

Scoring Rules

Adult Correctional Services

Correctional Services Program
Canadian Centre for Justice Statistics
Statistics Canada

Table of Contents

	Page
Table 1: Actual Personnel at the End of the Fiscal Year, by Category and Gender	2
Table 2: Function	5
Table 3: Year-End Expenditures	7
Table 4: Other Personnel at the End of the Fiscal Year, by Gender	9

Please telephone the Correctional Services Program,
Canadian Centre for Justice Statistics
at (613) 951-6656
or 1-800-387-2231
for further information

Table 1: Actual Personnel at the End of the Fiscal Year, by Category and Gender

Note: If you are unable to break down the categories into their component parts (e.g., Head Office Management by gender) please provide the aggregate total and indicate “Not Available” in the appropriate columns (e.g., Male/Female). If a particular category is not applicable please indicate “Not Applicable”.

General Instructions:

1. This table refers to the actual number of full-time as well as permanent part-time employees who were on the personnel roster at the end of the fiscal year. Do **NOT** include casual or temporary personnel who are not employed on a permanent basis (include casual/temporary personnel in Table 4).
2. Contract employees are excluded from the personnel counts in Table 1. However, the costs associated with these employees should be included with the operating expenditures (in Table 3).
3. Convert “permanent part-time” employees to full-time employees in terms of the number of hours normally worked per week (based on a 40-hour work week). For example, 2 permanent part-time employees who each work 20 hours a week should be scored as 1 full-time position.
4. In order to help reduce any misrepresentation of jurisdictional information, each cell in Table 1 will collect information to two decimal places:
 - If there is an employee at a value of .25 then record “0.25” in the appropriate cell.
 - Persons employed who perform cross-over duties can be split between the two or more duties. For example, if a supervisor devoted 60% of his/her time to Facility Management and 40% to Program Staff, then record “.60” in the Facility Management cell and “.40” in the Program Staff cell.
 - In some jurisdictions, senior management and Community Services are shared resources between youth and adult correctional services (i.e., Community and Correctional Services is responsible for both adult and young offenders; Probation Officers in small communities have both adult and young offender caseloads). In addition, there are support services provided by the Corporate Services Division (Planning, Evaluation, Financial Administration, Training, and Recruitment) that are for the entire division rather than being offender-specific. If, for example, responsibilities are split 70% for adult offenders and 30% for young offenders, then record “.70” in the appropriate cell if you are completing the survey for Adult Correctional Services, and “.30” if you are completing the survey for Youth Custody and Community Services.
5. If a distribution by gender is not available for a specific category, simply fill in the “Total” column and insert “Not Available” in the male and female columns.

Table 1

Actual Personnel at the End of the Fiscal Year, by Category and Gender (rounded to the nearest full-time equivalent)

	Male	Female	Total
Headquarters and Management:			
Head Office Management	1	-----	-----
Head Office Support Staff	2	-----	-----
Total – Headquarters Personnel (sum of lines 1 to 2)	3	-----	-----
Institutions:			
Facility Management	4	-----	-----
Program Staff	5	-----	-----
Institution Security	6	-----	-----
Facility Support Staff	7	-----	-----
Total – Institution Personnel (sum of lines 4 to 7)	8	-----	-----
Probation and Community Services:			
Community Services Management	9	-----	-----
Probation Officers	10	-----	-----
Support Staff	11	-----	-----
Total – Probation and Community Services Personnel (sum of lines 9 to 11)	12	-----	-----
Parole Board:			
Board Members	13	-----	-----
Support Staff	14	-----	-----
Total – Parole Board Personnel (sum of lines 13 to 14)	15	-----	-----
TOTAL – Personnel (sum of lines 3, 8, 12 and 15)	16	-----	-----

Table 1 : Actual Personnel at the End of the Fiscal Year, by Category and Gender

HEADQUARTERS AND MANAGEMENT	
Head Office Management (line 1)	This category includes personnel who are employed at the jurisdictional head office in any of the following positions: directors, senior managers, administrators, systems/computer analysts, and any other highly skilled personnel.
Head Office Support Staff (line 2)	This category includes personnel that are employed at the jurisdictional head office who are not included in the above category.
Total – Headquarters Personnel (line 3)	Provide the total number of Head Office personnel by gender and the total number of Head Office personnel for the jurisdiction. This is the total current headquarters staff for the jurisdiction at the end of the fiscal year (sum of lines 1 to 2).
INSTITUTIONS	
Facility Management (line 4)	This category includes personnel who are employed at the jurisdictional institutions in any of the following positions: directors, senior managers, administrators, systems/computer analysts, and any other highly skilled personnel.

Program Staff (line 5)	This category includes personnel who are employed at the jurisdictional institutions in any of the following positions: education councillors (e.g., trades instructors), treatment personnel (e.g., nurses, group treatment staff).
Institution Security (line 6)	This category includes personnel who are employed at the jurisdictional institutions as correctional officers.
Facility Support Staff (line 7)	This category includes personnel who are employed at the jurisdictional institutions who are not included in the above categories (e.g., food services personnel, janitorial staff).
Total – Institution Personnel (line 8)	Provide the total number of Institution personnel for each gender and the total number of Institutions personnel for the jurisdiction. This is the total current Institutions staff for the jurisdiction at the end of the fiscal year (sum of lines 4 to 7).
PROBATION AND COMMUNITY SERVICES	
Community Services Management (line 9)	This category includes personnel who are employed at jurisdictional probation and community services offices in any of the following positions: directors, senior managers, administrators, systems/computer analysts, and any other highly skilled personnel.
Probation Officers (line 10)	This category includes personnel who are employed as probation officers.
Support Staff (line 11)	This category includes personnel who are employed at the jurisdictional probation and community services offices that are not included in the above categories.
Total – Probation and Community Services Personnel (line 12)	Provide the total number of Probation and Community Services personnel for each gender and the total number of Probation and Community Services personnel for the jurisdiction. This is the total current Probation and Community Services staff for the jurisdiction at the end of the fiscal year (sum of lines 9 to 11).
PAROLE BOARD	
Board Members (line 13)	This category includes all full-time parole board members.
Support Staff (line 14)	This category includes personnel who are employed at the parole board office that are not included in the above category.
Total – Parole Board Personnel (line 15)	Provide the total number of Parole Board personnel for each gender. This is the total current Parole Board staff for the jurisdiction at the end of the fiscal year (sum of lines 13 to 14).
TOTAL – Personnel (line 16)	This is the total of all personnel by gender and the total of all personnel for the jurisdiction at the end of the fiscal year (sum of lines 3, 8, 12 and 15).

Table 2: Function (actual personnel at the end of the fiscal year)

General Instructions:

1. This table refers to the actual number of full-time and permanent part-time employees who were on the personnel roster at the end of the fiscal year. Do **NOT** include casual or temporary personnel who are not employed on a permanent basis (include casual/temporary personnel in Table 4).
2. Convert “permanent part-time” employees to full-time employees in terms of the number of hours normally worked per week (based on a 40-hour work week). For example, 2 permanent part-time employees who each work 20 hours a week should be scored as 1 full-time position.
3. Contract employees are excluded from the personnel counts in Table 2. However, the costs associated with these employees should be included with the operating expenditures (Table 3).
4. Jurisdictions that don’t provide separate remand and secure custody facilities should include all personnel with responsibilities for remand and secure custody in the Secure Custody cells.
5. In order to help reduce any misrepresentation of jurisdictional information, each cell in Table 2 will collect information to two decimal places:
 - If there is an employee at a value of .25 then record “0.25” in the appropriate cell.
 - Persons employed who perform cross-over duties can be split between the two or more duties. For example, if a supervisor devoted 60% of his/her time to Institutions and 40% to Probation and Community Services, then record “.60” in the Institutions cell and “.40” in the Probation and Community Services cell.
 - In some jurisdictions, senior management and Community Services are shared resources between adult and youth correctional services (i.e., Community and Correctional Services is responsible for both adult and young offenders; Probation Officers in small communities have both adult and young offender caseloads). In addition, there are support services provided by the Corporate Services Division (Planning, Evaluation, Financial Administration, Training, and Recruitment) that are for the entire division rather than being offender-specific. If, for example, responsibilities are split 70% for adult offenders and 30% for young offenders, then record “.70” in the appropriate cell if you are completing the survey for Adult Correctional Services, and “.30” if you are completing the survey for Youth Custody and Community Services.

Table 2
Function (actual personnel at the end of the fiscal year)

	Headquarters and Management	Institutions	Probation and Community Services	Parole Board
Headquarters and Administration	17	-----	-----	-----
Remand	18	-----	-----	-----
Secure Custody	19	-----	-----	-----
Open Custody (Ministry)	20	-----	-----	-----
Open Custody (Private)	21	-----	-----	-----
Probation and Community Services	22	-----	-----	-----
Parole Board	23	-----	-----	-----
TOTAL (sum of lines 17 to 23)	24	-----	-----	-----

Table 2: Function (actual personnel as of the end of the fiscal year)

Headquarters and Administration (line 17)	These categories include personnel who are employed at jurisdictional Headquarters, Institutions, or Probation and Community Services, in any administrative duty. These include the following positions: directors, senior managers, administrators, systems/computer analysts, any other highly skilled personnel, and clerical support staff. Note: Parole Board personnel are not included.
Remand (line 18)	These categories include personnel who are employed at jurisdictional Headquarters, Institutions, or Probation and Community Services, whose main function is the execution of remand duties. Note: Parole Board personnel are not included.
Secure Custody (line 19)	These categories include personnel who are employed at jurisdictional Headquarters, Institutions, or Probation and Community Services, whose main function is the execution of secure custody duties. Note: Parole Board personnel are not included.
Open Custody (Ministry) (line 20)	These categories include personnel who are employed at jurisdictional Headquarters, Institutions, or Probation and Community Services, whose main function is the execution of open custody duties at ministry-owned and operated facilities. Note: Parole Board personnel are not included.
Open Custody (Private) (line 21)	These categories include personnel who are employed at jurisdictional Headquarters, Institutions, or Probation and Community Services, whose main function is the execution of open custody duties at non-ministry facilities (i.e., privately-owned and operated facilities). Note: Parole Board personnel are not included.
Probation and Community Services (line 22)	These categories include personnel who are employed at jurisdictional Headquarters, Institutions, or Probation and Community Services, whose main function is the execution of probation and community services duties. Note: Parole Board personnel are not included.
Parole Board (line 23)	This category includes personnel employed at the Parole Board whose main function is the execution of parole services duties.
TOTAL (line 24)	Provide the total number of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board personnel at the end of the fiscal year (sum of lines 17 to 23).

Table 3: Year-End Expenditures

General Instructions:

1. Please indicate if the operational expenditures are completed for the calendar year (January 1st to December 31st) or for the fiscal year (April 1st to March 31st).
2. Report the actual amounts to the nearest dollar. Other government departments supply benefits information, for some jurisdictions. If the actual amount is not available please include the estimated amount.
3. Expenditures represent gross expenditures. Do not include revenues and recoveries.
4. Record only those costs that are paid from the Adult Correctional Services **OR** from the Youth Custody and Community Services budget (i.e., if you are completing this survey for adult corrections, record only costs paid from the Adult correctional Services budget). Corrections budget data for some jurisdictions are calculated to include both adult and youth community corrections services. In some cases, jurisdictions can provide exclusive expenditure information for adults and youth, but in other cases, an established percentage of costs (e.g., 57% adult and 43% youth) may be provided. If a percentage of cost for expenditures has been given, please provide an attachment to the survey form outlining how this was calculated.

Table 3
Year-End Expenditures **Calendar Year** **Fiscal Year** (*check one*)

		Actual Amount (Nearest dollar)			
		Headquarters and Management	Institutions	Probation and Community Services	Parole Board
Salaries, Wages & Benefits	25	\$ -----	\$ -----	\$ -----	\$ -----
Operating Expenditures:					
Professional Services/Contract Services	26	\$ -----	\$ -----	\$ -----	\$ -----
Training	27	\$ -----	\$ -----	\$ -----	\$ -----
Travel	28	\$ -----	\$ -----	\$ -----	\$ -----
Other Operating Expenditures	29	\$ -----	\$ -----	\$ -----	\$ -----
Total – Operating Expenditures (sum of lines 26 to 29)	30	\$ -----	\$ -----	\$ -----	\$ -----
TOTAL (sum of lines 25 and 30)	31	\$ -----	\$ -----	\$ -----	\$ -----

Table 3: Year-End Expenditures	
SALARIES, WAGES & BENEFITS	
Salaries, Wages & Benefits (line 25)	These categories include all salaries and wages including overtime, shift premiums, holiday pay, long service payments, isolation pays and bursaries paid to Headquarters and Management staff, including support staff (i.e., all staff reported at line 24 for Headquarters and Management); Institutional staff (all staff reported at line 24 for Institutions); Probation and Community Services staff (all staff reported at line 24 for Probation and Community Services); and, Parole board staff (all staff reported at line 24 for Parole Board). All payments made which are neither salaries nor wages, are considered benefits. Examples include employer's contribution to: Canada Pension Plan (CPP), Employment insurance, Superannuation / Pension Plans, Health Insurance Plans, Dental Plans, Group Life Insurance plans, workers' compensation/disability payments, death benefits, maternity leave payments, severance pay, clothing allowance, transportation allowance, miscellaneous allowances (e.g., employer's contribution to other plans such as Visioncare).
OPERATING EXPENDITURES	
Professional Services / Contract Services (line 26)	These categories include all costs incurred by the jurisdiction for professional services provided by doctors, dentists or persons from the John Howard Society. Jurisdictions that have contracts with other government departments for education programs, treatment services, open custody group homes, etc., or with private businesses for the provision of private open custody facilities (i.e., group homes or private homes) should report the costs in this category. Record these costs for each of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board. If it is not possible to break costs down by category, record under Headquarters and Management and indicate "not available" for the other categories.
Training (line 27)	These categories include all costs incurred by the jurisdiction for the purposes of training and/or professional development (e.g., courses, conference attendance, seminars, registration fees, publications, videos etc.). These costs should be applicable to only those personnel reported in Tables 1 and 2. Record these costs for each of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board. If it is not possible to break costs down by category, record under Headquarters and Management and indicate "not available" for the other categories.
Travel (line 28)	These categories include all expenditures for travel within the jurisdiction and outside the jurisdiction, including meals, accommodation, airfare, car rentals, incidentals, mileage rates, taxis and train fare. These costs should be applicable to only those personnel reported in Tables 1 and 2. Record these costs for each of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board. If it is not possible to break costs down by category, record under Headquarters and Management and indicate "not available" for the other categories.

Other Operating Expenditures (line 29)	These categories include all non-capital costs, excluding salaries, wages and benefits . Items such as: materials, supplies, furniture, utilities, minor equipment purchases, vehicle purchases, vehicle leasing, vehicle maintenance, gas, oil, leasing of facilities, building and equipment rentals, transportation and communication, professional services, contracts. Record these costs for each of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board. If it is not possible to break costs down by category, record under Headquarters and Management and indicate “not available” for the other categories.
Total - Operating Expenditures (line 30)	These categories are the sum of professional services/contract services, training expenditures, travel expenditures and other operating expenditures (sum of lines 26 to 29) for each of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board.
TOTAL (line 31)	The sum of the salaries, wages and benefits, and operating expenditures (sum of lines 25 and 30) for each of Headquarters and Management, Institutions, Probation and Community Services, and Parole Board.

Table 4: Other Personnel at the End of the Fiscal Year, by Gender

Note: Some jurisdictions employ a number of non-permanent workers who are full-time and part-time where their positions are not tied to a permanent position. Other jurisdictions employ a number of casual workers. Please enter these employees in Table 4.

General Instructions:

1. This table refers to the **actual number** of **full-time** as well as **part-time** employees who are casual or temporary workers who are not employed on a permanent basis. These employees are not reported in Tables 1 and 2.
2. Convert “casual part-time” employees to full-time casual employees in terms of the number of hours normally worked per week (based on a 40-hour work week). For example, 2 casual **part-time** employees who each work 20 hours a week should be scored as 1 casual **full-time** position.
3. In order to help reduce any misrepresentation of jurisdictional information, each cell in Table 4 will collect information to two decimal places:
 - If there is an employee at a value of .25 then record “0.25” in the appropriate cell.
4. **Contract employees** are excluded from the personnel counts in Table 4. However, the costs associated with these employees should be included with the operating expenditures (Table 3).

Table 4

Other Personnel at the End of the Fiscal Year, by Gender (rounded to the nearest full-time equivalent)

		Male	Female	Total
Casual/Temporary Personnel:				
Institution Staff	32
Probation Staff	33
Program Staff	34
Support Staff	35
Parole Board Staff	36
TOTAL – Casual/Temporary Personnel (sum of lines 32 to 36)	37

Table 4: Other Personnel at the End of the Fiscal Year, by Gender	
Casual/Temporary Personnel:	
<p>Institution Staff (line 32)</p>	<p>These categories include all paid, casual (non-permanent) institution staff. These individuals do not occupy authorized positions or person-years and as a result are excluded from the Institution staff counts in Tables 1 and 2. This includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an “on-call list” and can be called in to replace institution staff when needed. Permanent institution staff who work on a regular schedule should be excluded from this count and included in the permanent personnel counts (Tables 1 and 2).</p>
<p>Probation Staff (line 33)</p>	<p>These categories include all paid, casual (non-permanent) probation officers. These individuals do not occupy authorized positions or person-years and as a result are excluded from the probation officer counts in Tables 1 and 2. This includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an “on-call list” and can be called in to replace institution staff when needed. Permanent probation officers who work on a regular schedule should be excluded from this count and included in the permanent personnel counts (Tables 1 and 2).</p>
<p>Program Staff (line 34)</p>	<p>These categories include all paid, casual (non-permanent) program staff. These individuals do not occupy authorized positions or person-years and as a result are excluded from the program staff counts in Tables 1 and 2. This includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an “on-call list” and can be called in to replace institution staff when needed. Permanent program staff who work on a regular schedule should be excluded from this count and included in the permanent personnel counts (Tables 1 and 2).</p>

Support Staff (line 35)	These categories include all paid, casual (non-permanent) support staff. These individuals do not occupy authorized positions or person-years and as a result are excluded from the support staff counts in Tables 1 and 2. This includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an “on-call list” and can be called in to replace institution staff when needed. Permanent support staff who work on a regular schedule should be excluded from this count and included in the permanent personnel counts (Tables 1 and 2).
Parole Board Staff (line 36)	These categories include all paid, casual (non-permanent) parole board staff. These individuals do not occupy authorized positions or person-years and as a result are excluded from the probation officer counts in Tables 1 and 2. This category includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an “on-call list” and can be called in to replace institution staff when needed. Permanent parole board staff who work on a regular schedule should be excluded from this count and included in the permanent personnel counts (Tables 1 and 2).
TOTAL – Casual / Temporary Personnel (line 37)	Provide the total number of all paid, casual (non-permanent) staff. These individuals do not occupy authorized positions or person-years and as a result are excluded from the total permanent staff counts in Tables 1 and 2. This category includes employees who because of the casual or temporary nature of their employment may not qualify for benefits such as sick leave or vacation leave. These workers are generally on an “on-call list” and can be called in to replace institution staff when needed. Permanent staff who work on a regular schedule should be excluded from this count and included in the permanent personnel counts (Tables 1 and 2).

Contact Person

Collected under the authority of the Statistics Act. Revised Statutes of Canada, 1985, Chapter S19. Authorization: This authorizes the Chief Statistician of Canada to disseminate information reported on this questionnaire to the public. ¹
Name and Signature of Contact Name _____ Date: Year __ Month __ Day __ Signature _____ Telephone Number (____) ____-____

Name and Signature of Contact	Telephone Number	Date
This should be someone who can answer inquiries concerning the information on the form.	Please provide the telephone number of the contact person for any follow-ups.	The date the form was completed.

¹ Once the data have been verified by the jurisdiction.