



2021-11-12

Your file Votre référence

Our file Notre référence

To Whom It May Concern,

RE: Amended disclosure procedures in the SIU

The purpose of this letter is to advise of revised procedures in Kent Institution's Structured Intervention Unit concerning the sharing of information with legal counsel. This letter is an update to those on file dated 2020-06-04, 2020-01-23, and 2019-12-30 relating to a similar matter.

Effective 2021-11-08, in circumstances where an inmate is transferred into the Kent Institution Structured Intervention Unit, where there is a valid CSC Consent for Disclosure of Personal Information form on file, accompanied by a signed Addendum A, Kent Institution staff will fax the following documents to the inmate's legal counsel, concurrently with their disclosure (or attempted disclosure) to the inmate:

- a. Documents disclosed to inmate for the Institutional Head 5-day decision pursuant to section 29.01(2) of the *Corrections and Conditional Release Act* (CCRA), including the SIU Authorization to Transfer pursuant to section 34(3) of the CCRA;
- b. SIU-related decisions where the inmate is entitled by the CCRA or the *Corrections and Conditional Release Regulations* (CCRR) to be provided the reasons for the decision in writing, including the Institutional Head 5-day decision pursuant to section 29.01(2) of the CCRA, the Institutional Head decisions under section 37.3(1) of the CCRA, a Health Committee's decisions under section 37.32 (1) and (2) of the CCRA, and the Commissioner's determinations under section 37.4 of the CCRA;
- c. Documents disclosed to the inmate pursuant to section 20(2) of the CCRR in the SIU Review Committee including, the proposed recommendations, and scheduled date and time of the meeting; and
- d. Recommendations made by a registered health care professional pursuant to s. 37.2 of the CCRA.

CSC continues, during the current COVID-19 restrictions, to waive fees for inmates who are faxing documents to their legal counsel.

Regards,



Jordan Quaroni
A/Warden, Kent Institution

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