


Chapter:	Adult Sentence Administration	Classification:	Public Document
Subject:	Parole Revocation		
For:	Entire Division	 Authorized by Executive Director	

**1. Policy**

- 1.1 Superintendents are responsible to ensure the sentences of individuals who have their parole revoked are administered in accordance with
  - 1.1.1 sections 6.4(1) and 6(10) of the *Prisons and Reformatories Act* (PRA)
  - 1.1.2 sections 127 and 128 of the *Corrections and Conditional Release Act* (CCRA)
  - 1.1.3 this policy

**2. Decision to Revoke**

- 2.1 When a decision is made by the National Parole Board (NPB) to revoke an individual's parole, Correctional Service Canada (CSC) will forward the NPB Post Release Decision Sheet to the correctional facility.


**3. Sentence Administration**

- 3.1 Following notification of the NPB's decision to revoke, designated staff will
  - 3.1.1 arrange for the transfer of federal offenders to a federal correctional facility
  - 3.1.2 for provincial offenders, complete a sentence calculation based on remission loss or credits indicated on the NPB Post Release Decision Sheet and the warrant expiry date(s) indicated on the original Warrant(s) of Committal
  - 3.1.3 input sentence calculation data for provincial offenders on the Justice Enterprise Information Network (JEIN)
  - 3.1.4 describe the details of changes made to the custody term as a result of 3.1.2 and 3.1.3 under the JEIN custody term comments tab

**4. Warrant Expiry Date - Federal Offenders**

- 4.1 When CSC provides documentation that a federal offender who has had their parole revoked is to be released on the warrant expiry date (WED), designated correctional staff are to confirm the WED with
  - 4.1.1 existing warrants
  - 4.1.2 JEIN

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- 4.2 If there is a discrepancy regarding the WED, designated correctional staff will
  - 4.2.1 contact CSC to determine the correct WED
  - 4.2.2 obtain written confirmation from CSC confirming the offender's WED
  - 4.2.3 reconcile facility documents and JEIN as required
- 4.3 All written documentation received from CSC regarding the release of an individual will be
  - 4.3.1 uploaded to Custody Term Management under the "Person Documents" tab on JEIN
  - 4.3.2 placed on the administrative manual file

**5. Standard Operating Procedures (SOP)**

- 5.1 Superintendents will develop SOP to identify staff responsible to
  - 5.1.1 arrange for transfer of federally sentenced offenders following parole revocation
  - 5.1.2 complete a sentence calculation for provincial offenders who have had their parole revoked
  - 5.1.3 input sentence calculation data for provincial offenders on JEIN
  - 5.1.4 confirm the WED of federal offenders
  - 5.1.5 file/upload parole documentation

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