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Chapter: **Transfers**

Classification: **Public Document**

Subject: **Intra-Provincial Transfers of Individuals Under Community Supervision**

For: **All Community**

  
Authorized by the Executive Director

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## Policy

- 1 Individuals under community supervision may be transferred between Community Corrections offices within the Province of Nova Scotia when the transfer is beneficial to their case management plan.

## Procedures

- 2 Prior to consideration for a transfer, the probation officer will confirm the details of the individual's relocation plan, change of address and travelling circumstances.
- 3 The transferring probation officer will contact the receiving office and advise of the pending relocation of the individual. The probation officer will then provide the individual with:
  - (a) the office address and contact information of the receiving probation officer, and
  - (b) a reporting date at the new Community Corrections office.
- 4 Upon confirmation from the receiving probation officer that the individual has relocated and reported, the transferring probation officer will initiate transfer proceedings.
- 5 The transferring probation officer will
  - (a) enter a transfer summary on JEIN/Offender Case Management (OCM)/Activity Summary that includes
    - i. circumstances of the case
    - ii. progress made in individual's Case Management Plan
    - iii. response to supervision
  - (b) enter new address and telephone number in the address section of JEIN
- 6 The transferring probation officer will record the case as a transfer on JEIN by opening the Transfer tab under OCM and entering the office code, name of the probation officer and transfer date.
- 7 The individual's file and all its contents will be forwarded to the receiving office. Prior to the transfer of the individual file, it will be

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- (a) formatted/organized in accordance with Policy and Procedures, Subject No.14.00.00, [Opening and Closing Files](#)
  - (b) reviewed by the Senior Probation Officer, who will enter an activity note in the OCM file indicating they have reviewed the file, and it is approved for transfer.
- 8 Where an individual reports to an office following sentencing but lives in an area other than that of the initial receiving office, the initial receiving office will notify and forward any available documents to the office where the individual resides, and if appropriate, secure an appointment for the individual to report to the designated office. The latter will open the case on JEIN as a new admission, and ensure all case notes are documented in accordance with Policy and Procedures, Subject No. 14.01.00, [Community Corrections – Community Case Management](#).
- 9 The initial receiving office, where the individual is directed to report, is responsible for the case and supervision of the court order until the individual confirms they reside in another area and makes arrangements to secure an appointment with the Community Corrections office where they reside. If the individual fails to report as directed, the originating office will be responsible for initiating any breach procedures.