



C564606

March 20, 2020

All Staff
Community Corrections Division

Re: Interim Policies for Community Corrections

As part of the Community Corrections Division's commitment to reducing the transmission of COVID-19, the following interim policies are effective immediately:

Court referrals:

- Clients reporting in person from court to a court office, are directed to **report by phone** to the appropriate receiving office. The court office confirms current telephone numbers and alternate numbers for the client prior to sending the referral.
- The receiving office admits the client into CORNET when phone contact has been established. The probation officer who receives this phone call conducts a verbal intake with the client, making an interim assessment of risk which will determine whether the client can continue to report by telephone or whether in-person reporting will need to be established. Refer to the Interim Levels of Intervention principles in section 2.4.5 of the *Community Corrections Policy Manual*.
- If the client fails to report by phone to the receiving office, the referral is returned to the court office for consideration of enforcement action. The receiving office makes every reasonable effort possible to contact the client, using multiple attempts, prior to returning the referral to the court office.

Client transfers:

- If an existing client subject to telephone reporting moves to the catchment area of another office, they will remain under the supervision of the current office unless exceptional circumstances or unique circumstances warrant otherwise. The current office is most familiar with the client, and, as such, challenges associated with assuming supervision of a client unknown to a new catchment area are reduced.
- If an existing client subject to in-person reporting based on assessed risk moves to the catchment area of another office, supervision is transferred to the new office.

Client release:

- Adult Custody Division staff will direct clients, upon release, to report by telephone to the appropriate receiving community office.

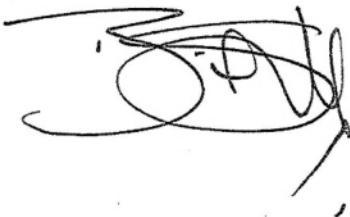
Letters of permission:

- Letters of permission may be sent to the client through email as an encrypted document. The authorized encryption process is attached in the email and can be found [here on CorrPoint](#). The outgoing transfer of documents without encryption is not permitted. The letter of permission is to be scanned or sent as a photograph (JPEG) to ensure the original direction is not altered.
- All letters of permission are to be reviewed verbally with the client to ensure the client understands the full scope of the permission letter.

CPIC:

- s.16

Questions relating to these interim policies may be directed to Kyla Wiersma, policy and program analyst, at 236-912-2017 or Kyla.Wiersma@gov.bc.ca.

A handwritten signature in black ink, appearing to be 'Bill Small', written over a horizontal line.

Bill Small
Provincial Director