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Chapter: **Legislation and Policy**

Classification: **Public Document**

Subject: **Policy and Procedures**

For: **Correctional Services Division**

  
Authorized by the Executive Director

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## Policy

- 1 The Executive Director, Correctional Services, is responsible for developing and maintaining current Policy and Procedures for Correctional Services. It is issued as the official and principal reference source for the division.
- 2 Policy and Procedures will be consistent with
  - (a) the enabling and governing legislation; see also Subject No. 1.03.00, [Governing Legislation](#)
  - (b) Public Service policies, e.g., Manuals 100, 200, 300 and 500
  - (c) Department of Justice policies
- 3 Policy and Procedures provide the foundation and authority for local correctional facility Standard Operating Procedures (SOP).

## Authority

- 4 Policy and Procedures is issued by the Executive Director, Correctional Services, pursuant to section 14(1) of the *Correctional Services Act*.

## Applicability

- 5 Policy and procedures are applicable to the entire division, unless specific policy and procedures indicates it is only applicable to a single operating unit, i.e., All Custody, Adult Community, Correctional Services Division

## Document Classification

- 6 Each policy and procedure is classified as either “public” or “protected”. Protected documents are available only to staff and approved non-employees. See Policy and Procedures, Subject No. 1.06.00, [Document Classification](#).

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### Responsibility to Read and Understand

- 7 Staff will be conversant with the contents of Policy and Procedures and Interim Directives, SOP and Post Orders.
- 8 Staff will contact their immediate supervisor when they need clarification of a specific policy or procedure. The supervisor is responsible for referring the query for clarification when necessary.

### Process for Development, Revision and Approval

- 9 The Director, Correctional Services, assigned by the Executive Director is responsible for the overall development of Policy and Procedures, as well as the production and distribution of hard copy Policy and Procedures manuals.
- 10 Other Directors, Chief Superintendent, Managers, Manager, Correctional Services and Managers, Policy and Programs are responsible for the research and ongoing development of Policy and Procedures.
- 11 Policy and Procedures will be reviewed regularly to ensure they are kept current. As well, any changes in legislation or overarching government or departmental policy will result in a review of the appropriate division policy and procedure to ensure it remains consistent with governing legislation and other policies.
- 12 Proposals for revisions to policy and procedure may be initiated by any staff members at any level. Proposed amendments will be forwarded to the designate Director, Correctional Services, through established divisional channels.
- 13 The format for policy will be in accordance with the Policy and Procedures template ([1.07.00-A](#)).
- 14 The Executive Director will approve and sign all Policy and Procedures before they are issued.

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### **Standard Operating Procedures**

- 15 Where required by Policy and Procedures, superintendents will issue standard operating procedures (SOP) to provide additional direction to staff with respect to the implementation of the activity or program outlined in the policy.

### **Interim Directives**

- 16 If a subject matter is not presently addressed in policy and procedures, an Interim Policy Directive may be issued by the Executive Director, Directors, Chief Superintendent, Managers, Correctional services and Managers, Policy and Programs. These managers will review the interim directives they issue, at minimum once annually, to decide whether to
- (a) incorporate any directives into policy and procedures
  - (b) carry any directives forward until the next review
  - (c) rescind any directives that no longer apply

### **Communication and Distribution**

- 17 The Director, Correctional Services or designate, communicates policy and procedures amendments to all Correctional Services staff electronically via email.
- 18 Correctional Services staff will access policy and procedures on FileNet at <https://filenet.cio.gov.ns.ca/navigator/?desktop=JustCorrections>.
- 19 All issued policy and procedures are maintained on FileNet.
- 20 For contingency purposes a hardcopy of the policy and procedure manual will be issued to correctional facilities and Head Office Directors.
- 21 The Executive Director has approved select departmental and outside agency staff who may have access to all policy and procedures, i.e., public and protected documents, to assist them in the unique roles they play. These include
- (a) Office of the Ombudsman
  - (b) Freedom of Information and Protection of Privacy Office

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- (c) Legal Services Division
- (d) Director, Communications

22 Copies of public and select protected policies may also be made available to other correctional jurisdictions for research and reference purposes.

### **Issuing and Maintenance of Manuals**

- 23 The designated Director, Correctional Services, is responsible for
- (a) issuing contingency copies of policy and procedures manuals
  - (b) ensuring issued contingency policy and procedures manuals
    - i. are numbered, and
    - ii. recorded by facility, position or individual issued with each copy
- 24 The designated Director, Correctional Services, will retain a master hard copy of the manuals that includes
- (a) an up-to-date copy of the entire Policy and Procedures manual
  - (b) a historical copy of all revisions, amendments and supplements
- 25 Directors at Head Office, superintendents and youth custody manager on behalf of their facilities are responsible to maintain issued hardcopy Policy and Procedures manuals. Upon receiving policy amendment communications, superintendents are responsible to ensure
- (a) the amendment sheet is printed and reviewed
  - (b) the amended policy and table of contents are printed from FileNet
  - (c) all amendment sheets, revised table of contents and policy and procedures are properly inserted in assigned policy manuals
  - (d) old policy and procedures are removed and properly disposed of in the following manner
    - i. public documents in regular recycling bins
    - ii. protected documents will be shredded

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- (e) a copy of all amendment sheets are maintained in the manual
  - (f) associated standard operating procedures (SOP) are immediately developed or revised, see policy and procedures, 1.08.00, [Standard Operating Procedures and Local Directives](#)
- 26 The designated Director Correctional Services will ensure policy, procedures, and standards are managed in accordance with the classification and records scheduling system for Nova Scotia government records; STAR/STOR.

#### **Access to Policy and Procedures**

- 27 Individuals in custody and members of the public will not have access to Policy and Procedures manuals or the password-protected FileNet site, as some of the contents are classified as 'protected'.
- 28 Individuals requesting Policy and Procedures classified as "Public Document" will be directed to email their request to [corrections\\_ho@novascotia.ca](mailto:corrections_ho@novascotia.ca) by emailing.