


Chapter:	Investigations, Inspections and Audits	Classification:	Public Document
Subject:	Inspections		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

1.1 It is the policy of Correctional Services that supervisory, managerial, administrative, security, maintenance staff, government regulatory agencies and private sector contractors will inspect correctional facilities and field offices in order to provide information that will help in ongoing management and decision-making.

2. Authority

2.1 The authority and requirements for this policy and procedure is derived from section 4 of the *Correctional Services Act (CSA)*.

3. Inspections

3.1 In accordance with sections 4 and 12 of the *CSA*, the Inspector, Correctional Services reports to the Executive Director, Correctional Services.

3.2 An Inspector may conduct inspections, investigations and inquiries of a correctional facility or Correctional Services Division Office for the purpose of

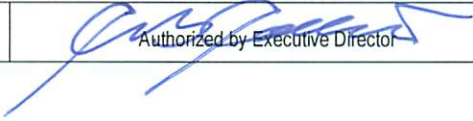
- 3.2.1 monitoring policy compliance
- 3.2.2 risk evaluation, measurement and reporting
- 3.2.3 identifying operational and system deficiencies and formulating solutions
- 3.2.4 site appraisal of cleanliness and adequate safety practices
- 3.2.5 submitting report findings to the Senior Management Team

3.3 The Inspector will visit each of the five correctional facilities twice annually at a minimum and provide updates to the Senior Management Team.

3.4 The Inspector will visit each community supervision region once annually and provide updates to the Senior Management Team.

3.5 The Inspector will automatically engage with any provincial audit generated by the Manager, Policy and Programs that is below 95% compliance by

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- 3.5.1 visiting the site
- 3.5.2 speaking with staff at all levels
- 3.5.3 assessing policy compliance
- 3.5.4 determining mechanism of noncompliance
- 3.5.5 assessing organizational risk
- 3.5.6 submit report and recommendations to the Senior Management Team

- 3.6 In compliance with the 2019 Internal Audit Center Report, the Inspector directs, maintains and updates the provincial Residual Risk Registry in collaboration with local Joint Occupational Health and Safety Committees to ensure
 - 3.6.1 organizational risks are identified and pertinent
 - 3.6.2 organizational risk responses are appropriate and adequate
 - 3.6.3 internal controls are implemented and effective

- 3.7 The Inspector will meet with each OH&S facility committee twice annually to review the Residual Risk Register.

- 3.8 Based on input from Site Supervisors and Head Office the Inspector will generate a quarterly report that will target high risk areas of noncompliance and make recommendations for
 - 3.8.1 policy adherence
 - 3.8.2 risk mitigation