



GUIDELINES 726-1

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National Correctional Program Standards

PROGRAM ALIGNMENT	Correctional Interventions
OFFICE(S) OF PRIMARY INTEREST	Correctional Operations and Programs Sector
ONLINE @	<ul style="list-style-type: none"> • http://thehub/En/collections/policy-legislation/CommissionersDirectives/726-1-gl-eng.pdf • http://thehub/Fr/Collections/politiques-lois/DirectivesDuCommissaire/726-1-gl-fra.pdf • http://www.csc-scc.gc.ca/acts-and-regulations/726-1-gl-eng.shtml • http://www.csc-scc.gc.ca/lois-et-reglements/726-1-gl-fra.shtml
AUTHORITIES	<ul style="list-style-type: none"> • <i>Corrections and Conditional Release Act</i> (CCRA), sections 3, 3.1, 4, 5(b), 15.1, 76, 77, 79 and 80 • <i>Corrections and Conditional Release Regulations</i> (CCRR), section 102 • CD 726 – Correctional Programs
PURPOSE	<ul style="list-style-type: none"> • To establish the framework to maximize correctional program effectiveness and ensure integrity in the management and delivery of correctional programs
APPLICATION	Applies to all staff involved in correctional program development, management, evaluation, monitoring, and delivery

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GENERAL INFORMATION

1. The Departmental Evaluation Committee will ensure that [national correctional programs](#) are evaluated in accordance with the Treasury Board [Policy on Results](#).

2. Correctional program development will:
 - a. be based on empirically-validated models of behavioural change
 - b. address factors that have been empirically demonstrated to be linked to criminal behaviour
 - c. employ methods that have been consistently effective with offenders in reducing re-offending
 - d. provide offenders with skills to reduce re-offending and to encourage successful reintegration
 - e. include methods that are responsive to each offender's specific [responsivity](#) factors, such as the needs of women, Aboriginal offenders, offenders requiring mental health care and other groups
 - f. have an intensity and continuum of care related to the level of risk
 - g. employ methods to maintain participant performance
 - h. include a process for ongoing monitoring and evaluation.
3. The development of correctional programs will include the production of supporting documentation, including a program description, program manual, training manual, and supplementary materials.

RESPONSIBILITIES AND PROCEDURES

4. The Assistant Commissioner, Correctional Operations and Programs, in collaboration with the Deputy Commissioner for Women and Regional Deputy Commissioners, will maximize program capacity by recommending corrective measures or taking action to improve results when required.
5. The Director, Reintegration Programs, in consultation with the Director General, Women Offender Sector (as appropriate), will:
 - a. establish the correctional program training and [quality review and certification processes](#) for National Correctional Program Trainers, Regional Program Managers and Correctional Program Officers/Aboriginal Correctional Program Officers
 - b. ensure that staff involved in Aboriginal correctional program training and delivery are evaluated on their Aboriginal-based cultural approach as part of the initial training, quality review and certification process

- c. ensure that staff involved in women offender correctional program training and delivery are evaluated on their women-centred approach as part of the initial training, quality review and certification process
 - d. coordinate the training of Regional Program Managers/National Correctional Program Trainers
 - e. oversee correctional program monitoring, reporting and implementation
 - f. approve recommendations for certification of Regional Program Managers, National Correctional Program Trainers and Correctional Program Officers/Aboriginal Correctional Program Officers
 - g. ensure consultation with the Women Offender Sector and/or the Aboriginal Initiatives Directorate (as applicable) for matters related to women and/or Aboriginal offenders
 - h. approve or deny requests to deliver Aboriginal correctional programs that will not have the minimum level of Elder involvement specified in these guidelines.
6. The National Program Manager, in consultation with the Director General, Women Offender Sector (as appropriate), will:
- a. manage the development, implementation and delivery of correctional programs for men, women and Aboriginal offenders
 - b. ensure that initial Aboriginal correctional program training includes information on [Aboriginal social history](#), culture, teachings, and supporting the role of the Elder
 - c. coordinate the quality review of Regional Program Managers and National Correctional Program Trainers
 - d. make recommendations to the Director, Reintegration Programs, for the certification of Regional Program Managers, National Correctional Program Trainers and Correctional Program Officers/Aboriginal Correctional Program Officers
 - e. ensure that the certified National Correctional Program Trainer completes the train-the-trainer evaluation and quality reviews of Regional Program Managers/National Correctional Program Trainers and enters the information into the Human Resources Management System within the timeframes specified in these guidelines
 - f. approve or deny requests for Correctional Program Officers/Aboriginal Correctional Program Officers to receive provisional/bridge training in a correctional program stream
 - g. approve or deny requests for single facilitation of high intensity correctional programs to groups of six or fewer participants.

7. The National Correctional Program Trainer will:
 - a. deliver training to the Regional Program Managers/National Correctional Program Trainers
 - b. complete the [Train-the-Trainer \(TTT\) Evaluation of Regional Program Managers/Trainers](#) form (CSC/SCC 1314e) and enter the form into the Human Resources Management System within 30 working days of training completion
 - c. ensure that the Regional Program Managers/National Correctional Program Trainers deliver the correctional program training in accordance with the training materials and that cultural protocols are respected for the Aboriginal correctional program training (as appropriate)
 - d. conduct quality reviews of the Regional Program Managers and the National Correctional Program Trainers, complete the [Quality Review of Regional Program Managers/Trainers](#) form (CSC/SCC 1314-01e), and enter the completed form into the Human Resources Management System within 120 working days of receipt of the required elements
 - e. deliver correctional program training to the Correctional Program Officers/Aboriginal Correctional Program Officers, and enter the completed [Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312e) and/or [Supplementary Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312-01e) into the Human Resources Management System within 30 working days of training completion
 - f. conduct quality reviews of the Correctional Program Officers/Aboriginal Correctional Program Officers, complete the [Quality Review of Correctional Program Officers](#) form (CSC/SCC 1313e) and enter the form into the Human Resources Management System within 120 working days of receipt of the required elements
 - g. recommend certification of eligible Regional Program Managers, National Correctional Program Trainers and Correctional Program Officers/Aboriginal Correctional Program Officers to the appropriate National Program Manager
 - h. ensure Regional Program Manager/National Correctional Program Trainer/Correctional Program Officer/Aboriginal Correctional Program Officer participation in refresher training is recorded in the Human Resources Management System within 20 working days of training completion.
8. The Regional Deputy Commissioner will ensure the competencies of Regional Program Managers and Correctional Program Officers/Aboriginal Correctional Program Officers are evaluated through the quality review and certification process.

9. The Regional Administrator, Assessment and Interventions:
 - a. will ensure correctional program monitoring and reporting include information on correctional program demand, availability and results as well as financial information
 - b. will identify the need for training for Regional Program Managers and notify the appropriate National Program Manager
 - c. may designate a certified Correctional Program Officer/Aboriginal Correctional Program Officer to perform the quality review functions of the Regional Program Manager, if required
 - d. will ensure that the Regional Program Manager completes initial and supplementary training evaluations and quality reviews of Correctional Program Officers/Aboriginal Correctional Program Officers and enters the information into the Human Resources Management System within the timeframes specified in these guidelines.

10. The Regional Administrator, Assessment and Interventions, in collaboration with the Regional Administrator, Aboriginal Initiatives, will:
 - a. ensure that there are sufficient Elder resources available to meet the minimum requirements for Elder involvement in correctional programs specified in these guidelines
 - b. in consultation with the National Program Manager and/or Director General, Women Offender Sector (where appropriate), approve or deny requests for a non-Aboriginal Correctional Program Officer who has completed the required training to deliver an Aboriginal correctional program.

11. The Regional Program Manager, will:
 - a. participate in the training and quality review process for Regional Program Managers, including submission of video-recordings of correctional program training as required
 - b. provide initial and/or supplementary correctional program training to Correctional Program Officers/Aboriginal Correctional Program Officers
 - c. complete the [Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312e) and, if required, the [Supplementary Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312-01e) for each Correctional Program Officer/Aboriginal Correctional Program Officer, and enter the completed form(s) into the Human Resources Management System within 30 working days of training completion

- d. conduct quality reviews of Correctional Program Officers/Aboriginal Correctional Program Officers, and enter the completed [Quality Review of Correctional Program Officers](#) form (CSC/SCC 1313e) into the Human Resources Management System within 120 working days of receipt of the required elements
 - e. submit recommendations for the certification of eligible Correctional Program Officers/ Aboriginal Correctional Program Officers and supporting documentation to [GEN-NHQ RPD-DPRS Certification Requests-Demandes de certification](#)
 - f. provide refresher training to Correctional Program Officers/Aboriginal Correctional Program Officers and record participation in the Human Resources Management System within 20 working days of the training completion
 - g. provide provisional/bridge training to Correctional Program Officers/Aboriginal Correctional Program Officers as required.
12. The Institutional Head/District Director will ensure that the data related to correctional program evaluation is collected and available for evaluation, research and monitoring purposes.
13. The Manager, Programs/Community Program Manager will inform the Regional Program Manager when a Correctional Program Officer/Aboriginal Correctional Program Officer requires refresher training.
14. The Correctional Program Officer/Aboriginal Correctional Program Officer will:
- a. participate in the training and quality review process for Correctional Program Officers/ Aboriginal Correctional Program Officers, and submit video-recordings of correctional program sessions as required
 - b. destroy all recordings of correctional program sessions that were submitted to the Regional Program Manager/National Correctional Program Trainer for quality review within two years of submission or upon receipt of their quality review evaluation, whichever comes first
 - c. destroy all electronic or hardcopy [transitory records](#) once these are no longer required for business purposes.

Training, Quality Review and Certification of Correctional Program Staff

15. National Correctional Program Trainers, Regional Program Managers and Correctional Program Officers/Aboriginal Correctional Program Officers will participate in the training, quality review and certification processes to ensure that they have the support, structure, knowledge and skills necessary to carry out their duties.

Training of Regional Program Managers and National Correctional Program Trainers

16. In order to be eligible to deliver training to Correctional Program Officers/Aboriginal Correctional Program Officers, Regional Program Managers/National Correctional Program Trainers will normally:
- a. have been certified in the delivery of a correctional program to offenders
 - b. attend the initial training in the program stream in which they will deliver training prior to attending the train-the-trainer training.
17. Prior to the delivery of correctional program training to Correctional Program Officers/Aboriginal Correctional Program Officers, Regional Program Managers/National Correctional Program Trainers must successfully complete program-specific content training, as well as training in program administration, which will include the following components:
- a. program-specific content (train-the-trainer training):
 - i. program model and structure
 - ii. theoretical background
 - iii. assessment procedures
 - iv. report writing
 - v. self-management
 - b. program administration:
 - i. overview of the Integrated Corporate Reporting Tool, Human Resources Management System, and Reports of Automated Data Applied to Reintegration (RADAR)
 - ii. overview of correctional program policies
 - iii. overview of the quality review process
 - iv. methods to evaluate Correctional Program Officer/Aboriginal Correctional Program Officer delivery, program reporting, and program delivery compliance
 - v. how to organize a training session and provide constructive feedback
 - vi. ethics and integrity, which will include self-care, conflict management and safety.

18. Notwithstanding the above, for programs where a train-the-trainer training does not exist, the Regional Program Manager/National Correctional Program Trainer will co-facilitate their first initial correctional program training in that program stream with a certified National Correctional Program Trainer in lieu of a train-the-trainer training.
19. The Regional Program Manager/National Correctional Program Trainer will normally complete Women-Centred Training prior to the delivery of women offender correctional program training and/or conducting quality review for women offender correctional programs.
20. Once the certified National Correctional Program Trainer has completed the [Train-the-Trainer \(TTT\) Evaluation of Regional Program Managers/Trainers](#) form (CSC/SCC 1314e), they will share the training evaluation report with the Regional Program Manager, Regional Administrator, Assessment and Interventions, and National Program Manager, or National Correctional Program Trainer and National Program Manager, as appropriate.

Quality Review of Regional Program Managers and National Correctional Program Trainers

21. Quality review of Regional Program Managers and National Correctional Program Trainers will examine at least two days of correctional program training. The examination will include direct observation and/or review of video recordings.
22. Once the certified National Correctional Program Trainer has completed the [Quality Review of Regional Program Managers/Trainers](#) form (CSC/SCC 1314-01e), they will share the quality review report with the Regional Program Manager, Regional Administrator, Assessment and Interventions, and National Program Manager, or National Correctional Program Trainer and National Program Manager, as appropriate.
23. Subsequent quality review of certified Regional Program Managers/National Correctional Program Trainers may be conducted at the request of the Regional Administrator, Assessment and Interventions, or National Program Manager.

Certification of Regional Program Managers and National Correctional Program Trainers

24. In order to be eligible for certification as a trainer in a correctional program stream, the Regional Program Manager/National Correctional Program Trainer must:
 - a. deliver the initial correctional program training for that program stream
 - b. meet the requirements of the quality review process, including demonstration of the required competencies as outlined in the [Quality Review of Regional Program Managers/Trainers](#) form (CSC/SCC 1314-01e).

25. Notwithstanding the above, a Regional Program Manager/National Correctional Program Trainer who is already certified as a trainer in a correctional program stream may be certified as a trainer following successful completion of the train-the-trainer training/co-facilitation of the initial training on the recommendation of the certified National Correctional Program Trainer in the [Train-the-Trainer \(TTT\) Evaluation of Regional Program Managers/Trainers](#) form (CSC/SCC 1314e).

Refresher Training for Regional Program Managers and National Correctional Program Trainers

26. Refresher training for Regional Program Managers/National Correctional Program Trainers will be provided when:
- the quality review identifies a need for it
 - the Regional Program Manager/National Correctional Program Trainer was trained but did not deliver training in the correctional program stream within six months of completion of training
 - the Regional Program Manager/National Correctional Program Trainer has been inactive in training in the correctional program stream for more than 24 months, or
 - significant changes have been made to the correctional program stream.

Initial Training of Correctional Program Officers/Aboriginal Correctional Program Officers

27. Prior to delivering a correctional program to offenders, the Correctional Program Officer/Aboriginal Correctional Program Officer must successfully complete the initial training for that correctional program stream.
28. Notwithstanding the above, in exceptional circumstances where a site is unable to meet its program delivery needs, a Correctional Program Officer/Aboriginal Correctional Program Officer may deliver correctional programs prior to completing the initial training, provided they successfully complete provisional/bridge training. To be considered for provisional/bridge training, the Correctional Program Officer/Aboriginal Correctional Program Officer must meet all of the following requirements:
- has previous experience delivering interventions to offenders, including but not limited to correctional programs, and for women offender correctional programs, will normally have successfully completed Women-Centred Training prior to program delivery
 - will deliver the program with an experienced Correctional Program Officer/Aboriginal Correctional Program Officer (for co-facilitated programs)
 - has access to a Manager, Programs/Community Program Manager, who can provide guidance and support during the program delivery
 - receive written approval from the National Program Manager.

29. Correctional Program Officers/Aboriginal Correctional Program Officers who are approved for provisional/bridge training must attend the next available initial training in that correctional program stream.
30. Initial correctional program training will normally be a maximum of 10 working days, and prepare the Correctional Program Officers/Aboriginal Correctional Program Officers to deliver all intensity levels within that correctional program stream.
31. Notwithstanding the above, up to five supplementary training days may be added for specific correctional program components, such as for Aboriginal offenders, sex offenders, and adapted programs.
32. The National Correctional Program Trainer/Regional Program Manager will share the completed [Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312e) or [Supplementary Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312-01e) with the Correctional Program Officer/Aboriginal Correctional Program Officer and the Manager, Programs/Community Program Manager.

Quality Review of Correctional Program Officers/Aboriginal Correctional Program Officers

33. The National Correctional Program Trainer/Regional Program Manager or designate will conduct, for each Correctional Program Officer/Aboriginal Correctional Program Officer, a quality review of the first correctional program delivered following initial training, excluding primers/engagement programs.
34. Notwithstanding the above, Correctional Program Officers/Aboriginal Correctional Program Officers who only deliver program primers/engagement programs will participate in the quality review process. The quality review of the program primer/engagement program is separate from the quality review process for the correctional program stream in which they completed the initial training. If the Correctional Program Officer/Aboriginal Correctional Program Officer delivers a correctional program other than a program primer/engagement program, they will be required to participate in the quality review process for that correctional program stream at that time.
35. Quality review will include the direct observation and/or video recordings of identified correctional program sessions.
36. Quality review will examine at least four correctional program sessions and a representative sample of final correctional program reports. The National Correctional Program Trainer/Regional Program Manager or designate has the discretion to examine additional program sessions and/or final correctional program reports if required.

37. Aboriginal ceremonies, [traditional medicines](#) and [ceremonial objects](#) must not be video recorded. When an [Aboriginal correctional program](#) session is being recorded for quality review, the camera should be angled so as not to record traditional medicines or ceremonial objects, and the video camera must be turned off for the ceremonial portion(s) of the session. Quality review will be restricted to program content sessions, as ceremonial sessions must not be video recorded.
38. Once the National Correctional Program Trainer/Regional Program Manager or designate has completed the [Quality Review of Correctional Program Officers](#) form (CSC/SCC 1313e), they will share the quality review report with the Correctional Program Officer/Aboriginal Correctional Program Officer and the Manager, Programs/Community Program Manager.
39. If a Correctional Program Officer/Aboriginal Correctional Program Officer is not recommended for certification following the quality review process, specific areas for improvement will be outlined in the quality review report, and the Correctional Program Officer/Aboriginal Correctional Program Officer will undergo a subsequent quality review.
40. In cases in which the Correctional Program Officer/Aboriginal Correctional Program Officer is assessed as being unsuitable to deliver a particular correctional program stream as a result of the quality review process, the Correctional Program Officer/Aboriginal Correctional Program Officer will not be permitted to deliver any subsequent programs in that program stream. If serious concerns are identified that would likely impact delivery across program streams, the National Correctional Program Trainer/Regional Program Manager will advise the Manager, Programs/Community Program Manager accordingly.
41. At the discretion of the National Correctional Program Trainer/Regional Program Manager or designate, a non-certified Correctional Program Officer/Aboriginal Correctional Program Officer who undergoes a subsequent quality review in the correctional program stream may be re-evaluated on only the areas in which they did not meet the requirements for certification in the initial quality review. When this occurs, the number of additional correctional program sessions to be reviewed will be at the discretion of the National Correctional Program Trainer/Regional Program Manager.
42. Subsequent quality review of certified Correctional Program Officers/Aboriginal Correctional Program Officers will be conducted at three years and six years following initial certification in that program stream. Additional quality reviews may be conducted during this period if required, or at the request of the Manager, Programs/Community Program Manager. Quality review will normally end after the sixth year following initial certification in a particular program stream unless a need for improvement is identified.
43. The Regional Administrator, Assessment and Interventions, may designate a certified Correctional Program Officer/Aboriginal Correctional Program Officer to conduct quality review on behalf of the Regional Program Manager through an assignment at level. In order to be eligible to conduct quality review, a Correctional Program Officer/Aboriginal Correctional Program Officer must:

- a. successfully complete the initial correctional program training for the correctional program stream for which they will be conducting quality review
 - b. be certified in the delivery of the correctional program stream for which they will be conducting quality review
 - c. receive training on the quality review process.
44. When possible, a Correctional Program Officer/Aboriginal Correctional Program Officer who has been designated to assist with quality review should also successfully complete the train-the-trainer training for the correctional program stream.
45. A certified Correctional Program Officer/Aboriginal Correctional Program Officer who is conducting quality reviews while on an assignment at level will not conduct quality reviews of Correctional Program Officers/Aboriginal Correctional Program Officers at the same site as their substantive position, or for known contentious cases.

Certification of Correctional Program Officers/Aboriginal Correctional Program Officers

46. In order to be eligible for certification in a correctional program stream, a Correctional Program Officer/Aboriginal Correctional Program Officer must:
- a. deliver a minimum of one correctional program to offenders at any intensity level, excluding primers/engagement programs, within the correctional program stream
 - b. meet the requirements of the quality review process, including demonstration of the required competencies as outlined in the [Quality Review of Correctional Program Officers](#) form (CSC/SCC 1313e).
47. Notwithstanding the above, Correctional Program Officers/Aboriginal Correctional Program Officer who are already certified in one correctional program stream may be certified following successful completion of the initial correctional program training on the recommendation of the Regional Program Manager/National Correctional Program Trainer in the [Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312e) or [Supplementary Initial Training Evaluation of Correctional Program Officers](#) form (CSC/SCC 1312-01e).
48. Recommending a certified Correctional Program Officer/Aboriginal Correctional Program Officer for certification immediately following successful completion of initial training in another program stream is not automatic. The Regional Program Manager/National Correctional Program Trainer should consider factors such as how long the Correctional Program Officer/Aboriginal Correctional Program Officer has been delivering programs, the level of competency demonstrated in previous quality reviews, how many different programs they have delivered, the level of intensity (high, moderate, maintenance), the degree of program structure, the program target group (men, women, sex offenders, Aboriginal, adapted) and the program setting (institution or community).

49. Correctional Program Officers/Aboriginal Correctional Program who only deliver program primers and meet the requirements of the quality review process, including demonstration of the required competencies as outlined in the [Quality Review of Correctional Program Officers](#) form (CSC/SCC 1313e), may be certified in the program primer. However, certification in a program primer will be considered a standalone certification and not a certification in that particular correctional program stream.
50. When the Regional Program Manager/National Correctional Program Trainer recommends the Correctional Program Officer/Aboriginal Correctional Program Officer for certification, the completed form will be sent to [GEN-NHQ RPD-DPRS Certification Requests-Demandes de certification](#) for the approval of the Director, Reintegration Programs.

Refresher Training for Correctional Program Officers/Aboriginal Correctional Program Officers

51. Refresher training will be provided to Correctional Program Officers/Aboriginal Correctional Program Officers when:
- the quality review or Manager, Programs/Community Program Manager identifies a need for it
 - the Correctional Program Officer/Aboriginal Correctional Program Officer was trained but did not deliver a program in the correctional program stream within six months of completion of training
 - the Correctional Program Officer/Aboriginal Correctional Program Officer has been inactive in delivery in the correctional program stream for more than 24 months, or
 - significant changes have been made to the correctional program stream.
52. Refresher training for Correctional Program Officers/Aboriginal Correctional Program Officers will not normally exceed three working days, and will focus on the areas in which the Correctional Program Officer/Aboriginal Correctional Program Officer requires review and/or on any elements of the correctional program stream that have changed since the initial training.

Correctional Program Group Size

53. The ratio between the number of Correctional Program Officers/Aboriginal Correctional Program Officer and the number of participants in a correctional program is:
- for primers/engagement programs, moderate intensity correctional programs and maintenance/self-management programs, one Correctional Program Officer/Aboriginal Correctional Program Officer to a maximum of 10 participants
 - for high intensity correctional programs, two Correctional Program Officers/Aboriginal Correctional Program Officers to a maximum of 12 participants.

54. If authorized by the National Program Manager, high intensity correctional programs may be delivered by one Correctional Program Officer/Aboriginal Correctional Program Officer provided that there are six or fewer participants commencing the correctional program and no more than six participants on an ongoing basis.

Elder Involvement

55. Aboriginal correctional programs, including programs for Inuit offenders, will be Elder assisted.

56. For men offender Aboriginal correctional programs, Elders will be involved in a minimum of 50 percent of sessions in the program primers and moderate and high intensity programs. Elders will also participate in identified sessions in maintenance programs.

57. For women offender Aboriginal correctional programs, Elders will be involved in 80 percent of each module in the moderate and high intensity programs, as well as 80 percent of self-management programs. Elders will participate in all sessions of the Aboriginal women's engagement program.

58. In cases where a site does not have sufficient Elder resources to meet the aforementioned requirements, the Assistant Warden, Interventions, will notify the Regional Administrator, Assessment and Interventions.

59. The Regional Administrator, Assessment and Interventions, will collaborate with the Regional Administrator, Aboriginal Initiatives, in order to identify strategies to provide the site with the required level of Elder involvement in the Aboriginal correctional programs.

60. In rare situations where it is not possible to provide the site with the required Elder resources in a timely manner, the Regional Administrator, Assessment and Interventions, will notify the Director, Reintegration Programs. The Director, Reintegration Programs, will make a decision as to whether or not the site can proceed with the delivery of the Aboriginal correctional program, in consultation with the Director, Operations, Aboriginal Initiatives, and the Director General, Women Offender Sector, where appropriate.

Written Work

61. At the end of an offender's participation in a correctional program, the offender will retain the originals of all [written work](#) completed during the correctional program.

62. In cases where retaining written work may jeopardize the safety of an offender or the security of the institution, the written work may be:

- a. destroyed at the offender's request
- b. sent outside of the institution at the offender's expense, or

c. placed among the offender's personal property.

63. If the Correctional Program Officer/Aboriginal Correctional Program Officer needs to retain a copy of the offender's written work to assist in report writing, they may make a photocopy of the offender's written work. The original copies will be returned to the offender, and any photocopies, with the exception of the self-management/healing plan, will be destroyed once the final correctional program report is finalized.

Post-Program Document Management

64. Paper copies of the offender's [Consent to Participate in a Correctional Program](#) (CSC/SCC 1288), final correctional program report and self-management/healing plan will be placed on the offender's Education and Training file.

65. Paper copies of all correctional program performance measures will be filed according to the distribution indicated on the document. If no distribution is indicated on the document, program performance measures will be placed on the Education and Training file.

ENQUIRIES

66. Strategic Policy Division
National Headquarters
Email: Gen-NHQPpolicy-Politi@CSC-SCC.GC.CA

Assistant Commissioner,
Correctional Operations and Programs

Original signed by:

Fraser Macaulay

ANNEX A

CROSS-REFERENCES AND DEFINITIONS

CROSS-REFERENCES

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

[SOP 087 – Official Languages](#)

[CD 700 – Correctional Interventions](#)

[CD 702 – Aboriginal Offenders](#)

[GL 726-2 – National Correctional Programs Referral Guidelines](#)

[GL 726-3 – National Correctional Program Management Guidelines](#)

[CD 730 – Offender Program Assignments and Inmate Payments](#)

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

Treasury Board [Guideline for Employees of the Government of Canada: Information Management \(IM\) Basics](#)

Treasury Board [Operational Security Standard on Physical Security](#)

Treasury Board [Policy on Government Security](#)

Treasury Board [Policy on Results](#)

DEFINITIONS

Aboriginal correctional programs: structured, culturally-based interventions that target empirically-validated factors directly linked to Aboriginal offenders' criminal behaviour in order to reduce re-offending. These programs' culturally-relevant content includes Aboriginal social history considerations, traditional teachings and ceremonies, and cultural activities. Aboriginal correctional programs should normally be delivered by Aboriginal Correctional Program Officers with the involvement of Elders, and will utilize a healing and holistic approach to address the physical, emotional, spiritual and mental needs of Aboriginal offenders. Aboriginal correctional programs include specific programming for Inuit men offenders.

Aboriginal social history: the various circumstances that have affected the lives of most Aboriginal people. Considering these circumstances may result in alternate options or solutions and applies only to Aboriginal offenders (not to non-Aboriginal offenders who choose to follow the Aboriginal way of life). These circumstances include the following (not an exhaustive list):

- effects of the residential school system
- sixties scoop into the adoption system
- effects of the dislocation and dispossession of Inuit people
- family or community history of suicide
- family or community history of substance abuse
- family or community history of victimization
- family or community fragmentation

- level or lack of formal education
- level of connectivity with family/community
- experience in the child welfare system
- experience with poverty
- loss of or struggle with cultural/spiritual identity.

Ceremonial objects: objects deemed to be sacred, spiritual or ceremonial in nature. Also referred to as “personal spiritual effects”.

Correctional program: a structured intervention that targets empirically-validated factors directly linked to offenders’ criminal behaviour, in order to reduce re-offending.

National correctional programs: a specific set of correctional programs that have been developed and implemented on a national level. These programs are structured interventions that target empirically-validated factors directly linked to offenders’ criminal behaviour, in order to reduce re-offending.

Quality review and certification: the process used to measure Correctional Program Officer/Aboriginal Correctional Program Officer competency, as well as the competency of Regional Program Managers and National Correctional Program Trainers.

Responsivity: the presence of a characteristic(s) that influences the offender’s capacity to benefit from the targeted intervention(s). These can include, but are not limited to: mental health needs, intellectual disabilities, physical disabilities, learning disabilities, Fetal Alcohol Spectrum Disorder, Attention Deficit Hyperactivity Disorder, age, gender, linguistic differences, ethnocultural background, motivation level, etc.

Traditional medicines: sacred, natural medicines used during ceremonies which may include sweet grass, sage, cedar or tobacco.

Transitory records: information resources that are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. They do not include records required by government institutions or Ministers to control, support, or document the delivery of programs, to carry out operations, to make decisions, or to account for government activities.

Written work: any material, including artwork, completed by an offender as part of their participation in a program assignment, with the exception of self-report program performance measures completed by the offender.