



A FAMILY’S GUIDE TO FEDERAL CORRECTIONS

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of Newfoundland & Labrador

Family Services Program
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PURPOSE

This manual is designed as a general guide for family members of Newfoundland and Labrador men and women serving federal sentences (2 years or more) in Atlantic Region penitentiaries in Nova Scotia and New Brunswick. The objective is to provide current information in a user-friendly manner so that you may have a better understanding about what it means for a person from this province to be serving a custody term outside his/her home province. It is hoped that you may become more familiar with the language and the process within the system and thereby feel more comfortable asking questions and know whom you can contact if you need more information or assistance.

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WHO IS INVOLVED IN THE CRIMINAL JUSTICE SYSTEM AND WHAT THEY DO

The Criminal Justice System involves several components, including Law Enforcement, Prosecutors, Judges and Correctional Services. Law enforcement in Newfoundland and Labrador is carried out by two forces: the Royal Canadian Mounted Police (RCMP) and the Royal Newfoundland Constabulary (RNC). The Courts decide whether a person is guilty or not guilty of the charges on the basis of the evidence. It is up to the Crown Prosecutor to present the evidence to the Court while Defence Counsel represents the accused. In some cases, the Legal Aid Commission may represent the accused depending on the financial circumstances, and the seriousness of the charge. If the accused is found guilty of the charges, then the Judge may impose a prison term but the Correctional Service of Canada (CSC) determines where the offender is to serve his/her sentence.

CORRECTIONAL SERVICES (PROVINCIAL)

Normally, sentences of less than two years are served in a provincial prison while sentences of two years or more are served in a federal institution. In Newfoundland and Labrador, however, the provincial Corrections Service decides where a federal sentence is to be served except where the court imposes a life sentence. A Joint Transfer Board, involving representatives from both the federal and provincial corrections systems reviews all sentences of two years or more and makes a recommendation to the Superintendent of Prisons whether the offender should be housed in a provincial prison or transferred to a federal institution. The decision is made on the basis of several factors, including the inmate's security risk, program availability, length of sentence, availability of space, etc. If the decision is made to keep a male offender in a provincial prison, he will usually be transferred to the West Coast Correctional Center in Stephenville or, in the case of female inmates, to the Correctional Center for Women in Clarenville.

CORRECTIONAL SERVICE OF CANADA (FEDERAL-CSC)

CSC is responsible for the safety, security and management of individuals within their custody. In the Atlantic Region, CSC operates a number of major institutions as well as a Community Correctional Center (CCC) in St. Johns, NL. These facilities include:

1. **Atlantic Institution**, a 331-bed **maximum** security institution for males, in Renous in northern NB;
2. **Dorchester Institution**, a 397-bed **medium** security facility for males in Dorchester, NB, 38 kilometres east of Moncton;
3. **Dorchester Minimum Institution**, a 302-bed **minimum** security institution for males, immediately adjacent to Dorchester Penitentiary;
4. **Shepody Healing Center**, a 53-bed facility for males, within the confines of Dorchester Penitentiary, provides psychological and psychiatric services to inmates with **mental health** issues;
5. **Springhill Institution**, a 550-bed **medium** security institution for males, 30 km from Amherst, NS;
6. **Nova Institution for Women**, a 99-bed multi security level institution for females, located in Truro, NS;
7. **St. Johns Community Correctional Center**, a 24-bed **minimum** security facility for males, located on Charter Avenue, Pleasantville, is a community-based residence which houses minimum security inmates who have transferred from another federal institution as the final stage in their release back into the community.

PAROLE BOARD OF CANADA

The Parole Board of Canada has the power to grant or deny parole (or conditional release) and to impose the conditions of release on the offender. The Board, which is independent, also has the power to cancel, terminate or revoke the parole of individuals who are being supervised in the community by Parole Officers with CSC.

THE ADMISSION PROCESS

When an individual in Newfoundland and Labrador is sentenced to a custody term of two years or more and the Superintendent of Prisons determines that the sentence is to be served in a federal facility, the inmate is escorted by plane to Halifax Airport by the RCMP. Male offenders are brought to Springhill Institution. Women offenders are brought to Nova Institution. In some cases, the inmate may be transferred directly to another federal institution. In some cases, particularly where the offender's conditional release has been revoked, he may be returned directly to the institution from which he had been released.

Springhill Institution operates a **RECEPTION UNIT** where inmates are held for up to 10 weeks for 3 purposes:

1. **ASSESSMENT**

All new inmates go through an assessment process which looks at their risk level and programming needs. Information is gathered from many sources, including police, courts, victims, family members, and the inmate himself. As a family member, you may be contacted by a Parole Officer during this process. The objective is to identify the factors which may help to explain the offender's behaviour and the needs which should be addressed through programming to reduce the risk of re-offending upon release. When all the information is collected, a **Correctional Plan** is developed which includes the programming the inmate must complete before he can be considered for release.

2. **GENERAL ORIENTATION**

Inmates in reception are given information about the federal penitentiary system, their responsibility to comply with the rules and regulations, and most importantly, the need to participate actively in programs selected for them. They are also informed about such matters as visiting, phone calls, letter writing and inmate financial accounts.

NOTE: *Inmates are not permitted family visits nor to receive personal belongings (with the exception of 14-inch analogue TV's or 16-inch flat screen TV's) from home while they are in the Reception Unit.*

3. **PLACEMENT DECISION**

A **Case Management Team** will decide what level of security the inmate should be assigned based on attitude, behaviour and criminal history. Subsequently, the inmate is assigned to the institution best meeting his security level and programming needs. This is called "**Pen Placement**". Inmates may be transferred to lower security institutions ("**cascaded**") over time depending on their behaviour and progress in programming.

For women offenders, of course, pen placement will not mean an institutional transfer but assignment to the appropriate unit at Nova Institution.

i. WHY ARE INMATES TRANSFERRED FROM ONE INSTITUTION TO ANOTHER?

Inmates are assigned to the most appropriate institution meeting their security rating and programming needs but safety and security are most important. If an inmate is deemed to be a threat to the security of the institution or the safety of other inmates or staff, he/she will be placed in a more secure facility or a more secure unit. If the inmate's own safety is at risk from other inmates (i.e., "incompatibles"), he/she will be placed in a safer facility or unit.

Inmates may also be "cascaded" down to lower security levels as they advance in their correctional plan. Depending on their behaviour and progress in programming, inmates can be transferred to a less secure institution or unit before they are released into the community. In this way, they should find it easier to adjust to community living.

WHAT IS MEANT BY A “LOCKDOWN”?

Lockdown means that movement within the institution is severely restricted because a serious incident has occurred or a major search is being conducted. No one may enter or leave the facility. Phone calls and visits are not permitted. Essentially, a lockdown is imposed to protect inmates and staff.

TELEPHONE CALLS

AN INMATE'S FIRST PHONE CALL

Within 24 hours of an inmate's arrival in federal custody they can make ONE phone call. This allows the inmate to inform family, friends or others what institution they are in.

INMATES WITHIN REGULAR POPULATION

Inmates can make phone calls depending on the individual operational routine of the institution. Each institution has a schedule for when the telephone system is available for use. In most cases, schedules begin at 8:00am until 10:45pm.

While there may be differences between some institutions, based on population size and security level, most sites have a one-hour time limit on phone calls. This helps ensure fair and equal access to phone calls.

WHO AN INMATE CAN CALL

Before an inmate can call someone, the person and phone number must be added to the inmate's authorized call list. An inmate can have a maximum of 40 phone numbers on their authorized list.

To add a number to their authorized phone list, the inmate must provide to CSC for pre-approval:

1. Name(s)
2. Phone numbers
3. Street addresses

It can take up to 15 working days to create or add a number to the inmate's authorized call list. All information provided by inmates for the call list is confidential.

All telephone calls can be monitored except those between the inmate and his/her lawyer which are "privileged". Inmates may call only those persons listed on his/her call list after the numbers have been screened and verified.

MONITORING OF PHONE CALLS

Calls between yourself and an inmate may be monitored.

PREVENTION OF PHONE CALLS

An inmate can be prevented from communicating with members of the public by telephone if the institutional head believes that the:

- safety of any person would be jeopardized
- intended recipient of the communication does not want to receive communications from the inmate

If an inmate is prevented from communicating with someone, they must be advised of the reasons in writing. They must also be given an opportunity to respond.

THREE-WAY CALLING

Three-way calling (i.e., call conferencing and call forwarding) is not allowed. If an inmate is involved in a three-way call, the call will be terminated immediately and they will face disciplinary and/or administrative action.

CALLING AN INMATE

YOU CANNOT CALL AN INMATE. An inmate has to call you using the Inmate Telephone System (ITS) phone.

EMERGENCY CALLS

If there is an emergency, such as a death of a close relative, you can call the institution where the inmate resides. Ask to be connected to the duty correctional manager's desk to speak with an officer in charge and leave a message.

1. Atlantic Institution (506)-623-4000
2. Dorchester Penitentiary (506)379-2471
3. Dorchester Minimum (506)-379-4595
4. Nova Institution For Women (902)-897-1750
5. Shepody Healing Centre (506)-379-2471
6. Springhill Institution (902)-597-8651

Or refer to <https://www.csc-scc.gc.ca/institutions/index-en.shtml> for all institutional profiles pages.

INMATE TELEPHONE SYSTEM (ITS)

Inmates make phone calls through the Inmate Telephone System (ITS). The ITS is used in all CSC institutions. Each institution has a schedule for when the telephone system is available for use.

Two means of identity verification allow inmates to place phone calls:

1. PERSONAL IDENTIFICATION NUMBER (PIN)

Inmates are issued a PIN upon admission to CSC. The PIN remains with the inmate when they are transferred to other federal facilities.

2. SMART CARD

A device the size of a credit card and it is used by inmates to activate the phone and link their ITS account with their personal authorized call list. The Smart card also allows the inmate to access money from their account to make phone calls.

An inmate will keep their Smart card if they are transferred to a different institution.

Inmates cannot lend their Smart card or PIN to another inmate to use. If this happens, disciplinary action may be taken.

PAYING FOR PHONE CALLS

Inmates pay for phone calls through the funds in their telephone account. They access the funds through their Smart card.

Inmates must add money to their Smart card before it will work. Collect calls can still be made using the Smart card if no funds are available.

An inmate's telephone account must have a minimum balance of \$80. The balance cannot exceed \$500. If the request exceeds the available funds, Finance will process any unpaid balance on the telephone account by withdrawal of funds from the inmate's institutional accounts.

TIMELINE FOR ADDING FUNDS TO A SMART CARD

CSC uploads funds to the Smart card at the end of each four-week period. The upload happens only once every four weeks and cards cannot be loaded at any other time.

If you are sending money to an institution for an inmate's phone card, please note that there is a 10-business day hold on all Canadian funds received, and 30 days on foreign (including US) funds.

If a card is lost or damaged the inmate will have to pay \$5.00 to replace it.

COLLECT CALLS

Recipients of a collect call are able to pay for phone calls. A collect call is a call to an approved telephone number, where the total cost of the call is charged to the person that is called. Prior to connecting the call, an automated system will request acceptance of charges by the person who is accepting the call. Once the charges are accepted, the call is connected.

SENDING MONEY

In order to send money to an inmate, you must have a verifiable legitimate relationship with the inmate or the money will be returned. This means, if you send money to an inmate, we must be able to determine that you are a justified source of support for the offender, and are a real individual (family, friend, etc.).

PROCESSING TIMES FOR MONEY SENT TO AN INMATE

To validate funds, non-cash items will be held for a period of up to:

- 10 working days for Canadian cheques or money orders
- 30 working days for foreign cheques or money orders

If you are sending a cheque or a money order, you must put the offender's name on it. You should also follow any procedures laid out by your bank.

There will be two accounts: a **savings** account and a **current use** account. All money sent to an inmate from outside will be deposited in the savings account. You should contact the institution to find out how this is done.

The current use account is used to deposit the inmate's daily allowance (between \$3 and \$7 per day) and is spent on items from the institutional canteen. The inmate may transfer up to \$500 each year from the savings account to the current use account.

Inmates must have a minimum of \$80 in their account before they are permitted to make purchases from the account.

INQUIRING ABOUT A FAMILY MEMBER

As a family member, you can speak with the Institutional Parole Officer (IPO) or the Unit Manager if the inmate has given permission for such sharing of personal information.

Other more general information, such as the policies, rules and procedures of the institution can be shared freely because they are normally available to the public. For example, you can request a copy of the Inmate Handbook which is available to the inmates.

LETTER-WRITING

Inmates may send out as many letters as they wish, but all mail, both outgoing and incoming, may be opened and inspected by staff. Family members should ensure that, when they send mail to the institution, the outside of the envelope contains the name of the sender and a return address.

PRISON VISITS

ALL TYPES OF PRISON VISITS MUST BE SCHEDULED IN ADVANCE

THREE TYPES OF IN PERSON VISITATIONS

1. **SCREENED OR CLOSED VISIT:** There is no physical contact permitted as the inmate and visitor are separated by a glass barrier.
2. **OPEN VISIT:** The visit takes place in an open visiting area where there are no barriers but conversations may be monitored;
3. **PRIVATE FAMILY VISIT (PVF):** A Private Family Visit takes place in a special family visiting unit on the institutional grounds and can last for up to 72 hours. The frequency of such visits and the number of visitors depends on the availability of space. Family members can include spouses, common-law partners, children, parents, foster parents, brothers and sisters, grandparents, etc. If there has been a history of family violence, however, the visit may not be permitted. A Community Assessment must be completed before a Private Family Visit can be scheduled. Only the Warden is authorized to approve Private Family Visits.

ARRANGING A VISIT

Inmates receive visiting forms from the institution. It is the inmate's responsibility to mail the visiting forms to those he/she wishes to have on the visiting list. Once you return the form to the institution and your application is reviewed, you will be advised if you are "security cleared" or approved.

Each application is assessed on a case-by-case basis. A criminal record does not automatically exclude you from visiting.

You must be 19 years of age to be approved for visits on your own. If you are not 19 years old, your name must be included on the application form sent in by your legal guardian.

It is critical that you follow the institutional rules and procedures very carefully as they are written in the Visitor's Guidelines which are provided to you by the institution.

Your security clearance is valid for two years after which it is updated.

Even if the inmate is transferred to another institution, your security clearance is still valid during that 2-year period.

SECURITY MEASURES

CORRECTIONAL SERVICE OF CANADA REQUIRES THAT ALL VISITORS BE SEARCHED.

1. IDENTIFICATION

When you arrive at the institution for the visit, which must be arranged in advance, you will sign in and show identification. One ID must contain a photo, birth date and signature such as a driver's licence, provincial ID or passport. The second piece of identification may be an MCP card or Social Insurance card.

2. PERSONAL BELONGINGS

You will place your belongings in a secure locker. If you are having a Private Family Visit, you are permitted to bring personal belongings in with you but there are items which are prohibited. The institution will advise you which items are not permitted, (the list of prohibited items can be found on the next page).

You will walk through a metal detector and then be scanned by a hand scanner, similar to what occurs at the airport.

1. SECURITY DRUG CHECK

DO NOT USE DRUGS BEFORE THE VISIT OR TRY TO CARRY DRUGS INTO THE INSTITUTION.

Anything that you bring into the institution will be scanned by an Ionscan, a special machine used to detect drug residue on personal items such as credit cards, wallets, clothing items, etc. It is possible that you may unknowingly have come in contact with drugs or possess items which have come in contact with drugs in the past. It is highly recommended that your clothing and personal effects be cleaned before the visit. Drug dogs are commonly used as well. If you have a fear of dogs, you should advise the Correctional Officer. These dogs are well-trained and under the control of the dog-handler at all times. You need not be concerned about your safety.

If you refuse to be searched, you will not be permitted entry. If evidence of drugs is found, your visit will be denied and the local police agency may be contacted. You may also be denied visits in the future.

COMPLETED SECURITY CHECK

Once the security check is completed, you will be escorted to the area in which the visit is to take place.

BEING DENIED ENTRY TO THE INSTITUTION

Visitors may be denied entry to the institution for any number of reasons:

- Security Concerns
- Disruptive Attitude
- Inappropriate Clothing
- Refusal to be Searched
- Abusive Conduct
- Inmate Refuses Visit
- Emergency Situation or Lockdown
- Insufficient Identification

PROHIBITED ITEMS

You can not bring in any of the following items when visiting an inmate:

- drugs
- tobacco products
- dogs, cats, or other pets with the exception of service animals (e.g., seeing eye dogs) - please note pets are not to be left unattended in vehicles
- electronic devices including cameras, cell phones and pagers. These items are to be locked the visitor's vehicle
- beverages
- yeast
- weapons
- knives
- food, with the exception of baby formula and milk
- lawn furniture
- pillows and blankets, or any other items that in the opinion of the officer in charge are not in the best interest of the institution
- paper money or more than \$20 in coins, unless it is being deposited into an inmate's account and has been cleared by the duty correctional manager, upon the arrival of the visitor
- any item considered "contraband" under the [Corrections and Conditional Release Act](#)
- paperwork of any kind including documents and newspapers

INDIGENOUS MEDICINE BUNDLES, AND/OR OTHER RELIGIOUS OR SACRED OBJECTS

CSC has a dedicated process to search Indigenous medicine bundles, and/or other religious or sacred objects. No officer will handle the bundle, and/or other religious or sacred objects. The visitor will handle the objects, while the officer completes a visual inspection. Should the visitor not be present, or

unavailable, an Elder or a representative of an Elder (which cannot be an inmate), or another religious representative, will handle the objects on behalf of the visitor while the inspection is completed.

CLOTHING

These restrictions apply equally to both men and women, as appropriate.

Clothing which should not be worn when visiting a correctional facility includes:

- Tops which show the midriff
- Tight Fitting Clothing
- Low cut or Revealing Clothing,
- Beachwear
- See-Through Clothing
- Clothing Shorter Than Mid-Thigh
- Clothing with hoods.

ACCOMMODATIONS DURING A VISIT

Families from Newfoundland and Labrador find it particularly difficult to visit family members, given the expense, distance and time.

As for accommodations, there are economical alternatives. Upon request, the Prison Liaison and Family Services (PLFS) Coordinator will provide further information regarding accommodations.

For family members visiting Dorchester, Westmorland and Shepody, accommodations may be booked at: Mountain Top Hospitality House at 4911 Main Street, Dorchester, NB, E4K 2Y1. Phone: (506) 379-6290.

DRUG USE IN PRISON

Drugs are highly prized by inmates and often are more valuable on the inside than they are on the street. Most of the violence in prison is related to drugs, either because inmates are involved in the drug trade or because of drug debts. Drugs are a source of power and influence and are often used as cash.

Apart from the violence, the use of drugs does create health issues, particularly when drugs are injected directly into the body (IV drug use). In many cases, needles are contaminated and when shared, become the means of transmitting Hepatitis and HIV/AIDS.

i. WHAT SHOULD I DO IF I AM ASKED TO BRING DRUGS INTO THE INSTITUTION?

There are times when visitors are threatened, manipulated or bribed to bring drugs into the institution. It is not uncommon for inmates to convince their family members that they are being threatened to supply drugs and that, if the visitor does not comply, the inmate's personal safety is at risk.

In such cases, you should speak to institutional staff and report the situation.

If you become aware of contraband in an institution you can report it anonymously at 1-866-780-3784.

Keep in mind that any attempt to bring drugs into a correctional facility may result in criminal charges against you as well as a denial of future visits. It may also force the inmate to be transferred to a higher security institution, to be denied parole or lead to charges by the police.

VIDEO VISITATION

Inmates can visit by live video using virtual technology on an institutional computer. This allows inmates to develop and maintain family and community ties when in-person visits are not possible. Video visitation does not replace in-person visits but it gives visitors another way to communicate with an inmate.

ARRANGING A VIDEO VISIT

An inmate must first complete an Inmate Video Visitation Application before you can visit with them via video. It can take up to two weeks for the application to be approved. Once you have been approved for video visitation with an inmate you will be contacted with information on how to access the video visitation.

WHAT TO KNOW ABOUT A VIDEO VISITATION

You will have to display a piece of provincially-issued identification on the computer screen prior to the visit and ensure that no other unapproved individuals appear on the video for the duration of the visit.

- If a minor child is participating in a video visit, the minor must be accompanied by an approved accompanying adult (who must present themselves on video).
- Video visitation normally occurs during regular visiting hours and must be scheduled at least 48 hours in advance.
- You must have access to the internet in order to participate.
- Video visits are a maximum of 50 minutes.
- Staff will monitor the visit to ensure you and the inmate that you are visiting respect the institutional rules and procedures. The visit will end if you and/or the inmate you are visiting violates any of the rules and/or procedures.

CONDITIONAL RELEASE

Conditional Release **does not** mean that the sentence handed down by the court is shortened in time. It means that the remaining portion of the sentence is served in the community with conditions and under the supervision of a Community Parole Officer.

PAROLE RELEASE

Parole is a conditional release from custody which can only be granted by the Parole Board of Canada. It is referred to as “Conditional” Release since parolees are released to the community under specific conditions which are related to their risk of re-offending. If the offender chooses not to abide by these conditions, parole may be suspended and he/she returned to custody.

The most important consideration in making a parole decision is the safety and protection of the community. The Parole Board of Canada will assess the offender’s risk to commit more crimes in the community. The offender also has an opportunity, if he/she wishes, to appear before the Board to make his/her case. An inmate’s chances of being released on parole are enhanced if he/she is committed to their **Correctional Plan**, they have demonstrated **good behaviour in custody**, have **good community support**, and a **solid release plan**, all of which help to reduce the risk of re-offending. If the risk is too high, then release will be denied.

TWO FORMS OF PAROLE:

DAY PAROLE (DP): This form of release may be granted after the offender has served 6 months in custody or when there is 6 months left before he/she is eligible for full parole (whichever date is later). Offenders serving life sentences are eligible to apply for day parole three years before their full parole eligibility date. The offender must reside in a community residential facility such as Howard House in St. John’s, West Bridge House in Stephenville or Emmanuel House (Stella’s Circle) in St. John’s; all of which are often referred to as “halfway houses” and are approved by the Parole Board of Canada. Alternatively, the offender may be required to reside in a Community Correctional Center (CCC) operated by CSC such as the facility in St. John’s. Offenders on Day Parole are supervised by a Parole Officer and must abide by specific conditions as well as the rules of the facility. Day Parole is often used as a preparation for Full Parole or Statutory Release.

FULL PAROLE (FP): An offender is eligible for Full Parole after serving one-third of his/her sentence or 7 years, whichever comes first. Offenders serving life sentences for first degree murder are eligible to apply for full parole after serving 25 years. Offenders serving life sentences for second degree murder are eligible to apply for full parole between 10 and 25 years (which is set by the court at the time of sentencing). The offender may live in his/her own community, subject to specific conditions and under the supervision of a Parole Officer. In some cases, the offender may be required to live in a supervised residence.

TEMPORARY ABSENCE (TA):

TA means that the inmate may leave the institution for a short period of time and are granted for several reasons:

- to attend community programs
- access health services not available on the inside, on compassionate grounds (such as a death in the family)
- on humanitarian grounds (terminal illness)
- to prepare for parole release or Statutory Release, etc.

TWO FORMS OF TEMPORARY ABSENCES:

ESCORTED TEMPORARY ABSENCE (ETA): means that the offender is accompanied by a Correctional Officer or a trained volunteer from the community. An ETA may be granted at any time.

UNESCORTED TEMPORARY ABSENCE (UTA): may only be granted after a portion of their sentence has been served. Offenders classified as maximum security are not eligible for UTA's.

WORK RELEASE (WR)

WR is a structured program of release, established for a specific period of time, which involves work or community service outside the penitentiary. The offender is released into the community under supervision.

STATUTORY RELEASE (SR)

SR means that, generally, offenders who are not granted parole are automatically released from custody after they have served two-thirds of their sentence. They are supervised by a Community Parole Officer and must abide by certain conditions. Sometimes, they are required to live in a supervised residence, which is referred to as an SR-R.

Though statutory release is legislated (i.e., it is not 'conditional' and is not granted by the Parole Board), the PBC can deny a statutory release if a detention hearing determines that the offender will likely commit an offence causing harm or death, a sexual offence involving a child or a serious drug offence.

Offenders serving life sentences or indeterminate sentences are not eligible.

THE WARRANT EXPIRY DATE (WED)

WED is the date on which the offender must be released from custody. There are no release conditions nor is there supervision in the community. The sentence has been served in full.

LONG-TERM SUPERVISION ORDER (LTSO)

LTSO even after Warrant Expiry, some offenders may be subject to a court-imposed **Long-Term Supervision Order (LTSO)** by virtue of which they are supervised by a Parole Officer in the community for up to 10 years. Any violations of the LTSO may lead to criminal charges and the imposition of a new sentence by the court.

FAMILY SUPPORT FOR RELEASE

AS A FAMILY MEMBER, HOW CAN I HELP IN THE RELEASE PROCESS?

As a family member, you can help with the release plan in very practical ways. You can support your family member by continuing to be interested in his/her life while they are in custody and even more when they are released. You should ask questions about the programs they are taking, what they have learned and how it applies to them in particular. Be a positive part of their Correctional Plan by encouraging them to continue. You may even ask for a copy of their Progress Report which is regularly given to inmates.

Remember that, while you do not have a direct impact on whether your family member will be released, your support and interest will have a positive impact on his/her motivation and commitment to do what is required to be released back to the community!

CORRECTIONAL PROGRAMS

WHY IS CORRECTIONAL PROGRAMMING SO IMPORTANT?

The core programs offered by CSC attempt to deal with issues which contributed to the offender's criminal activities. These are intensive learning programs delivered by highly-trained professionals who must follow strict guidelines. They attempt to change an offender's attitudes, beliefs and behaviours, in particular those which are related to the offender's risk to the community. Areas addressed in programming include substance use, emotion management, and attitudes which support criminal activity. If the offender's risk of offending is to be reduced, then these factors must be addressed by the inmate through programming.

TYPES OF CORRECTIONAL PROGRAMS:

The core programs offered by CSC are varied. Many are offered in the institutions while others can also be delivered in the community. For certain programs, there are different levels of intensity (High, Moderate) depending on the level of risk. Some programs are for women only and others are intended for Indigenous offenders only. In many cases as well, there are booster programs or maintenance programs which strengthen what has already been learned in the main program.

CSC offers the ***Integrated Correctional Program Model (ICPM)***. This program was designed by combining the most effective elements of existing programs such as Substance Abuse, Violence Prevention, and Family Violence Prevention into one package. Offenders are no longer enrolled in singular programs to target specific behaviours such as alcohol/drug addiction, violence or criminal beliefs but are now required to engage in the ICPM, which is composed of 3 programs:

1. A Multi-Target Program
2. Sex Offender Program
3. Indigenous-Specific Multi-Target Program.

The Program Model means that offenders should be able to access programs earlier in their sentence, they can complete programming sooner, they avoid a lot of program repetition and more offenders are able to access the programs they need to be released back into the community. There are also other programs such as ***Adult Basic Education, Vocational Training, Basic Skills, and Counselling Programs***, which complement the ICPM and are more individualized to suit specific needs.

NEWFOUNDLAND & LABRADOR ANNUAL FAMILY PRISON VISIT PROGRAM

Funded by CSC, the John Howard Society of Newfoundland and Labrador organizes an annual Family Prison Visit for selected family members who have close relatives in federal correctional institutions in Nova Scotia and New Brunswick. Application forms are made available to federal inmates approximately six months before scheduled visit dates. All applications are then reviewed by a committee and selections made on the basis of certain criteria including:

- Length of Sentence
- Date of last family visit
- Expected date of release
- Financial circumstances

Families and inmates, as well as the institutions, are then advised of the decisions. Inmates are responsible for initiating the process of having family member's security cleared through the institution, arranging visiting times, and, depending on the type of visit, booking a Private Family Visit. Children under the age of 19 years must be escorted by a suitable guardian.

The John Howard Society is responsible for coordinating the Annual Family Prison Visit, including:

- Arranging return air travel, ground transportation to and from the institution, accommodations and meals
- Covering the cost of air fare, ground transportation to and from the institution, accommodations and meals for one family member
- Providing support to family members regarding the application process and during the visit

Family members who participate in the Visit are responsible for:

- Transportation to and from their local airport
- Personal Expenses not covered by the John Howard Society

Visitors travel as a group, accompanied by staff of the John Howard Society who provides support and assistance. The visit commences on a Friday and continues through Monday, with as much visiting time permitted as the institution allows.

For information or assistance please contact: Val Flynn at vflynn@jhsnl.ca, 709-726-1853 or 1-877-726-5541

FEDERAL INSTITUTIONAL ADDRESSES

ATLANTIC INSTITUTION

13175, Route 8,
CP 102
Renous, NB E9E 2E1
Phone: (506)-623-4000
Fax: (506)-623-4017

DORCHESTER PENITENTIARY

4902 Main Street
Dorchester, NB E4K 2Y9
Phone: (506)379-2471
Fax: (506)379-4200

DORCHESTER MINIMUM

4902 A Main Street
Dorchester, NB E4K 2Y9
Phone: (506)-379-4595
Fax: (506)-379-4629

NOVA INSTITUTION FOR WOMEN

180 James Street
Truro, NS B2N 6R8
Phone: (902)-897-1750
Fax: (902)-897-1788

SHEPODY HEALING CENTRE

4902 Main Street
Dorchester, NB E4K 2Y9
Phone: (506)-379-2471
Fax: (506)-379-4201

SPRINGHILL INSTITUTION

330 McGee Street
PO Box 2140
Springhill, NS B0M 1X0
Phone: (902)-597-8651
Fax: (902)-597-3452