



Ministry of Community Safety and Correctional Services

Correctional Services Division

Office of the  
Assistant Deputy Minister

16<sup>th</sup> Floor  
25 Grosvenor Street  
Toronto ON M7A 1Y6  
Telephone: (416) 327-9911  
Facsimile: (416) 314-6669



100 Lesmill Road  
North York ON M3B 3P8  
Tel: (416) 443-8888  
Fax: (416) 443-9670

MEMORANDUM TO: All Correctional Services Employees  
Adult Institutional Services

FROM: Steven F. Small  
Assistant Deputy Minister  
Adult Institutional Services

Marg Welch  
Ministry MERC Co-Chair

Eduardo Almeida  
OPSEU MERC Co-Chair

DATE: November 26, 2009

SUBJECT: Internet Use by Correctional Officers

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Internet access in the workplace is currently accessible by staff for the purpose of legitimate ministry business. The Ontario Government has a responsibility to ensure the highest standard of integrity, ethical behaviour and accountability. It is important that government equipment and resources are used appropriately.

Unfortunately, there have been numerous instances of Internet misuse in the workplace by staff. A significant number of these instances have resulted in substantiated workplace discrimination and harassment complaints, human rights violations, investigations, suspensions, and grievances. This type of behaviour not only has had an adverse affect on individual and workplace performance and productivity, but also has negatively affected the reputation of corrections in general, the ministry, the union and the government as a whole.

Furthermore, when employees misuse Internet access, ministry network applications sharing the same infrastructure become vulnerable, and the available communications bandwidth for critical applications is diminished.

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In light of these serious concerns, the leaders of both Correctional Services and the Ontario Public Service Employees Union (OPSEU) have agreed to the following action.

Effective **January 1, 2010**, permanent removal of internet access for many operational terminals will commence. The anticipated timeline for completion of all facilities is **March 31, 2010**.

This action followed a review of the business necessity for access to the Internet at work which concluded that Internet access is not integral to the performance of the daily duties of many staff.

Access to the Ontario Public Service intranet (a ministry network which uses Internet technology) will not be restricted. This will still allow staff continued access to important services such as MYOPS, IFIS, WIN, OTIS, ministry and divisional intranet sites and other ministries' intranet sites.

Your ability to perform your duties will not be impacted by this decision.

This action will serve as a proactive measure to move forward current labour relations issues related to Internet usage within the ministry. Furthermore, it will assist OPSEU and the ministry in its efforts to enhance the professional image of correctional services employees.

***Original Signed By***

Steven F. Small

***Original Signed By***

March Welch

***Original Signed By***

Eduardo Almeida

c: J.C. Hope  
N.K. Cowie  
Regional Directors, Adult Institutional Services  
Corporate Directors  
W. (Smokey) Thomas, President, OPSEU  
MERC Committee Members