



OPERATING PROCEDURE	Parole transfer into the ACT
OPERATING PROCEDURE NO.	OR10.1
SCOPE	Offender Reintegration

PURPOSE

To provide instruction to the Sentence Administration Section (SAS) on how to process and register an application for Parole transfer into the ACT.

PROCEDURES

1. Receiving a Parole transfer in application

- 1.1. Following receipt of an application for a Parole order transfer into the ACT via email, a SAS officer must check whether the forms Annexure 4 (A4) '*Offender application and consent form*' and Annexure 5 (A5) '*Department application form Interstate transfer of Parole Order*' have been correctly completed and signed and that the supporting documents required by section 3 of the A5 form have been sent by the transferring jurisdiction.
- 1.2. If the offender who requested the Parole transfer was not previously known to ACT Corrective Services, the SAS officer must first create a profile in CORIS. A SAS officer must create a Corrective Services (CS) episode on CORIS. The officer must open a "Transfer in Parole" Investigation in CORIS and attach the forms A4, A5 and supporting documents to the Investigation.
- 1.3. The SAS officer must create a transfer folder in the client's file located on the G drive. Within the transfer folder the officer must create a supporting document folder and an email folder and must save all relevant documents accordingly. If the offender who requested the Parole transfer was not previously known to ACT Corrective Services, the SAS officer must first create a client file on the G drive.
- 1.4. A SAS officer must allocate a Home Visit Assessment (HVA) to the Parole Unit Team Leader by using the Investigation function in CORIS. The timeframe allocated to complete a HVA is six weeks unless the transfer request is urgent in which case the timeframe is reduced to four weeks. The Parole Unit will also undertake a check for any victim concerns.
- 1.5. The SAS officer must start drafting the Executive Minute located on the G drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 02. Executive Minute current.
- 1.6. When the SAS receives the outcome of the HVA and victim check from the Parole team, The SAS officer must complete the Executive Minute and prepare the pack with the following documents:
 - Executive Minute
 - parole transfer application (forms A4 and A5)

- signed request to register
 - annexure 7 (A7) *Approval Decision Form Interstate transfer of Parole Order*.
- 1.7. The SAS officer must send all the above documents to the SAS Team Leader (TL) for review. The officer must use the email template saved on the G drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 03. Team Leader email.
- 1.8. Following a review, the SAS TL will send the documentation to the Assistant Commissioner Service Improvement and Community Operations, who will agree/disagree or request to discuss further.
- 1.9. Following review of the request to transfer by the Assistant Commissioner Service Improvement and Community Operations, a SAS officer must send the following documents to the ACTCS Commissioner for consideration:
- Executive Minute
 - parole transfer application (forms A4 and A5)
 - signed request to register
 - Annexure A7 – decision form
 - Assistant Commissioner Offender Reintegration transfer recommendation email.

The SAS officer must use the email template saved on the G drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 04. Commissioner EA email.

2. Approval of application to transfer

- 2.1. When the Executive Minute and relevant documents are received by the SAS and if the transfer is approved by the ACTCS Commissioner, a SAS officer must email the Annexure A7 – decision form to the:
- sending jurisdiction
 - SAB Secretariat.

The officer must use the email template located on the G drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 5a Notification of supervision.

The SAS officer must also send the Annexure A7 – decision form to the:

- Parole Unit Team Leader (TL)
- Allocated CCO.

The officer must use the email template located on the G drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 5b Interstate notification of supervision.

- 2.2. The SAS officer must use the 'transfers – escorts' module on CORIS to transfer the offender into ACTCS and allocate the supervision order to the Parole Unit TL in CORIS.

2.3. When the SAS receives confirmation from the Parole Unit that the offender has reported to ACT Corrective Services, a SAS officer must complete the Registration of parole order cover sheet located on the G drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 06. Registration of parole order cover sheet. The SAS officer must add the following information to the Parole Order by using Abode Pro Edit function: 'This parole order is registered in the Australian Capital Territory (ACT) under section 167 of the Crimes (Sentence Administration) Act 2005'.

2.4. The SAS officer must send a copy of the Registration of parole order cover sheet, Executive Minute and of the Parole Order to the SAS TL for review.

The officer must use the email template located on G Drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 6a. Team Leader email.

2.5. Following review, the SAS Team leader must send the following documents to the ACTCS Commissioner for consideration:

- Registration of parole order cover sheet
- Executive Minute
- Parole order.

The officer must use the email template stored on G drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 6b. Commissioner EA email.

2.6. When the SAS receives the signed and registered Parole Order, a SAS officer must complete Annexure A9 'Notice of Registration' saved on G drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 07. Annexure A9 – notice of registration:

The officer must use the email template saved on the G Drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 7a Parole transfer application registered email. SAS Officer must attach a copy of the form A9 and registered parole order to the email template. The email is sent to:

- SAB Secretariat - SAB_Secretariat@act.gov.au
- Victims Register - Victims.Register@act.gov.au
- DPP Sentence Administration Board - Dpp.SentenceAdministrationBoard@act.gov.au
- ACT Intel Corrections (AFP) - ACT-Intel-Corrections@afp.gov.au
- ACTCS Intelligence Unit - ACTCS-Intelligence@act.gov.au
- Parole Unit TL
- sending jurisdiction.

2.7. A SAS officer must prepare the sentence calculation, record an 'Accepted' outcome in the 'Transfer in Parole' Investigation in CORIS, and close the investigation.

3. Refusal of application to transfer

- 3.1. If the application to transfer is refused/declined by the ACTCS Commissioner, a SAS officer must send the Annexure A7 – decision form to Parole Unit TL, SAB Secretariat and sending jurisdiction.

The officer must use the email template saved on G Drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 5c. Annexure A7 declined.

- 3.2 The SAS officer must record a ‘Denied’ outcome in the ‘Transfer in Parole’ Investigation in CORIS and close the investigation.

4. Withdrawal of application to transfer

- 4.1. When the SAS receives a withdrawal of the application to transfer, a SAS officer must send Annexure A10 *‘Withdrawal of Application Interstate transfer of Parole Order’* to the Parole Unit TL and the CCO who undertook the HVA. The officer must use the template email saved on the G drive [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\01. IN](#) in the folder called 08. Parole transfer withdrawal.

- 4.2. The SAS officer must record ‘Cancelled’ in the ‘Transfer in Parole’ Investigation in CORIS and close the investigation.

- 4.3. The SAS officer must close the transfer application on the transfer database and update the transfer sheet on the G drive.

RELATED DOCUMENTS AND FORMS

- Crimes (Sentence Administration) Act 2005
- National Operating Procedures Interstate transfer of Parole Orders & Parolee Interstate Travel Permits
- Parole transfers out of the ACT Operating Procedure
- Case Note Policy

Vanessa Akyol-Quinn
A/Assistant Commissioner Service Improvement and Community Operations
ACT Corrective Services
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Document details

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Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

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