

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



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

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.

2. Completing the Application

- 2.1. The SMO will work with the detainee to complete Section 2, D.26.F1. Transitional Release Application.

- 2.2. 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.
- 2.3. The SMO must provide the completed *D26.F1. Transitional Release Program Application* to the SMU TL within five (5) business days.
- 2.4. 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.
- 2.5. 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.
- 2.6. 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

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ACT Corrective Services
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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 <i>Corrections Management (Policy Framework) Policy 2020</i>

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