

Chapter: **Community Work Placement**

Classification: **Public Document**

Subject: **Community Work Program**

For: **All Community**


Authorized by the Executive Director

Policy

- 1 Correctional Services will provide a Community Work Program for individuals where the Court has imposed a fine or ordered Community Service Work.

Authority

- 2 Community work orders for individuals may be made by the Court in accordance with Section 736 of the *Criminal Code* (CC) or Sections 42(2)(i) or (k) and Section 54(7) to 10 of the *Youth Criminal Justice Act* (YCJA).

Definitions

- 3 **Community Service Work:** Work which is normally performed by volunteers and/or does not affect employment opportunities in the community; benefits not-for-profit organizations, Crown corporations, departments or other agencies of the Government of Canada or the Government of Nova Scotia, municipalities, or First Nations; and does not require an individual to accept treatment or counselling.
- 4 **Work Resource Centre (Adult) and Community Justice Agency (Youth):** Organizations or agencies which contract with the Nova Scotia Department of Justice to
 - (a) develop and maintain an adequate supply of work placements for individuals
 - (b) identify appropriate work placements for individuals and monitor their compliance with program requirements

Sentencing

- 5 If community service is appropriate, the
 - (a) Court may
 - i. suspend the passing of sentence pursuant to Section 731(1)(a) CC, requiring community service work as per Section 732.1(3)(f) CC
 - ii. grant a conditional discharge pursuant to Section 730(1) CC, requiring community service work as per Section 732.1(3)(f) CC

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- iii. grant a conditional sentence order as per Section 742.1, requiring community service work as per Section 742.3(2)(d) CC
- (b) Youth Justice Court may issue a
 - i. sentence order requiring community service work (not exceeding 240 hours) pursuant to Section 42(2)(i) YCJA
 - ii. probation order pursuant to Section 42(2)(k) of the YCJA

Placements

- 6 Where an individual has been ordered to complete community service work, the probation officer will; complete the online registration form found on the Justice Enterprise Information Network under reports, CWO registration, and forward this form to the local work resource centre or community justice agency, along with the community service work Performance Sheet ([16.00.00-A](#)).
- 7 In cases where community service is ordered through a stand-alone sentence order, a *Youth Level of Service/Case Management Inventory* (YLS/CMI) risk assessment will not be required nor will reporting be necessary except for the purpose making a CSW referral.
- 8 Correctional Services provides insurance coverage to individuals performing community work, insurance certificates can be requested in accordance with Policy and Procedures, Subject No 9.08.00- [Insurance Coverage](#)

Work Resource Centre/Community Justice Agency Placements

- 9 In areas where Correctional Services has agreements with work resource centres or community justice agencies for supervision of the community work program, the probation officer will consult with the work resource centre or community justice agency to schedule a date for the individual to meet with the community work supervisor.
- 10 The CSW supervisor will complete the placement information form providing details as to where the individual will be completing the community work and when the original appointment with the placement agency is scheduled and forward it to the probation officer who will upload the form to JEIN.

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Direct Placements

- 11 Where a direct placement is made by the probation officer at a community agency, the probation officer will complete the JEIN CWO registration form, found under community, CWO registration and send to the direct placement, along with the Work Performance Sheet ([16.00.00-A](#)).
- 12 A current registry of direct community work placements will be maintained by each Community Corrections Office for their respective communities. Suitable direct placements are not-for-profit organizations incorporated or designated as such; cities, towns, municipalities, or; departments, corporations, or agencies of the Government of Canada or Government of Nova Scotia, that provide community work placements.
- 13 Individuals will not be placed at community agencies where the nature of the placement may increase their criminogenic risk.
- 14 The probation officer will obtain any necessary release of information(s) from the individual to facilitate the exchange of information between Correctional Services and placement agencies involved with the administration of the Community Work Program.
- 15 The probation officer will contact the placement agency prior to the individual's placement to confirm suitability. All pre-placement consultations will be noted in JEIN in accordance with Policy and Procedures, Subject No. 14.00.00, [File Management Process](#)
- 16 During the pre-placement consultation, the probation officer will provide the placement agency with information to ensure the safe, appropriate, and successful community work placement of the individual. This information may include
 - (a) relevant criminal record
 - (b) physical limitations
 - (c) transportation or other limitations
 - (d) the individual's availability to the placement agency and a proposed work schedule
 - (e) any specific skills or interests which the individual may possess
 - (f) any specific placement requests made by the individual
- 17 All hours of work credited to the individual by the agency will be for actual hours worked.

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Where the individual completes a home project, time allowances will be approved by the probation officer. Time required for the individual to travel to and from the work placement will not be credited as hours worked.

- 18 The placement agency will maintain records of dates and hours worked, by the individual using the CSW Work Performance Sheet ([16.00.00-A](#)) and forward to the probation officer.

Supervision

- 19 Individuals completing community service will be classified in accordance with Policy and Procedures, No.14.03.00, Standards of Supervision, Intervention and Case Management ,Plan
- 20 All new direct placement agencies will initially be visited in person by the supervising probation officer prior to any placements.
- 21 All agencies who are providing a direct community work placement will be contacted monthly by the supervising probation officer.

Community Work Program Completion

- 22 Upon satisfactory completion of the community service work, the work resource centre, community justice agency, or direct placement agency will complete the appropriate section of the CWO registration form and case recording sheet and return to the probation officer.
- 23 Should the individual fail to complete the community work, the community work supervisor will inform the probation officer, who will update JEIN. The probation officer may
- (a) request another placement be found by the work resource centre
 - (b) make a direct placement
 - (c) refer the individual to the restorative justice program
 - (d) apply for an extension with the court, to allow the individual more time to complete their hours
 - (e) file a breach of the order with the court
- 24 Upon successful completion of the community service work, the probation officer may

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- (a) continue to be supervise the individual if there are additional conditions on the order that require the individual to report and be under the supervision of a probation officer.
 - (b) return to court for follow-up review if such a review is ordered at the time of sentencing
 - (c) transfer the individual to Administrative Inactive Status if appropriate