



<b>COMMUNITY INSTRUCTION</b>	Pre-Release Reports
<b>COMMUNITY INSTRUCTION NO.</b>	C29
<b>SCOPE</b>	Community Corrections

**PURPOSE**

To provide instructions to staff on how to write a credible Pre-Release Report (PRR) for the Sentence Administration Board (the Board).

**PROCEDURES**

**1. PRR Request**

1.1. Where the Board requests a PRR, the report will address all matters the Board must take into consideration, as listed in s.120(2) of the *Crimes (Sentence Administration) Act 2005* (the Act).

**2. PRR: Matters for the Boards Considerations**

2.1. Where the Board requests a PRR, the Assessor will address all matters, with inclusion and consideration of the following:

PRR MATTER	CONTENT / CONSIDERATIONS
<ul style="list-style-type: none"> <li>- Any relevant recommendation, observation and comments made at sentencing.</li> </ul>	<p><b>SUMMARY OF COMMENTS AT SENTENCING</b></p> <ul style="list-style-type: none"> <li>- Review comments made by the judge/magistrate at the time of sentencing.</li> <li>- Document any specific recommendations regarding treatment either relating to custody or community.</li> <li>- Note any comments that were made regarding an extended non-parole period or prospects for rehabilitation.</li> <li>- If sentencing remarks were not available, this must be noted.</li> </ul>
<ul style="list-style-type: none"> <li>- the likelihood that, if released on parole, the offender will commit further offences;</li> <li>- the likelihood that, if released on parole, the offender will comply with any condition to which the parole order would be subject.</li> </ul>	<p><b>PREVIOUS COMMUNITY SUPERVISION</b></p> <ul style="list-style-type: none"> <li>- Review past responses to community-based orders.</li> <li>- What assisted with or hindered any previous compliance for this offender?</li> <li>- Does the offender have any trauma issues that are relevant to compliance? This may include Aboriginal &amp; Torres Strait Islander clients and lack of trust with statutory authorities.</li> <li>- What will be different this time?</li> </ul>
<ul style="list-style-type: none"> <li>- Attitude to offence(s)</li> </ul>	<p><b>ATTITUDE TO OFFENCE AND SENTENCE</b></p> <p>A person's attitude is potentially the most important dynamic risk factor in terms of offending. This can be a powerful internal inhibitor to the unwanted behaviour.</p>

	<p>The purpose of supervision is to change how the offender feels about their offending. People are less likely to do things that are outside of their moral/belief/value system.</p> <ul style="list-style-type: none"> <li>- Does the person accept responsibility or show remorse? How are we measuring this?</li> <li>- Are there actions that back up what the offender says?</li> <li>- Has there been a change in attitude since being in custody?</li> <li>- How can we capture the visible signs of remorse in our write up?</li> <li>- Any signs of victim empathy?</li> <li>- Does the offender attempt to justify or minimise their actions?</li> <li>- Does the offender endorse pro-criminal or anti-social views?</li> <li>- Any extreme political or religious views that are relevant to the offending, i.e. offending against certain groups/violence?</li> </ul>
<ul style="list-style-type: none"> <li>- The offender's antecedents;             <ul style="list-style-type: none"> <li>• Relevant family/social issues / cultural background</li> <li>• Employment</li> <li>• Alcohol and other drug use</li> <li>• Physical and mental health</li> <li>• Financial circumstances</li> </ul> </li> </ul>	<p><b>RELEVANT FAMILY/SOCIAL ISSUES/CULTURAL BACKGROUND</b></p> <ul style="list-style-type: none"> <li>- What is the relevance of this information? We need to extract meaning. Focus on background factors that may be relevant to offending, both risk and protective factors.</li> <li>- Are relationships a protective or risk factor?</li> <li>- Include any criminal activity by parents and pro-criminal or pro-social attitudes and describe the offender's past and current relationships with them.</li> <li>- For Aboriginal and Torres Strait Islander people, pay attention to cultural and family contexts. Issues relating to dispossession; loss of identity; and marginalisation are important considerations. The availability of positive supports within a community may also be relevant.</li> </ul> <p><b>EMPLOYMENT</b></p> <ul style="list-style-type: none"> <li>- Employment prior to incarceration.</li> <li>- Options for employment upon release.</li> </ul> <p><b>ALCOHOL AND OTHER DRUG USE</b></p> <ul style="list-style-type: none"> <li>- Describe the link to offending.</li> <li>- AoD use may also have implications for ability to comply with an order.</li> <li>- What previous interventions have occurred? What has been successful or otherwise?</li> <li>- Describe current level of motivation to change.</li> <li>- Is AoD use in the context of trauma/self-</li> </ul>

	<p>medicating. Have we considered the trauma as well or just the AoD use in our previous or planned interventions?</p> <p><b>PHYSICAL AND MENTAL HEALTH</b> Physical and mental health are significant responsibility issues that may affect how we engage with an offender. If the offender's mental health is so poor, does this have implications for their understanding, capacity, both at the time of the offence or in respect of supervision. Is all mental/health information available?</p> <ul style="list-style-type: none"> <li>- Any diagnosed medical/mental health conditions and/or treatment plans in place.</li> <li>- Provide a summary of the key findings and their relevance to the offence.</li> <li>- Describe any special needs</li> <li>- History of self-harm.</li> <li>- Access to appropriate providers in the community and/or services they are currently involved with.</li> <li>- NDIS</li> <li>- Ensure you do <u>not</u> diagnose an offender.</li> </ul> <p><b>FINANCIAL CIRCUMSTANCES</b></p> <ul style="list-style-type: none"> <li>- Financial pressure is a risk factor in terms of reoffending.</li> <li>- Explore the extent to which financial factors have been relevant to the offenders offending behaviours and the extent to which these remain relevant.</li> <li>- Provide details of any gambling issues and/or outstanding debts.</li> <li>- Does the offender's financial situation mean that they struggle to travel to appointments etc?</li> </ul>
<ul style="list-style-type: none"> <li>- the offender's participation in activities while serving the sentence of imprisonment.</li> </ul>	<p><b>CUSTODIAL BEHAVIOUR</b></p> <ul style="list-style-type: none"> <li>- Provide a summary of the offender's behaviour whilst in custody for the current offence.</li> <li>- The offender's level of compliance with the preparation of the PRR.</li> <li>- Compliance/engagement with Sentence Management Plan whilst in custody.</li> <li>- Has the offender been subject to drug testing whilst in custody? If positive, what have been the impacts on behaviour, motivation, etc?</li> </ul> <p><b>CUSTODIAL TREATMENT PROGRAMS</b></p> <ul style="list-style-type: none"> <li>- List programs assessed for, found suitable/not suitable and the reason why. Include dates and program timeframe (ie: 6 x 1 hour sessions) and a brief explanation of the program.</li> </ul>

	<ul style="list-style-type: none"> <li>- Comment on participation in program and outcomes.</li> <li>- Where relevant, provide an explanation of any barriers which may have impacted the offender's ability to participate in, or complete any programs.</li> </ul> <p><b>CUSTODIAL EDUCATION/TRAINING/EMPLOYMENT</b></p> <ul style="list-style-type: none"> <li>- Has the detainee been working in custody, what has their performance been like?</li> <li>- List education and training programs undertaken whilst in custody for the current offence and assess the contribution these may make to the success in the community.</li> </ul>
<ul style="list-style-type: none"> <li>- The likelihood that, if released to parole the offender will commit further offences</li> <li>- The likelihood that, if released to parole, the offender will comply with any condition to which the parole order would be subject</li> <li>- Whether parole is likely to assist the offender to adjust to lawful community life</li> <li>- Any special circumstances in relation to the application</li> </ul>	<p><b>PROPOSED POST RELEASE PLAN</b></p> <ul style="list-style-type: none"> <li>• <b>Risk Level and Case Management</b> <ul style="list-style-type: none"> <li>- A new LSIR must be applied, where applicable.</li> <li>- Outline the key elements of a case management plan.</li> <li>- Even where release to Parole is not recommended, proposed post release plans <u>must</u> be provided.</li> <li>- Recommend any additional conditions as recommendations to the Board.</li> </ul> </li> <li>• <b>Accommodation</b> <ul style="list-style-type: none"> <li>- The focus needs to be on risk and any mitigating strategies. Remember, chaos in a home does not necessarily result in an address being unsuitable. Chaos to one person can be 'normal' to others. It's about how we identify and mitigate any risks associated with the chaos. For example: overcrowding is not a reason to assess an address as not suitable. Be objective.</li> <li>- Provide the approved address in this section.</li> <li>- Are the accommodation arrangements likely to bring the offender into contact with a victim; a child or young person to whom the offender poses a risk; or other vulnerable people/potential victims? If so, how will the risk of contact be managed?</li> <li>- Was the offender living at the proposed address prior to incarceration? Where there any issues? Identify problems associated with the residence: e.g.: known drug users, anti-social attitudes, Current FV orders. Can these risks be mitigated?</li> <li>- Do other residents understand the nature of a Parole Order and what the implications are for them of having ACTCS involved/undertaking visits etc?</li> <li>- Can other residents assist in managing risky</li> </ul> </li> </ul>

	<p>situations e.g.: are they willing to report any issues?</p> <ul style="list-style-type: none"> <li>- Is the address a refuge/supported accommodation/otherwise managed by another agency etc? What are the implications of this?</li> </ul>
	<p><b>SUMMARY</b></p> <ul style="list-style-type: none"> <li>- New information should not be added in the summary.</li> <li>- Information needs to be presented in a way that leads the decision maker to an informed conclusion. Your summary must flow from the preceding information and be supported by evidence. If the summary is not supported by evidence, it is less likely to be followed.</li> <li>- It is important to present the information in a way that balances the risk and protective factors and highlights the competing aspects of the person's circumstances.</li> <li>- We should consider that the people that we work with are likely to have risk factors – these should not necessarily preclude us from finding a person suitable for release to Parole but instead look at how we can mitigate a risk.</li> </ul>

**3. Recommendation on release of Parole**

3.1. When completing a PRR, the author will comment on recommendations regarding release to Parole, with inclusion and consideration of the following:

Recommendation	Statement / Considerations
<p>Release to Parole is recommended</p>	<ul style="list-style-type: none"> <li>- Provide reasons for this recommendation.</li> <li>- Provide details of programs the offender should be assessed for / participate in, should they be released.</li> </ul> <p><u>For Example:</u>                      Release to Parole is recommended.                      The following additional conditions are recommended:</p> <ul style="list-style-type: none"> <li>- Be assessed for and if deemed suitable, complete the ACTCS Cognitive Self Change Program.</li> <li>- Be assessed for and if deemed appropriate, engage in any program or counselling to support the offender's abstinence from alcohol and drug use.</li> </ul>
<p>Release to Parole is not recommended at this time</p>	<ul style="list-style-type: none"> <li>- Provide reasons for this recommendation</li> </ul> <p><u>For Example:</u>                      Release to Parole is not recommended at this time as a result of the recommended residential rehabilitation program not having an available bed until available until [date].</p>

<p>Release to Parole is not recommended.</p>	<p>- Provide reasons for this recommendation.</p> <p><u>For Example:</u> Release to Parole is not recommended.</p> <p>During the current imprisonment period, the offender has refused to engage in criminogenic programs to address his offending behaviour and attitudes. The offender has engaged in instances of violence towards custodial staff and continued to illegally obtain and use illicit substances whilst in custody.</p> <p>The proposed accommodation of 123 ABC Lane, Canberra, has been assessed as unsuitable by this Services based on the current occupant's unwillingness to house the offender.</p> <p>In the event the Board recommends the offenders release to Parole, the following additional conditions are recommended:</p> <ul style="list-style-type: none"> <li>- To be assessed for and undertake any program deemed suitable by ACT Corrective Services.</li> </ul> <p>The offender will also need to provide an alternate address for assessment by this Service.</p>
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- 3.2. Where release to Parole is not recommended, the CCO must still provide the Sentence Administration Board with recommended additional conditions, in the event the Board recommends the offender's release to Parole.
- 3.3. New information is not to be introduced at this stage of the report.

**RELATED DOCUMENTS AND FORMS**

- LSIR
- Home Visit Assessment Policy
- CI: Home Visit Assessment

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**Document details**

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V1	August-20	First Issued	T Graham