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)**

**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

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| **OPERATING PROCEDURE** | **Transitional Release Program - Sponsor** |
| **OPERATING PROCEDURE NO.** | **D26.4** |
| **SCOPE** | **Community Corrections and Release Planning** |

**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. The detainee will submit a completed *D26.F8: Sponsor Nomination* form.
   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***.**
   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.
   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**
   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. Where a home visit is required, the TRCOSO will make an appointment with a proposed sponsor to attend their home.
   3. The TRCOSO and Transitional Services Team Leader (TSTL) will attend the sponsor’s home address at the agreed appointment time.
   4. The TRCOSO and TSTL will guide the proposed sponsor through the *D.26.F9 Sponsor Agreement* and answer any/all questions.
   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.
   6. A brief tour of the home will be conducted to confirm adequate lodging facilities for the detainee.
   7. All adult residents of the sponsor’s address will be required to undertake a criminal record check prior to leave being approved.
   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.
   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).
   1. 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.

1. **Workplace Visit of Proposed Sponsor for Work Purposes**
   1. Refer to the *Workplace Assessment* and *Work Provider Procedures*.
2. **Sponsor Approval**
   1. Refer to sections 8.9-8.10 of the *Transitional Release Program Policy*.
   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 |
| 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 |