

Klachkova, Anastasiya (CSC/SCC)

From: Dufresne-Meek Nathalie (NHQ-AC)
Sent: February 1, 2021 1:51 PM
To: 100-ADCCO; Moser Andrea (NHQ-AC)
Cc: Kunic Dan (NHQ-AC); Dufresne-Meek Nathalie (NHQ-AC); Clement Chris (NHQ-AC)
Subject: Interregional Transfers - Process/Transfèrements inter-régionaux - processus
Attachments: Interregional Transfers - Enhanced Process - Draft for Consideration 2012-01-28_V2 (003).docx

Importance: High

Hi everyone,

This is the process I mentioned to you last Friday. Dan and Johanne will be in touch with the RTCs to start working on the next transfers. The document is being sent to Translation. We'll all be more directly involved to ensure the process works as smoothly as possible.

Chris: Dan/Johanne will be in touch, to discuss the process further, and they'll want to discuss how and who will communicate risk mitigation strategies proposed by HS to escort staff.

Thanks

Nathalie

Bonjour tout le monde,

Voici le processus dont je vous ai parlé vendredi dernier. Dan et Johanne communiqueront avec les CRT pour débiter le travail un vue des prochains transferts. Le document va être acheminé à la Traduction. Nous serons tous plus impliqués afin d'assurer le que le processus fonctionne le mieux possible.

Chris : Dan/Johanne vont communiquer avec toi, pour discuter davantage du processus, et ils voudront discuter de comment et qui communiquera les stratégies d'atténuation du risque proposées par les SS pour les employés accompagnateurs.

Merci,

Nathalie

Nathalie Dufresne-Meek
Director General, Security
Directrice générale, Sécurité
nathalie.dufresne-meek@csc-scc.gc.ca
613-996-1135
EAP Referral Agent/Agente d'orientation PAE
Positive Space Champion | Championne de l'Espace positif

Population Management and Transfers – Interregional Transfers Draft Process Proposal

2021-01-28

Until further notice, Inter-regional transfer operations should be limited to cases where CSC is legally required to transfer an offender and for cases where safety of the public, institutions, offenders and our staff can only be achieved by way of transfer out of region/province, by air. These may include:

- in preparation of their release to the community in their home region (commercial flights could be considered by the region where appropriate based on risk)To attend court purposes (for which video conference has been ruled out, and in person required)
- Out of SIU (with a transfer out or not remain in decision)

The Security Branch at NHQ, works closely with the Health Services Sector, with regional partners, and with air carriers to develop measures and strategies to mitigate the risk of transmission of the COVID-19 virus during inter-regional transfer operations by air.

Specific situations involving unmanageable population pressures or dynamics will be considered on a case-by-case basis.

In order to better manage the logistics and security/health requirements at the national, regional and local levels, a revised process has been developed for consideration. We’ve applied lessons learned from the November, December, and January operations. We believe that the following process will reduce risks to the agency, and improve coordination between management levels at the regional and national levels.

Process	Mitigate of Risks	Timeline
Regional list compiled by RTC –using NHQ template and provide to their ADCCO Transfer approved <ul style="list-style-type: none"> • Bed confirmed at destination • Confirms court attendance • Confirms can’t fly commercial • Confirms transfer cannot be done by land • Identifies Priorities as per RMF • Identifies other Regional priorities/urgent cases 	<ul style="list-style-type: none"> • Avoids having duplicate names from different regions • Avoids having names provided without approved transfer decisions • Ensures that offenders on list, have a “need” to transfer and can only be done via air, and not commercial –and will not be removed from list at any time until a transfer occurs. • Ensures a bed is confirmed at receiving site • Ensures accurate destination/Institution 	
ADCCO reviews, approves, and forwards the list to DG Security based on the aforementioned selection considerations and criteria	<ul style="list-style-type: none"> • Ensures ADCCO is responsible and supportive of cases and can further provide rationale on urgent/priority case(s) if the need should arise. • Gives the ADCCO visibility on the file, so that back channel requests and 1-800s to ACCOP and DG Security are eliminated (or greatly reduced) 	Within 24 hrs or receiving regional list from RTC – reviews and provides final list to ACCOP.

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	<ul style="list-style-type: none"> Ensures NHQ is provided with one regional list for compilation and presentation to ACCOP for decision. 	
<p>ACCOP to identify cases supported for transfer and informs DG Security and Transfers of final list</p> <ul style="list-style-type: none"> In consultation with HS/DCW 	<ul style="list-style-type: none"> Pre-approval of cases, to effectively identify itinerary for potential transfer Regions (ADCCO, RTC) have the same list of pre-approved names for transfer Avoids regions asking to add, remove, substitute cases By having HS provide their recommendation before the itinerary is developed, allows time to address and incorporate any recommendation into the options/itinerary, and to know from outset what is required/expected under the plan Direction has to be clear – from this point – no additions are accepted. Substitutions may occur – only if they don't have an impact on the itinerary. 	<p>Within 2 days of receiving ADCCO list – will consult with HS/DCW (if required) and confirm WHO can be transferred (based on public health and operational considerations).</p>
<p>Transfers Unit – research and propose transfer options/itinerary to ACCOP/ACHS</p>	<ul style="list-style-type: none"> Working with a pre-approved list (by ACCOP/ACHS/DCW) , that has been shared with regions, allows unit to focus on itinerary that meets the needs of the organization HS at this point, would only have to provide additional direction/guidance where applicable – should they have changed since their initial consult 	<p>3 days</p>
<p>ACCOP approval of itinerary</p>	<ul style="list-style-type: none"> Following process above, allows for transfers unit to plan accordingly within respectable timeframes for next step – without incurring penalties or additional expenses for potential cancellations (of \$200K+) contracts, and rescheduling of shifts 	<p>1 day</p>
<p>Transfers Unit/Regions – secure resources</p> <ul style="list-style-type: none"> Escorting officers Ground Support Air Carrier Hotel (if applicable) Obtain PSI comments where required) 	<ul style="list-style-type: none"> Any changes to the cases, itinerary would have an impact on the required escorting officers and backfill at the institution, ground support at each stop of the itinerary, required number of hotel rooms, catering from air carrier. Drivers (CX and non CX), Transportation – Bus costs (cancelations) Hotel room(s) Availability. Hotel costs and 24 hour to cancel a room without charge. 	<p>5 working days before transfer</p>

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<ul style="list-style-type: none"> • Confirm with HS if new directive 	<ul style="list-style-type: none"> • Process helps address possible complaints and grievances by staff if there is not enough notice to canvas all staff for the flight. Those staff on rest days would not know a call went out for a flight if notice is too short (collective agreement entitlement). • Airline. Once they receive the TA it is a contract which is in effect even if CSC cancels the operation. Fees are hefty (fuel and mileage, and catering if the operation is canceled on the day preceding the operation) . Fees associated with de-icing may also be levied. 	
<p>Transfers Unit/Regions – provide final details/instructions to sites</p>	<ul style="list-style-type: none"> • Ensures that additional requirements, as may be required due to the fluid nature of the operation, are communicated, so that everyone is on the same page. • 	