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**Arrest Without Warrant
(Section 137.1 CCRA)**

**HANDBOOK FOR FRONT-LINE
PEACE OFFICERS
2013**

**National Joint
Committee of Senior
Criminal Justice Officials**



**Comité national mixte
des hauts représentants
officiels de la justice pénale**

Canada

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Introduction

This instructive handbook is an initiative of Public Safety Canada and the National Joint Committee of Senior Criminal Justice Officials (NJC) in response to newly introduced amendments to the *Corrections and Conditional Release Act* (CCRA) brought about by the Safe Streets and Communities Act. As one of the most significant criminal justice organizations in Canada, the NJC establishes and maintains efficient and effective mechanisms of communication and consultation between the Royal Canadian Mounted Police (RCMP), Correctional Service of Canada (CSC), Parole Board of Canada (PBC), Canadian Association of Crown Counsel, and any other agency engaged with Canada's criminal justice system. This handbook was produced for use in Canada, across all federal and provincial jurisdictions.

Purpose

Effective June 13, 2012, Clause 92 of Bill C-10 adds the new section 137.1 to the CCRA allowing any peace officer to arrest without warrant an offender who is believed to have committed a breach or is found to be committing a breach of condition of his or her parole, statutory release or unescorted temporary absence. This handbook is intended as a rapid reference resource to instruct police, parolees, and the public on the background, application, and implications of s. 137.1 of the CCRA. This handbook does NOT deal with offenders under the *Youth Criminal Justice Act* and is NOT applicable to offenders subject to a Long Term Supervision Order (LTSO).

The importance of **information sharing** between police, corrections, and parole authorities is underscored. Effective communication between arresting police, corrections, and parole authorities facilitates the sharing of offender information integral to offender management, and thus public safety.

Background

Prior to 2012 amendments, the law allowed arrest under s. 137(2) of the CCRA if an officer believed, on reasonable grounds, that a warrant issued pursuant to the CCRA (sections 11.1, 18, 118, 135, 135.1 or 136) was already in force. The provision appeared to be a warrantless arrest power, but required belief a warrant existed. Hence, this section permitted arrest on the basis of an existing warrant without warrant in hand.

September 2011, the federal government introduced Bill C-10, the *Safe Streets and Communities Act*. Recent amendments to the *Corrections and Conditional Release Act* proposed in Bill C-10 are designed to tighten the rules governing conditional release and increase offenders' accountability (that is, federal offenders sentenced to two years or more). Clause 92 of the Bill seeks to increase public safety by authorizing a peace officer to arrest- without warrant- an offender found breaching the conditions of his or her parole, statutory release, or unescorted temporary absence (conditional release). The new provision (s.137.1 CCRA) came into force June 13, 2012.

**It is important to note that the legislation is a new police authority. It must be noted that a breach of conditional release is NOT a criminal offence. Therefore, the law enforcement powers for arrest contained in s.495 *Criminal Code of Canada* do NOT apply. Your power of arrest for "Arrest Without Warrant" is contained in s.137.1 of the *Corrections and Conditional Release Act*. Your obligation with respect to the warning under the *Charter of Rights and Freedoms* still applies.

Section 137.1 CCRA A peace officer may arrest without warrant an offender who has committed a breach of a condition of their parole, statutory release or unescorted temporary absence, or whom the peace officer finds committing such a breach, unless the peace officer:

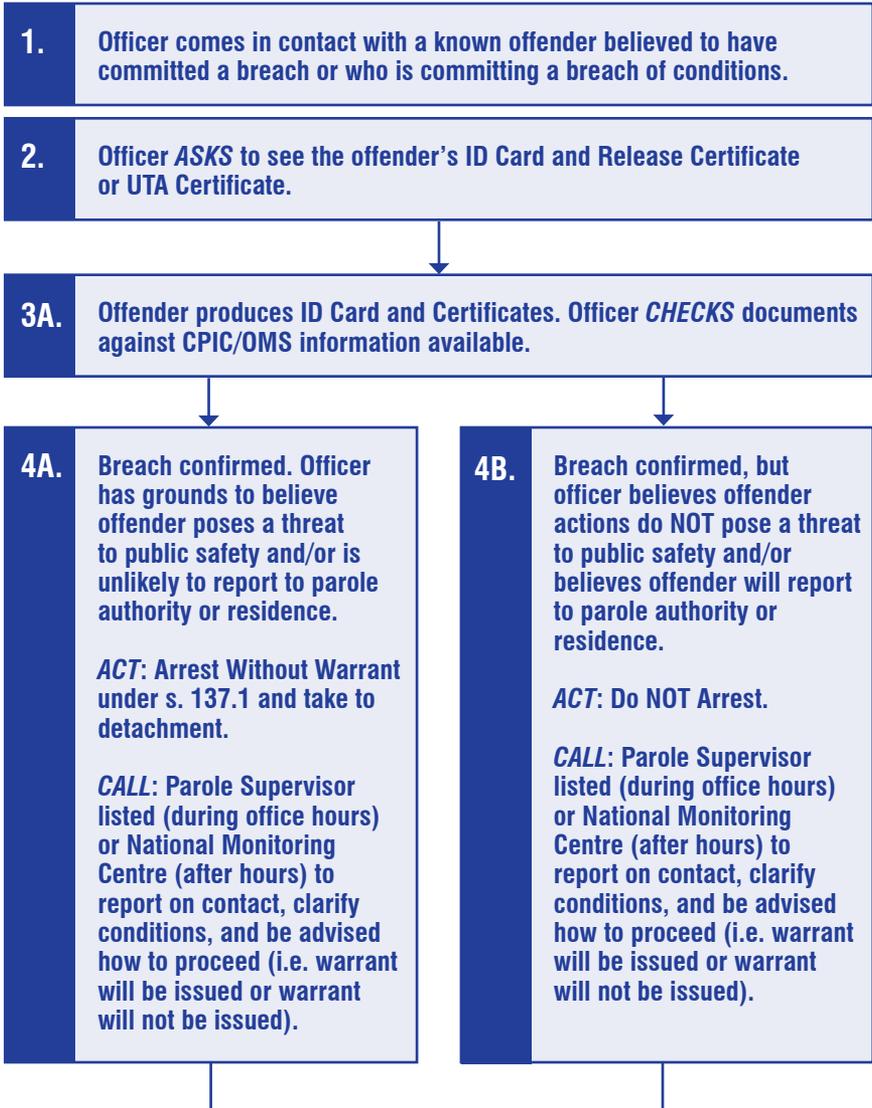
(a) believes on reasonable grounds that the public interest may be satisfied without arresting the person, having regard to all the circumstances including the need to

(i) establish the identity of the person, or

(ii) prevent the continuation or repetition of the breach; and

(b) does not believe on reasonable grounds that the person will fail to report to their parole supervisor in order to be dealt with according to law if the peace officer does not arrest the person

Step by Step Guide



3B.

Offender does NOT produce ID Card and/or Certificates. Officer therefore cannot CHECK: *offender has breached a standard condition.*

4C.

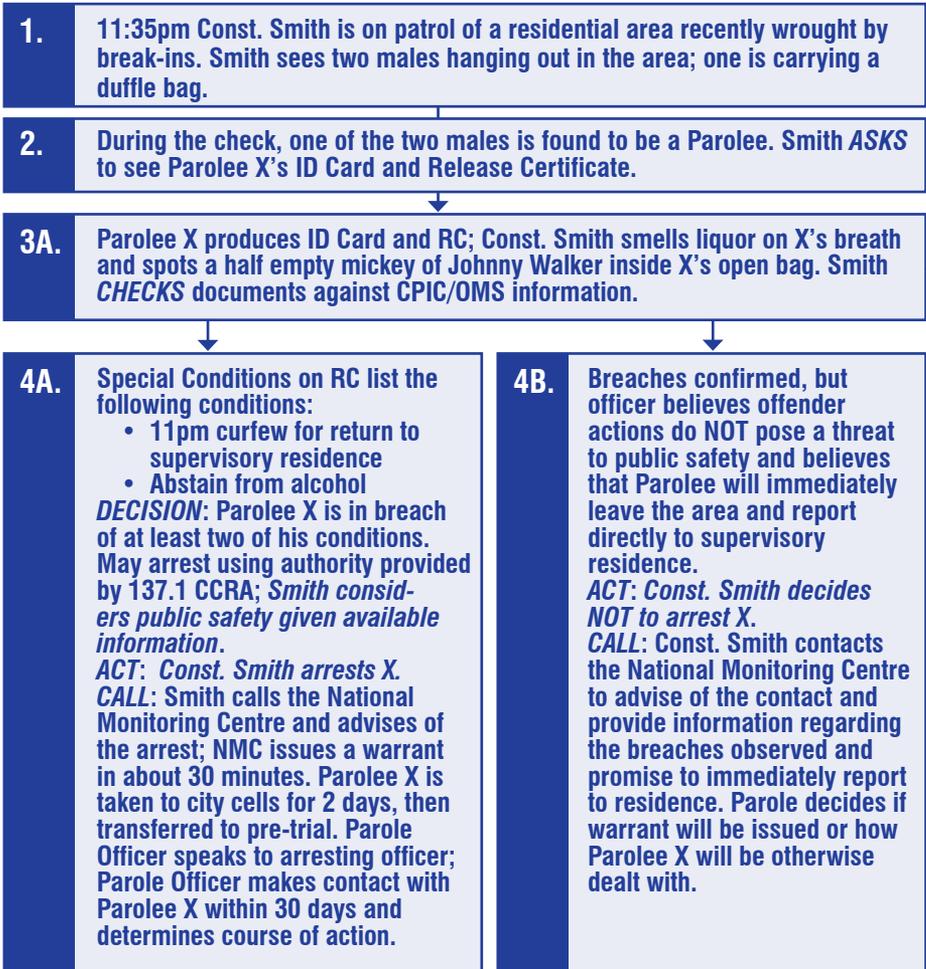
ACT: Officer must use discretion and decide to take offender to detachment or hold at current location while ID and conditions confirmed.

CALL: Parole Supervisor (during office hours) or National Monitoring Centre (after hours) to confirm identification and conditions, and report on contact. Releasing Authority will issue warrant or advise release.

DOCUMENT any and all contact with offender regardless of outcome.

As illustrated, the legislation does not deal with the commission of a criminal offence, but rather is aimed at specifying the power of arrest by a peace officer in response to a breach of conditional release. Obtaining a warrant becomes secondary when a peace officer witnesses a breach; an officer would first determine an arrest is necessary and in a second phase find out more from CSC as to whether or not a warrant would be issued. **Discretion is of the utmost importance.** Take, for example, the scenario of Const. Smith street checking Parolee X.

Example Scenario



3B. Parolee X does not have ID Card or RC with him.

4C. Parolee X has breached the General Condition for all Parolees to carry ID Card and RC. Const. Smith runs the name X gives him through CPIC/OMS and finds Special Conditions on Release Certificate list the following conditions:

- 11pm curfew for return to supervisory residence
- Abstain from alcohol

ACT: Const. Smith arrests X.

CALL: National Monitoring Centre confirms identification and conditions. NMC notes that Parolee X has a memory problem and forgets RC and ID frequently. X is low risk to reoffend and incarceration not recommended. NMC says thank you to Const. Smith, and asks that Parolee X be released with promise to immediately return to residence. X has scheduled meeting with Parole Officer the following day and will be dealt with then. Parole Officer speaks to Const. Smith to clarify particulars of the contact.

Smith **DOCUMENTS** contact with Parolee X regardless of outcome in a General Occurrence Report (GO).

Issues

While s. 137.1 provides police with a new arrest authority, some questions and concerns do arise. As highlighted below, the new power to arrest without warrant does not negate the always present need for **discretion** and **informed decision making**.

1. Offender management is an important part of the justice process. The absence of documentation when police arrest without warrant or use their discretion to not arrest could have implications for offender management.
 - **Solution:** Communicate with a Parole Authority (Parole Officer or National Monitoring Centre) after all contact with an offender.

AND

- **Solution:** Document all contact with an offender in a General Occurrence Report (GO).
2. Using the new arrest without warrant authority could place added pressure on law enforcement and CSC resources.
 - **Solution:** Apply the appropriate level of discretion when deciding to use the arrest authority provided by 137.1 CCRA.
 - **Solution:** When guidance is required, make a curbside call to the Parole Officer or National Monitoring Centre to ask for instructions.
 3. There is a lack of clarity regarding the acceptable time delay between the execution of the arrest and contact with CSC.
 - **Solution:** After arrest, call the parole office or National Monitoring Centre (after office hours and on weekends) as soon as practicable to determine if a warrant will be issued.
 - **Solution:** Make the decision to a.) Call the Parole Officer or National Monitoring Centre curbside; or b.) Arrest the offender and call Parole Officer or National Monitoring Centre after the offender is taken to the cells.

Frequently Asked Questions

Does a peace officer have to arrest an offender who has breached conditions?

- **No.** The officer may choose not to arrest an offender when public interest may be satisfied without an arrest given that a.) the identity of the offender has been verified; b.) the breach has been discontinued and will not be repeated; and c.) the officer believes that the offender will report to his or her Parole Officer.

If an arrest is made under the new legislation, who must the peace officer contact?

- During office hours, please contact the Parole Supervisor listed on the Release Certificate (RC) or your local parole office listed in this handbook. After hours and on weekends, please contact the 24 hour National Monitoring Centre at 1-866-400-3765. Service is available in both official languages.

Is a warrant still required?

- **Yes.** Following a s. 137.1 CCRA Arrest Without Warrant, the peace officer will need to contact CSC to establish whether or not a warrant will be issued. The outcome of CSC's decision will determine whether or not the offender should be detained.

Under what circumstance will CSC issue a Suspension Warrant?

- The Parole Officer Supervisor may issue a suspension warrant following the arrest of an offender under s.137.1, or following the arrest for a new offence. A Canada wide warrant may be issued if the offender has violated a condition of release (e.g., if a "no contact with the victim" condition is breached), if the supervisor believes on reasonable grounds that the offender may violate a condition of release, or if there are grounds to believe returning the offender to custody is necessary to protect the public.

What is the outcome of the Suspension Warrant?

- The offender is immediately returned to custody.

If a peace officer decides not to arrest an offender found breaching conditions of release, are they required to do anything else?

- **Yes.** The peace officer is asked to contact the offender's Parole Officer or the National Monitoring Centre to report contact with the offender. Additionally, police are asked to complete a General Occurrence Report that will be forwarded to Parole by the Liaison Officer.

What is the process for suspension and revocation?

- The Parole Officer and their supervisor assess risk, taking into consideration all factors related to a case; if the risk is assessed as unmanageable, the suspension process will be initiated.
- The Parole Officer Supervisor then issues a Canada Wide Warrant.
- The Warrant is put onto the police computer (CPIC) and the corresponding police jurisdiction is informed of the Warrant issued by CSC; in cases where an arrest was not made under s. 137.1 *CCRA*, police are then tasked with apprehending the offender
- Once the offender is in custody, CSC has 30 days to make an assessment as to whether to cancel the Suspension Warrant and release the offender, or refer the case to the PBC.
- The Parole Officer and person with designated authority will consider factors outlined in the Rating Reassessment Framework to determine the most appropriate intervention.
- If a warrant of suspension, apprehension and recommitment is NOT issued, the Parole Officer will update the Correction Plan within 14 days.
- Upon receiving assessment information and recommendations from the Parole Officer, members of the PBC have the power, via a paper review, to:
 - Cancel the suspension and return the offender to the community;
 - Suspend the parole or statutory release if the undue risk to society is due to circumstances beyond the control of the offender; or
 - Authorize the recommitment of the offender to custody until the suspension is cancelled, the parole or statutory release is terminated or revoked or the sentence of the offender has expired according to law.

- If the Board, following review, makes the decision to cancel a suspension of the parole or statutory release of an offender it may when deemed necessary and reasonable to do so:
 - Reprimand the offender in order to warn the offender of the Board's dissatisfaction with the offender's behaviour since release;
 - Alter the conditions of the parole or statutory release; or
 - Order the cancellation not to take effect until the expiration of a specified period not exceeding 30 days after the date of the Board's decision.

What is the difference between a breach of conditions and a new crime?

- **A breach of conditions** is a violation of the conditions an offender must abide by for the duration she or he is under the supervision of CSC, as specified in section 133 of the *CCRA* and 161 of the *CCRR* and as imposed by the PBC. In contrast to a breach of *probation*, a breach of parole conditions while on conditional release does NOT constitute a criminal offence, but may lead to arrest, the return to custody, or the suspension or revocation of release upon review. An arrest for a breach of conditions may be made under s. 137.1 *CCRA*.
- **A new crime** refers to the committal of a new criminal offence including the breach of specific orders imposed under the Criminal Code such as probation or a recognizance order (summary, indictable or hybrid). Law enforcement powers for arrest contained in s. 495 *Criminal Code of Canada* apply. Crown counsel decides what offences an individual will be charged with, if any.

Parole Officers and the Police-Parole Partnership

What is the role of a Parole Officer?

- Parole Officers (POs) monitor and support the offenders in their reintegration in the community for the remainder of their sentence.
- POs are integral to the Correctional Service of Canada's goal of protecting public safety through the safe reintegration and supervision of offenders in the community.
- POs supervise and manage a caseload of offenders by maintaining regular contact: they must observe, listen, question, interview, counsel and intervene while assessing offenders' behaviour and potential risk. They use their professional judgment as part of the case management process, and provide written analytical reports and recommendations to CSC and the PBC.
- In all cases and for all types of release, the CSC is responsible for the supervision of offenders in the community. CSC's POs have the power to return inmates on release to custody if they believe that the inmate presents too high a risk to the community.

How do Parole Officers respond to breaches?

- POs approach breaches in a similar way to how police gather evidence.
- Upon learning of a breach, a PO may: interview the offender, interview others involved or complete a risk assessment.
- POs have numerous options and varying degrees of measures to consider. For example, a PO may: interview the offender and warn them of consequences should they breach again, counsel the offender, place the offender in a treatment program, make minor changes to release conditions, or recommend more serious measures such as revocation.

- POs write comprehensive reports and advise the PBC of their recommendations within 30 days of a suspension. If an offender has been suspended, the PBC will review the case to determine if the offender's release will be revoked.

The relationship between police and parole

- Police and POs are partners in the criminal justice system with the goal to enhance public safety.
- Traditionally, the mission of police services is typified by enforcement; namely to restore and maintain order, enforce laws and investigate crimes. Traditionally, the mission of parole is focused on the rehabilitation and case management function with elements of law enforcement.
- Police-parole partnerships have earned widespread support because of the potential for such programs to contribute to public safety. In fact, there has been some research suggesting that partnerships between Police Officers and POs can aid in reducing rates of crime.
- Benefits of police-parole partnerships include utilizing the skills of staff in complementary ways, improving relationships between correctional and police organizations, achieving common goals through collaboration and information sharing.
- Since 2005, the **Integrated Police/Parole Initiative** has sought to partner the CSC with police departments at the local level. Community Corrections Liaison Officers (CCLOs) are Police Officers employed by CSC to work closely with Parole Officers.
- The main activities of CCLOs include monitoring the activities of high-risk offenders, acting as a link with police and other relevant agencies in order to enhance information sharing and engaging in activities related to reducing the number of unlawfully at large offenders.

Offender Information and Management Systems

The ***Corrections and Conditional Release Act*** requires CSC to share information with police services on offenders who are released under conditions in their communities or on those who are unlawfully at large in Canada. Since 2001, information sharing activities have been a priority of CSC. They continually strive to improve information sharing with external partners throughout Canada's criminal justice system.

CSC Secure Email Services

Parole offices in Newfoundland and Labrador, and Nova Scotia may exchange information using CSC's secure email service.

Federal Offender Management System (OMS)

Access to OMS data via CPIC is designed to ensure that organizations only receive relevant information needed to perform their duties, and to which they are entitled by law. OMS is used by CSC, the PBC, and other criminal justice partners, to manage information on federal offenders. An OMS inmate hit will contain information on a person who is a federal offender, held in a federal penal institution or who has been released from such an institution. The computerized system gathers, stores, and retrieves information required for tracking offenders and making informed decisions concerning their cases. In provinces without their own parole boards, provincial offender information is also stored in OMS. BC, Yukon, Saskatchewan, Quebec, Ontario, Prince Edward Island, and Newfoundland and Labrador correctional services have access to a dedicated OMS menu. Except for Ontario, those listed provide CSC with access to their provincial/territorial offender management systems. Consultations for access continue with the remaining provinces and territories. An OMS query should be conducted if you have conducted a CPIC query and receive a hit indicating the person has a status of INMATE as there have been instances where persons with a status of INMATE have been caught breaching conditions that were not added to CPIC.

To access the federal OMS: Login to CPIC to access OMS program. Some police agencies will need to contact a CPIC operator directly to obtain access to OMS

Information for Police (InfoPol)

InfoPol contains a sub-set of offender information extracted from OMS. InfoPol is a user-friendly way for police agencies across Canada to electronically access data about offenders supervised by CSC. **To gain access to InfoPol please contact your Regional Connectivity Team.**

Canadian Police Information Centre (CPIC)

Offenders on all forms of parole, statutory release, LTSOs and UTA certificates are entered on CPIC. Most provincial community supervision orders are also entered onto CPIC. CPIC is a national repository of police information that amounts to a vital shared resource, across jurisdictions, within Canadian law enforcement. It provides query capabilities to other indexed data repositories of administrative law enforcement systems such as OMS and is responsible for the delivery and sharing of national police, law enforcement, criminal justice, and public safety information. Operated by the RCMP, CPIC's five service areas include Program Support, NPS Net Access (including the CPIC system), Field Services, Program Policy, and the Police Information and Public Safety Portals. The information that is retrieved on CPIC is not complete; it may be necessary to check on the OMS component of CPIC to get complete details when a hit indicates the person has a status of INMATE.

Conducting Offender Queries on OMS via CPIC

1. Query a subject's name (QPers CPIC query).
 - a. The mocked up results list parolee conditions at the end of the entry.
 - b. Because the information that is retrieved on CPIC is not complete it may be necessary to check on the OMS component of CPIC to get complete details.
2. When a hit indicates the person has a status of **** INMATE**** check on the OMS component of CPIC to get complete details. **There have been instances where persons with a status of INMATE have been caught breaching conditions that were not added to CPIC.**

For questions pertaining to any information sharing initiative, please contact your appropriate Regional Connectivity Team:

Region	Provinces / Territoires	Telephone Number
Atlantic	Newfoundland & Labrador New Brunswick Nova Scotia Prince Edward Island	1-800-499-3829
Quebec	Quebec	1-800-622-3484
Ontario	Ontario Nunavut	1-866-454-0007
Prairies	Manitoba Saskatchewan Alberta Northwest Territories	1-800-755-5295
Pacific	British Columbia Yukon	1-888-702-2593

Parole Contact Numbers

National Monitoring Centre (24 Hour Line): 1-866-400-3765

Listing of Parole Offices by Region (Office hours):

Atlantic Region	Phone Number	Fax Number
Atlantic District Moncton, NB	(506) 851-2844 (506) 851-2990	(506) 851-3305
Edmundston Parole Office Edmunston, NB	(506) 739-0257	(506) 739-0243
New Brunswick/ PEI Area Office Moncton, NB	(506) 851-3038	(506) 851-2057
Bathurst Parole Office Bathurst, NB	(506) 548-7751	(506) 548-7396
Charlottetown Parole Office Charlottetown, PEI	(902) 566-7177	(902) 566-7545
Edmundston Parole Sub-Office for Bathurst Edmunston, NB	(506) 739-0257	(506) 739-0243
Fredericton Parole Office Fredericton, NB	(506) 452-3275	(506) 452-2487
Moncton Parole Office Moncton, NB	(506) 851-6350	(506) 851-2057
Saint John Parole Office Saint John, NB	(506) 636-4795	(506) 636-4870
Parrtown CCC Saint John, NB	(506) 636-4764	(506) 636-4823
Nova Scotia Area Office Halifax, NS	(902) 426-3408	(902) 426-6579
Halifax Parole Office Halifax, NS	(902) 426-3408	(902) 426-8000
Kentville Parole Office Kentville, NS	(902) 679-5311	(902) 678-0797
Yarmouth Parole Sub-Office for Kentville Yarmouth, NS	(902) 742-6898	(902) 742-5208
Annapolis-Digby Parole Sub-Office for Kentville Granville Ferry, NS	(902) 532-2036	(902) 532-0923
Dartmouth Parole Office Dartmouth, NS	(902) 426-4005	(902) 426-6381
Truro Parole Office Truro, NS	(902) 893-6760	(902) 893-4961

Atlantic Region	Phone Number	Fax Number
Sydney Parole Office Sydney, NS	(902) 564-7300	(902) 564-2742
Carlton CCC Halifax, NS	(902) 426-2601	(902) 426-5816
Carlton Centre Annex Halifax, NS	(902) 426-2537	(902) 426-6576
Newfoundland Area Office St. John's, NL	(709) 772-5359	(709) 772-6415
St. John's Parole Office St. John's, NL	(709) 772-5359	(709) 772-6415
Grand Falls-Windsor Parole Sub-Office St. John's, NL	(709) 489-5124	(709) 489-9715
Corner Brook Parole Office Corner Brook, NL	(709) 637-4288	(709) 637-4384
Labrador Parole Sub-Office for Corner Brook Happy Valley Goose Bay, NL	(709) 896-5288	(709) 896-5423
Stephenville Parole Office Stephenville, NL	(709) 643-8200	(709) 643-8202
Newfoundland & Labrador CCC St. John's, NL	(709) 772-0656	(709) 772-6415

Pacific Region	Phone Number	Fax Number
Pacific RHQ Abbotsford, BC	(604) 870-2500	(604) 870-2430
Pacific District Office Abbotsford, BC	(604) 870-2400	(604) 870-2402
Fraser Valley Area Office Abbotsford, BC	(604) 870-2730	(604) 870-2731
Abbotsford Parole Office Abbotsford, BC	(604) 870-2730	(604) 870-2731
Surrey Parole Office Surrey, BC	(778) 593-2100	(778) 593-2108
Maple Ridge Parole Maple Ridge, BC	(604) 460-4050	(604) 460-4057
Chilliwack Parole Chilliwack, BC	(604) 702-2255	(604) 702-4282
Chilliwack CCC Chilliwack, BC	(604) 702-4280	(604) 702-4276

Pacific Region	Phone Number	Fax Number
Northern/ Interior Area Office Kelowna, BC	(250) 470-5166	(250) 470-5173
Kamloops Parole Office Kamloops, BC	(250) 851-4800	(250) 851-4809
Kelowna Parole Office Kelowna, BC	(250) 470-5166	(250) 470-5173
Vernon Parole Office Vernon, BC	(250) 260-5000	(250) 260-5002
Prince George Parole Office Prince George, BC	(250) 561-5314	(250) 561-5537
Vancouver Area Parole Office Vancouver, BC	(604) 666-8004	(604) 666-2000
New Westminster Parole Office New Westminster, BC	(604) 666-3731	(604) 666-0161
Vancouver Island Area Office Nanaimo, BC	(250) 754-0264	(250) 754-0266
Nanaimo Parole Office Nanaimo, BC	(250) 754-0264	(250) 754-0266
Victoria Parole Office Victoria, BC	(250) 363-3267	(250) 363-3260
Courtenay Parole Sub-Office for Nanaimo Courtenay, BC	(250) 338-2902	(250) 338-2761
Yukon Territory Sub-Office of Vancouver CC Whitehorse, Yukon	(867) 667-3586	(876) 667-3446

Prairie Region	Phone Number	Fax Number
Manitoba/Sask./NW Ontario District		
Manitoba/Sask./NW Ontario District Winnipeg, MB	(204) 983-6044	(204) 984-8500
Winnipeg Urban Area Office and Parole Office Winnipeg, MB	(204) 983-4306	(204) 983-5869
Winnipeg Rural Area Office Brandon, MB	(204) 726-7599	(204) 726-7844
Brandon Parole Office Brandon, MB	(204) 726-7597	(204) 726-7639
Thompson Parole Office Thompson, MB	(204) 677-7149	(204) 778-3328

Prairie Region	Phone Number	Fax Number
Thunder Bay Parole Office Thunder Bay, ON	(807) 683-4490	(807) 345-4557
Osborne CCC Winnipeg, MB	(204) 983-2315	(204) 983-1591
North Central Saskatchewan Area Office Saskatoon, SK	(306) 975-4070	(306) 975-4532
Saskatoon Parole Office Saskatoon, SK	(306) 975-4070	(306) 975-4532
Prince Albert Parole Office Prince Albert, SK	(306) 953-8567	(306) 953-8571
La Ronge Parole Office La Ronge, SK	(306) 425-2306	(306) 425-2615
South Saskatchewan Area Office Regina, SK	(306) 780-5050	(306) 780-6935
Regina Parole Office Regina, SK	(306) 780-5050	(306) 780-6935
Oskana CCC Regina, SK	(306) 791-1850	(306) 791-1860
Alberta/NWT District		
Alberta/NWT District Edmonton, AB	(780) 495-4900	(780) 495-5410
Edmonton Area Parole Office Edmonton, AB	(780) 495-4900	(780) 495-4975
Alberta/NWT Area Parole Office Edmonton, AB	(780) 495-4900	(780) 495-4975
Northwest Territories Parole Office Yellowknife, NT	(867) 766-8500	(867) 766-8507
Grande Prairie Parole Office Grande Prairie, AB	(780) 538-8905	(780) 814-6867
Wetaskiwin Parole Satellite Office Edmonton, AB	(780) 352-4921	(780) 495-4975
Calgary Urban Parole Office Calgary, AB	(403) 292-5505	(403) 292-5510
Southern Alberta Area Rural Area Office Calgary, AB	(403) 292-5505	(403) 292-5510
Red Deer Parole Office Red Deer, AB	(403) 340-4276	(403) 340-4277
Medicine Hat Parole Office Medicine Hat, AB	(403) 528-3090	(403) 292-5510

Prairie Region	Phone Number	Fax Number
Alberta/NWT District		
Lethbridge Parole Office South Lethbridge, AB	(403) 382-4780	(403) 382-4781
Drumheller Parole Office Drumheller, AB	(403) 820-6078	403) 820-6182

Ontario Region	Phone Number	Fax Number
Central Ontario District		
Central Ontario District Toronto, ON	(416) 973-2387	(416) 973-1779
Downtown Toronto Area Parole		
Downtown Area Parole Toronto, ON	(416) 973-3461	(416) 973-3465
Women's Supervision Unit Toronto, ON	(416) 973-2183	(416) 973-1714
Hamilton/Niagara Area Office		
Brantford Parole Office Brantford, ON	(905) 751-8133	(519) 751-8136
Hamilton Parole Office Hamilton, ON	(905) 572-2695	(905) 572-2072
St-Catharine's Parole Office St. Catharines, ON	(905) 988-4581	(905) 988-4588
Hamilton CCC Hamilton, ON	(905) 570-8010	(905) 570-8018
Eastern GTA Area Office		
Toronto East Parole Office Toronto, ON	(416) 973-4586	(416) 973-5127
York-Durham Interview Office Oshawa, ON	(905) 725-7719	
Western GTA Area Office		
Toronto West Parole Office Toronto, ON	(416) 253-3060	(416) 253-3070
Brampton Interview Office Brampton, ON	(905) 454-3538	(905) 454-3680

Ontario Region	Phone Number	Fax Number
Western Ontario Area Office		
Guelph Parole Office Guelph, ON	(519) 826-2139	(519) 826-2143
London Parole Office London, ON	(519) 645-4253	(519) 645-4001
Windsor Parole Office Windsor, ON	(519) 257-6826	(519) 257-6832
Northeast Ontario Area Office		
Ottawa Parole Office Ottawa, ON	(613) 996-7011	(613) 954-1687
Nunavut Parole Office Iqaluit, Nunavut	(867) 979-8892	(867) 979-7441
Eastern Ontario Area Office		
Kingston Parole Office Kingston, ON	(613) 545-8800	(613) 545-8834
Peterborough Parole Office Peterborough, ON	(705) 742-8889	(705) 750-4760
Portsmouth CCC Kingston, ON	(613) 545-8360	(613) 545-8707
Northern Ontario Area Office		
Sudbury Parole Office Sudbury, ON	(705) 671-0600	(705) 671-4125
Sault Ste Marie Parole Sub-Office Sault Ste Marie, ON	(705) 941-3121	(705) 941-3032
North Bay Parole Sub-Office for Sudbury North Bay, ON	(705) 474-1459	(705) 474-2435
Barrie Parole Office Barrie, ON	(705) 727-4100	(705) 727-4105

Quebec Region	Phone Number	Fax Number
Metropolitan Montreal District Montreal, QC	(514) 283-4419	(514) 283-1783
Rive-Sud Area		
Longueuil Parole Office Longueuil, QC	(450) 928-4311	(450) 928-4306
Granby Parole Office Granby, QC	(450) 372-5861	(450) 372-4754
Estrie Parole Office Sherbrooke, QC	(819) 564-4235	(819) 564-5721

Quebec Region	Phone Number	Fax Number
Ville-Marie Area Office		
Ville-Marie Parole Office Montreal, QC	(514) 283-1210	(514) 496-1752
Maisonneuve Area Office		
Maisonneuve Parole Office Montreal, QC	(514) 283-1424	(514) 496-6798
CCC		
Ogilvy CCC Montreal, QC	(514) 273-5246	(514) 273-0628
Sherbrooke CCC Montreal, QC	(514) 283-1789	(514) 283-3975
Québec East/West District		
Québec East/West District Sainte-Thérèse, QC	(450) 435-3932 (450) 420-7607	(450) 420-7600
Québec Parole Office Quebec, QC	(418) 648-3838	(418) 649-6306
Marcel-Caron CCC Quebec, QC	(418) 648-3838	(418) 649-6306
Chicoutimi Parole Office Chicoutimi, QC	(418) 698-5656	(418) 698-5588
Trois-Rivières Area		
Trois-Rivières Parole Office Trois-Rivières, QC	(819) 371-5201	(819) 371-5206
Rimouski Parole Office Rimouski, QC	(418) 722-3288	(418) 722-3330
Lanaudière Parole Office Lachenaie, QC	(450) 961-0200	(450) 961-0199
Laval Parole Office Duvernay, Laval	(450) 661-8610	(450) 661-0415
Outaouais Parole Office Gatineau, QC	(819) 997-2662	(819) 953-9490
Laurentides Area		
Laurentides Parole Office St-Jérôme, QC	(450) 432-2141	(450) 432-8657
Laferrière CCC Rouyn-Noranda, QC	(450) 432-2141	(450) 432-8657

Important Definitions and Terms

Conditions An offender must abide by specific rules for the duration she or he is under the supervision of the CSC, as determined by the PBC. There are **Standard Conditions** of release that apply to all provincial and federal offenders. The most significant conditions are:

- to remain in the designated area;
- to report to the parole supervisor and police as directed;
- to carry and produce the RC upon request;
- obey the law and fulfill all legal responsibilities;
- to report to the supervisor any contact with police; and
- not to own or possess a weapon

As well, the PBC can impose any additional conditions, known as **Special Conditions**, which are reasonable and necessary to manage risk. For example, common special conditions placed on an offender's RC include to abstain from drugs or to abstain from alcohol. A breach of these conditions does not require a breathalyzer or urinalysis test for action to be taken.

Conditional Release An umbrella term that includes any form of release prior to warrant expiry date. Conditional Release is granted to an offender by the PBC, a provincial parole board, or in matters of temporary absences under specific circumstances by an institutional head if in its opinion, (a) the offender will not, by reoffending, present an undue risk to society before the expiration according to law of the sentence the offender is serving; and (b) the release of the offender will contribute to the protection of society by facilitating the reintegration of the offender into society as a law-abiding citizen. Members of the PBC have the power to revoke the Conditional Release of offenders if they do not comply with requirements in their release plan. See types of Conditional Release below.

Escorted Temporary Absence (ETA) The temporary release from an institution under escort of a correctional officer for medical, administrative, community service, family contact, personal development for rehabilitative purposes or companionate reasons, including parental responsibilities. A temporary absence is generally the first form of release that an inmate in the federal system may be granted. Offenders are required to return the institution from which they were released at the date and time noted on the absence permit. The warden or the Parole Board of Canada authorize ETAs depending on the sentence imposed.

Day Parole A form of parole whose purpose is to prepare the inmate for full parole or statutory release. It is generally granted for a maximum of six months and provides offenders with an opportunity to participate in supervised activities in the community. The power to authorize day parole lies exclusively with the PBC. The PBC will order the offender on day parole to reside at a particular location and specify the number of nights per week. This may include a halfway house, private residence, or other location.

Full Parole The power to grant Full Parole lies exclusively with the PBC. Offenders on full parole must abide by conditions, report regularly to their parole supervisor and advise the parole supervisor of any significant changes in their personal life or employment. The PBC has the authority to grant, deny, terminate or revoke a full parole release.

Statutory Release (SR) Unlike the other forms of conditional release, Statutory Release is granted, by law, to offenders after they have served two thirds of their sentence. Under statutory release, offenders may finish serving their sentence under supervision in the community, subject to conditions, as do inmates on parole. Inmates serving a life sentence or an indeterminate sentence are not eligible for Statutory Release. If the CSC considers that the offender is likely to commit an offence causing death or serious harm to another person, a sexual offence involving a child, or a serious drug offence before the expiration of his or her sentence, it may refer the case to the PBC before the offender becomes entitled to be released on SR.

Unescorted Temporary Absence (UTAs) The purpose of this form of release is to integrate certain inmates temporarily into the community for very specific purposes. UTAs generally last for a maximum of 15 days. Timing for eligibility and criteria vary depending on the nature and length of the sentence. Those serving sentences in a maximum-security institution are not eligible. Depending on the circumstances under which the request is made, the power to authorize UTAs lies with the PBC, the commissioner of the CSC or the institutional head.

Work Release Select offenders may be released for a specified period for the purpose of performing community service, such as work in a community centre, a hospital or a home for the aged. The maximum length of a Work Release is 60 days. This type of release is granted by the institutional head. Only inmates who do not present an undue risk of reoffending and who have become eligible for UTAs may participate in this type of program. Offenders are supervised for the entirety of this structure program.

Correctional Service of Canada The operation of the CSC is governed by federal statute under the *Corrections and Conditional Release Act and Corrections and Conditional Release Regulations*. The CSC only has jurisdiction over offenders in Canada sentenced to 24 months (two years) or greater.

Corrections and Conditional Release Act (CCRA) An Act respecting corrections and the conditional release and detention of offenders and to establish the office of the Correctional Investigator. Since 1992, the CCRA is the guiding federal statute by which both the CSC and Parole Board of Canada are governed.

Corrections and Conditional Release Regulations (CRRR) The regulations respecting corrections and the conditional release and detention of offenders are made pursuant to the CCRA to carry out the purpose and provisions of the Act.

Federal Offender Those offenders serving sentences of at least 2 years.

Instructions from CSC Direction provided to a Parole Officer by CSC regarding the management of a Federal Offender. Please note that Parole Officers are allotted some flexibility. An offender's Parole Officer may exercise discretion when, under certain circumstances, it is in the best interest of the offender. For example, if it is an offender's birthday his or her Parole Officer may let him or her have a slightly later curfew.

Long Term Supervision Order (LTSO) This order is imposed primarily on offenders with federal sentences. It is imposed at the time of sentencing for a supervision term of up to ten years. The supervision takes place after the warrant expiry date of the original sentence. CSC supervises these offenders, whether or not the offender had initially received a federal or provincial sentence. The PBC may impose additional conditions on the LTSO. ***s.137.1 CCRA Arrest Without Warrant does not apply to offenders under a LTSO.**

Parole Board of Canada An agency within Public Safety Canada which also includes the Royal Canadian Mounted Police, the Canadian Security Intelligence Service, the Canada Border Services Agency and the Correctional Service of Canada. The Board contributes to the protection of society by facilitating as appropriate, the reintegration of offenders as law-abiding citizens. The Parole Board of Canada is an independent administrative tribunal that has exclusive authority under the CCRA to grant, deny, cancel, terminate or revoke conditional release.

Parole Officer CSC staff member who monitors and supports offenders in their reintegration in the community for the remainder of their sentence. Often regarded as an offender's Parole Supervisor, POs supervise and manage a caseload of offenders by maintaining regular contact.

Parole Officer Supervisor CSC staff member who supervises Parole Officers.

Peace Officer For the purposes of Arrest Without Warrant under s. 137.1, a peace officer is defined as a police officer, including a CCLO. While Parole Officers and Security Intelligence Officers are commonly regarded as peace officers, they do not undertake the role of law enforcement in the community, particularly in the execution of warrants.

Release Certificate A paper document issued to all offenders that lists the offender's name, identifies the supervising PO and their office contact number, and lists the conditions of the offender's release. Under s.161 of the CCRA offenders are required to carry at all times, and produce upon request, the RC and ID card issued to them by the releasing authority.

Warrant Expiry The date that an offender's sentence ends. Those sentenced to Life and Dangerous Offenders with an indeterminate sentence are not provided a warrant expiry date; if released, they remain under supervision for life.