

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



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

- 1.1. 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).
- 1.2. Following the approval of their Plan, a detainee may submit D26.F5: Transitional Release Leave Applications (Application) to access leave outlined in the Plan.
- 1.3. All Applications will be submitted to the Transitional Release Centre Operations Support Officer (TRCOSO) and provided to the Delegate for approval.
- 1.4. The application and plan will be uploaded to the offender management database.

2. Prior to Leave

- 2.1. After approval by the Delegate, the TRCOSO will prepare an authorised Transitional Release Leave Permit (Permit).
- 2.1.1. All Permits will 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

- 3.1. 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.
- 3.2. 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
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 <i>Corrections Management (Policy Framework) Policy 2020</i>

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