

Manitoba Inmate Handbook

A handbook for prisoners
at correctional facilities in Manitoba

"Effective, just and humane responses to the causes and consequences of crime."



Table of contents

	<u>Page</u>
Introduction.....	3
Brandon Correctional Centre.....	4
Headingley Correctional Centre.....	7
Milner Ridge Correctional Centre.....	9
The Pas Correctional Centre.....	12
Winnipeg Remand Centre.....	15
Stony Mountain Institution.....	17
Admission to prison.....	20
Personal property.....	22
Items given to inmates.....	25
Canteen.....	25
Money account.....	26
Orientation.....	27
Health services.....	28
Telephone/mail.....	29
Reading of Correspondence.....	30
Programs and spiritual/cultural services.....	32
Transfers.....	37
Conditional release.....	38
Reference list.....	41

INTRODUCTION

By the time that you are reading this, you are aware that you are being sentenced to either a provincial or federal institution and are feeling uncertainty in dealing with an intimidating correctional system. You will potentially do a difficult amount of time and may leave your family behind with financial difficulties, fear, emotional trauma but we want to help you by providing some resources so that you can return to the community and be with your family who is waiting for you to return to them.

This handbook intends to help you by providing a better idea of how the correctional facilities operate. It will provide you with accurate information so that you can maintain contact with your loved ones as well as provide support and referrals where needed.

We recognize that this is not an end all be all handbook as everyone can have different experiences. We apologize if some of these do not represent what you will go through or are currently experiencing. However, we believe that this handbook has important information that can help you.

Acknowledgments

This handbook was prepared by the John Howard Society of Manitoba and assembled with information from Correctional Service Canada (www.csc-scc.gc.ca) and the prison visitor's guide called, *Through the Bars: A Guide for Visiting at Correctional Facilities in Manitoba* (John Howard Society of Manitoba, 2016)

PROVINCIAL INSTITUTIONS

BRANDON CORRECTIONAL CENTRE (BCC)

375 Veterans Way
Brandon, Manitoba R7C 0B1
Phone: 204-725-3532



This correctional centre is a medium-security facility with the capacity of holding 248 adult males. BCC also provides short-term holding for young offenders and 8 adult females for Western Manitoba.



Map of Brandon Correctional Centre provided by Google

Visiting hours

In order to book an appointment/visit, your family/friends can reach them at: 204-725-3532 ext. 1000. This is due to the fact that visiting hours depend on which unit you will be in.

VISITOR APPLICATION STEPS

Your family/friends will be receiving an application sent by you, or they can also get one from the reception desk. Your family/friends will have to make sure to fill out the application form as requested, or they will be denied.

There is identification (ID) required for the application to be processed. Things such as one piece of photo ID (driver's license, a treaty card, student card, passport, etc.) as well as a confirmation of their current address (a Manitoba health card or utility bill with the current address will suffice). If your family/friends decide to mail the application in, they can just include a photocopy of their ID.

Approval

The application can take up to six weeks in order to be approved. There will be a criminal record check done when reviewing the application. In the case that there are current convictions, probations or other orders, the application will be denied. Past convictions must have been cleared for one year, including probation before being able to apply for the visitation process. Once all of that has been reviewed, your family/friends will be contacted by BCC in order to share the results from the application.

Initial visit

You may also be granted a one-time initial visit once the application has been filled out and before it has been approved. It is important to note that these initial visits are non-contact as you will be separated by a pane of glass.

Visiting details

- It is important for your family/friends to call ahead once they have been approved and leave a message in order to request a visit
- Someone will call them back in order to confirm a visiting time
- Your family/friends should call on the day of the visit to confirm that there has not been a lockdown

Duration

They are 45 minutes long, up to three times per week, with no more than four people (max of two adults) can visit at a time.

Prohibited items

- No tobacco products
- No drugs, alcohol, food or drinks

Giving money and other gifts

- Your family/friends can leave you some money at the reception desk and the institution staff will deposit it into your account the next working day
- Your family/friends cannot provide you cash or cheques
- Only approved clothing
- Up to three soft cover books and up to five recent newspapers
- No magazines or anything else
- Everything needs to be clearly marked with both their names and your own

Mail and photos

Your family/friends can bring in mail or photos to show you, but said mail or photos need to be approved before. If they want to leave it for you, the pictures need to be left inside a clearly marked envelope and put inside the mailbox at reception.

Other information

Vending machines

There are vending machines in the visitors' area. Anything that is purchased from there needs to be consumed during the visit and is not allowed outside the visiting area.

Intermittent sentences

If you are serving intermittent sentences, you will not be able to have visitors.

Special arrangements

Special visits such as compassionate reasons, long-distance travel, family counseling, etc. can be arranged at the discretion of the officer who is in charge of visiting.

Young visitors

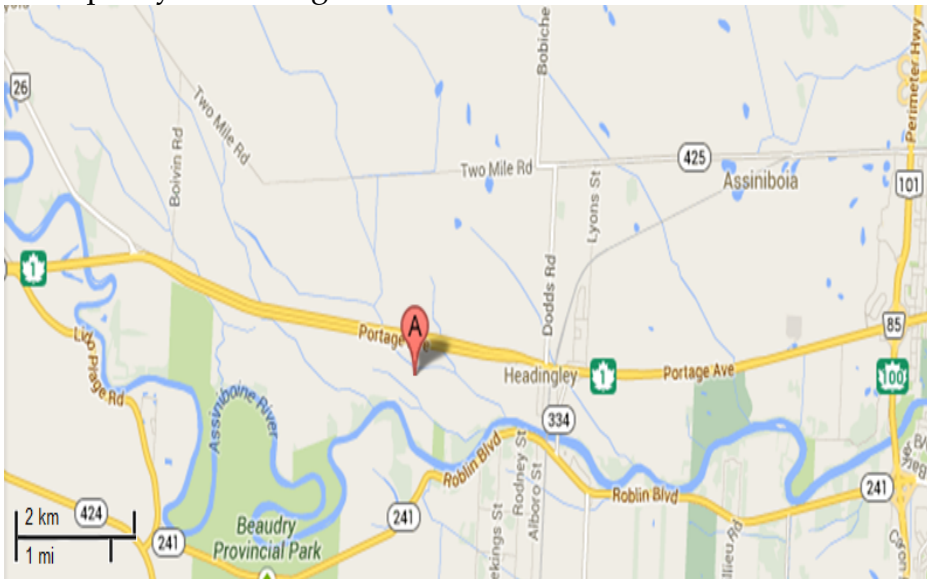
If you have children under the age of 18 years, they may be approved to visit if you are their immediate family. For children that are not immediate family with you, they will need to be accompanied by a parent/guardian (proof of guardianship may be required).

HEADINGLEY CORRECTIONAL CENTRE (HCC)

6030 Portage Avenue
Headingley, Manitoba, R4H 1E8
Phone: 204-831-4610



Headingley Correctional Centre is a minimum, medium and high security facility with the capacity of holding 549 adult males.



Visiting Hours:

The visiting hours are generally from 3:00PM to 8:45PM. Each unit is given one day per week for visits.

VISITOR APPLICATION STEPS

Your family/friends will be receiving an application sent by you, or they can also get one from the reception desk. Your family/friends will have to make sure to fill out the application form as requested, or they will be denied.

Proper identification is required in order for the application to be processed. Your family/friends will need to provide one piece of photo identification (ID) that shows their current address, as well as a wallet-sized passport-style photo attached to the application. The application must then be submitted by mail, it is important to note to have your family/friends include a photocopy of their ID and not the original one.

Approval

The application will normally take around two weeks to be approved. Your family/friends can call from Monday-Friday between 1-3PM to find out if the application has been approved. The application will be denied in the case that there are current convictions, probations or non-contact orders. Past convictions must be cleared for one year, including probation before being able to apply for the visitation process.

Visiting details

- The visits have to be booked a week in advance
- If your family/friends decide to leave a message, it will likely not be returned
- Have them call the day of the visit in order to confirm the facility is not in lockdown

Duration

You are permitted a one hour long visit once a week with a maximum of four people at a time and no more than three adults at a time.

Prohibited items

- No tobacco products
- No drugs, alcohol, food or drinks allowed into the facility
- No smoking on the grounds either, even in the parking lot

Level of contact

There is a pane of glass separating you from the people who are visiting you. Each visiting booth has two phones on the visitor's side.

Giving gifts

Your family/friends can bring you money during a visit and they will receive a receipt from the facility. No mail or other items are accepted during visits.

Other information

Young visitors

No one under the age of 18 can visit you except for your own children if you have them. In the case that children join your family/friends, they can bring a baby bag with the necessary items, but that bag will be checked before the visit.

Amenities

There are washrooms available for visitors but there are not any vending machines in the visitors' area.

MILNER RIDGE CORRECTIONAL CENTRE (MRCC)

Milner Ridge Road PO Box 460
Beausejour, MB R0E 0C0
Phone: 204-268-7362



Milner Ridge Correctional Centre is a minimum, medium and high security facility with the capacity of holding 524 adult males.



Visiting hours

- Every day at 9:45 am, 1:30 pm, and 3:00 pm
- Wednesday at 5:00 pm
- Tuesday, Thursday, and Saturday at 5:00 pm and 7:00 pm
- Visits are by appointment only. Call between 8:30 a.m. and 4:30 p.m, Monday to Friday

VISITOR APPLICATION STEPS

Your family/friends will be receiving an application sent by you, or they can also get one from the reception desk. They will have to make sure to fill out the application form as requested, or they will be denied.

Proper identification is required in order for the application to be processed. Your family/friends will need to provide one photocopy of their driver's license, status card or any government issued photo identification (ID) as well as a photocopy of a birth certificate or medical card for all children that will also be visiting. The application must then be submitted by mail or brought to reception, it is important to note to have your family/friends include a photocopy of their ID and not the original one.

Approval

The application will normally take around two weeks to be approved. The application will be denied in the case that there are current convictions, probations or non-contact orders. Past convictions must be cleared for one year, including probation before being able to apply for the visitation process. Only immediate family members are allowed unless otherwise approved by the superintendent.

Visiting details

- The visits have to be booked 24 hours in advance
- Have your family/friends call between 8:30AM-7:30PM from Monday-Sunday to book their visit and have them call the day of the visit in order to confirm the facility is not in lockdown
- Have your family/friends leave a detailed message and the visiting coordinator will get back to them

Duration

You will be permitted a one hour long visit once per week with a maximum of two adults and two children at one time.

Prohibited items

- No smoking on the grounds anywhere in the facility (even in the parking lot)
- No medications, cell phones, electronic devices or cameras are allowed inside
- Food and drinks are generally not permitted, only exceptions are made for babies and preschool children (5 and under)
- Diaper bags are permitted, but they will be searched

Level of contact

There is a pane of glass separating you from the people who are visiting you. Each visiting booth has one phone on the visitor's side.

Giving gifts

You are only allowed gifts of money or money orders; you are not allowed to receive letters.

Other information

Young visitors

Children need to be accompanied by a guardian. They will need to bring a health card to each visit with the child's name as well as the guardian's name on it. If it is a grandparent or someone else brings a child in for a visit, they will require an application completed beforehand by the child's guardian showing them as the designated person responsible for that child during the visit.

Amenities

There are washrooms available for visitors but there are not any vending machines in the visitors' area.

300 3rd St East, PO box 659
The Pas, Manitoba, R9A 1K7
Phone: 204-627-8450



A map of Grace Lake, Minnesota, showing a grid of streets. The map includes labels for 'The Pas 21B' and 'The Pas'. A purple pin is located near the top center, labeled '20 SE'. A large grey arrow points towards the 'GRACE LAKE AIRPORT' in the upper right. The map also shows 'Grace Lake Rd' and various street names such as 1st St W, 3rd St W, 5th St, 7th St, 9th St, 11th St, 13th St, 15th St, 17th St, 19th St, 21st St, 23rd St, 25th St, 27th St, 29th St, 31st St, 33rd St, 35th St, 37th St, 39th St, 41st St, 43rd St, 45th St, 47th St, 49th St, 51st St, 53rd St, 55th St, 57th St, 59th St, 61st St, 63rd St, 65th St, 67th St, 69th St, 71st St, 73rd St, 75th St, 77th St, 79th St, 81st St, 83rd St, 85th St, 87th St, 89th St, 91st St, 93rd St, 95th St, 97th St, 99th St, 101st St, 103rd St, 105th St, 107th St, 109th St, 111th St, 113th St, 115th St, 117th St, 119th St, 121st St, 123rd St, 125th St, 127th St, 129th St, 131st St, 133rd St, 135th St, 137th St, 139th St, 141st St, 143rd St, 145th St, 147th St, 149th St, 151st St, 153rd St, 155th St, 157th St, 159th St, 161st St, 163rd St, 165th St, 167th St, 169th St, 171st St, 173rd St, 175th St, 177th St, 179th St, 181st St, 183rd St, 185th St, 187th St, 189th St, 191st St, 193rd St, 195th St, 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Tuesday and Thursday 7:00 pm to 9:00 pm, Saturday and Sunday 1:00 pm to 3:00pm.

VISITOR APPLICATION STEPS

Your family/friends will be receiving an application sent by you, or they can also get one from the reception desk. They will have to make sure to fill out the application form as requested, or they will be denied. In order to process the application, there needs to be two pieces of identification (ID) that show a photo and their current address. It must then be submitted by mail or brought to reception. It is important to have your family member/friends include a photocopy of their ID and not the original one if they decided to mail it in.

Approval

The application will normally take around two weeks to be approved. There will also be a criminal record check done when reviewing your family/friend's application. The application will be denied in the case that there are current convictions, probations or non-contact orders. Past convictions must be cleared for one year, including probation before being able to apply for the visitation process. Only immediate family members are allowed unless otherwise approved by the superintendent.

Visiting details

- The visits do not have to be booked ahead of time unless you are in segregation
- If that is the case, your visit will take place outside of regular visiting hours
- Have your family/friends call on the day of the visit in order to confirm the facility is not in lockdown

Duration

Your visit will usually be limited to 20-30 minutes, though you might be allowed to have a longer visit on slow days with a maximum of four visitors at one time. In the case that you are in a secure unit, your visit will take place in a separate visiting room where not more than two or three people can visit.

Prohibited items

- No medications, tobacco products, food or drinks, cell phones, electronic devices or cameras are allowed in the facility
- Have your family/friends leave everything in their car or in the locker which is provided

Level of contact

Your visit will be considered limited contact, meaning that you will not be separated from your family/friends.

Giving gifts

You will not be able to receive anything directly from your family/friends. You are also not allowed any magazines, books, newspapers, pictures or crosswords.

Gifts by mail

You will be able to receive a limited number of personal pictures accepted only by mail. You can also receive mailed-in clothing if it has been pre-approved by the staff. If your family/friends send you clothes before being approved, they will be returned.

Other information

Beverages

Drinks can only be purchased during visiting hours.

Young visitors

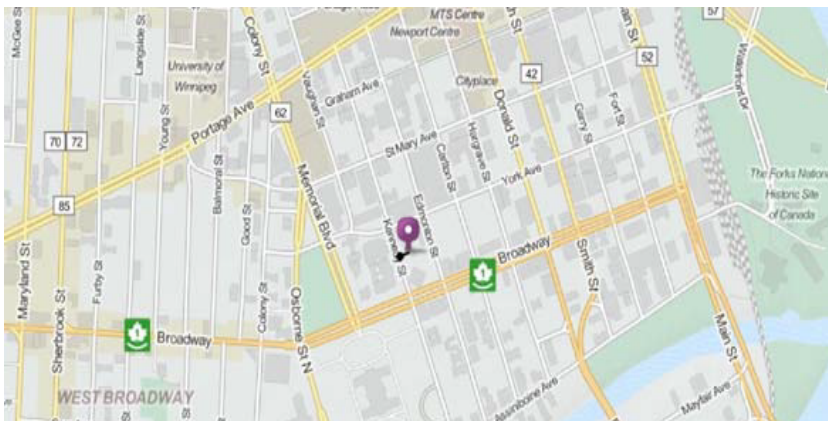
Children are allowed to visit once they have been approved. The guardian can bring diapers, wipes, a bottle, and a blanket into the visiting area after they have been searched. No toys are allowed in the visiting area, but colouring books and crayons are provided.

WINNIPEG REMAND CENTRE (WRC)

141 Kennedy St
Winnipeg, Manitoba R3C 4N5
Phone: 204-945-3540



Winnipeg Remand Centre is a minimum, medium and high security facility located in the Winnipeg downtown. It can house about 289 remanded adult male and female offenders. The centre holds people whose paroles have been revoked or suspended. It transfers people to appropriate provincial and federal institutions as well as receiving detainees held under the Immigration Act.



Visiting hours: Visiting times are subject to change.

VISITOR APPLICATION STEPS

There is no application form to fill out, but the visiting coordinator will need to approve the visit once your family/friends have arrived.

Visiting details

- Your family/friends will need to schedule an appointment between 8:30 am and 3:30 pm on the day before they want to visit.
- Saturday, Sunday and Monday visits need to be booked on Friday
- Have your family/friends call on the day of the visit to make sure that there will not be a lockdown

ID required

Your family/friends will need to bring at least one piece of government issued photo identification (ID) or two pieces of non-photo ID such as the Manitoba health card, birth certificate or social insurance number.

Duration

Your family/friends will be allowed a maximum of two visits in total each week for 30 minutes per visit. A maximum of two adults and two children, or one adult and three children are allowed to visit at a time.

Level of contact

Unless you have been granted special permission, your visits will be non-contact. There will be a pane of glass separating you from your family/friends and you will be speaking through telephones.

Giving money

Your family/friends can leave money for you at the front desk, but any other gift is prohibited.

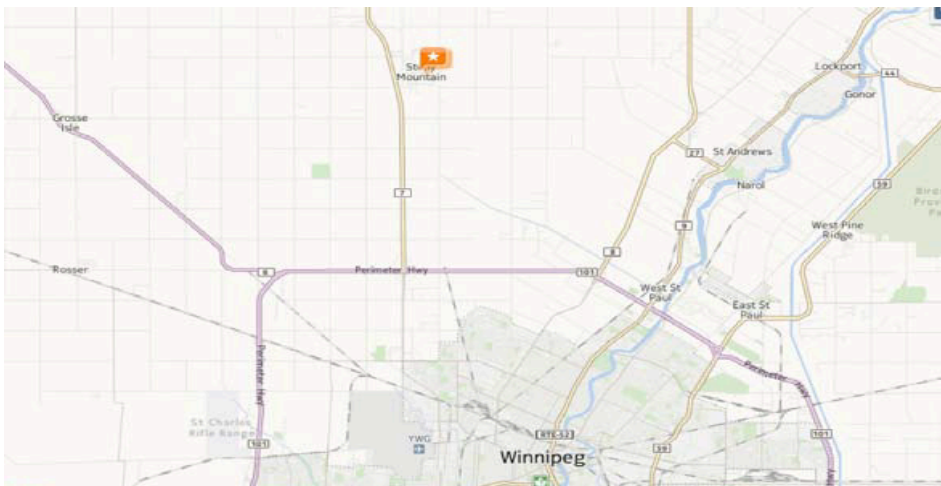
FEDERAL INSTITUTION

STONY MOUNTAIN INSTITUTION (SMI)

Highway #7, PO Box 4500
Winnipeg, Manitoba R3C 3W8
Phone: 204-344-5111 General
Phone: 204-344-5121 (Medium/Maximum)
Phone: 204-344-3482 (Minimum)



Stony Mountain Institution is a minimum, medium and high security facility located in the community of Stony Mountain. It can accommodate 484 in the medium facility and 96 in the maximum security. Adjacent to Stony Mountain, there is also the minimum institution which is the minimum-security facility accommodating 217 persons.



Visiting Hours:

The visiting hours vary depending on the unit and level of security in which you can be located at. Your family/friends can call the numbers provided above in order to find out the hours of visitation.

VISITOR APPLICATION STEPS

You can send your family/friends an application, or they can also get one from the CSC website at <https://www.csc-scc.gc.ca/forms/092/0653e.pdf>. Your family/friends will have to make sure to fill out all the questions in the form as requested or their application can be delayed. Have your family/friends mail it to the main address, they can also drop it off at the front desk. In order to process the application, there needs to be two original passport-style photos.

Approval

The application will normally take around two to three weeks to be approved. There will also be a criminal record check done when reviewing your family/friend's application. The application will be denied in the case that there are current convictions, probations or non-contact orders. Each application will be reviewed on a case-by-case basis and having a past criminal record does not necessarily mean that you will be denied visitation.

Visitor's package

Once your family/friends have been approved, you will be sending them a visitor's information package, which they must read and bring on their first visit.

Visiting details

- Visits need to be scheduled ahead of time
- The visits need to be booked 48 hours in advance for the medium and maximum units
- Your family/friends can call Monday-Thursday from 12:30 pm to 3:30 pm and Friday-Sunday from 8:00 am to 3:30 pm in order to book them
- For the minimum unit, visits are booked 24 hours in advance
- Your family/friends can call Monday-Friday from 7:30 am to 11:30 am
- Have them call 1-2 days before the time that they want to visit and tell the officer if they are booking their first visits

Unit-specific details

The length, frequency and level of contact from each visit will depend on the level of security and the unit in which you are. Those details will be provided once your family/friends have been approved as visitors.

Prohibited items

- Have your family/friends leave everything in the car or in a locker except for two pieces of government issued identification (ID)
- No tobacco products, drugs, alcohol, cell phone, food or drinks into the facility
- No smoking allowed on the grounds, even in the parking lot
- There will be diapers/wipes/feminine products available at the visiting office, your family/friends are not able to bring these items into the facility

Giving gifts

Your family/friends cannot give nor receive anything from you. They can drop money off for you, but it needs to be done before the visit takes place. A visitors and correspondence (V&C) officer will be present to write a receipt for the money.

Other information

Application expiry

Your family/friends' visiting application will expire after two years and they will need to reapply.

Vending machines

There are vending machines in the visitors' area. Anything that is purchased from there needs to be consumed during the visit and is not allowed outside the visiting area. Your family/friends can bring 25\$ for snacks.

Outdoor visits

In the summer, your visit might take place outside. Have your family/friends apply bug spray and sunscreen before entering the visiting area as they cannot come and go during the visit.

Young visitors

If your family/friends bring children, they will need to have their Manitoba health card with them. Baby bags can be brought in with the necessary items, but they will be searched before the visit. Children need to be accompanied by their guardian or parent. If someone else wants to bring a child, the parent/guardian needs to fill out a permission form.

Private family visits

These visits take place in a different place inside the institution where you may meet authorized visitors in private as to enhance your daily living skills, maintain positive community and familial relations and responsibilities and also lessen the negative

impacts of incarceration on family relationships. You can have your family/friends speak to the visitors and correspondence (V&C) staff or call the visiting office in order to get more information about these private family visits and how to arrange one.

ADMISSION TO PRISON (Federal Institutions)

Correctional Service Canada (CSC) oversees the correctional process through several stages, from sentencing until your Warrant Expiry Date (end of sentence), and beyond for offenders subject to a long-term supervision order. The main goal is to ensure that eligible offenders safely return to the community after having gone through programs and services that complement their correctional plans.

Intake Assessment

When you first arrive in CSC custody, there will be a full intake assessment completed. This intake assessment includes:

- a) Initial assessments and Post-Sentence Community Assessments:
 - You will be interviewed and have to complete the preliminary assessment, within five working days of you having received a federal sentence
 - You will also be informed about the federal correctional system and provide responses to any questions
 - Information about your family/friends and emergency contacts
 - Identify and document any immediate security needs, alerts, flags and critical concerns (including physical or mental health issues that may need to come to the institutional staff's attention)
 - An official version of the offence
 - History of criminal activity (federal and provincial) as well as fingerprint section sheet, if available
 - Young offender history
 - Victim impact statement
- b) Immediate needs identification and admission interviews done within 24 hours of your arrival at a new institution, and prior to cell assignment, staff will conduct an interview with you to:
 - Review the immediate needs identification contained in the preliminary assessment for security and critical concerns
 - Document additional security immediate needs
 - Complete the immediate needs checklist-suicide risk and document in a casework record
 - Gather information required for cell or room assignment, taking into account the nature and gravity of the offence

- Review alerts, flags and needs and update as required
- Review co-convicted inmates and update as required
- Provide a brief orientation to institutional operating procedures
- Facilitate a telephone call between yourself and your lawyer or an individual identified on the authorized call list to inform you of the admission to a penitentiary
- Complete referrals

Admission interview

The admission interview will be done within five working days of admission. The results include:

- Your preferred official language for service, home language, and the need for a translator
- Confirmation of your understanding of the role and expectations of the Case Management Team (CMT)
- Verification of information already gathered
- Areas of need requiring immediate attention and confirmation of referrals to appropriate services
- Parole eligibility information and timeframes for application submission
- Confirmation that the preliminary assessment report, was shared with you
- Orientation
- Supplementary intake assessments
- Correctional planning and criminal profile
- Security classification and penitentiary placement
- Assessing serious harm

ADMISSION (Provincial Institutions)

Individuals coming to Headingley Correctional Centre have completed isolation and are being placed based on regular placement criteria. If you become ill while incarcerated, you will be placed in isolation and assessed by Medical.

- An inmate handbook will be given out when you arrive in intake
- Each unit has their own orientation handout for general information
- Case managers will also be assigned should you have further questions to ask

PERSONAL PROPERTY (Federal Institutions)

You will be allowed to keep personal property as long as they are consistent with the national lists of personal property for inmates, unless the staff finds the items to be of concern for safety, health or security, as well as the security level of the institution you may find yourself in. Given that the list of personal property is extensive and always changing, feel free to consult Annex B for allowed items at <https://www.csc-scc.gc.ca/politiques-et-lois/566-12-cd-eng.shtml#s6>.

Some examples of this include:

- Items that were in your possession when admitted to the institution
- Items that were received from outside sources within 30 days of having been admitted
- No credit/debit cards allowed in the institution. These will have to be sent outside the institution or destroyed at your expense
- Any electronic item that is issued for a cell will be sealed and marked with a CSC-approved tamper-proof seal and one or more of these identifiers: a serial number, your name and an engraved locator number or a bar code
- There is no giving, trading, loaning, renting or selling personal/other property to others. The unauthorized exchange of said property with others may result in disciplinary charge
- If you have non-essential health care, religious, spiritual/cultural articles, educational textbooks/supplies such as a dictionary/thesaurus as well as arts/crafts raw materials, the deputy warden will consult with the head of the appropriate department and consider security and fire safety requirements before approving those items

DOLLAR VALUE OF AUTHORIZED ITEMS

- The combined dollar value of allowable items in the cell and in storage will not exceed \$1,500 as per the national lists of personal property for inmates
- Jewelry may not exceed a total of \$300, medical bracelets approved by health services and religious, spiritual or cultural items may be allowed. The value of these items is not included in the \$1,500
- The total value of canteen items allowed in your cell is limited to \$90 including \$20 worth of stamps. Holiday canteen items will be in addition to the \$90 limit, and these items will not be kept in the cell beyond February 1st of each year

INMATE PERSONAL PROPERTY RECORD

- Your personal items will be registered on the inmate personal property record (IPPR) or on a hobby craft permit and will not be issued until a reasonable value is assigned
- Before an item is assigned a value, the admission and discharge officer will consult with you. If there is a disagreement, the value of the item will be determined and registered by the admission and discharge officer
- If the personal item is deemed to have no monetary value and the officer agrees, the item will be recorded on the IPPR as having no value (\$0.00)
- You will be receiving a copy of the IPPR and the admission and discharge officer will retain the original IPPR

HOBBY CRAFT

- Any raw materials and tools for hobby craft items will be registered on the hobby craft permit. A monetary value will be assigned to those items. This value will not be included in the \$1,500 limit for cell items
- You may be authorized to keep your finished hobby craft item in your cell for personal use if it does not present a risk to the safety and health of persons, security of the institution and fire code requirements. As well, the value of the item must be within the allowable limit for cell effects

SECURITY

- In order to ensure that the public, staff, inmates as well as the security of the institution is ensured, all items entering and leaving the institution will be thoroughly searched for contraband and unauthorized items
- You will not be allowed to send any form of electronic media such as CDs or diskettes through the mail to destinations outside of CSC institutions
- If your personal property is used in a way that could put someone's security at risk or the institution, the institutional head may confiscate said item

STORAGE OF PERSONAL PROPERTY

- You will be restricted to 0.085 cubic metres for property in storage. In the case that you are double bunked with someone else, you may be provided extra storage
- Any personal property exceeding the storage limit will be removed/disposed by being shipped to a location that will have been selected and paid for by you, or if refused, the institutional head will authorize the removal/disposal of the items

and either donate the items to a charitable organization or destroy unusable items

- If you have items that exceed \$1,000 or cause the \$1,000 limit to be exceeded, these will be sent out of the institution at your own expense
- Knives, cellphones, pagers, medication, passports and other items not deemed authorized will not be stored in the admission and discharge area and instead sent out of the institution at your own expense to the issuing office/department or disposed of

LOSS OR DAMAGE

- Information on the compensation for loss of or damage to items in the institutions, including unfinished hobby craft projects can be found on this link <https://www.csc-scc.gc.ca/acts-and-regulations/234-cd-eng.shtml>
- Once you have received compensation for the loss/damage to the item, it will be removed from the IPPR

PERSONAL PROPERTY (Provincial institutions)

- Medication is allowed as prescribed by the HCC doctor. Personal glasses are allowed and reading glasses are also distributed. Contact lenses are allowed but they must be pre-approved by unit manager to be sent along with the solution
- Generally, items are not allowed to be kept after you have gone into custody. An exception might be seasonal clothing for release. However, things like books and magazines are not allowed as they can be purchased or borrowed from HCC directly
- You can receive religious/spiritual items from Chaplains or Elders at HCC. Those items are allowed to be kept
- No computer, electronics, etc.
- Education materials can be arranged through the HCC teacher
- Hardcover books of any kind are not allowed at HCC
- Cell effects can be kept and are not to be shared with anyone
- Personal items that are received on admission are stored for safekeeping in the admissions department. There is a record of the belongings logged and it is signed by you upon admission
- In the case that personal property is lost or damaged, a property claim can be made as long as it has been verified that the items were in your property when coming into custody or purchased through canteen

ITEMS GIVEN TO THE INMATE AT A FEDERAL INSTITUTION

There will be a list of personal/work clothing and personal hygiene items that will be provided to each person. This list will determine how often you will get an item and the institutional head will ensure that you are provided the adequate protective health and safety work clothing if you are working in an area that requires special clothing.

Basic Institutional Clothing Items

Some of the items that will be provided to you include jeans, jackets, briefs, shirts, underpants, socks, shoes, sheets, pillowcases, etc.

Optional work clothing items

For those working in kitchens and hospitals, and for barbers and painters:

- Apron, white
- Smock, white
- Pants, white
- Shirt, white
- Hat, white
- Smock, green (for other types of work)
- Coverall, green (for other types of work)

Feel free to consult <https://www.csc-scc.gc.ca/politiques-et-lois/352-cd-eng.shtml#annb> for further details on items that will be given. More information on personal clothing items that can be purchased is also available there.

ITEMS IN PROVINCIAL INSTITUTIONS

Two full sets of clothing and bedding will be provided once you have been admitted into custody.

CANTEEN (Federal Institutions)

- You will be able to buy a variety of products and a list will be made available to you
- The institution will also take into consideration the religious, spiritual, cultural and gender diversity of the inmate population, including specific products for Indigenous offenders

- Eligible inmates will have access to 4\$ credit for purchasing health and hygiene products
- You will only be allowed one holiday canteen per calendar year

HEALTH AND HYGIENE PRODUCTS

- You will be able to receive the \$4 credit, except if you are not receiving an inmate payment or if you do not have an active inmate trust fund
- The \$4 credit is cumulative but cannot exceed \$104 at any time and only to be used for its intended purpose. These credits cannot be cashed nor used for any other type of canteen purchase
- If you are transferred to a different institution, your hygiene account balance will be transferred as well

More information on the canteen items that can be purchased are found on this link <https://www.csc-scc.gc.ca/politiques-et-lois/890-cd-eng.shtml#s3>.

CANTEEN (Provincial Institutions)

Various items can be bought from the canteen including snack items, juice, instant coffee, paper, magazines, hobby craft and hygiene products.

- No medications can be bought from canteen, you have to go through medical for that
- If you have no funds to purchase hygiene products, you will be provided with basic hygiene items

MONEY ACCOUNT (Federal Institutions)

There is a trust fund established for you, consisting of a current account and a savings account. On a case-by-case basis, you may be allowed to do additional transfers from your savings account to the current account as long as it does not reach the maximum transfer of \$750. You may also be authorized requests for disbursement from the savings account for certain reasons. These can include supporting your family, an invoice from the lawyer, charitable donations, Indigenous spiritual services and many others. Lastly, any loan that has been outstanding for more than a year and deemed uncollectible will be written off. This information can be found on <https://www.csc-scc.gc.ca/acts-and-regulations/860-cd-eng.shtml#s2d2>

You are responsible for budgeting and ensuring that funds cover:

- Court ordered obligations
- Personal identification

- Personal expenses and property such as telephone calls, canteen and personal hygiene
- Release or expenses while you are in the community

Deductions

These will be made from your income before the earnings are deposited in the Inmate Trust Fund. These include:

- Reimbursements for any debt to the Federal Crown such as court orders, Canada Revenue Agency (CRA) requests and any other monies owed to the Federal Crown. For any fines resulting from a disciplinary action, the rate of payment will be at a maximum of 25% of the total income to be deposited in the trust fund
- Deductions for food and/or accommodation
- Deductions for the administration of the telephone system
- Contributions to the inmate welfare fund

More information can be found on <https://www.csc-scc.gc.ca/acts-and-regulations/860-cd-eng.shtml#s2b> regarding current/savings accounts, withdrawals/disbursements, fund transfers and many more topics.

MONEY ACCOUNT (Provincial Institutions)

- There is no cash distributed in provincial corrections
- Money is deposited into your trust account. You will then simply fill out a canteen form and the money will be deducted from your trust account
- No credit/debit cards will be allowed in the institution

Orientation- FEDERAL INSTITUTIONS

There are four rules as per the Corrections and Conditional Release Act (CCRA) that will be used at facility as soon as you arrive.

1. There will be an orientation process to assist you to make the best use of your time while in the institution and this will be done within two weeks after arriving. You will also be given the appropriate information regarding rules and regulations for the facility where you will live
2. You are expected to participate in the orientation
3. The staff who will be giving the orientation will also make sure that you are aware of the expected behaviour and potential consequences in the facility such as:
 - Being respectful toward other people and property at all times
 - Obeying institution rules, regulations, orders as well as comply with the requirement to submit to urinalysis and or supervision requirements.

- Doing the activities, programs and other tasks identified in your correctional plan
- Making sure to meet any court-ordered obligations such as restitution to victims or child support
- 4. You will be receiving information on everything that will help during this time:
 - Health care services, mental health and psychological services
 - Suicide awareness and prevention workshops
 - Your rights and responsibilities as an inmate
 - The mission statement of CSC
 - Adaptation to the institution environment
 - Educational and vocational counselling
 - Spiritual and cultural services
 - Elders/spiritual advisors, Indigenous Liaison Officers (ILOS) and other culturally relevant programs and services that could help
 - Program opportunities, visits, mail, work opportunities and finance
 - Security levels for the institution, procedures, operations and fire safety
 - Case management process, information on temporary absences, conditional release, work releases, Elder assisted hearings, as well as information on the Parole board of Canada
 - The Canadian Charter of Rights and Freedoms
 - The Corrections and Conditional Release Act
 - An institutional inmate handbook

HEALTH SERVICES (Federal Institutions)

Health services will be offered to you in the institution and in the community. This is done in order to promote your safety and quality improvement. These processes include:

- Confidential services offered in a proper space
- Over-the-counter drugs will be made available to the inmate population through the canteen
- Health services professionals are included in management discussions and decisions to ensure that health services issues are being met
- A process in place to receive medication that cannot be self-administrated from non-healthcare professionals when no healthcare professional is on site
- Approved infection control and harm reduction items are purchased and provided, being discreetly accessible to the inmates
- Cells are able to meet the basic health needs, as determined by a healthcare professional

- Providing the types of accommodations that you may need, as determined by a healthcare professional
- The sharing of risk-related health information with relevant staff, particularly if there is a risk for impairment in your functioning within the institution or if it could impact your reintegration
- The facilitation of interdisciplinary health team meetings, as required
- Discharge planning for those with complex health needs
- There will also be comprehensive mental health services and risk assessments offered in order to support rehabilitation and reintegration
- Having access to health services that are sensitive to the needs of Indigenous people as well as those with special needs. Elders will be consulted in order to gain a better understanding of the Indigenous perspective in order to deliver culturally relevant health services. The Annex B has more information and can be found on this link <https://www.csc-scc.gc.ca/politiques-et-lois/890-cd-eng.shtml#s3>

HEALTH SERVICES (Provincial Institutions)

- All services are offered including medical and psychological services
- No over-the-counter medication is allowed for purchase from canteen
- In the case that you need a specific medication that is not self-administered, and no medical professional is available, a medical escort would be arranged if necessary

TELEPHONE AND MAIL SERVICES (Federal institutions)

You will be encouraged to maintain and develop family/community ties through the use of writing letters and by phone, as long as the public, staff members and everyone else is safe.

- In the case that you are not able to write nor read, you will be allowed to have someone assist in writing letters or having them read to you. Letters directed to you will be opened and the contents of the envelope will be inspected by a staff member
- Letters sent from you will be handed over unsealed to a staff member who will inspect the contents of the envelope
- Envelopes in which letters have been forwarded may be withheld

READING OF CORRESPONDENCE

Normally, letters from you or sent to you will not be read. However, in certain instances, a staff member may be authorized to read correspondence when they believe on reasonable grounds that:

- The correspondence with the member of the public contains or will contain evidence of an action that would jeopardize the security of the prison or the safety of an individual
- Interception of the correspondence with the member of the public is the least restrictive alternative available in the circumstances

When letters are intercepted and read, the reasons and actions for doing so shall be recorded. You will be advised and given the opportunity to make representations, except in situations where the information would affect an ongoing investigation. In this case, you would be advised of the reasons and given an opportunity to make representations once the investigation is completed.

When letters are read, the institutional head shall authorize these measures to be taken, as applicable:

- Letters considered unfit for delivery shall be returned to the sender
- The original letter or a copy may be retained by the institution
- If letters are kept, it shall be recorded along with the reasons why that is being done.
- In the case that you are prevented from communicating with someone, you will be informed of the reasons why that is the case and given the opportunity to make representations. The sender of the letter will also be notified and advised of the reason, unless the purpose of the retention would be thwarted

PRIVILEGED CORRESPONDENCE

Correspondence between you and a person or group representing you (listed in Annex A) is privileged and said correspondence will be forwarded unopened to the addressee. Annex A can be found here <https://www.csc-scc.gc.ca/acts-and-regulations/085-cd-eng.shtml>.

The institutional head may authorize the correspondence to be opened and read if they are satisfied that there are reasonable and probable grounds to believe that the communication will not be or is not properly the subject of a privilege, and if conditions exist. The person who intercepts the privileged correspondence will then treat the information contained inside as confidential.

DISTRIBUTION OF MAIL

Under normal circumstances, incoming mail shall be distributed to everyone and outgoing mail will be forwarded to the post office within 24 hours or receipt.

INMATE TELEPHONE COMMUNICATION

There will be access to telephones through an inmate telephone system to help maintain family and community ties and to provide a direct link with families in the event of an emergency. To ensure consistency, there are standards in place for all inmates and their use of an inmate telephone system. This information can be found in Annex B

<https://www.csc-scc.gc.ca/acts-and-regulations/085-cd-eng.shtml>.

PREVENTION OF COMMUNICATIONS

You may be prevented from communicating with members of the public by mail or telephone when:

- The institutional head believes, on reasonable grounds, that the safety of any person, both in the institution and the community would be jeopardized
- The institutional head is satisfied that the intended recipient of the communication, or the parent/guardian of an intended recipient who is a minor, does not want to receive communications from you
- In the case that the application to have a telephone number added to your call allow list is disallowed or blocked, you will be prompted advised of the reasons, in writing, by the institutional head, and shall be given an opportunity to respond

COMMUNICATIONS WITH PRIVILEGED CORRESPONDENTS

- Telephone calls to those identified in Annex "A" as authorized privileged correspondents, will normally be granted. These calls will be provided during normal business hours. You are required to provide reasonable notice, of no less than 24 hours of your wish to communicate by telephone with privileged correspondents
- Calls between you and their privileged correspondents are normally confidential. However, they may be subject to interception if conditions are met. More can be found here <https://laws-lois.justice.gc.ca/eng/acts/c-44.6/>
- You or the recipients of the calls shall normally be responsible for the cost of telephone calls
- The institutional head may authorize the use of government telephone network lines for emergency situations such as serious family illness or death, or for any other special circumstance

TELEPHONE AND MAIL SERVICES (Provincial Institutions)

- In the case that you are not able to read or write, both staff and Chaplains will be able to assist with this
- You may only be prevented from communicating with someone if there is a court order for it
- All mail is opened and subject to search
- There is an inmate telephone system that allows you to make calls between 7 a.m. and 10:30 p.m. to cellular phones, landlines and internet phones
- All calls to privileged and program related numbers are free/unlimited, including lawyers and various community support agencies
- Fees are applied for personal calls. Those same fees will apply to local and long-distance calls. Collect calls can be made or by using a prepaid phone account
- Calls are subject to recording and monitoring, except privileged calls
- Incoming calls are not permitted, but you will be able to receive voicemail messages from family, friends, lawyers, etc. Voicemails can be up to three minutes in length
- To transfer money to a phone account, dial 411#

PROGRAMS and SPIRITUAL/CULTURAL SERVICES (Federal Institutions)

There is a variety of programs offered at the federal institutions such as educational, social and employment & employability skills training.

Education

Education is very important since it increases the opportunities to successfully transition back into society. Improving literacy skills could also improve the chances of taking part in correctional programs. Education programs may vary according to the provincial and territorial ministries of education. However, the CSC maintains a standard level of service and consistency allowing people to access the same or similar programs in institutions across Canada.

These education programs:

- Address educational needs
- Increase the basic literacy, social cognition, and problem-solving skills
- Prepare you for participation in correctional programs
- Provide you with the knowledge and skills in order to gain and maintain employment once you are back in the community

Assessment of education needs

Once you have entered into custody, your education needs will be determined by completing certain assessments. In the case that you have a grade level below grade 12 or its equivalent, you will have education as a need in your correctional plan and the education programs will be prioritized. More information can be found on <https://www.csc-scc.gc.ca/005/006/705-6-cd-en.shtml>.

Continuous intake and program length

Education programs are offered on a continuous-intake basis meaning that they can be taken at any time where there is space available and there are not set end dates. The length of the program will depend on your needs and progress.

TYPES OF EDUCATION PROGRAMS

Adult basic education

The ABE programming is the priority of the CSC. It covers grades 1 to 12(or equivalent), once you have completed grade 12, you will receive a secondary school diploma or the equivalent. There are four program levels which are generally grouped as:

- ABE I= Grades 1-5 (Grade 6 and under in Québec)
- ABE II= Grades 6-8 (Secondary I and II in Québec)
- ABE III= Grades 9-10 (Secondary III and IV in Québec)
- ABE IV= Grades 11-12 (Secondary V in Québec)

Adapted adult basic education

These programs have been adapted for people with specific education needs that cannot be accommodated in the traditional Adult Basic Education curriculum. These correspond to the four adult basic education levels. In this program, you will obtain the knowledge and skills necessary to gain and maintain employment and lawfully live in the community once you are out of the institution. The focus on this program focuses on basic literacy, social cognition, employability skills and problem-solving skills.

NOTE: If you are unable to read, write or speak in either official language (English or French), you will be referred to the appropriate additional language programming.

Post-secondary prerequisites

The post-secondary prerequisite program provides the opportunity to earn additional secondary credits required in order to participate in post-secondary studies, vocational programs or employment. This program is for people who already have a high school diploma or equivalent.

Post-secondary education

Post-secondary education can be done while incarcerated. This program allows you to learn a trade or profession or update trade qualifications. You must meet the university or college's academic requirements. Courses are usually completed through correspondence with community colleges or universities. Generally, you must pay for the cost of your post-secondary education. You can find more details on education costs on these links <https://www.csc-scc.gc.ca/005/006/720-cd-eng.shtml> and <https://www.csc-scc.gc.ca/005/006/720-1-gl-eng.shtml>.

Libraries and computers

All CSC institutions have libraries. The institutional library has a unique role to help the successful reintegration of people. Lots for information, education, enrichment and even recreational reading are available and some institutions may also have book clubs/writing groups. There is access to designated computers in all institutions. These computers are stand-alone and not linked to the CSC's security systems, external networks or the internet. As of 2002, CSC discontinued computers for the people in the institution. These may be used in a controlled manner for learning, work, programs, legal needs and recreational use.

SOCIAL PROGRAMS

These programs are established in order to help you adjust to incarceration and prepare for community reintegration. While some social programs are offered nationally, others may vary depending on the institutional need and suitability. They help to make personal changes in your life by encouraging to learn about your own strengths and areas that need improvement. Some of the skills obtained are:

- Personal interaction and development skills
- Building life skills
- Promoting positive and healthy lifestyle choices
- Teaching how to use leisure time constructively
- Targeting factors that may impact your ability to successfully transition back into the community

Community Integration Program

The Community Integration Program (CIP) provides you with information and skills to help with your community reintegration. It aims to provide a chance to evaluate your lifestyles and develop goals, to increase awareness of community resources, developing community supports and networks among other things. It is offered to those who have:

- Less than 1 year until release or have been on conditional release in the community for 6 months or less
- Have identified gaps in their community functioning

Parenting Skills Training Program (PSTP)

The parenting skills training program helps to develop skills, knowledge and strategies so that you may maintain positive relationships with your children, fulfill your parental roles and manage stress placed on family relationships during incarceration and after release.

EMPLOYMENT PROGRAMS

Employment and Employability Skills Training

CORCAN provides this program in four business lines: Manufacturing, Textiles, Construction and Services. They want to ensure that the inmates have the skills and training required to obtain and maintain employment when they return to the community. This is done through on-the-job and third-party certified vocational training while they are incarcerated in a federal institution as well as for a brief time after they have been in the community. CORCAN operates 103 shops in 36 of the 53 federal institutions, many of which are ISO-Certified (International Organization for Standardization).

CORCAN apprenticeships

The CSC which includes CORCAN provides employment experiences to inmates in areas that are line with apprenticeship trades. CSC works with provincial governing bodies responsible for apprenticeship training, regulation and certification. This allows you to have the hours you work registered towards a trade. It also helps to get the skills and certifications needed to secure a job once you have been released. More information can be obtained on this link. <https://www.csc-scc.gc.ca/corcan/index-eng.shtml>

Correctional Programs

The CSC prioritizes correctional programs as a means to reducing recidivism rates and increasing the safety of Canadian communities. It offers the Integrated Correctional Program Model (ICPM). These programs are structured interventions targeting risk factors linked to criminal behaviour in order to reduce reoffending. These use a mix of group discussions, exercises, role plays, among other activities. The model addresses many patterns such as sexual offending, intimate partner violence, crime for gain, violence and substance abuse. These programs teach skills such as problem-solving, goal setting and many others. Some of the risk factors addressed include substance abuse, pro-criminal attitudes, anti-social personality, education/employment, leisure/recreation, etc.

Meeting physical or mental health care needs

If you have special needs, CSC may consider programming on a case-by-case basis. Sometimes, you may be able to participate in programming with accommodations

made by program facilitators. In order to support the gains achieved from program involvement, you will be assessed and considered for maintenance after having completed a main program. The objectives are to reduce risk to re-offend by:

- Reviewing core self-management skills and
- Applying skills to real-life situations, obstacles, and high-risk situations.

Continuum-of-Care model

CSC uses a unique approach for Indigenous corrections named the Indigenous Continuum of Care. It provides culturally responsive approaches to address the needs of Indigenous offenders. It also acknowledges the importance of Indigenous communities supporting the Indigenous offenders during their healing journey and reintegration. Its main goal is to assist to make a safer and successful transition back in the community. When these Indigenous programs are developed and delivered, CSC consults with Indigenous communities, Elders, Indigenous advisory boards and national Indigenous groups.

Pathways initiatives

This program is an Elder-driven intensive healing initiative based on the Indigenous Medicine Wheel. It is for people who are showing genuine motivation and commitment to making emotional, mental, physical and spiritual changes. To participate in this program, you must be willing to follow traditional healing as a way of life, 24 hours a day. It helps to prepare people for a transfer to lower security, conditional release and eventually help them maintain their healing journey in the community. Some of the steps taken in order to reinforce a traditional Indigenous way of life include one-on-one counselling, increased access to ceremonies and a more traditional healing path consistent with traditional values and beliefs.

There are also different initiatives offered:

- Pre-Pathways Initiatives, maximum security (day program)
- Pathways initiatives, medium security
- Pathways transition houses, minimum security

NOTE: Pathway initiatives might not be available at all institutions.

Programs for Indigenous men

The Indigenous Integrated Correctional Program Model (IICPM) meets the specific needs of Indigenous offenders. This program includes a weekly ceremonial session, culturally relevant materials and has at least 50% Elder involvement (high and moderate intensity). A facilitator delivers the program in a circle setting. There will be an examination of your Indigenous social history experiences such as cultural disruption, residential school or foster care experiences, community fragmentation, etc. This approach allows you to reconnect with your culture as well as leading a prosocial lifestyle consistent with your traditional values. You will learn to manage their risk

factors by learning skills such as self-monitoring, emotion management, thinking and social skills as well as goal setting and healing plan development.

There are also IICPM programs offered for sex offenders and Inuit sex offenders. More information on these programs and the different intensity levels can be found on <https://www.csc-scc.gc.ca/002/002-0004-en.shtml>.

PROGRAMS and SPIRITUAL/CULTURAL SERVICES (Provincial Institutions)

- You may be able to pursue post-secondary studies in coordination with the teachers
- There is a library where books can be obtained but not where one can go for a period of time (HCC)
- Every unit has some jobs and there are also some in the kitchen as well

TRANSFERS (Federal Institutions)

1. All transfers between institutions require a transfer warrant, with the exception of:
 - a. If you return to a federal facility from a Healing Lodge, a letter of withdrawal of support from the Director of the Healing Lodge will be needed. A transfer warrant must follow as soon as possible
 - b. Following the capture of someone who had escaped or who was unlawfully at large
 - c. The transfer of someone being escorted to court by the Sheriff/Bailiff/Police and who will not be incarcerated in another federal facility prior to his return
2. You have the right to contact your lawyer or an individual on your authorized call list, to advise the lawyer/individual of your transfer to another institution. If you are unable to make that call, staff will help with that request
3. You will not normally be transferred within two months prior to being scheduled a hearing by the PBC or a court date. If a transfer is unavoidable, the institution will notify the PBC of said transfer and maintain responsibility for the casework in relation to the hearing
4. If you are on High or Modified Watch, you will not normally be transferred to an institution other than a treatment facility unless the mental health professionals believe that the transfer would reduce the risk of suicide. It would only take place after having had proper discussions to consider all sides
5. In the case that you required an observation status due to requiring High or Modified Watch or mental health monitoring and cannot be facilitated, you will

be immediately transferred to another facility where that status can be maintained

6. If the transfer is done to provide access to your home community, family and/or family support, the institutional parole officer/primary worker will confirm support. More details on transfers can be found here <https://www.csc-scc.gc.ca/politiques-et-lois/710-2-3-gl-en.shtml>
7. There is also the possibility of getting a transfer if it will further the process of a conditional release
8. In the case that a voluntary application is denied, a review of that application is not required more than once every six months
9. If you were transferred on an involuntary basis, a review of any transfer application is not required within the first six months following the transfer
10. Prior to a transfer, there will be proper documentation translated and sent by the sending institution including the police report, the criminal profile report, etc.
11. Once you have been transferred, there will be screenings and assessments done relating to suicide and self-injury
12. If you refuse or fail to integrate at the institution, you may end up being transferred to another institution or region

Given that there are a variety of transfer processes that take place such as the movement of inmates within clustered and multi-level institutions, it is easier to locate the information on this link <https://www.csc-scc.gc.ca/acts-and-regulations/710-2-cd-en.shtml> and <https://www.csc-scc.gc.ca/politiques-et-lois/710-2-3-gl-en.shtml#3.0>

PROVINCIAL TRANSFERS

- You may be transferred or may request a transfer to another institution. It will be dependent on your own situation.

CONDITIONAL RELEASE (Federal Institutions)

You will most likely be serving part of your sentence in an institution such as Stony Mountain. The rest of the sentence will be served in the community where certain conditions will need to be followed. Some of the different types of releases include:

- Temporary absences such as:
 - ETA (escorted temporary absence)
 - UTA (unescorted temporary absence)
- Work release
- Day parole
- Full parole
- Statutory release
- Release on expiry of sentence

Conditional release

The Parole Board of Canada (PBC) has the authority to grant day parole and full parole. They will make these decisions based on what Correctional Service Canada (CSC) has in place. The Corrections and Conditional Release Act allows the Parole Board of Canada to grant parole as well as provincial legislation. In order for them to grant releases, the members of the board will need to make sure that you will not pose undue risk to the community and that you will fulfill specific conditions. The PBC can grant, deny, terminate or revoke parole and revoke a statutory release.

Temporary absences

There are three types of temporary absences identified in the Corrections and Conditional Release Act: escorted temporary absences, unescorted temporary absences and work release. These temporary absences may be granted by CSC if they deem that there is a limited risk of reoffending during the outing. It must also fit your correctional plan.

You may be granted a temporary absence for reasons such as medical, administrative, community service, family contact, personal development/rehabilitation and compassionate reasons.

Escorted temporary absence (ETA)

The ETA is a release where you get to leave the institution while accompanied by one or more escorts. You can go alone or as a member of a group and these ETAs are of limited duration and can be granted at any time during the sentence. Medical absences may be unlimited.

Unescorted temporary absence (UTA)

An UTA is when you get to leave the institution without company from the CSC staff. These are also of limited duration and are granted for reasons like mentioned above. You must have served part of your sentence before being eligible to apply for a UTA. A UTA is not applicable for those that in high security.

Work release

This release is around the idea of community service or work outside of the institution. It is a structured program of release that will have been established for a specified period of time. A staff member or other authorized person or organization will supervise your work release. If you are eligible for a UTA, you can also apply for a work release.

Day parole

This release is done by the National Parole Board under the supervision of CSC. With this, you have the opportunity to take part in ongoing community-based activities as well as to prepare for full parole and statutory release. You will usually be residing in a correctional institution or a halfway house.

Eligibility dates

You can be eligible for day parole after serving either:

- 6 months before being eligible for full parole or after serving 6 months, if serving a sentence of two years or more
- 3 years before being eligible for full parole or after serving 3 years, if serving life or an indeterminate sentence

Full parole

This release allows you to serve part of your prison sentence in the community. You might even be living in a halfway house, some of those operated by the John Howard Society. We will be there to work with you and your family in order to locate employment and get into programs that will help to better reintegrate into the community. You will also be under the supervision of a CSC parole officer and must be abiding by conditions that will reduce your risk of re-offending and foster the reintegration into the community. You can apply for full parole (except if serving a life sentence for murder) after serving the lesser amount either a third of your sentence or seven years.

Statutory release

Statutory release requires you to serve the final third of your sentence in the community if you are living in a federal institution. You will be supervised by a CSC parole officer and will be imposed conditions of release. You would be on statutory release if you did not apply for release on parole or if you were denied release on full parole. This is a law and not conditional nor granted by the PBC. The institutional staff could keep you in the institution after the statutory release by issuing a detention order. In the case that there are reasons to believe that you would commit:

- An offence causing serious harm or death
- A sexual offence involving a child
- A serious drug offence

Release on expiry of sentence

This is not a conditional release. It is the full release received after having served a full sentence. It would be applied if you were considered too dangerous to return to your community under statutory release.

CONDITIONAL RELEASE (Provincial Institutions)

- You will need to satisfy 2/3rd of your sentence in order to earn remission. If there are no disciplinary infractions, you will be released after completing 2/3rd of your sentence.
- Possible releases include Parole, Unescorted Temporary Absence of up to 2 weeks before the end of the sentence and RRI which is a program run through Probation Services.
- The case manager that is assigned to you can provide more information in order to apply for these releases.
- You can apply for Parole as soon as possible after having been sentenced. However, you must satisfy 1/6 of the sentence before you can start the process.

Reference list

John Howard Society of Manitoba. (2021). <http://johnhoward.mb.ca/>

Government of Canada. (2020). Stony Mountain Institution.
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