



Community Member Statement

You do not have to be a registered victim to send in information for the Correctional Service of Canada (CSC) and Parole Board of Canada (PBC). However, CSC only contacts registered victims about upcoming decisions in an offender's case. Both the PBC and CSC will consider your statement in making decisions about the release of the offender.

These guidelines apply to your written statement. It is not easy to write about painful experiences, so these suggestions may help you get started.

DO:

- Talk about physical harm –ongoing medical needs, disability
- Talk about ongoing emotional harm
- Talk about financial harm – ongoing costs
- Talk about family harm – ongoing effects on family or personal relationships
- Talk about personal safety – what risk does the offender pose to you if released?
- Talk about family and community safety – what risk does the offender pose to others?
- Describe the effect of the crime on your daily life
- Provide facts and concrete examples
- Keep the statement brief – a few pages, or about 10 minutes when read aloud
- Write in English or in French: it's your choice
- Address your statement to both Parole Board of Canada and Correctional Service of Canada
- Contact a Regional Communications Officer or Victim Services Officer for guidance
- Keep a copy of the statement
- Signature required

DO NOT:

- Include personal information that could compromise your safety, the safety of your family or other people, such as current names (if changed), addresses or photographs
- Include information you don't want the offender to see – by law, the offender will get a copy of the statement
- Address it to the offender directly, but instead address your statement to the PBC/CSC
- Use profanities or disrespectful language
- Threaten anyone, including the offender

You may submit information to the Correctional Service of Canada (CSC) for inclusion in the case preparation process and for consideration by the Parole Board when determining what conditions, if any, to impose on this offender's upcoming Release. You can include information about the impact the crime continues to have on you and express your views about the possible conditional release of this inmate. Please keep in mind that all information you provide must be shared with the inmate, but your personal information (address and phone number, etc.) will remain confidential.

Important Reminder: Please make sure that you address your statement to both Correctional Services of Canada (CSC) and the Parole Board of Canada (PBC).