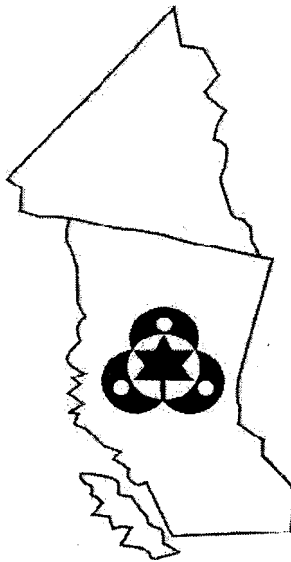


Pacific Region  
National Joint Committee  
NJC



National Joint Committee  
Of Senior Criminal Justice  
Officials

**POLICE - PAROLE HANDBOOK  
PACIFIC REGION  
2009**



**“Working together for public safety.....  
Because none of us is as smart as all of us”  
NJC**

## **Introduction**

This handbook is an initiative of the National Joint Committee of Senior Criminal Justice Officials for the Pacific Region. The committee is comprised of senior officials of federal and provincial corrections, chiefs of police, crown attorneys and the National Parole Board (NPB). It was produced for specific use within the five CSC areas of the Pacific Region (Vancouver, New Westminster, Fraser Valley, Northern Interior, and Vancouver Island). The Pacific Regional Committee is one of five, represented on the National Joint Committee, to discuss and consult on emerging issues, legislation and programs that impact on criminal justice in Canada. District Zones within each region are mandated to network, examine and dialogue on those topics of mutual concern accomplished through meetings and workshops of common interest.

## **Purpose**

The handbook is intended as a rapid reference resource on the conditional release of adult offenders under federal and provincial jurisdiction, within the Pacific Region. It is of particular benefit to police as a working reference guide when an offender on conditional release comes to the attention of police. This handbook does not deal with offenders under the *Youth Criminal Justice Act*.

The importance of information sharing between police, corrections, and parole is highlighted. Information from the police assists in making informed decisions regarding offenders in correctional institutions and on conditional release. In addition, corrections and parole authorities have a wealth of offender information which will be of interest and assistance to the police.

If you would like additional copies of this handbook, please contact the Vancouver Community Corrections office at (604) 666-8004.

This booklet is also available on line at [www.NJCPacific.ca](http://www.NJCPacific.ca)

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## ORGANIZATION CHARTS

### **FEDERAL:** **PUBLIC SAFETY CANADA**

<b>Correctional Service of Canada</b>	<b>Royal Canadian Mounted Police</b>	<b>Canadian Security Information Centre</b>	<b>National Parole Board</b>	<b>RCMP Public Complaints</b>
<ul style="list-style-type: none"> <li>• All federal institutions &amp; parole offices</li> </ul>	<ul style="list-style-type: none"> <li>• Federal police force</li> </ul>	<ul style="list-style-type: none"> <li>• Canada's Security service</li> </ul>	<ul style="list-style-type: none"> <li>• Makes conditional release decisions for federal offenders and parole decision on offenders serving sentences of 6 months to 2 years less a day.</li> </ul>	<ul style="list-style-type: none"> <li>• Independent authority to investigate complaints</li> </ul>

\*Please note that these are some of the federal agencies within Public Safety Canada. Others include the Canada Firearms Centre, Canada Border Services Agency, RCMP External Review Committee, Office of the Correctional Investigator and Office of the Inspector General of CSIS.

### **PROVINCIAL:** **ATTORNEY GENERAL OF B.C. &** **MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL**

<b>BCOCA (Organized Crime Agency)</b>	<b>Criminal Justice Branch</b>	<b>Legal Services Branch</b>	<b>Corrections Branch</b>	<b>Court Services Branch</b>	<b>Public Safety &amp; Regulatory Branch</b>
<ul style="list-style-type: none"> <li>• Joint RCMP/ Municipal Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Crown Counsel</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of civil legal advice and services to ministries and certain agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Provincial Corrections Centers</li> <li>• Provincial Community Corrections</li> </ul>	<ul style="list-style-type: none"> <li>• Delivers all court administration services in BC.</li> </ul>	<ul style="list-style-type: none"> <li>• BC Coroner Service</li> <li>• Criminal Injury section</li> <li>• Law Reform Commission</li> <li>• Policing and Community Safety Branch</li> <li>• Police Services and Victim Services Divisions</li> </ul>

## **DEFINITIONS**

**FEDERAL SENTENCE: 2 years or more.**

**PROVINCIAL SENTENCE: 2 years less one day.**  
Please see Appendix 1 for sentence chart (page 28).

## **TYPES OF CONDITIONAL RELEASE AND SUPERVISED ORDERS**

### **ESCORTED TEMPORARY ABSENCE (ETA)**

Heads of federal and provincial correctional institutions may issue temporary releases from an institution under escort of a correctional officer for medical or humanitarian purposes. Offenders are required to return to the institution from which they were released at the date and time noted on the absence permit. The warden or the NPB authorize this type of release depending on the sentence imposed.

### **WORK RELEASE**

Heads of federal and provincial correctional institutions may release selected offenders on a structured program for a specified period for work or for community service. Offenders are supervised during their work release.

### **UNESCORTED TEMPORARY ABSENCE (UTA)**

Heads of federal and provincial correctional institutions may grant absences (up to 60 days) for various reasons (i.e.: compassionate grounds, court purposes, programs). Offenders are required to return to the institution from which they were released at the date and time noted on the absence permit. The warden or the NPB authorize this type of release depending on the sentence imposed.

### **DAY PAROLE**

Offenders participate in community-based activities and return (usually nightly) to a supervised residence, community residential facility (CRF) or institution. These facilities offer 24 hour supervision. The NPB has the authority to grant, deny, terminate or revoke a day parole release.

### **FULL PAROLE**

Offenders live in a supervised residence or on their own in the community. The NPB has the authority to grant, deny, terminate or revoke a full parole release.

### **ACCELERATED PAROLE REVIEW (APR)**

This is a type of review for parole that applies only to first time federal offenders serving a sentence for a non-violent offence. Parole is directed rather than granted as it is a 'reverse onus' situation: to deny release the NPB must be satisfied that the offender will commit a new offence involving violence before the offender's sentence expires.

### **STATUTORY RELEASE (SR)**

This conditional release at two thirds of a sentence only applies to federal offenders sentenced to two years or more who are not serving a life or indeterminate sentence. It is **not** granted by the NPB, but legislated by the *Corrections and Conditional Release Act (CCRA)*. Offenders live either on their own in the community or in a residential facility and are under the supervision of a parole officer. Offenders who pose a risk of causing serious harm or death, a sex offence involving a child or committing a serious drug offence may be denied this form of release and detained in custody until warrant expiry.

### **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. The Correctional Service of Canada (CSC) supervises these offenders, whether or not the offender had initially received a federal or provincial sentence. The NPB may impose additional conditions on the LTSO.

### **SECTION 810 ORDERS**

The 810 application allows Probation staff (and/or Police) to monitor offenders for up to one year (judge's discretion). After one year, another application can be forwarded to the Attorney General. Various conditions can be imposed and will vary from one offender to another. This can include curfews, reporting conditions, alcohol/drug restrictions, weapon prohibitions, and no contact orders. Section 810 orders are normally applied after the offender's warrant expiry date.

### **OTHER DEFINITIONS**

#### **SPECIAL CONDITIONS**

In addition to the conditions provided for by law, the National Parole Board may impose conditions, such as prohibiting the offender from contacting the victim or victim's family.

#### **TRAVEL PERMITS**

Offenders on conditional release must be granted a travel permit or given permission by their parole supervisor if they are travelling outside the jurisdiction of the district office. If a travel permit is issued the police agency in the area of destination will receive a copy of the permit via a CPIC message.

#### **WARRANT EXPIRY**

The date that a sentence expires. Lifers and dangerous offenders have no warrant expiry date; if released they are on parole supervision for life.

## **JUDICIAL REVIEW**

In the case of first-degree (parole ineligibility of 25 years) or second-degree murder (parole ineligibility of 10-25 years) an application may be made by the offender for a judicial review by a superior court to have the parole ineligibility period reduced or terminated but the offender must have served at least 15 years of the sentence before applying. Offenders who have committed multiple murders are not eligible to apply.

## **DANGEROUS OFFENDER (DO)**

This designation is determined by a judge after application from the Crown. The offender is sentenced to an indeterminate sentence if the offence occurred after August 1, 1997.

## **OFFENDER MANAGEMENT SYSTEM (OMS)**

The Offender Management System is the computer system used by the Correctional Service of Canada to keep track of all federal offenders. Parts of this database can be accessed by police.

## **TYPES OF PROVINCIAL SENTENCES AND SUPERVISED ORDERS**

### **PROBATION**

An offender is sentenced to a period of probation by a judge. It may or may not have a condition that requires the offender to report to a probation officer.

### **CONDITIONAL SENTENCE ORDER (CSO)**

A judge sentences an offender to a period of custody, but they are allowed to serve the sentence in the community under specific conditions. All orders of this type are supervised by a probation officer.

### **ELECTRONIC MONITORING (EM)**

The B.C. Corrections Branch offers electronic monitoring as an option for the courts at the time of sentencing. Electronic monitoring (EM) can be used to monitor compliance with a curfew condition on a Conditional Sentence Order. Offenders on CSO's are supervised by probation officers who attach the EM anklet to the offender. The Central Monitoring Unit (CMU) located in Surrey, monitors compliance with curfews throughout the province and they may contact local police with respect to a violation. Police may enforce as any other Conditional Sentence Order.

**The CMU 24 hour number is 604-586-4284.**

## **WHAT CAN YOU DO IF YOU STOP SOMEONE ON CONDITIONAL RELEASE?**

**Check the CPIC/OMS information available - Page 8**

### **Is there a warrant out for the offender?**

Suspension warrants are entered on CPIC and are Canada wide in radius. If the offender has a warrant for their arrest entered on CPIC you have the authority to arrest. You do not need a hard copy of the warrant. The holder of the warrant (CPIC/ E Division Parole) will forward a copy for execution. Faxed copies of warrants are valid and may be executed.

All offenders are required to produce a release certificate except those on probation; an example of the document is shown on **Page 17**.

The release certificate will identify the releasing authority and parole supervisor.

If the offender does not have a certificate call the local parole office during normal business hours (see page 29) or after normal business hours call the **Western Canada duty officer at 1-800-669-1322**.

For probation cases call the **provincial** duty officer at: **(604) 660-8846** or after hours **(604) 669-6500 pager 333**.

Please refer to the release certificate for office numbers.

If you do not know who to call, start with the Western Canada Duty Officer at **1-800-669-1322**.

### **What is the release type?**

Is it work release; temporary absence; day parole; full parole; statutory release; or probation? **Page 2- 4**

### **Is the offender out of the area of jurisdiction?**

Offenders must carry a travel permit or have permission from their parole supervisor in addition to their release certificate (this does not apply to probation). See sample Travel Permit on **Page 21**.

### **What conditions is the offender under?**

Conditions can be found on the certificate, on the Offender Management System (OMS), most times on CPIC, or by phoning the parole office number as a duty officer is available 24 hours a day. The number is **1-800-669-1322**. Additional information is available on the second page of the Conditional Release Certificate (**see page 18**).

### **Has the offender violated a condition?**

Although not exhaustive, the following are examples where contact with parole authorities is important:

- An individual on conditional release is arrested or is questioned concerning criminal activity.
- As a result of observation, information received, or contact with an individual on conditional release, there are reasonable grounds to believe a violation of a release condition has occurred.
- An individual on conditional release is routinely observed in the company of known criminals.
- An individual on conditional release is stopped at a routine vehicle inspection and found to be outside the local jurisdiction.
- An individual on conditional release, and who has a special condition to abstain from intoxicants, is believed to have been drinking or using drugs.

### **WHO TO CALL (see Table of Contents)**

#### **Please call the agency responsible:**

**Federal Releases and Provincial Parole cases:** The parole office in your area (see page 29) or the after-hours duty officer at **1-800-669-1322**.

**Provincial Temporary Absence Permits and Court Ordered Community Supervision:** Contact the releasing correctional centre noted on the temporary absence permit. Inquiries related to all other types of court ordered community supervision (bail, section 810 recognizances, probation and conditional sentences) can be directed to 250-356-7930 to determine the supervising office.

### **What happens when you contact the responsible agency?**

The parole office is able to suspend the release of a federal offender or a provincial parole case immediately.

### **What if an offender breaches parole?**

The police should immediately notify the parole officer or duty officer who can issue Canada wide suspension warrants.

### **What if an offender breaches a Long Term Supervision Order (LTSO)?**

If an offender breaches a LTSO they can be suspended and held in custody for 30 days or 90 days once a referral is made to the NPB. **Breaches of an LTSO can result in new charges.** If police charge the offender with breach of an LTSO they will go before the courts and may incur additional time.

### **What if an offender breaches probation?**

If an offender has been sentenced to a period of probation and the offender appears to have failed to comply with a condition of the probation order, the probation officer or police officer can write a report to Crown Counsel recommending a breach of probation. Crown Counsel will then decide if the matter goes to court.

## **INFORMATION SHARING**

### **FEDERAL INFORMATION SHARING WITH POLICE**

It is mandatory for the Correctional Service of Canada, under Section 25. (1) of the CCRA, to disclose to police all information under its control that is relevant to the surveillance of offenders. Disclosure is also mandated when sharing the information would enhance the protection of society and/or prevent the commission of a crime.

### **PROVINCIAL INFORMATION SHARING WITH POLICE**

Provincial privacy legislation applies to Municipal Police and B.C. Corrections.

The B.C. *Freedom of Information Act* and *Protection of Privacy Act* allow B.C. Corrections to disclose personal information to police for the purposes of law enforcement as long as the disclosure is consistent with the purpose for which it was obtained. In some cases, disclosure of information which is in the custody of B.C. Corrections may be controlled by another agency; for example, forensic reports. If police are involved in an investigation any relevant information from B.C. Corrections can be released.

### **INFORMATION SHARING WITH OFFENDERS**

The law requires that the CSC and the NPB share information with offenders that is to be considered when a decision is made about them. Police information is not released to an offender if it would jeopardize the safety of a person, a lawful investigation or the security of an institution. The NPB may withhold from an offender as much information as is strictly necessary if its disclosure would jeopardize the safety of any person, the security of a correctional institution or the conduct of any lawful investigation.

## **CANADIAN POLICE INFORMATION CENTRE (CPIC)**

Persons on all forms of parole, statutory release, LTSO's and temporary absence permits are entered on CPIC.

Information on released offenders sent by police to the correctional authorities is used in the supervision process. This information may result in a suspension of conditional release if conditions have been violated. To be effective, information must flow in both directions.

**All police contacts with conditionally released offenders should be reported to the supervising agency.**

## **FEDERAL OFFENDER MANAGEMENT SYSTEM (OMS)**

If a person is stopped and the best match on CPIC is a federal offender or provincial parolee you can:

- 1) Call the parole officer to get further information – local office during the day (page 29) or the **After Hours Duty Officer (after 4:30 p.m.) at 1-800-669-1322.**
- 2) Log into the CSC database on OMS through CPIC. Police enter a code at a CPIC terminal to access a selected view of the OMS database.
- 3) Some police agencies will need to contact a CPIC operator directly to obtain access to OMS.

## **INFOPOL**

InfoPol is a user friendly way for police to access electronic information about offenders supervised by Correctional Service of Canada (CSC). InfoPol extracts specific information from CSC's OMS system and organizes it for easy use by police agencies across Canada.

To gain access to InfoPol please call **1-888-702-2593.**

## **NATIONAL PAROLE BOARD (NPB)**

### **JURISDICTION**

The **NPB** has jurisdiction for conditional release decisions relating to offenders serving sentences of two years to life in federal penitentiaries and provincial parole cases serving sentences 6 months to two years less a day.

**The NPB does not have jurisdiction over offenders sentenced under the *Youth Criminal Justice Act* unless they have been tried as adults and sentenced in adult court.**

### **LOCATION:**

**The National Parole Board**  
2nd Floor  
1925 McCallum Road  
Abbotsford, B.C. V2S 3N2

Phone: (604) 870-2468

Fax: (604) 870-2498

Website: [www.npb-cnrc.gc.ca](http://www.npb-cnrc.gc.ca)

### **MANDATE**

The NPB is an independent decision-making body that has exclusive jurisdiction to grant parole if:

- The offender does not present an undue risk to society; and
- The release will contribute to the protection of society by facilitating the offender's reintegration into society as a law-abiding citizen.

The NPB is empowered to impose conditions on release (in addition to those provided for by the CCRA) and to modify, suspend, terminate or revoke release if the risk to society is unmanageable.

## **CONDITIONAL RELEASE CERTIFICATES**

Each offender on an authorized release is required to carry and produce on demand a certificate which shows the authorized dates, the community address, all release conditions and the name of the corrections staff contact person.

See example **Page 17&18**.

## **CONDITIONS OF PAROLE RELEASE**

There are several standard conditions of release which 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 release certificate 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 NPB can impose any additional conditions which are reasonable and necessary to manage risk. For example, a common special conditions placed on an offender's release include "to abstain from drugs" and to "abstain from alcohol". These conditions do not require a breathalyzer or urinalysis test for action to be taken. If the offender is found in violation of either of these conditions, phone the local parole office at (see page 29) or the after hours duty officer at **1-800-669-1322**.

## **OPPORTUNITIES FOR COMMUNICATION WITH THE NATIONAL PAROLE BOARD:**

If you have a professional interest in a specific offender, you can:

- Contact the NPB to be advised of upcoming reviews and hearings.
- Ask a parole supervisor to recommend to the NPB any special condition you think is necessary.
- Apply to observe any parole board hearing by sending a written application to the NPB. (You should apply as early as possible to allow for screening and processing of your request).
- Access the written NPB decisions written after November 1, 1992, by sending a request to the regional parole board office.
- The NPB considers police information to be essential in assessing the offender's risk of re-offending. **Note: The offender must receive in writing, either entirely or in summary form, any information the Board uses in making a decision.**

## **VICTIM INFORMATION**

The CCRA requires the NPB to consider victim information when making a decision. Victims have the opportunity to present a prepared statement directly to Board members about the continuing impact of the crime and any concerns they have for their safety or the safety of the community. They may also request that the NPB impose release conditions they deem necessary for their protection.

Victims are entitled to more information about the offender than members of the general public, but will only receive this information by registering with the CSC/NPB. With regard to provincial spousal assault cases (known as K-files) they will continue to receive information from BC Corrections / Victim Safety Unit staff. To be kept up to date on the offender's parole application and outcome, the victim must register with the NPB or CSC.

**If the offender is on a parole release, and a "no contact with a victim" condition is violated, the parole authority should be notified immediately.**

There is a toll-free number for victims to call for **Coordinated Victim Information Services**. That number is **1-888-999-8828**. The Province also offers a Victim Link number available on a 24 hour basis: **1-800-563-0808**.

## **CORRECTIONAL SERVICE OF CANADA (CSC)**

### **MANDATE**

The Correctional Service of Canada contributes to the protection of society by actively encouraging and assisting offenders to become law abiding citizens, while exercising reasonable, safe, secure and humane control. The Pacific Region is responsible for services in B.C. and the Yukon.

### **COMMUNITY SUPERVISION**

CSC is responsible for supervising offenders on conditional release from federal institutions and provincial parole releases from provincial correctional centres.

B.C. Corrections is responsible for the incarceration and supervision of all adult offenders serving sentences of less than 2 years, those remanded in custody pending trial or sentencing and the supervision of community based orders (bail, section 8.10 recognizances, probation, conditional sentences orders). The Ministry of Children and Family Development is responsible for young offenders.

### **JURISDICTION**

The Correctional Service of Canada is responsible for the incarceration and community supervision of all federal offenders serving sentences of 2 years or more and parole supervision of provincial offenders serving sentences of 6 months to 2 years less one day. [The vast majority of offenders return to the community.](#) The fundamental purpose of supervision is to provide a gradual controlled release of the offender to support the principle of public safety and to help offenders become law abiding community members.

### **LOCATION**

**Correctional Service of Canada**  
Regional Headquarters  
32560 Simon Avenue, 2nd floor  
PO Box 4500  
Abbotsford, B.C. V2T 5L7

Phone: (604) 870-2501  
Fax: (604) 870-2430  
Website: [www.csc-scc.gc.ca](http://www.csc-scc.gc.ca)

Please see **page 29** for individual parole offices and **page 13** for federal institution phone numbers.

## **CORRECTIONAL SERVICE OF CANADA (CSC)**

### **Police involvement - pre-release (while incarcerated)**

Police reports contain information needed for CSC to prepare criminal profiles which are critical to offender management. Criminal profiles describe the crime and analyze factors which lead to the offence.

Prior to an offender's release, a parole officer may contact the police agency in the area of the offender's destination to exchange relevant information on:

- the offender
- the offender's associates
- potential sponsors
- the feasibility of the release
- the option of reporting to police on release

**At any time, the police may contact correctional authorities with concerns about an offender. This may be through the nearest parole office or the Security Intelligence Officers of the federal institution where the offender is incarcerated.**

## **FEDERAL INSTITUTIONS**

<b>Maximum Security</b> Kent	Phone: (604) 796-2121
<b>Multi-level Security</b> Pacific Institution/ Regional Treatment Centre Fraser Valley Institution (women offenders)	Phone: (604) 870-7700 Phone: (604) 851-6000
<b>Medium Security</b> Mountain Institution Matsqui Institution RRAC (Regional Reception & Assessment Center) Mission Institution	Phone: (604) 796-2231 Phone: (604) 859-4841 Phone: (604) 850-8373 Phone: (604) 826-1231
<b>Minimum Security</b> William Head Institution Ferndale Institution Kwikwexwelhp Chilliwack Community Correctional Centre (CCC)	Phone: (250) 391-7000 Phone: (604) 820-5720 Phone: (604) 796-1650 Phone: (604) 702-4280

Upon release of an offender, email notification is provided to the police at the offender's destination.

The following information is provided to the police at the offender's destination for all sex offenders, offenders with Long Term Supervision Orders, or who are a high risk to re-offend:

- release photograph
- copy of release certificate
- standard profile

Communication and cooperation between police and parole authorities is critical to the protection of the community. If issues, concerns, or questions arise about any individual on conditional release, the police should contact the nearest parole office, or if known, the parole office of jurisdiction (phone numbers on page 29). After hours contact with the federal parole office is available through the Regional Duty Officer at **1-800-669-1322**.

## **Suspension**

CSC parole officers supervise offenders released into the community and may issue a suspension warrant if:

- the offender is arrested
- the offender violates any condition of release; for example, if a "no contact with a victim" condition is violated.
- the supervisor believes the offender may violate any condition of release
- to protect society.

**Suspension warrants are Canada wide, can be issued on a 24-hour basis by parole authorities and will result in the offender's immediate return to custody.**

## **B.C. CORRECTIONS**

The B.C. Corrections Branch is responsible for:

- Supervision of all adults on bail
- Institutional pre-trial remand adults awaiting trial
- Preparation of pre-sentence reports for adults
- Operation of adult correctional centres throughout the province
- Supervision of offenders placed on section 810 recognizances, probation and conditional sentence orders.
- Electronic monitoring of curfew or house arrest conditions of a conditional sentence order when imposed by the court.

### **Police Involvement Pre-Release**

Probation officers investigate the background and behaviour of offenders and contact arresting/investigating officers when completing pre-sentence reports for the court or community assessment reports of temporary absence applications.

### **Community Supervision**

Police information is critical to the supervision of offenders who are subject to court ordered community supervision (bail, section 810 recognizances, probation and conditional sentences) as well as temporary absences from a provincial correctional centre.

### **BC Corrections Branch**

7<sup>th</sup> Floor – 1001 Douglas Street  
Victoria, BC V8V 1X4

Phone: (250) 387-5059

Fax: (250) 387-5698

## **PROVINCIAL CORRECTIONAL CENTRES**

<b>Name:</b>	<b>Phone:</b>
Alloutte Correctional Centre for Women	(604) 476-2660
Ford Mountain Correctional Centre	(604) 824-5350
Fraser Regional Correctional Centre	(604) 462-9313
Kamloops Regional Correctional Centre	(250) 571-2200
Nanaimo Correctional Centre	(250) 756-3300
North Fraser Pretrial Centre	(604) 468-3500
Prince George Regional Correctional Centre	(250) 960-3001
Vancouver Island Regional Correctional Centre	(250) 953-4400
Surrey Pre-Trial Services Centre	(604) 599-4110
<b>Provincial Community Corrections</b>	<b>(250) 356-7930</b>

## **YUKON CORRECTIONS AND LAW ENFORCEMENT BRANCH**

The Yukon Department of Justice through its Corrections and Law Enforcement Branch is responsible for the operation of adult correctional institutional facilities and community supervision programs.

Institutional services include a medium security facility located in Whitehorse and a mobile trailer that can be moved to communities throughout the territory. A residential centre located in Whitehorse and operated under contract by Salvation Army provides supervised residential accommodation for offenders on conditional release or those on probation or bail supervision.

Probation offices are located in Whitehorse, Watson Lake, Mayo and Ross River. Officers in these locations provide supervision services to offenders on probation and assist Yukon courts through preparing pre-sentence reports, pre-trial assessments for bail supervision, and other investigative reports. Officers have close working relationships with local police detachments and can be contacted readily when required. Inquiries can also be directed to the senior probation officer in Whitehorse.

Under a contract with the Correctional Service of Canada, a parole supervisor directly supervises federal and territorial parole clients on conditional release. Parole duties include case preparation for offenders applying for parole from the Whitehorse Correction Centre, placement in a penitentiary for offenders receiving federal sentences, and community investigations on those parolees under the authority of the National Parole Board requesting to reside in the Yukon.

### **Yukon Territories**

Parole Supervisor c/o Salvation Army  
Mile 917 Alaska Highway  
Whitehorse, YT Y1A 3E4

Phone: (867) 667-2741  
Fax: (867) 667-6087

### **NORTHERN INTERIOR DISTRICT**

Contract parole supervisors are employed for areas such as Williams Lake, Dawson Creek, Fort Nelson, Granisle, Quesnel, and Fort. St. John. These contracts are managed by the Prince George Parole Office.

**Prince George Parole Office**  
#201-280 Victoria Street  
Prince George, B.C. V2L 4X3

Phone: (250) 561-5314  
Fax: (250) 561-5537  
After Hours: 1-800-669-1322

**SAMPLE RELEASE CERTIFICATE**

**(statutory release, full parole and day parole are the same format)**

# Government of Canada

PROTECTED UNDER  
 A  B  
PERSONAL INFORMATION

## National Parole Board

PUT AWAY ON FILE >	See Distr:
CERTIFICATE NUMBER >>	

### DAY PAROLE CERTIFICATE

Corrections and Conditional Release Act - S.C. 1992 c. 20

This is to certify that the following person has been granted day parole as indicated below.	Issued on >>
--	--------------

NAME >>	Date of Birth >>	YYYY / MM / DD
FPS >>	Institution >>	
Release Date >>	Expiry Date >>	YYYY / MM / DD

#### CONDITIONS OF DAY PAROLE AND ACKNOWLEDGEMENT

I fully understand and accept the conditions of my day parole (attached), any additional conditions or attached and any instructions given by my parole supervisor in respect to any condition of my release. I understand that if I violate them, my day parole may be suspended and terminated or revoked. I understand that if I do not return to the institution at the required time, or if I escape, my day parole may be suspended or revoked and I may be charged with being unlawfully at large. I also understand that if I do not abide by the rules and regulations of any residential facility where I am residing, this behaviour may be sufficient reason to suspend and terminate or revoke my day parole.

Additional Conditions >>

Effective Date >>	YYYY / MM / DD	End Date >>	YYYY / MM / DD
-------------------	----------------	-------------	----------------

I understand that the day parole certificate is the property of the National Parole Board and must be returned on demand of the National Parole Board or of my supervisor. I also understand that I am still serving my sentence and that the day parole has been granted to allow me to resume my activities as a citizen in the community under supervision.

Released Offender

Signature \_\_\_\_\_  
Name (Type or Print) >>

Witness

Signature _____	Date >>	YYYY / MM / DD
-----------------	---------	----------------

Name (Type or Print) >>

#### INSTRUCTIONS

Pursuant to the conditions of your day parole, you must obey these instructions. Failure to do so may result in suspension and termination or revocation of your release.

You must proceed directly to >>

and report to your Parole Supervisor

At >>

# Government of Canada

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 PERSONAL INFORMATION BANK

<b>CERT.# &gt;&gt;</b>	<b>NAME &gt;&gt;</b>
<b>FPB &gt;&gt;</b>	<b>LOC. &gt;&gt;</b>

REPORTS TO POLICE						VISITS TO SUPERVISOR					
Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date

### CONDITIONS OF RELEASE (Day Parole)

The conditions that the Board is deemed to have imposed in respect of any offender released on day parole are that you:

- (a) on release, travel directly to your place of residence, as set out in your release certificate, and report to your parole supervisor immediately and thereafter as instructed by your parole supervisor;
- (b) remain at all times in Canada within the territorial boundaries fixed by your parole supervisor;
- (c) obey the law and keep the peace;
- (d) inform your parole supervisor immediately on arrest or on being questioned by the police;
- (e) at all times carry the release certificate and the identity card provided by the releasing authority and produce them on request for identification to any peace officer or parole supervisor;
- (f) report to the police if and as instructed by your parole supervisor;
- (g) advise your parole supervisor of your address or residence on release and thereafter report immediately of:
  - (i) any change in your address of residence,
  - (ii) any change in your normal occupation, including employment, vocational or educational training and volunteer work,
  - (iii) any change in your domestic or financial situation (of the offender), and on request of the parole supervisor, any change that you (the offender) have knowledge of in your family situation (of the offender), and
  - (iv) any change that may reasonably be expected to affect your ability to comply with the conditions of day parole;
- (h) not own, possess or have the control of any weapon, as defined in section 2 of the Criminal Code, except as authorized by your parole supervisor; and
- (i) on completion of the day parole, return to the penitentiary from which you were released on the date and at the time provided for in the release certificate.

**SAMPLE UNESCORTED TEMPORARY ABSENCE CERTIFICATE**  
 (see definition page 3)

Correctional Service Canada

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Permit No. >>

**UNESCORTED TEMPORARY  
 ABSENCE PERMIT**

PUT AWAY ON FILE > See Distribution List

Current Institution or Address  
 >>

FPS Number >>

Family Name >>

Telephone  
 >>

Given Name(s) >>

YYYY / MM / DD  
 Date of Birth >>

Group member >>

# in Group >>

**DESTINATION**

Name >>

Address >>

Telephone No. >>

**PURPOSE >>**

DEPARTURE Date >> YYYY / MM / DD Time >>

RETURN Date >> YYYY / MM / DD Time >>

**SUPERVISION REQUIREMENTS**

Supervision >>

**REPORTING INSTRUCTIONS**

Address of Supervising Office  
 >>

Supervisor's Name >>

Title >>

Telephone No. >>

Police reporting  
 >>

Name and address of Police  
 >>

**EMERGENCY CONTACT**

Name/Title/Telephone Number >>

# Correctional Service Canada

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 PERSONAL INFORMATION BANK

CERT.# >>	NAME >>
FPB >>	LOC. >>

## UNESCORTED TEMPORARY ABSENCE INSTRUCTIONS

Each offender who is released on unescorted temporary absence is subject to the following conditions. The offender shall:

- (a) on release, travel directly to the destination set out in this permit, report to a parole supervisor as directed by the releasing authority and follow the release plan approved by the releasing authority;
- (b) remain in Canada within the territorial boundaries fixed by the parole supervisor for the duration of the absence;
- (c) obey the law and keep the peace;
- (d) inform the parole supervisor immediately on arrest or on being questioned by the police;
- (e) at all times carry this permit and the identity card provided by the releasing authority and produce them on request for identification to any peace officer or parole supervisor;
- (f) report to the police if and as instructed by the releasing authority;
- (g) return to the penitentiary from which he/she was released on the date and at the time provided for in this permit; and
- (h) not own, possess or have the control of any weapon, as defined in section 2 of the Criminal Code, except as authorized by the parole supervisor.

NOTE: I fully understand and accept all the conditions and reporting instructions referred to above, regulations and restrictions governing my release on unescorted temporary absence. I will abide and conform to them strictly. I also understand that, if I violate any of them, my unescorted temporary absence may be cancelled.

Offender

Signature \_\_\_\_\_ Date >> YYYY / MM / DD  
 Name (Type or Print) >>

Authority

Signature \_\_\_\_\_ Date >> YYYY / MM / DD  
 Name/Title (Type or Print) >>

Signature \_\_\_\_\_ Date >> YYYY / MM / DD  
 Name/Title (Type or Print) >>

**SAMPLE TRAVEL PERMIT**  
(see definition page 3)

**Correctional Service Canada**

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 A  B  C  
 PERSONAL INFORMATION BANK

**TRAVEL PERMIT**

	<b>PUT AWAY ON FILE &gt;</b>	<b>See Attached</b>
Completing Operational Unit >>	FPS Number >>	
Current Institution or Address >>	Family Name >>	
Travel permit expiry date >> YYYY / MM / DD	Given Name(s) >>	
Release date >> YYYY / MM / DD	Date of Birth >> YYYY / MM / DD	
	Type of Release >>	

**TO WHOM IT MAY CONCERN:**

whose address is >>

has been granted permission to travel to >>

for the purpose of >>

He/she will leave on >> YYYY / MM / DD and return on >> YYYY / MM / DD

He/she will travel by >>

accompanied by (name, relationship) >>

**Itinerary**

From Destination >> To >> Final Destination >>

His/her residence during this visit will be >>

With (name, relationship) >>

Address >>

**Reporting Instructions**

To report on (date) >> YYYY / MM / DD Is supervision required? Check **Yes** >> [ ] or **No** >> [ ]

Travel permit supervised by (name & address) >> Type of reporting >>

Police Notification(s) >>

Comments/Instructions >>

District Director >>

Supervisor >>

Date Issued >> YYYY / MM / DD

**SAMPLE CORRECTIONAL SERVICE OF CANADA WARRANT**

**Government of Canada**

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 A  B  C  
PERSONAL INFORMATION BANK

<b>PUT AWAY ON FILE &gt;</b>	See Distribution List
Date	YYYY / MM / DD >>

FPS Number >>	D.O.B. >>
---------------	-----------

**CANADA  
PROVINCE/TERRITORY OF >>**

**IN THE MATTER OF THE CORRECTIONS AND CONDITIONAL RELEASE ACT,  
CHAPTER 20 OF THE STATUTES OF CANADA (1992)**

**NATIONAL PAROLE BOARD  
WARRANT OF APPREHENSION AND SUSPENSION OF  
>> (s. 135(1))**

**TO ANY PEACE OFFICER IN CANADA**

**WHEREAS, >>** \_\_\_\_\_, hereinafter referred to as the offender, was released from >> \_\_\_\_\_ on >> \_\_\_\_\_, under the Corrections and Conditional Release Act, hereinafter referred to as the Act, and that >> \_\_\_\_\_ was to continue in force from the >> [ ] day of >> [ ], >> [ ] until the >> [ ] day of >> [ ], >> [ ], unless revoked or terminated in accordance with the Act.

**AND WHEREAS, I, >>** \_\_\_\_\_ a member of the Board or a person duly designated pursuant to the Act, having reasonable and probable grounds to believe that the offender should be apprehended, hereby suspend the >> \_\_\_\_\_ of the offender and command you to apprehend and convey the offender safely to a prison, and deliver the offender to the keeper thereof, together with the precept:

**YOU THE SAID** keeper are hereby commanded to receive the offender into custody until the offender is dealt with pursuant to Section 135 and 138 of the Act.

**DATED** this >> [ ] day of >> [ ], >> [ ], at the City/Town/Municipality of >> \_\_\_\_\_ in the Province of >> \_\_\_\_\_

Executed on the >> [ ] day of >> [ ], >> [ ], at the City/Town/Municipality of >> \_\_\_\_\_ in the Province of >> \_\_\_\_\_ by >> \_\_\_\_\_

PEACE OFFICER >> \_\_\_\_\_ RANK >> \_\_\_\_\_

WARRANT NO. >> \_\_\_\_\_

**SAMPLE LONG TERM SUPERVISION ORDER (see definition page 3)**

<b>LONG TERM SUPERVISION CERTIFICATE</b> Corrections and Conditional Release Act			
This is to certify that the following person is subject to a period of long term supervision as indicated below.			Is 20
Name			D.O.B.
FPS			Institution
LTSO Start Date	<b>2007/02/15</b>	Expiry Date	<b>2010/06/21</b>
<b>CONDITIONS OF LONG TERM SUPERVISION AND ACKNOWLEDGEMENT</b> I fully understand and accept the conditions of my long term supervision (attached), any special conditions below or attached and any instructions given by my parole supervisor in respect to any condition of my release. I understand that if I violate them, my long term supervision may be suspended. I also understand that failure to abide by the conditions of the long term supervision order is an offence under section 753.3(1) of the Criminal Code of Canada.			
753.3(1) An offender who is required to be supervised by an order made under paragraph 753.1(3)(b) and who without reasonable excuse, fails or refuses to comply with that order is guilty of an indictable offence and liable to imprisonment for a term not exceeding ten years.			
<u>Special Conditions</u>	<u>Effective Date</u>		
	Y M D		
<b>MUST ABSTAIN FROM INTOXICANTS</b>	<b>2007/02/15</b>		
<b>MUST AVOID CERTAIN PERSONS</b>	<b>2007/02/15</b>		
To have no direct or indirect contact with the victim,			
<b>TO RESIDE AT A SPECIFIC PLACE</b>	<b>2007/02/15</b>		
Must reside at a CRF/CCC.			
<b>MUST AVOID CERTAIN PERSONS</b>	<b>2007/02/15</b>		
No contact with children under the age of 18 or persons of any age who you know or have reason to believe have a mental handicap without the prior written authorization of your parole supervisor.			
<b>MUST AVOID CERTAIN PLACES</b>	<b>2007/02/15</b>		
Avoid certain places where children are likely to congregate including schoolyards or children's playgrounds.			
<b>OTHER</b>	<b>2007/02/15</b>		
To report all relationships including friendships with women to your parole supervisor.			
<b>OTHER</b>	<b>2007/02/15</b>		
Not to use chat lines, dating services, internet dating sites, introduction services, or any other similar service without the prior written approval of your parole supervisor.			
<b>OTHER</b>	<b>2007/02/15</b>		
Permit a police officer or parole supervisor to access your computer to ensure that it does not contain any illicit imaging or that it has been used to contact any person you have been prohibited from contacting or that it has been used to access dating sites or chat lines.			
I understand that the long term supervision certificate is the property of the National Parole Board and must be delivered on demand of the National Parole Board or of my parole supervisor.			
Released offender - Signature		Witness - Signature	
<b>LONG TERM SUPERVISION CERTIFICATE</b> Ce formulaire existe aussi en français. CSC 1201 (99-09) OMS      VERS (1)			
<b>TIME IS BASED ON A 24-HOUR CLOCK PERIOD.</b>			

PROTECTED ONCE COMPLETED  
 [ ]A [X]B [ ]C  
 PERSONAL INFORMATION BANK

CERT. # FPS	NAME LOC. MOUNTAIN INSTITUTION
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REPORTS TO POLICE						VISITS TO SUPERVISOR					
Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date

**CONDITIONS OF RELEASE**  
 (Long Term Supervision Order)

The conditions that the National Parole Board is deemed to have imposed in respect of any offender released on long term supervision are that you:

- (a) on release, travel directly to your place of residence, as set out in your release certificate, and report to your parole supervisor immediately and thereafter as instructed by your parole supervisor;
- (b) remain at all times in Canada within the territorial boundaries fixed by your parole supervisor;
- (c) obey the law and keep the peace;
- (d) inform your parole supervisor immediately on arrest or on being questioned by the police;
- (e) at all times carry the release certificate and the identity card provided by the releasing authority and produce them on request for identification to any peace officer or parole supervisor;
- (f) report to the police if and as instructed by your parole supervisor;
- (g) advise your parole supervisor of your address of residence on release and thereafter report immediately of:
  - (i) any change in your address of residence,
  - (ii) any change in your normal occupation, including employment, vocational or educational training and volunteer work,
  - (iii) any change in your domestic or financial situation (of the offender), and on request of the parole supervisor, any change that you (the offender) have knowledge of in your family situation (of the offender), and
  - (iv) any change that may reasonably be expected to affect your ability to comply with the conditions of long term supervision;
- (h) not own, possess or have the control of any weapon, as defined in section 2 of the Criminal Code, except as authorized by your parole supervisor.



**PROBATION ORDER**  
 Canada: Province of British Columbia

- Ban on Disclosure
- Interpreter
- Proceeded:
- Summary
- By Indictment

Court File No.
Court File No.
Police File No.
DOB

Whereas on <sup>date</sup> \_\_\_\_\_, at <sup>court location</sup> \_\_\_\_\_, British Columbia  
 offender \_\_\_\_\_,

was convicted or found guilty, as the case may be, upon the charge that (set out briefly):

COUNT	OFFENCE DATE	PLACE	OFFENCE DESCRIPTION	SECTION
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And whereas on <sup>date</sup> \_\_\_\_\_ the Court adjudged that the offender be imprisoned in a Provincial Correctional Centre, or a Police Lock-up for the term of \_\_\_\_\_ days, to be served INTERMITTENTLY as follows:

until the sentence is fully served, and, in addition thereto, that the offender comply with the conditions hereinafter prescribed:

Now, therefore, the said offender shall, from the date of this order, while not in confinement on this charge, for a period of \_\_\_\_\_ term of probation \_\_\_\_\_, comply with the following conditions, namely, that the said offender shall:

1. keep the peace and be of good behaviour,
2. appear before the court when required to do so by the court, and
3. notify the court or the probation officer in advance of any change of name or address, and promptly notify the court or the probation officer of any change of employment or occupation,

and, in addition,

Dated \_\_\_\_\_, at \_\_\_\_\_, British Columbia

I, the undersigned offender, acknowledge that I have received:

- a copy of the *Probation Order*
- an explanation of the substance of the sections dealing with changes to the *Probation Order* and failing to comply with the *Probation Order*. (Sec 732.2(3) and (5), and Sec 733.1), and
- an explanation of the procedures for applying for changes to the *Probation Order*, and that I understand the terms of this *Probation Order* and the explanations which I have received.

Offender

Clerk of the Court on behalf of

Address

Phone Number

PCR 009E  
07/96  
INTERMITTENT

1-COURT FILE 2-OFFENDER 3-POLICE 4-CROWN 5-CORRECTIONS 6-VICTIM

MINISTRY OF PUBLIC SAFETY  
AND SOLICITOR GENERAL

**TEMPORARY  
ABSENCE  
AUTHORIZATION  
PERMIT**

Pursuant to the British Columbia Correction Act, the person named below is authorized to be temporarily absent from the indicated Correctional Centre subject to the conditions hereon and on the reverse.

Issued To ALLISTON, GREGORY WILLIAM

D.O.B. 1969.02.02

F.P.S.No. 161725C

Correctional Centre: Vancouver Island Regional  
Correctional Centre

Telephone No. 250-555-6789  
Date of Issue 2007.02.22

In case of need, telephone Correctional Centre.

I hereby agree and understand that this permit is authorized only for the specific purpose(s) and according to the Correction Act and regulations thereto, and conditions recorded therein, and that failure to comply with the conditions stated shall be cause for and shall be deemed to have resulted in revocation of the permit.

In addition, I understand that should I fail to return to the Centre as instructed, or on notice of permit termination, a charge of being unlawfully at large may be initiated.

For the purpose of this permit, a service of notice of permit termination to spouse, sponsor or employer, or any person over the age of sixteen (16) years and residing at:

1234 Mockingbird (designated address)  
Lane  
Shall be deemed to be notice on the holder of this permit.

.....  
(Participant's Signature)

Authorized:.....  
(Warden)

The bearer, when approached, shall produce this permit to any peace officer. Police officers are requested to contact the Correctional Centre should it be deemed necessary.

**POLICE NOTIFICATION**

Telephone advice to police force at destination.

Date Init. ....  
Copy of permit forwarded to police force at destination.

Date Init. ....

**PERIOD OF ABSENCE**

Other

Mon. N Tues. N Wed. N Thurs. N Fri. N Sat. N Sun. N

Start Date: 2007.02.22 End Date: 2007.02.26

Start Time: 11:00 End Time: 2007.02.26

or

First Scheduled Dt/Tm Out:  
First Scheduled Dt/Tm In

Until:

**TYPE OF ABSENCE**

Employment N Education N Short Term N

Recurring Y Medical N

**PURPOSE OF ABSENCE**

Mothers Birthday

**DESTINATION AND TELEPHONE** (name, address of  
school, employer, residence, etc.)

555-2222

**ANTICIPATED TRANSPORTATION**

Train N Bus N Air N Centre's Vehicle N

Own or Spouse's Vehicle N Other N Not Required N  
or vehicle owned and supplied by

B.C. Licence No.  
Type Make Model

Participant's driver licence number if absence involves the  
driving of a vehicle

**TEMPORARY ABSENCE CONDITIONS**

1. The British Columbia Correction Act and Regulations apply.

2. Participants must immediately notify the centre in person or by telephone, if for any reason they are unable to meet conditions stipulated in the permit. Failure to do so may result in revocation and possible legal action.

3. Temporary absence is granted solely for purposes(s) as declared in the authorization.

4. All problems not covered by specific instructions shall be reported to the Centre and the instructions of the officer in charge shall be followed.

5. This permit will be given to Centre personnel upon return to the Centre.

ADDITIONAL COMMENTS

1. Carry Copy Of Order:

**Termination notes by Receiving Officer and by Local Director on expiry or suspension.**

1.  (a) Completed successfully.

(b) Other result(s) - detail below and (or) append facts, circumstances, dates, sources, etc.

Officer ..... Date ..... , 20 .....

**2. Local Director's report of problems, violations, other details, including action taken or proposed.**

.....  
Director

Date ..... , 20 .....

**3. Head office use only.**

Suspension lifted.....  
or  
Revocation ordered .....

.....  
Director

Date ..... , 20 .....

APPENDIX 1

**SENTENCE CHARTS:**

**Key Dates for Provincial Jail Sentences (less than 2 years)**

	1/6	1/3	2/3		
<b>Start Date</b>	<b>Possible Day Parole, UTA, or Work Release Date</b>	<b>Possible Full Parole Date</b>	<b>Probable date of discharge</b>	<b>Warrant Expiry Date (end of sentence)</b>	<b>Possible probation to follow if ordered by a judge.</b>

**Key Dates for Federal Institutional Sentences (over 2 years)**

	1/6	6 months prior to full parole eligibility	1/3	2/3		
<b>Start Date</b>	<b>Unescorted Temporary Absence, Work Release, or Day Parole (Accelerated Parole Review)</b>	<b>Day Parole Eligibility Date</b>	<b>Full Parole Eligibility Date (regular and APR)</b>	<b>Statutory Release Date</b>	<b>Warrant Expiry Date (end of sentence)</b>	<b>Possible Long Term Supervision Order (Up to 10 years) if ordered by a judge</b>

**Sentence Chart for Lifers (murder)**

<b>Start Date</b>	<b>UTA &amp; Day Parole eligibility 3 years prior to full parole eligibility</b>	<b>Full parole eligibility set by the court (10 to 25 years). Judicial review possible at 15 years with some exceptions</b>	<b>No Statutory Release</b>	<b>If released on parole the offender will be supervised for life.</b>
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\* Note eligibility dates calculated to include time spent in custody following arrest.

**Dangerous Offenders**

<b>Start Date</b>	<b>UTA and Day Parole eligibility 3 years prior to full parole eligibility</b>	<b>Full Parole Eligibility is set at 7 years.</b>	<b>No Statutory Release</b>	<b>If released on parole the offender is supervised for life.</b>
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## **CONTACT NUMBERS**

**WESTERN CANADA DUTY OFFICER**                      **1-800-669-1322**  
(after 4:30 p.m.)

### **Federal Community Corrections Offices Correctional Service of Canada (Parole)**

#### **LOWER MAINLAND:**

Vancouver Area Office                                      (604) 666-8004  
New Westminster Office                                      (604) 666-3731

#### **FRASER VALLEY:**

Abbotsford Office    (604) 870-2730  
Chilliwack Office    (604) 792-8646  
Maple Ridge Office    (604) 460-4050

#### **VANCOUVER ISLAND:**

Victoria Office    (250) 363-3267  
Nanaimo Office    (250) 754-0264  
Courtenay Office    (250) 338-2902

#### **NORTHERN INTERIOR:**

Kamloops Office    (250) 851-4800  
Kelowna Office    (250) 470-5166  
Prince George Office    (250) 561-5314  
Vernon Office    (250) 260-5000

InfoPol Access    1-888-702-2593

Victim Information Services                                  1-800-999-8828

### **PROVINCIAL COMMUNITY CORRECTIONS BC Corrections Branch**

Provincial Duty Officer                                      (604) 660-8846  
    -After Hours    (604) 669-6500 ext. 333

General Enquiries    (250) 356-7930

Central Monitoring Unit (CMU)                              (604) 586-4284

Victim Information Services                                  1-800-563-0808

