



GUIDELINES 711-2

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Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement

CORE RESPONSIBILITY	Care and Custody
OFFICE(S) OF PRIMARY INTEREST	Correctional Operations and Program Sector
ONLINE @	<ul style="list-style-type: none"> • http://thehub/En/collections/policy-legislation/CommissionersDirectives/711-2-gl-eng.pdf • http://lehub/Fr/Collections/politiques-lois/DirectivesDuCommissaire/711-2-gl-fra.pdf • http://www.csc-scc.gc.ca/politiques-et-lois/711-2-gl-en.shtml • http://www.csc-scc.gc.ca/policy-and-legislation/711-2-gl-fr.shtml
AUTHORITIES	<ul style="list-style-type: none"> • Corrections and Conditional Release Act (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 • Corrections and Conditional Release Regulations (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 and guidance to staff and contractors on the management of inmates in a Structured Intervention Unit (SIU) or subject to restricted movement to ensure: <ul style="list-style-type: none"> ○ inmates are provided with their entitlements while in an SIU or subject to RM ○ transfers from an SIU to an alternative SIU at a designated institution is done only when necessary due to an exceptional reason
APPLICATION	Applies to all staff and contractors working and providing services to inmates in a SIU or subject to restricted movement.

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RESPONSIBILITIES

1. The Institutional Head will:
 - a. ensure dedicated SIU resources are in place and are not redeployed to functions outside of the SIU unless emergency circumstances exist
 - b. ensure only inmates authorized for transfer to an SIU at a non-SIU site are subject to restricted movement
 - c. develop contingency plans to ensure SIU inmates or inmates subject to restricted movement are provided with their entitlements during a security incident in the penitentiary
 - d. ensure all reasonable efforts are made to meet the legislated obligation to provide SIU inmates or inmates subject to restricted movement with opportunities to be outside of their cell and to interact with others after an exception is invoked
 - e. ensure inmates subject to restricted movement at non-SIU sites have the same entitlements as SIU inmates.

2. The Assistant Warden, Interventions (AWI), will:
 - a. work collaboratively with the Assistant Warden, Operations, to ensure an inmate's individual needs are considered in providing opportunities for inmates to be out of their cell and interact with others
 - b. ensure SIU interventions include a variety of opportunities for SIU inmates and, when [circumstances permit](#), inmates subject to restricted movement, to participate in correctional interventions and programs, cultural activities, religious, spiritual and chaplaincy services, leisure activities, family and community contact and contact with community agencies and volunteers
 - c. prioritize in-person delivery of programs, interventions, services, cultural, religious and spiritual practice, leisure activities, family visits and contact with community agencies and volunteers and where in person interaction is not possible, facilitate video-visitation and telephone calls
 - d. develop strategies to ensure staff and contractors encourage SIU inmates or inmates subject to restricted movement to spend time out of their cells and interact with others for their minimum daily entitlements

- e. develop and update, as necessary, an SIU inmate handbook to ensure inmates transferred to an SIU are aware of their entitlements, expectations, decision and review timeframes, the role of the Independent External Decision Maker (IEDM) and SIU routine.
3. The Assistant Warden, Operations (AWO), will work collaboratively with the AWI to develop and adapt, as necessary, an SIU or restricted movement operational routine that:
 - a. affords SIU inmates or inmates subject to restricted movement with opportunities to be out of their cells beyond the minimum of four hours daily between the hours of 07:00 and 22:00, [when circumstances permit](#)
 - b. provides, as part of the four hours out of cell, opportunities for SIU inmates or inmates subject to restricted movement to interact with others beyond the minimum of two hours daily when circumstances permit
 - c. includes opportunities for SIU inmates or inmates subject to restricted movement to meet with:
 - i. community partners and agencies, stakeholders and volunteers, when circumstances permit, in person, through video conference or by telephone
 - ii. other SIU inmates when circumstances permit.
 4. The SIU Manager, Manager, Intensive Intervention Strategy (IIS), at women's institutions or the Manager, Assessment and Interventions (MAI), at non-SIU sites will:
 - a. ensure that all staff and contractors working and providing services in the SIU encourage inmates to avail themselves of their entitlements to be out of their cell for a minimum of four hours daily and interact with others for a minimum of two hours daily
 - b. ensure an inmate's needs, including health and mental health, are considered in determining what correctional interventions and services are provided to them
 - c. ensure that inmates are advised that while in an SIU or restricted movement, they are expected to:
 - i. participate in programs, interventions, services, cultural, religious and spiritual practice, leisure, educational and social activities to support their transfer out of an SIU
 - ii. meet with health care staff as required to assist in the completion of health care assessments
 - iii. avail themselves of the opportunities to be out of their cells and interact with others
 - iv. actively participate in achieving the objectives of their SIU Correctional Plan and, where applicable, their Indigenous Healing Plan
 - v. participate in [SIU case conferences \(SIUCC\)](#) and [SIU Review Committees \(SIURC\)](#), as applicable

- vi. comply with a decision by a designated CSC decision maker or an IEDM that they should not remain in the SIU.
5. The SIU Correctional Manager, the Correctional Manager, IIS, at women's institutions or a Correctional Manager in charge of the institution at non-SIU sites will:
 - a. ensure the security of the SIU or restricted movement area and the safety of any person while providing SIU inmates or inmates subject to restricted movement with all required entitlements
 - b. at SIU sites, in collaboration with the SIU Data and Activity Coordinator, implement and adjust the daily SIU operational routine as necessary to provide SIU inmates with as much time out of their cells beyond the minimum of four hours daily and interact with others beyond the minimum of two hours daily, when circumstances permit
 - c. facilitate opportunities to provide SIU inmates or inmates subject to restricted movement with as much time out of their cell and interact with others as circumstances permit when an inmate is physically moved to or returns to an SIU or a restricted movement cell with fewer than four hours remaining to 22:00 to provide their entitlements
 - d. ensure the time an SIU inmate or inmate subject to restricted movement spends showering is not counted towards meeting the minimum daily time out of cell requirements.
 6. The assigned SIU Parole Officer (SIU-PO) or institutional Parole Officer at women's institutions and non-SIU sites will:
 - a. ensure SIU inmates or inmates subject to restricted movement are provided opportunities to continue to participate in programming, interventions and services identified in their Correctional Plan, when feasible
 - b. at SIU sites, prioritize referrals to programs, interventions and/or services that commenced prior to the inmate's transfer to an SIU, pending approval by the [Structured Intervention Unit Correctional Intervention Board \(SIU-CIB\)/Interdisciplinary Team \(IDT\)](#), pursuant to [GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)
 - c. at SIU sites, support the inmate to actively participate and meet the objectives of their SIU Correctional Plan.

PROCEDURES

Outdoor Exercise

7. As part of an inmate's four hours outside of cell daily, 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 SIU inmates or inmates subject to restricted movement are provided:
 - a. opportunities to exercise outdoors for at least one hour, weather permitting
 - b. opportunities to exercise indoors for at least one hour when the weather does not permit outdoor exercise.

Inmates Not Availing Themselves of Opportunities Provided

8. When an inmate is not availing themselves of the opportunities offered to be out of their cell for the minimum required time and/or to interact with others, the SIU Manager or MAI at non-SIU sites will ensure staff and contractors working with and providing services to SIU inmates or inmates subject to restricted movement:
 - a. provide alternative times for the activity, [when circumstances permit](#)
 - b. continue to offer a variety of opportunities that encourage the inmate to avail themselves of their entitlements and to engage in programs, interventions, services, cultural, religious and spiritual practice, leisure activities, family visits or contact with community agencies and volunteers.
9. When an SIU inmate or inmate subject to restricted movement does not meet the minimum daily requirements for time out of cell and/or interaction with others, the SIU Parole Officer or institutional Parole Officer at women's institutions or non-SIU sites will:
 - a. meet with the inmate to discuss the reason(s) for their refusals
 - b. encourage the inmate to avail themselves of daily opportunities for time out of cell and interaction with others and monitor the inmate's engagement to determine if further interventions are required
 - c. document the meeting with the inmate in an SIU Casework Record
 - d. discuss the case with the SIU Manager to determine if a referral to the SIU-CIB pursuant to [GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#) is necessary
 - e. complete the SIU Correctional Plan Update (SIU-CPU), pursuant to Annex G of [GL 711-3 – Procedures to Transfer Inmates Out of a Structured Intervention Unit](#), if there are changes to any of the ratings or program assignments, interventions or services.

Inmate Employment in an SIU or when Subject to Restricted Movement

10. At non-SIU sites, the MAI, in collaboration with the Correctional Manager in charge of the institution, will ensure inmate jobs are available to inmates subject to restricted movement, when circumstances permit.
11. At SIU sites, the SIU Manager, in collaboration with the SIU Correctional Manager, will ensure:
 - a. SIU inmates are provided opportunities for work assignments in the SIU when consistent with their SIU Correctional Plan
 - b. SIU inmates are provided opportunities to participate in employment skills related training, where applicable (i.e. HAZMAT, peer support and mentorship, etc.)
 - c. when an inmate is offered an employment opportunity in an SIU, the offer is documented in the SIU application, and includes:
 - i. a brief description of duties performed
 - ii. if the inmate refused the employment offer, the reasons for their refusal, if provided, and any alternatives offered or efforts made to encourage the inmate to avail themselves of the opportunity.

Temporarily Out of Facility/SIU

12. When an SIU inmate or inmate subject to restricted movement is temporarily physically out of the SIU/restricted movement area or away from the institution, the SIU Correctional Manager, the Correctional Manager, IIS, or Correctional Manager in charge of the institution at non-SIU sites will:
 - a. confirm the reason and the times the inmate is temporarily out of an SIU/restricted movement area or away from the institution
 - b. ensure the reason and times are recorded in the SIU application, pursuant to [Annex B](#)
 - c. ensure that when an inmate is in another part of the institution, all reasonable efforts are made to provide the inmate with opportunities to be out of their cell and to interact with others
 - d. ensure that when an inmate returns to the SIU or restricted movement after having been temporarily away, all reasonable efforts are made to provide the inmate with opportunities to be out of their cell and to interact with others until 22:00 following their return to the SIU or to restricted movement
 - e. ensure the end-of-day review in the SIU application accurately reflects the time the inmate was temporarily out of the SIU/restricted movement area/institution.

Correctional Programs, Interventions and Services

13. The assigned SIU Parole Officer will:

- a. in collaboration with the Case Management Team, refer the assigned SIU inmate to programs, interventions, services for SIU-CIB approval, pursuant to [GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)
- b. update the inmate’s SIU-CPU, pursuant to the content guidelines in Annex G of [GL 711-3 – Procedures to Transfer Inmates out of an Structured Intervention Unit](#), when there is a change to any of the ratings or program assignments.

Documentation of Inmate Activities

14. The Assistant Warden, Operations (AWO), will ensure:

- a. all staff and contractors offering SIU inmates and inmates subject to restricted movement opportunities to be out of their cell or to interact with others record the offer in the SIU application no later than the end of the same calendar day, including:
 - i. if the inmate refused the offer, their reasons, if provided
 - ii. if the inmate refused to comply with reasonable instructions given, and the specific instruction and reasons why it was not followed, if provided
 - iii. efforts made to encourage the inmate to avail themselves of opportunities to be out of their cell or interact with others, including alternatives offered
- b. all staff and contractors working with SIU inmates and inmates subject to restricted movement complete an SIU Casework Record within one working day to document details of the interaction when the staff or contractor interaction is related to case management, interventions or program activities, such as:
 - i. release planning
 - ii. progress against the Correctional Plan
 - iii. delivery of an intervention or program
 - iv. other case management information
- c. necessary amendments are made in the SIU application End of Day (EOD) review when inaccurate or erroneous activities or “Temporarily Out of Facility/SIU” status are identified.

End of Day Reviews

15. 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. complete the End of Day review for each SIU inmate and inmate subject to restricted movement in the SIU Application within 24 hours starting from midnight of the day that needs to be reviewed
 - b. make necessary amendments in the SIU application to ensure the daily activities logs are up-to-date and accurate.
16. In the absence of an SIU Correctional Manager or Correctional Manager, IIS, at women's institutions, the Correctional Manager in charge of the institution will ensure completion of the EOD reviews within the specified timeframes.

Use of Barriers

17. The Assistant Warden, Operations (AWO), will ensure:
- a. every effort is made to provide SIU inmates or inmates subject to restricted movement with time out of cell and opportunities to interact with others through programs, interventions, services, cultural activities, religious and spiritual practice, leisure activities, family visits and contact with community agencies and volunteers without the use of [barriers](#)
 - b. the use of barriers that mediate inmate interactions with others in an SIU or subject to restricted movement is the least restrictive measure necessary to manage the risk the inmate presents to the safety of others and the security of the institution.
18. The SIU Correctional Manager, Correctional Manager, IIS, at women's sites or, if outside of [regular working hours](#) or at non-SIU sites, the Correctional Manager in charge of the institution will:
- a. authorize the use of barriers in an SIU Threat Risk Assessment (SIU-TRA) only when the risk to the safety of any person or the security of the institution cannot be managed through any other measures during the provision of an inmate's time out of cell and opportunities for interaction with others
 - b. ensure an SIU-TRA is completed in the SIU application prior to imposition of a barrier for SIU inmates or inmates subject to restricted movement for any interaction, whether with other inmates or with staff or contractors, including daily health care visits performed by health care professionals, and clearly identifies:
 - i. the specific risk the inmate presents
 - ii. the barrier required to mitigate the risk

- c. ensure the use of a barrier is:
 - i. documented in the daily activities screen in the SIU application
 - ii. reported to the Institutional Head daily
- d. complete an SIU-TRA daily to either:
 - i. confirm or amend the need for or type of barrier required
 - ii. discontinue the use of a barrier.

Exceptions to Providing Inmate Activities

19. In accordance with [subsection 37\(1\)](#) of the CCRA, the Institutional Head will ensure that exceptions to providing SIU inmates or inmates subject to restricted movement with the minimum required time to be outside of their cell and interact with others are limited to the following circumstances:
- a. if the inmate refuses to avail themselves of the opportunities to be out of their cell
 - b. when the inmate, at the time the opportunity is offered, does not comply with reasonable instructions to ensure their safety or that of any other person or the security of the penitentiary
 - c. in accordance with [paragraph 37\(1\)\(c\)](#) of the CCRA or [subsection 19\(1\)](#) of the CCRR, the prescribed circumstances, which may include:
 - i. natural disasters
 - ii. fires
 - iii. riots
 - iv. work refusals under [section 128](#) of the *Canada Labour Code*
 - v. epidemics
 - vi. power failures
 - vii. any event that significantly affect the physical infrastructure of the penitentiary.
20. The Institutional Head, prior to invoking an exception to the legislated obligation to provide SIU inmates or inmates subject to restricted movement with opportunities to be outside of their cell or to interact with others for one of the prescribed circumstances in accordance with [paragraph 37\(1\)\(c\)](#) of the CCRA or [subsection 19\(1\)](#) of the CCRR, will:
- a. consult with the Deputy Warden, the AWI and AWO to ensure that the exception is necessary and there are no alternative measures that could be implemented

- b. ensure the proposed exception is limited to what is reasonably required for security purposes
- c. consult with the Assistant Deputy Commissioner, Correctional Operations (ADCCO), of their region, including outside of regular working hours, to discuss the issues and reasons related to the proposed exception and alternative measures considered.

21. After an exception is invoked, the Institutional Head will ensure:

- a. the exception and the reasons for it are documented in the SIU application
- b. the written reasons for the exception are given to all affected inmates as soon as practicable, but no later than the end of the day the exception is invoked.

22. The Institutional Head will ensure the need for an exception is continually evaluated and, should the circumstances change and the exception is no longer required, will:

- a. immediately discontinue the exception
- b. ensure all affected inmates are provided the written reasons as soon as practicable, but no later than the end of the day the exception was discontinued.

23. The Institutional Head will review the need for the exception at a minimum once every seven (7) calendar days, and:

- a. if continued, document the reasons in the SIU application and provide them to all affected inmates as soon as practicable, but no later than the end of the day the exception was reviewed
- b. if the exception is no longer required, will:
 - i. immediately discontinue the exception, and ensure all affected inmates are provided the written reasons as soon as practicable, but no later than the end of the day the exception was discontinued
 - ii. ensure the discontinuance of the exception is documented in the SIU application
 - iii. at SIU sites, ensure SIU operational routines return to normal operations as soon as it is safe to do so pursuant to [CD 254 – Occupational Safety and Health and Return to Work Programs](#) and [GL 254-1 – Occupational Health and Safety Program](#)
 - iv. at non-SIU sites, ensure inmates subject to restricted movement are provided their entitlements as soon as it is safe to do so, pursuant to [CD 254 – Occupational Safety and Health and Return to Work Programs](#) and [GL 254-1 – Occupational Health and Safety Program](#).

SIU-to-SIU Transfer

Transfer Authorities

24. The Institutional Head of the sending SIU site will only approve an inmate's transfer to an SIU at another designated institution when the transfer is necessary due to one or more of the following exceptional reasons:
- a. the sending SIU is at full capacity
 - b. the sending SIU becomes inoperable
 - c. to meet court related requirements, such as an out-of-region in-person court appearance
 - d. to facilitate an inmate's access to [specialized medical services](#)
 - e. to facilitate an inmate's approved transfer or penitentiary placement into a mainstream inmate population
 - f. to facilitate a conditional release to the community or a release on warrant expiry
 - g. for safety and security reasons or to prevent interference in an investigation.

Transfer Consultations

25. When an [exceptional reason](#) is identified that requires an inmate's transfer from an SIU to an SIU at another designated institution, the AWI or, outside of regular working hours, the Correctional Manager in charge of the sending SIU site will:
- a. discuss the exceptional reason with the Deputy Warden of the sending site (including outside of regular working hours) before the inmate's physical transfer to an SIU at another designated institution, to ensure that the transfer is necessary and confirm there are no viable alternative(s)
 - b. if it is agreed that the SIU-to-SIU transfer is required, consult with the AWI or, outside of regular working hours, the Correctional Manager in charge of the institution of the proposed receiving SIU site to discuss:
 - i. the exceptional reason and the need to immediately 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.
26. If an SIU-to-SIU transfer is required for safety and security reasons or to prevent interference in an investigation, the Institutional Head of the sending site will discuss the exceptional reasons with the ADCCO prior to making a decision, including outside of regular working hours.

Existing Approved CSC Transfer Decision to the Alternate SIU Site

27. Once it is confirmed that an SIU-to-SIU transfer is required and where a CSC decision has already been rendered approving the inmate's transfer to the alternative SIU site (i.e. voluntary or involuntary transfer, to facilitate a release, or for court or other administrative reasons), the SIU Parole Officer will:
- a. ensure an SIU-to-SIU transfer application is entered in the Offender Management System (OMS)
 - b. meet with the inmate to explain the reasons for the SIU-to-SIU transfer
 - c. give the inmate written notice of the SIU-to-SIU transfer recommendation (Notification of SIU-to-SIU Transfer)
 - d. notify the inmate they can access legal counsel, and that they have two (2) working days to respond to the proposed transfer in person or in writing to the Institutional Head.

No Existing Approved CSC Transfer Decision to the Alternate SIU Site

28. Once it is confirmed that an SIU-to-SIU transfer is required, and there is no existing approved transfer decision to the alternative SIU site, the SIU Parole Officer of the sending site will:
- a. meet with the inmate to explain the reasons for the proposed SIU to SIU transfer
 - b. ensure an SIU-to-SIU transfer application is entered in OMS
 - c. complete the Assessment for Decision, pursuant to [Annex C](#)
 - d. provide the inmate with a copy of the Assessment for Decision and any other information that will be used in the decision-making process
 - e. give the inmate written notice of the SIU-to-SIU transfer recommendation (Notification of SIU-to-SIU Transfer)
 - f. notify the inmate they can access legal counsel, and that they have two (2) working days to respond to the proposed transfer in person or in writing to the Institutional Head.

Immediate Transfer

29. When an immediate transfer to an SIU at another designated institution is required due to an [exceptional reason](#), the AWI or, outside of regular working hours, the Correctional Manager in charge of the sending SIU site will:
- a. contact the AWI or, outside of regular working hours, the Correctional Manager in charge of the proposed or receiving SIU site prior to the inmate's physical transfer

- b. meet with the inmate prior to the physical movement to explain the reasons for the transfer.
30. The Institutional Head of the receiving SIU site will, within one working day following the inmate's physical transfer, ensure:
- a. the inmate is advised in person and provided written documentation explaining the reasons for the transfer, and, pursuant to [CD 701 – Information Sharing](#), provided all documentation that will be used in the decision-making process
 - b. the inmate is advised of their right to legal counsel
 - c. the inmate is advised they may respond to the transfer, in person and/ or in writing, within two (2) working days. Upon written request by the inmate for an extension, the Institutional Head can grant, within one (1) working day of receiving the request, an extension of up to ten (10) working days.

Transfer Decision

31. Upon written request of an inmate, the Institutional Head can grant an extension of up to ten (10) working days for the inmate to respond to the proposed transfer in person or in writing regarding the proposed SIU to SIU transfer.
32. The AWI will ensure the transfer recommendation is completed within two (2) working days:
- a. after the notification of the SIU-to-SIU transfer is shared with the inmate if the inmate chooses not to provide a response in writing or in person
 - b. of receiving the inmate's response in writing or in person.
33. Upon completion of the recommendations, the AWI will provide the following documents to the Institutional Head, without delay:
- a. Assessment for Decision, where applicable
 - b. notification of SIU-to-SIU Transfer
 - c. recommendations
 - d. inmate's written or in person response or representations from the inmate's legal counsel, if provided
 - e. any other information shared with the inmate for the purpose of the SIU-to-SIU transfer decision.
34. The Institutional Head will render a decision to approve or not approve the SIU-to-SIU transfer as soon as possible, pursuant to [Annex D](#).

35. Following their decision, the Institutional Head 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 written decision, including the reasons for it, within two (2) working days of the decision
- c. the verbal and written notifications are documented in the SIU application at the time notification was provided to the inmate.

Transfer Warrants

36. If an SIU-to-SIU transfer is approved, the Assistant Warden, Operations (AWO), the AWI in the absence of the AWO or, outside of regular working hours, the Correctional Manager in charge of the sending institution will:

- a. ensure a transfer warrant is generated in OMS to effect the physical transfer of an inmate from an SIU to an SIU at another designated institution
- b. sign the transfer warrant to effect the physical transfer of an inmate from an SIU to an SIU at another designated institution.

Correctional Plan Updates Following an Approved SIU-to-SIU transfer

37. The sending SIU-PO will:

- a. liaise with the assigned receiving SIU-PO to exchange information about the case and to collectively identify a reasonable alternative to an SIU where a plan is not already identified
- b. complete an SIU-CPU, pursuant to Annex G of [GL 711-3 – Procedures to Transfer Inmates Out of a Structured Intervention Unit](#), within two (2) working days after an inmate's physical movement to an alternative SIU, to provide a summary of the inmate's progress while in the SIU at the sending site and ensure continuity of care
- c. remain responsible for completing all [outstanding case management work](#) for 15 calendar days following an inmate's transfer to an alternative SIU.

SIURC and SIU Decisions following SIU-to-SIU Transfer

38. The AWI at the receiving SIU site will ensure that SIURC reviews and decision timeframes or SIU Case Conferences (SIUCC) are completed, uninterrupted, pursuant to the timeframes in [GL 711-3 – Procedures to Transfer an Inmate Out of a Structured Intervention Unit](#).

REGIONAL SIU CASE REVIEWS

39. The Assistant Deputy Commissioner, Correctional Operations (ADCCO), will:
- a. review the case of an inmate in an SIU within 45 calendar days of the SIU transfer authorization and within 30 calendar days of each previous ADCCO review until the inmate has been physically transferred out of an SIU, even if a designated CSC decision maker or IEDM has determined that an inmate should not remain in an SIU
 - b. ensure regional SIU reviews are documented in the SIU application, pursuant to the content guidelines in [Annex E](#)
 - c. ensure the inmate is provided a written copy of the ADCCO's review no later than two (2) working days after the date each regional review was completed.
40. Where the ADCCO makes a recommendation in their regional review to the Institutional Head, the Institutional Head will implement the recommendation as soon as practicable.
41. Where there is a delay in implementing the ADCCO's recommendation or the recommendation cannot be implemented, the Institutional Head will consult with the ADCCO within five (5) working days of the regional review to:
- a. discuss the circumstances of the delay or the reasons the ADCCO's recommendation cannot be implemented
 - b. identify and implement an alternative plan
 - c. ensure the agreed upon alternative plan is documented in the SIU application.

ENQUIRIES

42. 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**

[CD 001 – Mission, Values and Ethics Framework of the Correctional Service of Canada](#)
[CD 024 – Management of Correctional Service of Canada Volunteers](#)
[CD 081 – Offender Complaints and Grievances](#)
[CD 084 – Inmates’ Access to Legal Assistance and the Police](#)
[CD 100 – Gender Diverse Offenders](#)
[CD 550 – Inmate Accommodation](#)
[CD 566-6 – Security Escorts](#)
[CD 566-7 – Searching of Offenders](#)
[CD 568-7 – Management of Incompatible Offenders](#)
[CD 580 – Discipline of Inmates](#)
[CD 700 – Correctional Interventions](#)
[CD 701 – Information Sharing](#)
[CD 702 – Indigenous Offenders](#)
[CD 705-7 – Security Classification and Penitentiary Placement](#)
[CD 708 – Special Handling Unit](#)
[CD 710 – Institutional Supervision Framework](#)
[CD 710-1 – Progress Against the Correctional Plan](#)
[CD 710-2 – Transfer of Inmates](#)
[GL 710-2-1 – CCRA Section 81: Transfers](#)
[GL 710-2-2 – Inter-Regional Transfers by Air](#)
[GL 710-2-3 – Inmate Transfer Processes](#)
[GL 710-2-4 – Movement Within Clustered/Multi-Level Institutions](#)
[CD 710-6 – Review of Inmate Security Classification](#)
[CD 711 – Structured Intervention Units](#)
[GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)
[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 720 – Education Programs and Services for Offenders](#)
[CD 726 – Correctional Programs](#)
[CD 730 – Offender Program Assignments and Inmate Pay](#)
[CD 735 – Employment and Employability Program](#)
[CD 750 – Chaplaincy Services](#)
[GL 750-1 – Inmate Religious Accommodations](#)
[CD 760 – Social Programs and Leisure Activities](#)
[CD 767 – Ethnocultural Offenders: Services and Interventions](#)
[CD 784 – Victim Engagement](#)
[CD 800 – Health Services](#)
[CD 822 – Medical Isolation and Modified Routine for Covid-19](#)
[CD 843 – Interventions to Preserve Life and Prevent Serious Bodily Harm](#)

[Indigenous Social History Tool](#)

DEFINITIONS

Ad-hoc decision: an Institutional Head decision rendered outside of legislated decision timeframes to transfer an inmate out of an SIU 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.

All reasonable efforts: staff working with and providing services to inmates subject to restricted movement will ensure, when feasible under the circumstances, a variety of opportunities to interact with others are provided to inmates subject to restricted movement between the hours of 07:00 and 22:00.

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 general inmate population at the earliest possible time, while maintaining continuity in meeting the objectives of their Correctional Plan.

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 [Annex B](#).

CSC reports/documentation: official CSC information, including reports, forms and documentation, that is locked, finalized or completed and stored in OMS, the SIU application, or the offender's preventative security or case management file.

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 opportunities to interact with others for a minimum of two hours daily, 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.

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.

Inmate expectations: behavioural expectations when an inmate is 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 be 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 SIU case conferences (SIUCCs) and SIURCs and comply with a decision by a designated CSC decision maker or an IEDM that they should not remain in the SIU.

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 inmates 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.

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 an 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: a team of CSC staff and contractors involved in the management of an inmate's case while in the 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 Compliance Reports: reports measuring policy compliance with the responsibilities, procedures and timeframes outlined in the SIU policy suite, excluding those linked to the provision of health services in SIUs.

SIU inmate: an inmate who resides in an 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 transferred to an SIU if legal and policy requirements are met.

Specialized medical services: health care treatments or services that the inmate has provided consent to receive, that are not available to the inmate at the site they reside in and cannot be accommodated in the surrounding community areas of the institution.

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 an 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 in consideration of staff/contractor availability without compromising 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**TEMPORARILY OUT OF FACILITY/SIU**

1. An inmate may be temporarily away from the SIU/RM area for one of the following reasons:
 - a. admission to a Regional Treatment Centre/Regional Psychiatric Centre
 - b. admission to the institutional infirmary
 - c. movement to a dry cell, pursuant to [CD 566-7 – Searching of Offenders](#)
 - d. on an Escorted Temporary Absence, such as medical or compassionate
 - e. in transit to an SIU (i.e., from non-SIU site to the SIU site)
 - f. in medical isolation, pursuant to [CD 822 – Medical Isolation and Modified Routine for COVID-19](#)
 - g. in an observation cell pursuant to [CD 843 – Interventions to Preserve Life and Prevent Serious Bodily Harm](#)
 - h. at outside court or outside hospital
 - i. in a private family visit.
2. When an SIU inmate or inmate subject to restricted movement is temporarily physically out of the SIU/RM area, or is away from the institution, for a total daily sum of eleven hours or more between the hours of 07:00 and 22:00, the minimum daily requirements for providing an inmate with four (4) hours of time out of their cell and two (2) hours of opportunities to interact with others are not required as there will be insufficient time to meet the legislative requirements and the SIU application will not count the day towards a referral to an IEDM, in accordance with [section 37.83](#) of the CCRA.
3. While the inmate's day will not count towards an IEDM referral when "Temporarily Out of Facility/SIU" for more than the 11 hours between the hours of 07:00 to 22:00, in accordance with [section 37.83](#) of the CCRA, inmates who are "Temporarily Out of facility/SIU" in the SIU application remain subject to legislated timeframes and reviews.
4. When an inmate is in an SIU or subject to restricted movement for at least four hours between 7:00 and 22:00, the day will count towards compliance measurements and IEDM referrals, in accordance with [section 37.83](#) of the CCRA, regardless of the time the inmate was transferred to the SIU or became subject to restricted movement. The four (4)-hour period is a calculation of all hours spent in an SIU, or restricted movement area, between the hours of 7:00 and 22:00 and, therefore, does not have to be consecutive and any non-compliance with providing opportunities must be reported as non-compliance. Situational context will be provided in the end-of-day notes.

ANNEX C**ASSESSMENT FOR DECISION – SIU TO SIU TRANSFER – CONTENT GUIDELINES****INTRODUCTORY STATEMENT/CASE STATUS**

- Provide a brief statement explaining the exceptional reason/circumstance(s) for the SIU-to-SIU transfer and where the proposed transfer is to.
- Indicate when the inmate was authorized for transfer to an SIU, from which institution, and for how long they have been in an SIU.
- Indicate the length of sentence, current offence(s), outstanding charges or appeals, immigration/deportation/extradition status.

RISK ASSESSMENT

- Summarize the circumstances that led to the inmate's transfer to an SIU.
- Identify the risk factors that contributed to the inmate's transfer to an SIU.
- Include a summary and analysis of past SIU transfers and the outcomes.
- Outline any institutional adjustment issues, such as incompatibles and Security Threat Groups (STG). Include preventive security information.
- Assess the inmate's behavioural patterns that have contributed to the inmate's instability in a mainstream population, if applicable.
- Provide a summary of the Intervention Plan identified in the most recent SIU-CPU and identify the programs, interventions and services that the inmate has engaged in since their transfer to an SIU.
- Assess the inmate's potential for continued violent behaviour toward staff or inmates.

INDIGENOUS SOCIAL HISTORY

- For Indigenous inmates, using the [Indigenous Social History Tool](#), 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.

INMATE SECURITY LEVEL REVIEW (REFER TO [CD 710-6 – Review of Inmate Security Classification](#))

- Provide a summary of the inmate's most recent security level review.
- Confirm the validity of the previous assessment or complete an analysis of the Offender Security Level review pursuant to [section 18](#) of the CCRR, if applicable. Make a statement under each of the following headings regarding the inmate's:

- Institutional adjustment
- Escape risk
- Risk to the safety of the public.

OVERALL ASSESSMENT

- Provide an analysis of the inmate's risk factors that influenced their transfer to the SIU and the inmate's progress while in an SIU.
- Provide a summary of the alternatives explored prior to pursuing a transfer to another SIU and why a return to a mainstream inmate population at the sending SIU site is not viable.

- Provide a summary of all other reasonable alternatives considered, including transfer to a mainstream inmate population at another institution, including all requested transfer consultations and comments received to date.
- Provide the results of the transfer consultation with the alternative SIU site and confirm there are no viable alternative(s) to the SIU at the receiving SIU site. Include a summary of all reasonable alternatives to the SIU considered by the receiving SIU site and the reasons they are not viable.
- Provide a summary of consultations with the receiving site for the purpose of transfer to an alternative SIU, including, but not limited to:
 - the Security Intelligence Department (SID) to provide a summary of security intelligence information related to the reason(s) the inmate is unable to integrate at the receiving site
 - an Elder, Spiritual Advisor and/or staff member engaged in the Indigenous continuum of care, to provide culturally appropriate interventions as potential alternatives to the SIU at the receiving site
 - registered health care professional, to ensure the inmate's health related needs can be managed by the receiving site and no immediate need for health care accommodations
 - the SIU Manager/Manager, IIS, at women's sites and/or the SIU Correctional Manager/Correctional Manager, IIS, at women's sites, to identify any SIU related security concerns and strategies to manage the inmate in the SIU at the receiving SIU site.
- Complete a Security Intelligence file review and consultation with the sending SID to ensure there is no new security intelligence related information that may impact the decision. Provide a summary of consultation that occurred between the sending and receiving SIU sites SIDs, if applicable.
- Identify the inmate's state of health and any health related concerns that may impact the inmate's transfer, pursuant to [section 87](#) of the CCRA, as identified by Health Services.
- Include any recent professional opinions (i.e. Parole Board of Canada, mental health, etc.).
- For Indigenous inmates, consultation with the Elder is required. Include the Elder's level of support for the recommended transfer and any recommendations for continuity of cultural support.
- Consider victim concerns (if applicable).

DISSENTING OPINION

- If applicable, include any dissenting opinions.

FINAL RECOMMENDATION

- Make a final recommendation.

ANNEX D**SIU TO SIU TRANSFER DECISION – CONTENT GUIDELINES**

The Institutional Head will ensure their decision is completed in OMS and includes:

- the reason the SIU to SIU transfer is required
- a concise analysis of all information, including the alternatives considered at the receiving SIU site and the reason(s) they are not viable
- the final decision.

Pursuant to [CD 711 – Structured Intervention Units](#), the decision must include consideration of the following considerations:

- 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
- other relevant considerations, such as:
 - for Indigenous inmates, how their ISH factors influenced the inmate's behaviour leading to their transfer to the SIU, culturally appropriate interventions that may mitigate risk as an alternative to the 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 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 the 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 plan and their reasons
 - for women offenders, any 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, 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 E**SIU REGIONAL REVIEW – CONTENT GUIDELINES****SIU REGIONAL REVIEW**

In accordance with this policy, the Assistant Deputy Commissioner, Correctional Operations (ADCCO), will review the case of an inmate in a SIU within 45 calendar days of the SIU transfer authorization and within 30 calendar days of each previous ADCCO review.

- Indicate if this is the first regional review, or a subsequent review, for the current SIU transfer.
- Indicate the inmate's total number of days in SIU – current SIU transfer.

CASE STATUS

- Provide a brief summary of the inmate's case status, including length of sentence, current offence(s), Indigenous and gender identification and expression needs, outstanding charges or appeals, and immigration/deportation/extradition status.
- Identify the inmate's legislated release dates and confirm the appropriateness of the inmate's confinement in the penitentiary.
- Identify the date of the most recent offender security level review and confirm the appropriateness of the inmate's security classification or include a recommendation that the inmate's security level be reviewed.

SIU TRANSFER

- Summarize:
 - the date of SIU transfer authorization and the legal rationale, including the applicable section of the CCRA
 - the incident/circumstances that led to the SIU transfer authorization
 - the alternatives considered at the time of the SIU transfer authorization, and confirmation, where applicable, and confirm all considerations and identified alternatives were clearly documented
 - the Institutional Head's decision to approve or not approve the inmate's transfer to an SIU. If the Institutional Head did not approve the inmate's transfer to an SIU, summarize the reason(s) the inmate remains in an SIU.

CSC DECISIONS/REVIEWS

- Provide a brief summary of all previous CSC decisions in chronological order, beginning after the Institutional Head's decision to approve or not approve the inmate's transfer to an SIU.

INDEPENDENT EXTERNAL DECISION MAKER REVIEWS/DECISIONS/RECOMMENDATIONS

- Provide a summary of IEDM decisions, including the type of decision and determination or recommendation(s).

TRANSFER OUT OF SIU

- Confirm the Case Management Team continues to explore alternatives at the SIU site and, where alternatives remain not viable, ensure the reason(s) why are clearly documented. For example, if there are any changes to the population profile, security information, or compatibility concerns at the SIU site, ensure follow-up consultation occurred and confirm that the SIU remains the least restrictive environment for the inmate.
- If applicable, summarize the results of all intra/inter-regional transfer consultations and confirm:
 - the timeframes for requesting transfer comments (intra and inter-regional) comply with policy guidelines and request follow up, when applicable
 - the timeframes for responding to a request for transfer comments comply with policy guidelines and request follow up, when applicable.
- Indicate if there is an approved/pending CSC transfer decision for the inmate's transfer out of the SIU and the plan to implement the decision, if known. If there is a delay in implementing the plan, indicate the reason(s), such as in-person court requirements or awaiting inter-regional flight.
- Indicate if the inmate refuses to comply with a decision to transfer out of an SIU.
- Where the inmate is refusing or there is a delay in implementing a decision, identify all ongoing efforts to return the inmate to a mainstream inmate population.

SECURITY INFORMATION

- Summarize security intelligence information, including past/present STG affiliations, identified incompatibilities, and other security concerns that may affect the inmate's ability to integrate into a mainstream inmate population (i.e. sex offender, vulnerable person, inactive STG member/associate, high profile offender, etc.).
- Indicate if there is a need for, has been, or is expected to be a review of, security intelligence information, including, but not limited to, mediation with incompatibles, or an inmate declaration of STG status or activity (i.e. an inmate request to disaffiliate from an STG), and confirm the results or request follow up, if applicable.

PREVIOUS SIU TRANSFERS

- Summarize the following:
 - total number of SIU transfers in 180-day period
 - total number of SIU transfers – current sentence
 - total number of days in SIU – current sentence
 - previous SIU transfers, if applicable, and indicate if the current SIU transfer is the result of ongoing instability in a mainstream inmate population.

ENTITLEMENTS

- Summarize:
 - the inmate's SIU Intervention Plan, including assigned SIU programs, interventions, and services, and any identified responsivity concerns that may impact the inmate's ability to engage in identified SIU interventions
 - the inmate's acceptance of opportunities for time out of cell and interaction with others, including the inmate's engagement in SIU programs, interventions, services, cultural, religious and spiritual practice, leisure activities, family visits or contact with community agencies and volunteers
 - the number of days, if any, that the inmate has not met the minimum daily requirements for time out of cell and/or interaction with others, and the reason(s), if known
 - the number of days, if any, where the minimum obligations of the Service were not met, and the reason(s), if known. Where the Institutional Head has authorized an exception, indicate the date the exception was authorized and the reason(s) for it, and confirm the date the exception was discontinued, if applicable
 - use of barriers, if applicable, and confirm completion of Threat Risk Assessments
 - the inmate's overall level of engagement in the identified SIU Intervention Plan based on SIU data analysis, and indicate if there is a need to re-evaluate the inmate's SIU Intervention Plan or to amend the inmate's conditions of confinement.

MENTAL HEALTH

- Summarize the inmate's state of health and/or health care needs, as identified by a registered health care professional.
- Note any current health care treatments the inmate is receiving, including if the inmate participates in the Opioid Antagonist Treatment (OAT) program or if the inmate has requested OAT for addictions treatment.
- Indicate the inmate's level of compliance with daily health care visits and assessments, and if the inmate has refused, indicate the inmate's reason(s), if known.
- If applicable, identify health related factors that may affect or delay an identified plan to transfer out of an SIU.
- Indicate if a registered health care professional, for health reasons, has made a recommendation to the Institutional Head that the conditions of confinement of an inmate in an SIU be altered or that the inmate not remain in an SIU, and the outcome of any recommendation, if applicable, in accordance with [section 37.2](#) of the CCRA.

INDIGENOUS SOCIAL HISTORY (ISH)

For Indigenous inmates:

- Summarize documented consideration of the inmate's ISH.
- Confirm:
 - consultation occurred with an Elder, Spiritual Advisor and/or staff engaged in the Indigenous continuum of care at the time of the SIU transfer authorization, and that all culturally appropriate interventions as potential alternatives to an SIU were documented

- an Elder/Spiritual Advisor and/or Indigenous Liaison Officer attended all SIURC reviews and include a summary of comments and/or recommendations, if any
- through documentation, that culturally appropriate alternatives continue to be explored.

CONDITIONS OF CONFINEMENT

- If the inmate is not availing themselves of opportunities to be out of their cell for a minimum of four (4) hours daily and/or to interact with others for the minimum of two (2) hours daily, recommend amendments to the inmate's conditions of confinement. If recommendations are not required, provide a rationale, in consideration of the inmate's mental health and ISH factors, if applicable.

ADCCO RECOMMENDATION

- Synthesize the above information and provide a final recommendation, which may include direction to the Institutional Head to resolve or address concerns resulting from the inmate's transfer to an SIU, including, but not limited to altering the inmate's conditions of confinement or requesting a review of the inmate's security classification or transfer, such as the need for follow-up consultation or to re-canvas specified sites.