


Chapter:	Access and Disclosure of Information	Classification:	Public Document
Subject:	Orders for Production		
For:	Entire Division	 <small>Authorized by Executive Director</small>	

1. Policy

1.1 Correctional Services will complete all Orders for Production and associated records as they are received.

2. Definition

2.1 Order for Production: a subpoena, warrant, summons or order issued or made by a court, person or body with jurisdiction to compel the production of information.

3. General Requirements

3.1 Community Corrections offices and provincial correctional facilities receiving Orders for Production are required to forward the Order for Production request immediately to Correctional Services, Head Office.

3.2 Head Office staff designated to respond to an Order for Production will

- 3.2.1 read the order carefully to determine what information is to be disclosed
- 3.2.2 request copies of records from Community Corrections offices and provincial correctional facilities
- 3.2.3 review the file(s) and redact them based on what's been requested
- 3.2.4 forward records as requested by the order along with an accompanying letter from the Executive Director or his designate

3.3 Correctional Services staff will forward the document to Central Registry for filing.