


Chapter:	Investigations, Inspections and Audits	Classification:	Public Document
Subject:	Operational Unit Visits		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

1.1 It is the policy of Correctional Services that the executive director, director(s), chief superintendent and manager(s), community corrections will routinely attend their assigned operational units to monitor and support the provision of correctional services.

2. Guiding Principles

2.1 The executive director, director(s), chief superintendent and manager(s), community corrections will visit correctional facilities and field offices from time-to-time as part of their responsibilities for the management of the Correctional Services.

- 2.2 The purpose of the visit will be to
- 2.2.1 observe general operations
 - 2.2.2 engage and interact with staff
 - 2.2.3 interact with inmates and/or persons under supervision
 - 2.2.4 provide advice and support to managers

2.3 Visiting senior management staff may communicate the observations to the superintendent or senior probation officer before departing the workplace. Where indicated or appropriate, follow up correspondence will follow.

- 2.4 The executive director, director(s), chief superintendent and manager(s), community corrections will maintain a record of operational unit visits. the record will include
- 2.4.1 location
 - 2.4.2 date and time
 - 2.4.3 purpose of visit; i.e., inspection, site visit or meeting