


Chapter: **Close Confinement**

Classification: **Public Document**

Subject: **Review, Extension, Discontinuance**

For: **Adult Custody**


Authorized by the Executive Director

Policy

- 1 Correctional Services will review, extend, and discontinue close confinement in accordance with the *Correctional Services Act* and the *Correctional Services Regulations*.

Authority

- 2 The authority and requirements for placement and review of a person in close confinement is derived from Section 74 and 75 of the *Correctional Services Act* (CSA) and Section 80 of the *Correctional Services Regulations* (CSR).

Close Confinement Review and Request for Extension


- 3 The close confinement of a person will be reviewed by the Deputy Superintendent or Assistant Deputy Superintendent (ADS) or their delegate. The responsibility will only be delegated to a manager of a lower rank in accordance with section 4(a) ii below.
- 4 The Deputy Superintendent will access the JEIN Currently Confined Report daily to ensure persons listed on the report are reviewed regardless of the reason for confinement
 - (a) no later than one day after the time the close confinement began
 - i. the Deputy Superintendent or ADS who conducts the initial close confinement review will document pertinent information under the heading, "Manager Initial Confinement Review", under the activity tab on JEIN
 - ii. the on-duty manager may conduct an initial close confinement review required to be completed when the Deputy Superintendent or ADS are not scheduled to work, the manager will document pertinent information under the heading, "Manager Initial Confinement Review", under the activity tab on JEIN
 - (b) following the manager review, once within every subsequent 5 days, the Senior Manager will
 - i. conduct a 5-day close confinement review including a review of an existing Enhanced Supervision Plan ([43.00.00 – A](#)) completed in accordance with Policy and Procedures 43.00.00, [Close Confinement](#)
 - ii. update the Enhanced Supervision Plan if required and document pertinent

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information on JEIN under the activity tab heading “Close Confinement – 5 Day” (CCR5D)


- 5 The “Manager Initial Confinement Review” (CCR24H) and “Close Confinement – 5 Day” (CCR5D) contain the following headings to assist in building a comprehensive note of the person’s status
 - (a) physical and mental condition
 - (b) behavior and attitude
 - (c) efforts to move the person from close confinement
 - (d) program participation
 - (e) physical condition of cell
 - (f) decision and comments
 - i. including confirmation an existing Enhanced Supervision Plan was reviewed and whether or not updates were made
- 6 For a person to remain in close confinement beyond 7 days, with the exception of persons confined for medical reasons by Correctional Health Services, who, in accordance with Policy and Procedures 46.00.00 – *Access to Health Care*, will remain in confinement until cleared by Health Services, the Superintendent or designate will submit a request to the Executive Director, Correctional Services or delegated Director prior to the end of the current confinement period, as follows
 - (a) using form Request for Extension of Disciplinary Close Confinement ([43.02.00-A](#)), or Request for Extension of Administrative Close Confinement ([43.02.00-B](#))
 - (b) a period of confinement cannot be extended for more than 7 days at a time
 - (c) the applicable request for extension form will be submitted for each subsequent 7-day period
- 7 In all cases where a person’s close confinement has reached 30 days and continued confinement has been deemed necessary, and after every subsequent 30-day period, the person will receive a formal letter (see [43.02.00-C](#)). A copy will be placed on the person’s file from the Superintendent detailing
 - (a) period spent in close confinement
 - (b) reasons for initial confinement

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- (c) reason for continued confinement
 - (d) options that may have been presented to person to allow for discontinue of close confinement
 - (e) privileges and services to be provided/continued while the person remains in close confinement
- 8 Upon receipt of a decision regarding the request for extension of close confinement, the form will be uploaded to Custody Term Management under the “Person Documents” tab on JEIN.

Discontinuing Close Confinement

- 9 In accordance with the Close Confinement Review and Request for Extension section of this policy, the Deputy Superintendent or Provincial Adjudicator may release the person from confinement if they are satisfied that it is in the best interest of the person, other persons in custody and the security of the correctional facility.
- 10 Release from close confinement may also be authorized by the Superintendent, Deputy Superintendent, Assistant Deputy Superintendent, or Captain pending an adjudication or when the condition that required the person to be placed in close confinement no longer exists.
- 11 When a person in close confinement is transferred to another facility it is the responsibility of the receiving facility to discontinue the confinement if the person is going to be released from confinement upon placement.
- 12 Correctional Services staff discontinuing the period of confinement will detail the reason for discontinuing under the “activities” tab, “confinement discontinued” heading on JEIN.

Close Confinement Review by the Office of the Ombudsman


- 13 The Director or designate will provide the Ombudsman’s Office with a copy of the JEIN *Department of Justice Close Confinement History* report on a quarterly basis, i.e., October, January, April and July.
- 14 Upon receipt of the report the Ombudsman’s office will select person files for review.

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- 15 The Director or designate will provide the selected person's files and provide them to the Ombudsman's Office for review.
- 16 The Inspector, Correctional Services will ensure correctional facilities develop and implement action plans to address any deficiencies identified by the Ombudsman review.

Standard Operating Procedures

- 17 The Superintendent will establish Standard Operating Procedures (SOPs) with respect to this policy as follows
 - (a) responsibility for review
 - (b) responsibility to establish the process for reviews to be relayed to the Deputy Superintendent of adjudications completed on weekends
 - (c) responsibility for documentation in JEIN Activity Notes (close confinement review) regarding close confinement
 - i. approval to discontinue
 - ii. manager initial confinement review
 - iii. subsequent 5-day review(s)
 - iv. requests to Executive Director for permission to exceed 7 days
 - (d) responsibility for uploading documents to the Custody Term Management under the "Person Documents" tab on JEIN