



IC62

PAROLEE MANAGEMENT

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Effective Date: 01 April 1997
Last Reviewed/Revised Date: 12 December 2024*

POLICY

1. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding engagement with parolees living in the City of Delta and/or reporting to the Delta Police Department.

REASON FOR POLICY

2. To seek to ensure and facilitate parolees' compliance with terms of their release.

PROCEDURES

3. If a parolee has breached their conditions or is alleged to have engaged in criminal conduct, the Intelligence Management Section shall notify the Parole Board of Canada.
4. If police supervision is designated by the *Parole Board of Canada* or *Correctional Service of Canada* to be in Delta, a member of the Intelligence Management Section shall:
 - a) arrange and conduct an introductory interview;
 - b) create a 'parolee reporting' PRIME file, including:
 - i) details of and information obtained during the intake interview,
 - ii) the parolee's status/type of release,
 - iii) the parolee's parole officer and their contact information, and
 - iv) how often the parolee is expected to report and the start and end day of the reporting period, and
 - c) email the file number to intel@deltapolice.ca, route it to the HIMS workflow, and post it on the Department's Intranet-eParade for member information and access;



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- d) store the information and form CSC/SCC 1302 (R-04-12) in K/IMS/Parole/PAROLEES;
- e) explain the reporting process to the reportee and confirm which Department building they will be reporting to; and
- f) meet with the parolee when they report to the Department and collect their documents and picture identification, and scan these documents to the parolee's file.

*Revised Dates:
23 June 2014