



Chapter:	Conditional Release	Classification:	Public Document
Subject:	Reintegration Leaves – Application and Approval of Unescorted Reintegration Leaves without an Approved Reintegration Leave Plan		
For:	Youth Correctional Facilities and Community Corrections	Authorized by Executive Director 	

1. Policy

- 1.1 In the absence of an approved reintegration leave plan all applications for unescorted reintegration leave will be approved by the Manager, Correctional Services or designate in accordance with this Policy and Procedure.
- 1.2 The young person (YP) will be informed by designated staff at the Nova Scotia Youth Centre (NSYC) that the victim(s) may be contacted while conducting a community investigation in support of the reintegration leave plan.

2. Application

- 2.1 Applications should normally be made at least three weeks prior to the requested commencement date for the reintegration leave.
- 2.2 The Manager, Correctional Services, or other designated person may shorten these processing deadlines in response to a specific case where exceptional circumstances exist. Staff receiving an application where exceptional circumstances may exist will consult with the Manager, Correctional Services, or other designated person upon receiving the application.
- 2.3 Where a reintegration leave is requested for emergency humanitarian purposes, e.g., funeral of an immediate family member, the application and appeal, if required, processing time will be accelerated and a final decision available within 24 hours of the application.
- 2.4 Where there has been a recommendation by the sentencing judge for an immediate reintegration leave, an application will be prepared by designated NSYC staff on behalf of the YP and processing deadlines will be reduced to the shortest period possible to complete the application, investigation, and approval processes.

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2.5 The assigned youth worker (YW) or program worker will prepare and enter the reintegration leave application and minutes on the Justice Enterprise Information Network (JEIN). Specific instructions are available in the JEIN Help Menu/Correction Guide/Conditional release Menu, Subject, Applications and Minutes.

2.6 The YP will sign a printed copy of the JEIN produced application.


3. Unit Review Board (URB) and Review by the Youth Custody Manager

3.1 The assigned YW or program worker will present the application to the Unit Review Board (URB), including the following information

- 3.1.1 degree of involvement and progress in facility programs that are relevant to the offence
- 3.1.2 assessment of general behaviour and attitude
- 3.1.3 criminal record and whether the case has been designed as a high risk for domestic violence
- 3.1.4 personal/family background, home environment and the status of the relationship with the parents, where the application is to visit with family
- 3.1.5 medical/psychological information
- 3.1.6 assessment of request and applicability to reintegration plan
- 3.1.7 risk assessment, e.g., Youth Level of Service/Case Management Inventory (YLS/CMI)
- 3.1.8 possible conditions should the reintegration leave be approved
- 3.1.9 a recommendation for or against processing the application


3.2 The Officer in Charge or program worker will enter the URB minutes and recommendation on JEIN. For specific instructions see the JEIN Help Menu/Correction Guide/Conditional release Menu, Subject, Minutes.

3.3 The Officer in Charge or program worker will notify the Youth Custody Manager of the pending application and minutes within 24 hours, and also inform the YP of the recommendation and the reason for same within 24 hours of the URB rendering its decision.

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- 3.4 All applications for unescorted reintegration leaves, including those with negative recommendations from the URB, and associated minutes, will be forwarded to the appropriate delegated authority responsible for approving or denying the application.
- 3.5 Upon notification, and no later than 48 hours, the Youth Custody Manager will ensure that a Part I investigation information is entered on JEIN.
- 3.6 Where the URB recommendation is positive, the Youth Custody Manager, or designated staff will
 - 3.6.1 advise the investigating probation officer that the following information is available on JEIN
 - 3.6.1.1 the application
 - 3.6.1.2 JEIN minutes
 - 3.6.1.3 Part I investigation
 - 3.6.2 forward to the investigating probation officer all available supporting or relevant documentation
 - 3.6.3 inform the designated probation officer that a community investigation report is required within 10 working days (see form 35.19.00-B Community Investigation Report)
- 3.7 Where the Unit Review Board recommendation is negative, the Youth Custody Manager or designated staff will
 - 3.7.1 advise the Manager, Correctional Services that the following information is available on JEIN
 - 3.7.1.1 the application
 - 3.7.1.2 Part I report
 - 3.7.1.3 JEIN minutes
- 3.8 Where the URB recommendation is negative, the Manager, Correctional Services may deny the application or request a community investigation before arriving at a decision.

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4. Community Investigation Report

- 4.1 The community investigation report will be prepared in accordance with Policy and Procedures Subject No. 35.19.00, *Reintegration Leave Plan and Community Investigation* and submitted within 10 working days of notification by the Youth Custody Manager.
- 4.2 For the purpose of this policy, the community investigation report need only focus on the area(s) associated with the specific application e.g. home visit.
- 4.3 The community investigation along with a copy of the presentence report will be submitted to the Manager, Correctional Services or other designated authority for decision and copied to the
 - 4.3.1 Nova Scotia Youth Centre (community investigation only)
 - 4.3.2 supervising probation officer if other than the probation officer completing the community investigation
 - 4.3.3 Community Corrections file

5. Review of Documentation

- 5.1 In reviewing the application, the Manager, Correctional Services will review the information provided concerning the YP, specifically
 - 5.1.1 the application, JEIN minutes, Part I and community investigation
 - 5.1.2 other information, as appropriate, which is available on the *Justice Enterprise Information Network* (JEIN) including
 - 5.1.2.1 disciplinary record
 - 5.1.2.2 YLS/CMI
 - 5.1.2.3 criminal history
 - 5.1.2.4 program participation
 - 5.1.2.5 breach reports
 - 5.1.2.6 presentence report
 - 5.1.3 other relevant documentation
- 5.2 The Manager, Correctional Services may request such additional information as deemed necessary to be provided or obtained by the correctional facility staff or the investigating probation officer.

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6. Communication of Decision

- 6.1 The Manager, Correctional Services will, upon approving an application
 - 6.1.1 review and approve the associated conditions for the release
 - 6.1.2 record the approval on the applicable JEIN application
 - 6.1.3 notify in writing the Youth Custody Manager and the probation officer who completed the community investigation report

- 6.2 In the event the decision is negative, the Manager, Correctional Services will include the reasons for the denial
 - 6.2.1 on the JEIN application form
 - 6.2.2 notify in writing the Youth Custody Manager and the probation officer who completed the community investigation report

7. Notice to the Victim

- 7.1 For information on notifying victims about temporary absence decisions see Policy and Procedures Subject No. 30.03.00, *Victims Request for Information*.

8. Notice to Young Person

- 8.1 The Youth Custody Manager will ensure that the YP is informed of the decision and have the YP initial the correspondence received.

- 8.2 Where the decision is negative the Youth Custody Manager will ensure the YP is advised of the appeal process.