


Chapter:	Bail	Classification:	Public Document
Subject:	Administrative Releases on Bail		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services will facilitate the release of offenders on bail
 - 1.1.1 where the conditions for the release have been set but not yet satisfied
 - 1.1.2 at times, which do not interfere with the safe and secure operation of the correctional facility

2. Administrative Releases on Bail

- 2.1 The release of the offender on bail will be facilitated as follows:
 - 2.1.1 Court Services staff will coordinate between the surety and the local Justice of the Peace (JP) Centre/staff to attend correctional facility,
 - 2.1.2 Court Services will contact correctional facility to confirm the surety arrangements,
 - 2.1.3 the correctional facility will confirm availability of correctional facility staff to facilitate the release with Court Services, and
 - 2.1.4 JP staff will attend the correctional facility to process the release.
- 2.2 The administrative release on bail of offenders will be coordinated in consultation with Court Services and/or the Justice Centre.
- 2.3 The surety should arrive at the facility within the specified hours authorized to sign release documents with the JP.
- 2.4 If the surety arrives at the facility without prior notification, the correctional facility will contact the Justice Centre at 1-866-816-6555.

3. Standard Operating Procedures (SOP)

- 3.1 Superintendents will establish such SOP as may be required to ensure releases on bail are processed in accordance with this Policy and Procedure.

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