



COMMUNITY INSTRUCTION	BREACH OFFICER DUTIES
COMMUNITY INSTRUCTION NO.	C14
SCOPE	Community Corrections

## PURPOSE

To provide instructions to a Community Corrections Officer (CCO) undertaking Breach Officer duties. The role of the Breach Officer is to provide the Court with any specifically requested or updated information relating to offenders who have alleged breach reports before the Court.

## PROCEDURES

### 1. Preparation

- 1.1 The Breach Officer must seek future breach hearing dates from the ACT Magistrates Court Registry.
- 1.2 The Breach Officer must obtain the Breach List from ACT Courts and Tribunal (ACTC&T) ICMS Portal a week prior to the listing date to determine which matters are listed.
- 1.3 The Breach Officer must complete the C14 Breach Officer Checklist on the offender management system for each offender listed on the Breach List. This document must include:
  - a. offender name, Personal Identification (PID) number and date of birth
  - b. Order type and details
  - c. breach summary
  - d. any updated information regarding compliance since breach action was initiated.

### 2. Attendance at Breach List mention dates

- 2.1 The Breach Officer must attend the ACT Magistrates Court on the hearing date nominated. They will take with them:
  - a. all completed C14 Breach Officer Checklist documents relevant for the hearing day
  - b. a work laptop.
- 2.2 The Breach Officer must sit at the Bar table adjacent to the representative from the Office of the Director of Public Prosecutions (DPP).
- 2.3 When called upon by the Court to provide advice, the Breach Officer must state their full name, their job title and indicate they are a representative from ACT Corrective Services.
- 2.4 The Breach Officer must respond to any questions asked of them, referring to their notes and/or service records, as required, including any updated information since the submission of the alleged breach.
- 2.5 The Breach Officer is responsible for recording each breach outcome and case noting the details adhering to the Case Notes Policy.

- 2.6 The Breach Officer is responsible for providing a summary of the breach outcomes (via email) and any follow-up action required to the relevant CCO or TL.

#### RELATED DOCUMENTS AND FORMS

- C14 Breach Officer Checklist
- Case Note Policy

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A/g Assistant Commissioner  
ACT Corrective Services  
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#### Document details

Criteria	Details
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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
V2	November 21	Minor amendments	M Steen
V1	May 20	First Issued	T Graham