



GUIDELINES 711-3

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Procedures to Transfer Inmates Out of 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/711-3-gl-eng.pdf • http://lehub/Fr/Collections/politiques-lois/DirectivesDuCommissaire/711-3-gl-fra.pdf • http://www.csc-scc.gc.ca/politiques-et-lois/711-3-gl-en.shtml • http://www.csc-scc.gc.ca/policy-and-legislation/711-3-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 out of a Structured Intervention Unit (SIU)
APPLICATION	Applies to all CSC staff who are responsible for the transfer of an inmate out of an SIU

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RESPONSIBILITIES

1. The Senior Deputy Commissioner (SDC) will:
 - a. review the case of each inmate approved for transfer to an SIU to determine whether the inmate should remain in an SIU:
 - i. within thirty (30) calendar days of the Institutional Head's thirty (30) day decision that an inmate should remain in an SIU, unless an [Independent External Decision Maker](#) (IEDM) has made a determination that an inmate should not remain in an SIU
 - ii. within every sixty (60) days thereafter until a [CSC designated decision maker](#) or IEDM determines that an inmate should not remain in an SIU
 - b. document their decision in the SIU application, pursuant to [Annex H](#)
 - c. direct the Institutional Head to amend an inmate's [conditions of confinement](#) within their decision when they determine an inmate will remain in an SIU, and identify changes to an inmate's conditions of confinement, if applicable
 - d. immediately refer the case to an IEDM, pursuant to [Guidelines \(GL\) 711-6 – Referrals to and Information Sharing with Independent External Decision Makers](#), when the SDC makes a decision that an inmate will remain in an SIU.
2. The Assistant Deputy Commissioner, Correctional Operations (ADCCO), will ensure:
 - a. all reasonable efforts are made to approve an SIU inmate's voluntary or involuntary transfer request
 - b. transfer requests are not denied based solely on an SIU inmate's refusal to integrate into a specified institution within the receiving region.
3. The Institutional Head (IH) will:
 - a. review the case of an inmate approved for transfer to an SIU pursuant to the timeframes in [Annex B](#)
 - b. meet with the inmate in person:
 - i. prior to making a decision if an inmate should remain in an SIU
 - ii. following each [SIU case conference](#) (SIUCC)
 - c. ensure their decisions include a clear rationale

- d. ensure procedures are in place, following a decision that an inmate should not remain in an SIU, to physically transfer the inmate out of the SIU [as soon as practicable](#).

4. The Deputy Warden (DW) will:

- a. ensure [Structured Intervention Unit Review Committees](#) (SIURCs) are held pursuant to the timeframes in [Annex B](#)
- b. as Chairperson of the SIURC, ensure the SIURC:
 - i. explains the purpose and procedures of the SIURC to the inmate and the inmate's legal counsel and/or [assistant](#), as applicable
 - ii. discusses, identifies and recommends all reasonable alternatives to the SIU and ensures the reasons an alternative is not considered viable are thoroughly documented in the SIURC recommendation
 - iii. considers the representations of all SIURC members, including the Elder in reviews of Indigenous inmates and written submissions from those unable to attend
 - iv. considers the representations of the inmate and the inmate's legal counsel and/or assistant, if applicable
 - v. considers the inmate's progress while in the SIU
 - vi. provides its recommendation to the designated decision authority for consideration in making their decision
- c. as Chairperson of the SIURC, recommend to the IH, the SDC, or the IEDM, as applicable, that an inmate should not remain in an SIU unless there are reasonable grounds supported by clear evidence that transferring an inmate to a mainstream inmate population will:
 - i. jeopardize the safety of any person or the security of the penitentiary
 - ii. jeopardize the inmate's safety, ou
 - iii. interfere with an investigation that could lead to a criminal charge or a charge under CCRA [subsection 41\(2\)](#) of a serious disciplinary offence
- d. ensure SIUCCs:
 - i. are held within the required [SIUCC timeframes](#)

- ii. are documented in the SIU application pursuant to [Annex G](#) and the documentation is provided to the Institutional Head.
5. Following an inmate's transfer to an SIU, the SIU Manager or the Manager, Intensive Intervention Strategy (IIS), at women's institutions and the Manager, Assessment and Interventions (MAI), will work collaboratively to ensure:
 - a. the inmate's [Case Management Team](#) (CMT) explores all [reasonable alternatives](#) to remaining in an SIU
 - b. all casework to transfer an inmate out of an SIU is completed pursuant to the timeframes in [Annex C](#)
 - c. an inmate's SIU Parole Officer immediately initiates a transfer process, where one is not already in progress, following a decision that an inmate should not remain in an SIU.

PROCEDURES

Decision Requirements to Transfer an Inmate out of an SIU

6. The SIU Manager or the Manager, IIS, at women's institutions will ensure that a CSC transfer decision to facilitate an inmate's transfer out of an SIU is approved and finalized prior to the inmate's movement out of an SIU, with exception of the following circumstances that do not require a transfer decision:
 - a. the inmate was not approved for a transfer to an SIU and they are returning to a mainstream inmate population at the authorizing SIU site or, if from a non-SIU site, returning to a mainstream inmate population at the authorizing non-SIU site
 - b. the inmate is being released on day or full parole, statutory release, or cancellation of suspension
 - c. the inmate is remanded on appeal
 - d. the inmate is being released on warrant expiry, or
 - e. the inmate is deceased.

Transfer Casework Following an SIU Transfer

7. The institutional Parole Officer (PO) assigned to an inmate at the time of the [SIU Transfer Authorization](#) will:
 - a. at men's sites, complete and maintain responsibility for transfer casework pursuant to timeframes in [Annex C](#):
 - i. until the first CSC transfer decision is approved and finalized, or
 - ii. up to sixty (60) calendar days for [complex transfer cases](#)
 - b. at women's sites, complete and maintain responsibility for transfer casework, pursuant to timeframes in [Annex C](#), until the inmate is transferred out of an SIU to a mainstream inmate population.
8. At men's sites, the assigned [SIU Parole Officer](#) (SIU-PO) will:
 - a. work collaboratively with the institutional PO to identify reasonable alternatives to the SIU
 - b. complete all required transfer casework after the first CSC transfer decision is approved, or assume transfer casework after sixty (60) calendar days for complex transfer cases, or
 - c. initiate and complete the voluntary transfer process, without delay, when:
 - i. a reasonable alternative is identified in the mainstream inmate population at the SIU site, and
 - ii. the inmate is in agreement with the identified alternative/proposed plan.

Voluntary Transfer Process

9. When it is determined that an SIU inmate can safely integrate into a mainstream inmate population at the SIU site, the inmate is in agreement with the proposed plan, and there is no change in the inmate's security level, the SIU-PO, or the institutional PO at women's institutions, will:
 - a. discuss the voluntary transfer application process with the inmate
 - b. ensure that an [Application for Transfer \(Inmate\)](#) (CSC/SCC 0444) form is completed
 - c. complete the recommendation, pursuant to [Annex E](#), within one (1) working day of receipt of the inmate's transfer application.

Voluntary Transfer Recommendation and Decision

10. Following the CMT's recommendation, the SIU Manager or the Manager, IIS, at women's institutions will:
 - a. complete their recommendation [as soon as possible](#)
 - b. provide the recommendations to the Institutional Head for final decision, without delay.
11. Following receipt of a transfer recommendation, the Institutional Head of the SIU site will:
 - a. make a decision to approve or not approve the transfer, [as soon as possible](#)
 - b. complete their transfer decision, pursuant to [Annex F](#).

Involuntary Transfer Process

12. The institutional PO assigned to an inmate's case at the time of an SIU Transfer Authorization or, for a subsequent transfer decision following the initial approved transfer, the SIU-PO will initiate an involuntary transfer process, when:
 - a. the inmate is unable to return to a mainstream inmate population at the SIU or non-SIU site they were transferred from
 - b. a transfer to another institution is the most reasonable alternative to the SIU transfer.

Requesting Intra-Regional and Inter-Regional Transfer Comments for an Involuntary Transfer

13. The MAI, the Manager, IIS, at women's institutions or, for a subsequent transfer decision following the initial approved transfer, the SIU Manager will ensure:
 - a. all intra-regional (within region) transfer options are explored prior to requesting inter-regional transfer comments, unless there is an [exceptional reason](#)
 - b. requests for comments includes sites the inmate has stated they will refuse to integrate into, unless the CMT of the sending site has already confirmed that the inmate will not be able to integrate into a mainstream inmate population of the specified site.
14. The institutional PO or, for a subsequent transfer decision following the initial approved transfer, the SIU-PO will:
 - a. request all intra-regional transfer comments or, where an intra-regional transfer is not possible, inter-regional (out of region) transfer comments, no later than five (5) working days after the day of the SIU Transfer Authorization, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)

- b. request inter-regional transfer comments in conjunction with intra-regional transfer comments when:
 - i. the inmate has an upcoming release to a province in another region
 - ii. the inmate is requesting a transfer to another region for access to home community/confirmed family support or an identified cultural or linguistic environment, and/or
 - iii. the CMT has already confirmed and/or has a reasonable expectation to believe that an inmate will be unable to integrate into any intra-regional institution and not doing so would result in undue delay.
15. When there are no viable intra-regional transfer options or there is an identified reason for an inter-regional transfer, the institutional PO or, for a subsequent transfer decision following the initial approved transfer, the SIU-PO will:
- a. request inter-regional transfer comments via the Regional Transfer Coordinator simultaneously, within one (1) working day, from all out of region sites consistent with the inmate's security classification, or
 - b. when a reassessment of security requirements is being pursued, their anticipated security classification, unless there is a valid reason to exclude a region, such as:
 - i. an inmate has indicated a preference to integrate into a specified institution and it is reasonable to believe that their request will be supported, or
 - ii. the inmate's official language differs from the predominant language of the region, unless the inmate is requesting to transfer to the specified region.
16. If comments are not received within SIU policy guideline timeframes, the institutional PO or, for a subsequent transfer decision following the initial approved transfer, the SIU-PO will:
- a. report the non-compliance to their manager for further action
 - b. when the timeframe is exceeded, pursue all other consultations, without delay, pursuant to SIU transfer casework timeframes in [Annex C](#).

Responding to a Request for Involuntary Transfer Comments

17. The AWI will ensure:

- a. a response to a request for involuntary intra-regional or inter-regional transfer comments is provided to the requesting institution, either directly to the institution for an intra-regional transfer or via the Regional Transfer Coordinator for an inter-regional transfer, no later than five (5) working days from the date of the request
- b. the response to a request for involuntary intra-regional and inter-regional transfer comments is completed pursuant to [Annex F](#)
- c. where it is determined that the inmate's transfer is no longer supported based on an analysis of the inmate's identified integration risk(s), an updated response is provided, in writing, to the requesting site, without delay.

Steps to Complete Involuntary Transfer Casework

18. The institutional PO or, for a subsequent transfer decision following the initial approved transfer, the SIU-PO will:

- a. document the results of all consultations, whether supportive or not, in the draft Assessment for Decision
- b. prior to finalizing the Assessment for Decision, meet with the inmate to:
 - i. discuss consultation comments and determine if the inmate is in agreement with the identified transfer alternative
 - ii. identify the inmate's preferred institution when more than one site offers acceptance
 - iii. identify any inmate's concerns/integration risk(s) for any supporting sites
- c. document the results of the discussion in a casework record (CWR) within one (1) working day
- d. where the inmate is refusing to integrate and/or has identified integration risk(s) at a supporting site/identified transfer alternative:
 - i. work with the Security Intelligence Department (SID) and the supporting site to determine if the inmate's integration risk(s) are valid and/or what actions may be required to mitigate the inmate's concerns/risk(s)

- ii. re-evaluate the alternative to determine the level of risk associated with proceeding with the identified transfer alternative, and if the risk is not manageable, the alternative will be considered no longer valid
 - iii. ensure all efforts to address an inmate's refusal and/or identified integration risk(s) and the plan to implement the decision are documented in the Assessment for Decision
- e. when a transfer alternative is identified:
- i. finalize the Assessment for Decision and share the assessment with the inmate within two (2) working days, along with the Notice of Involuntary Transfer (NOIT)
 - ii. document the sharing and inmate notification in a casework record (CWR).

Inmate Request for a Postponement

19. Upon an inmate's written request, the Institutional Head may grant a maximum extension of five (5) working days for the inmate to respond, in person or in writing, to the proposed involuntary transfer.

Involuntary Intra-Regional Transfer Recommendation and Decision

20. In the case of an involuntary intra-regional transfer, the MAI, the Manager, IIS, at women's institutions or, for a subsequent transfer decision following the initial approved transfer, the SIU Manager will complete their **recommendation**:

- a. within two (2) working days of sharing the NOIT if the inmate chooses not to provide oral or written representations to the proposed transfer, or
- b. within two (2) working days of receiving the inmate's representations.

21. The Institutional Head will complete their **decision**:

- a. within two (2) working days of sharing the NOIT if the inmate chooses not to provide oral or written representations to the proposed transfer, or
- b. within two (2) working days of receiving the inmate's representations.

Involuntary Inter-Regional Transfer Recommendation and Decision

22. In the case of an involuntary inter-regional transfer, the MAI, the Manager, IIS, at women's institutions or, for a subsequent transfer decision following the initial approved transfer, the SIU Manager and the Institutional Head will complete their recommendations:
- a. within two (2) working days of sharing the NOIT if the inmate chooses not to provide representations to the proposed transfer, or
 - b. within two (2) working days of receiving the inmate's representations.
23. Following the recommendation of the MAI, the Manager, IIS, or the SIU Manager and the Institutional Head, the AWI of the sending site will ensure the recommendations are submitted to the Regional Transfer Coordinator within one (1) working day.
24. The Regional Transfer Coordinator of the sending region will complete their recommendation within two (2) working days of receipt of the site's recommendations, and submit the file to the receiving region for final decision, without delay.
25. The AWI of the receiving site will ensure a signed copy of the final decision is provided to the sending site no later than two (2) working days from receipt of the inter-regional transfer recommendations.

Inmate Notification of an Approved Transfer Decision

Voluntary Transfer Decision

26. For voluntary transfer decisions, the SIU Manager or the Manager, IIS, at women's institutions will ensure:
- a. the inmate is verbally advised of the transfer decision prior to their physical movement, but no later than one (1) working day from the date of the decision, and the verbal notification is documented in the SIU application
 - b. the inmate is provided with the written transfer decision within two (2) working days of the decision, and the sharing is documented in the SIU application or a casework record when the inmate's physical movement has already been effected.

Involuntary Transfer Decision

27. For involuntary transfer decisions, the SIU Manager or the Manager, IIS, at women's institutions will ensure:
- a. the inmate is provided with the written transfer decision at least two (2) calendar days before their physical movement, unless the inmate waives the two (2) day period on the CSC decision sheet, pursuant to [GL 710-2-3 – Inmate Transfer Processes](#)

- b. the sharing is documented in the SIU Application.

Inmate Movement Following an Approved Transfer Decision

28. To ensure an inmate's physical transfer out of an SIU is implemented [as soon as practicable](#) following an approved CSC transfer decision, the Institutional Head will ensure:
 - a. a plan is in place to implement the inmate's transfer out of the SIU (i.e. confirmed bed space, land transfer, flight, etc.) as soon as practicable
 - b. the "ad-hoc decision" screen in the SIU application is completed when there is not already a decision that an inmate should not remain in an SIU.
29. If a new [reasonable alternative](#) is identified that would end the inmate's transfer in an SIU sooner, the SIU Manager or the Manager, IIS, at women's institutions will ensure the SIU-PO, or the PO at women's institutions, initiates a new transfer process (i.e. voluntary or involuntary transfer), without delay.

Victim Services Notification

30. The SIU-PO, or a Primary Worker at women's institutions, will notify the Victim Services Unit when an inmate with a Victim Notification Flag in the Offender Management System (OMS) transfers out of an SIU, when applicable, pursuant to [CD 784 – Victim Engagement](#).

Structured Intervention Unit Review Committee

Timeframes

31. When an Institutional Head approves an inmate's transfer to an SIU, the SIURC Chairperson will ensure the inmate's case is reviewed and a recommendation entered into the applicable section of SIU Application no later than:
 - a. ten (10) calendar days before the Institutional Head's decision is due pursuant to [paragraph 37.3\(1\)\(b\)](#) of the CCRA
 - b. ten (10) calendar days before the SDC's decision is due, pursuant to [section 37.4](#) of the CCRA
 - c. twenty (20) calendar days after the SDC makes a decision that an inmate will remain in an SIU, pursuant to [section 37.4](#) of the CCRA, to provide the IEDM with CSC's assessment and recommendation.

Inmate Notification of SIURC

32. The SIURC Chairperson will ensure the inmate is provided with a written notice of the SIURC at least three (3) working days prior to the scheduled SIURC, which will include:
 - a. the scheduled date and time of the SIURC

- b. the proposed recommendations and the reasons for the proposed recommendations
- c. notice that the inmate has the opportunity to submit written and/or oral representations prior to and during the SIURC
- d. notice that the inmate has the right to submit a written request up to one (1) working day before the scheduled SIURC to request that their legal counsel and/or an [assistant](#) attend the SIURC in person or through other means and/or submit written and/or oral representations prior to and during the SIURC
- e. notice that the role of their legal counsel and/or an assistant at an SIURC is to:
 - i. assist the inmate in presenting any written and/or oral representations
 - ii. advise the inmate during the SIURC
 - iii. present the inmate's representations on their behalf
- f. notice that the inmate may submit a request to the SIURC Chairperson to delay the scheduled SIURC to allow the inmate's legal counsel and/or assistant to participate in the SIURC in person or by other means, provided the delay does not prevent meeting decision timeframes.

Legal Counsel or Assistant Attendance at an SIURC

- 33. Upon receipt of an inmate's written request to have their legal counsel and/or an [assistant](#) participate in an SIURC, the SIURC Chairperson will approve the inmate's request, unless doing so would jeopardize the security of the penitentiary or the safety of any person.
- 34. Upon receipt of an inmate's written request to have their legal counsel and/or assistant participate in an SIURC, the SIU Manager or the Manager, IIS, at women's institutions will:
 - a. ensure the inmate is provided with opportunities to speak with their legal counsel and/or assistant, in a private area, outside of their cell, to prepare for the SIURC
 - b. ensure, prior to the scheduled SIURC, that the inmate's legal counsel and/or assistant:
 - i. is subject to all normal security screening requirements that apply to a member of the community, pursuant to [CD 559 – Visits](#)
 - ii. is approved to enter the institution.

35. Where the SIURC Chairperson does not approve an inmate's request to have their legal counsel and/or an assistant attend the SIURC in person, the Chairperson will:
- a. meet with the inmate no later than one (1) working day before the scheduled SIURC, to:
 - i. verbally advise the inmate of the reasons for denying the request
 - ii. discuss arrangements for the inmate's legal counsel and/or assistant to participate through other means
 - b. pursuant to [Annex G](#), document the reason(s) for denying the inmate's request and any alternative arrangements.
36. In cases where the inmate's legal counsel and/or assistant is unable or not approved to attend in person, the SIURC Chairperson will ensure that they are provided with other reasonable means to participate in the SIURC, unless doing so would affect the safety and security of the institution or that of any person.

Inmate Request to Share CSC Documentation with Legal Counsel/Assistant for an SIURC

37. Upon receipt of an inmate's written request to share [CSC documentation](#) with their legal counsel and/or an assistant prior to an SIURC review, the SIU-PO, or the PO at women's institutions, will:
- a. ensure the inmate's request identifies the inmate's legal counsel and/or assistant and the CSC documentation they wish to share with their legal counsel and/or assistant
 - b. verify the name of the inmate's legal counsel and/or assistant and their contact information to ensure the information is accurate and/or up to date if the inmate has previously completed and signed a [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487)
 - c. provide the inmate with a [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487) if one is not already on file
 - d. once the information has been reviewed:
 - i. send the CSC documentation identified by the inmate to the inmate's legal counsel and/or assistant no later than within one (1) working day from receipt of the inmate's request
 - ii. provide the inmate with confirmation that the documentation was sent to their legal counsel as per their request
 - iii. document the sharing in a Casework Record (CWR).

Inmate Request to Delay an SIURC

38. The SIURC Chairperson will review and approve an inmate's request, or request from the inmate's legal counsel and/or assistant to delay the SIURC to allow time for their legal counsel and/or assistant to prepare for the SIURC within one (1) working day of the request, unless the delay would result in a decision beyond the CSC or IEDM decision timeframes.
39. When the SIURC Chairperson does not approve a request to delay the SIURC, they will provide a written response to the inmate and, if applicable, the inmate's legal counsel and/or assistant no later than within one (1) working day following receipt of the request.

Inmate Attendance at an SIURC

40. The SIURC Chairperson will ensure the SIURC conducts reviews with the inmate present unless:
 - a. the inmate chooses not to attend
 - b. there are confirmed security reasons that would affect the safety and security of the institution or that of any person.
41. Where there are there are confirmed security reasons that would affect the safety and security of the institution or that of any person, the SIURC Chairperson must, prior to the SIURC, meet with the inmate to discuss the security reasons and determine if the risk can be mitigated by delaying the SIURC or through other means.
42. Where the SIURC Chairperson determines that the risk cannot be mitigated by delaying the SIURC or through other means, they will:
 - a. notify the inmate that an in person SIURC cannot be conducted and the reasons why
 - b. advise the inmate that their legal counsel and/or assistant may attend and make written and/or oral representations
 - c. ensure the reason(s) are documented in the SIU application and shared with the inmate in writing.

Inmate Representations at an SIURC

43. Where an inmate elects to provide written and/or oral representations to the SIURC, the SIURC Chairperson will ensure:
 - a. the SIURC provides the inmate with an opportunity to provide their representations, as well as representations by the inmate's legal counsel and/or assistant
 - b. all inmate representations, including those of their legal counsel and/or assistant, are documented in the SIURC recommendation in the SIU application for consideration by the delegated decision authority.

SIURC Members

44. The Chairperson will ensure:

- a. that members of the SIURC include:
 - i. the SIU Manager or Manager, IIS, at women's institutions
 - ii. the SIU-PO or institutional PO at women's institutions
 - iii. an SIU Security Intelligence Officer (SIO)/institutional SIO at women's institutions
 - iv. for Indigenous inmates, the SIU Elder/Spiritual Advisor and/or SIU Indigenous Liaison Officer (ILO) or Elder/Spiritual Advisor and/or SIU Indigenous Liaison Officer (ILO) at women's institutions
- b. members of the Citizens Advisory Committee (CAC) are provided with reasonable access to attend the SIURC.

45. The Chairperson will ensure members of the inmate's multidisciplinary team or, at women's institutions, the interdisciplinary team, and other relevant members, as applicable to the inmate's case, are notified of and attend the inmate's SIURC, including:

- a. SIU Correctional Manager/Correctional Manager, IIS, at women's institutions
- b. Correctional Officer II (CXII)/Primary Worker at women's institutions
- c. SIU Chaplains/Chaplains at women's institutions
- d. SIU Correctional Program Officers (CPO)/SIU Indigenous Correctional Program Officers (ICPO) or CPO/ICPO at women's institutions
- e. [Behavioural Skills Coaches](#) (BSC)/Behavioural Counsellors (BC) at women's institutions
- f. SIU Social Program Officers (SPO)/SPO at women's institutions
- g. registered health care professionals
- h. other members by position, as identified by the SIURC Chairperson
- i. members of the CAC
- j. external stakeholders, volunteers, etc.

SIURC Consultations

46. The SIURC Chairperson will ensure all consultation information is documented in the SIURC recommendation in the SIU application for consideration by the delegated decision authority.

47. The SIU-SIO or the SIO at women's institutions will provide the SIURC with written comments pursuant to [Annex G](#).
48. A registered health care professional will provide written consultation comments to the SIURC pursuant to [Annex G](#).
49. When applicable, the SIU-PO at men's institutions will consult with the institutional PO responsible for an SIU inmate's penitentiary placement or institutional transfer to ensure that all information regarding the plan to transfer the inmate out of an SIU is documented to the fullest extent possible at the time of the SIURC recommendation.

SIURC Recommendations

50. Following a review of the inmate's case, the SIURC Chairperson:
 - a. will meet with and advise the inmate of the SIURC recommendation and that they may submit written representations, or representations from their legal counsel and/or assistant, which will be provided to the delegated decision authority for consideration in making their decision
 - b. may recess the SIURC when additional information is required to form a recommendation. In this circumstance, the SIURC Chairperson will verbally advise the inmate of its recommendation as soon as one is reached
 - c. will provide a recommendation to the delegated decision authority within one (1) working day of the SIURC, but cannot delay a recommendation beyond the required decision timeframes, pursuant to [Annex B](#)
 - d. will ensure the SIURC review information and recommendation is documented in the SIU application, pursuant to [Annex F](#)
 - e. will ensure, when submitted by the inmate or the inmate's legal counsel and/or assistant, written representations are provided to the delegated decision authority for consideration in making their decision.

Amendment to an SIURC Recommendation

51. The Chairperson will ensure:
 - a. new information brought forward prior to a decision, including any change to the SIURC recommendation and the reason(s), is documented in the SIU Application and shared with the inmate without delay
 - b. the inmate is provided an opportunity to speak with their legal counsel and/or assistant, and to provide representations and/or have their legal counsel and/or assistant provide representations on their behalf, in writing or in person, without delay

- c. all new information is provided to the delegated decision authority, including any inmate representations, no later than one (1) calendar day from the date of the amendment, but cannot delay the decision beyond the required timeframes.

CSC Designated Decision Makers

Institutional Head Decision

52. The Institutional Head will:

- a. review the case of an inmate approved for transfer to an SIU and make a decision within thirty (30) calendar days from the date of the SIU Transfer Authorization to determine if the inmate should remain in an SIU, unless an IEDM has made a determination that an inmate should not remain in an SIU
- b. document their decision in the SIU application, pursuant to [Annex H](#).

53. Prior to making a decision on whether an inmate will remain in an SIU, the Institutional Head will:

- a. meet with the inmate in person, in accordance with [subsection 37.3\(3\)](#) of the CCRA, to receive any oral and/or written representations for consideration in making their decision
- b. ensure the meeting is documented in the “daily activities” section of the SIU application.

54. 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 Threat Risk Assessment (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.

55. Following the Institutional Head’s decision, the SIU Manager or the Manager, IIS, at women’s institutions 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 notifications are documented in the SIU Application at the time notification was provided to the inmate.

Senior Deputy Commissioner Decision

56. Following a decision by the SDC, the SIU Manager or the Manager, IIS, at women's institutions 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 SDC's 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.

SIU Ad-Hoc Decision

57. The SIU Manager or the Manager, IIS, at women's institutions will recommend an inmate's transfer out of an SIU at any time when:

- a. there is an approved CSC transfer decision and there is a viable plan to effect the transfer decision (i.e. land transfer, inter-regional flight, bed space availability), or
- b. the inmate has reached their legislated release date or they are granted a conditional release by the Parole Board of Canada.

SIU Ad-hoc Recommendation to Institutional Head

58. Prior to recommending an inmate's transfer out of an SIU, the SIURC Chairperson will confirm there is no decision that an inmate should not remain in an SIU by a CSC designated decision maker or an IEDM.

59. Once confirmed that there is no existing decision by a CSC designated decision maker or an IEDM that an inmate should not remain in an SIU, the SIURC Chairperson will ensure:

- a. an ad-hoc recommendation is provided to the Institutional Head for a final decision
- b. an inmate's physical movement out of an SIU is not effected until the Institutional Head makes an ad-hoc decision to transfer the inmate out of an SIU.

Institutional Head SIU Ad-hoc Decision

60. Following receipt of an ad-hoc recommendation to transfer an inmate out of an SIU, the Institutional Head will:
- a. make a decision as soon as possible, and ensure it is documented in the SIU application, pursuant to the SIU decision content guidelines in [Annex G](#)
 - b. ensure the ad-hoc decision is shared with the inmate.

Inmate Notification and Sharing of an SIU Ad-hoc Decision

61. The SIU Manager or the Manager, IIS, at women's institutions will ensure:
- a. the inmate is verbally advised of the SIU ad-hoc decision prior to the inmate's physical movement, but no later than one (1) working day from the decision, and the notification is documented in the SIU application
 - b. the inmate is given the written decision within two (2) working days of the decision and the notification is documented in the SIU application, or a Casework Record when the inmate's physical movement has already been effected.

Inmate's Absence from an SIU

62. When an inmate is away from an SIU for a [long-term absence](#), the AWI will ensure:
- a. the CMT continues to explore all reasonable alternatives to transfer the inmate out of an SIU as soon as possible
 - b. when a reasonable alternative is identified, including a return to a mainstream inmate population at the same institution, that involuntary transfer casework is completed, pursuant to timeframes in [Annex C](#), during the inmate's absence from an SIU with the exception of the inmate notifications and final decision
 - c. following their return to the SIU, the inmate is notified of the proposed involuntary transfer and the inmate has an opportunity to respond to the proposed involuntary transfer before the final decision.
63. When an inmate is away from the institution at the time of a scheduled SIURC, the SIURC Chairperson will ensure:
- a. the SIURC reviews the case in the absence of the inmate pursuant to the SIURC timeframes in [Annex B](#)

- b. the SIURC recommends a transfer out of the SIU only when:
 - i. the inmate has an approved transfer to a mainstream inmate population and their return to an SIU is not anticipated
 - ii. the inmate's fairness process was completed and the inmate had an opportunity to respond to the proposed involuntary transfer.

Procedures Following a Decision by a CSC Designated Decision Maker or an IEDM

Decision that an Inmate will Remain in an SIU

64. The SIU-PO or the PO at women's institutions will complete an SIU-Correctional Plan Update (SIU-CPU), pursuant to [Annex H, as soon as practicable](#), but no later than seven (7) working days after:
- a. an IH thirty (30) day decision that an inmate should remain in the SIU
 - b. an SDC's decision that an inmate should remain in the SIU
 - c. an IEDM's determination that an inmate should remain in the SIU, pursuant to [section 37.8](#) of the CCRA.

Decision that an Inmate will Not Remain in an SIU

65. Following a decision that an inmate should be removed from an SIU, the Institutional Head will ensure:
- a. the inmate is physically transferred out of the SIU [as soon as practicable](#)
 - b. that when an inmate refuses to leave the SIU or there is a delay in implementing the decision, the SIU case management team continues to document:
 - i. the inmate's progress while in the SIU, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)
 - ii. all ongoing efforts to effect the decision pursuant to the [SIU Case Conference](#) (SIUCC) process, in lieu of SIURC's as further duration reviews and decisions are no longer required.

SIU Case Conference Process

SIUCC Timeframes

66. When an inmate refuses to transfer out of an SIU or there is a delay in implementing a decision that an inmate should not remain in an SIU, the SIU-PO, or the PO at women's institutions, will:
- a. meet with the inmate within two (2) working days of the decision to discuss the inmate's refusal or the delay in implementing the decision
 - b. document the outcome of the meeting in the SIU application and advise the SIU Manager [as soon as possible](#)
 - c. complete an SIU-CPU pursuant to [Annex H](#) as soon as practicable, but no later than five (5) working days after the decision date and within every thirty (30) calendar days thereafter until the inmate is physically transferred out of the SIU.
67. If the inmate refuses to transfer out of the SIU or there continue to be a delay in implementing the decision following their meeting with the SIU-PO, or the PO at women's institutions, the SIU Manager or the Manager, IIS, at women's institutions will inform the DW no later than one (1) working day from the day of the meeting with the inmate.
68. When the DW is notified that an inmate is refusing to transfer out of the SIU following their meeting with the SIU-PO, or the PO at women's institutions, or there continues to be a delay in implementing the decision, the DW will:
- a. facilitate a SIUCC with the inmate and their SIU case management team, as well as health services staff and other CSC staff and [contractors](#), where applicable, within:
 - i. twenty (20) calendar days after the decision date
 - ii. thirty (30) calendar days thereafter until the inmate is physically transferred out of the SIU
 - b. ensure the SIUCC, as applicable:
 - i. confirms the plan to transfer the inmate out of the SIU [as soon as practicable](#) and documents what interventions/strategies have been attempted to effect the decision
 - ii. identifies strategies to motivate the inmate to transfer out of the SIU
 - iii. identifies actions and plans necessary to effect the decision when there is a delay or if the original plan can no longer be implemented.

SIUCC Documentation

69. Following each SIUCC, the DW will ensure:

- a. the SIUCC is documented in the SIU application, pursuant to [Annex I](#), within five (5) calendar days of the SIUCC
- b. the Institutional Head is provided with the SIUCC document within one (1) working day.

SIUCC Institutional Head Meeting with the Inmate

70. The Institutional Head will meet with the inmate within five (5) calendar days of receipt of the SIUCC document to discuss:

- a. the inmate's reasons for refusing to transfer out of the SIU and alternatives
- b. the delay in implementing the decision and plan.

71. Following the Institutional Head's meeting with the inmate, the IH will ensure:

- a. the results of the meeting are documented in the SIU application, within one (1) working day
- b. efforts continue to transfer the inmate out of the SIU [as soon as possible](#).

Documentation Requirements Following an Inmate's Transfer out of an SIU**Casework Record Completion**

72. The SIU Manager or the Manager, IIS, at women's institutions will ensure that CSC staff and contractors, or a representative from each department, providing programs, interventions and services to SIU inmates, excluding the SIU-PO or the PO at women's institutions, complete an SIU Casework Record (SIU-CWR):

- a. within two (2) working days of an inmate's physical transfer out of an SIU to provide prompt information to the receiving unit/site and EGC, and to aid in the inmate's continuity of care
- b. including a brief summary of the programs, interventions and/or services provided to the inmate while in the SIU, the inmate's level of engagement, attitude and progress, and any recommendations and/or referrals.

Correctional Plan Updates

73. The SIU-PO, or the PO at women's institutions, will complete:

- a. a CPU, pursuant to [CD 710-1 – Progress Against the Correctional Plan](#), when it is assessed that the inmate has made progress towards their Correctional Plan that warrants a reassessment of their domain ratings, giving consideration to reassessed security requirements, where applicable, within ten (10) working days from the inmate's physical transfer out of an SIU, or
- b. an SIU-CPU, when it is assessed that a CPU is not required.

SIU Correctional Plan Updates

74. When a CPU is not required, the SIU-PO, or the PO at women's institutions, will complete an SIU-CPU, pursuant to [Annex J](#), as soon as practicable, but no later than five (5) working days after an inmate's physical transfer out of an SIU, which will include the reason for the inmate's transfer out of the SIU and a final progress analysis.

Other Case Management Casework

75. The SIU-PO, or the PO at women's institutions, will remain responsible for [outstanding case management work](#) within 15 calendar days of an inmate's physical transfer out of an SIU to a mainstream inmate population.

76. Where an inmate is transferred out of an SIU to another institution and, upon arrival or within [reasonable circumstances](#), is authorized and subsequently approved for transfer to an SIU at the receiving site, the SIU-PO, or the PO at women's institutions, of the sending SIU site will complete the CPU or the SIU-CWR when a CPU is not required pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#).

Behavioural Skills Coaches Documentation and Follow-up

77. The [Behavioural Skills Coach](#) (BSC), or the Behavioural Counsellor (BC) at women's institutions, if applicable, will identify and document ongoing support(s) or intervention(s) they will continue to provide to the inmate in the mainstream inmate population to encourage long-term integration.

ENQUIRIES

78. Strategic Policy Division
National Headquarters
Email: Gen-NHQPpolicy-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 568-7 – Management of Incompatible Offenders](#)

[CD 701 – Information Sharing](#)

[CD 702 – Indigenous Offenders](#)

[CD 705-6 – Correctional Planning and Criminal Profile](#)

[CD 705-7 – Security Classification and Penitentiary Placement](#)

[CD 706 – Classification of Institutions](#)

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

[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](#)

[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.

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.

Behavioural Skills Coach: a staff member assigned and trained to deliver the behavioral skills coaching intervention to inmates in an SIU.

Behavioural skills coaching: an individualized and behaviour-focused intervention designed to assist SIU inmates in developing skills to support their return to the mainstream inmate population at the earliest possible time.

Complex transfer case: an offender whose combination of competing risk and safety concerns (legitimate or perceived) and case management needs impede CSC's ability to facilitate a transfer in a timely manner.

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.

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 documentation: official CSC information used for the purpose of SIU decision making, 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.

Extended period or long-term absence: when an inmate is identified as temporarily out of an SIU or away from the institution in the SIU application for a short-term absence, such as to attend court or outside hospital, and the inmate's date of return is extended for an unknown period of time or the inmate's return to the SIU is no longer anticipated.

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.

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 thirty (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.

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: 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 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 transferred 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.

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

ANNEX B

SIURC REVIEW AND CSC DECISION TIMEFRAMES AND AUTHORITIES

SIURC DECISION – PURPOSE TYPE	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	RECOMMENDER	DECISION OPTIONS
Institutional Head 30-Day Decision CCRA 37.3(1)(b)	No later than calendar day 30 from the date of the SIU transfer authorization	Institutional Head	SIURC The SIURC reviews the case no later than twenty (20) calendar days from the SIU transfer authorization date.	REMAIN IN SIU <u>or</u> TRANSFER OUT OF SIU
Ad-Hoc Decision	At any time, outside of a legislated decision date, to transfer an inmate out of an SIU. If an inmate does not leave the SIU following an ad-hoc decision by the Institutional Head to transfer an inmate out, the inmate remains entitled to a review of their case by the SDC (CCRA 37.4) and the IEDM (CCRA 37.8).	Institutional Head	SIURC	TRANSFER OUT OF SIU <u>or</u> TRANSFER OUT OF SIU – CONDITIONAL RELEASE

SIU DECISION – PURPOSE TYPE	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	RECOMMENDER	DECISION OPTIONS
<p>Institutional Head Decision Following Registered Health Care Professional Recommendation</p> <p>CCRA 37.3(1)(a)</p>	<p>As soon as practicable following recommendation from a registered health care professional in accordance with section 37.2 of the CCRA</p>	<p>Institutional Head</p>	<p>Registered health care professional</p>	<p>REMAIN IN SIU</p> <p><u>and/or</u></p> <p>ALTER CONDITIONS OF CONFINEMENT</p> <p><u>or</u></p> <p>TRANSFER OUT OF SIU</p>
<p>Regional Review</p>	<p>Within 45 calendar days from an inmate’s SIU transfer authorization and within every thirty (30) calendar days thereafter</p>	<p>Assistant Deputy Commissioner, Correctional Operations (ADCCO)</p>	<p>N/A</p>	<p>REVIEW AND RECOMMENDATIONS</p>
<p>Senior Deputy Commissioner Decision</p> <p>CCRA 37.4</p>	<p>Within thirty (30) calendar days of the Institutional Head’s 30-day decision that an inmate should remain in an SIU, unless an IEDM has made a determination that an inmate should not remain in an SIU and within every 60 calendar days thereafter until the SDC decides or an IEDM determines, that an inmate should not remain in an SIU.</p>	<p>Senior Deputy Commissioner</p>	<p>The SIURC reviews the case no later than ten (10) calendar days before the SDC decision is due.</p>	<p>REMAIN IN SIU</p> <p>and</p> <p>ALTER CONDITIONS OF CONFINEMENT, if applicable</p> <p><u>or</u></p> <p>TRANSFER OUT OF SIU</p>

SIU DECISION – PURPOSE TYPE	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	RECOMMENDER	DECISION OPTIONS
	<p>Where the Institutional Head makes a decision that an inmate should not remain in the SIU in accordance with CCRA 37.3(1)(b), but the inmate refuses to leave the SIU or there is a delay in removing the inmate, the SDC decision is not required.</p> <p>Where the SDC makes a decision that an inmate should not remain in the SIU, but the inmate refuses to leave the SIU or there is a delay in removing the inmate, a subsequent SDC decision is not required.</p>			

ANNEX C

SIU TRANSFER CASEWORK TIMEFRAMES

To ensure that an inmate’s confinement in an SIU ends at the earliest possible opportunity, transfer decision authorities to effect an inmate’s transfer out of an SIU to a mainstream inmate population are pursuant to [CD 710-2 – Transfer of Inmates](#).

Inmate transfers out of an SIU will be completed in consideration of the factors set out in [sections 28](#) and [33](#) of the [Corrections and Conditional Release Act](#).

TRANSFER CASEWORK	TIMEFRAMES FOR AN INVOLUNTARY TRANSFER	TIMEFRAMES FOR A VOLUNTARY TRANSFER
<p>Drafting the Assessment for Decision</p>	<p>When it is reasonable to believe, based on all the circumstances of the case, that a transfer to another institution is the most reasonable alternative to the SIU transfer, the institutional Parole Officer or, for a subsequent transfer decision following the initial approved transfer, the SIU Parole Officer, will draft the Assessment for Decision, pursuant to Annex D, as soon as practicable, but no later than five (5) days from the date of the SIU Transfer Authorization.</p>	<p>An Assessment for Decision is not required for a voluntary transfer to a mainstream inmate population at the SIU site, unless there is a change to the inmate’s security classification. The SIU Parole Officer, or the institutional Parole Officer at women’s institutions, will initiate the voluntary transfer process within one (1) working day of receipt of an inmate’s transfer application, when:</p> <ul style="list-style-type: none"> • a reasonable alternative is identified in a mainstream inmate population at the SIU site, and • the inmate is in agreement with the identified alternative/proposed plan, and • an Application for Transfer (Inmate) (CSC/SCC 0444) has been completed.
<p>Requesting intra-regional transfer comments</p>	<p>The institutional Parole Officer or, for a subsequent transfer decision following the initial approved transfer, the SIU Parole Officer, will request all intra-regional transfer comments, <u>simultaneously, directly, from all sites within region</u>, that are capable of managing the inmate’s current security</p>	<p>The SIU Parole Officer, or the institutional Parole Officer at women’s institutions, will complete consultations at the SIU site, as soon as possible, but no later than one (1) working day from receipt of an inmate’s transfer request, to confirm that an identified alternative is viable, when the inmate has requested to integrate into</p>

TRANSFER CASEWORK	TIMEFRAMES FOR AN INVOLUNTARY TRANSFER	TIMEFRAMES FOR A VOLUNTARY TRANSFER
	<p>classification or, when a reassessment of security requirements is being pursued, their anticipated security classification, within five (5) working days of an SIU Transfer Authorization, when it is reasonable to believe, based on all the circumstances of the case, that a transfer to another institution is the most reasonable alternative to the SIU transfer.</p>	<p>a mainstream inmate population at the SIU site, including, but not limited to:</p> <ul style="list-style-type: none"> a. the Security Intelligence Department (SID) b. the receiving unit’s Correctional Manager or MAI, if applicable c. sanctioned inmate representatives, if applicable d. for Indigenous inmates, an Elder, Spiritual Advisor, or an Indigenous Liaison Officer (ILO) e. Health Services.
<p>Requesting inter-regional transfer comments</p>	<p>When an intra-regional transfer is not a viable option, the institutional Parole Officer or, for a subsequent transfer decision following the initial approved transfer, the SIU Parole Officer, will request inter-regional transfer comments via the Regional Transfer Coordinator, <u>simultaneously</u>, from all out of region sites capable of managing the inmate’s current security classification or, when a reassessment of security requirements is being pursued, their anticipated security classification, unless there is a valid reason to exclude a region, within five (5) working days of an SIU Transfer Authorization.</p> <p><u>OR</u></p> <p>When all intra-regional transfer options have been exhausted, or there is an exceptional reason, the institutional Parole Officer or, for a subsequent transfer decision following the initial</p>	<p>The SIU Parole Officer, or the institutional Parole Officer at women’s institutions, will complete consultations at the SIU site, as soon as possible, but no later than one (1) working day from receipt of an inmate’s transfer request, to confirm that an identified alternative is viable, when the inmate has requested to integrate into a mainstream inmate population at an SIU site, including, but not limited to:</p> <ul style="list-style-type: none"> a. the Security Intelligence Department (SID) b. the receiving unit’s Correctional Manager or MAI, if applicable c. sanctioned inmate representatives, if applicable d. for Indigenous inmates, an Elder, Spiritual Advisor, or an Indigenous Liaison Officer (ILO) e. Health Services.

TRANSFER CASEWORK	TIMEFRAMES FOR AN INVOLUNTARY TRANSFER	TIMEFRAMES FOR A VOLUNTARY TRANSFER
	<p>approved transfer, the SIU Parole Officer, will request inter-regional transfer comments via the Regional Transfer Coordinator, <u>simultaneously</u>, from all out of region sites capable of managing the inmate's current security classification or, when a reassessment of security requirements is being pursued, their anticipated security classification, unless there is a valid reason to exclude a region, <u>within one (1) working day</u>.</p>	
<p>Responding to a request for intra-regional or inter-regional transfer comments</p>	<p>No later than five (5) working days from the date of the request</p>	<p>Not required. The transfer process and all consultations will be completed by the SIU site when a reasonable alternative has been identified at the SIU site, the inmate is in agreement with the identified alternative/proposed plan, and the inmate has submitted a transfer application to integrate into a mainstream population at the SIU site.</p>
<p>Finalizing the Assessment for Decision</p>	<p>When a transfer alternative is identified, the institutional Parole Officer or, for a subsequent transfer decision following the initial approved transfer, the SIU Parole Officer, will finalize the Assessment for Decision within one (1) working day of receipt of the receiving site's transfer comments and share the assessment with the inmate within two (2) working days, along with the Notice of Involuntary Transfer (NOIT).</p>	<p>An Assessment for Decision is not required for a voluntary transfer to a mainstream inmate population of the SIU site, unless there is a change to the inmate's security classification.</p>
<p>Transfer recommendations</p>	<p><u>Intra-regional transfers</u>: the MAI, the Manager, IIS, at women's institutions or, for a subsequent transfer decision following the initial approved transfer, the SIU Manager will complete their</p>	<p>Following the CMT's recommendation, the SIU Manager or the Manager, IIS, at women's institutions will complete their recommendation <u>as soon as possible</u>, and provide the recommendations to the</p>

TRANSFER CASEWORK	TIMEFRAMES FOR AN INVOLUNTARY TRANSFER	TIMEFRAMES FOR A VOLUNTARY TRANSFER
	<p>recommendation within two (2) working days of sharing the NOIT if the inmate chooses not to provide oral or written representations to the proposed transfer, or within two (2) working days of receiving the inmate’s representations.</p> <p><u>Inter-regional transfers:</u> the MAI, the Manager, IIS, at women’s institutions or, for a subsequent transfer decision following the initial approved transfer, the SIU Manager, and the Institutional Head will complete their recommendations within two (2) working days of sharing the NOIT if the inmate chooses not to provide representations to the proposed transfer, or within two (2) working days of receiving the inmate’s representations.</p> <p>Following the MAI/Manager, IIS/SIU Manager and Institutional Head’s recommendations, the Assistant Warden, Interventions (AWI), of the sending site will ensure the recommendations are submitted to the sending Regional Transfer Coordinator, <u>without delay</u>.</p> <p>The Regional Transfer Coordinator for the sending site will complete their recommendation within two (2) working days of receipt of the site’s recommendations, and submit the file to the receiving region for final decision, <u>without delay</u>.</p>	<p>Institutional Head for final decision, <u>without delay</u>.</p>

TRANSFER CASEWORK	TIMEFRAMES FOR AN INVOLUNTARY TRANSFER	TIMEFRAMES FOR A VOLUNTARY TRANSFER
Transfer decisions	<p><u>Intra-regional transfer decisions</u>: the sending Institutional Head will complete their decision within two (2) working days of sharing the NOIT if the inmate chooses not to provide oral or written representations to the proposed transfer, or within two (2) working days of receiving the inmate’s representations.</p> <p><u>Inter-regional transfer decisions</u>: the Assistant Deputy Commissioner, Correctional Operations, of the receiving region will complete their decision within two (2) working days of receipt of inter-regional transfer recommendations.</p>	<p>The Institutional Head of the SIU site will render a decision, as soon as possible, to ensure the inmate’s transfer out of the SIU at the earliest possible opportunity.</p>
Decision sharing	<p>The inmate must be provided with the written decision at least two (2) calendar days prior to their physical movement, unless the inmate waives the two (2) day period on the CSC decision sheet, pursuant to GL 710-2-3 – Inmate Transfer Processes.</p>	<p>The inmate must be verbally advised of the decision prior to their physical movement, but no later than one (1) working day from the date of the decision, and provided with the written decision within two (2) working days of the decision.</p>

ANNEX D

ASSESSMENT FOR DECISION FOR TRANSFER OUT OF A STRUCTURED INTERVENTION UNIT – CONTENT GUIDELINES

INTRODUCTORY STATEMENT/CASE STATUS

- Provide a brief introductory statement, including:
 - the type of transfer (i.e. voluntary, involuntary, emergency; inter or intra-regional)
 - where the proposed transfer is to
 - the purpose for transfer (i.e. reassess security requirements, transfer out of an SIU).
- Indicate when the inmate was transferred to an SIU, from which institution, and for how long they have been in an SIU.
- Indicate the length of sentence, current offence(s), Indigenous and/or gender identification and expression needs, 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.
- Summarize the inmate's history of confinement in a penitentiary up to the current SIU transfer and include an analysis of past SIU transfers and/or admissions to administrative segregation and the outcomes, if applicable.
- Outline any institutional adjustment issues and preventive security information, such as incompatibles and Security Threat Groups.
- Identify behaviour patterns that have contributed to the inmate's instability in a mainstream inmate population, if applicable.
- Assess the inmate's potential risk for continued violent behaviour toward staff or inmates, 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.

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 (OSL) 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 progress while in an SIU and the impact on the identified risk factors that influenced the inmate's transfer to an SIU.
- Provide a summary of the alternatives explored prior to the SIU transfer decision and indicate why each alternative is not viable.
- Provide the results of all transfer consultations from requested sites, whether supported or not, including their rationale and the proposed Management Plan of the receiving site if the inmate is not amenable of the proposed transfer.
- Complete a Security Intelligence file review and provide a summary of relevant security information.
- Consult with a Security Intelligence Officer and document the results of the consultation
- Identify the inmate's state of health and any health related concerns that may impact or delay the inmate's transfer, pursuant to [section 87](#) of the CCRA, as identified by a Health Services/ professional.
- Include recent professional opinions (i.e. Parole Board of Canada, Mental Health), if applicable.
- For Indigenous inmates:
 - Consider the inmate's ISH pursuant to [section 79.1](#) of the CCRA in relation to the proposed transfer, including accessibility to Indigenous programs, interventions and services and if the inmate's cultural needs can be met by the receiving site.
 - Indicate if consultation with the Elder/Spiritual Advisor or Indigenous Liaison Officer (ILO) is required. Include level of support for the proposed transfer and recommendations, if any.
- Consider victim concerns (if applicable).

DISSENTING OPINION

- If applicable, include any dissenting opinions.

FINAL RECOMMENDATION

- Make a final recommendation.

ANNEX E

VOLUNTARY TRANSFER RECOMMENDATION CONTENT GUIDELINES

A voluntary transfer recommendation must include consultations at the SIU site to confirm that an identified alternative is viable, including, but not limited to:

- Comments from the inmate including the inmate's reason(s) for the transfer application
- Security Intelligence Department (SID) information, including security concerns with the identified alternative/proposed plan, what actions have been taken to mitigate the inmate's risk, if any (i.e. STG dissociation, healing circle/mediation with an identified incompatible, etc.) and, if applicable, consultation with [sanctioned inmate representatives](#) to determine level of support and/or identify security concerns with the identified reintegration plan (i.e. institution/unit/range)
- Consultation comments from the receiving unit's Correctional Manager or MAI, if applicable, including how the inmate's risk will be mitigated
- For Indigenous inmates, the inmate's Indigenous Social History (ISH) and consultation with an Elder, Spiritual Advisor, or Indigenous Liaison Officer (ILO) in consideration of the inmate's cultural needs
- Health care considerations, including consultation comments from registered health care professionals
- Gender identity and expression considerations, if applicable
- Dissenting opinions to the proposed transfer and the reasons, if applicable
- The CMT recommendation.

ANNEX F**INVOLUNTARY TRANSFER COMMENTS – GUIDELINES**

A request for intra- and inter-regional involuntary transfer comments must include the following information:

- A summary of the inmate's population profile and all viable placement options at the proposed receiving site
- Security concerns, including Security Threat Group (STG) concerns, if any, including consultation comments from the receiving site's Security intelligence Department (SID) and how they could potentially be managed at the proposed receiving site
- When applicable, a summary of interventions and/or actions taken to mitigate any concerns or to assess an inmate's suitability for an identified range, such as mediation with an identified incompatible or a video conference to discuss and/or mitigate integration concerns
- Comments regarding the inmate's program, spiritual, cultural and linguistic needs and if they can be met at the proposed receiving site
- Health care considerations, if applicable, and if they can be managed at the proposed receiving site
- A plan to manage the inmate at the proposed receiving site, if the inmate has advised of his refusal to integrate at the site
- Other information, such as the recommendation of the inmate's CMT and opinions from the proposed receiving site as to the inmate's ability to integrate into the proposed receiving site.

ANNEX G

STRUCTURED INTERVENTION UNIT REVIEW COMMITTEE (SIURC) – CONTENT GUIDELINES

SIURC – ATTENDANCE

- Document the Chairperson and staff members in attendance, as well as their positions.
 - For Indigenous inmates, or non-Indigenous inmates who are following or request to follow a traditional path, indicate if the Elder, Spiritual Advisor, or Indigenous Liaison Officer (ILO) was present and, if not, the reason(s) why.
 - Indicate if the members of the Citizens Advisory Committee (CAC) were present and, if not, the reason(s) why.

INMATE AND/OR LEGAL COUNSEL OR ASSISTANT ATTENDANCE

- Indicate if the inmate attended and if not, the reasons why, if provided.
- Indicate if the inmate's legal counsel and/or assistant attended.
 - Where an inmate's request for legal counsel and/or an assistant was denied, indicate the reason(s) why and alternative arrangements to allow participation in the SIURC through other means.
- When the SIURC reviews the case of an inmate who is temporarily away from the institution, also document:
 - the date the inmate temporarily left the SIU
 - the reason(s) for the inmate's extended or long-term absence
 - the length of time the inmate is expected to be away from the SIU.

PURPOSE OF REVIEW

- Identify the purpose of the review.

ENTITLEMENTS

- The SIURC will:
 - confirm the inmate is availing themselves of their minimum daily [conditions of confinement](#) (CoC) [entitlements](#) and if not, the reason(s) for it
 - provide a summary of the inmate's opportunities for time out of cell and interaction with others, including SIU programs, interventions, services, cultural, religious and spiritual practice, leisure activities, family visits or contact with community agencies and volunteers

- where the inmate is not availing themselves of opportunities related to their CoC entitlements, indicate the steps that CSC has taken to motivate and encourage the inmate to avail themselves of opportunities when offered, including, but not limited to:
 - a summary of ongoing offers, including alternative times or activities, within reasonable limits of the operational routine
 - meetings with the inmate to discuss the inmate's refusals and identify supports and provide encouragement
 - referrals to the [SIU Correctional Intervention Board](#) (SIU-CIB) to identify the need for alternative interventions and services, and
 - referrals to Health Services to identify the need for further health assessments
- indicate any days where the minimum obligations of the Service were not met and, if known, indicate the reason(s), including if the Institutional Head approved an exception under [paragraph 37\(1\)\(c\)](#) of the CCRA or [subsection 19\(1\)](#) of the CCRR. If so, indicate the date the exception was approved and the reason(s) for it, the efforts made to continue the provision of CoC entitlements and if applicable, the date the exception was discontinued
- consider amending any conditions of confinement to encourage the inmate to avail themselves of their entitlements
- identify use of barriers, if applicable, and confirm completion of Threat Risk Assessments (TRA) and daily reviews until a barrier was no longer required
 - where compatibility concerns have been identified in an SIU-TRA, identify the risk resulting from any identified compatibility concern and outline the plan to mitigate the risk and ensure the inmate's access to their CoC entitlements
- where an inmate has been identified as out of facility or away from the SIU, indicate the reason(s), inmate limitations and/or access to CoC entitlements while out of facility/away from the SIU, any identified process or plan to return the inmate to the SIU, and the date of the inmate's return or anticipated date of return to the SIU.

CIRCUMSTANCES OF TRANSFER TO SIU

- Provide a concise summary of the circumstances that led to the inmate's transfer to an SIU.
- Include any updates to the information provided in the SIU Transfer Authorization.

DECISIONS/REVIEWS

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

INFORMATION WITHHELD FROM THE INMATE FOR IEDM DURATION REVIEWS

- Identify any CSC information withheld from the inmate in accordance with [subsection 27\(3\)](#) of the CCRA. Any information withheld from the inmate will be identified on the IEDM Procedural Safeguard Declaration at the time of the sharing.

- Include the written summary or statement to the IEDM provided by the SIU Security Intelligence Officer (SIU-SIO) to identify protected security information or documents, including SIU-TRAs, the sensitive nature of the security related information, and disclosure concern(s) for awareness and consideration by the IEDM, including the reason(s) for vetting or preparing a gist of information, and the identified risk(s) should the information be shared with the inmate.

CONSIDERATION OF ALTERNATIVES TO AN SIU TRANSFER

- Provide a detailed summary of all reasonable alternatives considered and indicate if each alternative is viable or not, including:
 - Informal resolution and/or mediation
 - Movement to another range at the same site
 - Transfer to another institution
 - Offender Security Level - appropriateness of the inmate's security classification
 - For Indigenous inmates, culturally appropriate interventions as potential alternatives to an SIU, including, but not limited to, a healing circle, Elder counselling, and/or movement to a culturally appropriate range
 - Health care considerations – if the inmate has known physical and/or mental health needs, were health care accommodations/needs considered
 - Gender identity or expression considerations, if applicable.

TRANSFER OUT OF AN SIU

Every review by the SIURC must document all reasonable alternatives to the SIU considered or being explored, whether viable or not, for consideration by the designated decision authority.

- The Chairperson will review and discuss all ongoing efforts to return the inmate to a mainstream inmate population at the same site.
- Should there be any change to the circumstances of the inmate's transfer to an SIU, including, but not limited to, reassessed security requirements, compatibility concerns, the population profile of a range, or other security information, the Chairperson will ensure that alternative(s) to the SIU are re-evaluated and confirm the viability of each alternative.
- If there continue to be no reasonable alternatives to return the inmate to a mainstream inmate population at the same site, the SIURC must clearly identify the risks to the safety and security of the institution or to any person, or the ongoing risk to an investigation.
- Where an intra-regional or inter-regional transfer is being considered as an alternative to an SIU, the SIURC will discuss and thoroughly document all consultations to date. This will include:
 - the date comments were requested
 - the regions/sites consulted
 - the date that comments were received

- a statement or a summary of comments provided by the receiving site, if the response was positive or negative and, if negative, the reason(s)
- if follow-up is required with a canvassed site, such as consultation with a Security Intelligence Officer (SIO) to determine if a security concern can be mitigated, a videoconference to discuss integration options or suitability for a requested population (i.e. Indigenous/healing range, therapeutic unit), and the outcome, when applicable
- pending consultations and follow-up requests should timeframes not comply with policy guidelines (include the date follow-up was requested).
- Identify the proposed transfer plan/destination, if known, and indicate if the inmate is in agreement or has any identified concerns with the proposed plan.
- Identify next steps to the proposed transfer plan or transfer processes, such as for referrals to the Special Handling Unit.
- Should there be an identified reasonable alternative to the SIU, the SIURC will include, where applicable:
 - any institutional adjustment issues while in an SIU
 - the outcome of any informal resolution and/or mediation, or consultation with sanctioned inmate representatives
 - consultations with CSC staff and contractors
 - how the inmate's risk has been mitigated
 - the inmate's agreement with the plan or, if the inmate is not in agreement, the inmate's proposed alternative or refusal to comply with an identified or approved plan
 - the results of a security classification review
 - summary of an approved CSC transfer decision
 - any anticipated or expected delay that may affect the implementation of an approved CSC transfer decision
 - the plan to effect the decision, where there is a delay or the inmate is not in agreement with the identified alternative/plan.

SECURITY INTELLIGENCE OFFICER COMMENTS

- Consultation with the SIU-SIO, including a gist of Protected C information, if applicable, that includes:
 - security intelligence information related to reasonable alternatives and the viability of these alternatives
 - the outcome of any mediation efforts and consultations with sanctioned inmate representatives
 - consultation with other Security Intelligence Departments at other sites when transfer alternatives are being considered or at the request of an inmate (i.e. an inmate's request to mediate a compatibility concern at another site), and
 - any other SIO related information or concerns, including a gist of Protected C information, if applicable.

HEALTH CARE CONSIDERATIONS

- Consultation with a registered health care professional, including:
 - inmate compliance with daily health care visits, assessments, and medication regime, if applicable
 - if the inmate participates in the Opioid Antagonist Therapy (OAT) program or if the inmate has requested OAT for addictions treatment
 - identified health care needs that may affect or delay transfer to another site, such as a scheduled medical appointment
 - identified concerns with conditions of confinement and any other health related information that may be relevant to the inmate's SIU transfer, as appropriate.
- Inmate health related comments, if applicable - indicate if the inmate has identified any health related concerns and/or has requested Health Services for any reason. If so, indicate if a referral to Health Services was submitted and whether the referral is pending or has been actioned.

INMATE REPRESENTATIONS

- Include oral and/or written representations provided by the inmate.
- Where an inmate's legal counsel and/or assistant were present or participated by other means, include any oral or written representations made on behalf of the inmate.

SIURC RECOMMENDATION

- State the SIURC recommendation and include the reasons for the recommendation.
- Pursuant to [CD 711 – Structured Intervention Units](#), the Chairperson will recommend transfer out of an SIU to a mainstream inmate population, unless the SIURC believes that transferring an inmate to a mainstream inmate population would jeopardize the safety of staff, other inmates or the institution, jeopardize the safety of the inmate, or interfere with an investigation.
- If the SIURC requires additional information, it may recess to do so, but must verbally advise the inmate of its recommendation as soon as one is reached.
- The SIURC recommendation will be provided to the designated decision authority within one (1) working day from the SIURC.

ANNEX H

SIU DECISIONS – CONTENT GUIDELINES

The CSC designated decision maker will ensure their decision includes:

- the purpose of the decision, the recommendation, a concise analysis of all information and the final decision.

Each decision must 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
- other relevant considerations, such as:
 - for Indigenous inmates, how their Indigenous Social History 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
 - if the inmate is not in agreement and the decision is to transfer out of an SIU, the plan to implement the decision as soon as is operationally feasible
 - 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 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 I

STRUCTURED INTERVENTION UNIT CASE CONFERENCE (SIUCC) – CONTENT GUIDELINES

SIUCC ATTENDANCE

- Identify the participants attending the SIU case conference by name and position.
- Document if the inmate attended and the reasons if they did not.

DISCUSSION OF ALTERNATIVES AND PLAN TO TRANSFER THE INMATE OUT OF AN SIU

- Identify the date of the decision and the decision authority.
- State the current plan to transfer the inmate out of an SIU.
- Identify if the inmate is refusing to transfer out of an SIU.
- Identify specific challenges, external to the inmate, to transferring the inmate out of an SIU (i.e. the lack of an interregional flight, court obligations, medical considerations, etc.), and when it is expected that these challenges will be completed.

INMATE COMMENTS

- Indicate if the inmate is in agreement with the plan, and if the inmate is not, document the inmate's reasons for their refusal/resistance to transferring out of an SIU.
- Identify the inmate's proposed alternative, if provided.

PROGRAMS AND INTERVENTIONS

- Identify the programs and/or interventions the inmate is participating in.
- Identify programs and/or interventions offered to the inmate, but refused. Include a summary of attempts made by staff to try and engage the inmate.

HEALTH CARE COMMENTS

- Provide a summary of health-related information, including comments from a registered health care professional.
- Provide an update on any outstanding medical requirements (i.e. appointments) that may be affecting the inmate's transfer out of the SIU.
- Include any concerns with conditions of confinement, if applicable.

SECURITY INTELLIGENCE COMMENTS

- Provide comments from the SIU-SIO, including any follow-up based on identified security concerns in relation to an inmate's refusal or delay to physically transfer out of an SIU.

REQUIRED ACTIONS

- Based on all of the above considerations, identify:
 - next steps in achieving a transfer out of an SIU
 - measures to improve the conditions of confinement if this has been an area of concern.

ANNEX J

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 must 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 (CRS) or Security Reclassification Scale (SRS)/Security Reclassification Scale for Women (WSRS) 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
 - 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 Security Threat Group (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 program facilitator(s)/Manager, in consideration of the continuation of a program, intervention or service 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, SPO led social programs and/or group activities, 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 (ILO) that provide cultural support and encourage engagement in the inmate's Healing Plan and SIU interventions
 - Include a summary of the inmates 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.
- 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 (MRP).
- 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
 - discussion with the inmate 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 (OMRB), 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 offender security level (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 responsibility 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.