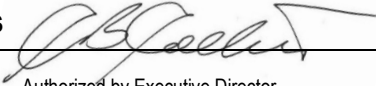


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| Chapter: | Conditional Release | Classification: | Public Document |
| Subject: | Conditional Release/Temporary Absences – Certificates | | |
| For: | Adult Correctional Facilities |  Authorized by Executive Director | |

1. Policy

- 1.1 It is the policy of Correctional Services that all adults approved for escorted or unescorted conditional release or temporary absence will be issued a temporary absence certificate pursuant to section 104(1) of the *Correctional Services Act*.
- 1.2 It is the policy of Correctional Services that the temporary absence certificate will be read by or read to the individual and they will sign the certificate to acknowledge understanding and acceptance of the conditions of the conditional release/temporary absence.

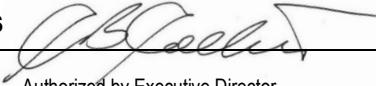
2. Preparation and Issuance of Certificates

- 2.1 The case management officer will enter the conditions of release on Justice Enterprise Information Network (JEIN), including
 - 2.1.1 time(s) of release
 - 2.1.2 destination
 - 2.1.3 transportation
 - 2.1.4 supervision criteria
- 2.2 The conditions are set once the application has been approved. If a change to the authorized conditions is required, staff will consult the person who authorized the release before the change is made. All certificates will be printed from JEIN.
- 2.3 For instructions on printing certificates go to JEIN Help Menu, Corrections User Guide, Conditional Release Menu, Subject: Certificate Print Options

3. Distribution of Certificates

- 3.1 In accordance with section 105(2) of the *Correctional Services Act*, a copy of the signed temporary absence certificate will be provided to
 - 3.1.1 the individual being released
 - 3.1.2 correctional facility
 - 3.1.3 any other person or agency that will be involved in administering or supervising the conditional release/temporary absence, e.g., John Howard Society, E-Fry, residential treatment program

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- 3.2 Where the individual is being supervised by a community agency, they will be required to sign a release of information in accordance with Policy and Procedures, 4.04.00, [Disclosure of Information to Outside Agencies, Professionals, Schools and Victims](#).
- 3.3 A copy of the certificate will always be retained during the conditional release/temporary absence by
- 3.3.1 the individual being released, when unescorted
 - 3.3.2 the escorting officer when escorted

4. Standard Operating Procedures

- 4.1 Superintendents will establish local standard operating procedures (SOP) to detail the processes to ensure
- 4.1.1 certificates are issued as approved
 - 4.1.2 the individual reads, or has read to them, and understands the certificate including release conditions
 - 4.1.3 the individual acknowledges their understanding of the conditions and their responsibilities by signing the certificate, and has a staff member witness the signature
 - 4.1.4 the individual is specifically informed by designated staff that failure to comply with any conditions will mean immediate suspension of the conditional release/temporary absence
 - 4.1.5 information is forwarded to Head Office for entry in the Canadian Police Information Centre (CPIC) system prior to the commencement of the conditional release/temporary absence in accordance with policy and procedures, 3.07.00, [Canadian Police Information Centre \(CPIC\)](#)

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