Australian Capital Territory

**Corrections Management (Transitional Release Program - Application) Operating Procedure 2020**

**Notifiable instrument NI2020-747**

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

**1 Name of instrument**

This instrument is the *Corrections Management* (*Transitional Release Program - Application) Operating Procedure 2020.*

**2** **Commencement**

This instrument commences on the day after its notification day.

**3 Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of correctional services.



Jon Peach

Commissioner

ACT Corrective Services

18 November 2020

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| **OPERATING PROCEDURE** | **Transitional Release Program - Application** |
| **OPERATING PROCEDURE NO.** | **D26.1** |
| **SCOPE** | **Community Corrections and Release Planning** |

**PURPOSE**

To provide instruction to Sentence Management Officers (SMOs) on how to complete the Transitional Release Application for detainees in custody at the Alexander Maconochie Centre (AMC).

**PROCEDURES**

1. **Determining Eligibility**
   1. During the development of the Sentence Management Plan (SMP), the SMO and detainee may identify the Transitional Release Program (TRP) as a goal towards the detainee’s reintegration. During this stage, the SMO will discuss the eligibility criteria and process for application to the TRP.
   2. At any time during their sentence, a detainee may request an application for the TRP through their allocated SMO. Where this occurs:

* The SMO will undertake a preliminary eligibility check as outlined in the*D26.F1 Transitional Release Application*. The SMO must advise the detainee of the outcome of the eligibility check and case note accordingly on the offender management database.
* If the detainee is eligible, the SMO must provide the detainee with the*D26.F1 Transitional Release Application* within two (2) business days of their request.
* The SMO will review the detainee’s SMP to ensure that TRP is identified. If not, the SMO must revise the SMP to include the TRP. Where an update to the SMP is required, the SMO must review and submit the updated SMP to the Sentence Management Unit Team Leader (SMU TL) for endorsement.
* The SMO will upload the signed/endorsed SMP to the offender management database.
  1. Where a detainee is deemed ineligible, the SMO must:
     + Provide the detainee with the outcome in writing, including the reasons for the ineligible status and case note accordingly on the offender management database.
     + Work with the detainee to identify goals to achieve eligibility for the TRP. Where an update to the SMP is required, the SMO must review and submit the updated SMP to the Sentence Management Unit Team Leader (SMU TL) for endorsement.
     + The SMO will upload the signed/endorsed SMP to the offender management database.

1. **Completing the Application** 
   1. The SMO will work with the detainee to complete Section 2, *D.26.F1. Transitional Release Application*.
   2. The SMO must complete the following sections of the *D26.F1. Transitional Release Program Application:*

* Detainee information
* Eligibility criteria
* Summary of criminal history (including a summary of custodial episodes)
* Criminogenic risks and interventions
* SMO Endorsement.
  1. The SMO must provide the completed *D26.F1. Transitional Release Program Application* to the SMU TL within five (5) business days.
  2. The SMU TL must:
* Review the *D26.F1. Transitional Release Program Application* and complete the section Team Leader, Sentence Management Decision within three business days.
* Case note their decision on the offender management database.
* Upload the completed *D26.F1. Transitional Release Program Application* to the offender management database.
* The SMU TL will support or not support the detainee’s application to progress to the next stage of application for the TRP. At no time does the SMU TL determine placement in the TRP.
  1. Where the application is not supported to progress, the SMU TL must advise the detainee in writing, with the reason for the decision and case note on the offender management database.
  2. Where the application is supported to progress, the SMO will advise the detainee in writing of the outcome as well as the next steps in the process.

**RELATED DOCUMENTS AND FORMS**

* Transitional Release Program Policy
* D26.F1: Transitional Release Program Application
* D26.F2: Transitional Release Risk Assessment
* D26.F3: Transitional Release Plan

Therese Goodman

Assistant Commissioner Community Operations  
ACT Corrective Services

18 November 2020

**Document details**

| Criteria | Details |
| --- | --- |
| Document title: | Transitional Release Program Application Operating Procedure 2020 |
| Document owner/approver: | Assistant Commissioner Community Operations, ACT Corrective Services |
| Date effective: | The day after the approval date |
| Review date: | 3 years after the approval date |
| Responsible Officer: | Senior Director, Programs and Reintegration |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| Version Control | | | |
| Version no. | Date | Description | Author |
| V1 | June-20 | First Issued | S Fitzmaurice |