence ends. The waiting period is five years from the date your sentence officially ends, if you were convicted of an indictable offence.

If you apply, an investigation will be ordered by the Board who will then make a recommendation to the Governor in Council (the Cabinet). The investigation and consideration of your case for pardon may take from five to eight months.

The purpose of a pardon is to remove some of the consequences of a conviction that continues to be a bad reflection on the character of someone who has re-integrated himself into the community.

If a pardon is granted, any record of your conviction in any federal goverment department is sealed and kept apart from the others. A pardon indicates that after a thorough inquiry, a person is known to be leading a law-abiding life.

When your waiting period as indicated above has expired, you may request pardon application forms from any regional parole Board office.

SUCCESS

You can succeed on parole and re-establish yourself in the community. Others have.

In deciding to let you return to the community before the end of your sentence the Board makes an assessment of the risk. If it does release you, then you are expected to keep the conditions. By granting you parole, the Board is saying that it believes you can succeed. The majority of parolees do in fact make it; in the last few years more than 70 per cent of the people

who finished parole did so successfully.

In the end, it is really up to you. It's easy to see that violation of release conditions means trouble not only for you but for people you care about. The choice is yours. The responsibility is yours.

COMMUNITY CORRECTIONAL CENTRES

Community Correctional Centres are federal institutions in the community. There are residences without fences or bars, but have rules and regulations that your must follow.

There are five Community Correctional Centres (CCCs) in the Prairie Region of CCS. They are:

1) Oskana Centre - Regina
2) Grierson Centre - Edmonton
3) Osborne Centre - Winnipeg
4) Altadore Centre - Calgary
5) Scarboro Centre - Calgary

To be in most of the CCC's you have to be on day parole and be willing to work or attend an educational institution while in the centre. A small allowance is given out once you get there, until you start getting paycheques. Once you do get a paycheque, you will have to put some of it into the same account as your mandatory savings fund and inmate trust fund. This account is set up with you at a bank as soon as you go to the CCC, and to get money out of it, a staff member (usually the Director or Senior Counsellor) has to sign the withdrawl slip with you. You can save money in another account that only you can withdraw from at any time, if you wish. In fact, most CCCs encourage you to open up an account of your own.

In all CCCs you wear your own clothing. In some CCCs you will have to provide your own towel but in all of them, they provide and wash your sheets and other bedding. For your own things, there are laundry facilities right in the building at most CCCs. After you start getting paid from your job, you will be required to pay a little towards the cost of cleaning your sheets and rent for your room.

You will be responsible for keeping your own room clean and probably will also have a specific area of the CCC to clean as well. If you don't keep these chores done up you may not get some passes for evenings or weekends

The same things are contraband in a CCC as in a regular penitentiary with the exception of money. Prescribed medication is to be given to your counsellor who will see to it that you get it when you are supposed to. If you are found with any drugs on you, then, it is considered to be contraband. In addition to it being taken away from you, you'll likely face disciplinary action which could vary from extra cleaning duties to being sent back to the penitentiary. Being away from a CCC without permission could result in assitional time being added onto your sentence because it can result in a criminal charge of being unlawfully at large.

You are allowed adult visitors as long as they don't disturb others or cause damage to the facilities. Each institution has its own visiting hours so be sure and see about this if you plan on having anyone in. Visitors are never allowed in your own room, and are usually limited to the living room, dining room, and TV room. Some CCC's may not allow people under 19 years age to visit, or if they do, there are likely to be special rules so check the regulations at your CCC to be sure.

In addition to the usual bedroom furniture you will be given the use of a locking metal cabinet in which you can store anything you feel the need to safeguard because there are no locks on the bedroom doors. The staff have keys to the lockers.

In most CCC's you will have a pay phone to use and often there is only one phone for the whole population so it is best not to plan on doing much visiting over the phone. Staff phones are almost always off limit.

Some CCC's won't allow you to drive a car while living there so check this out with your counsellor too, especially if you had planned on driving cab for a job. You won't be allowed to get into any debt or credit card buying while you are living there because it isn't very expensive to live in a CCC and since you will likely be working full time for regular wages, you may find it fairly easy to save money for things you want to buy. Most CCC's have their own stereo with a limited number of records and you are free to use your own records.

At most CCC's you will be permitted to work shifts if you can't find something else.

Rules regarding passes for recreational activities vary from CCC to CCC so it is best to check that out when you first get there. But generally, the longer you've been there and demonstrated your responsible behaviour, the more likely you are to get more passes. Don't expect too much in the line of recreational passes when you first get there.

If a house meeting is called be sure to go to it because they are mandatory and you'll likely be disciplined for not showing up. It wouldn't hurt to ask about when the next meeting is, when you get to a new CCC.

As is always the case, rules are interpreted rather than being harshly enforced all the time, but in all cases, the positive aspects of CCC life are full of priviledges and because they are priviledges and not rights, they can be withdrawn for misconduct on the part of the group or an individual. In addition to the rules of the CCC, all the conditions of your day parole must be met. That means you have to obey whatever special conditions are mentioned on your parole certificate as well as the rules of the CCC unless you want to be back in the penitentiary.

If you are interested in getting into a Community Correction Centre near where you plan to be released or if you want a CCC to do a community assessment for you, see your LUDO/CO about it.

Glossary of Terms and Abbreviations...

GLOSSARY OF TERMS AND ABBREVIATIONS

C. S. C. **The Correctional Service of Canada**
This is the official name for the Federal systems of institutions and parole officers run by the Federal Government of Canada.

C. C. C. **Community Correctional Centres**
These are institutions run by the C.C.S. They are residences in the community which operate to provide a gradual re-entry into the community for inmates of the Federal system.

C. D. **Commissioner's Directives**
Are orders issued by the commissioner detailing how operations are to be conducted.

C. R. C. **Community Residential Centres**
These are homes run by different agencies that are interested in helping inmates return to the community by providing support and a place to live.

L.U.D.O. or C.O.
They are the one primary team members of your I.P.P. Case Management Team. Classification Officer is the name used in the Saskatchewan Penitentiary.

L. U. **Living Unit Officer**
This is the title given to the people who work in your living unit. Your living unit officer is a member of the I.P.P. Case Management Team, and he is your primary contact for most matters in the institution.

I. P. P. **Individual Program Plan.**
It is the method which is used to identify how you are going to spend your time in an institution, and helps to identify programs and objectives for you.

Case Management Team

Your Individual Program Plan is the result of you meeting and discussing your needs, objectives and plans with the Case Management Team. Your case management team is involved with you in deciding on the plan.

The case management team consists of you, your L.U.D.O./C.O.; your L.U. and your Parole Officer.

Temporary Absence (T.A.)

Temporary absences can be part of your I.P.P. They are short term authorized absences from the institution.

Parole Officer

This is the title of the person who is responsible for supervising you while on parole.

Parole

Parole is a method by which you can serve a portion of your sentence in the community under certain restrictions and conditions.

Parole Eligibility Date (P.E.D.)

This is the date on which you are eligible for parole. Parole Eligibility dates vary with different sentences, however, you will be given written notice of your P.E.D.

Earned Remission

While working and living in a C.S.C. institution as a result of having earned remission, then you will serve this portion of your sentence in the community while under the supervision of a parole officer. You cannot decline this supervision. however, if you wish, you may serve your entire sentence in the institution until your warrant expiry date.

Warrant Expiry Date (W.E.D.)

This is the date when you must be released from a C.S.C. institution by law. After your warrant expiry date, you are a free citizen with all the rights and priviledges. After this date, you are no longer required to report to the police or a parole officer.

National Parole Board (N.P.B.)

The National Parole Board is the decision making body which reviews your application for parole, and decides whether or not to grant a conditional release.