


Chapter:	Citizen Involvement and Volunteers	Classification:	Public Document
Subject:	Student Placements		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services encourages and supports student placements for individuals who are interested in pursuing a career in criminology, corrections or social work.
- 1.2 Any honorarium/money, offered by the educational institution in compensation for the provision of a placement by Correctional Services, is to be directed toward a charity or to offset the student's expenses.


2. Authority

- 2.1 In accordance with Section 2(ag) and 17 of the Correctional Services Act, the Executive Director may approve requests from educational institutions regarding the coordination of student field work placements.

3. Guidelines

- 3.1 Correctional Services will consider students who are required to perform a field placement as part of their course curricula, depending on the requirements of the curriculum of the educational institution, as
 - 3.1.1 block placements (short-term, full-time), or
 - 3.1.2 concurrent field placements.
- 3.2 Students are selected for placement with Correctional Services because of an expressed interest in Correctional Services.
- 3.3 Students who are enrolled in courses or programs directly related to corrections will be given priority over students taking general courses or programs.
- 3.4 Student placements will not be assigned to facilities or field offices where operational requirements and existing staff resources cannot provide for proper supervision.
- 3.5 Correctional Services reserves the right to reject, because of unsuitability, any student applicant referred by an educational institution.

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3.6 Correctional Services reserves the right to terminate the placement at any time if the student fails to meet the standards of Correctional Services.

4. Application Process

- 4.1 All requests for student placements will be forwarded to the manager, policy and programs, or designated provincial program officer.
- 4.2 The educational institution will provide Correctional Services with a written learning agreement which clearly outlines the nature of activities that the student is expected to complete during the field placement; Correctional Services must agree to the content of the learning agreement.
- 4.3 The manager, policy and programs or provincial program officer will
- 4.3.1 review the curriculum agreement with the senior probation officer or superintendent to determine if the requested student placement is suitable
 - 4.3.2 provide written notification to advise the requesting education institution of the decision
- 4.4 The educational institution will provide the manager, policy and programs or provincial program officer the number of students requesting placement in specific facilities or community corrections office locations.
- 4.5 The manager, policy and programs or provincial program officer will inquire with the facilities or community corrections offices for availability.
- 4.6 Upon receiving confirmation from each facility or community corrections office on availability, the manager, policy and programs or provincial program officer will advise the educational institution.
- 4.7 The educational institution will email the superintendent or senior probation officer or designate the following information for each student
- 4.7.1 dates of placement
 - 4.7.2 name
 - 4.7.3 resume

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- 4.7.4 Canadian Police Information Centre (CPIC)
- 4.7.5 Child Abuse Registry check
- 4.7.6 a copy of the student's learning agreement

4.8 The facility or community corrections office will review the student information and approve the student for placement.

- 4.9 Once the assignment has been approved, the Waiver of Liability form ([8.03.00-A](#)) is to be completed and signed by the
- 4.9.1 facility/community corrections representative
 - 4.9.2 educational institution
 - 4.9.3 the student

4.10 Following receipt of the completed Waiver of Liability form, a letter will be sent to the student to advise that their student placement has been approved, see appendix [8.03.00-B](#) and copied to the educational institution and the facility/community corrections representative.


5. Student Selection

- 5.1 The superintendent or senior probation officer will review the results of the background checks. A student who has a criminal record will not necessarily be eliminated from being approved for placement but will be required to disclose details of their criminal record.
- 5.2 The identification of an appropriate student for each placement will be determined jointly by the superintendent or senior probation officer and the referring educational institution.

6. Orientation

- 6.1 A student orientation will be provided to all students prior to them being granted access to an office or facility. The student will sign the facility or community corrections Student Orientation Acknowledgement form ([8.03.00-D](#)) acknowledging participation in the orientation. The form will be placed on the students' file.

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6.2 Student orientation sessions will be conducted by the superintendent, senior probation officer or delegate to ensure that volunteers are properly and adequately orientated to work with Correctional Services. The orientation will include

- 6.2.1 overview of Correctional Services
- 6.2.2 security and safety procedures
- 6.2.3 access to building/office
- 6.2.4 conduct
- 6.2.5 confidentiality, Declaration of Confidentiality form ([8.03.00-C](#))
- 6.2.6 liability, Waiver of Liability form ([8.03.00-A](#))
- 6.2.7 dress code
- 6.2.8 emergencies
- 6.2.9 Code of Conduct
- 6.2.10 addressing inappropriate behaviour
- 6.2.11 due diligence
- 6.2.12 awareness

6.3 Additional topics to be addressed when orientation occurs in a correctional facility include

- 6.3.1 person, property and vehicle search
- 6.3.2 contraband
- 6.3.3 facility rules and regulations
- 6.3.4 Radio 10 codes
- 6.3.5 universal precautions


6.4 Under no circumstances will a student be permitted to start their field placement prior to successfully completing the orientation program.

7. Responsibilities of the Educational Institution

7.1 The educational institution will be made aware and accept that the student is accountable to a designated Correctional Services staff person during attendance at the field placement.

7.2 The educational institution will select a representative to liaise between the student and Correctional Services office or facility on a structured, ongoing basis.

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- 7.3 Both the educational institution and the student will agree to abide by guidelines regarding confidentiality and the operational policies and procedures of Correctional Services.
- 7.4 The educational institution will ensure that Correctional Services is informed of any course requirements which necessitate the preparation of a paper or thesis by the student pertaining to the placement experience of the student. The distribution/publication of such papers must be approved by Correctional Services.
- 7.5 The educational institution will ensure the student has a current driver's license as a form of identification. When the student does not have a driver's license, a personal identification card may be obtained from Access Nova Scotia.
- 7.6 The student will wear the uniform of the educational institution, as appropriate, while on placement.

8. Responsibilities of Correctional Services

- 8.1 The superintendent or senior probation officer will designate a staff person for the purpose of providing supervision to each student.
- 8.2 The designated staff person will ensure the Declaration of Confidentiality form ([8.03.00-C](#)) is completed prior to the student starting their placement.
- 8.3 The designated staff person will maintain a file for each student which includes copies of all required documentation.
- 8.4 It is the responsibility of the designated staff person to ensure that the educational institution is aware of their responsibilities as per Section 6 above.
- 8.5 The designated staff person will ensure that the student is properly orientated prior to receiving work assignments.

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- 8.6 The designated staff person will ensure that the primary rationale for assigning work to a student is based on the provision of a learning experience. Workload reduction within field offices or facilities should not be a consideration in this regard.
- 8.7 The designated staff person is responsible for ensuring that any correspondence or reports prepared by the student are proofread and approved prior to distribution. All reports prepared for the Court by the student are to be approved and counter-signed by the supervising staff person prior to submission.
- 8.8 The designated staff person is responsible to ensure that students are properly supervised during their initial interviews with individuals in custody or under community supervision. Such supervision includes provision of ongoing feedback to the student.
- 8.9 The designated staff person will submit performance evaluations, in writing, to the educational institution as required. Copies of such assessments will be directed to the superintendent or senior probation officer.
- 8.10 The designated staff person is to ensure that prior to the submission of the student's performance evaluation to the educational institution, the student has returned all property of Correctional Services.