


Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Parole Eligibility		
For:	Correctional Facilities	 Authorized by Executive Director	

1. Policy

- 1.1 Individuals serving an adult sentence of six (6) months or more are eligible to apply for parole. In Nova Scotia all applications for parole are at the discretion of the National Parole Board (NPB). There are two (2) types of parole applications
- 1.1.1 day parole, after serving one-sixth of a sentence
 - 1.1.2 full parole, after serving one-third of a sentence

2. Parole Eligibility Dates

- 2.1 The calculations of these dates are completed by Correctional Service Canada (CSC) and mailed directly to the individual with a copy of same to the facility.


3. Parole Application

- 3.1 Individuals requesting to apply for parole are required to complete the Application for Parole form, [see form 34.07.00-A](#).

4. Documentation

- 4.1 Designated correctional staff are required to submit to CSC the following documentation
- 4.1.1 application form identified in 3.1 above
 - 4.1.2 Provincial Institution Offender Admission Data, [see form 34.07.00-E](#)
 - 4.1.3 Justice Enterprise Information Network (JEIN) generated admissions card
- 4.2 Designated correctional staff are responsible to document the submission of the parole application on JEIN Offender Case Management under the activity tab.

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5. Standard Operating Procedures (SOP)

- 5.1 The superintendent will develop SOP to identify designated staff responsible to
 - 5.1.1 respond to requests for parole application form
 - 5.1.2 submit parole application documents to CSC
 - 5.1.3 document related information on JEIN