The role of staff is to create an environment that maximises behaviour change in order to achieve a safer community.
• Initial arrest and taken into police custody.
• Presented to or attended court.
• Court remands offender into custody.
• Offender transferred into Corrections custody from Police or freedom.
• Offender received into Melbourne Assessment Prison (MAP) or Dame Phyllis Frost Centre (DPFC).
• All offenders inducted and orientated into prison custody.
• Reception Transition Triage conducted on all prisoners to identify immediate transitional needs.
• Returned to court and sentence received. To be served in custody.

# Could include a parole period or a further community corrections order.
• Prisoners initial security rating, sentence plan and prison classification conducted by the Sentence Management Branch.

• Level of Service Inventory (LSI) General risk assessment conducted.

• Serious Violent or Sex Offender (SVoSO) flag placed on prisoners deemed under legislation.

• Prisoner received into classified location.  
  - Allocated to an accommodation unit.  
  - Day of arrival checklist conducted and next of kin details completed.  
  - Induction and orientation process completed.

• Prisoner transferred to their classified location when a suitable placement becomes available.  
  - Prisoner expectations, rules and regulations outlined.  
  - Case worker allocated.  
  - Initial risks and needs reviewed and discussed with prisoner.  
  - Local Plan process discussed.

• Initial Induction CMRC conducted.  
  - General LS/RNR risk assessment conducted on those prisoners rated as medium or high on the LSI and have greater than 6 months to serve.  
  - CMRC conducted confirm the structure of the local plan that addresses the prisoner’s medium to high risks identified through the LS/RNR.  
  - Feedback given to case worker on the Local Plan requirements.

• LS/RNR conducted if identified through LSI  
  - OBP assessment conducted on Serious Violent offenders. Identifies the prisoners required participation and intensity of program.  
  - SOATS assessment conducted on prisoners with short sentences at this stage.  
  - Identifies participation and intensity required.  
  - For those with a longer sentence SOATS assessment conducted 30 months prior to EED.
Case worker to meet with prisoner to develop a local plan that addresses the medium or high LS RNAR identified risks.

For low risk or short term prisoners a local plan is developed that reflects a structured day and transitional needs.

Regular formal meetings between case worker and prisoner to document progress on local plan goals and IMF.

Referrals or outcomes documented on a regular basis.

Case worker conducts local plan review to provide to the CMRC.

Supervisor or Operations Manager to conduct regular review CMRC’s to discuss progress on local plan, address any issues or concerns, reinforce expected behaviours and address any prisoner requests.

Feedback provided to case worker on the local plan.

Prisoner participates in required programs.

Behaviour and participation documented by facilitator.

Prisoner participates in out of cell hour activities (work, education, etc.)

Behaviour and participation documented by facilitator.

Re Group program commences for all prisoners 18 months prior to EED or EDD.
Eligible prisoners identified 12 months prior to earliest release date (parole date) EED.

Prisoner application form, CMRC Report and Satisfactory Behaviour Report required for application submission to the APB.

14 days from being identified as eligible to apply, Parole application CMRC is conducted.

Ensures required programs have been completed or are in progress.

For SVOSO prisoners, CMRC reviews, discusses and reports on prisoner’s behaviour whilst in custody.

Approximately 11 months prior to EED, APB to respond with one of the following outcomes:

- Parole Planning to continue;
- Parole application deferred to a further date;
- Parole Denied.

Transition CMRC conducted after APB outcome of “Parole Planning to continue” is received.

Ensures Local Plan includes transitional goals and strategies.

Confirms transitional needs are being addressed prior to release.

Prisoner referred to Re Link program through Re Group.

Program assists in tailored transitional support through individual or group delivered services.

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Confirms transitional needs are being addressed prior to release.

Straight Release

Re Link commences

Transition CMRC

OR

Re Link commences

Transition CMRC

Straight Release
Those prisoners identified as meeting the Re Link criteria complete the program.

Conducted to ensure all transitional needs have been addressed or are in place 6–8 weeks prior to release.

Location confirms prisoner’s readiness for imminent release.

Required documentation completed for registered sex offenders, parolees or community corrections orders.

Case Conference conducted to ensure those prisoners identified via Re Link meet the criteria for the Re Connect program.

Prisoner released from custody.

Offender participates in post release Re Connect program.

- Re Group, Re Link continues
- Pre Release CMRC
- Discharge procedure
- Re Connect case conference
- Release
- Re Connect participation post release