

**THE PAROLE ACT**

**RULES**  
*(under section 20)*

**The Parole Rules, 1978**

L.N. 157a<sup>1</sup>/78  
82D/79  
26B/88

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*(Made by the Minister on the 15th day of December, 1978)**Preliminary*L.N. 157B/78  
Amdt:  
L.N. 82D/79  
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1. These Rules may be cited as the Parole Rules, 1978.
2. In these Rules, unless the context otherwise requires—
  - “appropriate parish parole committee” means the parish parole committee which, in the opinion of the Board, is likely to have the closest connection with the applicant if he is released on parole;
  - “appropriate parole officer” means the parole officer who, in the opinion of the Commissioner of Corrections, is likely to have the closest connection with the parolee during the parole period;
  - “parole application form” means the form prescribed as Form A in the Schedule;
  - “parole officer” means any person assigned as such under section 19 of the Act;
  - “parole unit” means the section of the Ministry which is responsible for the administration of parole;
  - “the Superintendent” means the Superintendent of the prison in which an applicant for parole is serving his sentence or from which a parolee is released on parole.

Schedule.  
Form A.*Application for parole*

- 3.—(1) The Superintendent shall, at the end of each month or within such longer period as the Board may determine, furnish to the parole unit a list of all prisoners under his supervision who will become eligible for parole under section 6 of the Act within the succeeding period of nine months after the date on which such list is compiled.

(2) Where after the submission of a list under paragraph (1) any prisoner named therein is transferred to another prison the Superintendent of the prison from which the prisoner is transferred shall give written notice to the parole unit of such transfer.

Form B.

4.—(1) The parole unit shall, not later than six months before the date on which a prisoner shall become eligible for parole, give written notice of that date to the prisoner in the form prescribed as Form B in the Schedule.

(2) The parole unit shall furnish the Superintendent with copies of the parole application form.

(3) Where a notice is given under paragraph (1), the parole unit shall—

- (a) send a copy of each such notice to the Superintendent and the Board;
- (b) request the Superintendent to furnish each prisoner in receipt of such notice with copies of the parole application form.

5.—(1) Every prisoner eligible for parole who wishes to apply for the grant of parole shall make his application on the parole application form.

(2) Every such application—

- (a) shall be submitted to the Superintendent; and
- (b) may be accompanied by such written representations as the applicant may wish to make in support of his application.

(3) Written representations pursuant to paragraph (2) may be attached to the application forms or may be submitted within a reasonable time after the application form is submitted.

6.—(1) Upon the receipt of an application submitted in accordance with rule 5, the Superintendent shall forthwith—

Form C.

(a) prepare a case history of the applicant in the form prescribed as Form C in the Schedule;

Form D.

(b) request a prison officer to prepare the report required by section 7 (3) (b) of the Act, in the form prescribed as Form D in the Schedule;

(c) obtain the report required by section 7 (3) (c) of the Act.

(2) The Superintendent shall, as soon as is practicable after the parole application form is submitted to him, forward to the parole unit for submission to the Board such form together with the reports mentioned in paragraph (1).

7.—(1) The parole unit shall examine all parole application forms and all documents relating thereto with a view to ensuring that such forms and documents are in order for submission to the Board, and shall submit them to the Board.

(2) Where such documents are not in order as aforesaid the parole unit shall take such steps as are necessary to ensure that the documents are in order.

*Grant or refusal of parole*

8.—(1) Subject to paragraph (2), the Board shall, upon the receipt of the documents aforesaid, fix a date and place for the hearing of the application and shall notify the appropriate parish parole committee in the time and manner prescribed in section 7 (4) (c) of the Act.

(2) The Board may, before making a decision under paragraph (1), require, pursuant to section 7 (4) (a) of the Act, the appropriate parish parole committee to carry out such investigations as the Board may direct.

(3) The Board shall endeavour to ensure that the date fixed under paragraph (1) is the earliest practicable date after the date on which the applicant becomes eligible for parole.

9.—(1) Where the Board decides to grant parole to an applicant, the parole unit shall, within ten days of the date of such decision—

- (a) give written notice of the decision to the Superintendent and the applicant;
- (b) advise the applicant in writing that arrangements will be made for his release on parole on the date specified in the parole order relating to that applicant;
- (c) forward to the Superintendent copies of the parole order made in respect of the applicant;
- (d) cause to be prepared and forwarded to the parole officer an identification card in relation to the applicant.

(2) A parole order shall be in quadruplicate and—

- (a) shall be in the form prescribed as Form E in the Schedule; Form E.

(b) may contain, in addition to the conditions stated in the prescribed form, such special conditions as the Board may consider necessary for the rehabilitation of the parolee.

(3) Any of the conditions of a parole order may, if the circumstances so warrant, be varied or revoked by the Board and for this purpose the Board may take into account any advice given by the appropriate parole officer.

Form F.

(4) The identification card referred to in paragraph (1) (d) shall be in the form prescribed as Form F in the Schedule and shall be delivered to the parolee by the Superintendent at the time when the parolee is released on parole.

(5) A parolee shall carry his identification card on his person at all times and shall produce it for inspection if required to do so by any member of the security forces or the parole officer, as the case may be.

(6) For the purposes of paragraph (5) "security forces" means—

- (a) the Jamaica Constabulary Force;
- (b) the Jamaica Defence Force to the extent that such Force has been assigned to act in aid of the police;
- (c) the Island Special Constabulary Force; and
- (d) the Rural Police.

10. On receipt of copies of a parole order the Superintendent shall—

- (a) require the parolee to sign such copies;
- (b) give a copy of such order to the parolee, return a copy to the parole unit and place a copy on the parolee's penal record.

11. The parole unit shall, upon receipt of the copy of the parole order referred to in rule 10 (b)—

- (a) notify the appropriate parole officer accordingly and furnish such officer with a copy of the parole order and a case history of the parolee;
- (b) notify the Criminal Records Office of the Jamaica Constabulary Force and the Chief Officer of Police in the parish in which the parolee is permitted to reside pursuant to the relevant







































