


Chapter: **Risk & Needs Assessments**

Classification: **Public Document**

Subject: **Security Risk Assessment – Institutional Security Assessment**

For: **All Custody**


Authorized by the Executive Director

Policy

- 1 It is the policy of Correctional Services that about persons and youth in custody, except those serving intermittent sentences, will be assessed using the Institutional Security Assessment (ISA).

Purpose

- 2 The purpose of the security risk assessment is to
 - (a) assist with
 - i. placements and transfers
 - ii. identifying incompatibility/security threat group membership considerations
 - iii. assessing the persons risk level while under escort, including the type of restraint equipment used and staffing levels
 - iv. identifying security restrictions/considerations when approving participation in programming and work assignments
 - (b) provide a
 - i. standard assessment for correctional facilities which will ensure consistency of security risk management and internal decision making
 - ii. survey of security risk factors exhibited
 - iii. linkage between risk factors and the likelihood of correctional facility-based behaviour issues
 - (c) assess the likelihood the person will pose a threat to the facility, staff, others in custody or themselves, including their potential for dangerous behaviour such as assaults on other inmates or staff, escape, etc.

Assessment


- 3 All adults and young persons admitted to a correctional facility will be assessed by correctional staff using the ISA form ([28.03.00-A](#)) for adults or the ISA-Y form ([28.03.00-B](#)) for young persons as follows

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- (a) immediately before placement in a dormitory or multiple bed cell
 - (b) within 24 hours following admission
- 4 The ISA or ISA-Y are not self-report assessments and will be completed as follows
- (a) An interview will be coordinated with the adult or young person
 - (b) Review of Justice Enterprise Information Network (JEIN) file information
- 5 A designated manager may override an ISA/ISA-Y score; the reasons for the override will be documented on the ISA form.

Procedures

- 6 The responsible staff will complete the ISA/ISA-Y on JEIN as follows
- (a) go to the reports tab of the custody term
 - (b) select the Institutional Security Assessment – Adult or Youth
 - (c) complete the required information
 - (d) print the completed ISA
 - (e) add an ISA alert on JEIN
- 7 The completed ISA/ISA-Y will be
- (a) uploaded to JEIN, Custody Term Management under the “Person Documents” tab
 - (b) placed in the adult’s/young person’s physical file

Standard Operating Procedures

- 8 The facility senior manager is responsible to establish Standard Operating Procedures (SOP) with respect to this policy as follows
- (a) staff designated to the complete ISA/ISA-Y
 - (b) process and timeframe for completion of the ISA/ISA-Y
 - (c) managers authorized to override ISA/ISA-Y scores
 - (d) staff responsible for filing the completed assessment in accordance with 7 above