


Chapter:	Conditional Release	Classification:	Public Document
Subject:	Reintegration Leaves – Reintegration Leave Plan and Community Investigation		
For:	Youth Correctional Facilities and Community Corrections	 Authorized by Executive Director	


1. Policy

- 1.1 To assist in a young person's (YP) reintegration into the community, a reintegration leave plan which identifies types of reintegration leaves that will be considered at different stages of the custodial sentence, will be developed.
- 1.2 Reintegration leaves are considered an integral component of the transitioning process from custody to the community.
- 1.3 The reintegration leave plan will be developed as part of the initial case conference where the custody portion of the sentence exceeds 60 days.
- 1.4 Where a reintegration leave plan is approved, no application for an unescorted reintegration leave may be approved unless it forms part of the approved reintegration leave plan
- 1.5 Where a reintegration leave plan is not required e.g. sentence less than 60 days, all unescorted reintegration leaves will be approved by the Manager, Correctional Services or other designated provincial director in accordance with Policy and Procedures Subject No. 35.20.01, *Reintegration Leaves – Unescorted RL's without Reintegration Leave Plan.*
- 1.6 The YP will be informed by designated staff at the Nova Scotia Youth Centre (NSYC) that the victim(s) may be contacted during conducting a community investigation in support of the reintegration leave plan

2. Definitions

- 2.1 **Reintegration Conference Report** is a summary of the results of a reintegration planning conference, as outlined in Policy and Procedures, Chapter 34, *Facility Case Management*. Information for the report will be entered electronically on Justice Enterprise Information Network (JEIN) in the format prescribed under the Offender Case Management (OCM): activity list.

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2.2 **Reintegration Leave Plan** is a documented schedule of proposed reintegration leaves that forms part of the reintegration conference report.

3. Reintegration Leave Plan

3.1 In accordance with Policy and Procedures, Chapter 34, Facility Case Management a designated YW will, in consultation with the assigned probation officer, prepare a reintegration leave plan for rehabilitative or reintegration purposes for each offender where the custody portion of the sentence exceeds 60 days.

3.2 The reintegration leave plan will be documented in the Reintegration Leave Plan Form (see form 35.19.00 - A). The approximate eligibility date and rationale for the proposed reintegration leaves will be indicated in the plan.


3.3 The reintegration conference report and reintegration leave plan will be presented to the Unit Review Board (URB) for review at the first scheduled URB meeting after the completion of the report and its plan. The URB will review the documents and make modifications as appropriate.

3.4 Within two (2) working days of the URB meeting, the assigned program worker will submit the reintegration leave plan and the URB summary report to the Youth Custody Manager for review and approval.

3.5 Within three (3) working days of receipt, the Youth Custody Manager will forward a copy of the proposed reintegration leave plan to the designated probation officer for community investigation. The probation officer will be informed that the reintegration conference report is available on JEIN as an activity type under Offender Case Management.


4. Reintegration Leave Plan – Community Investigation

4.1 The designated probation officer will prepare a community investigation report (see form 35.19.00 - B) within fifteen (15) business days of the receipt of the reintegration leave plan from the NSYC.

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- 4.2 The community investigation is intended to assist the Manager, Correctional Services and the Youth Custody Manager in determining the viability and suitability of the proposed reintegration leaves in assisting the YP's reintegration into the community.
- 4.3 Youth workers are not required to re-contact collateral sources who have participated in the reintegration planning conference where the proposed reintegration leaves were reviewed unless additional information is required.
- 4.4 The community investigation will include information that addresses the following factors
 - 4.4.1 confirmation of details of the reintegration leave plan such as
 - 4.4.1.1 residence or accommodation if released
 - 4.4.1.2 employment or educational availability
 - 4.4.1.3 community attitude toward the offender
 - 4.4.1.4 urgency
 - 4.4.1.5 the nature of the YP's needs if this has not been documented in the reintegration conference report
 - 4.4.2 special recommendations from the court
 - 4.4.3 comments from the YP via a telephone call, or personal interview where possible
 - 4.4.4 comments from the police service and crown attorney pertaining to their knowledge of
 - 4.4.4.1 the YP's criminal history and associates, nature, and circumstances of the offence
 - 4.4.4.2 proposed conditions for any release if it is approved
 - 4.4.4.3 other information to be considered
 - 4.4.5 copy of crown sheet, if available
 - 4.4.6 comments by community sources such as former probation officers, employer, school, family, and any other individuals regarding potential risk factors and supports required to assist the YP while on reintegration leave
 - 4.4.7 input from the victim as per the criteria and investigative requirements identified in Policy and Procedures, 35.10.00, Victims and Maintenance Enforcement
 - 4.4.8 criminal record, if available
 - 4.4.9 medical, psychiatric, or psychological factors where applicable,

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4.4.10 information from risk/needs assessments as it applies to risk to others or to the community

4.4.11 potential rehabilitative benefit to the YP

4.5 Where appropriate, the probation officer may contact the Youth Custody Manager with suggested modification(s) to the reintegration leave plan based on the results of the community investigation.

4.6 Within 15 working days of receipt of the proposed reintegration leave plan the probation officer will forward to the Manager, Correctional Services and copy to the Youth Custody Manager, the following

4.6.1 completed community investigation report

4.6.2 reintegration leave plan

4.6.3 presentence report

5. Reintegration Leave Plan - Approval Process

5.1 The Manager, Correctional Services will review the plan and make one or more of the following determinations

5.1.1 request additional information

5.1.2 approve the reintegration leave plan as submitted or with modifications

5.2 Within two working days of receipt, the Manager, Correctional Services will notify via email the Youth Custody Manager and PO whether the proposed reintegration leave plan can be implemented, with or without modifications.

6. Modifications to the Reintegration Leave Plan


6.1 The Youth Custody Manager will submit a revised reintegration leave plan (see form 35.19.00 - A) to the Manager, Correctional Services for review and approval when there are subsequent changes to the YP's circumstances, including

6.1.1 new sentence(s) imposed

6.1.2 violation of a reintegration leave

6.1.3 significant disciplinary reports

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6.2 The approval and notification process outlined in section 5 above shall apply.

7. Standard Operating Procedures

7.1 The Youth Custody Manager will establish local standard operating procedures (SOP) as required to ensure reintegration leaves are processed in accordance with this policy and procedure.