



OPERATING PROCEDURE	Transitional Release Staged Approach to Reintegration
OPERATING PROCEDURE NO.	D26.5
SCOPE	Transitional Release

STATEMENT OF PURPOSE

To provide instructions to Case Managers (CM) assigned to detainees approved for transitional release, on how Transitional Release participants are to progress through the program. This staged approach to reintegration aims to support rehabilitation and prepare detainees for return to the community in a supportive and structured way.

PROCEDURES

1. Stage One

- 1.1. As a minimum, Stage One activities must occur in the first four (4) weeks of a detainee being accepted into Transitional Release.

URINALYSIS TESTING

- 1.2. The CM must liaise with the Transitional Release Custodial Officer to arrange weekly urinalysis testing in accordance with the *Drug and Alcohol Testing in Correctional Centres Policy*.

FAMILY VISITS

- 1.3. Family visits (as approved in the Transitional Release Plan) must occur within the Transitional Release Centre (TRC) in line with the *D26.14 Transitional Release Centre Visits Operating Procedure*.

EMPLOYMENT

- 1.4. Detainees are only permitted to undertake employment within AMC (i.e. stores, grounds etc).
- 1.5. The CM must arrange for the detainee to meet with an Offender Reintegration (OR) Employment Officer to discuss their employment goals as part of transitional release.
- 1.6. The OR Employment Officer may direct the detainee to undertake various employment modules that relate to their goals.

INTERVENTIONS

- 1.7. The CM must ensure the detainee engages in interventions that have been identified in the Transitional Release Plan (i.e. counselling, education, programs etc).
- 1.8. The CM may arrange for these interventions to occur within the TRC or out in the community.

EXTERNAL LEAVE

- 1.9. External leaves must not be approved (unless they relate to specific interventions).

CASE MANAGEMENT ENGAGEMENT

- 1.10. The CM must actively engage the detainee in weekly catch ups.
- 1.11. The CM must arrange for a Case Conference to take place to support the Case Plan Review.

- 1.12. The Intelligence Unit must be contacted and invited to either attend the case conference or submit information for consideration relating to the detainee that may impact their progression to the next stage.
- 1.13. The CM must complete the Case Plan review, and include progress notes to support decision-making with regards to stage progression.

PROGRESSION TO STAGE 2:

- 1.14. The Transitional Release Team Leader (TL) must only approve a detainee to progress to Stage 2 once the above sections have been completed, and the detainee consistently displays behaviour that is:
 - a. honest, even when contrary to the detainee's own interests
 - b. positive and supportive to other program participants
 - c. positive to Transitional Release staff (both custodial and non-custodial)
 - d. supportive of a safe and secure living environment that is maintained to a suitable standard.

2. Stage 2

- 2.1. As a minimum, Stage Two activities must occur in the first four (4) weeks of a detainee progressing from Stage One.

URINALYSIS TESTING

- 2.2. The CM must arrange fortnightly urinalysis testing in accordance with the *Drug and Alcohol Testing in Correctional Centres Policy*.

FAMILY VISITS

- 2.3. Family visits (as approved in the Transitional Release Plan) may occur within the TRC in line with the *D26.14 Transitional Release Centre Visits Operating Procedure* or in the community when in the company of an ACTCS staff member with appropriate delegation or a sponsor.
- 2.4. No overnight or weekend visits will be approved.

EMPLOYMENT

- 2.5. Detainees are only permitted to undertake employment within AMC (i.e. stores, grounds etc) or as part of the TRC Work Crew.
- 2.6. The CM must ensure the detainee continues to meet with the OR Employment Officer to discuss their employment goals as part of transitional release.
- 2.7. The OR Employment Officer may direct the detainee to undertake various employment modules that relate to their goals.

INTERVENTIONS

- 2.8. The CM must ensure that the detainee continues to engage in interventions that have been identified in the Transitional Release Plan (i.e. counselling, education, programs etc).
- 2.9. The CM may arrange for these interventions to occur within the TRC or out in the community.

EXTERNAL LEAVE

- 2.10. External leaves may be approved for identified interventions and rehabilitation needs (i.e. banking, housing, religious etc).

- 2.11. External leaves must not be approved for personal needs (i.e. shopping for clothes, haircuts etc).

CASE MANAGEMENT ENGAGEMENT

- 2.12. The CM must actively engage the detainee in weekly catch ups.
- 2.13. The CM must arrange for a Case Conference to take place to support the Case Plan Review.
- 2.14. The Intelligence Unit must be contacted and invited to either attend the case conference or submit information for consideration relating to the detainee that may impact their progression to the next stage.
- 2.15. The CM must complete the Case Plan review, and include progress notes to support decision-making with regards stage progression.

PROGRESSION TO STAGE 3:

- 2.16. The Transitional Release TL must only approve a detainee to progress to Stage 3 once the above sections have been completed, and the detainee consistently displays behaviour that is:
 - a. honest, even when contrary to the detainee's own interests
 - b. positive and supportive to other program participants
 - c. positive to Transitional Release staff (both custodial and non-custodial)
 - d. supportive of a safe and secure living environment that is maintained to a suitable standard.

3. Stage 3

URINALYSIS TESTING

- 3.1. The CM must arrange for urinalysis testing only if they hold reasonable suspicion, or based on an intelligence report, in accordance with the *Drug and Alcohol Testing in Correctional Centres Policy*.

FAMILY VISITS

- 3.2. Family visits (as approved in the Transitional Release Plan) may occur within the TRC in line with the *D26.14 Transitional Release Centre Visits Operating Procedure* or in the community when in the company of an ACTCS staff member with appropriate delegation or a sponsor.
- 3.3. Overnight or weekend visits may be approved.

EMPLOYMENT

- 3.4. Detainees are permitted to undertake employment within AMC (i.e. stores, grounds etc), as part of the TRC Work Crew or with an approved external employer.
- 3.5. The CM must ensure the detainee continues to meet with the OR Employment Officer to discuss their employment goals as part of transitional release and/or to explore potential external employment opportunities.
- 3.6. The Intelligence Unit must be contacted in relation to any external employment opportunities and invited to submit information for consideration relating to the detainee's request.

INTERVENTIONS

- 3.7. The CM must ensure that the detainee continues to engage in interventions that have been identified in the Transitional Release Plan (i.e. counselling, education, programs etc).

- 3.8. The CM may arrange for these interventions to occur within the TRC or out in the community.

EXTERNAL LEAVE

- 3.9. External leave may be approved for identified interventions, rehabilitation needs and personal needs.

CASE MANAGEMENT ENGAGEMENT

- 3.10. The CM must actively engage the detainee in fortnightly catch ups. These catch ups may progress to monthly (as a minimum) after the detainee has been a transitional release participant for six (6) months.
- 3.11. The CM must arrange for a Case Conference when advised by the Transitional Release TL.
- 3.12. The Intelligence Unit must be contacted and invited to either attend the case conference or submit information for consideration relating to the detainee remaining in stage three.
- 3.13. The CM must monitor and update the Case Plan as rehabilitation and reintegration actions are completed.

REMAINING ON STAGE 3:

- 3.14. Detainees will continue to remain at Stage 3 while they continue to successfully engage in the above sections, and consistently display behaviour that is:
- a. honest, even when contrary to the detainee's own interests
 - b. positive and supportive to other program participants
 - c. positive to Transitional Release staff (both custodial and non-custodial)
 - d. supportive of a safe and secure living environment that is maintained to a suitable standard.

4. Delay or Regression between stages

- 4.1. The Transitional Release TL may delay a detainee from progressing to the next stage, or regress them back to an earlier stage, when the detainee has:
- a. been dishonest
 - b. shown disrespectful, intimidating, or aggressive behaviour towards another transitional release participant or any Transitional Release staff
 - c. not proactively engaged in interventions identified in their Transitional Release Plan
 - d. not proactively engaged in employment
 - e. not proactively engaged with their TR CM or in their case plan reviews, or
 - f. not complied with the rules of Transitional release.

5. Information sharing between TRC and the Intelligence Unit

- 5.1. There are opportunities built into the above process to ensure that the Intelligence Unit is able to provide information to the Transitional Release team relating to detainees, and their suitability for leave, progressing to the next stage etc.
- 5.2. It is expected that the Transitional Release TL and Intelligence Unit Team Leader maintain regular communication, and that relevant information is shared as required.

6. Cancellation of TRP Participation

- 6.1. Certain behaviours are entirely unacceptable, and will result in the cancellation of a detainee's participation in Transitional Release.
- 6.2. Accordingly, the Assistant Commissioner Custodial Operations may propose to cancel a detainee's participation in transitional release for the reasons outlined below, including but not limited to:
 - a. failing to return from leave at the specified time without reasonable grounds for the delay
 - b. breaching any of the conditions of the leave permit, without a reasonable explanation
 - c. committing a disciplinary breach (*Discipline Policy*)
 - d. returning a positive result to a test under the *Drug and Alcohol Testing in Correctional Centre Policy*
 - e. being managed under the *Management of At-Risk Detainees Policy*
 - f. there is a change in the circumstances of the detainee, or their sponsor (where applicable)
 - g. posing an unacceptable risk of reoffending
 - h. any risk to the safety of any person, or to security or good order at the AMC
 - i. for any other reason the Assistant Commissioner Custodial Operations or above considers reasonable.
- 6.3. The detainee must be provided with a *D26.F4: Cancellation Notice* within two (2) business days of the decision to propose cancellation. The detainee must be supported by the CM (where required) to provide any response they wish to the proposed cancellation.
- 6.4. If cancelled, the detainee is unable to reapply to participate in Transitional Release for a period of six (6) months.
- 6.5. If the Assistant Commissioner Custodial Operations chooses not to cancel a detainee's participation in Transitional Release, the Transitional Release TL can make the decision to return the detainee to an earlier stage of the Transitional Release program.
- 6.6. Detainees may appeal a decision to cancel their participation in Transitional Release in accordance with the *Detainee Requests and Complaints Policy*.

RELATED DOCUMENTS

- Transitional Release Policy
- Transitional Release Case Planning Operating Procedure 2022
- Transitional Release Case Management Plan Template
- Transitional Release Case Management Supervision and Case Plan Review Operating Procedure 2022



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Document details

Criteria	Details
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Version Control			
Version no.	Date	Description	Author
V1	August-22	First Issued	L Spulak
V2	December-22	Continual Revision	J Papadopoulo