



COMMISSIONER'S DIRECTIVE 711

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Structured Intervention Units

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-cd-eng.pdf • http://lehub/Fr/Collections/politiques-lois/DirectivesDuCommissaire/711-cd-fra.pdf • http://www.csc-scc.gc.ca/politiques-et-lois/711-en.shtml • http://www.csc-scc.gc.ca/policy-and-legislation/711-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, 29.1, 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 ensure an inmate's transfer to a Structured Intervention Unit (SIU) is the least restrictive measure, for the shortest time possible, when there are no reasonable alternatives to manage the risk, while responding to the inmate's needs and providing interventions to assist them in meeting the objectives in their Correctional Plan
APPLICATION	Applies to all Correctional Service of Canada (CSC) staff and/or contractors involved in the transfer, management, oversight, provision of interventions and services and decision making for inmates in an SIU or subject to restricted movement at non-SIU sites

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RESPONSIBILITIES

National Headquarters

1. The Commissioner will:
 - a. establish SIUs at selected penitentiaries and designate an area or areas as an SIU, in accordance with [section 32](#) of the CCRA
 - b. establish a Health Committee in accordance with [subsection 37.31\(3\)](#) of the CCRA to review the cases of SIU inmates referred to the Committee.
2. The Senior Deputy Commissioner (SDC) will:
 - a. ensure processes are in place for SIUs related to:
 - i. data collection, quality assurance and reporting
 - ii. human resources and allocation
 - iii. financial and budgetary allocations

- b. review the case of each inmate approved for transfer to an SIU pursuant to the timeframes and requirements in [Guidelines \(GL\) 711-3 – Procedures to Transfer Inmates Out of a Structured Intervention Unit](#)
 - c. review and ensure applicable cases are referred to the Independent External Decision Makers (IEDMs), pursuant to [GL 711-6 – Information Sharing with Independent External Decision Makers](#).
3. The Assistant Commissioner, Correctional Operations and Programs (ACCOP), will:
- a. collaborate with the SDC, Assistant Commissioner, Health Services, Deputy Commissioner for Women (DCW) and Deputy Commissioner, Indigenous Corrections (DCIC), as appropriate, to develop and implement guidelines in support of this directive
 - b. ensure a variety of correctional interventions and services, including correctional programs, education programs, [behavioural skills coaching](#), social programs and chaplaincy services, are available in SIUs and responsive to the needs of a diverse SIU inmate population
 - c. collaborate with the SDC, Assistant Commissioner, Human Resources Management, DCW and DCIC, as appropriate, to ensure National Training Standards for SIU staff and [contractors](#) are developed.
4. The Assistant Commissioner, Health Services (ACHS), will:
- a. collaborate with the ACCOP, DCW and DCIC to develop to develop guidelines outlining the responsibilities and procedures related to the delivery of health services in SIUs
 - b. chair the Health Committee established by the Commissioner to review cases referred to the Committee in accordance with [subsection 37.32\(1\)](#) of the CCRA
 - c. develop and implement a quality assurance program to ensure the delivery of safe, quality health care in SIUs, and conduct annual reviews of the program.
5. The Assistant Commissioner, Communications and Engagement (ACCE), will:
- a. provide information, tools and guidance to regions and sites to facilitate the involvement of community partners and registered CSC volunteers that provide programs, services and interventions supporting the provision of opportunities for SIU inmates to spend time out of cell and interact with others
 - b. support the engagement of Citizen Advisory Committees (CACs) in providing advice on the management and operations of SIUs
 - c. monitor the results of volunteer programs and partnerships providing support to SIU inmates.

6. The Deputy Commissioner for Women (DCW) will:
 - a. participate as a member of the Health Committee established by the Commissioner in all cases where an SIU inmate at a women's institution is referred to the Committee
 - b. ensure a variety of correctional programs, interventions and services are available in SIUs at women's institutions.
7. The Deputy Commissioner, Indigenous Corrections (DCIC), will:
 - a. participate as a member of the Health Committee established by the Commissioner in all cases where an SIU Indigenous inmate is referred to the Committee
 - b. collaborate with the Regional Director, Indigenous Initiatives, to ensure cultural services are available in SIUs and are responsive to the needs of Indigenous inmates.

Regional Headquarters

8. The Regional Deputy Commissioner (RDC) will:
 - a. participate as a member of the Health Committee established by the Commissioner in all cases where an SIU inmate within their region is referred to the Committee
 - b. ensure [SIU compliance reports](#) are completed:
 - i. annually at each SIU site, which will include an on-site visit
 - ii. every second year at each non-SIU site
 - c. establish a regional process for sites to report incidents of non-compliance related to SIU policy, excluding incidents related to health services
 - d. develop and implement regional action plans to address incidents of non-compliance related to SIU policy, excluding incidents related to health services
 - e. engage with the regional CACs regarding the management and operations of SIUs.
9. The Assistant Deputy Commissioner, Correctional Operations (ADCCO), will:
 - a. ensure safe and effective management of SIUs within their region
 - b. ensure SIU policies are effectively communicated and implemented by operational units
 - c. ensure decisions by the SDC and IEDMs are implemented [as soon as practicable](#)

- d. develop regional procedures for institutions within their region to report incidents of non-compliance
 - e. ensure corrective measures are implemented when SIU policy compliance deficiencies are reported or identified
 - f. complete regional reviews of SIU cases, pursuant to the requirements and timeframes in [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)
 - g. ensure SIUs have suitable indoor and outdoor recreational space and equipment.
10. The Regional Administrator, Indigenous Initiatives, will ensure:
- a. each SIU at men’s institutions have dedicated Elder(s) and Indigenous Liaison Officer(s) (ILO)
 - b. SIU inmates at a women’s institution have regular access to an Elder and/or ILO.
11. The Regional Chaplain will provide direction to the Assistant Warden, Interventions (AWI), at SIU sites and Chaplains to ensure SIU inmates have access to chaplaincy services, pursuant to [Commissioner’s Directive \(CD\) 750 – Chaplaincy Services](#).
12. The Regional Senior Project Officer responsible for SIU oversight will:
- a. liaise with and provide policy guidance, interpretation and support to regional and institutional management and staff, as requested
 - b. provide compliance oversight of SIU legal, policy and procedural requirements
 - c. support the ADCCO and regional senior management by monitoring trends, providing information, analysis and recommendations related to the operation of SIUs
 - d. support and coordinate information sharing between CSC and IEDMs
 - e. assist in the coordination of interviews between IEDMs and inmates, staff and contractors
 - f. prepare SIU regional case reviews for the ADCCO, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#).
13. The Regional Transfer Coordinator will ensure that transfer consultation timeframes are met, pursuant to [GL 711-3 – Procedures to Transfer Inmates Out of a Structured Intervention Unit](#).

SIU and Non-SIU Sites

14. The Institutional Head will:

- a. ensure SIU inmates or inmates subject to restricted movement have the same rights as other inmates, except for those that cannot be exercised due to security requirements or limitations specific to the SIU or as a result of being subject to restricted movement, in accordance with [section 35](#) of the CCRA
- b. review the case of SIU inmates or inmates subject to restricted movement, and:
 - i. make a decision to approve or not approve an inmate's transfer to an SIU, pursuant to the requirements and decision timeframes in [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)
 - ii. approve a transfer to an SIU only when there are no reasonable alternatives that would mitigate the risk to any person, the inmate, the security of the penitentiary or interference in an investigation, in accordance with [subsection 37.41\(1\)](#) of the CCRA
 - iii. determine if an inmate will remain in an SIU, pursuant to [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)
- c. ensure an alternative is identified and implemented as soon as practicable for all SIU inmates or inmates subject to restricted movement, while ensuring the security of the penitentiary and the safety of all staff, inmates, contractors and the public
- d. ensure all procedures to manage SIU inmates or when an inmate is subject to restricted movement are followed, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)
- e. only approve exceptions to providing inmates with their entitlements, when necessary, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)
- f. ensure Elders, Indigenous Liaison Officers, Chaplains and other cultural and spiritual advisors have space and adequate opportunity to meet with SIU inmates or inmates subject to restricted movement
- g. at SIU sites, establish:
 - i. a Structured Intervention Unit Review Committee (SIURC)
 - ii. an SIU Correctional Intervention Board (SIU-CIB)

- h. develop an institutional Standing Order that includes:
- i. local procedures for the management of SIU inmates or inmates subject to restricted movement, consistent with SIU policies
 - ii. a process to ensure SIU inmates or inmates subject to restricted movement have reasonable access to legal counsel
 - iii. a process to ensure all staff report incidents of non-compliance related to SIU policy within the institution, excluding incidents related to health services
 - iv. a process to identify an alternate decision-maker in circumstances where the Institutional Head is unexpectedly absent when an SIU decision is due and the acting Institutional Head was the SIURC Chairperson
 - v. a process to confirm complaints and grievances from SIU inmates or inmates subject to restricted movement are collected daily, including on weekends and statutory holidays
 - vi. a process that provides members of the CAC with reasonable access to the SIU, an adequate opportunity to meet with SIU inmates and attend the SIURC
- i. develop an SIU Inmate Handbook or handbook for inmates subject to restricted movement that includes:
- i. inmate entitlements and SIU routines
 - ii. procedural safeguards, decision making timeframes and authorities
 - iii. information on how to access their legal counsel, the Office of the Correctional Investigator and the CAC
 - iv. [inmate expectations](#) while in an SIU
- j. attend the SIU daily to view all areas and inspect each inmate's conditions of confinement. Outside of [regular working hours](#), the officer in charge of the institution will complete this requirement
- k. meet with SIU inmates upon inmate request and as required for decision making, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#) and [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)
- l. meet with inmates subject to restricted movement, daily. Outside of regular working hours, the officer in charge of the institution will complete this requirement

- m. ensure strategies are in place to transfer inmates out of an SIU as soon as practicable, following:
- i. a cancellation of an SIU transfer authorization
 - ii. a decision by the Institutional Head to not approve an inmate's transfer to an SIU
 - iii. a decision by the Institutional Head or the Senior Deputy Commissioner to transfer an inmate out of an SIU
 - iv. receipt of an IEDM determination to remove an inmate from an SIU
 - v. a Health Committee decision to remove an inmate from an SIU
- n. develop strategies to assist SIU inmates to safely reintegrate into a mainstream inmate population as soon as practicable
- o. ensure official SIU documents and IEDM recommendations and determinations are shared with SIU inmates and inmates subject to restricted movement, pursuant to [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](#) and [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)
- p. ensure, pursuant to [CD 087 – Official Languages](#), SIU inmates or inmates subject to restricted movement are shared SIU decisions and official documents in their official language of choice:
- i. at institutions designated as bilingual, within the information sharing timeframes pursuant to [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](#) and [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)
 - ii. at institutions designated as unilingual, in the designated language of the institution within the required information-sharing timeframes pursuant to [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](#) and [GL 711-3 – Procedures to Transfer Inmates Out of a Structured Intervention Unit](#) and in the inmate's official language of choice as soon as possible
- q. pursuant to the responsibilities and procedures in [CD 024 – Management of Correctional Service of Canada Volunteers](#), establish SIU volunteer programs and partnerships with community organizations to support the provision of opportunities for SIU inmates to spend time out of cell and interact with others
- r. at SIU sites, collaborate with Citizens Engagement to develop annual SIU community/citizen engagement action plans

- s. report incidents of non-compliance related to SIU policy within the institution to the ADCCO, pursuant to the regional process, excluding incidents related to health services.

15. The Deputy Warden will:

- a. chair the SIURC and ensure SIURC procedures are followed
- b. work collaboratively with other Deputy Wardens to:
 - i. ensure transfer consultation timeframes are met
 - ii. assess alternatives to a transfer to an SIU
- c. facilitate Case Conferences (SIUCCs) when there is a delay in implementing a CSC or IEDM decision to transfer an inmate out of an SIU.

16. The Assistant Warden, Interventions (AWI), will:

- a. pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#):
 - i. authorize or confirm a transfer to an SIU only when there are no reasonable alternatives that would mitigate the risk to any person, the inmate, the security of the penitentiary or interference in an investigation
 - ii. ensure SIU transfer procedures are followed and transfer authorizations include a detailed rationale
 - iii. ensure that the Regional Victim Services Unit is notified when an inmate with a victim notification flag in the Offender Management System (OMS) is physically transferred to an SIU, when required, pursuant to [CD 784 – Victim Engagement](#)
 - iv. cancel an SIU transfer authorization prior to the Institutional Head's decision to approve or not approve the transfer if there is a reasonable alternative and/or where the grounds in [subsection 34\(1\)](#) of the CCRA are no longer met
 - v. ensure SIU transfer authorization documentation, the inmate's representations, representations from the inmate's legal counsel and/or [assistant](#), and any other relevant information is provided to the Institutional Head for consideration in their decision to approve or not approve an inmate's transfer to an SIU
- b. at men's institutions, ensure the SIU multidisciplinary team considers alternatives to an SIU on an ongoing basis, which may include consultation with a sanctioned inmate representative and/or an inmate committee

- c. at women's institutions, ensure the Interdisciplinary Team (IDT):
 - i. considers alternatives to an SIU on an ongoing basis, which may include consultation with a sanctioned inmate representative and/or an inmate committee
 - ii. reviews cases, pursuant to [CD 578 – Intensive Intervention Strategy in Women Inmate Institutions/Units](#)
- d. work collaboratively with the Assistant Warden, Operations, to ensure:
 - i. CSC staff and contractors offer a variety of opportunities to SIU inmates to be out of their cell for a minimum of four hours daily and, as part of the four hours out of cell, interact with others for a minimum of two hours daily
 - ii. CSC staff and contractors encourage SIU inmates and inmates subject to restricted movement to avail themselves of their entitlements and continue to make reasonable offers to inmates refusing to interact with others or to spend time out of their cells for the minimum required time, within operational limits
 - iii. all reasonable efforts are made to provide inmates subject to restricted movement with opportunities to interact with others for a minimum of two hours daily, if circumstances permit
 - iv. volunteers have regular access to SIU inmates
- e. chair the SIURC:
 - i. in the absence of the Deputy Warden, or
 - ii. when it is reasonably expected the Deputy Warden will be acting as the Institutional Head when an Institutional Head authority SIU decision is due.

17. The Assistant Warden, Operations (AWO), will:

- a. perform the duties of the AWI in their absence
- b. work collaboratively with the AWI to ensure an SIU operational routine is established and adapted, as necessary, that provides:
 - i. SIU inmates and inmates subject to restricted movement opportunities to be out of their cell for a minimum of four hours daily
 - ii. as part of the four hours out of cell, SIU inmates are provided opportunities to interact with others for a minimum of two hours daily

- iii. as part of the four hours out of cell, inmates subject to restricted movement are provided opportunities to interact with others for a minimum of two hours daily, if circumstances permit
 - c. ensure inmate activities and offers of inmate activities are accurately recorded in the SIU application, including reasons for inmates' refusals
 - d. ensure the use of barriers is limited to the least restrictive measure and length of time necessary for safety and security reasons pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#).
18. The SIU Manager or Manager, Intensive Intervention Strategy (IIS), at women's institutions will, as applicable:
- a. ensure the Case Management Team works collaboratively with the SIU multidisciplinary team at men's institutions and IDT at women's institutions to continually assess risk and identify alternatives to transfer inmates out of the SIU as soon as possible, while ensuring the security of the penitentiary and the safety of all staff, inmates, contractors and the public
 - b. at men's sites, provide functional supervision to the SIU Teachers, Chaplains, Elders, ILOs, Indigenous Correctional Program Officers, Correctional Program Officers, [Behavioural Skills Coaches](#), Social Program Officers and Data and Activity Coordinators
 - c. coordinate SIU case management activities and scheduling of the SIURC
 - d. quality control and ensure SIU casework is completed pursuant to applicable SIU guidelines
 - e. ensure documented information entered by interventions staff is accurate and up to date
 - f. meet with members of the Case Management Team on a regular basis to identify strategies to encourage inmates to avail themselves of opportunities to be out of their cell and interact with others
 - g. consult with Health Services to identify strategies supporting SIU inmates' mental health needs or challenging or complex behaviours
 - h. ensure volunteers are provided information regarding their role in meeting with SIU inmates
 - i. ensure requests by IEDMs are actioned as soon as practicable
 - j. ensure inmates' requests to communicate or meet with an IEDM is forwarded to the applicable IEDM pursuant to [GL 711-6 – Referrals to and Information Sharing with Independent External Decision Makers](#).

19. The Manager, Assessment and Interventions (MAI), will:

- a. ensure Correctional Plan Updates (CPUs) are completed, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)
- b. ensure that [outstanding case management work](#), excluding SIU specific casework, due within 30 calendar days from the date of the inmate's SIU transfer authorization is completed, pursuant to applicable policies
- c. following an inmate's SIU transfer authorization, ensure, pursuant to [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#):
 - i. a transfer process is initiated as soon as possible to identify all viable options, while continuing to assess local alternatives to the SIU
 - ii. work collaboratively with the SIU Manager to ensure an effective and efficient process to transfer an inmate out of an SIU.

20. The Correctional Manager in charge of the institution will:

- a. outside of regular working hours or in the absence of the Institutional Head:
 - i. perform the duties of the Institutional Head following a recommendation from a registered health care professional in accordance with [section 37.2](#) of the CCRA
 - ii. attend the SIU daily at SIU sites to view all areas, inspect each inmate's conditions of confinement and meet with SIU inmates at their request
 - iii. meet with all inmates subject to restricted movement daily at non-SIU sites
- b. outside of regular working hours or in the absence of the AWI and AWO, as applicable, will authorize a transfer to an SIU, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#), only when there are no reasonable alternatives that would mitigate the risk to any person, the inmate, the security of the penitentiary or interference in an investigation
- c. at SIU sites, perform the duties of an SIU Correctional Manager or Correctional Manager, IIS, in the absence of an SIU Correctional Manager or Correctional Manager, IIS.

21. The SIU Correctional Manager, the Correctional Manager, IIS, or the Correctional Manager in charge of the institution at a non-SIU site, as applicable, will:

- a. ensure an SIU Threat Risk Assessment (SIU-TRA) is completed for each inmate authorized for a transfer to an SIU, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#) and [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)

- b. ensure the use of a barrier is supported by the completion of an SIU-TRA and documented in the SIU application
 - c. complete end of day reviews in the SIU application for each SIU inmate and ensure accuracy of the entries pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#)
 - d. ensure SIU inmates or inmates subject to restricted movement are provided their personal property pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#).
22. The institutional Parole Officer (PO) will:
- a. work collaboratively with the assigned SIU Parole Officer and explore all reasonable alternatives to transfer inmates out of an SIU
 - b. ensure all case management information is up to date and accurate
 - c. pursuant to the requirements and timeframes in [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#):
 - i. meet with the inmate following an SIU transfer authorization
 - ii. complete CPUs, and
 - iii. complete all outstanding case management work, excluding SIU specific casework, due within 30 calendar days from the date of the inmate’s SIU transfer authorization.
23. Following an inmate’s SIU transfer authorization, the SIU Parole Officer or Parole Officer at women’s institutions will:
- a. work collaboratively with the institutional PO and the inmate’s SIU multidisciplinary team at men’s institutions or the IDT at women’s institutions to actively explore, consider and recommend all reasonable alternatives to an SIU with a focus on transferring inmates out of an SIU as soon as possible while ensuring the safety of any person, the public and the security of the institution
 - b. complete all SIU-CPUs, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#) and [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)
 - c. support the inmate to actively participate in meeting the objectives of their SIU-CPU
 - d. complete documentation required for the SIURC pursuant to [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)

- e. complete documentation required for SIUCCs pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#).

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

- a. review, assess and share intelligence information related to an inmate's transfer into and out of an SIU as required
- b. complete a gist of any Protected C information for inclusion in the SIU transfer authorization and, when applicable, confirmation rationale, pursuant to [CD 701 – Information Sharing](#).

25. The SIU Security Intelligence Officer, or SIO in women's institutions, will:

- a. support the safe operation of the SIU through the review and management of intelligence information
- b. complete SIU-TRAs, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#) and [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#)
- c. share relevant intelligence information with staff on an ongoing basis
- d. complete a gist of intelligence information when required, pursuant to [CD 701 – Information Sharing](#)
- e. contribute to the reintegration of SIU inmates into a mainstream inmate population through the assessment of intelligence information and consultation with SIO counterparts.

26. Elders and/or Spiritual Advisors will, pursuant to [CD 702 – Indigenous Offenders](#):

- a. meet with SIU inmates and provide them with counselling, teachings, traditional medicines and ceremonial services on a regular basis and upon request
- b. provide guidance and recommendations to staff with regard to culturally responsive alternatives and interventions, ceremonies, traditional medicines, ceremonial objects and traditional teachings
- c. develop a Healing Plan where the inmate has demonstrated engagement with the SIU Elder or Elder at women's institutions.

27. Where an SIU inmate has an existing Healing Plan, the SIU Elder or Elder at women's institutions will maintain continuity with and update the Healing Plan while the inmate is in an SIU.

28. Indigenous Liaison Officers (ILOs) will:

- a. pursuant to [CD 702 – Indigenous Offenders](#):
 - i. support the Elder in providing SIU inmates with opportunities for counselling, teachings, traditional medicines and ceremonial services
 - ii. provide guidance and recommendations to staff regarding culturally responsive alternatives and interventions
- b. assist the Elder in completing and/or updating an inmate's SIU Healing Plan
- c. ensure that all culturally meaningful Elder contacts with offenders are documented in the SIU application and that a summary of discussions, interventions and progress are documented in casework records as required, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#)
- d. ensure their interventions are documented in the SIU application and in casework records as required, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#).

29. SIU Chaplains or Chaplains at women's institutions will:

- a. offer religious and spiritual guidance, counselling and support to SIU inmates and provide opportunities for SIU inmates to participate in religious rites and rituals, as requested, pursuant to [CD 750 – Chaplaincy Services](#)
- b. ensure their interventions are documented in the SIU application and in casework records as required, pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#).

30. SIU Correctional Program Officers/SIU Indigenous Correctional Program Officers will:

- a. meet with SIU inmates and deliver correctional programs and interventions pursuant to [GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)
- b. ensure their programs and interventions are documented in the SIU application pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#).

31. SIU Teachers will:

- a. meet with SIU inmates and deliver education programs pursuant to [GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)

- b. ensure their programs are documented in the SIU application pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#).

32. SIU Social Program Officers (SPO), or SPO at women’s institutions, will:

- a. meet with SIU inmates, deliver SIU social program activities and coordinate volunteer services, pursuant to [GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)
- b. ensure their interventions are documented in the SIU application and in casework records pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates subject to Restricted Movement](#).

33. Behavioural Skills Coaches at men’s institutions or Behavioural Counsellors at women’s sites will:

- a. attend SIU-CIBs
- b. once approved by the SIU-CIB to work with an inmate:
 - i. coordinate and deliver a variety of individual and/or group behaviour management and skill development activities
 - ii. recommend and implement individualized intervention, reintegration and/or management plans
 - iii. ensure, in collaboration with the SIU multidisciplinary team at men’s institutions and IDT at women’s institutions, the continuation of services supporting an inmate’s successful reintegration to a mainstream inmate population
 - iv. ensure their interventions are documented in the SIU application and in casework records pursuant to [GL 711-2 – Management of Structured Intervention Unit Inmates and Inmates Subject to Restricted Movement](#).

34. The SIU Data and Activity Coordinator at men’s sites will:

- a. in consultation with the SIU Manager and SIU Correctional Manager, develop SIU routines and schedule activities and interventions to maximize the opportunities provided to SIU inmates for programs, interventions, services, leisure, chaplaincy and cultural and spiritual activities
- b. monitor inmate activity trends to ensure effective and efficient scheduling of activities and report the results to the SIU Manager and SIU Correctional Manager
- c. support the SIU Correctional Manager in ensuring data quality, accuracy and the timely entry of inmate activities in the SIU application.

35. All staff and contractors working and providing services in the SIU or working with inmates subject to restricted movement will:
- a. encourage SIU inmates or inmates subject to restricted movement to avail themselves of the opportunities provided to spend time out of their cell and/or interact with others and engage in the opportunities for interventions outlined in their SIU-CPU
 - b. document their offers to SIU inmates and inmates subject to restricted movement to spend time out of their cell and/or interact with others in the SIU application
 - c. immediately report safety and/or security concerns in the SIU to their supervisor
 - d. refer inmates to a registered health care professional, pursuant to [GL 711-5 – Health Services in Structured intervention Units](#), when the staff member or person engaged by the Service believes that confinement in an SIU is having detrimental impacts on the inmate’s health.

PROCEDURES

SIU Transfer Authorization

36. The Institutional Head will:
- a. ensure all SIU transfer procedures are followed, pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)
 - b. complete the SIU transfer decision within the timeframes in [Annex B](#).

Legal Requirements

37. A staff member with designated authority will only authorize an inmate’s transfer to an SIU when, based on all available information provided:
- a. they are satisfied in accordance with [subsection 34\(1\)](#) of the CCRA, that:
 - i. the inmate has acted, has attempted to act or intends to act in a manner that jeopardizes the safety of any person or the security of a penitentiary and allowing the inmate to be in the mainstream inmate population would jeopardize the safety of any person or the security of the penitentiary, or
 - ii. allowing the inmate to be in the mainstream inmate population would jeopardize the inmate’s own safety, or
 - iii. allowing the inmate to be in the mainstream inmate population would interfere with an investigation that could lead to a criminal charge or a charge under [subsection 41\(2\)](#) of the CCRA for a serious disciplinary offence

- b. there are no reasonable alternatives to a transfer to an SIU
- c. an SIU transfer authorization is the least restrictive measure necessary to manage the risk to any person, the security of the penitentiary or interference in an investigation.

Least Restrictive Measures

38. The Institutional Head will ensure that the least restrictive measure is used, consistent with the protection of society, staff, inmates and the security of the penitentiary, in all instances where consideration is given to:

- a. approving an inmate's transfer to an SIU
- b. whether an inmate should remain in an SIU
- c. the use of barriers in an SIU
- d. inmate associations while in the SIU.

Access to Legal Counsel

39. The Assistant Warden, Interventions, will ensure that SIU inmates and inmates subject to restricted movement are advised of their right to contact, communicate and meet with legal counsel:

- a. following an SIU transfer authorization pursuant to [GL 711-1 – Procedures to Transfer Inmates to a Structured Intervention Unit](#)
- b. to prepare for an SIURC, pursuant to [GL 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit.](#)

40. The Assistant Warden, Operations, will ensure:

- a. SIU inmates or inmates subject to restricted movement are provided the opportunity to contact their legal counsel as soon as practicable but no longer than 24 hours after receiving the inmate's written request, and
- b. the inmate has the opportunity to communicate with their legal counsel in a private space outside their cell.

41. The SIU Manager, Manager, IIS, at women's institutions or MAI at non-SIU sites will ensure:

- a. SIU inmates or inmates subject to restricted movement are provided the [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487) or a replacement form upon the inmate's request

- b. the inmate is offered assistance with completing the [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487), upon request
- c. the [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487) is collected and placed in the inmate's case management file once completed
- d. documents are shared with an inmate's legal counsel when the inmate provides a [Consent for Disclosure of Personal Information \(Inmate\)](#) form (CSC/SCC 0487) to do so.

Considerations in Structured Intervention Unit Decisions

42. A CSC designated decision maker must ensure their written decision is justified, provides a clear and detailed rationale and includes thoroughly documented considerations of:
- a. the factors in [section 28](#) of the CCRA
 - b. all alternatives considered and the reasons they are not viable
 - c. the inmate's SIU Correctional Plan to ensure the appropriate programs, interventions and services are identified to address the factors leading to the inmate's transfer to an SIU
 - d. the appropriateness of the inmate's confinement in the penitentiary to ensure their security, program and intervention needs can be met
 - e. the appropriateness of the inmate's security classification to ensure their institutional adjustment, escape risk and risk to public safety can be safely managed
 - f. for Indigenous inmates:
 - i. how their Indigenous Social History (ISH) factors influenced their behaviour, leading to a transfer to an SIU
 - ii. what culturally relevant interventions could be implemented to mitigate risk as an alternative to a transfer to an SIU, in accordance with [section 79.1](#) of the CCRA
 - iii. if none were identified, a rationale explaining why, including comments from an Elder(s) or Indigenous Liaison Officer(s)
 - g. the inmate's engagement in opportunities to spend time out of their cell and interact with others
 - h. the inmate's state of health and/or health care needs, as identified by a registered health care professional, and documented in accordance with [section 87](#) of the CCRA and if any health care needs preclude remaining in an SIU

- i. the inmate's representations, including representations provided by the inmate's legal counsel and/or assistant
- j. the inmate's level of agreement with the plan to transfer to a mainstream inmate population and their reasons if they are not in agreement
- k. strategies to implement a decision to transfer an inmate out of an SIU in cases where the inmate is not in agreement with the plan
- l. for women, special needs that support alternatives to an SIU and, where none are identified, the reasons why
- m. when applicable pursuant to [CD 784 – Victim Engagement](#), information from the Victim Services Unit when the inmate has a Victim Notification flag in OMS
- n. when applicable, gender identity or expression factors that were considered in support of alternatives to remaining in an SIU.

ENQUIRIES

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

Commissioner,

Anne Kelly

ANNEX A**CROSS-REFERENCES AND DEFINITIONS****CROSS-REFERENCES**

[CD 001 – Mission, Values and Ethics Framework of the Correctional Service of Canada](#)
[CD 023 – Citizen Advisory Committees](#)
[CD 024 – Management of Correctional Service of Canada Volunteers](#)
[CD 081 – Inmate Complaints and Grievances](#)
[CD 083 – Inmate Committee’s](#)
[CD 084 – Inmates’ Access to Legal Assistance and the Police](#)
[CD 087 – Official Languages](#)
[CD 550 – Inmate Accommodation](#)
[CD 566-6 – Security Escorts](#)
[CD 566-12 – Personal Property of Inmates](#)
[CD 568-7 – Management of Incompatible Inmates](#)
[CD 578 - Intensive Intervention Strategy in Women Inmate Institutions/Units](#)
[CD 580 – Discipline of Inmates](#)
[CD 700 – Correctional Interventions](#)
[CD 701 – Information Sharing](#)
[CD 702 – Indigenous Inmates](#)
[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](#)
[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 711-3 – Procedures to Transfer Inmates out of a Structured Intervention Unit](#)
[GL 711-4 – Correctional Interventions and Services in Structured Intervention Units](#)
[GL 711-5 – Health Services in Structured Intervention Units](#)
[GL 711-6 – Referrals to and Information Sharing with Independent External Decision Makers](#)
[CD 720 – Education Programs and Services for Inmates](#)
[GL 720-1 – Guidelines for Education Programs](#)
[CD 726 – Correctional Programs](#)
[GL 726-2 – National Correctional Program Referral Guidelines](#)
[GL 726-3 – National Correctional Program Management Guidelines](#)
[CD 730 – Inmate Program Assignments and Inmate Pay](#)
[CD 735 – Employment and Employability Program](#)
[CD 750 – Chaplaincy Services](#)
[GL 750-1 – Inmate Religious Accommodations](#)

[CD 760 – Social Programs and Leisure Activities](#)

[CD 767 – Ethnocultural Inmates: Services and Interventions](#)

[CD 784 – Victim Engagement](#)

[CD 800 – Health Services](#)

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

[Indigenous Social History Tool](#)

[Integrated Mental Health Guidelines](#)

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

DEFINITIONS

Ad-hoc decision: an Institutional Head decision rendered outside of legislated decision timeframes to transfer an inmate out of an SIU when there is a reasonable alternative and the inmate is in agreement with the plan or to facilitate an SIU inmate's approved transfer or penitentiary placement.

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

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

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

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

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

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.

Circumstances permit: providing inmates subject to restricted movement with opportunities to interact with others and access to correctional programs and services when operationally feasible without compromising necessary operational routines and/or security of the penitentiary or the safety of any person.

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

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

Correctional interventions: include activities and interventions related to correctional programs, educational programs, behavioural skills coaching and social programs that support the return of inmates in SIUs to a 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 reports/documentation: official CSC information, including reports, forms and documentation, that is locked, finalized or completed and stored in OMS, the SIU application, or the offender's preventative security or case management file.

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

Health Committee: chaired by the Assistant Commissioner, Health Services, an executive level committee that makes a decision on the implementation of recommendations made by a registered health care professional when the Institutional Head does not fully implement the recommendations.

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

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

Inmate expectations: behavioural expectations when an inmate is in an SIU, that include:

- participating in programs, interventions, services, cultural, religious and spiritual practice, leisure, educational and social activities to support their transfer out of an SIU
- meet with health care staff as required to assist in the completion of health care assessments
- avail themselves of the opportunities to 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.

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): a multidisciplinary intervention body at women's institutions chaired by the Correctional Manager, Intensive Intervention Strategy. Members may include, as applicable: registered health professionals (including Occupational Therapists and Social Workers), Parole Officers, Primary Workers, Behavioural Counsellors, Elders, Indigenous Liaison Officers and/or ad hoc members as required.

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

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

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

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

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

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

Sanctioned Inmate Representative: an inmate who is an approved member of an institutional Inmate Welfare Committee or an approved unit/range representative or a member of an approved institutional or SIU inmate support committee and authorized to speak on behalf of an inmate or group of inmates pursuant to the conditions and procedures in [GL 711-3 – Procedures to Transfer Inmates Out of 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 Compliance Reports: reports measuring policy compliance with the responsibilities, procedures and timeframes outlined in the SIU policy suite, excluding those linked to the provision of health services in SIUs.

SIU inmate: an inmate who resides in an SIU.

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

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

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

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

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**CSC STRUCTURED INTERVENTION UNIT DECISION AND REVIEW FRAMEWORK**

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

SIU DECISION / REVIEW TYPE	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	RECOMMENDER	DECISION OPTIONS
	subsection 29.01(2) of the CCRA	AWO in absence of AWI		
SIU Transfer Decision CCRA 29.01(2)	Within five working days from the day the SIU was authorized (includes day of the SIU transfer authorization), UNLESS the transfer authorization is cancelled	Institutional Head	N/A The AWI must ensure the Institutional Head is provided with all available information prior to making the SIU transfer decision.	TRANSFER TO SIU – APPROVED <u>or</u> TRANSFER TO SIU – NOT APPROVED
Institutional Head 30-Day Decision CCRA 37.3(1)(b)	No later than calendar day 30 from the date of the SIU transfer authorization, UNLESS the SIU transfer is not approved or there is a determination by an IEDM that an inmate should not remain in an SIU	Institutional Head	SIURC The SIURC reviews the case no later than 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 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/or the IEDM (CCRA 37.8).	Institutional Head	SIURC	TRANSFER OUT OF SIU <u>or</u> TRANSFER OUT OF SIU – CONDITIONAL RELEASE

SIU DECISION / REVIEW TYPE	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	RECOMMENDER	DECISION OPTIONS
Institutional Head Decision following Registered Health Care Professional Recommendation CCRA 37.3(1)(a)	As soon as practicable following a recommendation from a registered health care professional in accordance with section 37.2 of the CCRA	Institutional Head	Registered Health Care Professional	REMAIN IN SIU <u>and/or</u> ALTER CONDITIONS OF CONFINEMENT <u>or</u> TRANSFER OUT OF SIU
Regional Review	Within 45 calendar days from an inmate's SIU transfer authorization and within every 30 calendar days thereafter	Assistant Deputy Commissioner, Correctional Operations (ADCCO)	N/A	REVIEW AND RECOMMENDATIONS
Senior Deputy Commissioner Decision CCRA 37.4 (delegated to the Senior Deputy Commissioner in accordance with section 96(g) of the CCRA and subsection 5(1) of the CCRR	Within 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. Where the Institutional Head makes a decision that an inmate should not remain in the SIU in	Senior Deputy Commissioner	The SIURC reviews the case no later than 10 calendar days before the SDC decision is due.	REMAIN IN SIU and ALTER CONDITIONS OF CONFINEMENT, if applicable <u>or</u> TRANSFER OUT OF SIU

SIU DECISION / REVIEW TYPE	TIMEFRAME FOR COMPLETION	DECISION AUTHORITY	RECOMMENDER	DECISION OPTIONS
	<p>accordance with paragraph 37.3(1)(b) of the CCRA, 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>			
<p>Health Committee Decision</p>	<p>Where the Institutional Head does not implement recommendations in full of a registered health care professional in accordance with section 37.2 of the CCRA.</p>	<p>Assistant Commissioner, Health Services</p>	<p>N/A</p>	<p>REMAIN IN SIU</p> <p>and/or</p> <p>ALTER CONDITIONS OF CONFINEMENT</p> <p>or</p> <p>TRANSFER OUT OF SIU</p>

ANNEX C**STRUCTURED INTERVENTIONS UNIT LOCATIONS****ATLANTIC REGION**

Atlantic Institution
Nova Institution

QUEBEC REGION

Port-Cartier Institution
Donnacona Institution
Regional Reception Centre (RRC)
Special Handling Unit (SHU)
Joliette Institution

ONTARIO REGION

Millhaven Institution
Grand Valley Institution

PRAIRIE REGION

Edmonton Institution
Edmonton Institution for Women
Bowden Institution
Saskatchewan Penitentiary
Stony Mountain Institution

PACIFIC REGION

Kent Institution
Fraser Valley Institution