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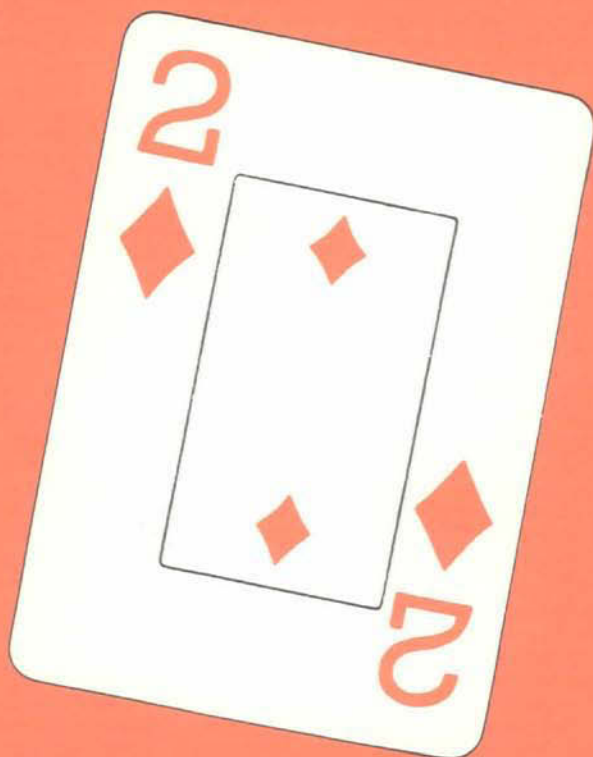
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Correctional Service  
Canada

Service correctionnel  
Canada



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THE CORRECTIONAL SERVICE OF CANADA  
PRAIRIE REGION

# 'Inmate Handbook'

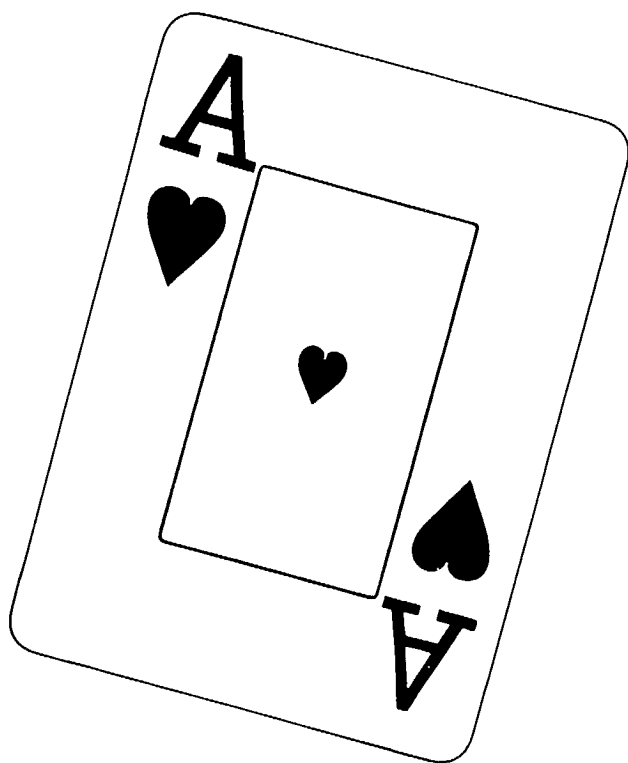
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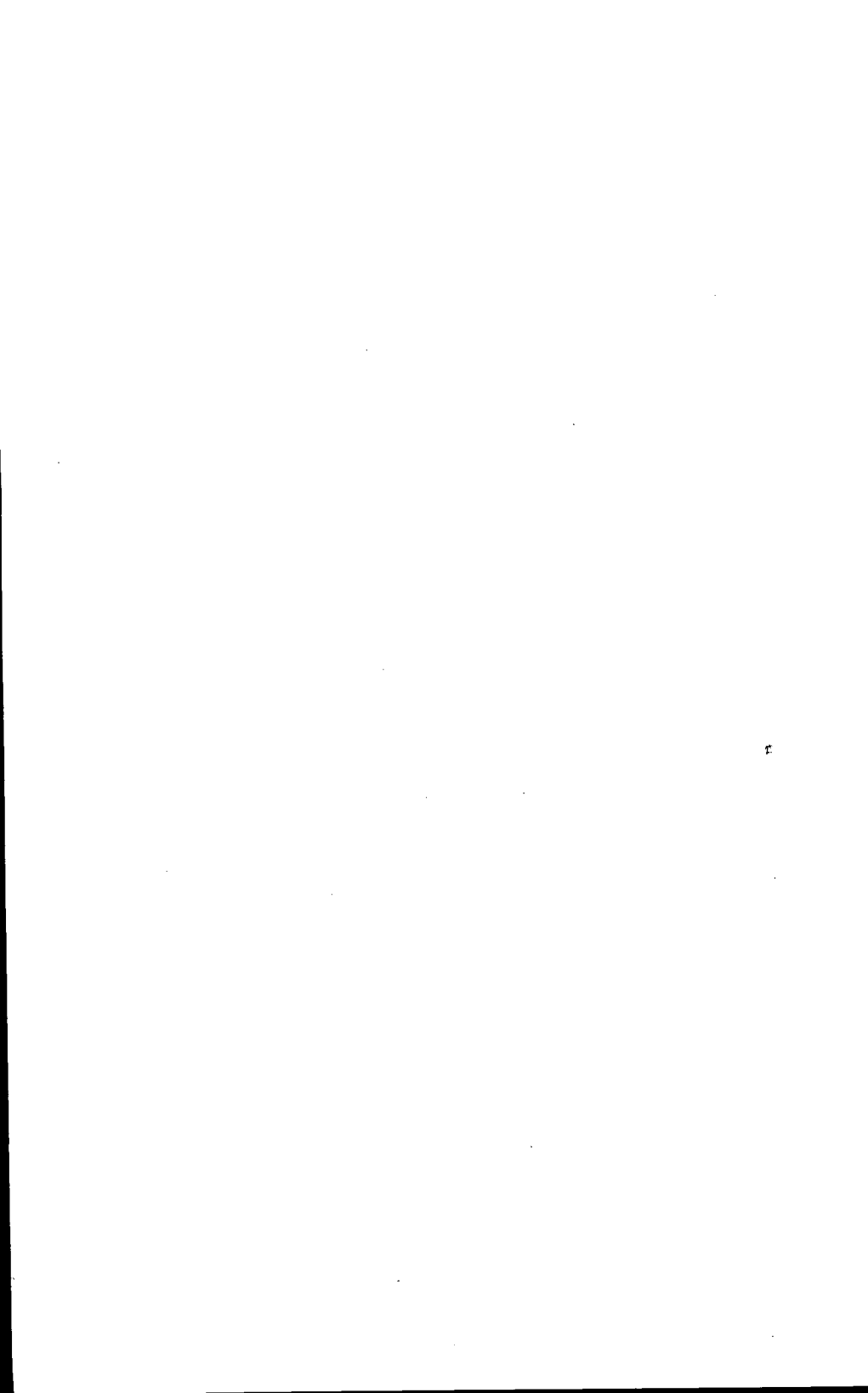
January, 1986

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**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 periodic 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.

## **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, an employee of The Correctional Service of Canada. This person will recommend which institution you will be placed in.

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

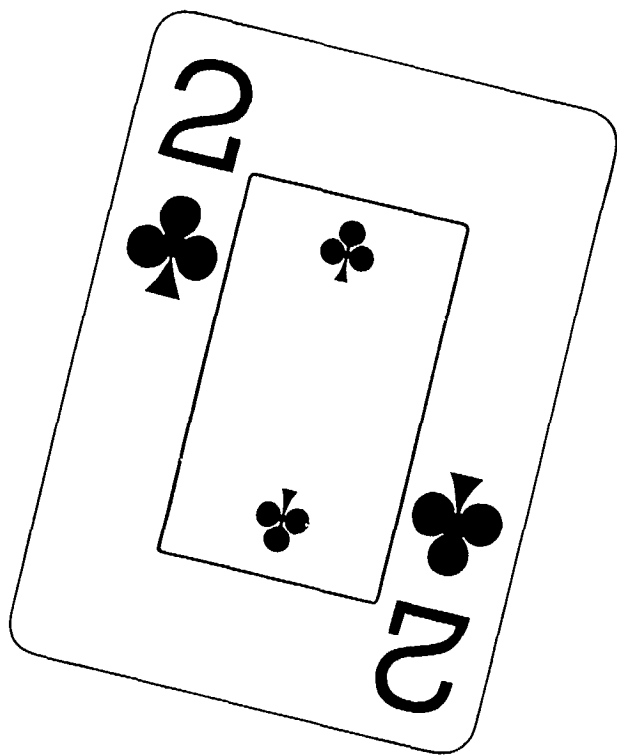
- a) whether or not you have a history of violence
- b) if you have an escape record
- c) if you already have a criminal record, what your inmate history is like
- d) length of sentence
- e) your offence

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 Individual Program Planning case management team, and write a number of tests used to find out your interests and abilities.

For more information on the reception period of your sentence, talk to your Living Unit Officer or Case Management Officer Institution.



**Message from  
Regional Deputy Commissioner . . .**



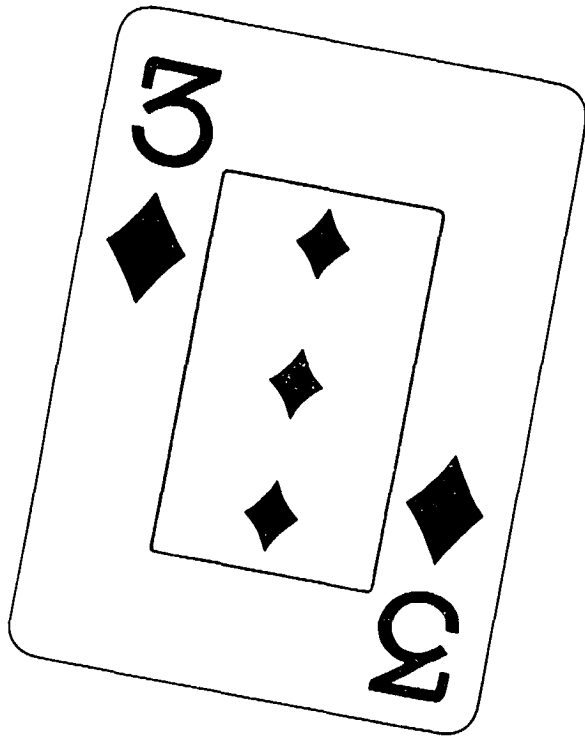
## **MESSAGE FROM REGIONAL DEPUTY COMMISSIONER**

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*





## **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.

Today it is possible to learn a trade, attend school, 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

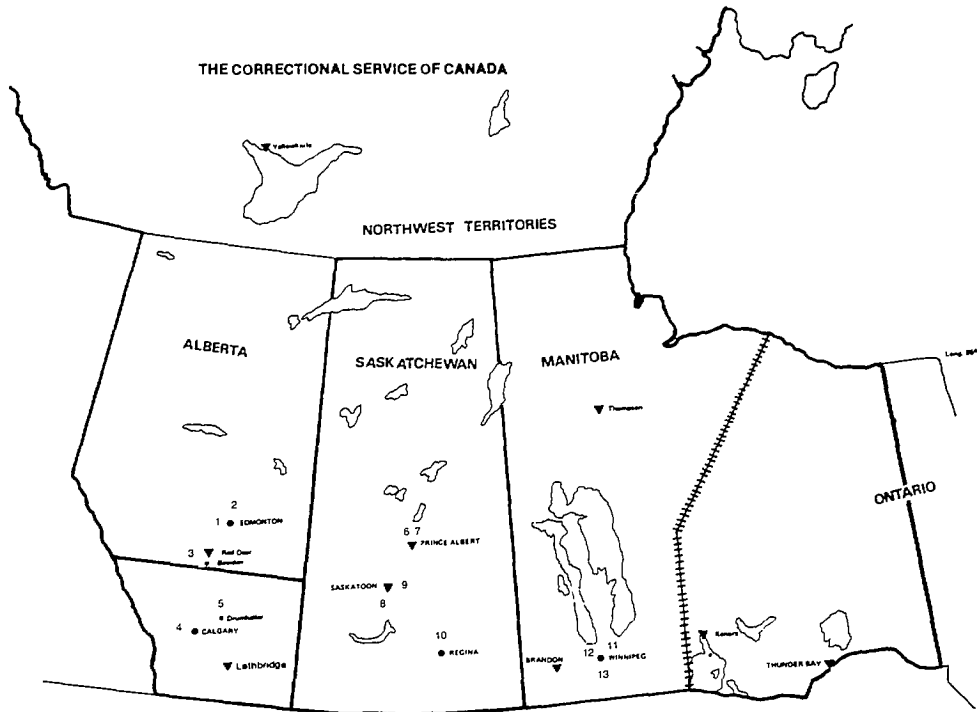
*Stony Mountain Institution*  
*Rockwood Institution*  
*Osborne Centre*

### SASKATCHEWAN

*Saskatchewan Penitentiary*  
*Saskatchewan Farm Institution*  
*Oskana Centre*  
*Regional Psychiatric Centre*

### ALBERTA

*Edmonton Institution*  
*Bowden Institution*  
*Drumheller Institution*  
*Drumheller Annex*  
*Grierson Centre*  
*Altadore Centre*  
*Portal House*



### PRAIRIE REGION FACILITIES

- |                                                             |                                          |
|-------------------------------------------------------------|------------------------------------------|
| 1. Edmonton Institution                                     | 6. Saskatchewan Penitentiary             |
| 2. Grierson Community Correctional Centre                   | 7. Saskatchewan Farm Institution         |
| 3. Bowden Institution                                       | 8. Prairie Regional Headquarters         |
| 4. Portal House and Alladore Community Correctional Centres | 9. Regional Psychiatric Centre           |
| 5. Drumheller Institution                                   | 10. Oskana Community Correctional Centre |
|                                                             | 11. Stony Mountain Institution           |

- |                                           |
|-------------------------------------------|
| 12. Rockwood Institution                  |
| 13. Osborne Community Correctional Centre |

### LEGEND

- |                          |
|--------------------------|
| Parole District Office ● |
| Parole Sub-Office ▼      |

## **Stony Mountain Institution**

Stony Mountain Institution is the oldest institution in the Prairie Region. It began operation in 1877 as a medium/maximum security institution and now operates on the Living Unit concept with a medium security classification.

Stony Mountain Institution is about 20 miles from downtown Winnipeg, a city of about 500,000 people.

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 high school courses.

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 Living Unit Officer (LU).

## **Rockwood Institution**

Opened as a separate institution in 1962, Rockwood's total capacity is 80 inmates. The main focus of this minimum security penitentiary is the operation of the farm, with resocialization of inmates to community life being the next priority.

Some 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, Temporary Absence's (TA's) and/or meet minimum security requirements.

## **Saskatchewan Penitentiary**

In 1981, Saskatchewan Penitentiary became a multi-level security facility that handles protective custody inmates. Originally opened in 1911, this institution has undergone extensive renovations in recent years.

Saskatchewan Penitentiary offers inmates a variety of opportunities, including on-the-job experience in industrial shops, as well as academic and vocational education programs.

In 1984, a separate special handling unit with capacity for 80 inmates was opened within the exterior walls of Saskatchewan Penitentiary. Specially designed to house inmates from throughout the system who have been identified as particularly dangerous, this unit has a S7 security classification (one step higher than a normal maximum security institution).

In 1985 a programs unit was opened to provide assessment and treatment for inmates requiring such psychiatric help. The program is designed to accommodate a maximum of 23 inmates.

The population of Prince Albert, the neighbouring city, is approximately 30,000.

### **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 R.C.A.F. Base. It was purchased by the Federal Government in 1974. Since 1974, a new gymnasium, new workshops, new living units and a new hospital/segregation unit have been built and at this time an activities building and new kitchen are under construction, slated for completion in the year 1986.

The programs at Bowden are mainly industrial and farm oriented. In the Industries area is a cabinet making shop, a sheet metal/welding shop, an upholstery shop and a painting and decorating shop. In some of these areas, time can be earned towards apprenticeships. Approximately 50 inmates are employed in this area.

In addition, educational facilities are available and a cooks vocational course is undertaken when a need is established.

Some of the population go out into the neighbouring communities to work while on day parole.

Many of the recreational activities for Bowden involve temporary absences to utilize facilities and community resources in the Red Deer area.

The accommodations at Bowden Institution are 5 living units with a maximum capacity of 80 men per unit. Although they are locking cells, inmates have their own cell keys for access during work and leisure hours. 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.

Drumheller is a Living Unit Institution.

### **Edmonton Institution**

Edmonton Institution, opened in 1978, is the only maximum security institution in the Prairie Region. Located inside the city limits of Edmonton, this was the first maximum security Living Unit institution 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 can 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) *Portal House, 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 any 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.

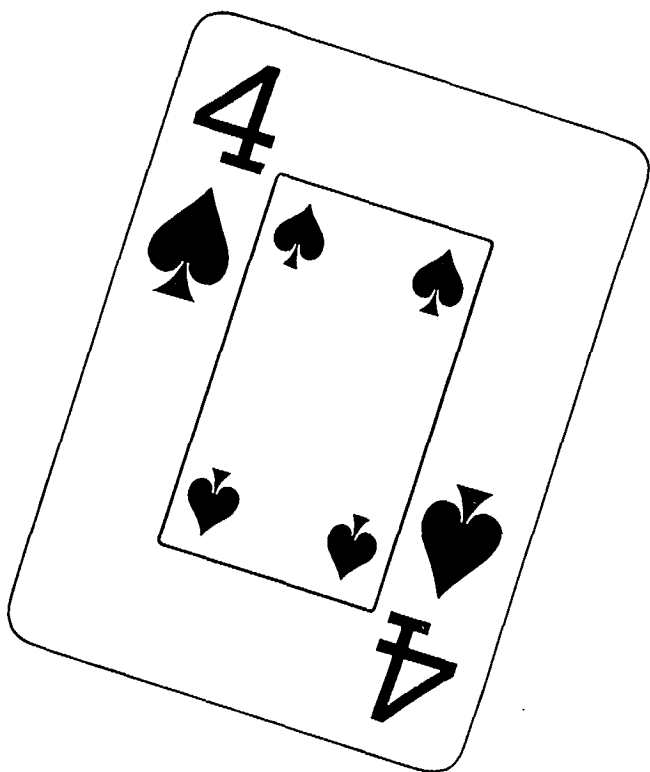
See the section on parole for more information, or talk to your case management officer.

### **Regional Psychiatric Centre**

The Regional Psychiatric Centre, opened in Saskatoon in 1978, provides an in-patient psychiatric treatment facility for inmates in a multi-level security setting. To be admitted to the Psychiatric Centre, you have to be referred by an institutional physician or psychiatrist and accepted for treatment.

Most admissions to the R.P.C. receive a three week assessment by a number of professions — psychiatrists, psychologists, social workers, and nurses. If the inmate was referred for assessment only, he would then be transferred back to the referring institution. If a period of treatment was desired, this would be reviewed at the end of three weeks. If accepted for treatment, the inmate would go to a treatment unit. Four treatment units exist and offer various programs including Behaviour Modification (often for sex offenders or individuals who have trouble controlling their temper), a Therapeutic Community Unit, a Rehabilitation Unit, and a unit for most disturbed individuals who require extensive psychiatric care.





**Two years in the life  
of Joe Rounder —  
An Example . . .**

## TWO YEARS IN THE LIFE OF JOE ROUNDER

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 it 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, Rounder's 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 Admission and Discharge area where he was fingerprinted and photographed. Here, he also checked in his personal effects, received a receipt and was issued institutional clothing.

From the Admission 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 his Case Management Team (see section on Case Management Process) including his Living Unit Officer (L.U.), Case Management Officer Institution (CMOI) and Parole Officer (P.O.).

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 his Case Management Team decided together that his plan should include school, a 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 services 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 his Case Management 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 Individual Program Plan was 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 Case Management 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 attempting 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 Living Unit Officers helped his Case Management Team assess Mr. Rounder's recent application.

Joe had also decided from talking with his Case Management Team that he would be able to benefit from a transfer to Rockwood Institution, the minimum security institution nearby, and thus applied.

His Case Management Team and others concerned felt that this was a good step and Joe was transferred to Rockwood for a period of time prior to his Day Parole hearing.

Joe had a fairly good idea of where he stood. 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.

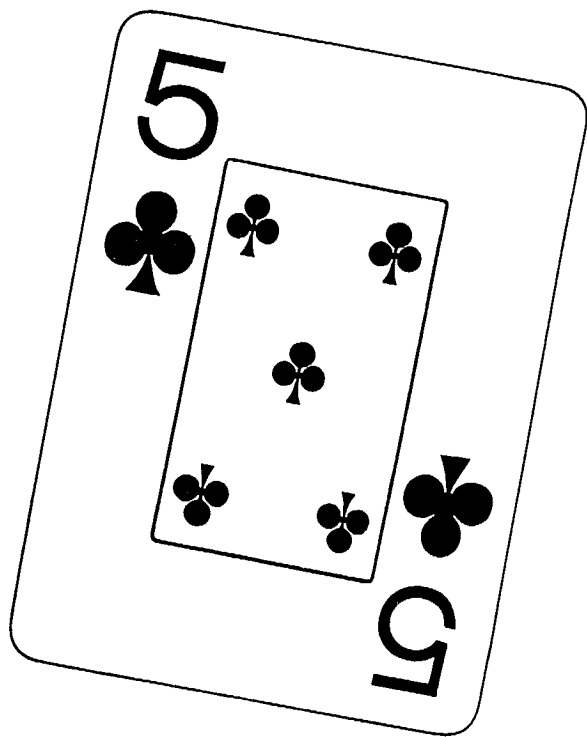
While at Rockwood, there were few problems and all went well. Joe continued in A.A. and pursued his interest in sports and painting.

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 the 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 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 privileges 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 Case Management Team will help you in making the most appropriate choice. Consult with your Case Management Team to learn of the options open to you.



**Rules  
and  
Regulations . . .**

## **RULES AND REGULATIONS**

In order to serve your sentence as productively as possible, it is important to be aware of, and adhere to, the 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 action which can result from violating the regulations.

## **INMATE RIGHTS AND RESPONSIBILITIES**

As an inmate, you keep all of the rights of an ordinary citizen except those which have been taken away either by law, or by the reality of imprisonment. The Correctional Service of Canada accepts, as a basic principle, the fact that the sentence which the Court has imposed on an inmate should constitute the only punishment. The Correctional Service of Canada will not impose additional penalties except for disciplinary offences for which an inmate has been found guilty by a properly established administrative tribunal.

For a detailed description of your rights as an inmate, refer to the information handbook for inmates issued by The Correctional Service of Canada entitled "INMATE RIGHTS AND RESPONSIBILITIES."

## **INMATE OFFENCES**

Inmate offences are listed in the Penitentiary Service Regulations, Inmate Offences.

Every inmate is guilty of a disciplinary offence who:

- (a) disobeys or fails to obey a lawful order of a penitentiary officer,
- (b) assaults or threatens to assault another person,
- (c) refuses to work or fails to work to the best of his ability,
- (d) leaves his work without permission of a penitentiary officer,
- (e) wilfully or negligently damages any property of Her Majesty or the property of another person,
- (f) wilfully wastes food,
- (g) behaves toward any other person, by his actions, language or writing, in an indecent, disrespectful, threatening or defamatory manner,
- (h) wilfully disobeys or fails to obey any regulation or rule governing the conduct of inmates,
- (i) has contraband in his possession,
- (j) deals in contraband with any other person,
- (k) does any act that is calculated to prejudice the discipline or good order of the institution,
- (l) does any act with intent to escape or to assist another inmate to escape,
- (l.1) is in an area prohibited to inmates

- (m) gives or offers a bribe or reward to any person for any purpose,
- (n) contravenes any rule, regulation or directive made under the Act,  
or
- (o) attempts to do anything mentioned in paragraphs (a) to (n).

If the inmate is found guilty of an 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.
- 4) fine.

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.

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.

When an offence is reported, it is reviewed by the assistant warden of offender programs or his representative. Breaches of penitentiary rules and regulations are dealt with by an independent chairperson. Where offence reports are received, the inmate receives written notice at least 24 hours prior to appearing before the chairperson. The inmate is entitled to appear in person before the chairperson to admit or deny the offence, to make full explanation, and to question any witnesses through the chairperson. Witnesses may be called when the chairperson feels that this is necessary to arrive at a proper decision. The inmate may have legal representation.

## **GRIEVANCES**

### **Procedure**

If while you are serving your sentence, you feel you have been wronged or have suffered a hardship in any matter that comes under the jurisdiction of the Commissioner of Corrections, there are certain steps to follow to seek redress (C.D. 600-6-03.2).

The first step is to make a written complaint to the Head of the Division in the area in which you feel the wrong was done or the hardship was suffered. This complaint will be received by the Grievance Co-ordinator who will register the complaint, so that there will be record of the date it was addressed. The Division Head will investigate your complaint thoroughly and you will receive an answer from him writing normally within five working days of the date on which he received your complaint. If you are unsatisfied with his response you may then proceed to the second step.

The second step is to present a grievance. A grievance, presented in writing on an approved grievance form should present all the facts relating to your complaint as clearly and as briefly as possible. There are four different levels to which you grievance may be presented: 1) The Inmate Grievance Committee (two inmate members elected by the inmate population and two appointed staff members); 2) The Institutional Warden; 3) The Regional Deputy Commissioner; and, 4) The Commissioner of Corrections.

You start at the first level (Inmate Grievance Committee) and only proceed to the second, third and fourth level if you are not satisfied with the decisions made. There is one optional step in the process — if you are not satisfied with the decision rendered at the second level, you may ask for a review by the Outside Review Board, rather than going to the third level. The Outside Review Board consists of two volunteers from the local community. A staff member appointed by the Institutional Warden and an inmate appointed by the inmate presenting the grievance act as advisors to the Outside Review Board but are not members of this. The Outside Review Board makes recommendations to the second level but they cannot make a decision.

At the first and second levels a decision will be made within five working days after receiving your grievance, or you will be notified of the delay. At the third and fourth level, a decision will be made within ten working days after receiving your grievance, or you will be notified of the delay. If after these time periods you have not received a decision and have not been notified of 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 eight 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. 600-6-03.1).

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 the time. Any correspondence you send to the Correctional Investigator's Office will be mailed from the Institution unopened. Requests to be interviewed by a representative of the Correctional Investigator's Office should be sent directly to that office by mail.

## **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 privileges 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. This may result at your own request, or because the institutional administration deems it necessary. 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**

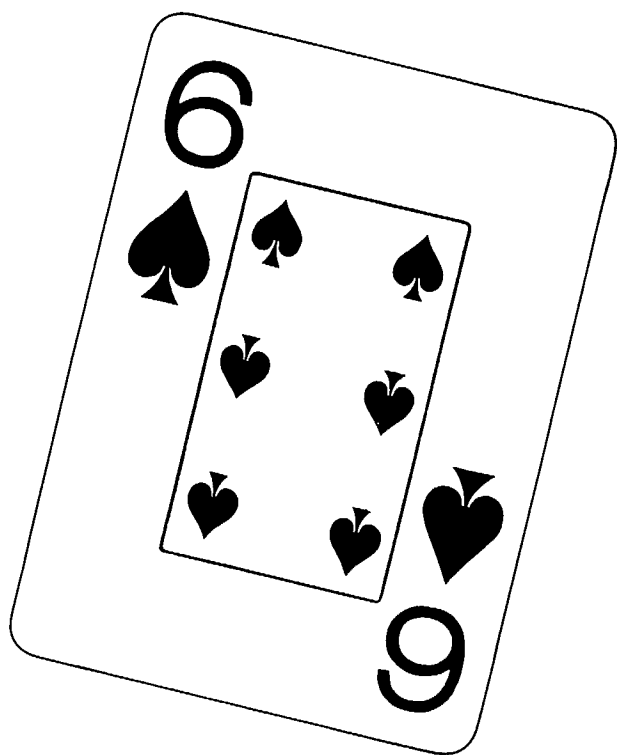
Movement of inmates within the C.S.C. institutions are monitored by means of a pass system. Passes are forms filled out by a penitentiary officer authorizing you to go to one place from another within the institution. You will normally be allowed to go to a) work b) recreation c) dining hall d) the chapel 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 case management 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' (Commissioner's Directive 800-2-08). 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.

Your cell or living area, your belongings and your person may be subjected to a search whenever deemed necessary by the authorities of the institution. This search would be effected without prior notification and is intended to assist in the control of contraband movement.



**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) The Industries Program of the Correctional Service of Canada provides participating inmates with a base on which to build for the future. It teaches marketable skills to those who have little or no job experience. It provides an industrially based work environment for those not conditioned to a regular workday. It provides inmates with contemporary and dignified work opportunities programmed to contribute to a better life.
- 3) *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.
- 4) *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. The ADP shop at Saskatchewan Penitentiary provides an opportunity to learn how to create Videotex. The Sign Shop at Drumheller Institution gives one the opportunity to learn the graphic arts trade.

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

## **TECHNICAL SERVICES**

The Technical Services Division responsible for the construction and physical maintenance of all institutional facilities, and the provision of essential services that benefit both inmates and staff.

The division presents the opportunity to learn a trade through on the job training. Inmate crews are supervised and trained by qualified tradesmen. The time spent in the trades areas can be credited towards journeymen status in accordance with provincial standards.

### **Day Labour Program**

This program includes the renovation and construction of institutional facilities. Inmates are exposed to the various trades and their interrelationship for both major and minor construction projects.

### **Stationary Engineers**

Inmate crews assist in the scheduled maintenance and operation of the facilities heating system, water supply and sewage disposal systems.

### **Plumbers**

Inmate crews assist with the scheduled and emergency repairs to the plumbing and heating systems. Practical experience with the tools, and techniques of the trade are emphasized.

### **Electronics**

Inmate crews assist with the scheduled maintenance and emergency repairs of the institutions electrical and power distribution systems. Basic electrical knowledge and techniques are stressed.

## **Carpenters**

Inmate crews assist with the maintenance of the institutions structures. Experience in framing and finishing carpentry is provided.

## **Vehicle Maintenance**

Inmates provide scheduled maintenance and emergency repairs to government vehicles. Institutional fleets range from passenger vehicles to medium duty trucks that utilize gasoline, propane and diesel fuel.

## **Masons**

Inmates assist with the maintenance and minor construction of structural and decorative masonry projects, plastering and allied trades. Exposure to the interior and exterior trades is provided.

## **General Labour**

Inmates perform other utility functions such as painting, demolition and site clean up.

## **Food Services**

Inmates obtain practical experience in the maintenance of kitchen facilities and the preparation of food. Baking and meat cutting are taught in addition to the standard kitchen operations.

## **Laundry**

Inmates provide the laundry services for items of common use in the institution. These items include sheets, pillow cases, towels and blankets.

## **Institutional Hygiene**

Inmates perform the sanitation functions for common areas of the institution. The use of equipment selection and mixing of cleaning products and techniques is taught.

# **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 opportunities when you are released, by increasing your employability and your earning potential.

The Education and Training program includes academic courses from Grade 0 - Grade 8, general equivalency courses, or high school courses, depending on the institution, 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 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 twenty books per inmate and attempts to keep up to the needs of people using it.

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

<i>Institution</i>	<i>Grades 0-4, Blade</i>	<i>Grades 5-10</i>	<i>High School Completion</i>	<i>G.E.D. (Gen, Equiva- lency Dep)</i>	<i>Corre- spond- ence Course</i>
Bowden Institution	X	X			X
Drumheller Institution	X	X	X	X	X
Saskatchewan Penitentiary	X	X	X	X	X
Stony Mountain Institution	X	X	X		X
Edmonton Institution	X	X	X		X
Rockwood Institution	X	X			
Regional Psychiatric Centre	X	X		X	X

### VOCATIONAL TRAINING

Bowden Institution	13
Drumheller Institution	1, 2, 3, 6, 7, 8, 9, 11, 13, 15
Saskatchewan Penitentiary	3, 6, 7, 8, 10, 11, 13, 14, 15
Stony Mountain Institution	1, 2, 4, 17, 18
Edmonton Institution	13
Rockwood Institution	16, 19
Saskatchewan Farm Institution	16

- |                             |                            |
|-----------------------------|----------------------------|
| 1. Auto Body                | 11. Related Training       |
| 2. Automotive               | 12. Small Motors           |
| 3. Barbering                | 13. Trades Correspondence  |
| 4. Basic Carpentry & Metals | 14. Upholstery             |
| 5. Bricklaying              | 15. Welding                |
| 6. Business Education       | 16. Farm Worker            |
| 7. Carpentry                | 17. Canvas Shop            |
| 8. Computer Literacy        | 18. Paint Shop             |
| 9. Offset Printing          | 19. Life Skills            |
| 10. Radio/TV Repair         | * 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 Academic 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. VOCATIONAL 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 craftsman 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, haircutting and shaping, hair coloring, bleaching, permanent waving, hair styles and hairpieces.

#### **4.) Basic Carpentry and Metals**

This course will be for 8-10 weeks. It is an introduction to the wood and metal trades. It includes practical use of tools and tool control, the proper terminology used in the trades, and necessary English and maths.

#### **5.) 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.

#### **6.) Business Education**

The course varies in length up to 8 months and covers business law, accounting principles, office procedures, office machines and their use, typing, communication skills, and interpersonal relationships.

#### **7.) 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 elementary 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.

#### **8.) Computer Literacy**

The course is competency based and will vary in length from one to six months. It will consist of an introduction to develop familiarity with the computer keyboard and machine command instruction, and is intended to develop competency in understanding operation, and use of computers.

## **9.) Farm Worker**

Farm Worker Training modules are conducted at the Farm Institution on a yearly basis to provide the theoretical basis for the production operation. Modules of one and two weeks in length as required are provided in swine, dairy, small motor repairs, farm machinery maintenance, greenhouses, poultry, feed spraying operations, etc. Certification for successful completion is provided for Rockwood by the Agricultural Division of Assiniboine Community College and for Saskatchewan Farm Institution by the Wascana Institute of Applied Arts and Sciences.

## **10.) 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 nine month program. six of these each take 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.

## **11.) 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, land-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.

## **12.) 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.

### **13.) 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.

### **14.) Upholstery**

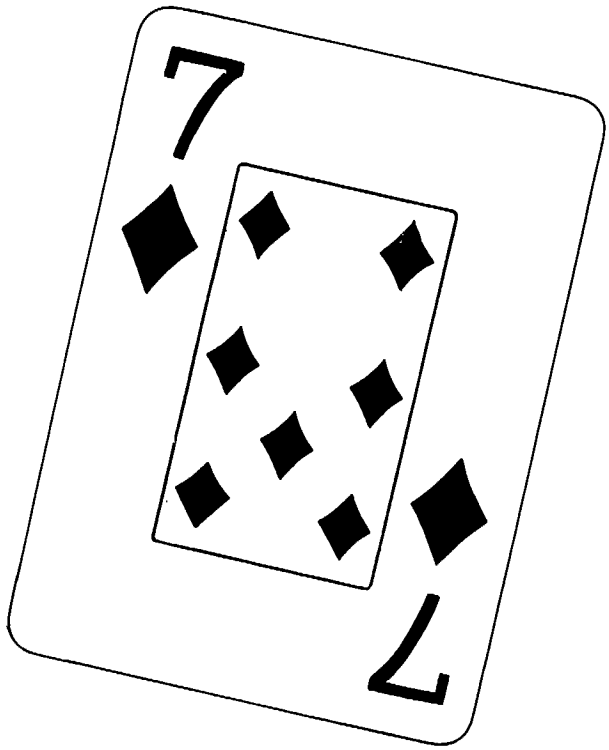
Basically a six month course, the program in upholstery encompasses all aspects of servicing, cutting, fitting and estimating costs of furniture and automatic upholstery. The program includes training in types of material, basic tools and equipment, spring construction, burlap and stuffing, covers, cushions,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

### **15.) 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 problem which the staff can help you work on.

## **CASE MANAGEMENT**

Case Management refers to the clearly defined and objective process of managing and administering your sentence from the date of its commencement to the date of its expiry. With the exception of Saskatchewan Penitentiary and the Regional Psychiatric Centre, one of the members of your Case Management Team is a Living Unit Officer (LU). This person is trained to help you solve and/or cope with problems you wish to discuss. He will be your "primary counsellor" for that portion of your sentence which you serve in an Institution. You will meet your Living Officer 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 a lot of information. You will also take a number of tests that will help to establish your abilities and interests. The interviews, test results, and the information you receive will be helpful for you and your Case Management Team in making your Program Plan.

For further information please refer to the Case Management Policy and Procedures Manual, effective July 1, 1980, a copy of which will be available in the Institutional library.

## **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. There 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 test 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 Living Unit Officer or Case Management Officer
- the Institution's Psychologist

## THE CASE MANAGEMENT PROCESS

IPP stands for Individualized Program Planning, and is part of the Case Management Process. 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 your 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 in the community. The team will include you as a member as well as:

- your Living Unit Officer
- your Case Management Officer
- your Parole Officer
- and may include 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 Case Management Team feel would be of value.

If you don't work with your Case Management Team, it may be more difficult to assess your progress for such things as Earned Remission, Parole, or T.A.'s. If you do choose to work with your Case Management Team, you will be considered a full fledged member of the group that

helps to decide what you will do in the Penitentiary, what is expected of you, and what your progress is for recommendations for such things as transfers, T.A.'s, etc.

You may get involved in some of the group programs available through the Institution with the help of your Case Management Team. These groups could include such things as A.A. or drug abuse groups.

## **TRANSFERS**

It is sometimes possible to be transferred 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 Living Unit Officer or Case Management Officer and provide him/her 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 planning 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 Living Unit Officer or talk to someone else on your Case Management Team.

## **FEDERAL/PROVINCIAL TRANSFERS**

At the present time, The Correctional Service of Canada has Agreements with the Provinces of Manitoba, Saskatchewan, and Alberta and the Northwest Territories for the transfer of inmates between jurisdictions.

The basic objective of the Agreement is to provide both provincial and federal jurisdictions with a broader range of correctional resources so as to provide more adequately for the treatment, training, and security needs of the inmates within their jurisdictions.

## **CRITERIA**

The global objective stated above can be further described using the following broad criteria:

### **Rehabilitation:**

- providing an inmate with more suitable training or treatment facilities.
- facilitating the maintenance and/or reactivation of meaningful social and/or family relationships.

- bringing the inmate closer to the community to which he will be released.

Protection:

- providing an option where by an inmate can avoid being labelled as a protective custody inmate, and thereby increase his exposure to meaningful programs.

Humanitarian:

- transferring an inmate to a location closer to an ailing family member.
- transferring an elderly or ailing inmate to facilities in which he can function more adequately.

The above list of possible justifications for transfer is not meant to be exhaustive. Rather, the intention is to provide a frame of reference or guideline as to what various criteria for transfer may be.

## **ELIGIBILITY**

Any inmate who has been sentenced to or committed to, or who is already detained in a penitentiary is eligible for participation in this Transfer Agreement. In addition to the criteria outlined above, the inmate's institutional performance and security requirements will be considered in reviewing applications.

## **APPLICATION PROCEDURES**

Inmates wishing to be considered for a transfer to a Provincial Correctional Centre must complete an application for transfer and forward this to their Case Management Team. As part of the review procedure, the Case Management Team will meet with the inmate and inform him of the following:

- his rights and obligations,
- the acts and regulations in each jurisdiction with respect to eligibility and types of release,
- the specific features of each jurisdiction,
- the educational, occupational and social programs in the receiving institution under consideration.

This procedure will ensure that the inmate is aware of any changes that will affect him should he be granted the transfer.

In all cases of transfer from Federal to Provincial custody, the Director of Corrections for the particular province the inmate is requesting to be confined in (i.e. Manitoba, Saskatchewan, Alberta or the Northwest Territories) is the final decision maker. His decision is based on input from the inmate's Case Management Team and the recommendation of the Regional Transfer Officer.

## **MANDATORY SUPERVISION**

It should be noted that any inmate under federal jurisdiction who was sentenced after August 1, 1970, and is transferred to a provincial institution is subject to Mandatory Supervision.

## INTERNATIONAL TRANSFERS

Canada has an operational Exchange of Prisoners treaty with the United States of America, Mexico, Peru and France. The government of Canada is negotiating an Exchange of Prisoners agreement with the following countries (the agreement is not operational at this time): Bolivia, Austria, Belgium, Cyprus, Denmark, Federal Republic of Germany, Greece, Iceland, Italy, Ireland, Lichtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, United Kingdom, Morocco. If you are a citizen of one of these countries, it may be possible for you to serve your sentence in your own country once the various treaties are ratified (operational).

Bill C-21 provides a mechanism to transfer inmates to Institutions in their respective countries. 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 Officer or your Case Management 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 co-operative 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 co-operatively, how the individual has 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 Case Management Team. This Team is made up of yourself, your Living Unit Officer, Case Management Officer and Parole Officer. 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 affect the small living group. Unit meetings tend to center on issues which affect the larger unit or the Institution generally. Individual difficulties are sometimes dealt with in therapeutic groups conducted by psychologist or Case Management 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 Case Management Team.

Like the Case Management process, the Social Development process is continuous throughout your sentence. It is a learning process that allows you to get and to use social skills and behaviors 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 (visits and correspondence)
- 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, recreation or one-to-one visiting. All visitors must be placed on your approved visiting list.

The Private Family Visiting Program is available in most institutions to provide eligible inmates with the privilege of having extended private visits with members of their families. The goal is to help you maintain family ties and prepare yourself to return to life in the outside community.

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 psychomotor skills will be given to you through a variety of programs and activities.

The Social and Cultural 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, Jaycees, 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 selected representatives of the inmate population who 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 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 the CSC — Parole.

## NATIVE PROGRAMS

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

Native awareness groups 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.

These groups hold regular meetings on a weekly basis. See your L.U. or Social and Cultural Development Officer about the time and place in your Institution.

Attached to most Institutions and working closely with the native awareness groups 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 the native groups and the outside community.

## 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 A.A., while others are mainly there for when you are ready to get out. CRC's or Community Residential Centres are a good example of this. CRC's are half-way houses which provide a place to live either on Parole or Mandatory Supervision. Half-way house parents often sponsor 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 any member of your Case Management Team for more information.

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

It is important to note the difference between CRC's (Community Residential 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.

## **OTHER PROGRAMS**

### **Psychological Services**

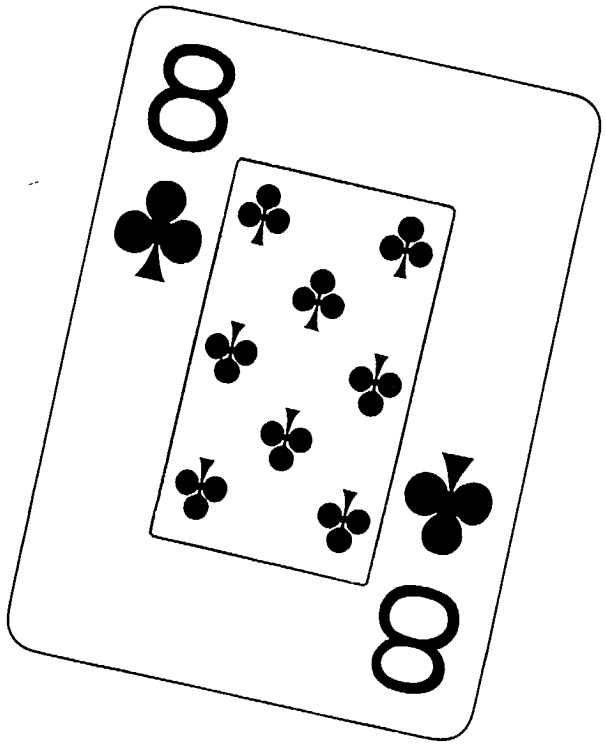
The psychologists in the Institution are available to you for counselling and therapy. Psychologists also are involved in many of the decisions about you and often are members of the Case Management Team. If you are having emotional problems or wish to come to a better understanding of yourself, discuss this with your L.U. or Case Management Officer 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 Chaplains 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 on Bible studies during the week. For specific details on the activities in your Institution, check with a member of your Case Management Team.



**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 in an Institution.

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.

The rules governing the awarding of Earned Remission are as follows:

- 1) For participation in institutional work or other program activities which you are authorized or required to participate in, and maintain at least satisfactory performance during the month, you shall earn and be credited with the maximum of 15 days remission for that month.
- 2) If you are convicted for a minor disciplinary offence as set forth in C.D. 800-4-03, "Guidelines for Inmate Discipline", this may result in your failure to earn up to a maximum of 2 days remission for the month in which the offence took place.
- 3) If you are convicted in Disciplinary Court for a serious or flagrant offence this may result in your failure to earn up the maximum of 15 days remission for the month in which the offence took place.
- 4) If you commit an offence in a penitentiary for which you are charged in and/or convicted by an outside court, such offence shall not be considered in the determination of the Earned Remission awarded to you for the month in which the offence took place. In such cases, the outside court alone will determine the penalty upon conviction.
- 5) If you are serving a sentence of continuous punitive dissociation under Penitentiary Service Regulations 38, you shall be eligible to earn up to a maximum of one-third of the remission you would otherwise be eligible to earn in the normal population, based on your performance.

Performance Notices will be used for ongoing monthly monitoring of your progress and performance participating in required work or other program activities for the purpose of awarding Earned Remission.

Where an activity supervisor or other staff member observes that your performances is, in his judgment, unsatisfactory, he shall decide if a verbal warning is in order or that a "Performance Notice" indicating unsatisfactory performance should be issued to you.

Similarly, where an activity supervisor, or other staff member, observes that your performance is excellent, in his opinion, he shall

decide whether a Performance Notice indicating excellent performance should be issued to you.

Where you have been issued with a written notice(s) of either unsatisfactory or excellent performance during the past month, the activity supervisor who issued such notice(s) shall submit a written assessment which may include a specific recommendation regarding award of remission.

Performance Notices shall be issued immediately at the time the performance is observed. A copy of the Performance Notice will be provided to you.

In the Performance Report, your activity supervisor may make a recommendation concerning the award of Earned Remission to you for the month. Your activity supervisor may recommend failure to earn up to 1 day of remission for each unsatisfactory Performance Notice which he has issued to you. For example, if you have received 3 unsatisfactory Performance Notices during the month, your supervisor may recommend that you failed to earn from 0 to 3 days remission for the month.

The Earned Remission Board or its functional equivalent shall normally meet to review cases of unsatisfactory performance within 10 working days of the last day of the month under study.

After a decision has been reached, the Earned Remission Board or its functional equivalent will complete the "Monthly Notice of Earned Remission", including the reasons for its decision, and shall forward the original to you, a copy to the Sentence Administrator and a copy to your file.

Although you may receive excellent Performance Notices and may not earn more remission than another inmate who is fully satisfactory but who receives no excellent notices, the fact that your excellent performance is placed on record, means that such performance will be taken into consideration when you are being considered for other privileges and/or program changes.

Your Case Management Team shall ensure that information concerning excellent performance is clearly noted in progress reports and progress summaries and brought to the attention of the appropriate decision making authority when you are considered for:

- upgrading in your pay level
- change in work or training program
- transferred to reduced security
- escorted and unescorted temporary absence
- day parole
- full parole

Statutory Remission — If you have 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 forfeiture 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. 600-1-08 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. 600-1-08, lists articles approved by the Regional Deputy Commissioner for immediate possession, however, what you may keep will vary in each Institution, depending upon recommendations from the Warden and approval from the Regional Deputy Commissioner. The articles you may keep in your immediate possession cannot add up to a value of more than \$1000.00.

### **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.

## **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.

## PRIVACY ACT

The information you provided about yourself is being collected under the authority of the Penitentiary and/or Parole Acts for the purpose of administering your sentence(s) as imposed by the courts. This information will be placed in Personal Information Banks as appropriate:

IDRIS	CSC-P10
Offender Administration	CSC-P20
Housekeeping	CSC-P30
Offender Health Care	CSC-P40
Preventive Security	CSC-P50
Offender Movement	CSC-P60
Institutional Security Threats	CSC-P70
Administrative Inquiries	CSC-P80
Security Inquiries	CSC-P90
Correctional Investigator Inquiries	CSC-P100
Pardons Records	CSC-P110
Access Request Records	CSC-P120
Offender Employment Records	CSC-P150

The following information banks are exempt from access under Section 18(1) of the Privacy Act: CSC-P50, CSC-P70, CSC-P90.

Under the Privacy Act you have a right to formally request access to your record in the following banks of information: CSC-P10, CSC-P20, CSC-P30, CSC-P40, CSC-P60, CSC-P80, CSC-P100, CSC-P110, CSC-P120, CSC-P150.

To access these banks of information, you must consult the Personal Information Index, complete a "Personal Information Request Form TBC 350-58 (Rev. 83/10)," and forward the form to:

Access to Information and Privacy Co-ordinator  
Correctional Service of Canada  
National Headquarters  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9

The Privacy Act also gives you the right to be consulted and to give consent before The Correctional Service of Canada can use this information for purposes beyond those permitted under Sections 7 and 8 of the Privacy Act.

For more details on these uses of information, and on your rights to examine it, please refer to the Personal Information Index, available in institutional inmate libraries, rural post offices and all public libraries.

## **ACCESS TO INFORMATION**

The Access to Information Act provides you with the right to access federal government records of a non-personal nature (personal information may be accessed under Authority of the Privacy Act) if you are a Canadian citizen or a permanent resident of Canada within the meaning of the Immigration Act 1976.

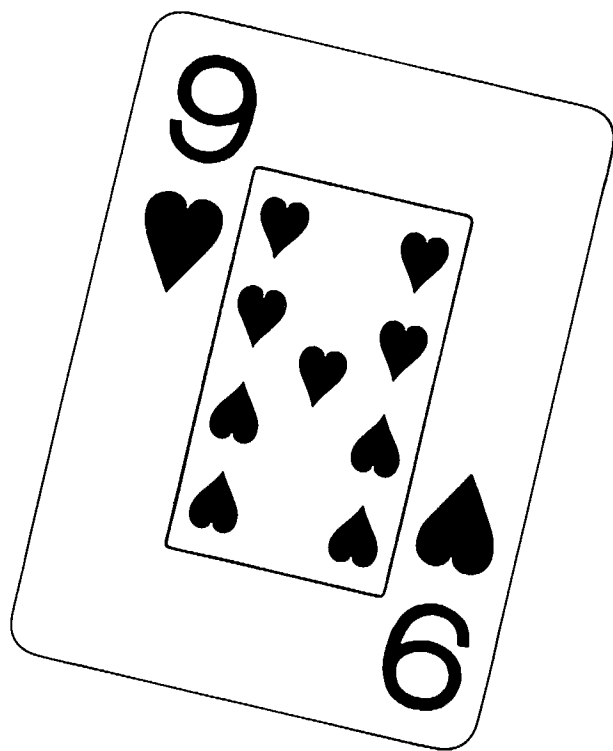
A description of these records can be found in the Access Register which is located in institutional inmate libraries, rural post offices and all public libraries. This Register will also provide you with the probable location and other information which will likely assist you in identifying precisely which records you wish to see.

Certain information, which are referred to as exemptions and exclusions may limit the amount or type of information that you may receive. You may be required to pay an application fee, photocopying costs, and, research time in excess of five (5) hours.

To access federal government information, you must consult the Access Register, complete an "Access to Information Request Form" TBC 350-57 (83/2) and, forward the form to:

Access to Information and Privacy Co-ordinator  
Correctional Service of Canada  
National Headquarters  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0P9

For additional information on your right to examine federal government records please refer to the appropriate designated person at your institution or contact CSC's Access to Information coordinator at the above noted address.



**Finance . . .**

## **INMATE PAY**

While at the institution, you will be paid for the work you do. The pay level for each job is determined by the skill and effort required. Provision is made for incremental increases. You may also apply for other jobs at higher pay if you feel you are qualified.

The money you earn or bring into the institution with you is deposited to your credit.

For more information regarding your pay, contact your L.U. or your Case Management Officer.

### **Current Account**

75 per cent of your approved earnings shall be deposited to a Current Account. Approved earnings is income from designated institutional work placement, sales of hobbycraft, and authorized employment in the community.

Canteen items may be purchased from money in your Current Account. When you first enter the institution, you may receive an advance for canteen purchases, provided you do not have any funds.

Other items may be purchased with money held in your Current Account. For more information regarding these purchases, contact your L.U. or your Case Management Officer.

Some institutions use the token system for your canteen money. In these institutions, there is a maximum limit of the amount of tokens that you can have at one time. Check to see what this amount is, as the excess amount will be confiscated as contraband. Tokens are issued on a regular basis but remember not to ask for more than the allowed amount.

In institutions that do not utilize the token system, canteen purchases are made by canteen requisition forms. You complete the form, describing the items and cost per item. The form is then submitted, checked and forwarded to Finance to verify that you have sufficient funds in your Current Account for the purchases required. Your order is then processed and delivered on specified dates.

### **Savings Account**

You are required to maintain a minimum balance in this account. This is maintained and given to you when you are released. This savings is accumulated by 25 per cent of your approved earnings being transferred to this account. Money brought with you to the institution, gifts, transfers from the Current Account, and interest are also deposited to your Savings Account.

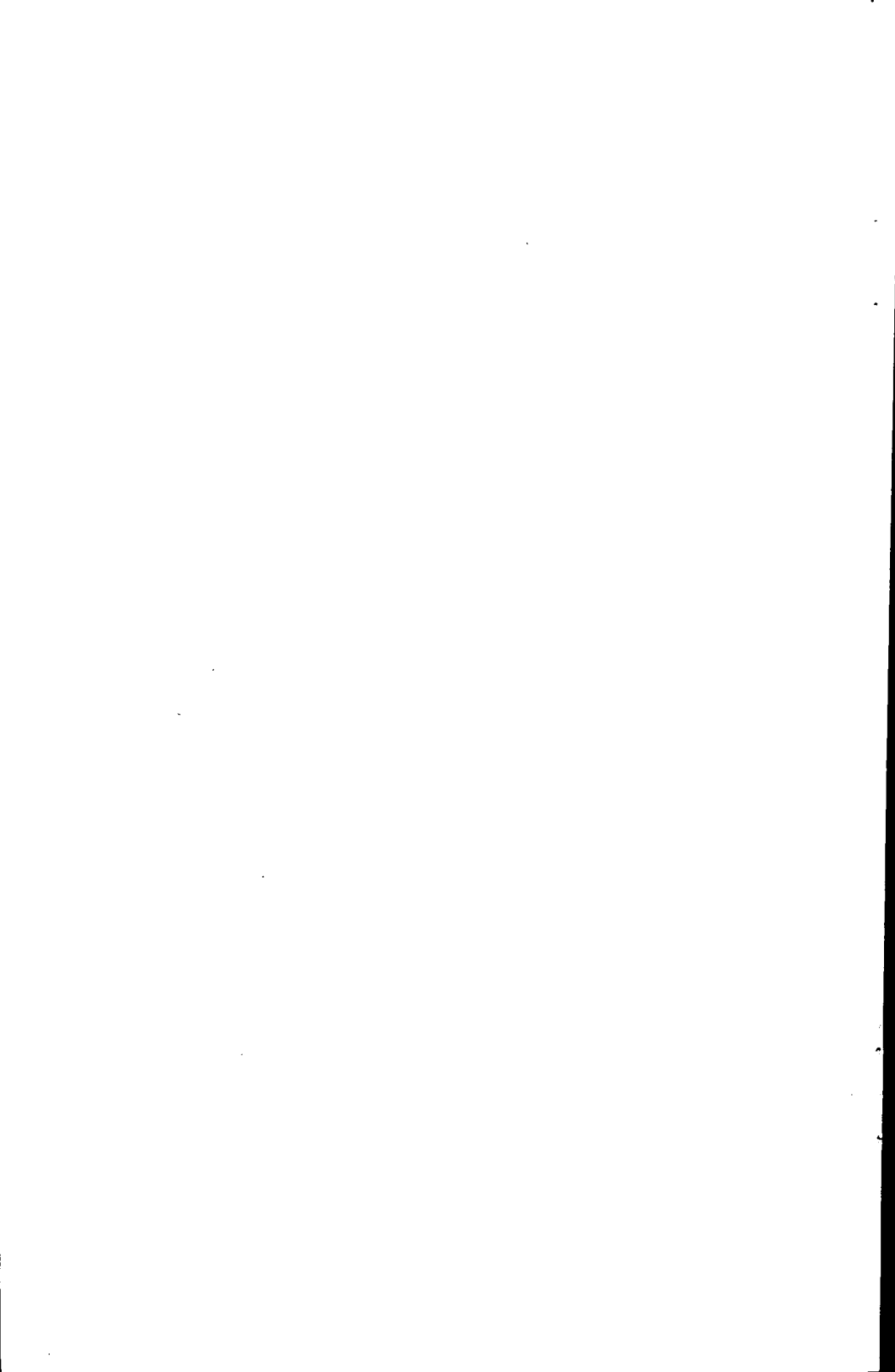
Money that is remaining in your current and saving accounts when you are released is given to you. Both accounts draw interest on a monthly basis.

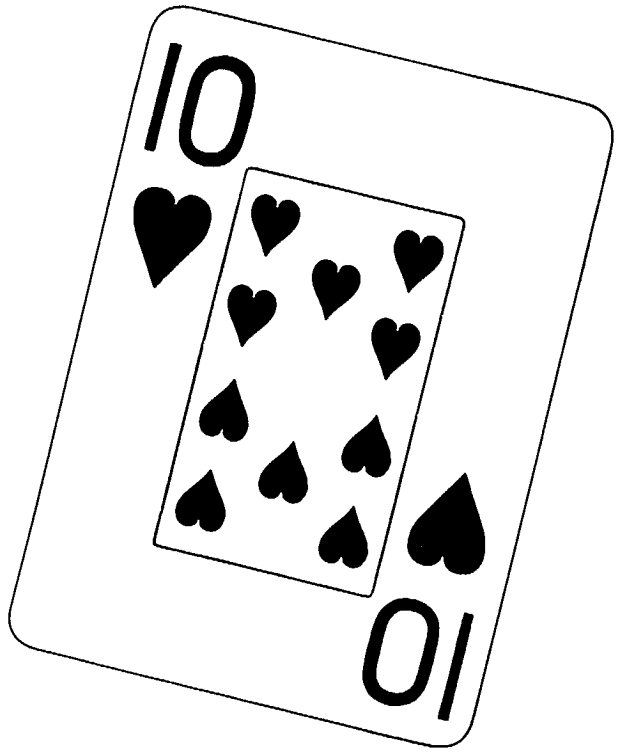
### **Inmate Welfare Fund**

This fund is established and maintained by deductions from each inmate every pay period. Money in this fund is used for group inmate activities. Also, if you lack funds to start a hobby, you can apply for a loan to purchase tools and materials. This is only a loan and must be paid back. For more information contact your L.U. or Case Management Officer.

### **Benefits and Insurance**

Ask your Case Management Officer to obtain information on CPP, old age security, etc.





## **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.

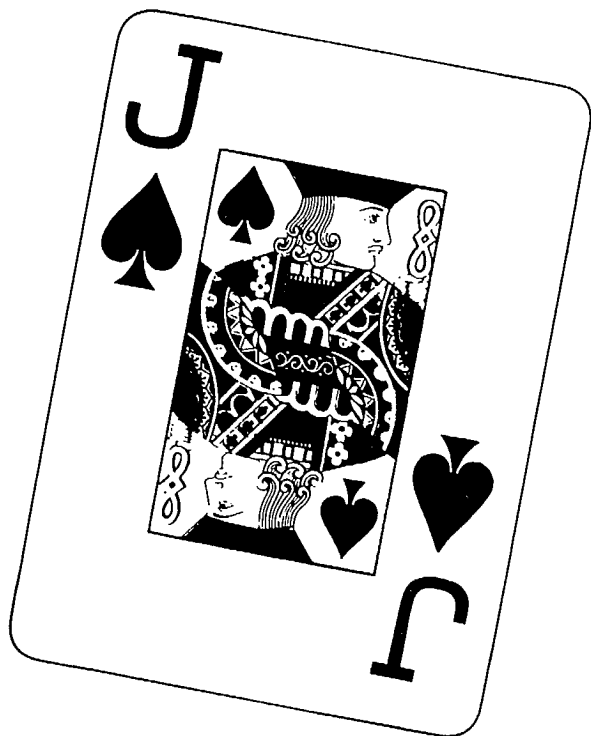
Each medium and maximum security institution has a Health Care Centre which is designed to provide service to both out-patients and infirmary-patients. These Health Care Centres are modern, well equipped and staffed by nurses twenty-four hours a day. Each Centre employs or contracts a medical doctor, psychiatrist, optometrist/ophthamologist, optician, and dentist who perform diagnostic as well as remedial services. Every effort is made to operate the Health Care Centres according to the pattern, style and ethical principles of community health care facilities. Any patient requiring treatment beyond the scope of the Health Care Centre is referred to community hospitals and/or specialists.

In addition to the psychiatric services available in the ordinary institutions, the Regional Psychiatric Centre in Saskatoon provides an in-patient psychiatric treatment facility. To be admitted, you must be referred by an institutional physician or psychiatrist and accepted for treatment.

The objective of institutional Health Care Centres is to assist the patient to achieve and maintain that relevant level of physical and mental well-being regarded as essential for the individual concerned.

The availability of health care and the procedure for requesting this service are outlined in each Institutional Handbook.

To ensure you will be covered by provincial health care insurance, 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 incarcerated. For further information and assistance contact your Case Management Officer or a Parole Officer.



**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 the parole system.

In the last few years, 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 is a result of Bill C-84, became the Criminal Law Amendment (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 came into effect in the spring of 1978.

This guide to community release does not go into all the details of the system but your L.U., Case Management Officer, and the Board, are there to answer your questions.

## **THE NATIONAL PAROLE BOARD**

The National Parole Board is an independent body, composed of 29 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, professor, 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 the 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, 6th Floor, 229 - 4th Ave. S., P.O. Box 9210, Saskatoon, Saskatchewan S7K 3X5.

## **TYPES OF RELEASE**

There are basically four types of release: Temporary Absence, Day Parole, Full Parole and Mandatory Supervision.

## **Temporary Absence**

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

Escorted T.A.'s for medical reasons are granted by the Warden of the Institution. Unescorted T.A.'s for medical reasons are the responsibility of the Board.

Escorted T.A.'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 T.A.'s for humanitarian or rehabilitative reasons are the responsibility of the Board.

The Board may delegate some of its authority for T.A.'s to a Warden of an Institution including the authority to cancel a specific T.A. 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 immediate family member who is seriously ill; special events such as graduation 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.

## **APPLICATION FOR TA's**

If you are eligible for a T.A., first discuss your plans with your L.U. He will tell you how realistic your idea is. Then you will need to fill out a T.A. application stating the nature of the T.A., the proposed date, destination, duration, etc. Your application may then be presented to your Case Management Team. They will consider it and as a group make recommendations to the Warden. If the granting of the T.A. 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 T.A.

### **Criteria For T.A.'s**

When you apply for a T.A., your case will be treated individually. But in general, several factors will be considered: the length of your sentence, the nature of your offence, your past history of offences, your attitude, co-operation, conduct and work reports within the Institution. Check with your L.U. or Case Management Officer for a more detailed description of the factors involved in considering T.A.'s

### **Permit for T.A.'s**

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

## **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 day parole is granted for a specific purpose or program and for a limited period of time. Day parole, as its name implies, allows an individual to be released from an "institution" during the day to participate in the community but requires that he return to the institution over-night. This institution can be one of a number of options such as a regular penitentiary, a Community Correctional Center, a Community Residential Center, or in some cases, an accredited private family home. Each of these options can be considered by the parole board so should be discussed with your Case Management Team when you are considering applying for day parole. Don't forget, not all of the choices are realistic or appropriate for every inmate or his plans for release.

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 Living Unit Officer of Case Management 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 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 because the original purpose of the Parole has been satisfied. (example: a Day Parole for a work project 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.

If your Day Parole application is denied, you may apply again at any time and your application will be reviewed within five months of its arrival at the Regional Board office.

## **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 affects 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	( $\frac{1}{3}$ x 9) 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 lesser 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 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 Living Unit Officer, Case Management Officer, 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 sentence.

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 must 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 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.

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 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 are 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 your Case Management Team will meet specifically to discuss your release plans.

This interview is your opportunity to discuss all those things that you feel are important to support your application. Your Case Management Team, in turn, will have questions to ask you and will want to discuss your plans for the future. They will be interested in learning about your family, your health and your employment prospects. Also, they will want to know about the goals you have set for yourself and how you expect to reach them.

A consideration at this point is to discuss the possibility of your having an assistant at your hearing before the parole board. Having an assistant at your hearing is a method to help ensure that all relevant information that pertains to your possible release are presented to the parole board. Any person you choose can be your assistant, but must be cleared to enter the penitentiary in which the hearing takes place. Should you be interested in the possibility of having an assistant at your hearing, you should discuss this with your case management team and identify your perspective assistant 14 days prior to the hearing in order to obtain the necessary clearance. The parole board has a pamphlet available through the institution with a more detailed description of this matter.

Based on this interview, and other information on your file, your Case Management Team will 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 on mandatory supervision.

The first review for an unescorted release, either a T.A. or Day Parole, may include a hearing. Unless you indicate in writing that you do not wish to be interviewed your 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 most important. The Board must know what your plans are, how you 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 returning and let the Board 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 education, 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 behavior, 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 straightforward with them. Normally, an inmate's Living Unit Officer, Case Management 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 this 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 behavior, 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. 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 is a major factor in the Parole Board's consideration.

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 based on the information you supply in your application, your Case Management Team's report of their interviews 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 with 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 two years.
- 3 votes — Inmates serving a single or aggregate term of imprisonment of more than two years, but less than life or indeterminate.
- 5 votes — Inmates serving:
  - a minimum sentence of life imprisonment (murder);
  - indeterminate sentences.

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 three members are required to vote for revocation of Day Parole, Full Parole, Mandatory Supervision, and termination of Unescorted Temporary Absences for inmates serving a sentence of two years or more. Anytime a case is to be voted on by more Board members than are in a Region, the files and all material will be sent to the Board Headquarters for other votes. This is why there is sometimes a delay in the Board's making of a final decision.

## **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 such 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 their review. Their review will continue and the decision will be made when they have received 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 transferred 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 sixty days of remission to your credit.
- You are not on Full Parole

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. Whether or not you sign the certificate the conditions are still in effect.

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 with your Case Management Team. You, along with the other members of the Case Management 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 Case Management process will not ensure that you are granted a parole but your progress reports will be considered and they can show if your time in the Institution was well spent.

The quarterly progress reports will also provide the Parole Board with more information on which to make their decision. If you are involved with your Case Management 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 your Case Management 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 T.A.'s, Day Parole, Full Parole and Mandatory Supervision.

Even though the Living Unit, Case Management Officer, 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 our Living Unit Officer and with appropriate 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 be a hospital insurance plan, perhaps available from the same agency. 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 Living Unit Officer, or other members of your Case Management Team 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 travel directly upon release to the area designated in the instructions and report immediately to the parole supervisor and as instructed thereafter.

- to obtain authorization from the parole supervisor before leaving the area designated by the Board.
- to inform the parole supervisor immediately if arrested or questioned by the police.
- to obey the law and keep the peace.
- to endeavour to maintain steady employment and, unless otherwise instructed by the parole supervisor, to report at once any change of circumstances such as employment, accident or illness.
- to report to the police on a monthly basis, or as required.
- to obtain approval from the parole supervisor before incurring debts by borrowing or installment buying; or owning, possessing or control of firearms or other weapons.
- to report your initial address upon release, and also change of address, as soon as possible, to the parole supervisor.

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 ensure your success on the street.

Violation of a special condition means your release may be suspended.

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 though released from the Institution, you are still serving your sentence.

## 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 Service 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 review your release plans and work out the arrangements for future contact.

There are guidelines in place to ensure minimum frequencies of contacts with your supervisor. These are the minimum frequencies; based on the individual case, contacts may need to be more often. On release, you will be in the intensive supervision category requiring a **minimum** of one interview per 15 days. As time goes on, and your success in the community is shown, contacts can be less frequent. Should you have any questions, check with a member of your case management team.

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**

When released from an institution on day parole, parole or mandatory supervision, you must remember this is an conditional release. You are still serving a sentence imposed by the courts, and the release may be suspended if you do not live up to the conditions of the release.

If you are suspended, a person designated by the parole board (usually the district director or area manager of CSC) may cancel this within 14 days after reviewing the case and allowing a parole officer to interview you. If this is not done, the case must be placed before the parole board for decision.

If your case is placed before the parole board, you will be given the opportunity to appear before the board to discuss the reasons for the suspension, and have input prior to the final decision on whether you will be revoked. A revocation means you will be returned to the institution to serve the remainder of your sentence.

You do not earn remission after release from the institution. You will have a new sentence of the number of days remaining to your expiry date. Of course you will again be eligible to earn remission and will only have to serve approximately 2/3's prior to again being released. You will again be given a new Parole Eligibility Date should sufficient time allow before your new Mandatory Supervision Release Date.

## COMMUNITY CORRECTIONAL CENTRES

Community Correctional Centres are Federal Institutions in the community. They are residences without fences or bars, but have rules and regulations that you must follow.

There are five Community Correctional Centres (CCC's) in the Prairie Region of CSC. They are:

- 1) Oskana Centre — Regina
- 2) Grierson Centre — Edmonton
- 3) Osborne Centre — Winnipeg
- 4) Altadore Centre — Calgary
- 5) Portal House — 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 pay cheques. 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 has to sign the withdrawal 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 CCC's encourage you to open up an account of your own.

In all CCC's you wear your own clothing. In some CCC's 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 CCC's. 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 additional 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 to see about this if you plan on having anyone in. Visits 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 of 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 our 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 may 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 behavior, the most 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 privileges and because they are privileges 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 Correctional Centre near where you plan to be released or if you want a CCC to do a community assessment for you, see your L.U. or Case Management Officer.



## **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 system of Institutions and Parole Offices run by the Federal Government of Canada.
- C.C.C.**     **Community Correctional Centres**  
These are Institutions run by the C.S.C. They are residence 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.M.T.**     **Case Management Team**  
Your Case Management Team consists of you, your L.U., your Case Management Officer Institution, and your Parole Officer. Depending on your needs, your Case Management Team may include other relevant staff such as the psychologist, vocational and employment staff, etc.
- 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.**       **Living Unit Officer**  
This is a title given to people who work in your living unit. Your Living Unit Officer is a member of your Case Management Team, and he is your primary contact for most matters in the Institution.
- C.M.O.I.**   **Case Management Officer Institution**  
They are co-ordinating members of your Case Management Team.
- C.O.**       **Classification Officer**  
Classification Officer is the name used for the co-ordinating member of your Case Management Team in non-Living Unit Institutions such as the Saskatchewan Penitentiary.
- P.O.**       **Parole Officer**  
They are members of your Case Management Team who are based in the community. This is the person who is responsible for supervising you while on Parole.

**I.P.P. Individual Program Plan**

This is the process 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.

**Temporary Absence (T.A.)**

Temporary Absences may be part of your I.P.P. as recommended by your CMT. They are short term authorized absences from the Institution.

**Parole**

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

**Mandatory Supervision**

Where you are released from imprisonment, prior to the expiration of your sentence according to law, solely as a result of remission including earned remission, and the term of such remission exceeds sixty days, 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 privileges, and 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.





MIDWEST LITHO