

Corrections Management (Sentence Management Plans) Operating Procedure 2021

Notifiable instrument NI2021-329

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Sentence Management Plans) Operating Procedure 2021*.

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.

Ray Johnson APM
Commissioner
ACT Corrective Services
26 May 2021



OPERATING PROCEDURE	Sentence Management Plans
OPERATING PROCEDURE NO.	C7
SCOPE	Sentence Management Unit

PURPOSE

To provide instruction to the Sentence Management Unit (SMU) on how to develop a Sentence Management Plan (SMP) for a sentenced detainee in custody.

PROCEDURES

1. Sentence Management Plan

- 1.1. As per s.78 of the *Corrections Management Act 2007*, a Sentence Management Officer (SMO) will prepare a SMP for a sentenced detainee.
- 1.2. The allocated SMO will develop an individualised SMP using the *Sentence Management Plan Template* and in consultation with the detainee, within six weeks of the detainee's sentence commencement date.
- 1.3. The SMO will complete a Level of Service Inventory (LSIR) risk assessment, or utilise a current LSIR, for the preparation of the SMP. The LSIR will assist to identify criminogenic risk factors and will contribute to determining eligibility for targeted intervention programs.
- 1.4. The SMO will complete all three sections of the SMP, including:
 - Detainee Details / Key Information.
 - Rehabilitation Plan.
 - Reintegration Plan.

2. Detainee Details / Key Information

- 2.1 The SMO will complete all questions in the Detainee Details section.
- 2.2 Where a detainee is subject to a non-Parole period (NPP), the SMO will discuss the parole application process 6 months prior to their NPP and ask the detainee if they would like any assistance with their parole application.
- 2.3 Where a detainee indicates they would like to be considered for the Transitional Release Program (TRP), the SMO will undertake the eligibility and application process as per the *Transitional Release Program policy*.
- 2.4 The SMO will include any relevant information in the Key Information section, inclusive of identified risk factors, as per the LSIR.

3. Rehabilitation Plan / Identified needs to be addressed (within detainee capability).

- 3.1 The Rehabilitation Plan is specific to the sentenced detainee's time in custody.

3.2 In consultation with the detainee, the SMO will address all Identified Needs in a SMP, with consideration of the following:

Identified Need	Content / Consideration
Employment / Other recreational activities	<ul style="list-style-type: none"> - Discuss employment options and avenues to explore options. - Note any employment the detainee engages in, including on the job training requirements. - Include any recreational activities.
Education / Vocation / Training	<ul style="list-style-type: none"> - Any education / vocation / training the detainee wishes to undertake. i.e.: white card
Cultural connection	<ul style="list-style-type: none"> - Where a detainee identifies as Aboriginal and Torres Strait Islander, please include the name of the allocated Indigenous Liaison Officer. - Note any cultural activities the detainee plans to engage in i.e.: NAIDOC week celebrations, Ramadan
Health / Emotional / Personal	<ul style="list-style-type: none"> - Liaise with ACT Health / Winnunga Health Services regarding any programs, medical regimes the detainee is undertaking - Note any risks of self-harm and outline risk and strategies for managing this risk. - Disabilities, noting strategies identified for extra assistance to minimise disadvantage. - Note any health issues an associated treatment regimes.
Alcohol / Drug	<ul style="list-style-type: none"> - Historic / current AOD use. - Identification of appropriate interventions
Family / Marital connections	<ul style="list-style-type: none"> - Identify community connections - Does the detainee wish to re-connect with children / family. - CYPS involvement.
Attitudes / Orientation	<ul style="list-style-type: none"> - Motivation. - Strengths.
Criminogenic risk / Programs	<ul style="list-style-type: none"> - Refer to the LSIR for areas of risk.

3.3 All identified needs must be addressed, with the inclusion of:

- An appropriate intervention or activity.
- A timeframe for completion.
- Date completed (completion of the intervention/activity).
- Any relevant comments / information relating to the intervention / activity.

3.4 The SMO will ensure, that in line with the Risk Need Responsivity Principles, the level of treatment services provided to the offender is proportionate to the offender's level of risk. For

example: High risk of alcohol/drug use (as identified by the LSIR), equates to a high level of intervention.

4. Reintegration Plan

- 4.1. Reintegration Plans are to consider the community reintegration pillars inclusive of Accommodation, Basic Needs, Health, Connections, Financial Sustainability.
- 4.2. The Rehabilitation Plan needs to consider the needs of the detainee upon release from custody.
- 4.3. In consultation with the detainee, the SMO will address the Reintegration Pillars in the SMP three months prior to the detainee's earliest release date, with inclusion and consideration of the following:

Reintegration Pillar	Content / Consideration
Accommodation	<ul style="list-style-type: none">- Where does the detainee plan to reside upon release (address, contact details of co-resident(s))?- If uncertain, what are the detainee's other accommodation options?
Basic Needs	<ul style="list-style-type: none">- What does the detainee need upon release? i.e.: clothing, transport, identification.- Is the detainee Throughcare eligible?
Health	<ul style="list-style-type: none">- Will identified health issues/concerns be appropriately managed upon release? By whom?
Connections / Companions	<ul style="list-style-type: none">- Does the detainee have established connections / family / companions in the community?
Financial Wellbeing	<ul style="list-style-type: none">- Has Centrelink been arranged?- Banking?
Leisure / Recreation	<ul style="list-style-type: none">- How will the detainee be spending their free time when released from custody.

RELATED DOCUMENTS AND FORMS

- LSIR
- Sentence Management Plan Template
- Transitional Release Program Policy

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Document details

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Version Control			
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