


Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Sex Offender Registry		
For:	Correctional Facilities	Authorized by Executive Director 	

1. Policy

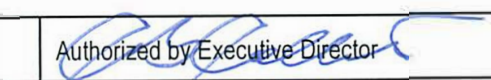
1.1 Superintendents are responsible to ensure offenders who have been court ordered to register under the *Sex Offender Information Registration Act* receive a copy of the order within 10 days of release.

2. Legislative Requirements

2.1 Section 490.018(4) of the Criminal Code states: *the person in charge of the place which the person serving the custodial portion of a sentence, or is detained in custody, before their release or discharge shall give the person a copy of the order not earlier than 10 days before their release or discharge.*

3. General Requirements

- 3.1 Correctional staff as designated by the superintendent upon receiving a Sex Offender Registry (SOIRA) order will
 - 3.1.1 forward a copy of the order to records/administration
 - 3.1.2 return the original copy to the offender, or
 - 3.1.3 if requested, place the order in the offender's personal property
- 3.2 Designated records/administrative staff will
 - 3.2.1 review JEIN "Court Order List" each week to identify new SOIRA
 - 3.2.2 ensure a copy of the order is retained with the warrant of committal (WOC)
 - 3.2.3 forward a copy of the order to the offenders assigned case management officer (CMO)
- 3.3 The CMO is to update the Offender Case Management (OCM) in JEIN by
 - 3.3.1 selecting the "OCM details" tab
 - 3.3.2 selecting the "edit" option in **Active Indicators**
 - 3.3.3 adding an indicator by selecting "SOIRA" from list of values

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4. Documentation of Order Received by Offender

- 4.1 No earlier than 10 days before the offender’s release from custody designated records/administrative staff or the CMO will provide the offender with a copy of the SOIRA order and have the offender complete form [34.04.00-A](#) to confirm same. The completion of this form will be documented on JEIN under the OCM “Activity Details” by reporting
 - 4.1.1 the name and position of the staff member witnessing the form
 - 4.1.2 date and time a copy of the SOIRA order was provided to the offender

- 4.2 Once completed, form [34.04.00-A](#) will be scanned and emailed to the to the National Sex Offender Unit at HSORCNS-HCRDSNS@rcmp-grc.gc.ca by the staff providing a copy of the SOIRA to the offender. The email will include
 - 4.2.1 the name and position of the staff member witnessing the form’s completion
 - 4.2.2 the date the copy was provided to the offender
 - 4.2.3 date of the offender’s release
 - 4.2.4 destination upon release

- 4.3 Staff documenting the SORIA email will print the email and place it in the offender’s master file attached to the WOC.


5. Transfers Between Correctional Facilities

- 5.1 When an offender is transferred to another correctional facility, the designated sentence administration staff will ensure the SOIRA order is attached to the WOC that is sent to the receiving facility.

6. Conditional Release Reporting Requirement

- 6.1 Correctional Services are required by law to disclose to the National Sex Offender Unit, the days on which a sex offender is expected to be absent from a provincial correctional facility for seven or more consecutive days (unescorted) and the address where they are expected to stay.

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- 6.2 The following information will be documented in an email and forwarded to the National Sex Offender Unit at HSORCNS-HCRDSNS@rcmp-grc.gc.ca by staff preparing the offender for conditional release
 - 6.2.1 the name and position of the staff member
 - 6.2.2 date and time of the offender's release
 - 6.2.3 address on release on temporary absence

7. Standard Operating Procedures (SOP)

- 7.1 The superintendent will develop Standard Operating Procedures (SOPs) with respect to this policy and include the following
 - 7.1.1 retaining and forwarding a copy of the SOIRA in accordance with 3.1, 3.2 and 4.2
 - 7.1.2 ensure the offender receives a copy of the SOIRA and it is documented on JEIN in accordance with 3.1, 3.3 and 4.1
 - 7.1.3 ensure a copy of the SOIRA is forwarded upon transfer in accordance with 5.1
 - 7.1.4 update the OCM in accordance with 3.3 and 4.1
 - 7.1.5 review JEIN "Court Order List" weekly to identify SOIRA cases in accordance with 3.2
 - 7.1.6 advising the National Sex Offender Unit of a sex offenders Conditional Release in accordance with 6.2