


Chapter:	Conditional Release	Classification:	Public Document
Subject:	Conditional Release Application Process		
For:	Adult Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Adults sentenced to custody, except those who are also in custody pursuant to a remand or other similar order, may apply for a conditional release for the following reasons
- 1.1.1 reintegration
 - 1.1.2 humanitarian
 - 1.1.3 medical purposes


2. Application Process

- 2.1 Individuals will complete an application manually using the approved application form. Correctional facility staff will assist in completing the form where required.
- 2.2 All sections of the application will be completed prior to submission.
- 2.3 Conditional releases are authorized only for the purpose that is stated on the application and the resulting certificate; only minor changes can be made to an application, e.g., times, dates. Other changes may impact the risk assessment for the absence, e.g., purpose of the release, and as such will require a new application be completed.
- 2.4 All applications received will be processed unless they are withdrawn by the applicant in writing.
- 2.5 The case management officer will enter the information from the application under the “Conditional Release” menu under “Applications” on the Justice Enterprise Information Network (JEIN).


3. Application Assessment

- 3.1 Following receipt of the conditional release application, the case management officer will complete an application assessment on JEIN to be presented to the facility review board.

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- 3.2 The assessment will include
 - 3.2.1 release plan details
 - 3.2.1.1 dates/times
 - 3.2.1.2 location
 - 3.2.1.3 transportation
 - 3.2.2 reason for requested release
 - 3.2.2.1 treatment program
 - 3.2.2.2 employment
 - 3.2.2.3 education
 - 3.2.2.4 family/community connectivity
 - 3.2.3 application to case plan
 - 3.2.3.1 addresses risks/needs
 - 3.2.3.2 supports community transition
 - 3.2.3.3 specific program not available through Correctional Services core programming
 - 3.2.4 case plan participation
 - 3.2.4.1 applicant's engagement in case plan
 - 3.2.4.2 participation in core programs to address risks/needs
 - 3.2.4.3 engagement with community agencies (John Howard, E-Fry, 7th Step, Coverdale, etc.)
 - 3.2.4.4 accessing social work services
 - 3.2.4.5 accepts responsibility for involvement in criminal activity
 - 3.2.5 behaviour and attitude
 - 3.2.5.1 involvement in disciplinary system
 - 3.2.5.2 interactions with others in custody, staff and community agencies
 - 3.2.6 collateral contacts
 - 3.2.6.1 co-habitants/support persons (wife, parent friends)
 - 3.2.6.2 victims in accordance with Policy and Procedures, 35.10.00, Victim Contact ??
 - 3.2.6.3 transitional services support agencies (i.e., John Howard, E-Fry)
 - 3.2.6.4 probation officer regarding
 - 3.2.6.4.1 history of compliance with supervision
 - 3.2.6.4.2 identified risks and supports needed in the community
 - 3.2.6.4.3 other relevant information

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- 3.2.6.4.4 suggested release conditions
- 3.2.6.5 other collateral contacts considered relevant to the proposed application or to confirm the release plan (e.g., employer, school, treatment program)

4. Facility Review Board

- 4.1 The case management officer will present the application to the facility review board, the facility review board will consist of
 - 4.1.1 superintendent or deputy superintendent
 - 4.1.2 assistant deputy superintendent or captain
 - 4.1.3 case management officer
 - 4.1.4 social worker (where available)
 - 4.1.5 program officer and or teacher
 - 4.1.6 probation officer (where available)

- 4.2 The case management officer will present the application to the facility review board at the earliest opportunity, including the following information
 - 4.2.1 history during present and/or previous incarcerations
 - 4.2.2 remission status, if applicable
 - 4.2.3 degree of involvement and progress in correctional facility programs that are relevant to the offence
 - 4.2.4 assessment of general behaviour and attitude
 - 4.2.5 criminal record including information on domestic violence-related charges and whether the case has been designed as a high risk for domestic violence
 - 4.2.6 personal/family background, home environment and the status of the relationship with the parents, spouse, et cetera where the applicant is to visit with family
 - 4.2.7 medical/psychological information
 - 4.2.8 assessment of request and applicability to case management / release plans
 - 4.2.9 risk assessment, e.g., Level of Service Case Management Inventory (LSCMI)
 - 4.2.10 possible conditions should the temporary absence be approved
 - 4.2.11 a recommendation for or against processing the application

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- 4.3 Applicants will be afforded an opportunity to make a presentation on their own behalf at the unit or facility review board.
- 4.4 The review and associated recommendations for applications by a facility review board, will be documented on the Application Assessment.
- 4.5 Following the review by the facility review board, the case management officer will
 - 4.5.1 inform the applicant of the positive or negative recommendation and the reason for same within 24 hours of the board rendering its recommendation
 - 4.5.2 advise the manager, policy and programs

5. Manager, Policy and Programs

- 5.1 Upon notification of the application, assessment and facility review board recommendations, the manager, policy and programs will
 - 5.1.1 request the Chief Superintendent to review
 - 5.1.2 process the application within 5 business days unless another timeframe is required or requested in accordance with Policy and Procedures, 35.00.00, [General](#).
- 5.2 The manager, policy and programs will provide written notification to the superintendent and case management officer.
- 5.3 The superintendent will ensure a copy of the manager, policy and programs decision is provided to the applicant within 5 business days.