

Australian Capital Territory

# Corrections Management (Transitional Release Program – Risk Assessment) Operating Procedure 2020

Notifiable instrument NI2020–749

made under the

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

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## 1 Name of instrument

This instrument is the *Corrections Management (Transitional Release Program – Risk Assessment) 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



<b>OPERATING PROCEDURE</b>	<b>Transitional Release Program - Risk Assessment</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D26.2</b>
<b>SCOPE</b>	<b>Community Corrections and Release Planning</b>

## PURPOSE

To provide instructions to a Sentence Management Officer (SMO) on how to complete the Transitional Release Risk Assessment for detainees in custody at the Alexander Maconochie Centre (AMC).

## PROCEDURES

### 1. Timeframe

- 1.1 Upon receipt of the *D26.F1 Transitional Release Application* decision from the Sentence Management Unit Team Leader (SMU TL), the SMO will commence the *D26.F2: Transitional Release Risk Assessment*.
- 1.2 The *D26.F2: Transitional Release Risk Assessment* will be completed within 10 business days of the SMU TL application decision.

### 2. Victim, Health, and Intelligence Information

- 2.1 The detainee's SMO will email the Victim Liaison Officer (VLO) at [Victims.Register@act.gov.au](mailto:Victims.Register@act.gov.au) requesting information relating to any registered victim/s of a detainee applying for the Transitional Release Program (TRP).
- 2.2 Victim submissions must be provided within seven (7) to the Senior Director, Programs and Reintegration (SDPR) to allow for consideration.
- 2.3 The SMO will case note the request for information from the VLO.
- 2.4 SDPR will case note if a submission is received, but not the content, which will be stored securely by SDPR.
- 2.5 The SMO will request a report of any adverse intelligence relating to a detainee for the past six (6) months from the Intelligence and Integrity Unit (IIU) via email at [ACTCS-Intelligence@act.gov.au](mailto:ACTCS-Intelligence@act.gov.au)
- 2.6 The IIU must provide a submission within seven (7) days to the SDPR.
- 2.7 The SMO will case note email correspondence and include all information provided on the *D26.F2: Transitional Release Risk Assessment*.
- 2.8 The SMO will identify information relating to any threat to community, current protection orders and health issues from the offender management database and record it on the *D26.F2: Transitional Release Risk Assessment*.
- 2.9 The SMO will complete the *D26.F2: Transitional Release Risk Assessment* form.
- 2.10 The information received from all parties in the development of the *D26.F2: Transitional Release Risk Assessment* will be saved on the offender management database.

## RELATED DOCUMENTS AND FORMS

- D26.F2: Transitional Release Risk Assessment
- Transitional Release Program Policy

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18 November 2020

### Document details

Criteria	Details
Document title:	Transitional Release Program - Risk Assessment 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	September-20	First Issued	S Fitzmaurice