


Chapter:	Programs and Services	Classification:	Public Document
Subject:	Temporary Absence 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 temporary absence as follows
 - 1.1.1 under house arrest conditions for
 - 1.1.1.1 intermittent sentences following an in-custody assessment
 - 1.1.1.2 adults with 30 days or less remaining in their custody term for exceptional circumstances, e.g., pandemic
 - 1.1.2 to participate in an escorted community work program


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 The case management officer will enter the information from the application under the “Conditional Release” menu “TA Certificate” on the Justice Enterprise Information Network (JEIN).

3. Application Assessment

- 3.1 Following receipt of the temporary absence application, the case management officer will complete an application assessment on JEIN to be presented to the manager, policy and programs.
- 3.2 The assessment will include
 - 3.2.1 release plan details for house arrest
 - 3.2.1.1 Dates, time, location and transportation
 - 3.2.1.2 any requested deviation from house arrest to address needs while in the community e.g., medical appointments, methadone, etc.

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- 3.2.1.3 confirmation of support of cohabitant
- 3.2.2 behaviour
 - 3.2.2.1 involvement in disciplinary system
 - 3.2.2.2 general attitude
- 3.2.3 charges, status of sentence
 - 3.2.3.1 current charges
 - 3.2.3.2 outstanding charges
 - 3.2.3.3 time served/time remaining
- 3.2.4 risk designation/public safety concerns
 - 3.2.4.1 HRDV
 - 3.2.4.2 sex offender
 - 3.2.4.3 ISA score
 - 3.2.4.4 LSCMI score
- 3.2.5 electronic monitoring considerations for house arrest applicants
 - 3.2.5.1 access to Wi-Fi
 - 3.2.5.2 email address
 - 3.2.5.3 is cell phone active, type, and cell number
- 3.2.6 probation officer comments
 - 3.2.6.1 history of compliance with supervision
 - 3.2.6.2 observations on the merit of the proposed release
 - 3.2.6.3 other relevant information
 - 3.2.6.4 suggested release conditions

4. Temporary Absence Review Process

- 4.1 The case management officer will present the application to manager, policy and programs.
- 4.2 The Manager, policy and Programs will
 - 4.2.1 for applicants with 30 days or less remaining in their custody term who are applying to released under house arrest with conditions for exceptional circumstances, request the Chief Superintendent to review
 - 4.2.2 confirm with case management/community corrections staff regarding the availability of appropriate electronic monitoring device and/or set up

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- 4.3 Following a review of the assessment the manager, policy and procedures will communicate the decision to the superintendent and case management officer.
- 4.4 In the case of a negative decision, the superintendent will provide a copy of the manager, policy and programs decision to the applicant within 5 business days.

5. Standard Operating Procedures (SOP)

- 5.1 Superintendents will establish such local SOP as may be required to ensure that applications for temporary absences are processed in accordance with this policy and procedure. SOP will detail administrative processes for
 - 5.1.1 obtaining application and assessment information from individuals attending the facility for intermittent sentences
 - 5.1.2 advising applicants of the recommendations and decisions
 - 5.1.3 such other matters as may be necessary to the local administration of this policy and procedure

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