

Australian Capital Territory

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

Notifiable instrument NI2020-750

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 – Sponsor) 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 - Sponsor</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D26.4</b>
<b>SCOPE</b>	<b>Community Corrections and Release Planning</b>

## PURPOSE

To provide instructions to Transitional Release staff on processing sponsor applications for detainees accessing the Transitional Release Program (TRP) for work and family ties leave.

## PROCEDURES

### 1. Nominating Sponsor/s

- 1.1. The detainee will submit a completed D26.F8: Sponsor Nomination form.
- 1.2. The Transitional Release Centre Operations Support Officer (TRCOSO) will ensure proposed sponsors meet the minimum criteria as outlined in section 8.3 of the Transitional Release Program Policy.
- 1.3. The TRCOSO will undertake a sponsor assessment. As part of the assessment, the nominated sponsor will be required to undertake a criminal record check prior to leave being approved.
- 1.4. The TRCOSO will forward the D26.F8: Sponsor Nomination and Consent to Release Spent Convictions Form for the sponsor including certified identification to AMC Detainee Service Bookings for processing.

### 2. Home Visit of Proposed Sponsor

- 2.1. A home visit assessment is required where a detainee will be attending a sponsor's home address (Section 8, Transitional Release Program Policy).
- 2.2. Where a home visit is required, the TRCOSO will make an appointment with a proposed sponsor to attend their home.
- 2.3. The TRCOSO and Transitional Services Team Leader (TSTL) will attend the sponsor's home address at the agreed appointment time.
- 2.4. The TRCOSO and TSTL will guide the proposed sponsor through the D.26.F9 Sponsor Agreement and answer any/all questions.
- 2.5. The sponsor is required to agree to and sign the D.26.F9 Sponsor Agreement. If the sponsor does not agree the application is unable to proceed.
- 2.6. A brief tour of the home will be conducted to confirm adequate lodging facilities for the detainee.
- 2.7. All adult residents of the sponsor's address will be required to undertake a criminal record check prior to leave being approved.
- 2.8. The TRCOSO will forward the Consent to Release Spent Convictions Form for each adult resident of the sponsor's address including certified identification to AMC Detainee Service Bookings for processing.

- 2.9. Following the home visit, the TSTL will request information regarding the suitability of the sponsor from the following:
- Intelligence and Integrity Unit
  - Victim Liaison (VLO)
  - the detainee’s allocated Sentence Management Officer (SMO).
- 2.10. The TSTL will provide the following to the Senior Director, Programs and Reintegration:
- D26.F8: Sponsor Nomination form
  - D26.F9 Sponsor Agreement
  - a recommendation based on the two forms and feedback from 2.2.1-2.2.3.

**3. Workplace Visit of Proposed Sponsor for Work Purposes**

- 3.1. Refer to the Workplace Assessment and Work Provider Procedures.

**4. Sponsor Approval**

- 4.1. Refer to sections 8.9-8.10 of the Transitional Release Program Policy.
- 4.2. The detainee will be advised of the outcome unless section 8.10 of the Transitional Release Program Policy applies.

**RELATED DOCUMENTS AND FORMS**

- Transitional Release Program Policy
- Transitional Release Program Workplace Assessment Operating Procedure
- Transitional Release Program Work Provider Operating Procedure

Therese Goodman  
 Assistant Commissioner Community Operations  
 ACT Corrective Services  
 18 November 2020

**Document details**

Criteria	Details
Document title:	Transitional Release Program - Sponsor Operating Procedure 2020
Document owner/approver:	Assistant Commissioner Community Operations, ACT Corrective Services
Date effective:	The day after the approval date

Criteria	Details
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	October-20	First Issued	S Fitzmaurice