


Chapter:	Community Corrections Administration	Classification:	Public Document
Subject:	Field Office		
For:	Community Corrections	 Authorized by Executive Director	

1. Policy

- 1.1 Correctional Services will ensure community corrections offices are
 - 1.1.1 managed efficiently
 - 1.1.2 secure
 - 1.1.3 adequately maintained

2. Workplace Violence Prevention Plan

- 2.1 This policy and procedures, in addition to any associated contingency plans, is part of the Correctional Services Division's overall workplace violence prevention plan as required by section 7 of the Violence in the Workplace regulations.

3. Office Administration Responsibilities

- 3.1 The senior probation officer will
 - 3.1.1 efficiently manage human, material, and financial resources of Community Corrections offices
 - 3.1.2 ensure office administration records are regularly maintained


4. Contingency Plans

- 4.1 The senior probation officer will ensure all staff are aware of the local contingency plans for emergency situations at each field office, sub-office and satellite office location, in accordance with Policy and Procedures Chapter 6: [Contingency Plans](#).

5. Reporting Unusual Incidents

- 5.1 The senior probation officer will notify the Manager, Correctional Services by telephone and in writing concerning any events involving office theft or serious incidents. See Policy and Procedures Subject No. 5.02.00 [Reportable Incidents](#).

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6. Responsibilities

- 6.1 The senior probation officer will be responsible for office security, including the development and monitoring of local office security procedures.
- 6.2 The senior probation officer is responsible for
 - 6.2.1 key control in the office
 - 6.2.2 maintaining a record of all keys which are issued
 - 6.2.3 ensuring the office alarm system is properly maintained


7. Security of Office Contents

- 7.1 A Community Corrections Office will not be left unattended and unlocked during regular office hours
- 7.2 The last person leaving the office at the end of the working day will ensure that the office is properly secured.
- 7.3 All files of individuals under community supervision will be secured in either a locked file cabinet or file room.
- 7.4 Inventory items, files, personal effects will be situated in office areas where they are not accessible to non-correctional services staff.

8. Office Break-in and/or Theft of Material

- 8.1 When unauthorized entry and/or theft occurs, the SPO will immediately report the incident to the police and the Manager, Correctional Services.
- 8.2 Where possible, staff should avoid handling files, supplies and equipment until police investigators have had an opportunity to check the office for evidence.
- 8.3 The senior probation officer will forward to the Manager, Correctional Services a written report which outlines the nature of the theft or break-in,

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e.g., equipment loss, repairs required in accordance with Policy and Procedures Subject No. 5.02.00 [Reportable Incidents](#).

- 8.4 The SPO will, in consultation with the Manager, Correctional Services, ensure that immediate repairs are undertaken with respect to damaged property.


9. Office Cleaning Personnel

- 9.1 The senior probation officer will
- 9.1.1 maintain a list of the names of all persons who are authorized to clean the office area
 - 9.1.2 ensure cleaning staff provide a recent Criminal Records Check
 - 9.1.3 ensure only cleaning staff who have successfully completed screening as above are permitted access to the Correctional Services office space.

10. Office Cleaning

- 10.1 The senior probation officer will ensure that field offices are properly cleaned.
- 10.2 In provincial buildings, the maintenance and general upkeep of the office is the responsibility of the Department of Transportation and Infrastructure Renewal.
- 10.3 In leased facilities, the maintenance and general upkeep is the responsibility of the landlord in accordance with the terms of the lease.
- 10.4 All matters which require contact with offices of the Department of Transportation and Infrastructure Renewal in Halifax will be referred through the Manager, Correctional Services.
- 10.5 Where the office lease agreement does not provide cleaning services, the senior probation officer will, with prior approval from the Manager, Correctional Services, make necessary arrangements with a private cleaning company or person.

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- 10.6 The senior probation officer will
 - 10.6.1 obtain and approve the cleaning schedule
 - 10.6.2 ensure that it is adhered to through regular inspections

10.7 Whenever cleaning services are deemed inadequate or deficient, the senior probation officer will document the matter and establish contact with the office cleaning personnel to resolve the problem. Should the problem remain unresolved, the matter will be referred to the Manager, Correctional Services.

11. Office Repairs

- 11.1 Any requirement for office repairs of a minor nature, e.g., broken window, plugged sink, will be communicated to the building superintendent/landlord or maintenance person for appropriate action.
- 11.2 Any requirement for office repairs of an extensive nature, e.g., office renovations, repainting of the office, will be communicated by the senior probation officer to the Manager, Correctional Services outlining the need, rationale, and necessary repairs.


12. Office Relocation and Leases

- 12.1 The Manager, Correctional Services will periodically review office requirements.
- 12.2 The Director, Correctional Services will be responsible for all matters pertaining to field office relocation.

13. Use of Community Corrections Offices Outside of Office Hours

- 13.1 Staff may utilize Community Corrections Offices beyond the normal working hours provided it is related to program or service delivery requirements and prior approval has been received from the senior probation officer.

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- 13.2 A minimum of two Correctional Services staff will be always present when Community Corrections Offices are used after normal office hours.
- 13.3 Use of field office facilities after normal working hours by volunteers and student placements is not permitted, except where a probation officer or other staff person, will also be in the office and the activity has been authorized by the senior probation officer.
- 13.4 Where field offices are used after normal working hours for meetings, training activities or approved office social functions, cleaning staff will be advised.
- 13.5 Under no circumstances are field offices to be used for personal social events.