
Chapter: **Investigations, Internal Reviews, Inspections and Audits** Classification: **Public Document**

Subject: **Inspections and Operational Unit Visits**

For: **Correctional Services Division**


Authorized by the Executive Director

Policy

- 1 It is the policy of Correctional Services that the Executive Director, Director(s), Chief Superintendent, Manager(s), administrative, security, maintenance staff, government regulatory agencies and private sector contractors will inspect correctional facilities and community corrections field offices, to monitor and support the effective operation of the Division.

Authority

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


Guiding Principles

- 3 The following senior management staff will visit correctional facilities and community corrections offices from time-to-time as part of their responsibilities for the management of the Correctional Services
 - (a) Executive Director
 - (b) Director(s)
 - (c) Chief Superintendent and Manager(s)
 - (d) Manager, Correctional Services
- 4 The purpose of the visit will be to
 - (a) observe general operations
 - (b) engage and interact with staff
 - (c) interact with individuals in custody and/or persons under supervision
 - (d) provide advice and support to managers
- 5 Visiting senior management staff may communicate their observations to the facility senior manager or delegate, or Senior Probation Officer before departing the

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workplace. Where indicated or appropriate, follow up correspondence will be completed.


Inspections

- 6 In accordance with sections 4 and 12 of the CSA, the Inspector, Correctional Services reports to the Executive Director, Correctional Services.
- 7 An Inspector may conduct inspections, internal reviews and inquiries of a correctional facility or community corrections office for the purpose of
 - (a) monitoring policy compliance
 - (b) risk evaluation, measurement and reporting
 - (c) identifying operational and system deficiencies and formulating solutions
 - (d) site appraisal of cleanliness and adequate safety practices
 - (e) submitting report findings to the Senior Management Team
- 8 The Inspector will provide updates regarding site visits to the Senior Management Team and will visit
 - (a) each of the five correctional facilities once annually at a minimum
 - (b) each community supervision region once annually
- 9 The Inspector will follow up on any provincial audit that is below 95% compliance by
 - (a) visiting the site
 - (b) speaking with staff at all levels
 - (c) assessing policy compliance
 - (d) determining mechanism of noncompliance
 - (e) assessing organizational risk
 - (f) submitting a report and recommendations to the Senior Management Team
 - (g) collaborating with the Manager of Policy and Programs and the Strategic Advisor, Occupational Health and Safety to ensure compliance with the Residual Risk

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Register.

- 10 Based on suggested targets from site supervisors and Head Office the Inspector will generate a report that will target high risk areas of noncompliance and make recommendations for
- (a) policy adherence
 - (b) risk mitigation