


Chapter:	Conditional Release	Classification:	Public Document
Subject:	Reintegration Leave – Applications and Approval of Reintegration Leaves with an Approved Reintegration Leave Plan		
For:	Youth Correctional Facilities and Community Corrections	 Authorized by Executive Director	

1. Policy

- 1.1 In cases where a reintegration leave plan has been approved in accordance with this policy, the Youth Custody Manager may approve reintegration leaves in accordance with the plan.


2. JEIN Application and Minutes

- 2.1 The assigned youth worker or program worker will prepare the reintegration leave application and minutes in the Justice Enterprise Information Network (JEIN).
- 2.2 The young person will sign a printed copy of the JEIN produced application.

3. Unit Review Board (URB) & Review by Youth Custody Manager

- 3.1 The assigned youth worker or program worker will present the application for review by the URB.
- 3.2 The program worker will enter the review board minutes and recommendation on both JEIN application and JEIN minutes. For specific instructions see the JEIN Help Menu/Correction Guide/Conditional release Menu, Subject, Minutes.
- 3.3 The Officer in Charge or program worker will notify the Youth Custody Manager of the pending application and JEIN minutes within one business day.
- 3.4 The Youth Custody Manager or youth worker may consult with the supervising probation officer to update community information to assist in decision making.
- 3.5 The assigned youth worker will electronically copy any probation officer comments to the JEIN application under the “Comments” tab.

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- 3.6 Once the application has been reviewed by the Youth Custody Manager, a Part I report will be entered on JEIN by designated staff which includes the following information from the JEIN minutes
- 3.6.1 Internal Program Involvement
 - 3.6.2 General Behaviour/Attitude
 - 3.6.3 Changes in Circumstances/ since admission
 - 3.6.4 Assessment of Release Plan
 - 3.6.5 Benefits Which may be Derived by the Young Person
 - 3.6.6 Suggested Reintegration Leave Conditions

4. Decision by Youth Custody Manager

- 4.1 Prior to deciding, the Youth Custody Manager will confirm that the application is consistent with the approved reintegration leave plan.
- 4.2 The Youth Custody Manager will enter one of two decision options on the JEIN Application form
 - 4.2.1 approve the reintegration leave and the conditions applicable to the release
 - 4.2.2 deny the application and indicate the reasons for the denial


5. Notice to Young Person

- 5.1 The Youth Custody Manager will
 - 5.1.1 ensure the young person is informed of the decision
 - 5.1.2 have the young person initial the correspondence received or the record of the decision
 - 5.1.3 place the documentation on the YP's file
- 5.2 The Youth Custody Manager will notify the assigned probation officer and parents or guardian.

6. Notice to Victim(s)

Where appropriate, the victim will be notified of the reintegration leave in accordance with Policy and Procedures, Subject No. 30.02.00, [High Risk](#)

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[for Domestic Violence \(HRDV\) Cases](#) and Subject No. 30.03.00, [Victims Request for Information](#).

7. Reintegration Leave Certificates

7.1 Once the reintegration leave is approved, a reintegration leave certificate will be prepared and authorized in accordance with Policy and Procedures, Subject No. 35.25.00 [Reintegration Leaves – Reintegration Leave Certificates](#).

8. Supervision

8.1 YPs approved for unescorted reintegration leaves will be supervised in accordance with Policy and Procedures Subject No. 35.23.00 [Rehabilitative and Humanitarian Reintegration Leaves](#).

8.2 YPs approved for escorted reintegration leaves will be supervised in accordance with Policy and Procedures Subject No. 40.01.00, [Young Person Security Escorts Outside the Facility](#).

9. Reintegration Leaves Not Included in the Reintegration Leave Plan

9.1 If a YP requests a reintegration leave that is inconsistent with the approved reintegration leave plan, the Youth Custody Manager, if in support of the leave, will forward a revised reintegration leave plan to the Manager, Correctional Services in accordance with Policy and Procedures Subject No. 35.19.00 [Reintegration Leave Plans and Community Investigations](#).

10. Standard Operating Procedures

10.1 The Youth Custody Manager will establish local standard operating procedures (SOP) for application and approval processes.

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