



Policy Name:	PAROLEES		
Policy #:	OP 4.40	Last Updated:	2022-05-12
Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

OP 8.3 *CPIC Policy*

AD 9.12 *PRIME-BC*

AD 9.18 *Security and Confidentiality of Records and Information*

1. PURPOSE

- 1.1. To ensure Parolees living in the community comply with conditions of their release.
- 1.2. To enhance public safety by detecting and preventing Parolees from engaging in criminal activities.

2. SCOPE

- 2.1. This policy applies to all Surrey Police Service (SPS) Members.

3. POLICY

- 3.1. SPS will maintain records on Parolees for the purposes of ensuring:
 - i. Parolees follow conditions of their release; and
 - ii. the information collected by SPS is disseminated to the Parole Board of Canada (PBC) when it involves criminal conduct/breach conditions.
- 3.2. SPS will maintain a formal partnership with the PBC and Correctional Service of Canada (CSC) to provide the exchange of intelligence and information on Parolees and the co-ordination of intelligence sharing between SPS and other agencies having similar responsibilities.

4. PROCEDURE

- 4.1. SPS will ensure on-going partnership between SPS, the PBC and CSC in investigations, and dissemination of criminal intelligence regarding Parolees.
- 4.2. SPS will identify and maintain Parolee records where the Parolee is required to report to police in Surrey.
- 4.3. If police supervision is specific within Surrey, and is designated by the PBC and/or CSC, the following procedures apply:
 - i. the Parolee will initially report to SPS Headquarters;
 - ii. a Member will attend, speak to the Parolee and collect documents and picture identification and will photocopy such documents;
 - iii. these documents will be scanned to the Parolee's PRIME-BC file;
 - iv. the Parolee will sign a log book each reporting period, specified by the CSC;
 - v. the Member will create a "Parolee Reporting" PRIME-BC file which will include and not limited to:
 - a. Parolee status/type of release;
 - b. Parole Officer contact information;
 - c. how often the Parolee is reporting; and
 - d. the start and expiry date for the reporting period;
 - vi. upon receipt of the CSC file number, a Member will contact and schedule an intake interview with the Parolee and that information will be added to the Parolee's PRIME-BC file when completed;
 - vii. the Parolee's name and file number will be stored in an SPS Parolee folder for Members' information and access; and
 - viii. if a Parolee violates one or more of their release conditions the investigating a designated Member will notify the appropriate agency.

Arrest

- 4.4. All Federal and Provincial Parolees are entered on CPIC for police information purpose.
- 4.5. Parolees are issued a certificate that details the conditions of their release. They are also required to have this certificate with them at all times and must produce it upon request of a peace officer.
- 4.6. If a Parolee is alleged to have breached their condition(s), the investigating Member must ensure that the incident has been thoroughly investigated and CSC is notified of the investigation.
- 4.7. When a Member investigates a Parolee who is alleged to have violated their terms of release, the Member will:
 - i. request to view the Parolee's release certificate and Parolee identification;

- ii. notify the Parolee's Parole Officer and if unable, contact the on-duty CSC Duty Officer;
- iii. if the Parolee is arrested, ensure the Cell Block Supervisor is aware the person is on Conditional Release; and
- iv. complete a PRIME-BC General Occurrence (GO) report documenting the incident.

4.8. The CSC may request assistance in executing a Warrant of Apprehension and Suspension. If a Member is requested to execute a Warrant of Apprehension and Suspension, the Member will:

- i. confirm the warrant with the CSC;
- ii. sign the warrant if it is available; and
- iii. submit a GO report documenting their involvement.

Parolee Coordinator

4.9. An SPS Member will be designated as the Parolee Coordinator responsible for reviewing Parolee files and reporting violations to the appropriate agency and will maintain a list of outside contacts necessary to this function.

APPENDIX A: DEFINITIONS

“CSC” means the Correctional Service of Canada.

“GO” means General Occurrence Report submitted in the PRIME-BC records management system.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Parolee” means a person on parole that may be in the community on an escorted or unescorted Temporary Absence, or they may be on conditional release. Parolees may be subject to continued monitoring as well as compliance with certain terms and conditions for a specific period or the duration of their conditional release.

“PBC” means the Parole Board of Canada.

“PRIME-BC” means the Police Records Information Management Environment, the provincial police records management system.

“SPS” means Surrey Police Service.

APPENDIX B: REFERENCES

Canadian Charter of Rights and Freedoms, Part I of the Constitution Act, 1982

Corrections and Conditional Release Act, S.C. 1992, c. 20, section 137.1

Criminal Code, R.S.C. 1985, c. C-46