

Chapter:	Conditional Release	Classification:	Public Document
Subject:	Reintegration Leaves – Reintegration Leave Certificates		
For:	Youth Correctional Facilities and Community Corrections	<i>Authorized by Executive Director</i>	

**1. Policy**

- 1.1 Young persons (YP) approved for escorted or unescorted rehabilitative leave, including those for administrative or medical reasons, will be issued a reintegration leave certificate pursuant to section 104(1) of the *Correctional Services Act*.
- 1.2 The reintegration leave certificate will be read to the YP and the YP will sign the certificate to acknowledge understanding and acceptance of the conditions of the reintegration leave.

**2. Preparation and Issuance of Certificates**

- 2.1 All conditions for the reintegration leave, including conditions of release, time(s) of release, destination, transportation, and supervision criteria will be entered on Justice Enterprise Information Network (JEIN) by designated correctional facility staff when inputting the application, administrative release profile, Youth Custody Manager’s release or Part I investigation as applicable and authorized on JEIN by the designated approving authority.
- 2.2 If a change to the authorized conditions is required, staff will consult the person who authorized the release before the change is made. All reintegration leave certificates will be
  - 2.2.1 printed from JEIN
  - 2.2.2 issued to the YP by Nova Scotia Youth Centre (NSYC) or Community Corrections staff
- 2.3 For instructions on printing certificates go to JEIN Help Menu, Corrections User Guide, Conditional Release Menu, Subject: Certificate Print Options.

**3. Distribution of Certificates**

- 3.1 In accordance with section 105(2) of the *Correctional Services Act*, a copy of the signed reintegration leave certificate will be provided to
  - 3.1.1 the YP

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3.1.2 supervising probation officer, as appropriate

3.2 The NSYC will retain the original signed reintegration leave certificate.

3.3 A copy of the certificate will be always retained during the reintegration leave by the

3.3.1 YP, where the reintegration leave is unescorted

3.3.2 escorting officer where the reintegration leave is escorted

**4. Canadian Police Information Centre (CPIC)**

4.1 Information regarding the leave will be forwarded to designated staff Correctional Services Staff for entry in the CPIC system prior to the commencement of the reintegration leave in accordance with Policy and Procedures, Chapter 3, Information Management.