


Chapter:	<b>Risk &amp; Need Assessments</b>	Classification:	<b>Public Document</b>
Subject:	<b>Security Risk Assessment – Institutional Security Assessment</b>		
For:	<b>Correctional Facilities</b>	 Authorized by Executive Director	

## 1. Policy

- 1.1 It is the policy of Correctional Services that incarcerated adults, except those serving intermittent sentences, and young persons will be assessed using the Institutional Security Assessment (ISA). The assessment is designed to provide a
- 1.1.1 survey of security risk factors exhibited
  - 1.1.2 linkage between these factors and the likelihood of correctional facility-based behaviour issues


## 2. Workplace Violence Prevention Plan

- 2.1 This policy, in addition to any associated facility Standard Operating Procedures (SOP), is part of the Correctional Services Division's overall workplace prevention plan as required by section 7 of the Violence in the Workplace regulations.

## 3. Purpose

- 3.1 The purpose of the security risk assessment is to
- 3.1.1 provide a standard assessment for correctional facilities which will ensure consistency of security risk management and internal decision making
  - 3.1.2 assess the likelihood the person will pose a threat to the facility, staff, others in custody or themselves. This includes their potential for dangerous behaviour such as assaults on other inmates or staff, escape, etc.
  - 3.1.3 assist in placements and transfers
  - 3.1.4 assist in identifying incompatibility/security threat group membership considerations
  - 3.1.5 assist in assessing the persons risk level while under escort. This includes the type of restraint equipment used and staffing levels.
  - 3.1.6 assist in identifying security restrictions/considerations when approving participation in programming and work assignments


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**4. Assessment**

- 4.1 All adults and young persons admitted to a correctional facility will be assessed by correctional staff using the ISA form ([28.03.00-A](#)) for adults or the ISA-Y form ([28.03.00-B](#)) for young persons.
- 4.2 The ISA or ISA-Y will
  - 4.2.1 normally be completed within 24 hours of being admitted to the facility but no later than 48 hours if there are extenuating circumstances
  - 4.2.2 not be completed on those transferred from other provincial correctional facilities where an ISA was completed during the current custody term, unless the transfer is for the purpose of being “Housed with Privileges” in accordance with Correctional Services, Policy and Procedures, Subject No. 43.00.00, [Administrative and Disciplinary Close Confinement](#)
- 4.3 The ISA or ISA-Y are not self-report assessments and will be completed as follows
  - 4.3.1 interview with the adult or young person
  - 4.3.2 review of Justice Enterprise Information Network (JEIN) file information
- 4.4 A designated manager may override an ISA/ISA-Y score; the reasons for the override will be documented on the ISA/ISA-Y form.
- 4.5 Where an individual has been admitted and detained pursuant to the *Immigration and Refugee Protection Act* (IRPA), see Correctional Services Policy and Procedures, Subject No. 38.00.00, [Admission to a Correctional Facility](#), and there is no criminal history available, the
  - 4.5.1 individual be given a high ISA rating, see 4.4 above
  - 4.5.2 case will be referred to the Intelligence Liaison Officer (ILO) for investigation
  - 4.5.3 ISA/ISA-Y will be updated to reflect the outcome the ILO’s investigation

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**5. Procedures**

- 5.1 Upon admission to a correctional facility, the ISA/ISA-Y will be completed as follows
  - 5.1.1 immediately before
    - 5.1.1.1 placement in a dormitory or multiple bed cell
    - 5.1.1.2 being “Housed with Privileges” in accordance with Correctional Services Policy and Procedures, Subject No. 43.00.00, [Administrative and Disciplinary Closer Confinement](#)
  - 5.1.2 within 24 hours following admission to an orientation cell or unit
- 5.2 The ISA will be completed on JEIN as follows
  - 5.2.1 go to the reports tab of individual’s custody term
  - 5.2.2 select the Institutional Security Assessment – Adult
  - 5.2.3 complete the required information
  - 5.2.4 print the completed ISA
  - 5.2.5 add an ISA alert on JEIN
- 5.3 The ISA-Y will be completed as follows
  - 5.3.1 manually, see form [28.03.00-B](#)
  - 5.3.2 add an ISA alert on JEIN
- 5.4 The completed ISA/ISA-Y will be
  - 5.4.1 uploaded to JEIN, Custody Term Management under the “Person Documents” tab
  - 5.4.2 placed in the adult’s/young person’s file

**6. Standard Operating Procedures**

- 6.1 The superintendent is responsible to establish Standard Operating Procedures (SOP) with respect to this policy as follows
  - 6.1.1 staff designated to the complete ISA/ISA-Y
  - 6.1.2 process and timeframe for completion of the ISA/ISA-Y
  - 6.1.3 managers authorized to override ISA/ISA-Y scores
  - 6.1.4 process for making case referrals to the ILO in accordance with 4.5 above
  - 6.1.5 staff responsible for filing the completed assessment in accordance with 5.4 above

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