


Chapter:	Information Management	Classification:	Public Document
Subject:	CPIC Information Regarding Youth Orders		
For:	Youth Facilities & Community Corrections	 Authorized by Executive Director	

**1. Policy**

- 1.1 When a young person receives a
  - 1.1.1 Custody and Supervision Order, Nova Scotia Youth Centre (NSYC) staff will forward Canadian Police Information Centre (CPIC) Information (form 3.07.01-A) to the appropriate police agency
  - 1.1.2 Deferred Custody and Supervision Order or Conditional Supervision Order, the Probation Officer (PO) will forward CPIC Information (form 3.07.01-A) to the appropriate police agency
  
- 1.2 The NSYC will provide notification (form 3.07.01-A) to the appropriate police agency when a situation occurs during the administration of a youth sentence that impacts an existing order as a result of a
  - 1.2.1 subsequent youth custody sentence
  - 1.2.2 breach of a custody and supervision, deferred or conditional supervision order
  - 1.2.3 deferred or delayed order start date
  - 1.2.4 youth sentence converted to an adult sentence
  
- 1.3 The assigned probation officer will provide notification (form 3.07.01-A) to the appropriate police agency when
  - 1.3.1 additional conditions set by the provincial director
  - 1.3.2 the start date of a probation order is deferred as a result of subsequent sentence that impacts the current supervision term

**2. Responsibility**

- 2.1 The superintendent will designate the staff position responsible to communicate information to the appropriate police agency with information regarding the administration of a youth sentence that impacts an existing order.

**3. Notification Process**

- 3.1 The designated NSYC staff person or probation officer will place a copy of the CPIC Information Regarding Youth Orders Form (3.07.01-A) on the young person's file and upload to JEIN.

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