



[Reference document = CD 023](#)

**CITIZENS' ADVISORY COMMITTEES APPLICATION**

**PUT AWAY ON FILE**  
ADMINISTRATIVE OR OPERATIONAL FILE  
▶ **Original – 202-3**

Name (Family)		(Given name(s))	Maiden name (if applicable)	
Address		City	Postal code	
Telephone no. (home)	Is it convenient to telephone you at your place of business? ▶ <input type="checkbox"/> Yes <input type="checkbox"/> No			Telephone no. (business)
Institution or parole office to which you are applying				

Section 1

**CITIZENS' ADVISORY COMMITTEES INFORMATION BANK**

How did you hear about Citizens' Advisory Committees? (specify)

Why do you want to become a Citizens' Advisory Committee member? (specify)

Have you any previous volunteer experience, special skills or knowledge that might benefit you as a Citizens' Advisory Committee member?

No  Yes (specify)

Have you served previously on a Citizens' Advisory Committee?

No  Yes (specify)

Have you any affiliations with community groups? (church, service organizations, etc.)

No  Yes (specify)

Are you currently volunteering or applying to volunteer at any other federal institution or parole office?

No  Yes (specify)

DISTRIBUTION	
▶ <input type="checkbox"/>	Copy 2 Regional Deputy Commissioner
▶ <input type="checkbox"/>	Copy 3 CAC applicant

**Section 2  
PERSONAL INFORMATION BANK / VOLUNTEER RECORDS**

Date of birth YYYY –MM-DD	Place of birth	Current place of employment
Driver's licence no.	Vehicle licence no.	Languages spoken <input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Other (specify) ▶

Have you had previous contact with a person(s) who is, or has been, incarcerated?

No     Yes

▶ Inmate's name

(Specify )

Have you been convicted of a criminal offence for which a pardon has not been granted?

No     Yes (state the offence and date)

Have you any outstanding charges before the courts?

No     Yes (state the offence and date)

Is there any other information you would like to put forth that 1) may be of interest to the Correctional Service of Canada or 2) might affect your ability to meet the expectations of the Citizens' Advisory Committee?

No     Yes (specify)

Please provide the name, address, occupation, and telephone number of two references.

Name	Address	Occupation	Telephone no.

**Section 3  
OPTIONAL**

The Correctional Service of Canada is committed to recruiting Citizens' Advisory Committee members from such under-represented groups as Aboriginal peoples of Canada (Inuit, Métis, Non-Status Indians, Status Indians), persons with disabilities, and members of visible minority groups. This process is based on self-identification. Do you consider yourself a member of an under-represented group?

No     Yes (specify)


Section 4  
**DECLARATION**

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability as a Citizens' Advisory Committee member.

I also acknowledge that I have read the information set out in Appendix 1 and agree to abide by the relevant rules, regulations and policies stated therein should I be accepted as a volunteer.



Applicant's signature 	Date  YYYY-MM-DD
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**SCREENING BOARD'S DECISION**

Applicant interviewed by: 

Approved  Denied

Reasons

Signature of Institutional Head/District Director 	Signature of Citizens' Advisory Committee Chair 	Date YYYY-MM-DD	Facility
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**Appendix 1**

**PLEASE READ CAREFULLY**

The Citizens' Advisory Committee is comprised of citizens from the community who volunteer their time to act as advisors, objective observers, and community liaisons to the Correctional Service of Canada.

Application to the Citizens' Advisory Committee does not guarantee appointment. Current CSC employees, contractors and offenders are not eligible to apply.

All applicants are required to partake in an orientation/training session.

Applicants are appointed for a term of two years. Appointments are made by the Deputy Commissioner of the region from which the applicant is applying, based on recommendations from the Institutional Head or Parole Office Manager, and the involved Citizens' Advisory Committee.

Prior to approval, all applicants must undergo a security clearance.

At the end of this first two-year term, members *may* be re-appointed provided that the individual member, the Institutional Head or Parole Office Manager, and the Citizens' Advisory Committee are in mutual agreement.

All information obtained by members in the course of their duties must be held in strict confidence. Members will be expected to adhere to the same standards of confidentiality that apply to government employees under the *Privacy Act*.

Committee members are not advocates, but rather, informed and impartial observers, advisors and communication links to the community, the staff and management of federal facilities/parole offices, and to offenders.

**EXCERPT FROM COMMISSIONER'S DIRECTIVE 023  
CITIZENS' ADVISORY COMMITTEES**

POLICY OBJECTIVE

To foster positive relations with the community by engaging citizens in the development of policies and offender programs and to ensure that they are enriched by diverse perspectives.

**EXCERPTS FROM THE CORRECTIONS AND  
CONDITIONAL RELEASE ACT**

**Summary Conviction Offences**

45. Every person commits a summary conviction offence who:
- (a) is in possession of contraband beyond the visitor control point in a penitentiary;
  - (b) is in possession of anything referred to in paragraph (b) or (c) of the definition "contraband" in section 2 before the visitor control point of a penitentiary;
  - (c) delivers contraband to, or receives contraband from, an inmate;
  - (d) without prior authorization, delivers jewellery to, or receives jewellery from an inmate; or
  - (e) trespasses at a penitentiary.

**Searches of Visitors**

59. A staff member may conduct routine non-intrusive searches or routine frisk searches of visitors, without individualized suspicion, in the prescribed circumstances, which circumstances must be limited to what is reasonably required for security purposes.
- 60.(1) A staff member may conduct a frisk search of a visitor where the staff member suspects on reasonable grounds that the visitor is carrying contraband or carrying other evidence relating to an offence under section 45.

**NOTE:** Contraband is defined as

- (a) an intoxicant,
- (b) a weapon or a component thereof, ammunition for a weapon, and anything that is designed to kill, injure or disable a person or that is altered so as to be capable of killing, injuring or disabling a person, when possessed without prior authorization,
- (c) an explosive or a bomb or a component thereof,
- (d) currency over any applicable prescribed limit, when possessed without prior authorization, and
- (e) any item not described in paragraphs (a) to (d) that could jeopardize the security of a penitentiary or the safety of persons, when that item is possessed without prior authorization.

**CAUTION**

- (1) Under no circumstances may a visitor transport into the institution any prescription or non-prescription drug. All drugs in a visitor's possession shall be deposited in the security lockers provided prior to entry into the institution. All personal effects in the visitor's possession with the exception of worn jewellery, shall also be deposited in the lockers provided.
- (2) Under no circumstances will visitors transport or consume alcoholic beverages on penitentiary property.
- (3) All vehicles must be locked while on penitentiary property.
- (4) Volunteers may be refused entry if official identification is not available.