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)**

**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

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| **OPERATING PROCEDURE** | **Transitional Release Program - Risk Assessment** |
| **OPERATING PROCEDURE NO.** | **D26.2** |
| **SCOPE** | **Community Corrections and Release Planning** |

**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. 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*.
   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**
   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. Victim submissions must be provided within seven (7) to the Senior Director, Programs and Reintegration (SDPR) to allow for consideration.
   3. The SMO will case note the request for information from the VLO.
   4. SDPR will case note if a submission is received, but not the content, which will be stored securely by SDPR.
   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)
   6. The IIU must provide a submission within seven (7) days to the SDPR.
   7. The SMO will case note email correspondence and include all information provided on the *D26.F2: Transitional Release Risk Assessment*.
   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*.
   9. The SMO will complete the *D26.F2: Transitional Release Risk Assessment* form.
   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

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 - 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 *Corrections Management (Policy Framework) Policy 2020* |

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