



<b>COMMUNITY INSTRUCTION</b>	<b>After-hours reporting</b>
<b>COMMUNITY INSTRUCTION NO.</b>	<b>C31.8</b>
<b>SCOPE</b>	<b>Community Corrections</b>

## PURPOSE

After-hours reporting provides staff with a regular time and day to conduct interviews with offenders or accused people who have difficulties attending during regular business hours.

This document provides instructions to Community Corrections staff in relation to the responsibilities and timeframes for after-hours reporting at the Community Corrections office.

## PROCEDURES

### 1. Roster and responsibilities

- 1.1 The Office Manager is responsible for providing an after-hours roster three months in advance. Each rostered occurrence must include a Team Leader (TL) and an Administration Officer.
- 1.2 After-hours reporting is available every Thursday and each occurrence must be overseen by the rostered Team Leader (TL). The rostered TL will also act as a Duty Officer during their after-hours shift.
- 1.3 TLs are responsible for swapping their rostered after-hours reporting days if they are unavailable. This can be done via email and the recipients must include the Director Operations and [ppuallocations@act.gov.au](mailto:ppuallocations@act.gov.au).
- 1.4 Community Corrections staff must provide a list of all offenders scheduled for after-hours reporting and their scheduled appointment times to the rostered TL.
- 1.5 Unless otherwise negotiated with the rostered TL, the staff member who has scheduled an offender for after-hours reporting must remain in the office to interview that offender.

### 2. Timeframes

- 2.1 After-hours reporting commences at 5pm and all after-hours interviews must be concluded by 6:45pm.
- 2.2 The rostered TL must remain in the office until 7pm.
- 2.3 Community Corrections staff may stay at the office until 7pm to complete administrative tasks in relation to after-hours reporting.
- 2.4 Urine collectors will be available for each after-hours occurrence in accordance with the agreed Collection Roster.
- 2.5 Automatic doors are extended on after-hours reporting and are open between 5:00pm and 7:00pm. If the automatic door is still active after 7:00pm the rostered TL must manually lock it using the key held in the key cabinet in the reception office.

### 3. Finishing after-hours reporting

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- 3.1 Prior to concluding after-hours reporting, the rostered TL must check each interview, program and waiting room to ensure all clients have left the building.
- 3.2 The rostered TL must also check that the toilets, both on Level 1 and Ground Floor, are empty and the urine collectors have left the office.

**RELATED DOCUMENTS AND FORMS**

Nil.

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ACT Corrective Services  
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**Document details**

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