



COMMUNITY INSTRUCTION	Request for unsupervised interstate travel – Parole
COMMUNITY INSTRUCTION NO.	C26.2
SCOPE	Community Corrections

PURPOSE

To provide instructions to Community Corrections staff on how to process requests for unsupervised interstate travel for parolees. For Parole Orders, any period of absence from the ACT exceeding 24 hours requires prior approval from Community Corrections. This instruction also incorporates the requirements of the *National Operating Procedures: Interstate Transfer of Parole Orders & Parolee Interstate Travel Permits* (National Operating Procedures).

Due to the extra requirements of the National Operating Procedures, Community Corrections Officers (CCOs) must make parolees aware that travel requests must be made two (2) weeks prior to the proposed travel, unless in urgent or extenuating circumstances.

For longer periods of travel, or where supervision is required during the period of travel, regardless of the duration of the period spent outside the ACT, please refer to the *Request for Supervised Interstate Travel – Parole Community Instruction*.

PROCEDURES

1 Receiving a request for travel

- 1.1 If a parolee makes a request for a travel permit, the CCO must advise the parolee that the following information is to be provided:
 - a. dates of the proposed travel
 - b. purpose of the proposed travel
 - c. proposed address (if applicable)
 - d. mode of travel
 - e. booking confirmation for accommodation, flights etc
 - f. contact details of any travel partners, or the contact details of the resident at the proposed address.
- 1.2 The CCO must advise the parolee that:
 - a. the proposed travel plans will need to be verified, and additional verification checks may be required
 - b. once all the verifications and any additional checks have been conducted, the request for travel will be assessed by the Parole Team Leader (TL)
 - c. this process may take up to two weeks, unless there are extenuating reasons for the request to be processed in a shorter time frame (e.g. family medical emergency, attendance to a funeral, etc).
- 1.3 If the request is in relation to a regular occurrence (e.g. a parolee is required to attend a worksite in NSW for two days per week), approval may be sought for a period up to one (1) month. The CCO must specify that the approval to travel only extends to the travel

requirements specified in the original request (i.e. if a parolee has been given approval to travel for work purposes, and wants to travel for purposes outside of this, another permit must be requested for that specific reason).

- 1.4 The CCO may also provide the parolee with the document *Annexure B3 – Offender Information Sheet: Parolee Interstate Travel Permits.*

2 Processing the request for interstate travel

- 2.1 Once the parolee has provided all the required information as per 1.1, the CCO must generate a *Request for Interstate Travel Permit* form through the current supervision order on the offender information management system.
- 2.2 The CCO must undertake collateral checks as necessary and applicable, to ascertain the authenticity of the request, and to identify any risks that the travel may pose. Collateral checks may include, but are not limited to:
- a. the proposed resident, accommodation provider or co-traveller
 - b. significant others or other agencies
 - c. Victim Liaison Officer
 - d. Police Intel
 - e. Child Sex Offender Registry Team (CSORT).
- 2.3 All collateral checks conducted must be case noted in the offender information management system.
- 2.4 The CCO must consider all of the information gathered and complete the “Community Correction Officer Analysis and Recommendation” section of the request form. Consideration must be given to the following, at a minimum:
- a. the parolee’s overall compliance with the Order and its conditions
 - b. the quality of the parolee’s engagement with supervision
 - c. whether the purpose of the travel is pro-social
 - d. whether the proposed travel will negatively impact with the parolee’s engagement with any programs or interventions.
- 2.5 The CCO must also generate the *Annexure B12 - Notification of Unsupervised Travel Permit (B12)* and submit this along with the completed approval request to the Parole TL.
- 2.6 The Parole TL is to review the forms, adding comments to support the rationale. Thoroughly documenting the rationale is particularly important if the request for a travel permit is not approved.
- 2.7 In circumstances where the request is urgent, and the Parole TL is not available to review the request, another TL or senior manager may review and approve/reject the request.

3 Notifying the receiving jurisdiction of the presence of a parolee

- 3.1 If the request for unsupervised interstate travel is approved, the TL must email the completed B12 document to the contact point for the relevant jurisdiction.
- 3.2 Email contact details for Parolee Interstate Travel Permits are as follows
- NSW – sentence.admin@justice.nsw.gov.au
 - NT – paroleadministrator.ntdcs@nt.gov.au
 - QLD – interstatetransfers@dcs.qld.gov.au
 - SA – dcstransferco-ordinator@sa.gov.au

- TAS – community.corrections@justice.tas.gov.au
- VIC – ccsinterstatetransfers@justice.vic.gov.au
- WA – interstatetransfers@correctiveservices.wa.gov.au

- 3.3 Further contact details for interstate jurisdictions can be found in *Annexure B1 - Contact Details List*.
- 3.4 Where possible the B12 must be sent to the receiving jurisdiction one (1) week prior to the parolee's proposed departure date.
- 3.5 It is the responsibility of the receiving jurisdiction to return the B12 to the sending jurisdiction, noting any investigations made, any areas of concern, and any suggestions on how these concerns may be addressed. This information may be used to inform the decision around the issuing of a written direction to the parolee or detail any directions to be complied with during the period of travel.

4 Providing an outcome of the request

- 4.1 If the request for a travel permit is approved, the CCO must complete an *Annexure B13 – Unsupervised Travel Permit (B13)*, adding the necessary details and seeking the required signatures. One (1) copy will be retained by the parolee and a copy must be uploaded into the offender information management system. If the receiving jurisdiction has provided details which warrant the provision of a written direction to accompany the travel permit, the CCO must explain this direction to the parolee and the parolee must sign the direction at the same time as the issuing of the B13.
- 4.2 If the request for a travel permit is not approved, the CCO must advise the parolee of the outcome of the request as soon as practicable. The CCO must communicate the rationale for the decision not to approve the request to the parolee so that they can consider these reasons prior to making any further requests. This interaction must also be case noted as per the *Case Note Policy*.

5 Extensions of unsupervised travel permits

- 5.1 Extensions of unsupervised travel permits may be granted. If a parolee applies for an extension, the CCO must seek approval from the Parole TL (conducting any further collateral checks as required).
- 5.2 If the extension is approved the receiving jurisdiction must be notified as per the steps outlined in section 3 of this document.

6 Travel permits for federal parolees

- 6.1 When a parolee is subject to a federal parole order and a supervised or unsupervised travel permit for a period greater than one (1) month has been approved, the federal Attorney General's Department must be advised by the sending jurisdiction. The contact details are:
- Attorney General's Department
Federal Offenders Unit
Telephone: 02 6250 6606 or 02 6250 6816
Facsimile: 02 6250 5920
 - Email: paroleremissions@ag.gov.au.

RELATED DOCUMENTS AND FORMS

- Request for Interstate Travel Permit
- Annexure B13 – Unsupervised Travel Permit
- Annexure B1 - Contact Details List
- Annexure B12 - Notification of Unsupervised Travel Permit
- National Operating Procedures: Interstate Transfer of Parole Orders & Parolee Interstate Travel Permits
- Case Note Policy

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Document details

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