



Prisoner Employment Program (PEP) Process

Application made

Prisoner applies for the PEP up to 3 months prior to expected date of commencement by completing the PEP – Application Form. Eligibility dates will depend on the activities chosen.

Referred to Employment Coordinator

If eligible (Refer to the ‘Eligibility’ section of PD 68), Officer refers prisoner’s application to the Employment Coordinator who interviews the prisoner.

Employment Coordinator completes reports and documents

The Employment Coordinator assesses the prisoner for inclusion in the program and forwards all reports and documentation to the Prison Assessment Officer. The Employment Coordinator completes a referral to Health Services in ACM if required

Determine sequence

Sequence A and/or B should be followed depending on what type of activity the prisoner has requested to participate in. **Note:** Sequence B may only be followed if the prisoner is within the last 6 months prior to their earliest eligible date for release and has a potential employer.

**A – Education / Vocational Training
Seeking Employment / Work Experience**

If the prisoner has applied for any of the above activities, the Prison Assessments Officer will complete a ‘PEP – Other Activities Application’ Checklist in ACM and a JIS referral.

The ‘PEP – Other Activities Application’ Checklist is case conferenced with the recommendation being recorded on a decision slip which is then endorsed by the Superintendent/Delegate

The recommending decision slip and relevant documentation is forwarded to Sentence Management.

Sentence Management assesses the application. The Director Sentence Management may defer, not approve or recommend the prisoner’s inclusion in this part of the PEP

Permit (PEP - other activities) application details are put into TOMS and if not approved or deferred, decision slip on TOMS is finalised by Sentence Management.

If the application is recommended, the application is forwarded to the Assistant Commissioner Custodial Services with the completed permit application (PEP – other activities) for final decision. Sentence Management finalises decision slip. Prison completes Absence Permit and Movement Sheet.

B – Paid Employment

If the prisoner has applied for paid employment and is within 6 months prior to their earliest eligibility date for release, the Prison Assessments Officer will complete the ‘PEP – Paid Employment Application’ Checklist in ACM and a JIS referral

The ‘PEP – Paid Employment Application’ Checklist is case conferenced with the recommendation being recorded on a decision slip which is then endorsed by the Superintendent/ Delegate.

The recommending decision slip and relevant documentation is forwarded to Sentence Management.

Sentence Management assesses the application. The Director Sentence Management may defer, not approve or recommend the prisoner’s inclusion in this part of the PEP

Permit (PEP – paid employment) application details are put into TOMS and if not approved or deferred, decision slip on TOMS is finalised by Sentence Management.

If the application is recommended, the application is forwarded to the Assistant Commissioner Custodial Services with the completed permit application (PEP – paid employment) for final decision. Sentence Management finalises decision slip. Prison completes Absence Permit and Movement Sheet.