


Chapter:	Services	Classification:	Public Document
Subject:	Entitlements		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 In accordance with the *Correctional Services Act* and the *Correctional Services Regulations*, Correctional Services will ensure individuals admitted to provincial correctional facilities will be provided with
- 1.1.1 meals
 - 1.1.2 recreation
 - 1.1.3 library
 - 1.1.4 access to programs
 - 1.1.5 laundry services
 - 1.1.6 canteen
 - 1.1.7 visits
 - 1.1.8 communication/correspondence

2. Authority

- 2.1 The authority and guidelines for this policy are derived from sections 57(1) and 59 of the *Correctional Services Act* and sections 37, 50(1), 54 (4), 55, 56 and 95 (3) of the *Correctional Services Regulations*.


3. Meals

- 3.1 Meal preparation and service must be carried out in accordance with Policy and Procedures, Subject 45.00.00, [Menu Planning and Food Service](#).

4. Outdoor Recreation

- 4.1 Individuals in custody will must be given an opportunity to participate in recreation and pursuant to section 57(1) of the *Correctional Services Act* and section 56 of the *Correctional Services Regulations* must be allowed a half hour of outdoor recreation daily.
- 4.2 When an individual(s) is not permitted to engage in outdoor recreation the on-duty unit manager will
- 4.2.1 advise individual(s) of the reason(s) for denial
 - 4.2.2 complete the Outdoor Recreation Access Denied Form, [44.01.00 - A](#)

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4.2.3 forward the form to the superintendent

5. Library

5.1 The superintendent is responsible to develop standard operating procedures (SOP) that identifies the schedule and process for individuals to access the library or library materials.

6. Access to Programs

6.1 Opportunities will be provided to all individuals in custody to work or participate in facility offered programs unless disciplinary close confinement is being imposed in accordance with Policy and Procedures Subject 43.00.00, [Administrative and Disciplinary Close Confinement](#), section 10.

7. Laundry Services

7.1 In accordance with section 54(4) of the *Correctional Services Regulations*, individuals will have access to laundry facilities or have their clothes laundered at a minimum of twice weekly.

8. Canteen

8.1 Individuals who have funds deposited in their trust accounts in accordance with Policy and Procedures, Chapter 9, [Non-public Funds](#) may be given the opportunity to purchase items from the facility canteen, unless


8.1.1 disciplinary close confinement is being imposed in accordance with Policy and Procedures Subject 42.00.00, *Administrative and Disciplinary Close Confinement*, section 10, or

8.1.2 there is a loss of privileges in accordance with Subject 42.05.00, [Disciplinary Penalties](#), where canteen is specifically named

8.2 Money cannot be deposited from one person's in custody account to another. Canteen items found in an individual's possession that has not been purchased by them may be confiscated and the individual held accountable in accordance with Policy and Procedures

8.2.1 Subject 39.06.00, [Contraband](#)

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- 8.2.2 Subject 39.08.00, [Contraband Disposal](#)
- 8.2.3 Chapter 42, *Disciplinary System*

9. Visits

- 9.1 Individuals admitted to a correctional facility will be permitted personal visits.
- 9.2 Individuals serving disciplinary penalties will be granted visits pursuant to
 - 9.2.1 section 95(3) of the *Correctional Services Regulations* with the following
 - 9.2.1.1 spiritual advisor
 - 9.2.1.2 lawyer
 - 9.2.1.3 a representative of the Office of the Ombudsman
 - 9.2.1.4 a representative of the Human Rights Commission
 - 9.2.1.5 an individual approved by the superintendent
 - 9.2.2 Policy and Procedures 43.00.00, [Administrative and Disciplinary Close Confinement](#)

10. Communication/Correspondence

- 10.1 For requirements regarding access to communication and correspondence refer to Policy and Procedures, Subjects 37.14.00, [Communication](#) and 37.15.00 *Communication Monitoring*.

11. Standard Operating Procedures (SOP)

- 11.1 The superintendent is responsible to develop an SOP to identify
 - 11.1.1 schedule for recreation activities
 - 11.1.2 process for reporting denial of access to outdoor exercise
 - 11.1.3 the process and schedule for laundering clothing
 - 11.1.4 items available for sale in the canteen
 - 11.1.5 the process for accessing or requesting items from the canteen
 - 11.1.6 the schedule for canteen services
 - 11.1.7 facility schedule for personal visits
 - 11.1.8 the process to schedule a personal visit

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