

	<p>Executive or delegate must ensure that a file is maintained recording the results of each claim.</p> <p>Decisions under CSA s319(3) must be undertaken in accordance with the relevant financial delegation. Refer Instrument of Financial and Travel Delegations (Department of Community Safety)</p>
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Hire television sets

The Chief Executive or delegate may require that a prisoner have a television set in the prisoner's cell or room only by a hire arrangement. A prisoner must be advised of this in writing when received into a corrective services facility. The prisoner must acknowledge receiving this advice by signing a copy of the written notification that must include the prisoner's authority for payment of the hire fee from his/her trust account and it must be placed on his/her property file. Refer CSA s314.

Electrical equipment

At the discretion of the Chief Executive or delegate, a prisoner may have electrical items. Refer CSA s 317(2)(b), (3) and (4)

Any electrical item designed to produce heat through an element should not ordinarily be issued to a prisoner because of the high current draw of such equipment and its capacity to overload electrical circuits.

An electrical item that operates from mains supply 240v must be checked and duly certified by an appropriately qualified person as safe to use before being issued to a prisoner, unless used on a circuit with an earth leakage safety system.

The cost of the initial and subsequent certification must be borne by the prisoner. Refer CSA s317(3)

<p>Additional Considerations – Refusal to Allow Electrical Items</p>	<p>Nothing in this Practice Directive or any other procedure related to prisoner property will prohibit the Chief Executive or delegate from making a discretionary decision to refuse to allow any item of electrical equipment or a class of items of electrical equipment to be issued.</p>
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Approved photographs

For the purpose of this Practice Directive, the term photograph is inclusive of pictures or images produced or transmitted by media such as digital cameras, scanners and copiers.

The Chief Executive or delegate may allow a prisoner to possess personal photographs in a corrective services facility (refer CSA s317 and Instrument of Delegation of Chief Executive Powers - Corrective Services Act 2006).

Approved photographs must:

- only depict human subjects who are fully clothed (meaning not unclothed, partially clothed, or wearing underwear or swimwear)
- not depict groups of children in a school, childcare, sporting or organisational context
- only depict children who are directly related to the prisoner and who are not known to be victims of the prisoner; and
- a family relationship (relatedness or connection by blood or marriage or de facto relationship or adoption) must exist between the prisoner and a child/ren depicted in a photograph which must be declared by the parent/guardian of the child/ren.

Program	Type	Interventon Target	Delivery	Provider	Hours Group	QCS Facilitation Hours	Participants	Program Overview
RUSH	General	Psychological	Internal	QCS	40	245	6 through 10	The RUSH program is an Australian Forensic adaption of Dialectical Behaviour Therapy (DBT) that has been found to be effective in reducing stress, depression and anxiety for offenders displaying suicidal, self-harming, and borderline personality characteristics.
Positive Discipline	General	Educational	External (Locally Managed)	Save the Children	13.5	20-30	10	Positive Discipline is a program which develops an approach to parenting which teaches children and guides their behaviour, while respecting their rights to healthy development, protection from violence and participation in their learning. It is based on long term solutions which develop children's own self-discipline. Positive discipline is about teaching non-violence, empathy, self-respect, human rights and respect for others.
Parenting/Playgroups	General	Familial	External (centrally managed)	Save the Children/Playgroups Queensland	2 (Playgroup)	NA	Rolling	Townsville playgroup: Supported playgroups provide opportunities for parents and children to enhance their relationship in a supportive environment, increase their skills and confidence, and to develop valuable social and family support newtworks. Save the Children: Brisbane Women's Correctional Centre (23 two hour sessions with 24 mothers and 28 children and Helena Jones 24 two hour sessions with 6 individual mothers and 6 children.: Save the Children run supported playgroups
Making Choices	General	Procriminal Attitudes	Internal	QCS	100	688	7 through 10	Making Choices Women is a moderate intensity program which targets general offending through Cognitive Behavioural Therapy techniques which targets cognitive, emotional and behavioural skills which is known to reduce future offending in the target population.
Making Choices Maintenance	General	Procriminal Attitudes	Internal	QCS	16-24	140	8 through 12	The Making Choices maintenance program is designed to build on and strengthen offenders cognitive, emotional and behavioural skills linked with living an offence free lifestyle.
Cognitive Self-Change Program	General	Violence	Internal	QCS	120-150	1064	7 through 10	The Cognitive Self-Change Program (CSCP) is a high intensity cognitive-behavioural intervention that aims to reduce violent and general reconviction in high-risk adult offenders whose repetitive use of violence is part of a general pattern of antisocial behaviour and criminality.
Pathways	General	Substance Abuse (High)	Internal	QCS	126	797	7 through 12	Pathways is a High Intensity Substance Abuse Program using Cognitive Behavioural Therapy to change antisocial thinking and behaviour associated with offending and substance abuse. The program target cognitive, emotional and behavioural skills which are known to reduce future offending and substance abuse.
Positive Futures	General	Anger, Alcohol and violence	Internal	QCS	36	245	7 through 12	The Positive Futures Program is a culturally sensitive 'strength based program' targeting family violence and anger and violence, alcohol and drug abuse, power and control, jealousy, trust and fear, family and community and parenting.
Low Intensity Substance	General	Substance Abuse (Low)	External (centrally managed)	ARTIUS	16 through 24	20-30	7 through 14	Low Intensity Substance abuse program based on Cognitive Behavioural Therapy aimed at providing offenders the skills to manage their substance abuse.
Low Intensity Substance	General	Substance Abuse (Low)	External (locally managed) AGCC/SQCC	AGCC/SQCC	16 through 24	20-30	7 through 14	Low Intensity Substance abuse program based on Cognitive Behavioural Therapy aimed at providing offenders the skills to manage their substance abuse.
Turning Point	General	Responsivity	Internal	QCS	15	147	7 through 14	Turning Point is a psychological-educational motivational program targeting barriers and responsivity factors known block offender's future participation of higher intensity programs.
SAMI	General	Substance Abuse Maintenance	Internal	QCS	16 through 24	140	7 through 14	The SAMI is a substance abuse program designed to build on and strengthen offender's cognitive, emotional and behavioural skills linked to substance abuse.
Ending Offending	General	Substance abuse & offending	Internal	QCS	12	50-100	7 through 14	Ending offending is a short cognitive-behavioural program which is designed to met the needs of Aboriginal and Toress Strait Islander offenders drinking and assocaited offending behaviours.
Ending Family Violence	General	Alcohol & domestic violence	Internal	QCS	20	50-100	7 through 14	The Ending Family Violence program is a cognitive and behavioural program targets Aboriginal and Toress Strait Islander offenders who have been convicted of offences related to violence within their family and/or community. A significant focus on the impact of domestic violence, substance abuse and changing ones story 'goal setting and relapse prevention planning'
Sycamore Tree	General	Restorative Justice	External (centrally managed)	Prison Fellowship	15	20-30	6 through 10	The Sycamore Tree Program is a restorative justice program bringing victims of crime and offenders together focusing on the repairing of the damage caused by offending through an understanding of the personal impact of said offending
MDVEIP (DV)	General	Domestic Violence	External (locally managed)	Domestic Violence Prevention Centre	52	N/A	12	The Men's Domestic Violence Education and Interventon program (MDVEIP) uses the Domestic Abuse Intervention Model (Duluth) which prioritises the safety of women and children while helping men stop their use of violence and abuse. The MDVEIP is in collaboration with Queensland Corrective Services and is part of the Gold Coast Domestic Violence Integrated Response, works with men to end their use of violence and abuse in their intimate personal relationships.
Kicking Goals (youth)	General	General Behaviour	External (centrally managed)	Boystown	Nil Set Hours	Nil Set Hours	Individual	Kicking goals targets youthful offenders who have been identified as requiring individual and or group based interventions targeting problem behaviours in general and institutional. The level of service is dependent on need and the 'what works principle'.
Violence Risk Scale (VRS)	General	Assessment	Internal	QCS	2	12	1	The VRS is the assessment tool to identify, quantify and qualify an offender's violence needs as well as areas of intervention and management.
High Intensity Sexual Offending Program	Sexual	Sexual Offending	Internal	QCS	351			All sexual offending Interventions are based on the Cognitive Behavioural Therapy Model of interventions. Sexual offending programs target the cognitive drivers behind sexual offending while providing sexual offenders with the cognitive, emotional and behavioural skills to live an offence free lifestyle. The higher intensity program, although consisting of the same underlying program structure, is longer in duration due to the level of resistance to change and significant drivers to the HISOP cohorts sexual offending.

Program	Type	Interventon Target	Delivery	Provider	Hours Group	QCS Facilitation Hours	Participants	Program Overview
Moderate Intensity Sexual Offending Program	Sexual	Sexual Offending	Internal	QCS	75 through 175	814	7 through 12	All sexual offending Interventions are based on the Cognitive Behavioural Therapy Model of interventions. Sexual offending programs target the cognitive drivers behind sexual offending while providing sexual offenders with the cognitive, emotional and behavioural skills to live an offence free lifestyle.
Getting Started Preparatory Program	Sexual	Preparatory	Internal	QCS	24	175	7 through 12	A motivational program designed to provide offenders and QCS to reduce barriers and responsivity factors know to inhibit further intensive sexual offending programs.
Sexual Offending Maintenance Program	Sexual	Maintenance	Internal	QCS	16-24	166	7 through 12	The sexual offending maintenance program is designed to build on and strengthen offenders cognitive, emotional and behavioural skills linked with living an offence free lifestyle.
Inclusion	Sexual	CI Sexual Offending	Internal	QCS	108	733	7 through 10	The Inclusion Sexual Offending Program is an adapted program for offenders with low cognitive and/or low social/emotional abilities. Although based on a CBT model of change, the Inclusion program use techniques known to increase learning, social functioning and inhibition in this cohort.
Indigenous SOP	Sexual	Aboriginal and Torres Strait Islander Sexual Offending	Internal	QCS	351	1679	7 through 10	The Indigenous sexual offending program is designed to meet the specific and unique cultural needs of Aboriginal and Torres Strait Islander offenders. The basic constructs of CBT exists, yet more narrative in nature targeting the cognitive, emotional and behavioural drivers behind sexual offending.
Static and Stable	Sexual	Assessment	Internal	QCS	2	14.5	1	The Static 99R is the assessment used to estimate the risk of sexual recidivism. The Stable 2007 is a formal assessment which identifies areas of treatment need to inform case formulation and treatment targets for sexual offending interventions.



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Procedure - Transfer of Prisoners

Purpose

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Purpose

To provide for the transfer of a prisoner from one location to another location.

1. General

When transferring within the correctional system, information regarding the transfer of responsibility for the management of a prisoner from one location to another must occur in a timely manner.

The sending facility must-

Procedure Properties

Title: Transfer of Prisoners
Category: Offender Management
Version: 16
Implement Date: 14 November 2011
Application: Custodial Operations
Availability: Public

Authority

- *Child Protection (Offender Reporting) Act 2004*
- *Corrective Services Act 2006*, ss. 68, 71, 153, 201, 205, 265-266, Schedule 1
- *Corrective Services Regulation 2006*, ss. 4, 14-16
- *Criminal Law Amendment Act 1945*
- *Dangerous Prisoners (Sexual Offenders) Act 2003*
- *Health (Drugs and Poisons) Regulation 1996*, ss. 4, 85
- *Mental Health Act 2000*
- *Penalties and Sentences Act 1992*
- *Prisoner (Interstate Transfer) Act 1982*
- *State Penalties Enforcement Act 1999*

Appendices

- Considerations for a Prisoner Transferring to Queensland from Another State
- Considerations for a Prisoner Transferring from Queensland to Another State
- File Model (in-confidence)
- Offender File Content (in-confidence)
- Offender Transfer (Example) Checklist
- Regions within Custodial Operations

Forms

- Acknowledgement Sheet
- Application for Issue of Travel Voucher (in-confidence)
- Facility to Hospital Transfer via QAS
- Form 9 - Order for Transfer of a Prisoner
- Health Transfer - Community
- Health Transfer - Custodial
- Inter-Regional Transfer
- Inter-Regional Transfer Suitability Assessment
- Inter-Regional Transfer Recommendation
- Interstate Transfer Assessment Profile
- Notice to CPOR of Particular Event under CPORA
- Notice of Decision on Transfer Reconsideration
- Notification of Concern
- Offender Risk Needs Inventory - Revised
- Prisoner Medication
- Sentence Management Notification of Medical Appointment
- Transfer Reconsideration Request
- Transfer Summary
- Transfer to a Participating State at Request of Prisoner for Legal Reasons

- a. ensure the currency of the information in the Integrated Offender Management System (IOMS) including dietary requirements;
- b. ensure that the IOMS RecFind database is updated;
- c. ensure that the prisoner photograph on IOMS is current; and
- d. update all offender files (including if applicable, the medical file and psychological assessment file) and send the files to the receiving location within one working day of the transfer.

Refer procedures - Offender Photographs; Offender File Management (in-confidence); appendices - Offender File Content (in-confidence); File Model (in-confidence).

The receiving location must ensure the IOMS file is updated showing the admission of the prisoner and the IOMS RecFind database is updated showing the file has been received.

2. Transfer between corrective services facilities

The authority to transfer a prisoner and all details of the transfer must be documented on IOMS.

Refer Form 9 - Order for Transfer of a Prisoner

A general manager must establish a process that ensures all required activities are completed prior to the transfer of a prisoner.

Refer administrative form - Offender Transfer (Example) Checklist

Before a decision is made to transfer a prisoner from a low to high security correctional centre for medical reasons, unless the nature of the circumstances otherwise require, QCS will receive medical information regarding the prisoners health and treatment needs from Offender Health Services. In providing information to QCS, Offender Health Services will provide or obtain a medical opinion, including consultation with the relevant medical officer, if relevant to the particular health issue.

2.1 Immediate placement considerations

If a prisoner is serving a total period of imprisonment of three years or less and is classified as low security, the offender management team at the reception facility must consider the prisoner for initial placement in a low security facility in accordance with procedures - Admission; Assessment; Planning

A recommendation for transfer must be recorded and the prisoner advised of details of the recommendation. The delegate must record the reasons for a decision.

Refer *Corrective Services Act 2006 (CSA)*, s. 68; Instrument of Limitation of Corrective Services Officers' Powers (in-confidence)

2.2 Reasons for transfer

A prisoner may be transferred in order to-

- a. ensure the prisoner is accommodated according to the assessed risks and needs;
- b. more effectively utilise Agency resources;
- c. provide closer family links through visitor access (refer *Corrective Services Regulation 2006 (CSR)*, s. 4);
- d. provide medical or psychiatric treatment;
- e. assist graduated community access through a low security facility;
- f. effect more appropriate placement in emergent situations;
- g. complete programs;
- h. attend a court, parole board or tribunal; and
- i. manage protection or compatibility issues.

Unless warranted for security reasons, the frequency of transfers should be minimised so the progress of a prisoner's Offender Rehabilitation Plan (ORP) is not impeded.

If a prisoner's security classification allows for transfer to more than one corrective services facility, the identified program requirements of the prisoner and access to visits from family should be taken into consideration.

- Transfer to a Participating State at Request of Prisoner for Welfare Reasons
- Victims Register Enquiry (in-confidence)

Procedures

- Admission
- Admission of offenders to an external Mental Health Facility
- Admission to External Medical Facilities
- Assessment
- At-Risk Management (Self Harm/Suicide)
- Child Protection - Reportable Offenders
- Compliance Management - Community Supervision (in-confidence)
- Confidentiality of Offender Medical Information held by Queensland Health
- Cultural Religious and Lifestyle Food Provision
- Dangerous Prisoners (Sexual Offenders) Act Orders (in-confidence)
- Escort of Offenders (in-confidence)
- Exit
- Incident Reporting
- Offender File Management (in-confidence)
- Offender Photographs
- Parole Orders and Resettlement Leave Program
- Payments to Prisoners on Discharge
- Pharmaceuticals
- Planning
- Prisoner Monies
- Property of Offenders
- Review
- Temporary Travel Interstate/Overseas - All Orders
- Warrants

Standard Operating Procedures

- Maximum Security Orders - Assessment, Approval, and Review
- Maximum Security Units (in-confidence) - Prisoner Management
- Maximum Security Units (in-confidence) - Security Management
- Safety Orders
- Work Program - Work Order Assessment and Approval

Policies

- Instrument of Delegation of Chief Executive Powers - Corrective Services Act 2006 (in-confidence)
- Instrument of Limitation of Corrective Services Officers' Powers (in-confidence)

Ownership: Offender Intervention Services

The transfer of a prisoner subject to a maximum security order must be in accordance with standard operating procedures - Maximum Security Orders - Assessment, Approval, and Review; Maximum Security Units (in-confidence) - Prisoner Management; Maximum Security Units (in-confidence) - Security Management

The transfer of a prisoner subject to a Safety Order must be in accordance with the standard operating procedure - Safety Orders.

2.3 Transfer regions

For the purpose of the implementation of transfers, corrective services facilities are grouped in regions.

Refer appendix - Regions within Custodial Operations.

The transfer of a prisoner between regions should be avoided but may occur as a result of operational needs or may be considered upon request of a prisoner.

Refer administrative form - Inter-Regional Transfer

The administrative form - Inter-Regional Transfer Suitability Assessment must be used when assessing the suitability of a prisoner for inter-region transfer.

A transferring prisoner must be provided with a copy of the administrative form - Inter-Regional Transfer and the prisoner must acknowledge receipt of the form. If the prisoner refuses to acknowledge receipt, a member of the review team must countersign and note the prisoner's refusal.

A copy of the document must be placed in section 2 on the offender file. The prisoner's acknowledgement of receipt of the form must be recorded on the acknowledgement sheet.

Refer procedure - Offender File Management (in-confidence) and administrative form - Acknowledgement Sheet.

2.4 Notice of transfer

If practicable a prisoner must be given notice of a transfer-

- a. within regions, of not less than 24 hours notice; or
- b. between regions-
 - i. if the prisoner is to transfer on an involuntary basis for the purpose of capacity utilisation, refer sections 2.6 and 3.2 of this procedure; or
 - ii. if the prisoner is to transfer voluntarily, no less than 24 hours notice must be given.

Prisoners may transfer in shorter timeframes in instances such as when the safety and security of a facility is compromised, including possible escape, or a prisoner is at risk. In this instance, the general manager or nominee of the sending facility must contact the general manager or nominee of the receiving facility to ensure the receiving facility is in a position to safely and securely accommodate and manage the prisoner, and provide all information and reasoning for the transfer.

If any transfer disputes arise, refer section 2.9 of this procedure.

2.5 Transfer decision

A decision to transfer a prisoner may be taken at any time. A decision to transfer a prisoner from one corrective services facility to another should have regard to, but is not limited to, the following factors-

- a. the prisoner's security classification;
- b. the requirements of CSR s. 4;
- c. the prisoner's personal circumstances;
- d. the prisoner's attitude toward any pending deportation or extradition;
- e. any medical concerns associated with the prisoner;
- f. program availability;
- g. the prisoner's escape rating;
- h. the prisoner's risk to the community; and
- i. any other relevant factor.

The Review Panel considering the prisoner's transfer must discuss with a prisoner, his/her preference for placement. The reasons for this preference must be recorded on IOMS in the Sentence Management Decision Making Record. Written submissions or brief notes of oral submissions must be maintained on IOMS or the offender file. If practicable, a Cultural Liaison Officer should be present when discussing transfer issues relating to an Indigenous prisoner.

In the case of a transfer as a result of a significant event (such as escape related information becoming available or the prisoner is at risk), the prisoner can be moved without convening a Review Panel.

Under exceptional circumstances a prisoner may apply in writing for transfer to another corrective services facility, outside of the review process.

A summary of the information and reasons for a transfer must be recorded in a Sentence Management Decision Making Record in IOMS by the sending facility.

Refer procedure - Assessment

2.6 Inter-region involuntary transfer for capacity utilisation purposes

A prisoner may be transferred on an involuntary basis in order to more effectively utilise Agency resources. Selection of prisoners must be made by a multi-disciplinary team. In the case of Indigenous prisoners, an Aboriginal and Torres Strait Islander Liaison Officer/Counsellor must be included in the team. An Aboriginal and Torres Strait Islander Liaison Officer/Counsellor should consult, if practicable, with Community Elders and Justice Groups within the relevant regions during the selection process to establish a support network for Indigenous prisoners subject to involuntary transfer.

A structured process of selection, notification, information about the receiving facility, appeal, support and transition arrangements (including assessment and management of at-risk status, and family contact) must commence one week prior to physical transfer, unless the transfer is required to maintain the safety and security of the facility or the prisoner as per section 2.4 of this procedure.

A prisoner who is being considered for transfer must be monitored during the one week selection process, to-

- a. ensure the prisoner is receiving adequate support in maintaining family contact, employment etc;
- b. ensure transitional strategies can be adjusted as required; and
- c. enable the identification of at-risk behaviour.

Administrative form - Inter-Regional Transfer Suitability Assessment must be used when assessing a prisoner for inter-region transfer.

A prisoner who is at-risk of self harm or suicide must not be transferred (unless the transfer is required to maintain the safety and security of the facility or the prisoner as per section 2.4 of this procedure), however, if the prisoner is no longer at-risk, a transfer suitability assessment should be completed.

When assessing or reviewing an Aboriginal or Torres Strait Islander prisoner's placement, the requirement that the prisoner be accommodated as close as practicable to their family must be considered, refer CSR s. 4.

A prisoner may request a reconsideration of a decision made in relation to his/her proposed placement (refer section 3.2 of this procedure). In these instances, the transfer must not proceed until the reconsideration process is completed, unless the transfer is required to maintain the safety and security of the facility or the prisoner as per section 2.4 of this procedure.

Placement of prisoners subject to involuntary transfer must be considered at each scheduled and event based review (refer procedure - Review). The review must include assessment of the ongoing impact of dislocation, welfare and support needs and identify opportunities for support should the placement be required to continue.

Subject to availability of beds, prisoners who have been subject to involuntary inter-regional transfer should be offered the opportunity to return to their facility of origin in the month preceding discharge to facilitate community transition arrangements upon release from custody. If the prisoner is assessed as unsuitable to transfer back to their facility of origin, the prisoner's transitional arrangements and the provision of assistance to return to their community must be considered.

Prisoners should be provided the opportunity to pack personal issued property located in their cell prior to the transfer unless operational reasons necessitate a staff member to pack the property.

2.7 Transit/temporary transfer

A temporary transfer occurs when a prisoner is expected to return within 21 days to his/her placement facility upon completion of an activity such as a medical/dental appointment, parole assessment/Parole Board appearance. For example, a prisoner placed at a low security facility who is temporarily transferred to a high security facility should be returned to his/her placement facility upon completion of the temporary transfer.

A temporary transfer should not be for a duration in excess of 21 days. A prisoner whose temporary transfer exceeds 21 days must not be automatically returned to the sending facility. An assessment must be conducted and considered by the chief executive or delegate prior to approval being granted to return to a low security facility. Refer CSA s. 68; Instrument of Delegation of Chief Executive Powers - Corrective Services Act 2006 (in-confidence)

2.8 Medication and medical records

A prisoner who is being transferred or who will be accommodated in another corrective services facility must be provided with enough medication and/or other treatment to last until the prisoner's medication can be reviewed at the receiving facility. Medications and medical aids must accompany a prisoner to ensure continuity of treatments.

If a prisoner is transferred-

- a. between metropolitan corrective services facilities, a minimum of three days medication must accompany the prisoner; or
- b. to low security facilities, and northern facilities, a minimum of fourteen days medication must accompany the prisoner.

If a prisoner is on an infrequently used medication the remainder of the prescription should be forwarded with the prisoner. If this is impracticable then a fortnight's supply should accompany the prisoner to allow time for the receiving facility to obtain a supply of medication and maintain continuity.

When transferring prisoners, the following Queensland Health forms (if relevant) should accompany the medication to allow the prisoner to receive medication when required-

- a. Health Transfer - Custodial;
- b. Health Transfer - Community; and/or
- c. Prisoner Medication.

The health services staff at the receiving facility must be notified of any relevant medical history as soon as possible.

Queensland Health is responsible for prisoner medical records and files and these records should wherever possible move with the prisoner when transferred. However, if the records are unavailable at the time of escort, Queensland Health must make other arrangements to provide them. The escort and transfer of the prisoner will proceed with Queensland Health taking responsibility for the timely and appropriate movement of the medical records.

If a prisoner is transferring to another corrective services facility to attend medical appointments, administrative form - Sentence Management Notification of Medical Appointment must be completed and forwarded to sentence management.

Helana Jones Centre

The corrective services officer escorting the prisoner to Helana Jones Centre must be given a completed administrative form - Health Transfer - Community, which must be given to the Manager, Helana Jones Centre.

Transfers to the AIDS Medical Unit (Brisbane) ("AMU")

If a prisoner attends the AMU for outpatient assessment, the facility medical chart must accompany the prisoner. This assists the visiting doctors when complex antiviral treatment regimes are being instituted. The medical chart must be sealed in an envelope and given to the escorting corrective services officer. It must accompany the prisoner on return to the referring corrective services facility and be given to the health centre staff.

2.9 Approval and dispute arbitrator

All transfers must be approved by the delegate.

The Deputy Commissioner, Custodial Operations or the General Manager, Custodial Operations are the arbitrators for all disputes between general managers of corrective services facilities arising from the proposed transfer of a prisoner.

Refer CSA s. 68; Instrument of Delegation of Chief Executive Powers - Corrective Services Act 2006 (in-confidence) and Instrument of Limitation of Corrective Services Officers' Powers (in-confidence)

2.10 Contact privileges for prisoners

The delegate may allow a prisoner additional personal visits prior to transfer as circumstances permit.

Refer CSA s. 153; Instrument of Delegation of Chief Executive Powers - Corrective Services Act 2006 (in-confidence)

2.11 Prisoners assessed as suitable to transfer to a low security facility

A prisoner convicted of a sexual offence listed in CSA, Schedule 1 who is accommodated in a high security facility must not be transferred to a low security facility, regardless of whether the prisoner is classified low security.

Prisoners who are assessed as suitable to transfer to a low security facility should be encouraged to transfer.

2.12 DPSOA offenders in custody

Any transfer of a prisoner sentenced under the *Dangerous Prisoners (Sexual Offenders) Act 2003* (DPSOA) or a prisoner who is being considered under the DPSOA, must be brought to the attention of the High Risk Offender Management Unit (HROMU). Prior to transfer, notification must be sent to HROMU@dcs.qld.gov.au.

3. Review/Reconsideration of transfer

3.1 Automatic Review of Transfer

When a prisoner is transferred between high security facilities or from a low security facility to a high security facility following a significant event, excluding-

- a. changes to sentencing;
- b. changes to remand matters;
- c. issue of a Maximum Security Order; or
- d. issue of a Safety Order

the receiving facility must review the prisoner's placement and classification *within four weeks* of the transfer (Inter-regional involuntary transfers must receive further periodic reviews, refer to section 2.6 of this procedure). It must be considered whether an event based review is required.

The prisoner must be provided an opportunity to submit any relevant information to the delegate that must be considered as part of the review process.

Refer procedure - Review

Upon completion of the automatic review of a transfer, a prisoner may request that the delegate reconsider the transfer.

3.2 Reconsideration of Transfer

A prisoner may request a reconsideration of a decision made in relation to his/her placement. A request for reconsideration must be made on the administrative form - Transfer Reconsideration Request within seven days after the prisoner is given notice of the decision.

Refer CSA s. 71; Instrument of Delegation of Chief Executive Powers - Corrective Services Act 2006 (in-confidence); Instrument of Limitation of Corrective Services Officers' Powers (in-confidence)

A transfer reconsideration may be requested for reasons that include-

- a. the transfer procedures not being followed;
- b. inappropriate or inaccurate information forming the basis of the transfer recommendation or decision; and

- c. family or special circumstances that have not adequately been taken into consideration.

The reconsideration of the transfer decision must be completed *within a period of 28 days* of receipt of the prisoner's request for reconsideration. Consideration must be given to all material used in the original decision and any additional information provided by the prisoner. The decision must be conveyed to the prisoner on the administrative form - Notice of Decision on Transfer Reconsideration.

An involuntary inter-regional transfer must not proceed until the reconsideration process is complete (refer to section 2.6 of this procedure).

All other involuntary transfers should proceed irrespective of the status of a request for reconsideration. If the transfer decision is cancelled the prisoner must, subject to vacancies, be returned to a corrective services facility-

- a. for an inter-regional transfer-within the sending region *within four weeks*; and
- b. for an intra-regional transfer-to the sending facility *within one week*.

3.3 Transfer summary

The Transfer Summary must be generated from IOMS prior to a prisoner's transfer to ensure that any element of risk requiring the immediate attention of the transporting officer or receiving facility is highlighted and actioned.

The general manager of the sending corrective services facility must ensure-

- a. the transfer summary is completed as close as possible to the time of transfer, and
- b. a copy of the Transfer Summary is attached to a copy of Form 9 - Order for Transfer of a Prisoner and both accompany the prisoner in transit.

3.4 Transport and Escort

A corrective services officer or a police officer must escort a prisoner on transfer.

Refer CSA s. 68(3); and procedure - Escort of Offenders (in-confidence)

All transport details must be entered on IOMS. Escorts must be timed to depart the sending facility and arrive at the receiving facility within a reasonable time frame.

Officers responsible for the transport and escort of a prisoner must check the Transfer Summary accompanying the prisoner and ensure that necessary precautions are taken while the prisoner is in their care. A current intelligence profile must be provided to the escort officers for a prisoner identified as a security risk.

If a break in transit occurs, including an overnight stay, the officers responsible for the transport and escort of a prisoner must bring the Transfer Summary and any intelligence profile for identified risk prisoners to the attention of staff at the transit facility.

3.5 Receiving facility

The officer receiving a prisoner must have regard to the Transfer Summary and immediately notify the general manager of the corrective services facility if immediate attention is required or a referral is necessary. A check of IOMS should be conducted to identify any approved special dietary requirements and this information forwarded to the food services supervisor/manager. There is no requirement for a receiving centre to reassess a prisoner for special dietary needs upon reception.

For prisoners received at a high security facility, a psychologist or registered nurse must interview the prisoner prior to placement in an accommodation unit or cluster. At a minimum the interview must assess the prisoner's individual risk (self harm/suicide) and immediate individual needs. Reference must be made to the prisoners Immediate Risk Needs Assessment (IRNA) for the current episode when completing the assessment. Refer to procedure - At-Risk Management (Self Harm/Suicide).

For prisoners received at a low security facility, a psychologist or registered nurse should conduct the interview and assessment prior to the prisoner's placement. In situations when this may not be facilitated (eg unavailability of a psychologist or registered nurse) the general manager must nominate a staff member to be responsible for completing the interview and assessment.

If a prisoner is received after hours the duty manager, in consultation with a registered nurse, if available, is the initial contact for a prisoner requiring immediate attention.

A prisoner considered to be at-risk must be managed according to procedure - At-Risk Management (Self Harm/Suicide).

All actions undertaken, including referrals generated from the Transfer Summary or interview and assessment of the prisoner at the receiving facility must be recorded on IOMS. If the prisoner is not considered to present with at-risk indicators, the information must be recorded as a case note. If a prisoner is assessed as at-risk, a new Notification of Concern - Initial Assessment - Initial Response Plan (NOC - IA - IRP) must be entered.

A case note may be entered in IOMS by selecting the Offender > File Contents > Offender Management > Case File > Case Notes > Actions > Add New Case Note.

A new NOC - IA - IRP may be entered in IOMS by selecting the Offender > File Contents > Offender Management > Self Harm > Actions > New NOC - IA - IRP.

4. Transfer to a corrective services facility for participation in a work order

Some low security facilities accommodate prisoners who have been granted a work order.

Refer standard operating procedure - Work Program - Work Order Assessment and Approval

5. Transport to health facilities

Refer procedures - Admission to External Medical Facilities; Admission of offenders to an external Mental Health Facility

5.1 Transport to hospital

For hospital admissions, refer procedure - Admission to External Medical Facilities

All emergency medical transfers should be made by Queensland Ambulance Service (QAS) to the hospital. All prisoners requiring QAS transport must have a completed administrative form - Facility to Hospital Transfer via QAS and provide it to the attending QAS officer. A copy of this form must be placed in the prisoner's medical file.

For Maximum Security Unit prisoners, refer standard operating procedures - Maximum Security Units (in-confidence) - Prisoner Management; Maximum Security Units (in-confidence) - Security Management

All seriously ill or injured prisoners must be taken to the local hospital.

Scheduled appointments at external health facilities must be forwarded to the appropriate staff in the facility by health services staff.

For scheduled appointments requiring movement to another facility for temporary accommodation, an administrative form - Sentence Management Notification of Medical Appointment must be completed and forwarded to sentence management.

6. Transfers to court

If a prisoner is transferred to court, corrective services facilities must ensure that sufficient medication and information accompanies the prisoner to enable his/her health needs to be managed (refer Health (Drugs and Poisons) Regulation 1996, ss. 4 (4), 85 and procedure - Pharmaceuticals). Police and Government Medical Officers generally undertake such management.

Unused medication must be returned with the prisoner to the relevant corrective services facility.

6.1 Prisoners attending court in close proximity to their accommodation

A copy of the medication chart, a completed administrative form - Prisoner Medication and two days supply of dispensed medication should accompany prisoners. A brief health summary should be completed and placed in a sealed envelope addressed to the Government Medical Officer.

6.2 Prisoners attending court in other locations

The above section 6.1 is applicable, except that a minimum of five days supply of dispensed medication must accompany prisoners.

7. Transfer from a corrective services facility to community supervision

When a prisoner transfers from a corrective services facility to community supervision, the sending location must-

- a. complete the Transfer Summary in IOMS. All relevant documents must be finalised, including Immediate Risk Needs Assessment (IRNA), Sentence Management Decision Making Record, Rehabilitation Needs Assessment, Offender Risk Needs Inventory - Revised (ORNI-R), Offender Rehabilitation Plan (ORP), and Program reports if applicable. Refer administrative form - Offender Risk Needs Inventory - Revised (ORNI-R);
- b. record the type of order under which the prisoner will be supervised in the community, in IOMS; in the case of a Court ordered parole or a DPSOA supervision order, input details and create the parole/supervision order;
- c. explain the conditions of the order to the prisoner;
- d. ensure the prisoner signs the acknowledgement sheet, acknowledging his/her understanding of the conditions of his/her order;
- e. provide the prisoner with a copy of the order;
- f. check property, trust accounts and valuables against the prisoner's property record and ensure the prisoner acknowledges receipt by signing the acknowledgement sheet;
- g. balance the prisoner's electronic trust account and give remaining funds to the prisoner;
- h. ensure items of property belonging to the corrective services facility and identification cards are returned by the prisoner;
- i. provide assistance with travel and associated costs if appropriate. Travel arrangements should be determined having regard to the prisoner's age, health and physical condition or any other special need;
- j. for reportable prisoners, ensure that the prisoner has been made aware of the reporting obligations under the *Child Protection (Offender Reporting) Act 2004* (CPORA) and advise the Child Protection Offender Registry (Queensland Police Service) of the prisoner's impending discharge.
- k. for prisoners transferred to community supervision via the Drug Court, ensure the prisoner's property including personal identification is returned to the prisoner so they may immediately commence participation in the Drug Court program.

Refer procedures - Admission; Exit; Property of Offenders; Child Protection - Reportable Offenders; Payments to Prisoners on Discharge; Prisoner Monies; Dangerous Prisoners (Sexual Offenders) Act Orders (in-confidence); administrative forms - Acknowledgement Sheet; Application for Issue of Travel Voucher (in-confidence)

When the Transfer Summary is finalised, relevant non-electronic documentation must be placed on the offender file for transfer to the relevant district office.

8. Transfer from community supervision to a corrective services facility

An offender may be transferred from community supervision to a corrective services facility for a number of reasons including-

- a. parole suspension or cancellation;
- b. being remanded in custody; or

- c. sentenced to new offences or sentence activated (ICO/IDRO/Suspended sentence).

Refer procedures - Incident Reporting; Parole Orders and Resettlement Leave Program; Dangerous Prisoners (Sexual Offenders) Act Orders (in-confidence); Warrants; Compliance Management - Community Supervision (in-confidence)

8.1 Upon admission to a corrective services facility

When an offender transfers from community supervision to a custodial facility the prisoner must be assessed according to procedure - Assessment.

The file must be received by the receiving facility *within one working day* of the prisoner transferring. The receiving facility may request the file, if the file-

- a. has not arrived within the specified time; or
- b. is required urgently.

9. Interstate Transfer - welfare reasons

A prisoner may make an application to transfer from Queensland to another state for welfare reasons by completing administrative form Transfer to a Participating State at Request of Prisoner for Welfare Reasons. The completed form is to be forwarded to the sentence management team at the facility. A staff member must then complete administrative form Interstate Transfer Assessment Profile. Both original forms and required attachments are to be forwarded to the State Coordinator Prisoner Transfers.

For factors that must be considered when assessing a transfer request by a prisoner to transfer to another state from Queensland for welfare reasons, refer appendix Considerations for a Prisoner Transferring from Queensland to Another State.

9.1 Interstate Transfer - legal reasons

A prisoner may make an application to transfer from Queensland to another state for legal reasons by completing administrative form Transfer to a Participating State at Request of Prisoner for Legal Reasons. The completed form is to be forwarded to the sentence management team at the facility. A staff member must then complete administrative form Interstate Transfer Assessment Profile. Both original forms and required attachments are to be forwarded to the State Coordinator Prisoner Transfers who will ensure all required information has been completed and then on forward the application to the Attorney-General.

Endorsed by:

MARK RALLINGS

Executive Director, Offender Intervention Services

Approved by:

PETER BOTTOMLEY
Acting Commissioner

Version History

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Custodial Operations Standard Operating Procedure - Induction

Performance Standard

Authority

1. Procedure Requirements
2. Induction Program
3. System Induction
4. Facility Induction
 - 4.1 Development of a local procedure
5. Work Program Inductions
6. Employment Inductions
7. Discharge/Release Dates and Conditions
8. Court Ordered Parole Induction

Performance Standard

Prisoners received into the correctional system or a corrective services facility are informed about obligations, rights, entitlements and opportunities for changing their offending behaviour which enables them to make informed decisions about how they will undertake their sentence or remand period. This is in accordance with-

Safety and Security - Our Principles - *Engagement* 1. Managing prisoners as individuals and 2. Purposeful and active interaction between staff and prisoners

Refer - Safety and Security - Our Principles (in-confidence)

Chief Inspector Healthy Prisons 2007 - Standard 2 *First Days in Custody*

Refer - Healthy Prisons Handbook

Standard Guidelines for Corrections in Australia

Refer - Standard Guidelines for Corrections in Australia revised 2004 - Standard 1 *Custody*

Authority

- *Corrective Services Act 2006*, ss. 7, 11, 27, 212, 213, 265
- Corrective Services Regulation 2006
- *Crimes Act 1914*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*

1. Procedure Requirements

The induction process must be undertaken with integrity and respect for confidentiality and dignity of individual prisoners.

All communication should incorporate a culturally appropriate style and pace appropriate to each prisoner and must ensure that the prisoner is fully informed and involved during all stages of the induction process.

The induction process is focussed on providing comprehensive and accurate information to prisoners (sentenced and remand) about their rights, entitlements and obligations and opportunities to change their behaviour within the corrective

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- *Corrective Services Act 2006*, ss. 7, 11, 27, 212, 213, 265
- Corrective Services Regulation 2006
- *Crimes Act 1914*
- *Information Privacy Act 2009*
- *Right to Information Act 2009*

Appendices and Forms

- Example Induction Checklist
- Court Ordered Parole Reporting Notice
- Offender Privacy Statement
- Prisoner Information Booklet
- Process of Offender Management (in-confidence)

Associated Custodial Operations Standard Operating Procedures

- Employment of Prisoners
- Leave of Absence
- Property of Prisoners
- Protection
- Work Program - Management of Work Camps

Local Procedures

- Brisbane - Induction program
- Capricornia - Induction Program
- Darling Downs - Prisoner Pathways
- Princess Alexandra Hospital Secure Unit - Admission (in-confidence) and Placement
- Lotus Glen - Offender Admission and Induction
- Numinbah - Induction Program
- Palen Creek - Prisoner Induction
- Townsville Men's - Offender Admission and Induction
- Townsville Women's - Offender Admission and Induction
- Woodford - Prisoner Induction Program

QCSA Training Manual

Agency Procedures

- Admission
- Assessment

services system and relating to the specific location of the prisoner.

Refer *Corrective Services Act 2006 (CSA)* s. 11

The induction process is flexible and should be responsive to the needs of prisoners and is to utilise a variety of visual aids and resources to ensure effective transfer and retention of information to prisoners with special needs and incorporate a culturally appropriate style and pace appropriate for each prisoner.

The induction process must commence within two days of a prisoner's initial reception and be completed not more than one week after reception.

2. Induction Program

The general manager of a corrective services facility that is performing a reception function must develop an induction program that includes all relevant information in respect of the correctional system and the corrective services facility.

The general manager of a corrective services facility that is performing a placement function only must develop an induction program that includes all relevant information in respect of the corrective services facility.

The induction program should be presented in a group format whenever possible and must provide sufficient relevant information and be developed and presented by custodial and/or specialist programs staff. Prisoners may participate in the delivery of the induction program.

3. System Induction

At a minimum the corrective services system induction program must include the following areas (* not required for remand prisoners) -

a. Conduct of prisoners -

- i. legislation, QCS policies/procedures and local procedures;
- ii. Prisoner Information Booklet (including appendix - Offender Privacy Statement);
- iii. breaches of discipline (major and minor);
- iv. prison offences; and
- v. safety orders;

b. Communications -

- i. mail (including privileged mail);
- ii. visits;
- iii. telephone calls;
- iv. complaints;
- v. internal complaints (line of communications);
- vi. official visitors;
- vii. Ombudsman; and
- viii. blue letter system;

c. Legal -

- i. legal services;
- ii. bail;
- iii. appeals;
- iv. request to call in outstanding warrants;
- v. freedom of information process;
- vi. judicial review process; and
- vii. sexual harassment;

d. Prisoner Management process*-

- i. assessment;
- ii. planning;
- iii. review;
- iv. exit;

e. Transfer corrective services facility locations in Queensland *

f. Employment-

- i. employment process (refer standard operating procedure - Employment of Prisoners);
- ii. workplace health and safety requirements, refer <http://intranet/content/Staff/WHS/index.shtml>; and
- iii. payments;

g. Educational/vocational training;

- Change of Name by an Offender
- Disclosure of Confidential Information
- Education of Prisoners
- Exit
- Planning
- Programs for Offenders
- Review
- Transfer of Prisoners
- Workplace Health and Safety (In-confidence)

Policies

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h. **Specialist staff/Health System-**

- i. general medical service; and
- ii. specialist services (ie psychiatric, dental);.

- i. **At risk management (self harm/suicide);**
- j. **Sexual assault ;**
- k. **Queensland Corrective Services Drug Strategy;**
- l. **Religion;**
- m. **Benefits of progressing to low custody/work program;**
- n. **Leave of Absence*;**
- o. **Parole Orders and Parole Boards*;**
- p. **Programs*** - prisoners must be notified they may be identified to undertake programs or other services as part of their Offender Rehabilitation Plan (refer procedure - Programs for Offenders);
- q. **Health and Quality Complaints Commission** - prisoners must be advised that they may make a complaint about a health service provided to the Health and Quality Complaints Commission, refer www.hqcc.qld.gov.au for further information; and
- r. **Reintegration Support*** - prisoners must be advised they may be identified to participate in reintegration support programs and/or services (refer procedure - Reintegration Support).

4. Facility Induction

At a minimum the corrective services facility induction program must include the following areas (* not required for remand prisoners)-

- a. facility contact details;
- b. management structure and areas of responsibility of different staff groups;
- c. facility daily routines;
- d. prisoner property;
- e. quantities allowed in facility/cell;
- f. prisoner trust accounts;
- g. buy ups/sales to prisoners (STP);
- h. communication (refer section (3)(b) above)-
 - i. visits;
 - ii. mail;
 - iii. telephone calls;
- i. access to-
 - i. medical services;
 - ii. specialist services;
 - iii. specialist staff and community support services;
 - iv. sentence management and case management;
 - v. Indigenous Liaison Officer;
 - vi. Cultural Liaison Officer;
 - vii. other specific cultural services as required;
 - viii. religious and chaplaincy services;
 - ix. library facilities;
 - x. education programs; and
 - xi. activities/hobbies;
- j. employment / vocational training;
- k. criminogenic programs; and
- l. HIV/AIDS and sexual health information;
- m. Programs* - what programs are available at the facility (eg criminogenic, educational/vocational); and
- n. Reintegration Support* - prisoners must be advised that reintegration support programs and/or services are available at the facility through the Transitions Coordinator (refer procedure - Reintegration Support).

.Each prisoner should have a thorough orientation of the facility including such areas as those designated for smoking, collection of mail, communal rooms, visits area, information/notice boards and prohibited or restricted areas. A corrective services officer should interview each prisoner and reiterate relevant information within one week of the prisoner's admission.

4.1 Development of a local procedure

A general manager of a corrective services facility must develop a local procedure that outlines their facility's induction program. The local procedure will cover requirements listed at sections 3b) and 4 of this standard operating procedure and include the development of a local facility induction handbook.

Local procedures must outline that a copy of the Prisoner Information Booklet (including appendix - Offender Privacy Statement) must be provided to prisoners undertaking a section 3 system induction and a copy of the facility's local induction booklet is provided to prisoners undertaking a section 4 facility induction.

5. Work Program Inductions

Refer standard operating procedure - Work Program - Management of Work Camps

6. Employment Inductions

Refer standard operating procedure - Employment of Prisoners

7. Discharge/Release Dates and Conditions

A prisoner's release/discharge dates and conditions must be checked for accuracy and explained to the prisoner if necessary.

Prisoners should also be advised that they will need to update their contact details upon release with various government agencies including, as relevant, Centrelink, Department of Communities (Housing) and Child Support Agency.

8. Court Ordered Parole Induction

The district manager/supervisor will nominate a probation and parole officer to confirm the prisoner/s due for release to court ordered parole and personally visit the prisoner/s at the facility prior to the prisoner/s release.

Upon visiting the facility the probation and parole officer will-

- a. explain the conditions and consequences of failing to comply with the parole order to the prisoner (refer CSA ss. 200-215);
- b. advise the prisoner that they must seek approval if wanting to travel interstate or overseas or risk the order being suspended (CSA, s. 201(2)(d));
- c. provide a copy of the Court Ordered Parole Order Information Sheet to all prisoners during Induction;
- d. obtain the prisoner's residential address/contact details from sentence management staff and confirm that these details are current with the prisoner;
- e. contact the probation and parole district office/reporting centre to make an appointment (date and time) on the prisoner's behalf for his/her next report; (refer appendix - Probation and Parole District and Reporting Office Locations);
- f. record details of the prisoner's appointment on administrative form - Court Ordered Parole Reporting Notice);
- g. issue (or fax if in phone contact with the prisoner) completed administrative form - Court Ordered Parole Reporting Notice to sentence management staff to include in the prisoner's property issued to them on release; and
- h. fax a copy of the Reporting Notice to the probation and parole district office / reporting centre where the appointment was made for the prisoner.

It is expected a full induction will be completed by the respective District Offices once the prisoner has been released, refer Probation and Parole Guidelines , Community Based Orders and Parole Orders, Admission and Induction Induct as an Offender into a Community Based Order or Parole Order.

Refer procedure - Exit

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Approved by:

MARLENE MORSION
Commissioner

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