

NOVA SCOTIA YOUTH FACILITY

YOUNG PERSON INFORMATION HANDBOOK

JULY 2004

INTRODUCTION

Welcome to the Nova Scotia Youth Facility.

- ◆ This handbook will help explain the rules of this facility and the programs and services available to you. It should answer many everyday questions or concerns you may have.
- ◆ Please take the time to read this Handbook carefully so that you fully understand its contents. It may save you time when addressing your concerns.
- ◆ The Nova Scotia Youth Facility Handbook is given to you during your Orientation Program. You are responsible for reading and taking care of it and for returning it before you leave the institution. Any damage or abuse of this Handbook will result in a \$2.00 fee that will be deducted from your Trust Account.
- ◆ If you have difficulty reading or understanding any of the information contained in this Handbook, the staff of the Nova Scotia Youth Facility will be available to help you.
- ◆ Youth Facility staff are here to assist and support your personal growth and to offer programs that will meet your individual needs. We encourage you to take full advantage of this opportunity to make improvements in your life and to develop yourself to your fullest potential.
- ◆ You are encouraged to make your needs known to staff and to take shared responsibility with staff to ensure a safe, secure and clean institution.

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ADMISSION AND GENERAL INFORMATION

Personal Belongings

- ◆ Upon admission to this institution, your personal belongings were listed on a Personal Property Declaration Form.
- ◆ You are allowed to have 5 sets of your own clothing on the unit including:
 - ▶ 5 pair of pants;
 - ▶ 5 shirts;
 - ▶ 5 pair of socks;
 - ▶ 5 pair of underwear.

Clothing cannot be ripped or torn. Clothing cannot have logos or designs that promote violence, drugs, alcohol, racial hatred, profanity or exploit the opposite sex. All clothing must be worn in an appropriate manner and within guidelines set out by the institution.

- ◆ You may also have :
 - ▶ 1 watch;
 - ▶ 1 ring;
 - ▶ 1 chain;
 - ▶ 1 pendant;
 - ▶ 1 earring.

Large chains or earrings can be restricted due to size, shape or material.

- ◆ Other personal items permitted include:
 - ▶ 5 letters,
 - ▶ 1 walkman or discman (unopened, in original packaging),
 - ▶ 5 CD's or cassettes (in their original cases - no music with explicit lyrics or parental advisory labels, no burned CD's or homemade tapes).
 - ▶ Pictures are permitted, but restricted to the designated area above the desk.
- ◆ All other personal items that you are not allowed to have on the unit will be recorded and kept in a secure area.
- ◆ If you do not have 5 sets of clothing when you enter the institution, up to 3 sets of clothing will be issued to you.
- ◆ All personal hygiene items necessary will be provided - such as soap, comb, shampoo, toothpaste, and toothbrush. Razors are provided upon request.

Clothing/Bedding

- ◆ Your clothing (institution issue or personal) should be clean and neat, with no tears or rips.
- ◆ You should be dressed appropriately for programs and comply with all clothing restrictions. No hats are to be worn in the dining hall or chapel. Shorts may be worn outside the unit when the summer dress code is in effect, May 1 to October 15. **New memos detailing clothing restrictions may be issued at any time and are to be followed.**
- ◆ Each time you are transferred to a different unit, you will be issued a set of sheets, pillowcase, blankets, 2 towels and a face cloth. It is your responsibility to take care of these items and to return them in the same manner in which you received them **(CLEAN!)**

Smoking Policy

- ◆ No Smoking.

Contraband

- ◆ Any substance or item which is not allowed within the institution is considered to be contraband. Any contraband found in your possession will be seized. If you are found guilty of possession of contraband, you will be disciplined under the discipline system of the institution and you may be charged under the **Criminal Code of Canada**.

Examples of contraband include (but are not limited to):

- ▶ matches, lighters
- ▶ pornographic material
- ▶ weapons (including any items modified to serve as weapons)
- ▶ drugs (including alcohol and tobacco)
- ▶ money
- ▶ rope, cord
- ▶ excessive clothing
- ▶ excessive food
- ▶ any article not approved by staff

Searches

- ◆ You will be subject to searches to increase your safety while you are a resident at the Nova Scotia Youth Facility.
- ◆ There are 3 types of searches:

- ▶ frisk search;
 - ▶ pat search;
 - ▶ strip search.
- ◆ To help you understand what will take place during searches, during the admission process you will watch a short video about searches and have a chance to ask staff questions afterwards.
- ◆ Searches are necessary:
- ▶ to control contraband being moved from different locations within the institution and from outside the institution.
 - ▶ to prevent health hazards.
 - ▶ to protect staff and young persons.

Administrative Photograph

- ◆ All residents are photographed upon admission.

Young Person Requests

- ◆ If you wish to request anything, complete a Young Person Request Form located on the unit. This form can be used to request appointments, changes to your visitors list, storage items, trust account information, etc.

Institution Rules

- ◆ Upon admission, you signed (and received a copy of) a form outlining the Rules and Regulations of the Nova Scotia Youth Facility and the consequences of negative and positive behaviour. We have included a copy of that form at the end of this Handbook.
- ◆ During Orientation, these rules as well as more specific guidelines will be reviewed with you by staff.

Incident Reports

- ◆ You are responsible for following the rules and regulations of the institution. If you break a rule, you will receive an Incident Report.
- ▶ Level I Incident Report - is issued for a **minor** breach of rules.
Example: not having your bed made on time.
 - ▶ Level II Incident Report - is issued for a **more serious** breach of rules.

Example: disobeying a direct order from staff.

- ▶ Level III Incident Report - is issued for the **most serious** breach of rules.
Example: fighting.
- ◆ Young persons who break the rules may:
 - ▶ be confined to their room;
 - ▶ be responsible for the payment of any damages;
 - ▶ be criminally charged;
 - ▶ be assigned additional work duties;
 - ▶ lose their privileges.
- ◆ These may be applied one at a time or an any combination, depending on the rule(s) broken. A disciplinary hearing will take place for all Level II and Level III incidents.
- ◆ For Level II Incident Reports, a disciplinary hearing is conducted by the Unit Supervisor and a Youth Worker.
- ◆ For Level III Incident Reports, a disciplinary hearing is conducted by the Officer-In-Charge, and the Unit Supervisor of the young person who received the Level III.

Grievances

- ◆ If you are not satisfied with anything relating to an Incident Report or sanctions, you may fill out a Grievance Form. The Grievance will be processed as follows:
- ◆
 - ▶ Level I Incident: your grievance will be dealt with by a Unit Supervisor, an Acting Supervisor or the on-duty Officer-In-Charge.
 - ▶ Level II Incident: your grievance will be dealt with by the next on-duty Officer-In-Charge.
 - ▶ Level III Incident: your grievance will be dealt with by the Deputy Superintendent.

Complaints

- ◆ You may fill out a Complaint Form if you have any concerns about the following items:
 - ▶ your treatment
 - ▶ dealings with staff
 - ▶ other young persons
 - ▶ operational issues
- ◆ The Complaint Form goes to the Unit Supervisor who completes an investigation and makes recommendations or conclusions.

- ◆ If you are not happy with the outcome, you may complete a Young Person Request Form to see the Superintendent.

Allegations of Abuse

- ◆ If you feel you have been physically or sexually abused by staff, volunteers or another resident, you should contact:
 - ▶ Family and Children's Services
 - ▶ RCMP
 - ▶ Superintendent
 - ▶ Unit Supervisor or another staff member
 - ▶ Ombudsman's Office (If you have any questions or concerns regarding your rights, you may contact the Ombudsman's Office at any time. Please see below for more details).
- ◆ A telephone will always be made available to you by staff.
- ◆ If you believe you have been sexually or physically abused by anyone other than staff, volunteers or another resident, you should contact the following:
 - ▶ Youth Worker
 - ▶ Chaplain
 - ▶ Cottage Manager
 - ▶ Program Worker
 - ▶ Nurse
 - ▶ Superintendent
 - ▶ Family and Children's Services
 - ▶ RCMP
- ◆ Staff have a responsibility to report abuse. We encourage you to discuss such issues with staff.
- ◆ Young persons who give false statements or evidence could face criminal charges.

The Ombudsman

- ◆ See the following information sheets from the Office of the Ombudsman.

Office of the Ombudsman 1-888-839-6884



This service protects the rights of children and youth in facilities or under the care of the Nova Scotia government.

While you are at the Nova Scotia Youth Facility you are in the care of the Nova Scotia government. You have rights, but sometimes it seems that people don't hear what you are saying.

We can help you if you have a problem with Legal Aid, your probation officer, sheriffs, police, social workers, or staff at the youth facility. We are not part of the justice system, but we can help change things in it that are not fair or that don't help you.

You should have received a copy of the Children's Ombudsman brochure during your first week of admission into the youth facility. This brochure describes services provided by the Children's Ombudsman. If you have not received a copy of this brochure, please call the Children's Ombudsman's Office and we will make sure you are given a copy.

A representative from the Children's Ombudsman will visit the facility once a month and meet with you to explain, in person, the role of the Children's Ombudsman and discuss any concerns that you may have.

If your complaint is regarding your stay at the youth facility, the Children's Ombudsman will encourage you to first follow the YOUNG PERSON GRIEVANCE PROCESS. Please see the section on the YOUNG PERSON GRIEVANCE PROCESS in the NSYF Young Person Information Handbook.

If you are not satisfied after receiving a response to your grievance, you may contact the Children's Ombudsman and a Field Officer will look into your concerns.

Office of the Ombudsman 1-888-839-6884



“If you are not happy with what happened, talk to the Children’s Ombudsman.”

“Its Confidential”

“We are not part of the justice system, but we can help change things in it that are not fair or that don’t help you.”

touch with us?

You can call us, write a letter or you can request to meet with a Ombudsman Field Officer in your facility. Please note that all contact with the Ombudsman’s Office is confidential, ie: staff will not read or open letters to or from the Ombudsman. Also, staff will not monitor or listen to your phone calls.

Calls to the Ombudsman are not part of your weekly phone calls. Normally, you should call during work hours 8:30 am to 4:30 pm. After hours, you may leave a voice mail message. Be sure to leave a clear, detailed message stating your name, and where you are calling from. This is extremely important to ensure that a Field Officer is able to reach you to discuss your concerns.

Staff will permit calls to the Ombudsman toll free line, 1-888-839-6884, as long as the following conditions apply:

1. You are in control of your own behavior
2. There are enough staff in the Unit and it is operationally possible

How to get in

PROGRAMS

Orientation/Assessment

- ◆ After you are admitted you will participate in an Orientation and Assessment program that will introduce you to programs and services available and to the rules and routine of the institution. During this time, staff will work with you to determine what your needs are and develop a Reintegration Plan. This will include goals that you are expected to work on to help you successfully return to your community.
- ◆ Once you have completed the Orientation and Assessment program, you will be transferred to a program that you need where you will work on your goals with the help of youth assigned Youth Worker.

Life Skills

- ◆ The Life Skills programs are designed to help you learn about yourself, and deal with others more effectively. Programs in this area include: CALM (Controlling Anger and Learning to Manage It) and the Reasoning and Rehabilitation (Cognitive Skills Program), Art/Music Therapy, Career Exploration, Life Lessons for Black Youth, Mi'Kmaq Anger Management Program for Men, Restorative Justice Workshops, Options for Anger (female unit), Just For Girls (eating disorder awareness), Girls Circle (personal/relationship issues).

Vocational

- ◆ Those of you who have an interest in working can participate in the following programs:
 - ▶ **Indoor Maintenance** provides participants the opportunity to develop skills and knowledge of janitorial maintenance. Participants are responsible for cleaning all offices, dining hall, gym, rec room, chapel, pool and visiting area.
 - ▶ **Outdoor Maintenance** offers experience in landscaping and grounds maintenance. Those of you involved in the Outdoor Maintenance Program are responsible for the upkeep of the Institution's property (i.e. mowing lawns, snow removal, planting, etc.)
 - ▶ **Cooking** provides participants the opportunity to develop skills in Food Services, including preparation and serving.

- ▶ **Recycling** familiarizes participants with waste recycling. Participants are responsible for collecting/sorting institution garbage, recyclables and redeemables.

Education

- ◆ Each of you can work on an Individual Education Plan (I.E.P.) that may include:
 - ▶ Cottage 2 school program (accredited courses)
 - ▶ Centre 24-7 (accredited courses and experiential program - requires interview process and eligibility for a for a Reintegration Leave).
 - ▶ Department of Education Correspondence Studies courses.
 - ▶ Small group literacy tutoring.
 - ▶ Preparation for GED testing.

Substance Abuse

- ◆ This program provides support and education to those of you with alcohol and drug problems. It provides access where possible, to community support systems (e.g. AA - Alcoholics Anonymous).

Leisure/Recreation

- ◆ This component provides a wide range of activities to assist in skill development, broadening your interests, and helping you develop better social skills.
- ◆ Nova Scotia Youth Facility has a recreation room, gymnasium, pool, outdoor courtyard and wilderness camp site.

SERVICES

Health Services

- ◆ Health Services at the Nova Scotia Youth Facility are provided by a team of health professionals including a psychiatrist, psychologists, social worker, nurses and physician.
- ◆ Services provided include medical, mental health and health promotion and education.
- ◆ If you wish to meet with a health professional, complete the Health Care Request Form or a Mental Health Referral Form.

Chaplaincy

- ◆ The institution provides Chaplaincy services, including individual and group counselling. Regular church services for both Protestants and Catholics are held. If you wish to contact a Chaplain of another faith, speak to one of the Chaplains at the Youth Facility and they will make the arrangements.

Library

- ◆ Each unit has a selection of leisure reading materials (novels, magazines) as well as books to help you work with your reintegration plan goals.
- ◆ A cultural library is available for your use. Ask a Program Worker for assistance on how you may access the cultural library.

Incentive Allowance

- ◆ Young Persons may earn up to a maximum of \$1.00 per day, provided you participate in programs and maintain satisfactory behaviour:
 - ▶ 50¢ for participating in programs at an acceptable;
 - ▶ 50¢ for completing the Journal at an acceptable level
- ◆ Incentive Allowance is calculated weekly and the incentive allowance week runs from Thursday to Wednesday.

- ◆ Participants of specific vocational programs can earn additional incentive allowance for completing scheduled work shifts.

Trust Account

- ◆ Upon admission, a trust account is opened in your name. Money that you bring with you, or a family member leaves for you or sends you is placed in this account. Money you earn from the incentive allowance is also placed there.
- ◆ When you purchase canteen or other items, the money is deducted from your trust account. When you are released, any money remaining in your trust account is given back to you in the form of a cheque.

Canteen

- ◆ You are permitted to spend up to a total of \$14.00 each week. The actual amount you are allowed to spend is based on how much incentive allowance you earn and how much you have in your trust account.

Example #1	earned incentive allowance	\$ 7.00
	Money from trust account	<u>\$ 7.00</u>
	<i>amount you may spend</i>	\$14.00

Example #2	earned incentive allowance	\$ 2.00
(If you only earn \$2.00 for the week)	money from trust account	<u>\$ 2.00</u>
	<i>amount you may spend</i>	\$ 4.00

- ◆ You can spend the amount of incentive allowance you earn in one week plus the same amount of money from your trust account. **If you do not have enough money to spend the eligible amount, you may spend up to the total in your account. In the first example, if you only have \$11.24 in your account, that is all you will be able to spend, not \$14.00.**

Phone Calls

- ◆ You are permitted two 10-minute personal phone calls per week. Call week begins on Monday.

- ◆ Any person making long distance calls must make them collect.
- ◆ If you want to make a call and charge it to someone else's bill, you must have a "Call Me" card; regular calling cards are not permitted.
- ◆ Calls to your lawyer, social worker, probation officer, etc. are not counted as weekly phone calls and are to be made during business hours (8:30 a.m. to 4:30 p.m. Monday to Friday).
- ◆ Young persons' calls can be restricted by unit supervisors, parents/guardians; probation officers due to personal or legal concerns.
- ◆ **NOTE: Young persons' phone calls may be monitored.**

Mail

- ◆ Letters written by you will be screened by the Unit Supervisor for security reasons before they are mailed. Youth are not to use profanity, threats to harm or include things that may breach security (such as using other residents' names).
- ◆ Before you receive your mail, it will be screened by your Unit Supervisor.
- ◆ You are not allowed to write to young persons or adult offenders in other institutions unless they are immediate family and you must first receive permission from the Superintendent in order to do so.
- ◆ Mail addressed to the following persons or agencies will not be read or opened by staff:
 - ▶ Ombudsman
 - ▶ Child Welfare Agency
 - ▶ Lawyer
 - ▶ Executive Director of Correctional Services
- ◆ If you receive a parcel, all articles in it will be searched before it is give to you.
- ◆ You may buy stamped envelopes in the canteen.

Visits

- ◆ You are permitted one visit per week. **ALL** visits are to be arranged and approved by the unit supervisor 48 hours in advance.

- ◆ You are allowed as many as 10 approved visitors on your visitors list. They may be parents, guardians, brothers, sisters, grandparents, aunts, uncles and girl/boyfriend. Only four (4) people are allowed to visit at one time. Visitors must be 19 years of age, unless accompanied by your parents.
- ◆ If you want any other person on your visitor's list, your Unit Supervisor will have to approve it.
- ◆ Visiting hours at the Nova Scotia Youth Facility are on Saturday and Sunday afternoons from 12:45 p.m. to 3:45 p.m.
- ◆ Visits usually take place in the lounge area in the main building and are supervised by Main Control staff.
- ◆ All items brought in by visitors for residents are first given to staff in order to be searched and recorded.
- ◆ No food or drinks are to be brought into the institution..
- ◆ No cameras are permitted in the institution.
- ◆ **NOTE: Special visits may be arranged through your unit supervisor.**

INSTITUTION ROUTINE

Schedules

- ◆ A weekly schedule is posted in each unit. The schedule details the daily routine including programs, meal times, quiet times, etc.

Meals

- ◆ You will be provided with meals as set out in the program schedule for the institution. You will also be provided with a night lunch. A request for special diet should be made to the Food Services Manager or Chaplain as soon as possible after admission. A special diet must be approved by the Superintendent.
- ◆ Any known food allergies should be reported to Health Care upon admission.

Fire Safety

- ◆ Fire safety evacuation plans are posted in the institution to ensure your safety. During your Orientation and Assessment program, you will be provided with information on Fire Safety and the procedures for evacuating the unit..
- ◆ Fire drills are conducted on a regular basis.

Personal Hygiene

- ◆ You are expected to maintain a high level of personal cleanliness and appearance. You are expected to shower at least 3 times per week.
- ◆ You are expected to keep your clothes neat and clean. If your long hair poses a health problem, you may have to get it cut.
- ◆ You are expected to shave at least 2 times per week, if needed. If you wish to grow a beard or mustache, you **must** have advance permission from your supervisor.

Unit Cleanliness

- ◆ You are responsible for the cleanliness of your living unit as well as your room. Chores are to be completed before morning inspection, but touch ups may be required throughout the day.
- ◆ Chore lists are posted weekly in each living unit.

Rap Sessions

- ◆ Each week, the Unit Supervisor holds a Rap Session with unit residents and staff. The issues discussed during a formal rap session may include:
 - ▶ behaviour
 - ▶ program progress
 - ▶ unit cleanliness
 - ▶ special activities or events
 - ▶ conflicts in the unit
 - ▶ weekend privileges (if warranted)
 - ▶ review the process for YP Grievances, Allegations and Complaints
- ◆ The following are not to be discussed during Rap Session:
 - ▶ Institution Policy and Procedures
 - ▶ Institution Standard Operating Procedures
 - ▶ Staff
 - ▶ Operational Matters

Journal

- ◆ The Journal is similar to a daily diary. It can assist you in dealing with your individual needs and daily issues in a positive way. If you have difficulty completing it, ask staff to help you.
- ◆ The Journal is completed in your room prior to lights out. It is handed in to staff for their responses to your concerns or comments.
- ◆ The Journal is kept in your room and is not to be shared with other young persons. Negative comments directed toward other young persons or staff are not acceptable and could result in disciplinary sanctions.
- ◆ **The journal must be completed daily in order to earn 50¢ of the incentive allowance.**

REINTEGRATION PLAN

Unit Review Board

- ◆ Every 4 weeks, you and your assigned Youth Worker, Program Worker and the Unit Supervisor will meet to review your Reintegration Plan progress or lack of progress.

Institution Review Board

- ◆ The information discussed at the Unit Review Board is then forwarded to the Institution Review Board which meets to review all decisions made at the unit level.
- ◆ The Institution Board addressed Reintegration Plans, Reintegration Leaves, program transfers, court reviews and release plans.

Reintegration Leaves

- ◆ The Reintegration Leave Program provides a short-term release to incarcerated, sentenced youth for medical, humanitarian or rehabilitative reasons.
- ◆ You may apply for a Reintegration Leave through your Youth Worker.
- ◆ Reintegration Leaves may be staff escorted or unescorted. They may be short (several hours) or of a longer duration. Certain Reintegration Leave applications can be approved quickly (within 1 or 2 weeks) by the Superintendent. Others must go through a longer process (4 weeks) involving reports from probation and NSYF staff and a final decision made by the Administrator, Conditional Release and Transfer in Halifax.
- ◆ Remanded youth are not eligible for Reintegration Leaves.
- ◆ Reintegration Leaves are earned privileges and may be granted if you meet the eligibility criteria and are actively participating in your Reintegration Plan.
- ◆ If you are not satisfied with a decision on your application, you have the right to appeal the decision. There are two levels of appeal. The process is as follows:
 - ▶ you complete an appeal form within five (5) days of the negative decision
 - ▶ you give it to the Unit Supervisor
 - ▶ the Unit Supervisor forwards it to the Superintendent
 - ▶ a decision is made by the Administrator, Conditional Release and Transfer (1st Level of Appeal)

- ▶ if you are still denied, you may appeal to the Executive Director of Correctional Services (2nd level of appeal).

RELEASE PLANS

Release Planning

- ◆ Young persons are responsible to start work on their release planning as soon as they have a Youth Worker assigned to them. Having a good plan in place will increase your chances of a **successful** return to the community. This may include:
 - ▶ Employment - what are your options?
 - ▶ School - regular school system; upgrading programs; training. Positive after-school activities are also important.
 - ▶ Living Arrangements - it is important that you have a stable, supportive place of residence. This needs to be confirmed well in advance.
 - ▶ Counselling - community-based follow-up counselling for those issues identified in your Reintegration Plan (addictions, anger management, other personal or family issues).

Personal Property

- ◆ Upon release, you will sign a Personal Property declaration form stating that all of your personal belongings and money have been returned to you.

Transportation

- ◆ If you are unable to have your parent(s)/guardians(s) pick you up on your release day, the institution will provide transportation for you (example Acadian Bus Lines).
 - ▶ **NOTE: You are responsible to finance your own transportation for Reintegration Leaves.**

Community Supervision

- ◆ Your custodial sentence will be followed by a period of community supervision as specified by your Custody and Supervision Order.
- ◆ An ISS (Intensive Support and Supervision) Probation Officer will supervise this portion of your sentence.

- ◆ An appointment with your ISS Probation Officer will be set up prior to your release.

Release Plan Profile

- ◆ Your Youth Worker will complete a Release Plan Profile indicating your release plans (school, employment, living arrangements, appointments). A copy is sent to your Probation Officer.

Reintegration Case Conference

- ◆ A case conference will take place prior to your release into the community. The case conference will include yourself, your youth worker, parents and probation and/or ISS worker. The purpose is to prepare everyone for your release.

LEGAL PROCESSES

Confidentiality

- ◆ All information, personal or otherwise which is received by Correctional Services is treated confidentially.
- ◆ Nova Scotia Youth Facility files and information about young persons are only to be used by the staff of the institution and other Department of Justice officials (Probation) or other parties designated under the Youth Criminal Justice Act.
- ◆ Information released to another agency will be discussed with the young person. The young person must sign a Release of Information Form which staff must witness.

Legal Counsel

- ◆ If you feel you require legal services, you may make a request to telephone your lawyer. Such requests will be granted as soon as it is operationally possible.
- ◆ If you cannot afford a lawyer, you may request the services of Legal Aid. Such requests are to be made through a Unit Supervisor who will advise you of the procedures for applying for Legal Aid.

Bail/Appeals/Outstanding Charges

- ◆ If you require information or advice regarding outstanding charges, eligibility for bail, or if you wish to appeal your conviction or sentence, you should arrange to speak with your lawyer.

Court Reviews

- ◆ Custodial dispositions (your length of sentence for your charges) can be reviewed under specific sections of the Youth Criminal Justice Act, if you meet the requirements.
- ◆ If you wish to consider this option, additional information can be obtained from your lawyer.

Fines

- ◆ If you are serving a sentence for failure to pay a fine, you may pay the outstanding fine and court cost immediately upon arrival at the institution or at any time during your sentence.

- ◆ Requests to do so should be made through your Unit Supervisor.

YOUNG PERSON INSTITUTION

RULES AND REGULATIONS

To be read to the Young Persons as part of the intake process and completed by Cottage 1 staff. The Young Person is given a copy.

SECTION 1 **Young Person Misconduct**

No Young Person shall:

- a) **Gamble;**
- b) **Neglect performing the work and duties assigned to him;**
- c) **Make a gross insult by gesture, use of abusive language or other act directed to or at any person;**
- d) **Have in his possession any article not authorized by the Superintendent;**
- e) **Disobey any lawful order given by an employee;**
- f) **Smuggle, conspire or attempt to smuggle any article either into or out of the correctional facility;**
- g) **Destroy or deface private or public property;**
- h) **Conduct himself in a manner that is detrimental to the welfare of other Young Persons or the program;**
- i) **Attack or threaten to attack another person within the correctional facility;**
- j) **Cause, conspire or attempt to cause a disturbance, breach of the peace or riot;**
- k) **Commit or attempt to commit an indecent act;**
- l) **Be in an unauthorized place or leave or attempt to leave the limits of the correctional facility confines without being escorted by an employee or without the express authority of the Superintendent;**
- m) **Give or offer a bribe or reward to an employee;**
- n) **Give counsel to or aid and abet another Young Persons to do any act in contravention of the Act, these Regulations or the Rules;**
- o) **Obstruct an investigation conducted or authorized by the Superintendent;**
- p) **Willfully breach or attempt to breach any provision of the Act, these Regulations or the Rules; and**
- q) **Willfully breach or attempt to breach ant term or condition of a Reintegration Leave.**

Where a Young Person breaches clauses f), g), h), i), j), k), or l), the Superintendent may consider laying

criminal charges against the Young Person under the Criminal Code of Canada.

Failure to comply to all Institutional and Cottage Rules and Regulations will result in an Incident Report and any of the following sanctions given:

- Loss of privileges
- Restitution
- Additional work
- Room confinement
- Any other penalty which is appropriate to the incident

WARNINGS

A Young Person may be warned only once for each specific incident prior to receiving an Incident Report. An incident may be submitted without warning, if the Youth Worker feels such a course of action is warranted.

SECTION II Earned Privileges

A Young Person may earn privileges if he has successfully followed the rules listed below:

- a) Maintain living and working area in a clean and tidy condition as required by staff;
- b) Be prompt and conscientious in the performance of regular duties and worked assigned (from time to time);
- c) Performed all work at a level acceptable to staff;
- d) Complied with all instructions given by staff;
- e) Observed all fire regulations and safety requirements;
- f) Maintained a high level of personal cleanliness and grooming;
- g) Respected the rights and dignity of fellow Young Persons;
- h) Made a reasonable effort to avoid damaging, wasting or neglecting correctional facility property;
- i) Made reasonable efforts to avoid behaviour upsetting to fellow Young Persons, staff and correctional facility programs;
- j) Maintained an acceptable level of program participation; and
- k) Complied with all rules and regulations.

I, _____ have read or had read to me the subsections/clauses found in Section I titled: Young Person Misconduct and in Section II titled Earned Privileges and understand them.

Young Person's Signature _____

Witness Name (Print) and Signature _____

Date _____

Location _____