


Chapter:	Programs and Services	Classification:	Public Document
Subject:	Correctional Services Programs		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services will provide programs for individuals under community supervision and in custody to promote long term behavior change and support successful community reintegration.

2. Guiding Principles

- 2.1 Correctional Services programs will
 - 2.1.1 address factors that relate to criminal behavior as identified through the case management process
 - 2.1.2 be based on demonstrated need and availability of resource
 - 2.1.3 be facilitated by staff who have been trained and/or have a professional designation
- 2.2 Core Correctional Practices is the foundation for programming; assessment of risk, need, stage of change and responsivity informs development of individual case plans, case plans drive program and service delivery.
- 2.3 Correctional Services programs will be
 - 2.3.1 culturally and gender responsive
 - 2.3.2 based on current information about effective interventions
 - 2.3.3 aligned with the Correctional Services business plan
- 2.4 Collaboration with community partners is done to better address the individual needs and create linkages that support success post-release.

3. Programs

- 3.1 Correctional Services programs, see Correctional Services Program Matrix ([31.00.00-A](#)), align with criminogenic factors and responsivity issues and support successful community integration, including,
 - 3.1.1 Substance Use
 - 3.1.2 Education/Employment
 - 3.1.3 Family/Marital

Page 1 of 3	Dated Issued: July 24, 2020 Date of Last Revision: Current Revision Date:	Subject No. 31.00.00
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- 3.1.4 Leisure/Recreation
- 3.1.5 Companions
- 3.1.6 Pro-criminal Attitude
- 3.1.7 Antisocial Behavior & Thinking
- 3.1.8 Mental Health
- 3.1.9 Finances
- 3.1.10 Life skills

3.2 Correctional Services will engage the services of community agencies to address the needs of offenders beyond the scope of correctional staff, i.e., mental health and sex offenders.


4. Program Documentation

- 4.1 Record(s) of program participation will be maintained on JEIN/Offender Case Management.
- 4.2 Monthly program statistics will include the following
 - 4.2.1 program(s) facilitated
 - 4.2.2 number of individuals who participated
 - 4.2.3 number of individuals who successfully completed the program
 - 4.2.4 average number of individuals participating in programs per custody site

5. Incentive Allowance – Adult Facilities

- 5.1 All adult offenders who are approved facility workers are entitled to receive an incentive allowance. The incentive allowance rate will be reviewed and approved annually by the Chief Superintendent.
- 5.2 The offender will be involved in work on a regular basis and work a minimum of 3 shifts per week to be eligible for the incentive allowance. If an offender works less than 3 shifts, the bi-weekly incentive allowance should be pro-rated.

Page 2 of 3	Dated Issued: July 24, 2020 Date of Last Revision: Current Revision Date:	Subject No. 31.00.00
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- 5.3 Incentive allowances will be available to offenders working in laundry, kitchen, cleaning or other work programs designated by the superintendent.
- 5.4 The incentive allowance will be deposited into the offender's trust account bi-weekly and can be used for canteen purchases, phone calls or can be withdrawn when the offender is released from custody or transferred to another facility.
- 5.5 The superintendent or deputy superintendent can approve special incentives for offenders on a case-by-case basis, if they are involved in other work projects.
- 5.6 The source of the funds for any incentive allowance paid to offenders is outlined in Policy and Procedures, Subject No. 9.05.04 [Offender Incentive](#).

6. Incentive Allowance – Youth Centres

- 6.1 All young persons admitted to a youth centre are eligible to participate in the Incentive Allowance Program and may earn up to seven (7) dollars per week provided the young person meets the behaviour and program requirements in accordance with youth centre Standard Operating Procedures (SOP).