Australian Capital Territory

**Corrections Management (Transitional Release Program – Leave) Operating Procedure 2020**

**Notifiable instrument NI2020-748**

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 – Leave) 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 - Leave**  |
| **OPERATING PROCEDURE NO.** | **D26.3** |
| **SCOPE** | **Community Corrections and Release Planning** |

**PURPOSE**

To provide instructions to Transitional Release staff regarding the processing of detainee Transitional Release Program Leave applications.

**PROCEDURES**

1. **Access to Leave**
	1. The amount of leave in each month required to meet the detainee’s goals will be determined by the *D26.F3: Transitional Release Plan* (Plan).
	2. Following the approval of their Plan, a detainee may submit *D26.F5: Transitional Release Leave Applications* (Application) to access leave outlined in the Plan.
	3. All Applications will be submitted to the Transitional Release Centre Operations Support Officer (TRCOSO) and provided to the Delegate for approval.
	4. The application and plan will be uploaded to the offender management database.
2. **Prior to Leave**
	1. After approval by the Delegate, the TRCOSO will prepare an authorised *Transitional Release Leave Permit* (Permit).
		1. All Permitswill be uploaded to the offender management database, distributed by email to relevant parties and a copy given to the detainee prior to their approved leave commencing.
3. **On Return from Leave**
	1. The TRC Custodial Officer may search detainees and their property upon the return from leave in accordance with section 11.10 of the *Transitional Release Program Policy*:
* may have their property searched
* may be strip-searched in accordance with section 113C(1)(a) of the *Corrections Management Act 2007* (ACT)
* may be subject to testing under the *Drug and Alcohol Testing Policy*.
	1. The Team Leader, Transitional Release or TRCOSO must undertake a Supervision session with all detainees who return from Family Ties Leave in accordance with section 11.11 of the *Transitional Release Program Policy*.

**RELATED DOCUMENTS AND FORMS**

* D26 Transitional Release Program Policy
* Temporary Leave Policy
* D26.F3: Transitional Release Plan
* D26.F5: Transitional Release Leave Application
* Transitional Release Leave Permit

Therese Goodman

Assistant Commissioner Community Operations
ACT Corrective Services

18 November 2020

**Document details**

| Criteria | Details |
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| Document title: | Transitional Release Program - Leave 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 | October-20 | First Issued | S Fitzmaurice |