



GUIDELINES 711-1

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Procedures to Transfer Inmates to a Structured Intervention Unit

CORE RESPONSIBILITY	Care and Custody
OFFICE(S) OF PRIMARY INTEREST	Correctional Operations and Programs Sector
ONLINE @	<ul style="list-style-type: none"> • http://thehub/En/collections/policy-legislation/CommissionersDirectives/711-1-gl-eng.pdf • http://lehub/Fr/Collections/politiques-lois/DirectivesDuCommissaire/711-1-gl-fra.pdf • http://www.csc-scc.gc.ca/politiques-et-lois/711-1-gl-en.shtml • http://www.csc-scc.gc.ca/policy-and-legislation/711-1-gl-fr.shtml
AUTHORITIES	<ul style="list-style-type: none"> • <i>Corrections and Conditional Release Act</i> (CCRA), sections 4(c), 4(g), 15.1(2.1), 28, 29, 29.01, 31 to 37.5, 37.6 to 37.9, 37.91, 78, 79.1, 80, 86, 86.1 and 87 • <i>Corrections and Conditional Release Regulations</i> (CCRR), sections 5(1), 6(c), 13.1, 16.1, 19 to 23.07 and 97
PURPOSE	<ul style="list-style-type: none"> • To provide direction to staff about the process to transfer inmates to a Structured Intervention Unit (SIU)
APPLICATION	Applies to all staff who have responsibilities related to the transfer of an inmate to an SIU

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RESPONSIBILITIES

1. The Institutional Head (IH):
 - a. of an [SIU site](#), will approve or not approve an inmate’s transfer to an SIU when an inmate is authorized to transfer from a mainstream inmate population to:
 - i. an SIU at the same institution
 - ii. an SIU at another designated institution for an [exceptional reason](#)
 - b. of a non-SIU site, will make a decision to approve or not approve an inmate’s transfer to an SIU:
 - i. prior to the inmate’s physical transfer to an SIU, or
 - ii. when an inmate at a non-SIU site has been [immediately physically transferred](#) to an SIU at a designated institution
 - c. will ensure SIU transfer decision timeframes are met, pursuant to [Annex B](#)
 - d. will meet with the inmate in person to discuss the reason(s) for the SIU Transfer Authorization and receive the inmate’s oral and/or written representations prior to rendering a decision to approve or not approve an inmate’s SIU transfer
 - e. will consider all relevant information to the SIU transfer, including the inmate’s representations and the representations of the inmate’s legal counsel and/or assistant, to determine if the legal requirements are met and a transfer to the SIU is the least restrictive measure, prior to rendering a decision to approve or not approve an inmate’s SIU transfer
 - f. will ensure their SIU transfer decision is documented and the inmate is provided verbal and written notice of the decision and its rationale

- g. will ensure the inmate is physically transferred out of an SIU if their decision is to not approve the inmate's transfer to an SIU.
2. The Deputy Warden (DW) will:
 - a. confirm, as applicable, that an [SIU Transfer Authorization](#) from a mainstream inmate population at an SIU site to an SIU at another designated institution for an [exceptional reason](#) is required
 - b. ensure a summary, or gist of security intelligence information relating to an inmate's SIU Transfer Authorization is completed and documented for each SIU transfer.
3. The Assistant Warden, Interventions (AWI), will ensure:
 - a. consultations are completed with members of the inmate's case management and multidisciplinary team to:
 - i. identify and discuss alternatives to the SIU Transfer Authorization
 - ii. confirm that a transfer to an SIU is the least restrictive measure necessary to respond to the circumstances
 - b. SIU transfers are only authorized or confirmed when:
 - i. all legal requirements in accordance with [subsection 34\(1\)](#) of the CCRA are met
 - ii. there are no [reasonable alternatives](#) available that would ensure the safety of any person or the security of the institution, or prevent interference in an investigation
 - iii. a transfer to an SIU is determined to be the least restrictive measure
 - c. a preliminary consultation at the sending site occurs prior to an inmate's [immediate physical transfer](#) from a non-SIU site to an SIU at a designated institution or from a mainstream inmate population at an SIU site to an SIU at another designated institution for an [exceptional reason](#)
 - d. official consultation comments are requested from a proposed or receiving SIU site
 - e. a response is provided to a request for consultation comments from a sending non-SIU or SIU site
 - f. SIU Transfer Authorization includes a detailed rationale
 - g. following a decision to confirm an SIU Transfer Authorization, ongoing consultations occur with the inmate's case management and multidisciplinary team

- h. following an immediate physical transfer of an inmate to an SIU at a designated institution or to an SIU at another designated institution, the AWI of the sending site is informed of an identified alternative/proposed plan to integrate the inmate at the receiving SIU site
 - i. an inmate is returned to a mainstream inmate population following a decision to cancel an SIU Transfer Authorization and that the Institutional Head is notified of the decision
 - j. when applicable, all relevant information is provided to the Institutional Head for consideration in making their decision to approve or not approve an inmate's SIU transfer.
4. The Assistant Warden, Operations (AWO), will ensure:
- a. a transfer warrant is generated in the Offender Management System (OMS) following an SIU Transfer Authorization to effect an inmate's transfer from:
 - i. a non-SIU site to an SIU at a designated institution
 - ii. a mainstream inmate population at an SIU site to an SIU at another designated institution
 - b. the transfer warrant is signed prior to the inmate's physical transfer to an SIU at a designated institution or to an SIU at another designated institution.
5. The SIU Manager, the Manager, Intensive Intervention Strategy (IIS), at a women's institution or the Manager, Assessment and Interventions (MAI), at non-SIU sites, if applicable, will ensure:
- a. an [SIU Parole Officer](#) (SIU-PO) is assigned to each [SIU inmate](#) within one (1) [working day](#) of an inmate's physical transfer to an SIU
 - b. inmate notifications of an SIU Transfer Authorization are completed, including notification of [SIU inmate expectations](#)
 - c. inmate representations, including representations from the inmate's legal counsel and/or [assistant](#), are documented for consideration by the Institutional Head in making their decision to approve or not approve an SIU transfer.
6. The SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will ensure:
- a. the [Immediate Needs Checklist – Suicide Risk](#) (CSC/SCC 1433) is completed, pursuant to [Commissioner's Directive \(CD\) 843 – Interventions to Preserve Life and Prevent Serious Bodily Harm](#)

- b. following an SIU Transfer Authorization:
 - i. an SIU-Threat Risk Assessment (SIU-TRA) is completed
 - ii. the inmate is moved to an SIU or [restricted movement](#) cell, unless Health Services have identified health considerations that require the inmate's movement to a health care unit or outside hospital
 - iii. the inmate is assigned an SIU cell upon their arrival to the unit, or a restricted movement cell at non-SIU sites
 - iv. the inmate is assigned a Correctional Officer II (CXII) within one (1) working day of an inmate's physical transfer to an SIU
 - v. the inmate is notified of their procedural safeguards
 - vi. the inmate has access to legal counsel, in a private area outside of their cell
 - vii. the inmate is provided with their personal property, subject to safety and security concerns in accordance with [section 37](#) of the CCRA.
7. At SIU sites, the Correctional Manager in charge of the institution will perform the duties of the SIU Correctional Manager or the Correctional Manager, IIS, at women's institutions in their absence.
8. Following an SIU Transfer Authorization, the institutional Parole Officer assigned to an inmate at the time of the authorization will:
 - a. work collaboratively with the institutional Security Intelligence Officer (SIO) to address identified inmate security concerns and explore alternatives, prior to and following an SIU Transfer Authorization, to effect the inmate's return to a mainstream inmate population at the earliest possible opportunity
 - b. at men's institutions, work collaboratively with the [SIU Case Management Team](#) (SIU-CMT) and ensure an initial case conference is completed with the assigned SIU-PO
 - c. meet with the inmate to discuss the reason for the SIU transfer and identify alternatives
 - d. complete an initial review of the inmate's security level to confirm the appropriateness of the inmate's security classification and, when a change is recommended, complete an OSL assessment
 - e. complete an initial review of alternatives to the SIU transfer and initiate the transfer process where it is determined that a transfer to another institution is the most reasonable alternative to the SIU transfer

- f. when an alternative is identified in a mainstream inmate population at the same site prior to the Institutional Head's transfer decision, complete an analysis of the identified alternative/proposed plan, and document the Case Management Team's (CMT) recommendation for consideration by the AWI to cancel the SIU Transfer Authorization
 - g. when an alternative is identified in a mainstream inmate population at a receiving SIU site or through the regular transfer process prior to the Institutional Head's transfer decision and the identified alternative/proposed plan is supported by the sending site, complete the required transfer casework and document the CMT's recommendation for consideration by the AWI to cancel the SIU Transfer Authorization
 - h. following an Institutional Head's decision to approve an inmate's transfer to an SIU, or not approve an inmate's transfer but the inmate refuses to leave the SIU or there is a delay in implementing the decision, complete:
 - i. a [Correctional Plan Update](#) (CPU), or an [SIU Casework Record](#) (SIU-CWR) when a CPU is not required
 - ii. [outstanding case management work](#) due within 30 calendar days from the date of the SIU Transfer Authorization.
9. The [SIU Parole Officer](#) will:
- a. work collaboratively with the institutional CMT to identify alternatives to the SIU and ensure information relevant to the inmate's SIU transfer and exploration of reasonable alternatives is up to date and accurate
 - b. meet with the inmate following case assignment to identify security concerns and discuss alternatives to the SIU transfer
 - c. work collaboratively with the SIU Security Intelligence Officer (SIU-SIO) to address identified inmate security concerns and explore alternatives to return the inmate to a mainstream inmate population at the earliest possible opportunity
 - d. when an alternative is identified in a mainstream inmate population at a receiving SIU site prior to the Institutional Head's transfer decision, complete an analysis of the identified alternative/proposed plan, including the receiving site's recommendation, for consideration by the sending site to cancel the SIU Transfer Authorization
 - e. complete an initial SIU Correctional Plan Update (SIU-CPU) or an SIU-CWR, as applicable, following an Institutional Head's decision to approve or not approve an inmate's transfer to an SIU.

10. The institutional Security Intelligence Officer (SIO) will:

- a. work collaboratively with the institutional CMT to identify and address security concerns prior to an SIU Transfer Authorization
- b. complete a review of security intelligence information in relation to the reason(s) for an SIU transfer, and prepare a summary, or a gist where protected information is identified, for inclusion in the SIU Transfer Authorization.

11. The SIU Security Intelligence Officer (SIU-SIO), or SIO at women's institutions and non-SIU sites, will:

- a. provide security related consultation comments to the SIU Correctional Manager, Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites, for the purpose of the SIU-TRA, as soon as operationally feasible, but no later than one (1) working day after an inmate's SIU Transfer Authorization
- b. work collaboratively with the SIU-CMT to identify and address inmate security concerns and explore reasonable alternatives to the SIU transfer
- c. meet with SIU inmates to identify and address security concerns, explore reasonable alternatives to the SIU transfer, and review and update security intelligence information.

12. A registered health care professional will:

- a. for the purpose of an SIU Transfer Authorization, ensure inmate health care needs are identified and determine:
 - i. if the inmate's health needs can be managed in an SIU or while subject to restricted movement or if health care accommodations are required
 - ii. if the inmate's health care needs preclude the inmate's transfer to an SIU
- b. following an inmate's physical transfer to the SIU, make a recommendation, for health reasons, to the Institutional Head that an inmate's [conditions of confinement](#) in the SIU be altered or that the inmate should not remain in the SIU, if applicable, pursuant to [Guideline \(GL\) 711-5 – Health Services in Structured Intervention Units](#).

13. An Elder, Spiritual Advisor and/or staff engaged in the Indigenous continuum of care will, for the purpose of an SIU Transfer Authorization, as applicable, identify and assist in evaluating culturally appropriate interventions as potential alternatives to an SIU Transfer Authorization.

PROCEDURES

Staff Consultations and Meeting with the Inmate

Staff Consultations Prior to Authorizing an SIU Transfer

14. [When circumstances permit](#), the AWI or, outside of [regular working hours](#), the Correctional Manager in charge of the institution will consult with members of the inmate's case management and multidisciplinary team prior to authorizing an inmate's transfer to an SIU, including, but not limited to:
- a. the inmate's institutional Parole Officer
 - b. an institutional Security Intelligence Officer
 - c. an Elder, Spiritual Advisor and/or staff engaged in the Indigenous continuum of care, for:
 - i. Indigenous inmates
 - ii. non-Indigenous inmates who are following, or request to follow, a traditional path, if applicable
 - d. a registered health care professional and, if applicable, other health care professionals, such as a primary mental health worker, psychologist, or social worker
 - e. at SIU sites, the SIU Manager/Manager, IIS, at women's institutions or the SIU Correctional Manager/Correctional Manager, IIS, at women's institutions
 - f. at non-SIU sites, the Manager, Assessment and Interventions, or the Correctional Manager in charge of the institution
 - g. the CXII/Primary Worker at women's institutions, if applicable
 - h. a Chaplain and/or other religious and spiritual practitioners, if applicable
 - i. [sanctioned inmate representatives](#), such as Inmate Committees or range representatives, if applicable.

Meeting with the Inmate Prior to Authorizing an SIU transfer

15. [When circumstances permit](#), the AWI, or outside of regular working hours, the Correctional Manager in charge of the institution will meet with the inmate before authorizing an inmate's transfer to an SIU to discuss the circumstances leading to the proposed SIU Transfer Authorization.

When Circumstances Do Not Permit Staff Consultations or Meeting with the Inmate

16. When circumstances do not permit staff consultations or meeting with the inmate before an SIU Transfer Authorization, the AWI or, outside of regular working hours, the Correctional Manager in charge of the institution, will:
- a. complete all staff consultations [as soon as practicable](#), but no later than the end of the [first working day](#) following the SIU Transfer Authorization
 - b. meet with the inmate [as soon as practicable](#), but no later than one (1) calendar day following the SIU Transfer Authorization.

Staff Consultations and Inmate Meeting Documentation

17. The AWI or, outside of regular working hours, the Correctional Manager in charge of the institution will:
- a. document all staff consultations in the applicable SIU Transfer Authorization section in the SIU application [as soon as possible](#), but no later than the end of the first working day following the SIU Transfer Authorization
 - b. document the meeting with the inmate in the applicable SIU Transfer Authorization section in the SIU application [as soon as possible](#), but no later than one (1) calendar day following the SIU Transfer Authorization.

Determination of Legal Requirements and Least Restrictive Measures for an SIU Transfer

18. The AWI or, outside of regular working hours, the Correctional Manager in charge of the institution will review, consider and follow up with, as necessary and [when circumstances permit](#), all available information to ensure an SIU transfer is the least restrictive measure and all legal requirements for an SIU Transfer Authorization are met.

SIU Transfer Authorization from a Non-SIU Site to an SIU at a Designated Institution**Immediate Physical Transfer to an SIU – Authorized Criteria**

19. At a non-SIU site, the AWI or, outside of regular working hours, the Correctional Manager in charge of the institution will only approve an [immediate physical transfer](#) of an inmate to an SIU, when:
- a. there are no available cells at the non-SIU site to accommodate the inmate's restricted movement due to inoperable cells or when cells used for the management of offenders subject to restricted movement are at full capacity

- b. due to an [exceptional reason](#), remaining at the non-SIU site would jeopardize the safety of any person, including the inmate, the security of the penitentiary or interfere in an investigation that could lead to a criminal or serious charge.

Preliminary Transfer Consultation

20. When considering an inmate's [immediate physical transfer](#) from a non-SIU site to an SIU at a designated institution at the time of the SIU Transfer Authorization or any time prior to the Institutional Head's SIU transfer decision, the AWI or, outside of regular working hours, the Correctional Manager in charge of the institution will, prior to the physical transfer of the inmate to an SIU:
- a. consult with the AWI at the receiving or proposed SIU site or, outside of regular working hours, the SIU Correctional Manager or the Correctional Manager in charge of the institution in the absence of the SIU Correctional Manager, to discuss:
 - i. the [exceptional reason](#) or criteria and the need to immediately physically transfer the inmate to an SIU
 - ii. any safety and security information and/or concerns
 - iii. any health care concerns, as identified by a registered health care professional
 - b. document the rationale for the immediate physical transfer and the results of the preliminary consultation with the receiving or proposed SIU site in the SIU Transfer Authorization section in the SIU application
 - c. complete the SIU Transfer Authorization in the SIU application.

Non-Immediate Transfer to an SIU

21. The AWI or, outside of regular working hours, the Correctional Manager in charge of the institution will only authorize an inmate's physical transfer from a non-SIU site to an SIU at a designated institution after the Institutional Head approves the inmate's transfer to an SIU, unless the inmate's [immediate physical transfer](#) is required.

Requesting Official Consultation Comments

22. Following an inmate's SIU Transfer Authorization from a non-SIU site to an SIU at a designated institution (immediate or non-immediate), the AWI will:
- a. request official consultation comments from the receiving or proposed SIU site no later than one (1) working day after the SIU Transfer Authorization

- b. document the results of the official consultation in “Supplementary Information” in the SIU Application upon receipt for consideration by the Institutional Head to approve or not approve the inmate’s SIU transfer.

SIU Transfer Authorization from an SIU Site to an SIU at Another Designated Institution

Exceptional Reason for an SIU Transfer Authorization to an SIU at Another Designated Institution

23. The AWI will authorize an inmate’s transfer from a mainstream inmate population at an SIU site to an SIU at another designated institution only when the inmate cannot be managed in the SIU of the sending SIU site due to one of the following [exceptional reasons](#):
 - a. the SIU of the sending site is at full capacity
 - b. the SIU of the sending site is temporarily inoperable
 - c. the inmate’s immediate transfer to the SIU of the sending SIU site would jeopardize the safety of any person, including the inmate, or the security of the penitentiary or interfere in an investigation that could lead to a criminal or serious charge.

Preliminary Transfer Consultation

24. During regular working hours, when considering an SIU Transfer Authorization from a mainstream inmate population at an SIU site to an SIU at another designated institution, the AWI will, [when circumstances permit](#) prior to the inmate’s physical movement:
 - a. discuss the [exceptional reason](#) with the DW of the sending SIU site to confirm that an SIU Transfer Authorization to an SIU at another designated institution is required
 - b. consult with the AWI of the receiving SIU site to discuss:
 - i. the [exceptional reason](#) and the need to immediately physically transfer the inmate to an SIU at another designated institution
 - ii. any safety and security information and/or concerns
 - iii. any health care concerns, as identified by a registered health care professional
 - c. document the results of the discussion, including the [exceptional reason](#), and the preliminary consultation with the receiving or proposed site in the SIU Transfer Authorization section in the SIU application
 - d. complete the SIU Transfer Authorization in the SIU application.

25. Outside of regular working hours, the Correctional Manager in charge of the institution will, [when circumstances permit](#), prior to the inmate's physical movement:
- a. discuss the [exceptional reason](#) with the [duty manager designated in institutional standing orders](#) of the sending SIU site, excluding the IH, to confirm that an SIU Transfer Authorization to an SIU at another designated institution is required
 - b. consult with the SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution of the receiving or proposed SIU site, to discuss:
 - i. the [exceptional reason](#) and the need to immediately physically transfer the inmate to an SIU at another designated institution
 - ii. any safety and security information and/or concerns
 - iii. any health care concerns, as identified by a registered health care professional
 - c. document the results of the discussion, including the [exceptional reason](#), and the preliminary consultation with the receiving or proposed site in the SIU Transfer Authorization section of the SIU application
 - d. complete the SIU Transfer Authorization in the SIU application.
26. Where an inmate is authorized for transfer from a mainstream inmate population at an SIU site to an SIU at another designated institution outside of regular working hours, or the AWI was unable to consult with the DW of the sending SIU site prior to the inmate's physical movement, the AWI will:
- a. discuss the [exceptional reason](#) with the DW of the sending SIU site no later than the next working day to either:
 - i. confirm the immediate transfer was required
 - ii. transfer the inmate back to the sending SIU site to manage the inmate in their SIU
 - b. document the results of the discussion in the SIU application.

Requesting Official Consultation Comments

27. Following an inmate's SIU Transfer Authorization from a mainstream inmate population at an SIU site to an SIU at another designated institution, the AWI of the sending SIU site will:
- a. request official consultation comments from the receiving or proposed SIU site no later than one (1) working day after the SIU Transfer Authorization

- b. document the results of the official consultation in “Supplementary Information” in the SIU application upon receipt for consideration by the Institutional Head to approve or not approve the inmate’s SIU transfer.

Responding to a Request for Official Consultation Comments

28. Following a request for official consultation comments from a sending site, the AWI of the receiving or proposed SIU site will ensure a written response is provided to the sending site no later than one (1) working day from receipt of the request, including:
 - a. integration options in a mainstream inmate population as an alternative to an SIU authorization
 - b. identified incompatibles and other security concerns at the receiving or proposed SIU site, including consultation comments from the receiving or proposed Security Intelligence Department (SID)
 - c. if the inmate’s health care needs, when applicable, can be accommodated
 - d. if the inmate’s language and/or cultural needs, when applicable, can be accommodated
 - e. if the inmate’s program and interventions needs can be accommodated
 - f. strategies to manage the inmate and meet the inmate’s accommodation needs in the SIU of the receiving or proposed SIU site.

SIU Transfer Authorization Documentation

SIU Transfer Authorization

29. The AWI or, outside of regular working hours, the Correctional Manager in charge of the institution will ensure, on the day a transfer to an SIU is authorized:
 - a. all “Authorization” screens in the SIU Application are completed
 - b. the SIU Transfer Authorization is clearly detailed pursuant to the content guidelines in [Annex C](#).

Withholding of Information in an SIU Transfer Authorization

30. The Institutional Head will only authorize the withholding of information necessary to protect the interest identified, pursuant to [subsection 27\(3\)](#) of the CCRA, where there are reasonable grounds to believe that disclosure of information in relation to the inmate’s transfer to an SIU would jeopardize the safety of any person, the security of the penitentiary and/or the conduct of any lawful investigation.

Security Intelligence Summary or Gist for inclusion in an SIU Transfer Authorization

31. The institutional Security Intelligence Officer (SIO) will, on the day of the SIU Transfer Authorization or, if not operationally feasible, within one (1) working day of the authorization:
- a. prepare a summary of any security intelligence information related to the reason(s) for an inmate's SIU Transfer Authorization
 - b. when it is determined that withholding of information is necessary, complete a gist of Protected C information, pursuant to [CD 701 – Information Sharing](#)
 - c. provide the summary or gist to the AWI for inclusion in the SIU Transfer Authorization or, if not operationally feasible on the day of the authorization, document the written summary or gist in "Supplementary Information" in the SIU application.

Immediate Needs Checklist – Suicide Risk

32. Pursuant to [CD 843 – Interventions to Preserve Life and Prevent Serious Bodily Harm](#), the SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution will:
- a. complete the [Immediate Needs Checklist – Suicide Risk](#) (CSC/SCC 1433) in the SIU application prior to or immediately following an SIU Transfer Authorization, as circumstances permit
 - b. immediately notify Health Services, pursuant to the instructions on the [Immediate Needs Checklist – Suicide Risk](#) (CSC/SCC 1433).
33. When the inmate is moved to High or Modified Watch from an SIU or restricted movement cell following the SIU Transfer Authorization, the SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution will record the inmate as "Out of SIU/facility" in the SIU application during the period of time the inmate is not physically in the SIU or restricted movement cell.

Transfer Warrants**Non-SIU Site**

34. At non-SIU sites, the AWO, the AWI in the absence of the AWO or, outside of regular working hours, the Correctional Manager in charge of the institution will sign the transfer warrant to effect an inmate's physical transfer from a non-SIU site to an SIU at a designated institution.

SIU Site

35. At SIU sites, the AWO, the AWI in the absence of the AWO or, outside of regular working hours, the Correctional Manager in charge of the institution will sign the transfer warrant to effect an inmate's [immediate physical transfer](#) for an [exceptional reason](#) from an SIU site to an SIU at another designated institution.

Physical Movement of an Inmate to an SIU or Restricted Movement Cell**Non-SIU Site**

36. At a non-SIU site, the Correctional Manager in charge of the institution will ensure:

- a. an inmate authorized for transfer to an SIU is immediately assigned and moved to a restricted movement cell
- b. an inmate authorized for an [immediate physical transfer](#) to an SIU is physically transferred to an SIU [as soon as practicable](#) or, where there is a delay, the inmate is immediately assigned and moved to a restricted movement cell until the inmate is physically transferred to an SIU
- c. if approved by the Institutional Head to transfer to an SIU, inmates are physically transferred to an SIU no later than five (5) working days after the day an SIU transfer was authorized
- d. when Health Services has identified health considerations that require movement to a health care unit or outside hospital, the inmate's movement is effected [as soon as possible](#).

SIU Site

37. At an SIU site, the SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution will ensure:

- a. an inmate authorized for transfer from a mainstream inmate population at an SIU site is immediately assigned and moved to an SIU cell
- b. an inmate authorized for transfer from a mainstream inmate population at an SIU site to an SIU at another designated institution is physically transferred to the receiving SIU site [as soon as practicable](#)
- c. the inmate's physical transfer is recorded in OMS and the SIU application
- d. when Health Services has identified health considerations that require movement to a health care unit or outside hospital, the inmate's movement is effected [as soon as possible](#).

Procedural Safeguard Notifications Following an SIU Transfer Authorization

38. The SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will, without delay:
- a. advise the inmate of the reason for their transfer to an SIU
 - b. advise the inmate of their right to legal counsel, and provide the inmate with:
 - i. an opportunity to call legal counsel in a private area outside of their cell
 - ii. an opportunity to complete and sign the [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487) for sharing with their legal counsel and/or an [assistant](#)
 - iii. access to legal counsel pursuant to [CD 711 – Structured Intervention Units](#)
 - c. advise the inmate that they may have access to an Elder/Spiritual Advisor and/or Chaplain, as well as to cultural, religious and spiritual practices, to the extent safely possible
 - d. advise the inmate that arrangements for an interpreter will be made, as necessary for sharing of SIU documentation and decisions and attending legislated reviews, if they do not speak or understand either official language or if they have a disability that requires the use of an interpreter
 - e. advise the inmate of their right, and provide reasonable opportunity, to have access to contact organizations, including, but not limited to, the Office of the Correctional Investigator of Canada, Citizen Advisory Committees, Canadian Association of Elizabeth Fry Societies and John Howard Society
 - f. advise the inmate of their right, and provide reasonable opportunity, to engage an assistant in preparation for and to attend the [Structured Intervention Unit Review Committee](#) (SIURC), which may be in lieu of or in conjunction with the inmate's legal counsel
 - g. provide the inmate with a copy of the institutional SIU Inmate Handbook
 - h. advise the inmate that they may submit complaints and grievances, pursuant to [CD 081 – Offender Complaints and Grievances](#) and [GL 081-1 – Offender Complaint and Grievance Process](#)
 - i. document the inmate notification of procedural safeguards in the applicable SIU Transfer Authorization section of the SIU application.

Access to Legal Counsel

39. When an inmate requests to contact their legal counsel, the SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will:
- a. ensure the inmate is provided an opportunity to contact their legal counsel [as soon as practicable](#), but no later than within 24 hours after the inmate's request
 - b. once the call is facilitated, ensure the date and time the call was completed are documented in the "daily activities" section of the SIU application, including if the inmate was provided the call in a private area outside of their cell, or if the inmate declined a call in a private area
 - c. in cases where a legal call was requested and not facilitated within 24 hours of the inmate's request, ensure the reason(s) why are documented in the SIU application.

Inmate Property

Prior to the Institutional Head SIU Transfer Decision

40. The SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will ensure:
- a. an inmate authorized for an SIU transfer, including inmates subject to restricted movement at non-SIU sites, is immediately provided their personal property items related to hygiene, religion and spirituality, medical care, their television, radio and other electronic items, as well as personal items (e.g., photographs, phone cards, phone book) following the SIU Transfer Authorization, subject to safety and security concerns in accordance with [section 37](#) of the CCRA
 - b. the inmate receives their remaining personal property within 24 hours of request, prior to the Institutional Head's decision to approve or not approve an inmate's transfer to an SIU, subject to safety and security concerns in accordance with [section 37](#) of the CCRA.

Following the Institutional Head SIU Transfer Decision

41. Following the Institutional Head's decision to approve or not approve an inmate's transfer to an SIU, the SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will ensure an inmate receives their remaining property:
- a. within 24 hours of the Institutional Head's transfer decision, when the inmate was transferred from a mainstream inmate population to an SIU at the same institution, subject to safety and security concerns in accordance with [section 37](#) of the CCRA, or

- b. in accordance with [CD 566-12 – Personal Property of Offenders](#) when an inmate was transferred from a non-SIU site to an SIU at a designated institution or from a mainstream inmate population at an SIU site to an SIU at another designated institution.

Documenting Inmate Property

42. The SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will ensure that any request for and/or delivery of inmate property is documented in the SIU application, including:
 - a. a brief description of the property delivered (i.e. received in part – religious items, hygiene, TV/stereo, other electronic devices, personal effects, etc., or received in full)
 - b. if the inmate requested their remaining personal property
 - c. where an inmate's request is denied, the reason(s) in accordance with [section 37](#) of the CCRA.

SIU Threat Risk Assessment

43. The SIU Correctional Manager or, outside of regular working hours, the Correctional Manager in charge of the institution, the Correctional Manager, IIS, at women's institutions or the Correctional Manager in charge of the institution at non-SIU sites will:
 - a. consult with the SIU-SIO, or the SIO at women's institutions or at non-SIU sites, and complete an SIU-TRA in the SIU application no later than the next calendar day following an inmate's SIU Transfer Authorization
 - b. when the SIU-SIO, or the SIO at women's institutions or at non-SIU sites, is not available to consult at the time the SIU-TRA is completed, ensure:
 - i. consultation occurs [as soon as practicable](#), but no later than one (1) working day from the inmate's SIU Transfer Authorization
 - ii. an updated TRA is completed in the SIU application following the consultation
 - c. authorize the use of [barriers](#) only when the risk to the safety of any person or the security of the institution cannot be managed through any other measures
 - d. at women's institutions, following an SIU Transfer Authorization and completion of the SIU-TRA, suspend the inmate's Reintegration Movement Plan until the inmate is transferred out of the SIU.

Inmate Notification of the SIU Transfer Authorization

44. Following an inmate's SIU Transfer Authorization, the SIU Manager, the Manager, IIS, at women's institutions or the MAI at non-SIU sites will:
- a. meet with the inmate no later than one (1) working day from the date of the SIU Transfer Authorization, to advise the inmate:
 - i. of the reason(s) for the SIU Transfer Authorization
 - ii. when the Institutional Head's SIU transfer decision is due
 - iii. of their right to submit written and/or verbal representations, including those of their legal counsel and/or [assistant](#), to the Institutional Head up until one (1) working day before the Institutional Head's SIU transfer decision is due
 - iv. of their SIU [entitlements](#)
 - v. of the [SIU inmate expectations](#), pursuant to [Annex G](#)
 - b. meet with the inmate no later than two (2) working days from the date of the SIU Transfer Authorization to provide the inmate with written notification of the reason(s) for the SIU Transfer Authorization, and
 - c. document the verbal and written notice of the inmate notifications in the SIU application.
45. If an inmate is immediately transferred from a non-SIU site to an SIU at a designated institution or from a mainstream inmate population at an SIU site to an SIU at another designated institution before the inmate is provided with their verbal and/or written inmate notifications, the SIU Manager or the Manager, IIS, at women institutions, as applicable, of the receiving SIU site will:
- a. meet with the inmate to complete any outstanding inmate notifications within the required timeframes, and
 - b. document the verbal and/or written notice of inmate notifications in the SIU application.

Inmate Representations

46. The SIU Manager, the Manager, IIS, at women institutions or the MAI at non-SIU sites will ensure the inmate's written and/or verbal representations, including representations from the inmate's legal counsel and/or [assistant](#), are documented in "Supplementary Information" in the SIU application for the Institutional Head's consideration in making their decision to approve or not approve the SIU transfer.

47. If an inmate is immediately transferred from a non-SIU site to an SIU at a designated institution or from a mainstream inmate population at an SIU site to an SIU at another designated institution, the SIU Manager of the receiving SIU site will:
- a. coordinate the inmate's written representations, including representations from the inmate's legal counsel and/or assistant, with the sending institution to ensure the inmate has an opportunity to submit written representations to the sending Institutional Head for consideration in making their decision to approve or not approve the SIU transfer
 - b. when operationally feasible, but no later than one (1) working day before the Institutional Head's SIU transfer decision is due, coordinate the necessary arrangements to accommodate an inmate's written request to provide verbal representations (e.g. videoconference or teleconference) to the sending Institutional Head for consideration in making their SIU transfer decision.

Initial Case Conferences and Reviews Following an SIU Transfer Authorization

Initial SIO Meeting with an Inmate and Review of Security Intelligence Information

48. The SIU-SIO, or an SIO at women's institutions or non-SIU sites, will:
- a. meet with the inmate within one (1) working day of the inmate's physical transfer to an SIU, or movement to a restricted movement cell, to:
 - i. assess security concerns and identify strategies to facilitate an inmate's return to a mainstream inmate population at the earliest possible opportunity and/or to manage the inmate safely in an SIU or while subject to restricted movement
 - ii. review and update the inmate's incompatibilities
 - iii. complete or update security intelligence forms, as applicable, including an [Assessment of Affiliation with a Security Threat Group](#) (CSC/SCC 1184-02), based on the circumstances of the SIU Transfer Authorization or an inmate's current or new Security Threat Group (STG) declaration
 - b. consult with sanctioned inmate representatives, as required, to identify or confirm inmate safety concerns and/or to determine if informal conflict resolution or mediation is a reasonable alternative to the SIU Transfer Authorization, and
 - c. review and update security intelligence information and advise staff of any security concerns.

Case Management – Initial Case Conference

49. At men's institutions, the institutional Parole Officer assigned to the inmate at the time of an SIU Transfer Authorization will:

- a. work collaboratively with the receiving SIU-CMT and, [as soon as possible](#), complete a case conference with the assigned SIU-PO to discuss the reasons for the SIU transfer, identify alternatives, and ensure all information is up to date and accurate
- b. document the case conference in a casework record.

Initial Case Management Meeting with an Inmate Authorized for Transfer to an SIU

50. The institutional Parole Officer assigned to an inmate at the time of the SIU Transfer Authorization will:

- a. meet with the inmate within one (1) working day of the SIU Transfer Authorization to discuss the reasons for the SIU transfer and identify alternatives to an SIU
- b. work collaboratively with the receiving SIU-CMT to meet with the inmate via telephone or videoconference [as soon as practicable](#)
- c. document the meeting in the SIU application.

51. The SIU Parole Officer will:

- a. meet with the SIU inmate within one (1) working day of being assigned to the inmate's case to discuss the reasons for an SIU transfer and identify and discuss alternatives to the SIU
- b. document the meeting in the "Supplementary Information" screen in the SIU application and discuss the case with the SIU Manager
- c. where an inmate is transferred from a mainstream inmate population at an SIU site to an SIU at another designated institution or transferred immediately from a non-SIU site to an SIU at a designated institution, work collaboratively with the sending Parole Officer to coordinate the initial case management meeting [as soon as practicable](#).

Case Management Review of Security Level and Transfer Alternatives Prior to an SIU Transfer Decision

52. The institutional Parole Officer assigned to an inmate at the time of the SIU Transfer Authorization will, within four (4) working days after an inmate's SIU Transfer Authorization:

- a. complete a review of the circumstances/incident that led to the SIU Transfer Authorization to confirm the appropriateness of the inmate's Offender Security Level (OSL)

- b. if it is believed that the inmate's current security classification is no longer appropriate and there may be a recommendation to change the inmate's security level, complete the Security Reclassification Scale/Security Reclassification Scale for Women, pursuant to [CD 710-6 – Review of Inmate Security Classification](#)
- c. initiate a transfer process when a transfer to another institution is the most reasonable alternative to an SIU
- d. document a summary of the review of security level and transfer alternatives in "Supplementary Information" in the SIU application for the Institutional Head's consideration in making their decision to approve or not approve the inmate's SIU transfer.

53. Where a transfer to another institution is assessed as the most reasonable alternative to the SIU transfer, the institutional Parole Officer will:

- a. request intra-regional transfer comments or, where an intra-regional transfer is not possible, inter-regional transfer comments, no later than five (5) working days after the day of the SIU Transfer Authorization
- b. complete all required transfer casework pursuant to the timeframes and procedures in [GL 711-3 – Procedures to Transfer an Inmate out of a Structured Intervention Unit](#)
- c. where applicable, complete the Assessment for Decision for reassessed security requirements, pursuant to [CD 710-6 – Review of Inmate Security Classification](#), in conjunction with the required transfer casework.

Confirmation and Cancellation of an SIU Transfer Authorization

Confirmation or Cancellation of an SIU Transfer Authorization by a Correctional Manager in Charge

54. When a Correctional Manager in charge of the institution authorized an inmate's transfer to an SIU, the AWI will:

- a. review the SIU Transfer Authorization no later than the next working day to:
 - i. confirm the SIU Transfer Authorization, or
 - ii. cancel the SIU Transfer Authorization
- b. document their decision and the reasons in the SIU application, pursuant to [Annex D](#)
- c. ensure the inmate is shared the decision and the reasons:
 - i. verbally, on the date of the decision, and the sharing is documented in the SIU application

- ii. in writing within one (1) working day of the decision and the sharing is documented in the SIU application or Casework Record (CWR) if the inmate is no longer in the SIU.

55. When the decision is to cancel the SIU Transfer Authorization, the AWI will:

- a. ensure the inmate is returned to a mainstream inmate population [as soon as practicable](#), and
- b. notify the Institutional Head of the decision.

56. Following confirmation of an SIU Transfer Authorization, the AWI will:

- a. ensure the CMT continues to review the inmate's case through ongoing consultation with members of the multidisciplinary team to identify [reasonable alternatives](#)
- b. cancel the SIU Transfer Authorization at any time prior to the Institutional Head's SIU transfer decision when the CMT identifies an alternative to the SIU that the inmate is in agreement with and a transfer to the SIU is no longer the least restrictive measure
- c. if the SIU Transfer Authorization is not cancelled prior to the Institutional Head's SIU transfer decision, provide the inmate's representations, including those of the inmate's legal counsel and/or [assistant](#), and any other relevant documentation to the IH for consideration in making their decision to approve or not approve an inmate's SIU transfer.

Cancellation of an SIU Transfer Authorization Following an Identified Alternative at the Same Institution

57. Where an alternative is identified to return the inmate to a mainstream inmate population at the same institution before the Institutional Head's decision to approve or not approve the SIU transfer, the institutional Parole Officer will:

- a. complete consultations with, as applicable, the SID, the Correctional Manager or MAI of the proposed unit, Health Services, sanctioned inmate representatives, the Elder or Indigenous Liaison Officer (ILO), and other members of the CMT, to confirm the identified alternative is reasonable
- b. meet with the inmate to discuss the identified alternative and determine if the inmate is willing to integrate
- c. where the inmate identifies integration risk(s) with an identified alternative, such as compatibility concerns or threatens to utilize violence if forced to integrate due to perceived risk, the alternative should be re-evaluated to determine the level of risk associated with proceeding with the identified alternative, and if the risk is not manageable, the alternative will be considered no longer viable

- d. document their analysis of the identified alternative in the SIU application, including:
 - i. the identified alternative/proposed plan and any consultations that took place to confirm the alternative is viable
 - ii. the results of the discussion with the inmate and, if applicable, the analysis of the inmate's identified risk(s), including any follow-up consultations to determine if the alternative remains viable
 - iii. the CMT's recommendation to cancel the SIU Transfer Authorization if the identified alternative/proposed plan is supported, or the reason(s) the identified alternative is considered no longer viable, for consideration by the AWI.

58. Following completion of the analysis of an identified alternative at the same institution and the CMT's recommendation, the AWI will consider all available information, and where the identified alternative/proposed plan is supported and a transfer to the SIU is no longer the least restrictive measure, cancel the SIU transfer, without delay.

59. Following an identified alternative at the same institution and a decision to cancel the SIU Transfer Authorization, the AWI will ensure:

- a. the inmate is shared the decision and the reasons:
 - i. verbally, on the date of the decision and prior to the inmate's physical movement, and the sharing is documented in the SIU application
 - ii. in writing within one (1) working day of the decision and the sharing is documented in the SIU application or a Casework Record (CWR) if the inmate is no longer in the SIU
- b. the inmate is physically transferred to the mainstream inmate population [as soon as practicable](#)
- c. the Institutional Head is notified of the decision.

Cancellation of SIU Transfer Authorization Following an Identified Alternative at a Receiving SIU Site

60. Where a receiving SIU site identifies an alternative to the SIU transfer in their mainstream inmate population following an inmate's [immediate physical transfer](#) to the SIU and prior to the Institutional Head's decision to approve or not approve the SIU transfer, the SIU-PO of the receiving SIU site will:

- a. complete consultations with, as applicable, the SID, the Correctional Manager or MAI of the proposed unit, Health Services, sanctioned inmate representatives, the Elder or ILO, and other members of the CMT, to confirm the identified alternative is viable

- b. meet with the inmate to discuss the identified alternative and determine if the inmate is willing to integrate. Where the inmate identifies integration risk(s) with an identified alternative, such as incompatibility concerns, or threatens to utilize violence if forced to integrate, the SIU-PO will re-evaluate the alternative to determine if the level of risk associated with proceeding with the identified alternative is manageable and if the alternative remains viable
 - c. document their analysis of the alternative identified in “Supplementary Information”, including:
 - i. the identified alternative and consultations that took place to confirm the alternative is viable
 - ii. the results of the discussion with the inmate and, if applicable, the analysis of the inmate’s identified risk(s), including any follow-up consultations to determine if the alternative remains viable
 - iii. the receiving site’s recommendation for consideration by the sending site.
61. The AWI of the receiving SIU site will notify the AWI of the sending site of the identified alternative, if the inmate is agreement with the plan and the receiving site’s recommendation.
62. Following notification of an alternative from the receiving site, the AWI of the sending site will discuss the proposed alternative to the SIU transfer with the inmate’s CMT.
63. Where the proposed alternative is supported by the sending site, the institutional Parole Officer of the sending site will:
- a. work collaboratively with the receiving SIU-CMT and complete the applicable transfer process, pursuant to [CD 710-2-3 – Inmate Transfer Processes](#), without delay, to ensure the inmate’s transfer out of an SIU at the earliest possible opportunity
 - b. recommend the inmate’s SIU Transfer Authorization be cancelled following an approved CSC transfer decision and confirmation that the decision was verbally shared with the inmate, and
 - c. document the recommendation to cancel an SIU Transfer Authorization in “Supplementary Information” in the SIU application for consideration by the AWI.
64. Where the proposed alternative is not supported by the sending site:
- a. the AWI of the sending site will notify the AWI of the receiving site that the alternative is not supported, along with the reasons why the alternative is not supported and will not be cancelling the SIU transfer authorization
 - b. the institutional Parole Officer of the sending site will document the reasons the alternative is not supported in “Supplementary Information” in the SIU application.

65. Following a recommendation to cancel an SIU Transfer Authorization at a receiving institution, and upon consideration of all available information, the sending AWI will:
- a. cancel the SIU Transfer Authorization following an approved CSC transfer decision, pursuant to [Annex D](#), when the decision is rendered before the Institutional Head's SIU transfer decision is due, or
 - b. if the SIU Transfer Authorization was unable to be cancelled before the SIU transfer decision and the identified alternative remains viable, provide the SIU authorization documentation and the details of the identified alternative/proposed plan, and any inmate representations or other relevant documentation, to the Institutional Head for consideration in making their decision to approve or not approve the inmate's SIU transfer.
66. Following an identified alternative at a receiving site and a decision to cancel an SIU Transfer Authorization, the AWI of the receiving site will ensure:
- a. the inmate is shared the decision and the reasons:
 - i. verbally, on the date of the decision and prior to the inmate's physical movement, and the sharing is documented in the SIU application
 - ii. in writing, within one (1) working day of the decision and the sharing is documented in the SIU application or a Casework Record (CWR) if the inmate is no longer in the SIU
 - b. the inmate is physically transferred to the mainstream inmate population at the receiving site [as soon as practicable](#)
 - c. the Institutional Head is notified of the decision.

Cancellation of an SIU Transfer Authorization Following an Approved Transfer to Another Institution

67. Where a transfer to a mainstream inmate population at another institution is supported before the Institutional Head's decision to approve or not approve the SIU transfer, the institutional Parole Officer will:
- a. complete consultations with, as applicable, the SID, Health Services, the Elder or ILO, and other members of the CMT, to confirm the transfer plan is supported and there are no concerns that would preclude the inmate's transfer to the proposed site
 - b. meet with the inmate to discuss the official transfer comments from the proposed site, including the identified alternative/proposed plan, and determine if the inmate is willing to integrate

- c. where the inmate identifies integration risk(s) with an identified alternative, such as compatibility concerns or threatens to utilize violence if forced to integrate due to perceived risk, the alternative should be re-evaluated to determine the level of risk associated with proceeding with the identified alternative, and if the risk is not manageable, the alternative will be considered no longer viable
 - d. when the transfer plan is supported:
 - i. complete the applicable transfer process, pursuant to [CD 710-2-3 – Inmate Transfer Processes](#), without delay, to ensure the inmate’s transfer out of an SIU at the earliest possible opportunity
 - ii. verbally share the decision with the inmate following an approved CSC transfer decision and recommend the inmate’s SIU Transfer Authorization be cancelled when a plan to effect the inmate’s physical transfer is confirmed
 - iii. document the recommendation to cancel an SIU Transfer Authorization in “Supplementary Information” in the SIU application for consideration by the AWI.
68. Following a recommendation to cancel an SIU Transfer Authorization, the AWI will consider all available information, and when the inmate’s approved transfer can be effected prior to the Institutional Head’s SIU transfer decision, cancel the SIU transfer, without delay.
69. Following an approved transfer plan and a decision to cancel the SIU Transfer Authorization, the AWI will ensure:
- a. the inmate is shared the decision and the reasons:
 - i. verbally, on the date of the decision and prior to the inmate’s physical movement, and the sharing is documented in the SIU application
 - ii. in writing within one (1) working day of the decision and the sharing is documented in the SIU application or a Casework Record (CWR) if the inmate is no longer in the SIU
 - b. the inmate is physically transferred to the approved site [as soon as practicable](#)
 - c. the Institutional Head is notified of the decision.

Inmate Refusal to leave an SIU or a Delay in Implementing the Decision following Cancellation of the SIU Transfer Authorization

70. Where an inmate refuses to leave an SIU or a restricted movement cell or there is a delay in implementing the decision following cancellation of an SIU Transfer Authorization, the AWI will:
- a. ensure the CMT continues to meet with the inmate to discuss the plan, including the reason(s) a proposed plan is supported or the reason(s) for a delay, and encourage the inmate to return to a mainstream inmate population when the inmate is refusing to integrate
 - b. provide all applicable information, including the SIU authorization and cancellation documentation, the inmate's representations, as well as their refusal, if applicable, representations from the inmate's legal counsel and/or assistant and any other relevant documentation, to the Institutional Head for consideration in making their decision to approve or not approve the inmate's SIU transfer.

SIU TRANSFER DECISION

Prior to an SIU Transfer Decision

71. The Institutional Head will:
- a. meet with an inmate in person to discuss the circumstances of the SIU Transfer Authorization and receive any oral and/or written representations prior to making a decision to approve or not approve the inmate's transfer to an SIU
 - b. ensure the meeting is documented in the "daily activities" section of the SIU application.
72. Where the Institutional Head meets with the inmate through a cell door hatch or other [barrier](#) due to safety and/or security concerns, the Institutional Head will ensure:
- a. an SIU-TRA is completed in the SIU application that identifies the specific risk to the safety of any person or the security of the penitentiary
 - b. the use of a barrier is documented, along with the reasons for it, in the "daily activities" section of the SIU application.
73. If the inmate has been physically transferred from a mainstream inmate population at an SIU site to an SIU at another designated institution or from a non-SIU site to an SIU at a designated institution before the sending Institutional Head makes their decision, the AWI of the sending site will ensure arrangements are made to facilitate a videoconference between the Institutional Head and the inmate.

74. When a videoconference cannot be arranged to allow the sending Institutional Head to meet with the inmate, the AWI of the sending site will ensure:
- a. the Institutional Head of the receiving SIU site meets with the inmate on behalf of the sending Institutional Head to hear the inmate's representations
 - b. the outcome of the meeting is documented in the SIU application for consideration by the sending Institutional Head in making their decision to approve or not approve the inmate's SIU transfer.

Institutional Head SIU Transfer Decision

75. The Institutional Head will:

- a. consider all relevant information to the SIU transfer provided to them for the purpose of rendering their decision, including the inmate's representations, and the representations of the inmate's legal counsel and/or assistant, and determine if the legal requirements for an SIU transfer are met and a transfer to the SIU is the least restrictive measure
- b. make a decision to approve or not approve an inmate's transfer to an SIU within five (5) working days from the day of the SIU Transfer Authorization
- c. document their decision, pursuant to [Annex E](#).

Following an SIU Transfer Decision

76. Following an Institutional Head's SIU transfer decision, the SIU Manager, the Manager, IIS, at women's institutions or the MAI at non-SIU sites will ensure:
- a. the inmate is verbally advised of the decision, including the reasons for it, within one (1) working day of the decision
 - b. the inmate is given the Institutional Head's written decision, including the reasons for it, within two (2) working days of the decision
 - c. the verbal and written notification is documented in the SIU application at the time the notification was provided to the inmate.

77. Where the Institutional Head does not approve the inmate's transfer to an SIU, they will ensure:
- a. the inmate is physically transferred out of an SIU [as soon as practicable](#), or
 - b. if the inmate refuses to leave the SIU or there is a delay in implementing the decision, the inmate continues to be managed in the SIU pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#) and [GL 711-3 – Procedures to Transfer Inmates Out of an Structured Intervention Unit](#) and all efforts are made to physically transfer the inmate out of the SIU [as soon as possible](#).

Case Management Work Following an SIU Transfer Decision

Correctional Plan Update

78. At men's institutions, the institutional Parole Officer assigned to an inmate at the time of the SIU Transfer Authorization will:
- a. complete a CPU, pursuant to [CD 710-1 – Progress Against the Correctional Plan](#), [as soon as practicable](#), but no later than five (5) working days after the Institutional Head's decision:
 - i. to approve an inmate's transfer to an SIU, or
 - ii. not approve an inmate's transfer to an SIU but the inmate refuses to leave or there is a delay in physically transferring the inmate out of an SIU
 - b. complete an [SIU Casework Record](#) (SIU-CWR) in lieu of a CPU, when:
 - i. an inmate's Correctional Plan or most recent CPU was completed less than 180 days before the inmate's SIU Transfer Authorization and there are no changes to any of the inmate's key ratings or mainstream program needs, giving consideration to reassessed security requirements, where applicable
 - ii. an inmate's Correctional Plan has not yet been completed
 - iii. an inmate has been approved for a transfer to an SIU within 30 calendar days after the day they were last transferred out of an SIU
 - iv. a provincial, non-sentenced offender remanded to a federal penitentiary is transferred to an SIU
 - c. complete all [outstanding case management work](#), excluding SIU specific casework, due within 30 calendar days from the date of the inmate's SIU Transfer Authorization.

79. Where an inmate is transferred to another institution through the regular voluntary or involuntary intra/inter-regional transfer process and, upon arrival or within [reasonable circumstances](#), is authorized and subsequently approved for a transfer to an SIU, the inmate's assigned institutional Parole Officer of the sending site will:
- a. complete the CPU or the SIU-CWR when a CPU is not required
 - b. complete all outstanding case management work, excluding SIU specific casework, due within 30 calendar days from the date of the inmate's institutional transfer.

SIU Transfer Following Suspension of Release

80. When an inmate is authorized to transfer to an SIU within five (5) calendar days following suspension of a release, the assigned SIU Parole Officer will:
- a. notify the assigned community Parole officer of the inmate's transfer to an SIU
 - b. provide updates of the case to the community Parole Officer.
81. The community Parole Officer assigned to an inmate at the time of the suspension of a release will complete an [SIU-CWR as soon as possible](#), but no later than five (5) working days after the Institutional Head's decision:
- a. to approve an inmate's transfer to an SIU, or
 - b. not approve an inmate's transfer to an SIU but the inmate refuses to leave or there is a delay in physically transferring the inmate out of an SIU.

SIU Casework Records

82. When an SIU-CWR is completed in lieu of a CPU, the institutional Parole Officer, or, in the case of a suspension, the community Parole Officer, will ensure the SIU-CWR includes:
- a. the reason a CPU is not required
 - b. an update of the inmate's case since the last CPU was completed, including:
 - i. program participation, activities or interventions
 - ii. cultural or spiritual engagement
 - iii. employment and/or education
 - iv. observed changes in the inmate's behaviour since the last CPU

- v. needs requiring ongoing intervention
- vi. outstanding program requirements and willingness to participate in their Correctional/Healing Plan
- c. inmate comments, if provided
- d. comments from staff and [contractors](#), including Elders, ILOs, Chaplains and/or other Spiritual Advisors, if provided.

SIU Correctional Plan Updates

83. The SIU Parole Officer, or the Parole Officer at women's institutions, will:

- a. complete an initial SIU-CPU, pursuant to [Annex F, as soon as practicable](#), but no later than seven (7) working days after the Institutional Head's decision:
 - i. to approve an inmate's transfer to an SIU, or
 - ii. not approve an inmate's transfer to an SIU but the inmate refuses to leave or there is a delay in implementing the decision
- b. complete all subsequent SIU-CPU's pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#) and [GL 711-3 – Procedures to Transfer Inmates Out of an Structured Intervention Unit](#).

84. The SIU Parole Officer will complete an SIU-CWR in lieu of an initial SIU-CPU when:

- a. the Institutional Head does not approve an inmate's transfer to an SIU and the inmate is physically transferred out of an SIU to a mainstream inmate population, or
- b. the Institutional Head approves an inmate's transfer to an SIU, but the inmate is physically transferred out of an SIU to a mainstream inmate population before the initial SIU-CPU is completed.

85. When an SIU-CWR is completed in lieu of an initial SIU-CPU, the SIU Parole Officer will ensure the SIU-CWR includes:

- a. a summary of the inmate's:
 - i. behaviour in the SIU or while subject to restricted movement
 - ii. participation in interventions and programs

- iii. acceptance of their [entitlements](#)
- b. referrals made, if any, to ensure continuity of care
- c. inmate comments, if provided, and
- d. comments from staff and [contractors](#), including Elders, ILOs, Chaplains and/or other Spiritual Advisors, if provided.

Initial Correctional Plan Not Yet Completed

86. Where an inmate's initial Correctional Plan is still in progress following an approved transfer to an SIU:
- a. the SIU-PO or the PO at women's institutions will complete the initial SIU-CPU, and all subsequent required SIU-CPU's, within the required timeframes, and
 - b. the institutional Parole Officer responsible for completing the inmate's intake assessment will incorporate the circumstances of the inmate's SIU transfer into the inmate's initial Correctional Plan.

ENQUIRIES

87. Strategic Policy Division
National Headquarters
Email: Gen-NHQPolicy-Politi@CSC-SCC.gc.ca

Assistant Commissioner,
Correctional Operations and Programs

France Gratton

ANNEX A

CROSS-REFERENCES AND DEFINITIONS

CROSS-REFERENCES

[CD 001 – Mission, Values and Ethics Framework of the Correctional Service of Canada](#)

[CD 081 – Offender Complaints and Grievances](#)

[CD 084 – Inmates' Access to Legal Assistance and the Police](#)

[CD 550 – Inmate Accommodation](#)

[CD 568-2 – Recording and Sharing of Security Information and Intelligence](#)

[CD 568-7 – Management of Incompatible Offenders](#)

[CD 578 – Intensive Intervention Strategy in Women Offender Institutions/Units](#)

[CD 580 – Discipline of Inmates](#)

[CD 701 – Information Sharing](#)

[CD 702 – Indigenous Inmates](#)

[CD 705-3 – Immediate Needs Identification and Admission Interviews](#)

[CD 710-1 – Progress Against the Correctional Plan](#)

[CD 710-2 – Transfer of Inmates](#)

[GL 710-2-2 – Inter-Regional Transfers by Air](#)

[GL 710-2-3 – Inmate Transfer Processes](#)

[CD 710-6 – Review of Inmate Security Classification](#)

[CD 711 – Structured Intervention Units](#)

[GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)

[GL 711-3 – Procedures to Transfer Inmates Out of a Structured Intervention Unit](#)

[GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)

[GL 711-5 – Health Services in Structured Intervention Units](#)

[GL 711-6 – Referrals to and Information Sharing with Independent External Decision Makers](#)

[CD 784 – Victim Engagement](#)

[CD 800 – Health Services](#)

[CD 843 – Interventions to Preserve Life and Prevent Serious Bodily Harm](#)

[Offender Records System User's Guide](#)

DEFINITIONS

As soon as possible: at the earliest possible time or opportunity without compromising the safety of staff, inmates or the public and the security of the institution.

As soon as practicable: as soon as both possible and practical under all the facts and circumstances of the individual case and without compromising the safety of staff, inmates or the institution.

Assistant: when requested by an inmate, a person, other than an inmate's legal counsel, who can assist the inmate in preparing and presenting their representations, where the inmate is entitled to a review resulting from their confinement in an SIU, including attending and assisting an inmate at an SIURC.

Barrier: any physical obstruction, including, but not limited to, bars, security glass, cell doors, door hatches, outdoor fences or security screens, that is interposed or impedes interactions between an SIU inmate or inmate subject to restricted movement and another person.

Conditions of confinement: the provisions of inmate [entitlements](#) in an SIU or when subject to restricted movement, which include, but are not limited to, the frequency, duration and type of programs, interventions, services, exercise and leisure time provided to the inmate, as well as the conditions under which these are provided, including whether [barriers](#) are used to mediate interactions.

Contractors: people under contract with CSC to provide specific interventions and services to SIU inmates, including Elders, Elder's Helpers, Teachers, Chaplains and Spiritual Advisors.

Correctional interventions: include activities and interventions related to correctional programs, educational programs, behavioural skills coaching and social programs that support the return of inmates in SIUs to the mainstream inmate population at the earliest possible time, while maintaining continuity in meeting the objectives of their Correctional Plan.

Correctional Plan Update (CPU): the main purpose of the CPU is to report on the inmate's progress in meeting their Correctional Plan objectives. When a CPU is completed following an approved SIU transfer or when there is a delay in implementing a transfer out decision, it is intended to provide an update on the inmate's progress while in a mainstream inmate population, where the inmate has demonstrated progress against the objectives of their Correctional Plan or when a CPU has not been completed within the previous 180 days to ensure accurate and up to date information, and to be completed by the institutional Parole Officer responsible for the inmate's case while the inmate was in the mainstream inmate population prior to their transfer to an SIU.

CSC designated decision maker: CSC staff designated through this policy and in accordance with the [CCRA](#) to make decisions pursuant to the CSC decision framework in [CD 711 – Structured Intervention Units](#).

Duty Manager designated in Institutional Standing Orders: a designated on-call senior manager, excluding the Institutional Head, outside of regular working hours, to support the functions of the Correctional Manager in charge of the institution, where a decision cannot be made independently or without the support of a senior manager.

Entitlements: CSC's obligations to provide inmates in an SIU or inmates subject to restricted movement with opportunities to be out of their cell for a minimum of four hours daily which includes, at SIU sites, [opportunities to interact with others](#) for a minimum of two hours daily and at non-SIU sites, [when circumstances permit](#), in accordance with [subsection 36\(1\)](#) of the CCRA.

Exceptional reason: an immediate situation which endangers the life, safety or health of inmates, staff, visitors, or the security of the institution.

First working day: the day of the SIU Transfer Authorization constitutes the first working day if it is a regular working day for the purposes of determining procedural safeguard requirements and CSC decision timeframes. If it is not a regular working day, the next regular working day constitutes the first working day.

Immediate physical transfer: the physical movement of an inmate, [as soon as practicable](#), from a mainstream inmate population at an SIU site to an SIU at another designated institution for an [exceptional reason](#) or from a mainstream inmate population at a non-SIU site to an SIU at a designated institution, where it is determined that the inmate cannot be managed safely and/or effectively in the SIU at an SIU site at the time of an SIU Transfer Authorization or in a restricted movement cell at a non-SIU site at the time of an SIU Transfer Authorization or any time prior to the Institutional Head's SIU transfer decision.

Independent External Decision Maker (IEDM): appointed by the Minister to review the cases of inmates confined in an SIU in accordance with conditions and timeframes identified within the CCRA and CCRR.

Interaction: a face-to-face discussion, conversation, encounter or meeting by a CSC staff or contractor with an SIU inmate or inmate subject to restricted movement for the purpose of offering and/or providing an activity, intervention, service or for an administrative purpose, and is more than a casual or perfunctory conversation or done to complete a specific function. Interactions must be documented in the SIU application.

Interdisciplinary Team (IDT): an intervention body at women's institutions chaired by the Manager, Intensive Intervention Strategy, and comprised of the Correctional Manager, Intensive Intervention Strategy, registered health professionals, Parole Officers, Primary Workers, Behavioural Counsellors, Elders, Indigenous Liaison Officers and/or ad hoc members as required.

Opportunities to interact with others: opportunities provided to SIU inmates or inmates subject to restricted movement for interaction with others that is conducive to building rapport, social networks, or strengthening bonds with family or other supports through the provision of programs, interventions, services, cultural activities, religious and spiritual practice, leisure and social activities, family and community contact, all of which is essential in maintaining an inmate's health while supporting their transfer from an SIU at the earliest possible time.

Outstanding case management work: inmate applications or casework that remains outstanding and/or is due within 30 days from the date of the inmate's transfer to an SIU or from an SIU to another SIU at a designated site. This does not include SIU specific casework, such as casework for SIURCs or SIUCCs.

Reasonable alternatives: viable options that can be implemented to manage a situation where an inmate has acted or intends to act in a manner that jeopardizes the safety of any person or the security of the penitentiary, when the inmate's own safety is jeopardized or when allowing the inmate to remain in a mainstream inmate population would interfere with an investigation that could lead to a criminal or serious charge, by other means that ensures the security of the penitentiary and the safety of all staff, inmates, contractors and the public. Reasonable alternatives may include, but are not limited to, informal conflict resolution, the inmate disciplinary process, movement to an alternative range or unit, a reduction in security, transfer to an Indigenous healing lodge, regional treatment centre or another appropriate institution that meets the inmate's security requirements, cultural alternatives, such as movement to a Pathways range, Elder counselling and teachings or any other strategy that allows the inmate to remain in a mainstream inmate population without jeopardizing the safety of any staff member, contractor, the inmate or another inmate, the public or the security of the penitentiary.

Reasonable circumstances: following an intra- or inter-regional transfer, when a transfer to an SIU is not immediate, but within a reasonable period of time and taking into consideration the circumstances of the case (i.e. upon arrival, the inmate resided on a temporary accommodation range to review and identify placement options or required placement in health services; however, following a period of assessment or review, the inmate was unable to successfully integrate a mainstream inmate population prior to their SIU Transfer Authorization).

Regular working hours: Monday to Friday, excluding statutory holidays, generally between the hours of 8 a.m. and 4 p.m.

Restricted movement: an inmate who is authorized for a transfer to an SIU when incarcerated at a penitentiary that does not have an SIU may be subject to restrictions on their movement within the penitentiary and interactions with others, subject to safety and security considerations, until a transfer to an SIU can be effected.

Sanctioned inmate representative: an inmate who is an approved member of an institutional Inmate Welfare Committee or an approved unit/range representative or a member of an approved institutional or SIU inmate support committee and authorized to speak on behalf of an inmate or group of inmates pursuant to the conditions and procedures in [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#).

SIU application: application used by CSC staff and applicable contractors to document SIU decisions, the daily activities of SIU inmates and inmates subject to restricted movement, interactions with inmates and other information related to an inmate's confinement in an SIU.

SIU Case Management Team (SIU-CMT): a team of CSC staff and contractors involved in the management of an inmate's case while in an SIU, including but not limited to, the inmate's institutional and SIU Managers, Parole Officers, Correctional Officer II/Primary Workers, Elders and ILO staff.

SIU Casework Record (SIU-CWR): completed in OMS to record SIU case management activities and plans, programs, interventions and meetings with SIU inmates.

SIU inmate: an inmate who resides in an SIU.

SIU inmate expectations: behavioural expectations of an inmate when in an SIU, that include:

- participating in programs, interventions, services, cultural, religious and spiritual practice, leisure, educational and social activities to support their transfer out of an SIU
- meet with health care staff as required to assist in the completion of health care assessments
- avail themselves of the opportunities to spend time out of their cells and interact with others
- actively participate in achieving the objectives of their SIU Correctional Plan and, where applicable, their Indigenous Healing Plan, and
- participate in case conferences and SIURCs and comply with a decision by a designated CSC decision maker or an IEDM that they should not remain in the SIU.

SIU multidisciplinary team: CSC staff and contractors from a variety of disciplines who work together at men's institutions to identify alternatives to an inmate's confinement in an SIU as well as assess an inmate's risk and needs to determine the programs, interventions, and services that support their safe and successful return to a mainstream inmate population as soon as possible.

SIU Parole Officer (SIU-PO): a Parole Officer assigned to an SIU at a men's institution. Women's institutions do not have dedicated SIU Parole Officers and the institutional Parole Officer at a women's institution will continue to manage the case of an inmate transferred to an SIU.

SIU site: an institution with an SIU, as designated by the Commissioner.

SIU Transfer Authorization: where the legal requirements in accordance with [subsection 34\(1\)](#) of the CCRA are met and there are no [reasonable alternatives](#), the SIU transfer authorization is the first step in the SIU transfer decision process. The SIU authorization to transfer provides notice to the inmate that they may be approved for transfer to an SIU if legal and policy requirements are met.

Structured Intervention Unit (SIU): stand-alone, multi-level security unit within an area of a penitentiary designated by the Commissioner, which provides an alternative institutional living environment where an inmate cannot be maintained in a mainstream inmate population for institutional security or safety reasons, pursuant to [subsection 34\(1\)](#) of the CCRA. SIU inmates are provided opportunities to be out of their cell for a minimum of four hours daily and [opportunities to interact with others](#) for a minimum of two-hours daily, which include opportunities to participate in [correctional interventions](#) and services that address the reasons for their transfer to an SIU.

Structured Intervention Unit Case Conference (SIUCC): following a decision by a designated CSC decision maker or an IEDM that an inmate should not remain in an SIU, SIURCs and further duration decisions are no longer required as it has already been determined that the inmate should not remain in the SIU. Instead, when there is a delay in implementing a decision made by a designated CSC decision maker or an IEDM that an inmate should not remain in an SIU, an SIUCC will be held to ensure cases continue to be reviewed and inmates are transferred out of an SIU as soon as possible.

Structured Intervention Unit Correctional Intervention Board (SIU-CIB): a multidisciplinary intervention body chaired by the SIU Manager or Manager, Intensive Intervention Strategy, that approves interventions and contributes to recommendations or decisions. Members may include, as applicable: the Parole Officer working in an SIU or Parole Officer, Correctional Program Officer (CPO)/Indigenous Correctional Program Officer (ICPO), Chief of Education, Teacher, Behavioural Skills Coach, Elder/Spiritual Advisor, Religious or Spiritual Practitioner and Indigenous Liaison Officer and any other staff member who may contribute to the discussion or decision as determined by the Chairperson.

Structured Intervention Unit Review Committee (SIURC): pursuant to the procedures in [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#), a formal review of an SIU inmate’s case within legislated timeframes for the purpose of discussing alternatives to the SIU and recommending to a [CSC designated decision maker](#) or an IEDM that an inmate should either remain in or be transferred out of an SIU. An SIURC may also be held outside of legislated timeframes for the purpose of recommending an inmate’s immediate transfer out of an SIU to the Institutional Head (see ad-hoc decision) when there is a reasonable alternative and the inmate is in agreement with the plan or to facilitate an SIU inmate’s approved transfer or penitentiary placement.

When circumstances permit: when operationally feasible without compromising necessary operational routines and/or security of the penitentiary or the safety of any person.

Working day: means a day of the week that is not a statutory holiday or weekend.

ANNEX B

SIU TRANSFER AUTHORIZATION AND TRANSFER DECISION TIMEFRAMES

For the purposes of determining procedural safeguard requirements and CSC decision timeframes, regardless of the time, the day of the [SIU Transfer Authorization](#) constitutes the [first working day](#) if it is a regular [working day](#).

If the SIU Transfer Authorization falls on a weekend or statutory holiday, the next working day constitutes the first working day.

SIU PROCESS	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	DECISION OPTIONS
SIU Transfer Authorization CCRA 29.01(1)	Required on the day of the decision to authorize an inmate’s transfer to an SIU	Assistant Warden, Interventions (AWI) <u>or</u> Assistant Warden, Operations (AWO), in the absence of the AWI <u>or</u> Outside regular working hours, the Correctional Manager in charge of the institution	TRANSFER TO SIU AUTHORIZED This applies to SIU and non-SIU sites. Where a transfer to an SIU is authorized by a non-SIU site, the inmate will be subject to restricted movement until: 1) the physical transfer to an SIU is facilitated, which must be no later than 5-working days after the day of the SIU transfer authorization <u>or</u> 2) the SIU transfer authorization is cancelled.
Confirmation of SIU Transfer Authorization	Required on the next working day following an SIU transfer authorization by the Correctional Manager in charge of the institution	AWI <u>or</u> AWO in absence of AWI	CONFIRM SIU TRANSFER AUTHORIZATION <u>or</u> CANCEL SIU TRANSFER AUTHORIZATION
Cancellation of SIU Transfer Authorization	At any time prior to the Institutional Head’s SIU transfer decision in	AWI <u>or</u>	CANCEL THE SIU TRANSFER AUTHORIZATION

SIU PROCESS	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	DECISION OPTIONS
	accordance with subsection 29.01(2) of the CCRA, when a reasonable alternative is identified that the inmate is in agreement with or the criteria in subsection 34(1) of the CCRA are no longer met	AWO in absence of AWI	
SIU Transfer Decision CCRA 29.01(2)	Within five working days from the day the SIU transfer was authorized (includes day of the SIU transfer authorization)	Institutional Head	TRANSFER TO SIU – APPROVED <u>or</u> TRANSFER TO SIU – NOT APPROVED

ANNEX C

SIU TRANSFER AUTHORIZATION – CONTENT GUIDELINES

The SIU Transfer Authorization in the SIU application generates a transfer warrant in OMS to facilitate an inmate's physical transfer from a mainstream inmate population at an SIU site to an SIU at another designated institution or from a non-SIU site to an SIU. A transfer warrant is not required when an inmate is authorized for transfer from a mainstream inmate population to an SIU at the same institution.

Complete all required sections in the "SIU TRANSFER AUTHORIZATION" screens in the SIU Application.

In the "Rationale" text field, include:

NOTICE OF SIU TRANSFER AUTHORIZATION

THIS IS YOUR WRITTEN NOTICE THAT A DESIGNATED DECISION MAKER HAS AUTHORIZED YOUR TRANSFER TO A STRUCTURED INTERVENTION UNIT (SIU). THIS WRITTEN NOTICE INCLUDES (**SELECT ONE**) **THE REASONS FOR YOUR SIU TRANSFER AUTHORIZATION** OR **A GIST OF THE REASONS FOR YOUR SIU TRANSFER AUTHORIZATION**.

THE INSTITUTIONAL HEAD WILL MAKE A DECISION TO EITHER APPROVE OR NOT APPROVE YOUR TRANSFER TO AN SIU WITHIN FIVE (5) WORKING DAYS FROM THE DATE OF YOUR SIU TRANSFER AUTHORIZATION. THE DECISION BY THE INSTITUTIONAL HEAD IS DUE BY (**INCLUDE DATE HERE**).

THE SIU TRANSFER AUTHORIZATION MAY BE CANCELLED BEFORE THE INSTITUTIONAL HEAD MAKES A DECISION TO APPROVE OR NOT APPROVE YOUR SIU TRANSFER IF A REASONABLE ALTERNATIVE IS IDENTIFIED.

YOU HAVE THE RIGHT TO CONTACT LEGAL COUNSEL AND/OR AN ASSISTANT OUTSIDE OF YOUR CELL IN A PRIVATE ROOM TO ASSIST YOU IN PREPARING REPRESENTATION FOR SIU REVIEWS AND DECISIONS. YOUR CASE MANAGEMENT TEAM WILL ASSIST YOU IN SHARING YOUR INFORMATION WITH YOUR LEGAL COUNSEL.

YOU HAVE THE RIGHT TO SUBMIT WRITTEN OR ORAL REPRESENTATIONS TO THE INSTITUTIONAL HEAD FOR CONSIDERATION. THIS INCLUDES SUBMITTING WRITTEN REPRESENTATIONS FROM YOUR LEGAL COUNSEL AND/OR ASSISTANT.

INMATES AT NON-SIU SITES: IF THE INSTITUTIONAL HEAD APPROVES YOUR TRANSFER TO AN SIU, YOU WILL BE TRANSFERRED TO AN SIU WITHIN FIVE (5) WORKING DAYS AFTER THE DAY OF YOUR SIU TRANSFER AUTHORIZATION.

INTRODUCTION/CASE STATUS

Provide a brief summary of the inmate's case status, including sentence length and reason(s) for incarceration (convictions), type of incarceration (i.e. new sentence, Temporarily Detained (TD) offender, Long Term Supervision Order, etc.), Indigenous and gender identification and expression needs, security classification or Custody Rating Scale (CRS) for new admission/return to custody and any outstanding charges or appeals.

Identify the inmate's cell location, where the inmate was residing at the time of authorization (may differ from where the incident occurred):

- site (current or another institution, provincial/remand)
- security classification, unit and range
- include a brief description of the unit and/or range (i.e. Intake Assessment, integrated and non-integrated populations, therapeutic unit, Pathways unit, a unit that manages a specific inmate profile or Security Threat Group (STG), etc.).

INCIDENT/CIRCUMSTANCES OF SIU TRANSFER AUTHORIZATION

Synthesize all known information provided by CSC staff, including observation reports, witness statements, source information, and inmate information that describes the incident or circumstances that led to the SIU Transfer Authorization, including:

- what occurred, who was involved, when and where did it occur, other inmate involvement, if any, what precipitated the event
- the context and any pre-cursors and/or indicators to the incident, if known, such as STG involvement and/or influence, drug involvement, etc.
- if any injuries were sustained, level of seriousness such as requiring outside hospital, method of transport (i.e. CSC, ambulance, air/helicopter, etc.), serious bodily injury, or death
- threats made, weapons utilized or other contraband found, damage caused
- if applicable, inmate safety concerns.

When applicable, the institutional Security Intelligence Officer (SIO) will prepare a gist, in writing, of Protected C information for inclusion in this document or in "Supplementary Information" in the SIU Application no later than one (1) working day from the SIU Transfer Authorization.

RISK ASSESSMENT

Provide additional information that supports the SIU Transfer Authorization, such as:

- a brief summary of the inmate's SIU transfer and/or administrative segregation placement history
- a brief summary of mental health need, including history of self-injury and/or suicidal behaviours, mental health interventions, such as medical isolation or transfer to a treatment centre, etc.

- has the inmate demonstrated a pattern of behaviour leading to ongoing instability in a mainstream inmate population
- institutional behaviour – substance use, violent incidents/threats of violence, use of weapons, involvement in sub-culture and/or STG related activities (i.e. gambling, debts, muscling/intimidating other inmates, possession of contraband such as drugs, brews, cellular devices, etc.), and behavioural problems with staff and/or other inmates, etc.
- past and/or present STG affiliations, identified incompatibilities and history of other known security concerns that may impact the inmate’s ability to integrate into a mainstream inmate population, such as integrated profile, sex offender, history of victimization, high profile offender, etc.
- engagement in Correctional/Healing Plan – is the inmate assigned to any programs, attending school, engaged with cultural supports such as Elder counselling, participating in cultural ceremonies, chaplaincy services, working with a mental health professional, attending self-directed programs (i.e. Alcoholics Anonymous/Narcotics Anonymous), etc.
- ongoing risk of the inmate to the safety of staff, inmates or the security of the penitentiary.

Conclude with a brief summary of the connection between the inmate’s current behaviour(s) and the need to authorize a transfer to an SIU.

INDIGENOUS SOCIAL HISTORY

For Indigenous inmates:

- provide a summary of the inmate’s Indigenous social history (ISH)
- identify the impact of the inmate’s ISH on the behaviour or circumstance that led to the SIU Transfer Authorization.

CONSULTATIONS

All consultations will be completed prior to an inmate’s authorization to an SIU, except when operational circumstances do not permit, such as outside of regular working hours or when there is risk to any person.

Consultations not completed on the day of SIU transfer authorization will be completed by the end of the next working day and be entered into “Supplementary Information” in the SIU application for consideration by the AWI to confirm or cancel an SIU Transfer Authorization and the Institutional Head in making their decision to approve or not approve the inmate’s transfer to an SIU.

The following consultations are required and must be documented in the SIU Transfer Authorization, or under “Supplementary Information” in the SIU application no later than the end of the first working day:

- the institutional Parole Officer – to identify [reasonable alternatives](#). Include comments in relation to the appropriateness of the inmate’s security classification as it may affect the identification of

reasonable alternatives. Provide a summary of the inmate's current engagement/assignments in mainstream programs, interventions and services for consideration and continuity of care

- the institutional Security Intelligence Officer – to provide security related information in relation to the incident/circumstances and in consideration of reasonable alternatives to an SIU, including a gist, when applicable
- an Elder, Spiritual Advisors and/or staff engaged in the Indigenous continuum of care, for Indigenous inmates or non-indigenous inmates who are following or have requested to follow a traditional path – to provide context in relation to the inmate's engagement with Indigenous interventions and to identify and assist in evaluating culturally appropriate interventions that may address the inmate's ISH as potential alternatives to an SIU
- registered health care professional – to identify any immediate health related needs and to assess if health care accommodations are required to manage the inmate's health needs. If none, state this
- the SIU Manager/Manager, IIS, at women's institutions, the SIU Correctional Manager/Correctional Manager, IIS, at women's institutions or the MAI or the Correctional Manager in charge of the institution at non-SIU sites – to identify any security concerns and strategies to manage the inmate in an SIU or while subject to restricted movement
- Victim Services Unit, when applicable pursuant to [CD 784 – Victim Engagement](#).

If applicable, other consultations may include, but are not limited to:

- other members of the inmate's CMT, such as the Correctional Officer II (CXII)/Primary Worker, and Unit Correctional Manager
- other health care professionals, such as a primary mental health worker, Psychologist or Social Worker working with an inmate prior to the SIU Transfer Authorization
- a Chaplain and/or other religious and spiritual practitioners
- sanctioned inmate representatives, such as Inmate Committees and/or range representatives, in consideration of alternatives, inmate safety, informal resolution, etc.

INMATE REPRESENTATIONS

Provide a summary of the inmate's oral and/or written representations. Include any comments made by the inmate in relation to the SIU Transfer Authorization or at the time of the incident (i.e. identification of an alternative, refusals to return to a mainstream inmate population or to mediate concerns, etc.), as well as any inmate requests, such as a request for a legal call, personal property, cultural/spiritual support or health services.

CONSIDERATION OF ALTERNATIVES

Prior to authorizing a transfer to an SIU, except when operational circumstances do not permit, the AWI or Correctional Manager in charge of the institution will consult with the multidisciplinary team, including the Elder, to explore reasonable alternatives and confirm that a transfer to an SIU is the least restrictive measure necessary.

The authorization is the foundation for the SIU transfer and will be taken into consideration in all decisions moving forward. It is imperative that all alternatives are not only identified, but that the profile of each range/unit is understood by all designated decision makers and IEDMs for future reviews. Sites will incorporate a summary of identified units/ranges within their population into the SIU transfer rationale, including all non-integrated and integrated population ranges and temporary accommodation units, if any (i.e. TD/reception units, voluntary limited association (VLA) ranges, integrated awaiting placement or transfer, etc.), to ensure that all site alternatives have been considered, are clearly identified and documented accordingly, and the reader is fully informed at any stage of the SIU transfer.

As applicable, identify and list all reasonable alternatives and provide a brief summary of why the inmate's risk cannot be managed in each of the identified alternatives based on the supporting information.

- **Informal conflict resolution and/or mediation:** can the risk be mitigated through informal resolution with staff, inmates, or the inclusion of sanctioned inmate representatives, etc. Identify all conflict resolution efforts made prior to the authorization. If conflict resolution was not considered, explain why.
- **Movement to another range at same site:** identify all unit/range options, including non-integrated and integrated populations, and any temporary accommodation units, and comment on why each option is not viable.
- **Transfer to another institution:** indicate if a transfer plan has been identified and approved, and if so, why facilitation of the approved transfer is not an option at the time of the SIU Transfer Authorization. Alternatively, indicate if a transfer plan has not yet been identified and/or approved, but is being considered or pursued.
- **Offender Security Level:** comment on the appropriateness of the inmate's security rating, including institutional adjustment, escape risk and risk to public safety, or the inmate's CRS, where applicable. Where it is anticipated that an inmate's security requirements may be reviewed for an increase or decrease in classification, identify all reasonable alternatives and why each alternative is not viable.
- **For Indigenous inmates:** identify cultural interventions that may address the inmate's ISH and allow for an appropriate response to the reasons for the authorization, such as a healing circle to promote conflict resolution between inmates, Elder counselling to address behavioural concerns and mitigate risk, and/or movement to a culturally appropriate range for inmates engaged in Indigenous interventions and/or who request to follow a traditional path, and indicate why each cultural alternative is not viable.
- **Health care considerations:** based on consultation with a registered health care professional, was a placement to Health Services or another alternative considered if there are known physical and/or mental health needs. If there are known health care considerations, indicate if Health Services has identified the need for health care accommodations. If there are no known health considerations, state this.

- **Gender identity or expression considerations, if applicable:** identify any correlation between the inmate's gender identity and expression and the SIU transfer rationale and indicate how this was considered in relation to identifying reasonable alternatives to an SIU transfer. If there are no known gender identity or expression considerations, state this.

SIU TRANSFER AUTHORIZATION RATIONALE

Document the legal rationale for the SIU Transfer Authorization in consideration of the factors in [section 28](#) of the CCRA to ensure that a transfer to an SIU provides the inmate with the least restrictive environment necessary.

- At the time of the SIU Transfer Authorization, there are no reasonable alternatives to the inmate's transfer to a Structured Intervention Unit pursuant to [paragraph 34\(1\)\(a\)](#) of the CCRA, as the inmate has acted, has attempted to act or intends to act in a manner that jeopardizes the safety of any person or the security of a penitentiary and allowing the inmate to be in a mainstream inmate population would jeopardize the safety of any person or the security of the penitentiary.
- At the time of the SIU Transfer Authorization, there are no reasonable alternatives to the inmate's transfer to a Structured Intervention Unit pursuant to [paragraph 34\(1\)\(b\)](#) of the CCRA, as allowing the inmate to be in a mainstream inmate population would jeopardize the inmate's safety.
- At the time of the SIU Transfer Authorization, there are no reasonable alternatives to the inmate's transfer to a Structured Intervention Unit pursuant to [paragraph 34\(1\)\(c\)](#) of the CCRA, as allowing the inmate to be in a mainstream inmate population would interfere with an investigation that could lead to a criminal charge or a charge under [subsection 41\(2\)](#) of the CCRA for a serious disciplinary offence.

Provide a brief summary of the circumstances leading to the SIU Transfer Authorization that highlights why there are no reasonable alternatives:

- Specify the behaviour, security concern, or circumstance, i.e. the inmate was an identified aggressor in an assault that resulted in serious harm/the inmate was the victim of a serious assault/the inmate is suspected of being involved in a serious incident that is under investigation and may lead to criminal charges, etc.

Provide the concluding rationale that supports the decision to authorize a transfer to an SIU as the least restrictive measure to manage the risk to the safety of any person or the security of the penitentiary.

ANNEX D

CONFIRMATION OR CANCELLATION OF AN SIU TRANSFER AUTHORIZATION – CONTENT GUIDELINES

The “Confirmation of an SIU Transfer Authorization” is only required when the Correctional Manager in charge of the institution authorized the inmate’s transfer to an SIU.

Complete all required sections in the “SIU TRANSFER AUTHORIZATION – CONFIRMATION/ CANCELLATION SCREEN” in the SIU application.

REASON FOR THE SIU TRANSFER AUTHORIZATION

- Provide a brief summary of the reason for the SIU Transfer Authorization.
- Include details that were not included or not known at the time of the SIU Transfer Authorization.

CONSULTATIONS

- Provide a summary of consultations, including discussions of alternatives and any supplementary information from consultations that were unable to occur on the day of the SIU Transfer Authorization.

INMATE REPRESENTATIONS

- Include any oral and/or written representations by or on behalf of the inmate, including that of their legal counsel and/or assistant.

CONSIDERATIONS

The decision will also include consideration of the following, pursuant to [CD 711 – Structured Intervention Units](#):

- the factors in [section 28](#) of the CCRA
 - the degree and kind of custody and control necessary for the safety of the public, the safety of that person and other persons in the penitentiary and the security of the penitentiary
 - accessibility to the person’s home community and family, a compatible cultural environment, and a compatible linguistic environment, and
 - the availability of appropriate programs and services and the person’s willingness to participate in those programs
- the inmate’s Correctional Plan
- the appropriateness of the inmate’s confinement in the penitentiary
- the appropriateness of the inmate’s security classification
- for Indigenous inmates – how their Indigenous social history factors influenced the inmate’s behaviour leading to their transfer to an SIU, culturally appropriate interventions that may mitigate

risk as an alternative to an SIU transfer pursuant to [section 79.1](#) of the CCRA , and if none were identified, a rationale explaining why, including comments from an Elder(s) or Indigenous Liaison Officer(s)

- the inmate’s engagement in opportunities to spend time out of their cell and to interact with others
- the inmate’s state of health and/or health care needs, as identified by a registered health care professional and documented in accordance with [section 87](#) of the CCRA and if any health care needs preclude remaining in an SIU
- the inmate’s representations, including the representations from the inmate’s legal counsel and/or assistant
- the inmate’s level of agreement with the reintegration plan and their reasons
- strategies to implement a decision to transfer an inmate out of the SIU where the inmate is not in agreement with an identified plan
- for women offenders, special needs that support alternatives to remaining in an SIU and where none are identified as [reasonable alternatives](#), the reasons why
- for inmates with a Victim Notification flag in OMS, consideration of victim concerns when applicable pursuant to [CD 784, Victim Engagement](#), and
- gender identity or expression factors that were considered in support of alternatives to remaining in an SIU and where none are identified as reasonable alternatives, the reasons why, pursuant to [CD 100 – Gender Diverse Offenders](#).

DECISION

- State the decision (confirm or cancel SIU Transfer Authorization).

If the decision is to “cancel” the SIU Transfer Authorization:

- State the reasons for the decision to cancel the SIU Transfer Authorization, including how the legal requirements are no longer met and if the inmate is in agreement with the plan.

If the decision is to “confirm” the SIU Transfer Authorization:

- Include a rationale explaining why there are no [reasonable alternatives](#) to the SIU Transfer Authorization to manage the risk to the safety of any person or the security of the penitentiary and how the legal requirements continue to be met.
- Provide a summary of considerations documented in the SIU Transfer Authorization, including factors pursuant to [section 28](#) and [subsection 37.41\(2\)](#) of the CCRA, as well as other relevant considerations, pursuant to [CD 711 – Structured Intervention Units](#).

ANNEX E

INSTITUTIONAL HEAD SIU TRANSFER DECISION – CONTENT GUIDELINES

The Institutional Head will ensure their decision includes:

- the purpose of the decision
- a concise analysis of all information, including alternatives considered and the reason(s) they are not viable
- the final decision.

The decision will also include consideration of the following, pursuant to [CD 711 – Structured Intervention Units](#):

- the factors in [section 28](#) of the CCRA
 - the degree and kind of custody and control necessary for the safety of the public, the safety of that person and other persons in the penitentiary and the security of the penitentiary
 - accessibility to the person’s home community and family, a compatible cultural environment, and a compatible linguistic environment, and
 - the availability of appropriate programs and services and the person’s willingness to participate in those programs
- the inmate’s Correctional Plan
- the appropriateness of the inmate’s confinement in the penitentiary
- the appropriateness of the inmate’s security classification
- for Indigenous inmates – how their Indigenous social history factors influenced the inmate’s behaviour leading to their transfer to an SIU, culturally appropriate interventions that may mitigate risk as an alternative to an SIU transfer pursuant to [section 79.1](#) of the CCRA , and if none were identified, a rationale explaining why, including comments from an Elder(s) or Indigenous Liaison Officer(s)
- the inmate’s engagement in opportunities to spend time out of their cell and to interact with others
- the inmate’s state of health and/or health care needs, as identified by a registered health care professional and documented in accordance with [section 87](#) of the CCRA and if any health care needs preclude remaining in an SIU
- the inmate’s representations, including the representations from the inmate’s legal counsel and/or assistant
- the inmate’s level of agreement with the reintegration plan and their reasons
- strategies to implement a decision to transfer an inmate out of the SIU where the inmate is not in agreement with an identified plan
- for women offenders, special needs that support alternatives to remaining in an SIU and where none are identified as [reasonable alternatives](#), the reasons why
- for inmates with a Victim Notification flag in OMS, consideration of victim concerns when applicable, pursuant to [CD 784 – Victim Engagement](#), and

- gender identity or expression factors that were considered in support of alternatives to remaining in an SIU and where none are identified as reasonable alternatives, the reasons why, pursuant to [CD 100 – Gender Diverse Offenders](#).

ANNEX F

SIU CORRECTIONAL PLAN UPDATE – CONTENT GUIDELINES

The purpose of a Structured Intervention Unit Correctional Plan Update (SIU-CPU) is to ensure that an inmate's progress is assessed against the specific objectives identified as part of their Intervention Plan. The SIU-CPU will identify specific objectives for an SIU inmate that will assist in preparing them for their successful reintegration into a mainstream inmate population as soon as possible. The SIU-CPU objectives will be Specific, Measurable, Achievable, Realistic and Time-framed (S.M.A.R.T.).

PURPOSE

- Provide a brief statement of the purpose (i.e. progress, transfer out of an SIU).

CASE STATUS

- Indicate the reasons for incarceration, length of sentence, incarceration type (Dangerous Offender (DO), Indeterminate, Temporarily Detained (TD), new sentence, etc.), Indigenous and gender identification and expression needs, outstanding charges and appeals, and immigration, deportation or extradition status.
- Identify the inmate's current security classification, including current Custody Rating Scale or Security Reclassification Scale/Security Reclassification Scale for Women and institutional adjustment, escape risk and public safety ratings, where applicable.
- Indicate the appropriateness of the inmate's security classification and confinement in the penitentiary.

SIU TRANSFER RATIONALE

- Summarize:
 - the SIU Transfer Authorization date and the legal rationale, as identified in [subsection 34\(1\)](#) of the CCRA
 - the circumstances that led to the SIU Transfer Authorization
 - all consultations for the purpose of the SIU Transfer Authorization
 - all reasonable alternatives considered and why they were not viable
 - inmate representations and any other relevant comments made by or on behalf of the inmate prior to the IH decision, including those of the inmate's lawyer and/or assistant.

REVIEWS/DECISIONS

- Provide a summary of all reviews and decisions, beginning with the Institutional Head's decision to approve or not approve the inmate's transfer to the SIU. Include:
 - the date of the decision
 - decision or review type (i.e. IH5/IH30, SDC, IEDM, Regional, Conditions of Confinement, SIUCC)
 - outcome and a brief summary of the decision and/or recommendations
 - the date of next review, the designated decision authority and the anticipated decision date.

RISK FACTORS

- Provide an analysis of the inmate's:
 - history of confinement in a penitentiary up to the current SIU transfer
 - prior SIU Transfer Authorizations and/or admissions to administrative segregation
 - history of self-injurious behaviour, suicide attempts, or suicidal ideation, and other mental health related information, such as history of mental health treatment, mental health diagnosis and compliance with medication regime
 - institutional incidents and/or charges
 - history of institutional adjustment/behavioural concerns, such as substance use, violent incidents and/or threats of violence, use of weapons, involvement in sub-culture or STG activities (i.e. gambling, debts, possession of contraband such as drugs, brews and cellular devices, muscling/intimidating other inmates, etc.), and behavioural problems with staff and/or other inmates
 - history of instability in a mainstream inmate population and how it relates to the current SIU transfer
 - most recent Correctional Plan, including the inmate's static and dynamic risk factors, domain ratings, level of accountability, motivation and engagement, and identified program need, including any program completion and outstanding program requirements
 - risk factors that contributed to the SIU transfer and the needs to be addressed that will assist the inmate in returning to a mainstream population.

INTERVENTION PLAN

- The Case Management Team, in consultation with the inmate, will identify S.M.A.R.T. objectives that will assist the inmate in preparing for a successful reintegration to a mainstream inmate population as soon as possible.
- The Intervention Plan will identify the program(s) and intervention(s) required in order to address the inmate's risk and need areas that contributed to the inmate's transfer to an SIU.

- Document the date and results of the [SIU-Correctional Intervention Board](#) (SIU-CIB) and include a summary of the following:
 - consultation with mainstream Correctional Program Officer(s)/Manager, in consideration of the continuation of a correctional program that commenced prior to an inmate's transfer to an SIU
 - program assignment(s) and anticipated start date(s)
 - program participation goals and/or timeframes, such as an identified structured routine for delivery of programs, interventions and/or services, number of sessions per week, goals for completing a program, educational course/level/diploma or work-training incentive, and employment expectations
 - recommended SIU interventions, such as Elder counselling/cultural ceremonies, spiritual support, mental health services, social programs and/or group activities led by a Social Program Officer, peer support program, and community partner volunteer led opportunities. Include a summary of the results of the Social Programs Activity Checklist
 - Behavioural Skills Coach (BSC)/Behavioural Counsellor (BC) case review, including identified strategies, supports and interventions
 - Health Services assessment, including the inmate's level of mental health need and recommendations for BSC/BC supports and interventions
 - available SIU services that promote time out of cell and interaction with others, such as joining an SIU group, range time, other social activities (i.e. cultural arts and crafts, movies or games, meditation/yoga), indoor and outdoor exercise, and visits with family and community supports (in-person/virtual/telephone)
 - responsivity factors and/or mental health need that may impact the inmate's progress
 - security concerns that may impact the inmate's ability to participate or attend group programs or interventions or if one-to-one delivery is required
 - recommended pay level.

- For Indigenous inmates:
 - provide a summary of the inmate's Indigenous social history (ISH) factors and the impact of the inmate's ISH on the behaviour or circumstances that led to the SIU transfer
 - identify Indigenous specific needs
 - identify healing components, cultural programs and interventions, through a review of the inmate's Healing Plan as referenced in their Elder Review and in consultation with the SIU Elder/Spiritual Advisor or Indigenous Liaison Officer that provide cultural support and encourage engagement in the inmate's Healing Plan and SIU interventions
 - include a summary of the inmate's SIU Indigenous Healing Plan, if applicable.

- Review with the inmate and include a summary of the rules of the unit and [SIU inmate expectations](#), including, but not limited to, the inmate will:
 - participate in programs, interventions, services, cultural, religious and spiritual practice, leisure, educational and social activities to support their transfer out of an SIU
 - comply with daily health care checks and meet with health care staff as required to complete assessments

- work cooperatively with their Case Management Team (CMT) to assist in the pursuit of alternatives to the SIU in an effort to return to a mainstream inmate population as soon as possible
 - avail themselves of the opportunities to be out of their cell and to interact with others
 - actively participate in achieving the objectives of their SIU Intervention Plan
 - actively participate, as applicable, in achieving the objectives of their SIU Indigenous Healing Plan
 - participate in SIU case conferences (SIUCCs) and SIU Review Committee (SIURC)
 - comply with a decision by a designated CSC decision maker or an IEDM that they should not remain in the SIU.
- Inmate comments
 - Identify any programs, interventions, or services requested by the inmate and indicate if the inmate is willing to follow the rules of the unit and SIU inmate expectations, and participate in their identified SIU Intervention Plan.

PROGRESS UPDATE

- Describe the inmate's behaviour to date in the SIU.
- Describe any progress made against the objectives identified in the Intervention Plan.
- Indicate the inmate's level of engagement in programs, interventions, and services that are identified in the Intervention Plan.
- Include comments from staff and contractors, including Correctional Program Officers, Indigenous Correctional Program Officers, BSC/BC, Social Program Officers, Correctional Officers, Teachers, Elders/Spiritual Advisors, Indigenous Liaison Officers, Chaplains and other religious and spiritual practitioners, health care staff, etc.
- Include updates from the BSC/BC at women's institutions, if applicable, including the impact of the current plan to date, and if any new strategies and/or interventions are required or have been implemented.
- Discuss any responsivity concerns, if applicable.
- Discuss any changes in the inmate's level of motivation and accountability and indicate if there has been an updated SIU-CIB review.
- Identify any change to the inmate's pay level, if applicable.
- Include comments from the inmate.

HEALTH INFORMATION

- Identify the inmate's Most Responsible Provider.
- Provide a summary of health assessments, needs and supports, where applicable.
- Opioid Antagonist Therapy (OAT) program:
 - Indicate if there is a correlation between the inmate's transfer to the SIU and substance abuse.
 - Indicate if the inmate is on OAT, waitlisted for OAT, or if the inmate has recently requested OAT for addiction treatment, and what treatment options are available to the inmate, if any, while awaiting OAT treatment.

- Include any updates, comments or recommendations provided by Health Services.

ACTION PLAN

- Outline the inmate's reintegration action plan, including a summary of the following:
 - the inmate's preferred reintegration plan and their reason(s)
 - for inmates with identified mental health needs or challenging/complex behaviours, identify strategies and interventions being utilized to encourage the inmate's reintegration to a mainstream inmate population, the reintegration goal, if known, and any progress made towards reintegration
 - all reasonable alternatives considered and if they remain not viable
 - indicate if there has been any change(s) that could impact the assessment of reasonable alternatives, such as a change in the population profile of a range or the release/transfer of an inmate's incompatible, and what actions are being taken to reassess alternatives and determine if a reasonable alternative exists
 - provide an analysis of the inmate's progress while in an SIU and determine if the inmate's risk factor(s) have been mitigated, and what actions are being taken to reassess alternatives to determine if a reasonable alternative exists
 - all transfer options being explored as an alternative to the SIU transfer. Document the results of all sites/regions consulted, whether positive or negative, including the rationale
 - discussions of transfer options following receipt of transfer comments and any identify inmate concerns and/or if the inmate is in agreement with an identified transfer alternative(s)
 - what comes next, such as ongoing consultation and review, transfer documentation and sharing, Offender Management Review Board, approved transfer awaiting movement (flight or land transfer), etc.
 - the identified and approved plan to implement the inmate's transfer out of an SIU, if applicable
 - inmate refusals or delays (i.e. outstanding court requirements, awaiting a flight, medical requirements, etc.) and all ongoing efforts to return the inmate to a mainstream inmate population at the earliest opportunity.

FINAL PROGRESS ANALYSIS AND TRANSFER OUT OF AN SIU

Following an inmate's transfer out of an SIU, where it is assessed that the inmate has made insufficient progress towards their Correctional Plan to warrant a reassessment of their domain ratings, giving consideration to reassessed security requirements, complete the final progress analysis of the inmate's progress while in an SIU, including a summary of the following:

- the inmate's current security level, including institutional adjustment, escape risk and public safety risk, and comment on the appropriateness of the inmate's security classification. Identify any areas for improvement for future security classification reviews and identify the inmate's next OSL review date, if applicable

- the inmate's most recent Correctional Plan, including static and dynamic factors, domain ratings, and level of accountability, motivation and engagement. Identify any responsivity concerns. Provide an analysis of the inmate's overall progress while in an SIU against the objectives of their Correctional Plan
- outstanding mainstream program requirements, if any. Include recommendations and/or referrals to ensure continuity of care and promote a successful reintegration.

ANNEX G**SIU INMATE EXPECTATIONS**

While in an SIU, the inmate is expected to:

- participate in programs, interventions, services, cultural, religious and spiritual practice, leisure, educational and social activities to support their transfer out of an SIU
- meet with health care staff as required to assist in the completion of health care assessments
- avail themselves of the opportunities to spend time out of their cells and interact with others
- actively participate in achieving the objectives of their SIU Correctional Plan and, where applicable, their Indigenous Healing Plan
- participate in case conferences and [Structured Intervention Unit Review Committees](#) (SIURCs)
- comply with a decision by a designated CSC decision maker or an IEDM that they should not remain in the SIU.