



COMMUNITY INSTRUCTION	Home and Field Visit
COMMUNITY INSTRUCTION NO.	C20.2
SCOPE	Community Corrections

PURPOSE

To provide instructions to Community Corrections staff in respect to how to prepare for and undertake home and field visits.

PROCEDURES

1. General

- 1.1 Home and field visits may be conducted for offenders who are subject to:
 - a. Parole
 - b. Good Behaviour Orders (with supervision)
 - c. Intensive Correction Orders
 - d. Drug and Alcohol Treatment Orders
 - e. A pending application for transfer of an interstate Order to the ACT
- 1.2 Home and field visits must occur in accordance with the Supervision Contact Levels guidelines or Interstate Transfer of Community Based Orders Community Instruction.
- 1.3 Where required, a Team Leader (TL) may approve extensions to, or excuse contacts set out in the guidelines under section 1.2.
- 1.4 A TL may determine that home and field visits are not suitable for a particular residence/offender after consultation with a Community Corrections Officer (CCO).
- 1.5 Any decisions to extend or excuse contacts must be case noted in adherence with the Case Note Policy and provide a specific reason why the extension or excusing was approved.
- 1.6 CCOs must not undertake home and field visits unless they have completed the relevant training or are accompanied by a trained staff member. Staff who have not undertaken relevant training must be briefed in general safety precautions by a trained staff member prior to the visit.

2. Considerations prior to conducting home and field visits

- 2.1 CCOs must use an ACT Government car when undertaking a home or field visit.
- 2.2 If an offender does not consent to a home or visit being undertaken the CCO must attempt to clarify the offender's concerns relating to home and field visits and see if these can be overcome. Dependant on the order type, the CCO may be required to notify the sentencing Court or the Sentence Administration Board, adhering to the Breach Policy, should ongoing non-compliance continue.

- 2.3 CCOs must make reasonable attempts to identify any potential risks before conducting home and field visits. This may include:
 - a. familiarising themselves with the offender and/or the proposed co-resident(s)
 - b. reviewing the offender management system, service documents and criminal history with an emphasis on violent offending, aggressive behaviours, outcomes of previous home visits and potential risks
 - c. requesting information from the Australian Federal Police
 - d. a Google Map search of the area to determine if the residence exists, the location of the residence and its proximity to schools and/or other points of interest.
- 2.4 CCOs must provide a TL or management with a list of scheduled visits prior to their home or field visits. This list should include the following details:
 - a. offender name and address
 - b. the officer's contact number
 - c. estimated arrival times
 - d. estimated order of visits
 - e. any potential risks/issues specific to a particular visit.
- 2.5 CCOs must take their ACT Corrective Services' photo identification with them.
- 2.6 The CCO must ensure that the offender consents before undertaking a field visit at the offender's workplace.
- 2.7 It is preferable for two CCOs to undertake home and field visits. However, in some circumstances an officer may request to undertake a visit by themselves. This must be agreed to, and case noted by the approving TL. To undertake a home visit alone, the TL must ensure:
 - a. The offender is known to the CCO through previous supervision appointments
 - b. The offender's supervision level is Low (0-24 LSIR score) and has no history of violent offences
 - c. If the offender is not present, the offender's co-residents are known to be prosocial
 - d. The CCO verifies that no other persons are present at the residence
 - e. The residence is not in a high-density area
 - f. The offender has no known outlaw motorcycle gang (OMCG) or gang affiliations

3. Safety precautions for home and field visits

- 3.1 The safety of staff is paramount. If any concerns or safety issues arise at any stage when conducting a home or field visit, the visit must be ceased, and a Team Leader contacted when it is safe to do so.
- 3.2 ACT Corrective Services vehicles must be kept stocked with sufficient supplies of Personal Protection Equipment (hand sanitizer, face masks and gloves).
- 3.3 Parking safety:
 - a. valuables, documents, and equipment must be locked in the car out of sight
 - b. the key must always remain with the CCO and the car locked when not attended
 - c. where possible, avoid parking in deserted, poorly lit areas
 - d. park the car in the street in the direction in which intending to leave
 - e. avoid parking in the driveway, others can park you in and therefore block your exit

- f. do not get out of the car immediately, take a good look around and make mental notes about areas that could present a risk
- 3.4 Do not enter the home if:
- a. no one answers the door
 - b. there is evidence of a break-in
 - c. the staff member can hear conflicts/arguments coming from the home
 - d. the person answering the door gives cause for concern
 - e. the person answering the door does not consent to entry.
- 3.5 Before attempting the home or field visit, the CCOs must contact their TL to advise of their arrival at the location and estimated time at the residence.
- 3.6 Before entering the residence, the CCOs must ask the co-resident if any other people are in the home.
- 3.7 When conducting the home visit, the CCO should be aware of any exits and be mindful to not close doors behind them or touch/come into unnecessary contact with objects during visits.
- 3.8 If at any time there is concern for personal safety, the CCOs are to politely end the interview and leave the premises, return to the workplace, and consult the Team Leader.
- 3.9 If asked to leave, the CCOs must immediately leave the residence.
- 3.10 If unexpected visitors arrive, the CCOs must assess the situation and leave where appropriate.
- 3.11 If an emergency or threat develops the CCOs must attempt to remove themselves from the situation and contact emergency services on 000 immediately.

4. Conducting the interview

- 4.1 Home and field visit interviews must be conducted with consideration of case management objectives. This is often an opportunity to meet with significant others and to form a view if they are pro social or not, and the extent to which they might influence the offender. An important objective at home and field visits is to check the offender's progress and to substantiate information that is reported during office interviews.
- 4.2 During the course of the interview, CCOs must consider the residents in attendance and make general observations of the property e.g. any drug paraphernalia in sight.
- 4.3 CCOs must not consume any substances including tea, coffee, water or food during the field visit.
- 4.4 The CCO must complete any forms that were taken in relation to the offender e.g. drug screening forms, written directions or travel passes.
- 4.5 The CCO is to provide a further appointment for the offender before leaving the visit.

5. Departing the residence

- 5.1 After the home or field visit, the CCOs must contact their TL to advise of the completion, any concerns noted, and their next visit where relevant.
- 5.2 Should the CCOs fail to contact their TL within a reasonable timeframe, the TL must attempt to make contact with the CCOs to determine if any follow up action is needed. If this contact fails, consideration must be given to contacting Police on 000.
- 5.3 Upon return to the Community Corrections office, the CCO must case note each home or field visit contact in adherence with the Case Note Policy.

RELATED DOCUMENTS AND FORMS

- Supervision Contact Levels
- Breach Policy
- Case Note Policy
- Interstate Transfer of Community Based Orders Community Instruction

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 ACT Corrective Services
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Document details

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