



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

## PURPOSE

To provide instructions to Community Corrections Officers (CCOs) for preparing Pre-Release Reports for detainees who have applied to be released onto Parole.

## PROCEDURES

### 1 Allocation of Pre-Release Reports

- 1.1 The Sentence Administration Section (SAS) will allocate all requests for PRRs as per the *Business rules for registration and allocating a Court or SAB Report*.
- 1.2 Once allocated, the Parole Team Leader (TL) must re-allocate each PRR, at the “Preparing” stage, to a CCO within the Parole Team.
- 1.3 The allocated CCO must determine if an existing offender file is in the Community Corrections office, if not they will generate the *2.1.20 File Action Request* form in the offender information management system and follow the link to the Shared Services portal to request the file(s).

### 2 Gathering information

- 2.1 It is the responsibility of the allocated CCO to review the service documents, case notes and any previous reports written concerning the detainee, particularly for the offences for which they were sentenced in their current custodial order.
- 2.2 If the required documents are not already stored on the offender information management system, the CCO must email the SAS at [jacs\\_sentenceadministration@act.gov.au](mailto:jacs_sentenceadministration@act.gov.au) and request them.
- 2.3 The CCO must either email [AVLAMCBookings@act.gov.au](mailto:AVLAMCBookings@act.gov.au) to arrange an Audio Visual Link (AVL) appointment, or [amcexecsupport@act.gov.au](mailto:amcexecsupport@act.gov.au) to arrange a face-to-face visit at the Alexander Maconochie Centre.
- 2.4 The CCO must arrange the first appointment with the detainee as soon as reasonably practicable after the allocation, to gather information about the proposed address(es) and proposed co-residents.
- 2.5 When undertaking the PRR interview with the detainee, the CCO must explain the purpose of the report and complete the *Offender Intake Data Form* (either hard copy or electronic).
- 2.6 If the detainee is yet to provide consent, the CCO must also explain the content of the *2.1.4 Consent to Obtain and Release Personal Information Form* and the *2.2.1 Home Visit Assessment Consent to Disclose Criminal History* form.
- 2.7 The CCO should advise the detainee that they will be provided with an opportunity to review and sign a hard copy of these forms (to be facilitated by the Sentence Management Officer (SMO) or a Custodial Officer, following consultation with the allocated CCO). If circumstances prevent the detainee adding their signature to the form, it may be sufficient to case note a record of the verbal consent provided by the detainee.

- 2.8 Where relevant, the CCO must contact the following staff/business units to discuss the detainee's progress in custody, verify any reported information, ascertain any safety and/or welfare concerns and where possible, confirm any post release plans, interventions and supports. Internal contacts include, although are not limited to:
- a. the detainee's SMO
  - b. the Programs Unit - [CorrectionsProgramsUnit@act.gov.au](mailto:CorrectionsProgramsUnit@act.gov.au)
  - c. the Education Unit and/or Employment Officer - [amceducation@act.gov.au](mailto:amceducation@act.gov.au)
  - d. the Throughcare Unit - [throughcare@act.gov.au](mailto:throughcare@act.gov.au)
  - e. Alcohol and/or drug treatment, Solaris Therapeutic Community - [AMC\\_TC@act.gov.au](mailto:AMC_TC@act.gov.au)
  - f. Specialist Communities Team (SCT) – including the Assisted Care Unit (ACU) - [ACTCSSpecialistCommunities@act.gov.au](mailto:ACTCSSpecialistCommunities@act.gov.au)
  - g. if the detainee is Aboriginal or Torres Strait Islander, the Indigenous Liaison Officer - [amcaloteam@act.gov.au](mailto:amcaloteam@act.gov.au).

External contacts include, although are not limited to:

- a. any agencies that the detainee has maintained engagement with during their incarceration
- b. Canberra Health Services
- c. the Victim Liaison Officer
- d. the Australian Federal Police and/or the ACTCS Intelligence Unit
- e. the Courts Protection Unit – specifically in relation to any current protection orders
- f. Child and Youth Protection Services (CYPS)
- g. Child Sex Offender Registry Team (CSORT).

It is important for the CCO to gather information from each of these staff to provide the Sentence Administration Board (SAB) with as much information as possible to assist them in their decision making.

- 2.9 The CCO must also review the offender information management system to gather information about the detainee's behaviour and conduct while in custody. It is important to note any disciplines, including sanctions imposed, as well as any pattern of misconduct (e.g. consider frequency of disciplines, antecedents, responses to previous sanctions, etc). The CCO should also seek the detainee's response to any discipline action(s) and gauge the potential for regular rule violation to be repeated in the community.
- 2.10 The CCO must review information related to any urinalysis undertaken during the period of incarceration. If the offending behaviour is alcohol and/or drug related, and the detainee has not had any urinalysis results available within the last three (3) months, the CCO must request further testing during the assessment period by emailing a request for urinalysis to [amcadmissions@act.gov.au](mailto:amcadmissions@act.gov.au).
- 2.11 The CCO must review the detainee's list of approved visitors and the frequency of their visits to the detainee. This will assist to:
- a. confirm the prosocial supports that the detainee may have available if released to Parole
  - b. highlight and examine any apparent inconsistencies in the information that the detainee offers in regard to their intentions to avoid ongoing relationships with anti-social friends and acquaintances.

- 2.12 The CCO must seek contact details from the detainee for any contacts required to verify information provided by the detainee, including but not limited to potential employers, support persons and family members.
- 2.13 In order to seek information from Canberra Health Services in regard to any issues pertinent to the detainee's possible release to Parole, the CCO must email [ROIMHJHADS@act.gov.au](mailto:ROIMHJHADS@act.gov.au). The email must contain the following:
  - a. the detainee's name and date of birth
  - b. the detainee's proposed address
  - c. the nature of the request
  - d. the detainee's consent to release information, specifically by way of attaching the signed 2.1.4 Consent to Obtain and Release Personal Information Form to the email.
- 2.14 When interviewing the detainee, the CCO should be mindful of information required, both for the preparation of the PRR and for the scoring of the Level of Service Inventory – Revised (LSI-R). If an LSI-R is current the CCO may decide to reapply it's use if significant changes have occurred which may impact the assessed risk.
- 2.15 If the detainee's sentence relates to offences of a sexual nature, the CCO must determine if an updated Static-99R is required and make the necessary referrals for its completion. This referral can be completed via email to [CorrectionsProgramsUnit@act.gov.au](mailto:CorrectionsProgramsUnit@act.gov.au) adhering to the Static-99R Referrals Community Instruction.

### **3 Verifying information**

- 3.1 It is the responsibility of the CCO to verify as much of the information provided by the detainee as possible. If information is unable to be verified this must be included in the report.
- 3.2 All sources of information must be noted within the PRR.
- 3.3 If information is confirmed via telephone, the CCO must case note the contact according to the Case Note Policy, outlining the details of the contact person and state whether the information was verified or discredited.
- 3.4 For ease of vetting, the CCO must check the verified information boxes on the Offender Intake Data Form and note the date when this information was verified.

### **4 Conducting a Home Assessment**

- 4.1 In order to determine the suitability of the detainee's proposed address, the CCO must conduct an assessment of suitability. Consideration should be given to the location of the address, any risk factors that may be present in, or around, the address, and the pro-social support that is being offered by the co-residents. For more detailed instructions on how to complete this section of the PRR refer to the Home and Field Visit Policy and related Community Instructions.

### **5 Drafting the Report**

- 5.1 When drafting the report, the CCO will use the 1.2.1 Pre-Release Report template in the offender information management system. This template aligns with the legislative requirements that must be provided to the SAB and provides descriptions of the details to be included.
- 5.2 When making the recommendation about whether the detainee should be released on Parole, the CCO must add a rationale for their recommendation. This is particularly important when the recommendation is either "not recommended" or "not recommended at this stage." It is

also important for the rationale to be included to inform the detainee of what they may need to address before making a further application for parole, if the SAB decide not to release them based on their current application.

- 5.3 The recommendation made by the CCO must reflect the information provided in the body of the report.
- 5.4 If an outstanding item cannot be addressed within the provided assessment period and it significantly impacts on the determination of granting parole (e.g. home assessment, residential rehabilitation assessment, etc) the CCO must email [SAB\\_Secretariat@act.gov.au](mailto:SAB_Secretariat@act.gov.au) prior to the report's due date to notify them of the outstanding item. This email must include the detainee details, the outstanding item and the estimated timeframe required to complete that item. The SAB may decide to postpone the inquiry/hearing for the outstanding matter to be completed. The CCO must also notify the detainee and the SMO of this information, to ensure they are aware of any outstanding requirements which need action.

## **6 Vetting**

- 6.1 All PRRs must be vetted by the Parole TL, or if they are unavailable, another TL or Manager to ensure accuracy and consistency of information provided to the SAB. The approving TL must ensure that requirements outlined in this instruction are met.
- 6.2 The CCO should provide a draft version of the PRR to the SMO to ensure consistency of information included.
- 6.3 PRRs must be provided to the approving TL for vetting a minimum of five (5) days prior to the report's due date. If this is not possible the CCO must contact the TL to negotiate a shorter period.
- 6.4 The vetting process must include a review and approval of the LSI-R assessment if an existing LSI-R is not yet approved, or its validity has expired.
- 6.5 The author of the report and their respective TL should sign the completed PRR. In the circumstance where those officers are unavailable, the PRR may be signed on behalf of the author/approver by another delegated officer/TL.
- 6.6 The TL may case note the approval of the LSI-R, home assessment and PRR, and must ensure any actions in respect to their completion are recorded in the offender information management system.

## **7 Providing the PRR to the detainee and the SAB**

- 7.1 Once the PRR has been signed, it must be scanned and sent via e-mail to the SAB Secretariat ([SAB\\_Secretariat@act.gov.au](mailto:SAB_Secretariat@act.gov.au)) and [PPUAllocations@act.gov.au](mailto:PPUAllocations@act.gov.au). If the detainee requires an interpreter or specialised support during the SAB appearance, the CCO must include this information in the email.
- 7.2 In accordance with natural justice principles, the preparing CCO must read and provide a copy of the completed PRR to the detainee at least two (2) days prior to the SAB inquiry date so that:
  - a. the detainee can express any views on the accuracy of the report
  - b. the detainee is aware of any recommendations made
  - c. the detainee can prepare for the hearing and address any outstanding issues.
- 7.3 The CCO must provide the completed PRR to the SMO.
- 7.4 The signed and scanned copy must be uploaded into the offender information management system.

- 7.4 The CCO must case note that the completed PRR has been sent to the SAB.
- 7.5 After the PRR has been sent to the SAB it is the responsibility of the CCO or Parole TL to close the task in the offender information management system with the correct completion reason no later than the hearing date. If the task is closed after the hearing date, it must be backdated.
- 7.6 All paperwork completed during the preparation of the PRR must be placed in the offender file and uploaded in the offender information management system.

## **8 Appearing before the SAB**

- 8.1 CCOs are required to appear before the SAB as requested in relation to their PRR.
- 8.2 CCOs will receive a weekly email from the SAB Secretariat outlining the upcoming SAB agenda. This email will include the:
  - a. detainee name
  - b. time and date of appearance
  - c. details of the hearing (parole application, reinstatement, management, etc)
  - d. required CCO.
- 8.3 The purpose of the SAB appearance is to provide the members with:
  - a. any updated information since the report was submitted
  - b. an opportunity for SAB members to ask the CCO any questions in relation to the prepared report, the recommendation made and/or any outstanding items
  - c. an opportunity to discuss the report and recommendation with the detainee and for the detainee to provide any updated details regarding their application.
- 8.4 It is the responsibility of the SAB to determine if a Parole Order will be made.

## **RELATED DOCUMENTS AND FORMS**

- 2.1.20 File Action Request
- Offender Intake Data Form
- 2.1.4 Consent to Obtain and Release Personal Information Form
- Static-99R Referrals Community Instruction
- 2.2.1 Home Visit Assessment Consent to Disclose Criminal History
- Case Note Policy
- Home and Field Visit Policy
- 1.2.1 Pre-Release Report

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