



<b>COMMUNITY INSTRUCTION</b>	<b>Allocations Process – Court / Releasing Authority Report</b>
<b>COMMUNITY INSTRUCTION NO.</b>	<b>C8</b>
<b>SCOPE</b>	<b>Community Corrections and Release Planning</b>

### PURPOSE

To provide instructions to staff around the process for registering a Court/Releasing Authority report on OIS and allocating the report to a Community Corrections Officer (CCO) for completion.

### PROCEDURES

1. **Allocating a Court / Releasing Authority report to a CCO**
  - 1.1. The Magistrates/Supreme Court/Releasing Authority will email a report request to [PPUAllocations@act.gov.au](mailto:PPUAllocations@act.gov.au).
  - 1.2. Administration staff will register the request on OIS, scan the Court/Releasing Authority request and any related or supporting documentation to Briefcase and allocate the task to the Admin Team Leader.
  - 1.3. The Admin Team Leader will cross reference the information on the Court/Releasing Authority request with the information on OIS to ensure correct data entry.
  - 1.4. The Admin Team Leader will allocate the report via OIS to an available CCO, in accordance with the PSR Allocations Spreadsheet.
  - 1.5. The Admin Team Leader will update the PSR Allocations Spreadsheet to reflect the allocation of the report to a specific CCO.

### RELATED DOCUMENTS AND FORMS

- PSR Allocations Spreadsheet

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**Document details**

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