



COMMUNITY INSTRUCTION	SAB Security and Alert Notification
COMMUNITY INSTRUCTION NO.	C26.4
SCOPE	Community Corrections

PURPOSE

The Sentence Administration Board (SAB) is responsible for dealing with aggressive offender behaviours and de-escalating situations arising during SAB hearings. For the SAB to be pro-active in mitigating potential risks, they need to be made aware of any known security risks or suspected behavioural concerns prior to a face-to-face hearing.

This document provides instructions to Community Corrections staff on notifying the SAB of any known or suspected security and/or behavioural concerns prior to a SAB hearing.

PROCEDURES

1 Recording information and notifying the SAB

- 1.1 Community Corrections Officers (CCO) must case note any aggressive, threatening or concerning offender behaviours as they arise in accordance with the Case Note Policy.
- 1.2 If an offender displays threatening behaviours or if safety concerns are identified during interviews with the offender, and they have an upcoming SAB hearing, the CCO must notify the SAB. The CCOs must attempt to address these behaviours with the offender during the interviews.
- 1.3 The CCO must include reference to these behaviours in the report being provided to the SAB (e.g. Pre-Release, Breach, etc). However, if concerns are sufficiently serious that the CCO believes that the SAB will be required to take additional steps to ensure the safety of staff and themselves, the CCO must generate the Parole - information report and email it to sab_secretariat@act.gov.au.
- 1.4 The Parole - information report must include the following:
 - a. offender name, Personal Identification (PID) Number and date of birth
 - b. specific details of what the CCO has witnessed/observed (it is not sufficient to say "aggressive behaviour")
 - c. mitigation strategies implemented by the CCO to work with the offender
 - d. known behavioural trigger points (e.g. the offender made threats to the personal safety of the CCO when he/she was notified of the recommendation provided to the SAB).
- 1.5 On receipt of this information, the SAB may determine to implement mitigation strategies such as holding the hearing via audio-visual link or increasing the presence of custodial staff.

- 1.6 Unless made secure, the information contained in the *Parole - information report* will be made available to the offender in adherence to natural justice principles. As such, the CCO must have discussed the behaviours with the offender as per 1.2 before notifying the SAB.

RELATED DOCUMENTS AND FORMS

- Case Note Policy
- Parole - information report

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01 March 2022

Document details

Criteria	Details
Document title:	<i>SAB security and alert notification Community Instruction 2022</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	March 2022	First Issued	M Butler