

How to contact us

To make written representations, complete the attached *Written Representations and Information Request* form or download it from the website of the Ministère de la Sécurité publique at www.msp.gouv.qc.ca or from the Commission québécoise des libérations conditionnelles site at www.cqlc.gouv.qc.ca.

It is important that we be able to contact you. Please make sure you send us your up-to-date contact information by completing the "Change of contact information" section of this folder.

Send these documents to:

Direction des programmes

Direction générale des services correctionnels

Ministère de la Sécurité publique

2525, boul. Laurier, 11^e étage
Québec (Québec) G1V 2L2

Toll-free number: **1 866 909-8913**

For more information about the Services correctionnels du Québec

Consult the following website
www.securitepublique.gouv.qc.ca.

For more information about the Commission québécoise des libérations conditionnelles

Consult the following website
www.cqlc.gouv.qc.ca
or call
418 646-8300 or 514 873-2346
(long distance charges are accepted).

You can also go to these two websites to print the *Written Representations and Information Request* form.



Une réalisation de :
• Ministère de la Sécurité publique
• Commission québécoise des libérations conditionnelles

07720-096355-V (2013-10)

CHANGE OF CONTACT INFORMATION		
First and last name of victim or representative of the victim (in block letters)	Date of birth (yyyy-mm-dd)	
No.	Street	Apartment
City, village or municipality	Province	Postal code
Telephone no.	Other	
First and last name of offender (in block letters)	SIGNATURE OF THE VICTIM OR REPRESENTATIVE OF THE VICTIM, WHERE APPLICABLE. I hereby certify that my new contact information is correct.	
Signature	Date (yyyy-mm-dd)	

Other useful information

- ✓ Crime Victims Assistance Centres (CAVAC) can help you obtain information. Their professional services are free of charge and confidential. For more information about CAVAC, consult the following website: www.cavac.qc.ca or call 1 866 532-2822 (1 866 LE CAVAC).
- ✓ The *Act respecting Assistance for Victims of Crime* comes under the jurisdiction of the Ministère de la Justice in Québec. You can consult the document entitled "Rights, Remedies..." at the Ministère de la Justice website (www.justice.gouv.qc.ca).
- ✓ When a crime against a person is committed, if you have sustained injury — including physical or psychological damage —, you may be entitled to the benefits that are granted under the *Crime Victims Compensation Act* (IVAC). For more information, consult the following website: www.ivac.qc.ca. You can also contact a CAVAC centre or call the IVAC office at 1 800 561-4822.
- ✓ To request information about an offender who has received a prison sentence of two or more years, consult the Correctional Service of Canada website: www.csc-scc.gc.ca/victims-victimes.

**IF YOU HAVE BEEN
THE VICTIM OF A CRIME,
You have rights!**



BETTER **ASSESSMENT**
BETTER **REINTEGRATION**
BETTER **PROTECTION**



Your rights

You are entitled to make written representations to the Services correctionnels du Québec (SCQ) before it reaches a decision on whether or not to authorize a temporary absence.

The same applies for the Commission québécoise des libérations conditionnelles (CQLC) in the case of a temporary absence or a parole release.

The **Written Representations and Information Request** form is attached. When the completed form is received at the address indicated, the temporary absence examining board or the CQLC takes it into consideration in its review of the inmate's file before reaching a decision.

Your written representations must be signed and mailed without delay so that the SCQ or CQLC can take them into account in their risk assessment of the inmate.

The SCQ and the CQLC must communicate your representations to the inmate if he requests them in writing, unless there are reasonable grounds to believe that disclosure of this information could jeopardize your safety or that of another person.

In addition, the SCQ and the CQLC are required to inform the police of the authorization of an inmate's conditional release as well as the conditions attached to them. Thus, the police know the inmate's destination and the conditions of his conditional release. As for the inmate, he is notified that the police have been apprised of these facts.

General information

The *Act respecting the Québec Correctional System* has been in force since **5 February 2007**.

This law recognizes that victims are entitled to be treated with courtesy, justice and comprehension and in a manner that is respectful of their dignity and privacy.

It contains new provisions benefiting crime victims that allow them to obtain certain information concerning the conditional release of the inmate who committed the offence.

The Act also allows victims to submit written representations as part of the risk assessment process for the inmate.

Responsibilities of Services correctionnels du Québec (SCQ) and the Commission québécoise des libérations conditionnelles (CQLC) concerning conditional release and temporary absence

Pursuant to the Act, inmates may be eligible for conditional release, allowing them to serve **part** of their sentence in the community. These supervised measures constitute privileges that inmates may only enjoy after assessment of their file.

The SCQ administers sentences of less than two years and may authorize temporary absences for reintegration purposes for inmates serving sentences of **less than six months**.

The CQLC may authorize inmates serving sentences of **six months or more** who apply in writing to take a temporary absence in preparation for their parole release after they have served one-sixth of their sentence. It may also authorize parole release or temporary absence for family visits for inmates who have served one-third of their sentence.

Assessment: an essential step

In considering whether or not to authorize an inmate's conditional release, the SCQ and the CQLC must take the following criteria into consideration:

- ✓ the protection of society;
- ✓ the nature, seriousness and consequences of the offence committed;
- ✓ the degree to which the inmate understands and assumes responsibility for his criminal behaviour and the consequences of the offence for the victim and for society;
- ✓ his judicial record;
- ✓ his personality, behavior, and rehabilitation progress;
- ✓ his behavior during incarceration under an earlier sentence or during the earlier application of a community measure;
- ✓ his previous employment and work skills;
- ✓ the family and social resources available, and
- ✓ the appropriateness of his reintegration plan having regard to his risk of reoffending.

In addition, the SCQ and the CQLC take the victims' written representations into consideration before coming to a decision.

Every inmate who is granted conditional release for a court-imposed sentence has first been subjected to an assessment and will be followed by a caseworker.

A conditional release does not erase the conviction. It authorizes the inmate to serve the rest of his sentence in the community, provided that he submits to supervisory and reintegration measures.

Your rights, and the obligations of the SCQ and the CQLC to you

A victim is any natural person who suffers physical or psychological injury or incurs property loss as a result of the perpetration of an offence.

If you are a minor or are otherwise unable to receive communication of information or make representations, your spouse, relative, or child or any other person in whose custody or care you are placed may act on your behalf, upon request.

The same applies in the event of your death.

Obligations of the SCQ and the CQLC

The victims of conjugal violence, sexual assault, or an offence relating to a behavior related to pedophilia are automatically apprised of:

- ✓ the date of an inmate's eligibility for a temporary absence authorized by the SCQ;
- ✓ the date of an inmate's eligibility for a temporary absence authorized by the CQLC (except family visits);
- ✓ the date of authorization of an inmate's temporary absence by the SCQ;
- ✓ the date of authorization of an inmate's temporary absence by the CQLC;
- ✓ the date of an inmate's eligibility for conditional release and the date of authorization of that release;
- ✓ the conditions attached to a temporary absence or a conditional release;
- ✓ the inmate's destination;
- ✓ the date of an inmate's full release;
- ✓ the inmate's escape or illegal absence from a correctional facility;
- ✓ certain decisions of the CQLC.

Any other victim may obtain the same information by completing the attached **Written Representations and Information Request** form and sending it to the address given at the end of this pamphlet.