



OPERATING PROCEDURE	Parole transfers out of the ACT
OPERATING PROCEDURE NO.	OR10.2
SCOPE	Offender Reintegration

PURPOSE

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

PROCEDURES

1. Receiving a Parole transfer application

- 1.1. Following receipt of an application for a Parole order transfer out of the ACT via email by the offender's CCO or AMC case manager, an officer from the SAS must check whether the forms Annexure 4 (A4) '*Offender application and consent form Interstate transfer of Parole Order*' and Annexure 5 (A5) '*Department application form Interstate transfer of Parole Order*' have been correctly completed and signed.
- 1.2. The SAS officer must create a transfer folder in the client 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. The SAS officer must open a "Transfer Out Parole" Investigation in CORIS and attach all the relevant documents.
- 1.3. The SAS officer must start drafting the Executive Minute using the template located on the G drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\02. OUT](#) in the folder called 1a. Executive Minute Current and save it in the client's transfer file.
- 1.4. The SAS officer must complete the Executive Minute. They must also prepare a pack with the following documents:
 - Executive Minute
 - parole transfer application (forms A4 and A5).
- 1.5. 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\02. OUT](#) in the folder called 02. Team Leader email.
- 1.6. Following a review, the SAS TL must send the documentation to the Assistant Commissioner Service Improvement and Community Operations who will agree, disagree or request to discuss further.

- 1.7. Following approval of the request to transfer from the Assistant Commissioner Service Improvement and Community Operations the SAS officer must send the following documents to the ACTCS Commissioner:

- Executive Minute
- parole transfer application (forms A4 and A5)
- Divisional Clearance 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\02. OUT](#) in the folder called 03. 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 save the documents in the client's transfer file. The officer must email the application and all the relevant documents to the receiving jurisdiction.

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\02. OUT](#) in the folder called 04. Sending application.

- 2.2. When the receiving jurisdiction approves the transfer application, they will send the Annexure 7 (A7) – *Approval Decision Form Interstate transfer of Parole Order* document to the SAS. A SAS officer must send the Annexure A7 – *Decision Form* to the offender's allocated CCO and AMC case manager and to the 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\02. OUT](#) in the folder called 05. Notification of Supervision.

- 2.3. Once the offender has reported, the receiving jurisdiction will send the SAS a copy of the ACT Parole order stamped and registered. A SAS officer must send a copy of the Registered Parole order 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 Team Leader (TL)
- Allocated CCO
- Allocated AMC Case Manager (if the offender is still in custody).

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\02. OUT](#) in the folder called 06. Parole Order registered out.

- 2.4. The SAS officer must close the supervision order in CORIS and record an 'Accepted' outcome in the "Transfer Out Parole" Investigation in CORIS.
- 2.5. The SAS officer must note the Registration of the Parole Order on the offender calculation sheet saved in the G drive under the sentence calculation folder.

3. Refusal of application to transfer

- 3.1. If the application to transfer is refused/declined by the ACTCS Commissioner or the receiving jurisdiction, a SAS officer must send the Annexure A7 – *Decision Form* to the Parole Unit TL, allocated CCO, allocated AMC Case Manager and SAB Secretariat.

The officer must use the email template saved on G Drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\02. OUT](#) in the folder called 05a. Annexure A7 declined.

- 3.2. The SAS officer must record a 'Denied' outcome in the "Transfer Out Parole" Investigation in CORIS.

4. Departmental withdrawal of application to transfer (SAB refuses Parole)

- 4.1. When the SAS is notified by the SAB Secretariat that the SAB has refused to make a Parole Order, a SAS officer must complete the withdrawal cover sheet which is saved on the G drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\02. OUT\Withdrawal\Departmental withdrawal](#) in the folder called 01. Withdrawal cover sheet.
- 4.2. The SAS officer must complete the Annexure 10 (A10) '*Withdrawal of Application Interstate transfer of Parole Order*' which is saved on the G Drive: [G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\02. OUT\Withdrawal\Departmental withdrawal](#) in the folder called 02. Annexure A10 withdrawal of application and the withdrawal cover sheet. The officer must save the document as a Pdf in the client transfer file and call it "Attachment B".
- 4.3. The SAS officer must save a copy of the signed executive minute as 'Attachment A'.
- 4.4. The SAS officer must send all the above documents to the SAS 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\02. OUT\Withdrawal\Departmental withdrawal](#) in the folder called 03. Team Leader email.
- 4.5. Following a review, the SAS TL will send the documentation to the Assistant Commissioner Offender Reintegration for Divisional Executive Clearance.
- 4.6. Following approval of the withdrawal from the Assistant Commissioner Offender Reintegration, a SAS officer must send the following documents to the ACTCS Commissioner for consideration:
 - withdrawal cover sheet
 - attachments A and B
 - Assistant Commissioner Offender Reintegration transfer withdrawal approval 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\02. OUT\Withdrawal\Departmental withdrawal](#) in the folder called 04. Commissioner EA email.

- 4.7. When the above documents have been returned to the SAS, a SAS officer must save a copy of the signed cover sheet, Annexure 10 and email in the client transfer file.
- 4.8. The SAS officer must send a signed copy of the Annexure 10 to the offender's allocated AMC case manager. 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\02. OUT\Withdrawal\Departmental withdrawal](#) in the folder called 05. SMO email.
- 4.9. The SAS officer must send a signed copy of the Annexure 10 to the receiving jurisdiction. 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\02. OUT\Withdrawal\Departmental withdrawal](#) in the folder called 06 receiving jurisdiction email.
- 4.10. The SAS officer must record a 'Denied' outcome in the "Transfer Out Parole" Investigation in CORIS and update the transfer sheet on the G drive.

5. Offender withdrawal of application to transfer

- 5.1. The offender's allocated AMC Case Manager will email a completed Annexure 10 '*Withdrawal of Application Interstate transfer of Parole Order*' to the SAS.
- 5.2. A SAS officer must save a copy of the form A10 document in the client transfer file on the G drive.
- 5.3. The SAS officer must send an email to the receiving jurisdiction and copy in the SAB Secretariat and the allocated CCO. The officer must email use the template saved on G drive: [G Drive G:\Corrective Services\Sentence Admin Section\Sentence Admin\Transfers\Transfer of parole orders\02. OUT\Withdrawal\Offender withdrawal in the folder called 02. Receiving jurisdiction email.](#)
- 5.4. The SAS officer must close the transfer application on the transfer database and update the transfer sheet on the G drive.
- 5.5. The SAS officer must record a 'Cancelled' in the 'Transfer out Parole' Investigation in CORIS.

RELATED DOCUMENTS AND FORMS

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

Vanessa Akyol-Quinn
 A/Assistant Commissioner Service Improvement and Community Operations
 ACT Corrective Services
 02 August 2023

Document details

Criteria	Details
Document title:	Parole transfers out of the ACT Operating Procedure 2023
Document owner/approver:	Assistant Commissioner Service Improvement and Community Operations, ACT Corrective Services
Date effective:	The day after the approval date
Review date:	3 years after the approval date
Responsible Officer:	Senior Director Offender Reintegration
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V0.1	August 2022	First Issued	E Marin