



COMMUNITY INSTRUCTION	CONFIRMATION AND RECORDING OF A DECEASED OFFENDER
COMMUNITY INSTRUCTION NO.	C31.8
SCOPE	Community Corrections

PURPOSE

To provide instructions to Community Corrections staff in relation to the process of confirming and recording the death of an offender in the offender information management system.

PROCEDURES

1 Death of an offender

- 1.1 If a Community Corrections staff member believes an offender is deceased or if they have been notified of an offender's death (from an unofficial source), that staff member must follow up to confirm if the offender is deceased.
- 1.2 To confirm the death of an offender, the staff member can email the Intelligence Unit and/or the Australian Federal Police on ACTCS-Intelligence@act.gov.au or ACT-Intel-Corrections@afp.gov.au. This email must include the offender's name, date of birth and details of the current supervised order.
- 1.3 If it is confirmed that an offender is deceased, the staff member must case note the confirmation in the offender information management system and upload any evidentiary documentation (if applicable).
- 1.4 If it is confirmed that an offender is deceased, the staff member must proceed to closing the current order and archiving the physical file following the *Order Completion and Archiving Files Community Instruction*.
- 1.5 If Community Corrections staff continue to receive documentation from another criminal justice entity (e.g. bail continuances from the Court) and it is verified that the offender is deceased, a staff member may email that criminal justice entity, if delegated to do so, and notify them of the offender's passing.

RELATED DOCUMENTS AND FORMS

- Order Completion and Archiving Files Community Instruction

Bruno Aloisi
A/g Assistant Commissioner
ACT Corrective Services
14 December 2021

Document details

Criteria	Details
Document title:	<i>Confirmation and recording of a deceased offender Community Instruction 2021</i>
Document owner/approver:	Assistant Commissioner, Community Corrections
Date effective:	The day after the approval date
Review date:	3 years after the approval date
Responsible Officer:	Director, Community Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	December 21	First Issued	M Steen