



Department of Correctional  
Services

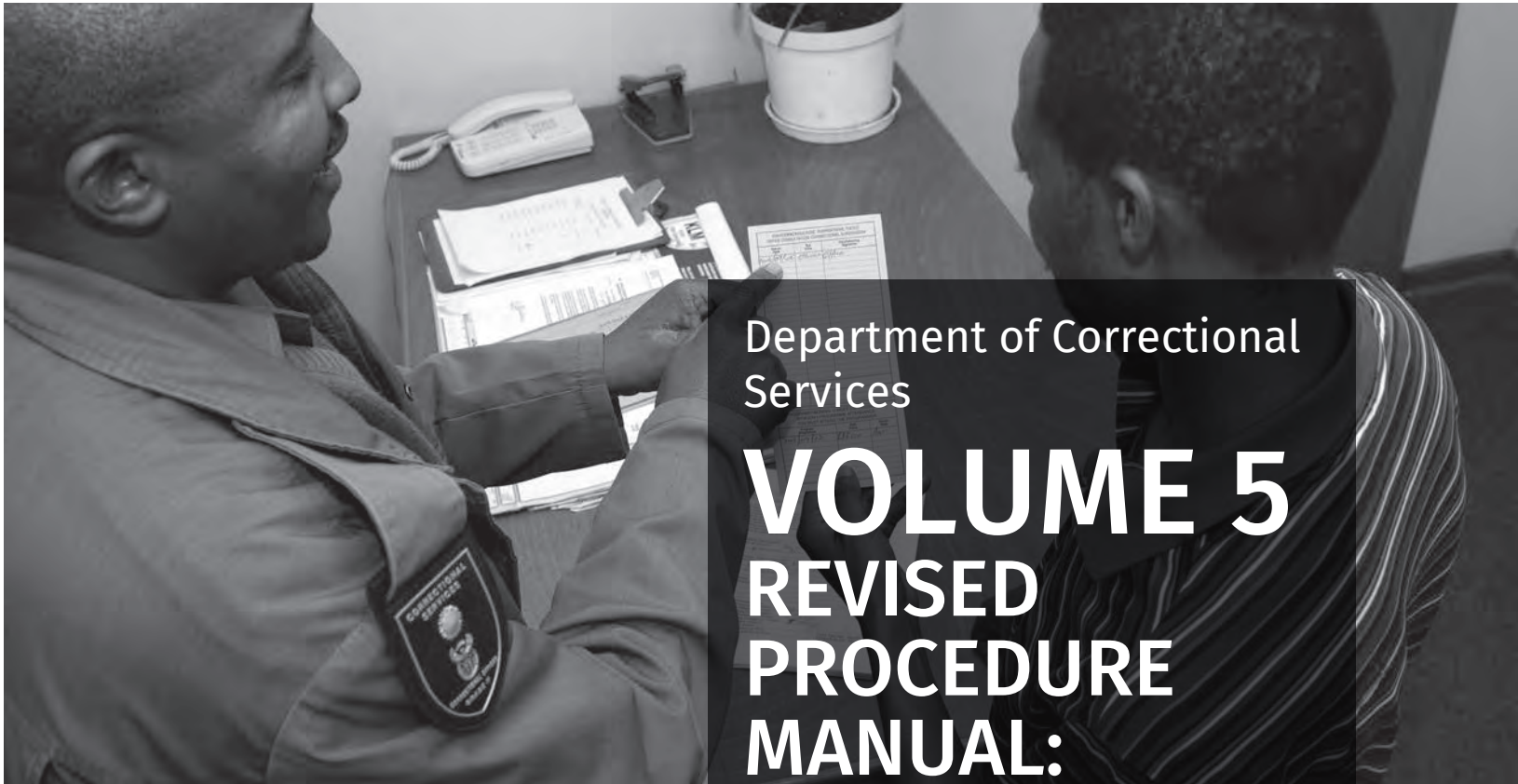
# VOLUME 5

REVISED PROCEDURE  
MANUAL: SUPERVISION  
(UNIT 1-8)



**correctional services**

Department:  
Correctional Services  
**REPUBLIC OF SOUTH AFRICA**



Department of Correctional  
Services

# **VOLUME 5**

## **REVISED PROCEDURE MANUAL: SUPERVISION (UNIT 1-8)**

Branch: Community Corrections







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## A. PURPOSE

These Procedures give effect to the Social Reintegration Policy by unpacking the policy principles and explaining the processes which are highlighted in the policy

## B. SCOPE

These procedures apply to all persons considered for placement into and those already subjected to the Community Corrections system. These procedures will be implemented and recognised on all levels within the Department of Correctional Services. The responsibilities of relevant officials that will participate in the implementation of procedures have been outlined in all levels of management which are:

- Head Office will be responsible for the development of mechanisms to evaluate the efficiency, effectiveness and relevance of the Policy Procedures on operational level and must ensure regular review and alignment of the policy and procedures in line with internal and external policy developments.
- Regional Office will ensure the correct interpretation and implementation of the Policy Procedures, the dissemination of all relevant policy documents and mandates necessary for implementation. The Regional Office will furthermore make inputs on the procedures during the review process.
- Area Management level will be responsible to budget annually for the provision of funds for the coordination, management and administration of the various processes applicable to these procedures.

## C. DEFINITION OF TERMS

**'Absconder'** refers to any probationer or parolee who, while under community corrections changes residence or leaves magisterial district without permission and/or ceases reporting or is otherwise not available for supervision.

**'Agency'** refers to an external organization of individuals or groups which provide a specific service or services.

**'Awaiting Trial Person'** refers to an accused person placed under the supervision of a Probation Officer or a Correctional Official in terms of Section 62(f) of the Criminal Procedure Act (Act 51, 1977)

**'Case File'** contains all documents pertaining to the individual offender/probationer/parolee, e.g. the detail report, orientation information, checklist, admission assessment, comprehensive assessment, risk profile, correctional sentence plan, classification placement, and case notes.

**'Community Corrections'** mean all non-custodial measures and forms of supervision applicable to persons who are subject to such measures and supervision in the community and who are under the control of the Department. For the purpose of this policy, community corrections include activities such as supervision, community-based sanctions and services directed at offenders who have com-

mitted crimes and have been placed under supervision by the Court/Correctional Supervision and Parole Board/Commissioner.

**'Community Service'** refers to unpaid work rendered by probationers and parolees to the benefit of the community.

**'Correctional Supervision'** means a community-based sentence which a person is subjected to in accordance with the Criminal Procedure Act, 1977 (Act 51 of 1977) and the Correctional Services Act, 1998 (Act 111 of 1998).

**'Correctional Sentence Plan'** refers to interventions aimed at addressing the rehabilitation needs of offenders, parolees and probationers.

**'Correctional Sentence Plan Revision Framework'** refers to the review of the implementation of interventions as outlined in the correctional sentence plan of the offender, parolee and probationer.

**'Court Official'** means a correctional official responsible for the compilation of a suitability report to the courts to indicate the suitability of the placement.

**'Integrated Support System'** refers to the rendering of differentiated services (including professional services) to probationers and parolees aimed at reintegrating them into the community by involving other role-players such as CBOs, FBOs, NGOs, and Government Departments.

**'Government Institutions'** must include but are not limited to state agencies, councils and Chapter 9 Organisations as in the Constitution.

**'Head of Community Corrections'** is responsible for the sound administration and management of a community corrections office.

**'Monitoring Agency'** refers to an agency or individual or a group (external service providers) responsible for the management and supervision of parolees and probationers.

**'Offender'** means a parolee or a probationer or person awaiting trial under the system of community corrections.

**'Parolee'** refers to an offender who has been conditionally released from a correctional centre to serve the remainder of his/her sentence in the community subject to supervision and control of the Department of Correctional Services.

**'Probationer'** refers to an offender who has been sentenced to a term of imprisonment but whose prison sentence was converted to correctional supervision as well as those individuals sentenced to correctional supervision directly from court.

**'Reintegration Admission Official'** refers to a correctional official at community corrections responsible for the identification and capturing of personal details of probationers and parolees.

**'Reintegration Case Management Supervisor'** refers to correctional official responsible for the management of cases and allocation of probationers and parolees to monitoring agencies.

**'Supervision Committee'** refers to the committee

responsible for the monitoring and evaluation of the correctional sentence plan.

**‘Reintegration Case Official** also known as the ‘monitoring official’ refers to a correctional official responsible for the monitoring and evaluation of probationers and parolees.

**‘Social Reintegration’** refers to a process of facilitating acceptance and effective readjustment of offenders into the community.

**‘Temporary Correctional Official** refers to a correctional official who is appointed by the Commissioner for monitoring and supervision of probationers and parolees.

**‘Unit Manager’** refers to a correctional official responsible for the overall management of a unit within the community corrections structure.

**‘Volunteer’** refers to a member of community responsible for rendering voluntary services on behalf of the Department

#### D. ACRONYMS

ATP	Awaiting Trial Person
CSP	Correctional Sentence Plan
CSPB	Correctional Supervision and Parole Board
CSPRF	Correctional Sentence Plan Review Framework
DCS	Department of Correctional Services
HCC	Head of Correctional Centre
RCMS	Reintegration Case Management Supervisor
RCO	Reintegration Case Official

#### E. MANDATE

Chapter 2: The Bill of Rights of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)  
Chapter 9 of the White Paper on Corrections SA (2005)

Correctional Services Act, 1998 (Act 111 of 1998) with specific reference (but not limited) to Sections 39, 41, 44, 45, 73, 75, 77, 78, 79, 114, 117 and Chapter 6  
Criminal Procedure Act, 1977 (Act 51 of 1977) with specific reference (but not limited) to Sections:

- Section 62(f)
- Section 276(1)(h)
- Section 276(1)(i)
- Section 276A(3)(a) & (b)
- Section 287(4)(a) & (b)
- Section 290
- Section 296
- Section 297
- Section 300

Additional to the mandates prescribed above, these procedures must be used in conjunction with the relevant:

Delegations of Authority

Policies of the Department of Correctional Services

Procedures / Orders with specific reference (but not limited) to Case Management Committees, Correctional Supervision and Parole Board, Health Care, Social Work and Remand Detainees

#### F. UNIT DESCRIPTION

Unit 1:	General management of community corrections offices
Unit 2:	Pre-Sentence
Unit 3:	Pre-Admission
Unit 4:	Admission at Community Corrections
Unit 5:	Assessment
Unit 6:	Implementation of Correctional Sentence Plan
Unit 7:	Monitoring and evaluation
Unit 8:	Release

#### G. ACKNOWLEDGEMENT

The review and finalisation of the Procedure Manual: Supervision (Volume 5), faced many challenges. In particular, it had to be prepared and delivered during a period where we are faced with cost containment measures and had to come up with innovative ways during the review.

I am grateful for the comments and inputs provided by the different Branches from Head Office as well as those by Regional Commissioners during the consultation process. More importantly is the fact that this mammoth task would not have been successfully completed if it was not for the dedicated assistance of our Regional Coordinators: Social Reintegration and the Community Corrections officials who provided valuable inputs and advise to the Directorate: Supervision. They displayed professionalism, interest and devotion to the work that is deserving of profound gratitude, not only from me, but from the Branch Community Corrections as a whole.



**Veliswa Mvandaba**

Acting Chief Deputy Commissioner: Community Corrections

## UNIT 1: GENERAL MANAGEMENT OF COMMUNITY CORRECTIONS OFFICE

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
The Department shall strive to minimise obstacles to successful reintegration of offenders into the community	<b>1.1 THE PURPOSE OF ESTABLISHING COMMUNITY CORRECTIONS OFFICES</b> The purpose of establishing community corrections offices are amongst others the following: <ul style="list-style-type: none"> <li>to enable offenders to comply with conditions</li> <li>to promote greater community involvement and participation in the management of community corrections. (Standard Minimum Rules 1.2, Section 195 (1)(e) of the Constitution (Act 108 of 1996)</li> <li>to enable efficient guidance, treatment, development and supervision of offenders. (Constitution Section 41(1)(b) &amp; 195(1)(b), CS Act, 1959, Section 2(2)(b), (c) &amp; (e) &amp; Section 3(2)(c) &amp; 50 of the Correctional Services Act, 1998 (Act 111 of 1998)</li> <li>to contribute to maintaining and protecting a just, peaceful and safe society through the enforcing of sentences of the court. Section 2(a) &amp; (c) Correctional Services Act, 1998 (Act 111 of 1998)</li> <li>to facilitate the improvement of service delivery</li> <li>to promote an integrated and efficient Justice System to the South African community</li> <li>to promote confidence in non-custodial measures with the judiciary and communities</li> </ul>	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Re-integration	Weekly
	<b>1.2 ESTABLISHMENT OF COMMUNITY CORRECTIONS OFFICE</b> 1.2.1 Community Corrections offices may be classified as Independent or Part-Time offices					
	<b>1.3 OFFICE CLASSIFICATION</b> <b>1.3.1 Independent Office</b> An independent office must be centrally situated preferably where there is a high offender population. Independent offices must be managed by Heads of Community Corrections resorting directly under an Area Commissioner (on the same management level as Heads of Correctional Centres). The office must have its own distribution code.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Re-integration	Weekly



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	<p><b>1.3.2 Part-Time Office</b> A part-time office must only be established to serve the minority of offenders who cannot be properly served by the independent office because of the distance between their residences and such offices.</p> <p><b>A. Part-time offices must provide for the following:</b></p> <ul style="list-style-type: none"> <li>• Interaction between the offender and Reintegration Case Management Supervisor</li> <li>• Provision for presentation of programmes</li> </ul> <p><b>B. Part-time offices must meet the following criteria:</b></p> <ul style="list-style-type: none"> <li>• Borders must be clearly defined.</li> <li>• Offices must not be rented, and must preferably be located in a government/community facility as arranged, e.g.: <ul style="list-style-type: none"> <li>- Courts</li> <li>- SAPS</li> <li>- Social Development</li> <li>- Local/provincial government, e.g. Municipal offices</li> <li>- Schools</li> <li>- Church offices</li> </ul> </li> <li>• Such an office will only operate for a certain number of hours as per arrangement.</li> <li>• No permanent staff or post establishment.</li> <li>• No admissions or termination of sentences.</li> <li>• Telephone not a prerequisite but preferable if arranged with Manager of facility.</li> <li>• Alternatives for urgent official calls only: <ul style="list-style-type: none"> <li>- Official cellular phone</li> <li>- Official phone cards (Landlines)</li> <li>- Private cellular phone (Claim as per Standing Departmental Procedure)</li> </ul> </li> <li>• A part-time office may also be a mobile office, similar to public libraries and health services.</li> <li>• All part-time offices within the borders of an independent office resort under the Head of Community Corrections of the independent office.</li> </ul>	Head of Community Corrections	Area Commissioner	Annually	Area Coordinator Social Re-integration	Annually
		Head of Community Corrections	Area Commissioner	Annually	Area Coordinator Social Re-integration	Annually



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>C. The Head of Community Corrections must in consultation with the Area Commissioner:</b> <ul style="list-style-type: none"> <li>determine the ideal location of a part-time office to suit offenders</li> <li>verify government/community facilities located in the vicinity with the Department of Public Works' regional office</li> <li>consult with managers of government/community facilities to determine the: <ul style="list-style-type: none"> <li>availability of sufficient part-time accommodation (consultation and programme presentation facilities)</li> <li>approval authority and general requirements</li> <li>period available</li> <li>notice period in respect of termination of agreement to allow for alternative arrangements.</li> </ul> </li> <li>negotiate the utilisation of the office on a part-time basis with the manager of that facility</li> <li>draft an agreement for the signature of the relevant authorities in consultation with the Department of Public Works' regional office.</li> </ul>	Head of Community Corrections	Area Commissioner	Annually	Area Coordinator Social Re-integration	Annually
	<b>1.4 COURT ASSESSMENT OFFICE</b>					
	<b>1.4.1</b> A court assessment office must, as far as possible, be situated at each court to promote the utilisation of non-custodial measures in terms of <ul style="list-style-type: none"> <li>Availability of correctional official for the compilation of suitability reports upon request of the court.</li> <li>Testifying or giving evidence before the court.</li> <li>Marketing of non-custodial measures to magistrates/prosecutors/attorneys. Facilitate the reporting of offenders to community corrections offices.</li> </ul>	Head of Community Corrections	Area Commissioner	Annually	Area Coordinator Social Re-integration	Annually
	<b>1.5 OFFICES ON CORRECTIONAL CENTRE PREMISES</b>					
	The independent/part-time offices must not be located within the premises of correctional centres. However, the location of an independent/part-time office on the correctional premises must be the last resort and must preferably be a temporary arrangement.	Head of Community Corrections / Head of Correctional Centre	Area Commissioner	Quarterly	Area Coordinator Social Re-integration	Quarterly

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	Such offices must be situated outside the perimeter fencing of the correctional centre to: <ul style="list-style-type: none"> <li>• safeguard the security of the correctional centre;</li> <li>• prevent/limit contact with inmates; and</li> <li>• ensure public access.</li> </ul>					
	<b>1.6 DETERMINATION OF OFFICE NEEDS</b>					
	1.6.1 The Area Commissioner or respective Heads of Community Corrections are responsible to initiate and manage the process to determine and review the need for office accommodation (additional/extension/relocation) in conjunction with the Regional Work-Study Official. The Head of Community Corrections must submit a quarterly report to the Area Commissioner regarding the status of facilities.	Head of Community Corrections	Area Commissioner	Quarterly	Regional Commissioner to ensure that office needs are determined	Quarterly
	1.6.2 The Head of Community Corrections/Area Commissioner must register the need to conduct a feasibility study for an office with the Regional Work-Study Official. Such a request must be submitted to the Regional Work-Study Official via the Manager Social Reintegration, Area Coordinator Corrections, Regional Coordinator Social Reintegration, Regional Head of Corrections, Regional Coordinator Facilities and Regional Head of Corporate Services.					
	1.6.3 The Regional Work-Study Official must consult relevant stakeholders to obtain their buy-in on the establishment of offices. These stakeholders include the following: <ul style="list-style-type: none"> <li>• Area Coordinator Corrections</li> <li>• Manager Social Reintegration</li> <li>• Managers of local offices of the departments of Justice, SA Police Services and Social Development</li> <li>• Local Government</li> <li>• Representatives of the majority and minority of the community (Resident Associations, Forums on which Community Corrections Offices are represented, Community Leaders, etc.)</li> <li>• Other interested parties such as labour</li> <li>• NGOs, FBOs, CBOs</li> <li>• Head of community corrections</li> </ul>	Regional Work-Study Official	Area Commissioner	When need arises	Regional Commissioner to ensure that the report is available and co-signed by relevant stakeholders	Annually

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	1.6.4 The outcome of the feasibility study(s) must be co-signed by the Regional Work-Study Official, Regional Coordinator Social Reintegration, Area Commissioner, Area Coordinator Corrections, Manager Social Reintegration, Heads of Community Corrections and other role-players.					
	1.6.5 The Department of Public Works in consultation with the Head of Community Corrections, must ensure that offices comply with the SA National Building Regulations and the Health and Safety Act.					
	1.6.6 The Regional Work-Study Official together with the other role-players must present the findings of the feasibility study to the Area Commissioner to clarify and expedite the application.					
	1.6.7 The Area Commissioner must consider and certify the needs and priorities of offices within the area. After the Area Commissioner has made a decision the applicable role-players must take note of this decision in writing on the application.					
	1.6.8 The decision of the Area Commissioner together with the feasibility study of each office must be submitted for approval to the Regional Commissioner. The copy must be filed on file no 4/1/9 and the Manager Facilities and Security must diarise follow-up for one-month.					
	1.6.9 All applications must be recorded at regional level in the Community Corrections Office Application Register upon receipt as well as submission to Head Office. This register must be used to record and manage the application process.					
	1.6.10 The Regional Head Corrections must assess office requirements in the region in consultation with stakeholders and role-players with due attention to aspects such as the borders of adjacent offices and the priority of establishment/relocation/extension of offices within the region.	Regional Head of Corrections	Regional Commissioner	When need arises	Deputy Regional Commissioner to ensure that office requirements are discussed with stakeholders	Annually
	1.6.11 The Regional Commissioner must consider the application on advice of the Regional Head of Corrections and the Area Commissioner must be notified of the Regional Commissioner's decision in order to initiate planning and budgeting whilst awaiting the Commissioner's decision.					

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	1.6.12 The Regional Coordinator Facilities must register the need for accommodation provisionally with the Department of Public Works.	Regional Coordinator Facilities	Regional Commissioner	When need arises	Deputy Regional Commissioner to ensure that the need for accommodation is registered with the provincial Department of Public Works.	When need arises
	1.6.13 The Director Facilities Planning must follow procedures in accordance with the Policies and Procedures on Rented Office Accommodation.	Director Facilities Planning	Director Facilities Planning	When need arises	Deputy Commissioner Facilities to ensure that the relevant procedures are followed.	When need arises
	1.6.14 The Head Community Corrections must in consultation with the Area Commissioner determine the ideal location for an Independent office and must submit a written application to the Directorate: Information Management (IM) for the creation of a Distribution Code prior to opening of the office.	Head Community Corrections	Area Commissioner	When need arises	Directorate: Information Management	When need arises
	<b>1.7 NEED ANALYSIS</b>					
	The need analysis must include the following actions to review the location of offices and to determine the office need:					
	1.7.1 Determine the current location and borders of independent, part-time and court assessment offices in relation to the concentration of offenders and reflect it on a map.	Head of Community Corrections	Area Commissioner	When need arises	Area Coordinator: Social Reintegration to check the need analysis document	Annually
	1.7.2 Determine the ideal location and borders of independent, part-time and court assessment offices in terms of where the majority of offenders are concentrated and reflect it on a map.					
	1.7.3 Determine the need for additions/relocation/closure/downgrading of offices to serve the majority of the offenders efficiently.					



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	<p>1.7.4 Specify accommodation needs and include the following particulars:</p> <ul style="list-style-type: none"> <li>• Number of offices</li> </ul> <p>Note: Needs for accommodation must also be included for vacant financed posts; and occasional requirements such as therapists / vocationalists / court assessment officials / community reintegration officials who require office space occasionally.</p> <ul style="list-style-type: none"> <li>• Copy of approved post establishment or recommended post establishment</li> <li>• Post designations per office, e.g. 4 x RCMs (Correctional Official/ SCO/ASD)</li> <li>• Auxiliary accommodation, e.g.: <ul style="list-style-type: none"> <li>- Strong rooms/safes for safekeeping of security and other equipment such as fire-arms/warrants/government income</li> <li>- Suitable and secure room for the file server/back-up system/firewall/UPS etc.</li> <li>- Suitable and secure room for temporary detention</li> <li>- Reception with small waiting area for visitors other than offenders</li> </ul> </li> <li>- Admission office with adjacent waiting facility for offenders</li> <li>- Conference/Programme rooms depending on the average number of attendees</li> <li>- Archive</li> <li>- Store rooms with reference to their purpose</li> <li>- Parking bays for government vehicles as well as parking for officials and visitors</li> <li>- Sufficient ablution facilities for both officials and offenders/ victims/community</li> <li>- Kitchen</li> <li>- Tea room /Staffroom</li> <li>- Easy access for persons with disabilities</li> <li>- The estimated market-related cost per square meter within the area.</li> </ul>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>1.8 FEASIBILITY STUDY</b>					
	<p>1.8.1 Economical and easy access for the majority of offenders</p> <ul style="list-style-type: none"> <li>Economical and easy access to the office for the majority of offenders is the first priority. Demarcation of management area boundaries and the concentration of the offender population must be clearly indicated on a map reflecting the boundaries of an office and adjacent offices. The required transportation and cost, including boarding of more than one means of transport en route to the office, must be considered.</li> </ul>	Area Commissioner	Regional Co-ordinator Social Re-integration	Annually	Regional Commissioner	Annually
	<p>1.8.2 Integrated and coordinated service delivery by Justice System</p> <ul style="list-style-type: none"> <li>Offices must preferably be located as close as possible to the local Departments of Justice and Constitutional Development (Courts), SAPS and Social Development to promote an integrated and coordinated Criminal Justice System. The planned relocation of such departments must be ascertained to assist in determining the office location. The location/planned location of the office in relation to the other departments' facilities must be reflected on the above map.</li> </ul>	Head of Community Corrections	Area Commissioner	Annually	Area Co-ordinator Social Re-integration	Annually
	<p>1.8.3 Realistic offender population projections</p> <ul style="list-style-type: none"> <li>The current offender population and realistic projections for the financial years 0, 0 + 1 and 0 + 2 must be reflected. Substantial increases/decreases must be duly substantiated. Projections must be based on the population history during at least the previous two financial years as well as factors which are likely to have a major impact. Example: Major developments such as substantial residential building projects within the borders of the management area, which will lead to an increase in the offender population.</li> </ul>	Head of Community Corrections	Area Commissioner	Annually	Area Co-ordinator Social Re-integration	Annually
	<p>1.8.4 Post establishment</p> <ul style="list-style-type: none"> <li>The approved and financed post establishment as well as projections based on the realistic offender population projections must be reflected.</li> </ul>	Regional Work Study Official/	Area Commissioner	When need arises	Head Community Corrections check that feasibility study report contains relevant & correct information	Annually

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	1.8.5 Transport <ul style="list-style-type: none"> <li>The available community corrections vehicles and projected requirement for the financial years 0 to 0 + 5 must be reflected.</li> </ul>	Area Co-ordinator Auxiliary	Area Commissioner	When need arises	Head Community Corrections check that feasibility study report contains relevant & correct Information	Annually
	1.8.6 Computer equipment <ul style="list-style-type: none"> <li>The available computer equipment and projected requirement for the financial years 0 to 0 + 5 must be reflected. And a maintenance contract should be available to the Head of Community Corrections.</li> </ul>	Regional Co-ordinator Information Management	Area Commissioner	When need arises	Head Community Corrections check that feasibility study report contains relevant & correct Information	Annually
	1.8.7 Office equipment (Including labour saving devices) <ul style="list-style-type: none"> <li>The available office equipment and projected requirement for the financial years 0 to 0 + 5 must be reflected.</li> </ul>	Area Co-ordinator Auxiliary	Area Commissioner	When need arises	Head Community Corrections check that feasibility study report contains relevant & correct Information	Annually

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>1.8.8 Work processes</p> <ul style="list-style-type: none"> <li>All standing arrangements/processes must be reviewed to determine the most economical and efficient processes. The processes to be followed must be reflected, e.g. utilisation of ordinary and registered mail services, depositing of fines/bail, and sharing of other facilities with the Area Commissioner's Office and Correctional Centre(s).</li> </ul>	Head of Community Corrections	Area Commissioner	Quarterly	Head Community Corrections check that feasibility study report contains relevant & correct Information	Annually
	<p>1.8.9 Securing of offices and the safety of officials</p> <ul style="list-style-type: none"> <li>The securing of offices and the safety of officials/offenders/visitors must be properly consulted with the Manager Facilities and Security.</li> </ul>	Head of Community Corrections	Area Commissioner	Quarterly	Manager Facilities and Security to check safety & security report	Annually
	<p>1.8.10 Regular review of office needs</p> <ul style="list-style-type: none"> <li>Regular reviews of offices are essential to ensure compliance with the principles as in section 1.4 of this chapter. The location of independent and part-time offices must therefore be reviewed at least annually.</li> <li>Area Commissioners must review needs and certify annually to Regional Commissioners that needs have been properly reviewed in terms of standing principles and local circumstances such as the following aspects.</li> <li>New needs must be attended to as the need arises.</li> </ul>	Head of Community Corrections	Area Commissioner	Annually	Area Coordinator Social Reintegration to check review report	Annually
	<p>1.8.11 Time frame</p> <ul style="list-style-type: none"> <li>Applications for offices must reach Head Office by June/July to be included in the budget for the financial year 0 + 2. Applications received after July will be included in the budget for the financial year 0 + 3. The application process must therefore be initiated by February to allow the Regional Work-Study Official to plan ahead. The table below illustrates the approximate time frames for the application process.</li> </ul>	Regional Coordinator Facilities	Area Commissioner	When need arises	Area Commissioner to ensure that applications for new offices of community corrections are timeously submitted.	Annually



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p><b>Step 1:</b> Review January</p> <p><b>Step 2:</b> Initiate/Register need with Regional Work-Study Official February</p> <p><b>Step 3:</b> Work-Study conducts Needs Analysis &amp; Feasibility Study March/April</p> <p><b>Step 4:</b> Finalisation at Area Commissioner 1 – 15 May</p> <p><b>Step 5:</b> Finalisation at Regional Commissioner 16 – 31 May</p> <p><b>Step 6:</b> Processing at Head Office and decision by National Commissioner communicated to Regional Commissioners June – October</p> <p><b>Step 7:</b> Processing by Dept of Public Works November – March</p>					
	<b>1.9 PROCUREMENT OF OFFICE ACCOMMODATION</b>					
	<p>1.9.1 After approval by the National Commissioner, the Director Facilities Planning must:</p> <ul style="list-style-type: none"> <li>• submit the approval to the Work-Study component to allocate distribution codes in cooperation with the Dir Financial Planning;</li> <li>• inform the Information Management directorate of the approval for office accommodation for planning purposes.</li> </ul>	<p>Director Facilities Planning /</p> <p>Director Financial Planning /</p> <p>Director Information Management /</p> <p>Director Human Resource</p>	Deputy Commissioner Facilities	Upon approval of accommodation	Deputy Commissioner Facilities to check procurement memorandum	Upon approval of accommodation

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>1.9.2 Rental procurement process</p> <ul style="list-style-type: none"> <li>Rented accommodation is procured on the 0 + 2 principle. If a need is registered in 2008, occupation may only take place in 2010, except if it is financed through reprioritisation.</li> <li>The Director Facilities Planning is responsible to procure rented office accommodation in accordance with the Policies and Procedures on Rented Accommodation. The following information is required to procure rented office accommodation: <ul style="list-style-type: none"> <li>The total number of personnel according to the approved and financed post establishment</li> <li>The post designation and post level of each post</li> <li>The total number of offenders that will be reporting to this office</li> <li>Parking required for departmental vehicles allocated to the office, private vehicles of officials and visitors</li> <li>The preferred location of the office in accordance with the principles on the establishment of offices</li> </ul> </li> </ul>	Director Facilities Planning	Deputy Commissioner Facilities	Upon approval of accommodation	Deputy Commissioner Facilities to check procurement memorandum	Upon approval of accommodation
	<p>1.9.3 Offices within government buildings</p> <ul style="list-style-type: none"> <li>Government buildings must be considered before rented accommodation is considered, provided that the principles on the establishment of offices are not compromised.</li> <li>Some existing buildings might be ideally located and may only require structural alteration/renovation for purposes of community corrections.</li> </ul>	Director Facilities Planning	Deputy Commissioner Facilities	Upon approval of accommodation	Deputy Commissioner Facilities to check procurement memorandum	Upon approval of accommodation
	<p>1.9.4 The attached checklist must be utilised to plan and manage the establishment of an office. It is important to note that the responsibility to budget for all items lies with the relevant operational manager.</p>	Regional Work Study Official/	Area Commissioner	When need arises	Head Community Corrections check that feasibility study report contains relevant & correct information	Annually

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>1:10 SECURITY</b>					
	<p>1:10.1 The safety of officials, offenders, victims, visitors and securing of offices must enjoy a high priority. Heads of Community Corrections Offices and Area Commissioners in conjunction with the Regional Coordinator Security and Manager Facilities and Security must establish appropriate measures to secure offices and promote safety.</p>	Head of Community Corrections	Area Commissioner	When need arises	Manager Facilities and Security to check safety & security report	Annually
	<p>1:10.2 The following aspects, amongst others, must be considered in terms of independent, part-time and court assessment offices:</p> <ul style="list-style-type: none"> <li>• Access control</li> <li>• Alarm system, preferably linked with SAPS, standby official and/or security firm</li> <li>• Security fencing</li> <li>• Security guard (Costs can be shared with other tenants.)</li> <li>• Vehicle security</li> <li>• Security equipment &amp; control thereof</li> <li>• Burglar proofing and security doors</li> <li>• Key control</li> <li>• Holding area: office utilised for detaining purposes</li> <li>• Control over warrants and other documentation</li> <li>• New offices: Measures to be negotiated/included in tender requirements and must preferably be finalised prior to the signing of the lease agreement</li> <li>• Existing offices: Measures to be negotiated with owner in consultation with the Department of Public Works/ Procurement in most economical manner</li> <li>• Bullet-proof jackets for monitoring officials or officials doing monitoring</li> <li>• Safety measures such as CCTV, panic buttons and one-way safety film for windows.</li> </ul>	Head of Community Corrections / Head of Correctional Centre	Area Commissioner	Annually	Area Coordinator Social Re-integration	Annually

## UNIT 2: PRE-SENTENCE

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>2.1 BEFORE SENTENCING</b> Before sentencing, a court may request for a report prepared by a correctional officials to guide the court in its decision on which sentence to hand down. The case is usually adjourned to allow time to prepare such a report.					
	<b>2.2 SUITABILITY REPORT (ANNEXURE “A”)</b> 2.2.1 Where a court finds the accused person guilty of an offence, it may postpone the date for sentencing and request a suitability report from a DCS court official and / or a pre-sentence report from a probation officer. 2.2.2 Such reports are requested by the National Prosecuting Authority (NPA) / Magistrates and / or Prosecutors in writing. 2.2.3 The request (requisition) for a suitability report must be recorded in the suitability report register (B18) with the following headings: The Suitability report Register’s headings must be as follow: a. Number of the offender (numerical from 1 coupled with the year e.g. 1/2007 etc.) b. Surname and Initials c. Case number d. Mas number e. Court f. Who request suitability / pre-sentence report g. Date of requesting suitability / pre-sentence report h. Signature who received suitability report i. Date of sentence / placement under supervision j. Sentence / supervision period k. Date of reporting at the correctional official at the court l. Signature of sentence probationer m. Date of reporting at the community corrections offices n. Signature of the court officials at the court o. Checker p. Controller	Court Official	Head of Community Corrections	Daily	Manager Admission and Release to ensure that the request is recorded in the register	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	2.2.4 The primary purpose of the suitability report is to provide the sentencing court with accurate and relevant information upon which to base its sentencing decision.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release to ensure that the request is recorded in the register	Weekly
	2.2.5 Such reports may be requested in accordance with Sections 276A(1)(a), 276(1)(h), 276(1)(i), 290(1)(a), 290(3) & 297(1)(a)(i)(ccA) of the Criminal Procedure Act, 1977 (Act 51 of 1977) for the following purposes: <ul style="list-style-type: none"> <li>• Imposition of non-custodial sentences</li> <li>• Diversions</li> <li>• Postponement of sentencing</li> <li>• Suspension of sentence</li> </ul>	Court Official	Head of Community Corrections	Daily	Manager Admission and Release to ensure that the request is recorded in the register	Weekly
	2.2.6 The court official must request information such as names, addresses, and contact numbers about the offender, family and the victim(s) from the prosecutor, the defence attorney or the investigating officer with a view to arranging interview with the said person.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release to ensure that contact is initiated with the offender, family and the victim(s) from the prosecutor, the defence attorney or the investigating officer	Weekly
	<b>2.3 COMPILATION OF THE SUITABILITY REPORT</b>					
	2.3.1 The court official must schedule and conduct an interview with the identified person.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release to ensure that the interview is conducted.	Weekly
	2.3.2 The Suitability Report must be completed on the prescribed Template according to the guidelines attached as Annexure “B”.					
	2.3.3 During the interview the court official must record all relevant information obtained from the offender.					
	2.3.4 All information obtained in preparation of the suitability report must be treated as confidential.					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	2.3.5 The court official must keep a record of all contacted sources such as employer(s), family members, relatives, friends, neighbours, etc.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release Ensure that the interview is conducted.	Weekly
	2.3.6 The family and/or friends who are present at the court must also be approached to verify information, independently of the identified person. Identifying particulars of such persons such as identity numbers, relationship, address and telephone numbers must be noted on the office copy of the suitability report, also to help when a person absconds from the system. 2.3.7 Whenever the family/friends of the identified person are present at the court, the court official must make use of the opportunity to orientate them on the process and their potential role as support systems. 2.3.8 Additional references of family and friends must be obtained for purposes of back-up support and tracing of the person should he/she abscond.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release Ensure that the interview is conducted.	Weekly
	2.3.9 Verification must be done by means of telephonic enquiries and a physical visit to the residence(s) and work address (if applicable) of the person in question, either by: a. the correctional official b. an official of the nearest correctional centre or community corrections office c. a probation officer d. a temporary correctional official e. a volunteer f. an official of the nearest South African Police Service Centre g. any other responsible and reliable person / institution. h. all information must be recorded in writing in the report.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release Ensure that the interview is conducted.	Weekly
	2.3.10 The addresses and undertaking for care must be confirmed by a Reintegration Case Official (monitoring official) working at community corrections and may not be older than six (6) months. Annexure “C” Confirmation of address and undertaking for care is attached.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	2.3.11 The identified person must sign acknowledgement of the recommended conditions after these have been explained to him/her by the Court Official. 2.3.12 These conditions must be presented to the court in terms of the provisions of section 52 of the Correctional Services Act, 1998, (Act 111 of 1998).	Court Official	Head of Community Corrections	Daily	Manager Admission and release to ensure that the suitability report is compiled	Weekly
	2.3.13 In the event where such a person refuses to sign for the recommended conditions, it must be indicated that the person is not a suitable candidate for correctional supervision.	Court Official	Head of Community Corrections	Daily	Manager Admission and release to ensure that the suitability report is compiled	Weekly
	2.3.14 Upon completion of the suitability report by the court official, the report must be referred to the Head Community Corrections for quality check.	Court official	Head Community corrections	Daily	Manager Admission and release to ensure that the suitability report is compiled	As required
	2.3.15 The original copy of the suitability report must be forwarded to the prosecutor. 2.3.16 The court official must file a copy until the person is sentenced / not sentenced.	Court Official	Head of Community Corrections	Daily	Manager Admission and release to ensure that the suitability report is compiled	Weekly
	2.3.17 Where a court official is required to present a suitability report before the court, he/she must comply with the court instruction. 2.3.18 If the court official is exempted from testifying in court, he/she must complete a sworn declaration in terms of Section 212(4) (a) of Act 51 CPA of 1977. 2.3.19 The sworn declaration must be attached to the suitability report as prove of evidence. 2.3.20 It must be guarded against influencing the court and expressions / influences, which fall outside the context of the suitability report.	Court Official	Head of Community Corrections	Daily	Manager Admission and release to ensure that the suitability report is compiled	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	2.3.21 No prescription may be set to courts by means of the suitability report with regard to which sentences must be considered / imposed.					
	2.3.22 Only the required facts must be presented to the court. The court will decide on its own whether correctional supervision is an appropriate sentence or not. (The conditions, which should apply if correctional supervision would be imposed, must always be contained in the suitability report, for consideration. Even if the person who submits this report is of the opinion that the accused is not a suitable candidate for correctional supervision, the court may differ with this view, and the conditions which should apply, must therefore, be at the disposal of the court for consideration).					
	2.3.23 Where a correctional official who is in possession of a qualification in behavioural sciences is not available, the Head: Community Corrections/Head of the Correctional Centre must negotiate with the court so that a suitable correctional official may submit a report to the court/prosecutor. Such a correctional official may in any case be summoned as a witness.					
	2.3.24 The format and contents of the report may also be adjusted in accordance with the needs of the court/prosecutor.					
	2.3.25 In the case of the Supreme Court / High Court / Circuit Court, this report must be submitted by a correctional official who is in possession of a qualification in human behavioural sciences.					
	2.3.26 A duplicate form or photocopy of the format concerned may not be used for the drafting of the report. Each report must be original and unique. The report must be typed and free of spelling errors.					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>2.4 SENTENCING BY THE COURT</b>					
	2.4.1 If the court sentences a person to correctional supervision, the court official must submit the copy of the suitability report to the relevant Head of Community Corrections where the sentenced offender will be admitted.	Court Official	Head of Community Corrections	Daily	Manager Admission and release to ensure that the relevant documents are submitted before admission at community corrections office.	Weekly
	2.4.2 If the person is sentenced to a period of imprisonment, the court official must furnish the copy of the suitability report to the Head of Correctional Centre where the sentenced offender will be admitted.  Note: The Head of the Correctional Centre must sign in the register for the suitability report to acknowledge receipt. In case where the person is sentenced and send to another Correctional Centre which is not in the same magisterial district, the court official must forward the information with e-mail / Fax / Speed services / Registered post.	Court official	Head of Correctional Centre	Daily	Manager Admission and release to ensure that the relevant documents are submitted before admission at the correctional centre	Weekly
	2.4.3 Where a court imposes a sentence of correctional supervision after receiving a pre-sentence report from a probation officer, the court official or the delegated official by the Head of Community Corrections must obtain a copy of this report from a probation officer / prosecutor. 2.4.4 The copy of this report must be filed in the offender's case file.	Probation Officer/Court Official	Head of Community Corrections	Daily	Manager Admission and release to ensure that a copy of the suitability report is obtained	Weekly
	<b>2.5 POST SENTENCING</b>					
	2.5.1 After sentencing, the court must instruct the sentenced offender to report at the office of the court official or at the specified Community Corrections Offices of admission. 2.5.2 The court official must record the information of the offender in the suitability report register for statistical and future referrals.	Court Official	Head of Community Corrections	Daily	Manager admission and release to check the court register	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	2.5.3 The court official must complete and issue the Reporting Form (G447), which instructs the offender to report to the community corrections office on a specified date and time. 2.5.4 The offender must acknowledge receipt of the original G447 form by means of his / her signature and thumbprints on the duplicate. An agreement must be reached with the reporting office on the date and time of reporting.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release to check whether G447 form is issued to the offender	Weekly
	2.5.5 Where the community corrections office is situated in the same town / city, the offender must report on the day of the sentence or placement. 2.5.6 If there are valid reasons why the offender cannot report at the community corrections office on the same day, he / she must report on the following working day.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	2.5.7 The court official must forward the following documentation under cover of a document transfer note / notification of admission (see Annexure “D”) to the community corrections office per hand on the same day or the following working day: a. copy of G447 b. copy of suitability report c. original warrant(s) d. sentence annexure [SAP 62, SAP 69(c), sentence remarks] e. address confirmation and undertaking for care f. copy of ID / Passport (if available) g. admission Risk Classification Tool	Court official	Head community corrections	Daily	Manager Admission and Release to check document transfer note	Weekly
	2.5.8 The Reintegration Admission Official must acknowledge receipt of the above-mentioned documents on the duplicate of the note. This note must be filed at the court official's office for record purpose.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	2.5.9 In the case where an offender is referred to a community corrections office outside the area of the sentencing court, the court official must inform the particular Head of Community Corrections in advance and confirm receipt of such communication.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	2.5.10 The court official must make arrangements with regard to forwarding of the original documents to the particular community corrections office for admission purposes preferably per registered overnight mail or courier services.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	2.5.11 Before the documents are posted / couriered, all relevant documentation must be faxed / scanned and e-mailed to the particular community corrections office for admission purposes. This will enable the receiving office to commence with the admission process whilst the original documents are still in transit.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	2.5.12 The receiving office must confirm receipt of documentation and verify that all documents have been received.					
	2.5.13 In the case where all documents have not been received, (except a warrant or a copy thereof), the admission process must continue. This must be reported to the Head Community Corrections and follow-up on the outstanding documents must be made immediately.					
	2.5.14 Documentary proof of faxes, e-mails and courier advices must be filed in 16/1/2/2. The correctional official must make an entry to this effect in the register at the court.	Court Official / Reintegration Case Officer / Case Officer	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	2.5.15 The court official / reintegration case official must make photo copies of all documents in event of loss of any documents. These copies must be filed in file 16/1/2/2 for record purposes.					
	2.5.16 In a case where there is no court official or the court official is not available, arrangements must be made and confirmed in advance with the court to instruct the sentenced offender to report to the identified community corrections office on a specified date and time. The G447 form must be attached to the suitability report by the court official with a request to the court to hand over the G447 form to the sentence offender directly after sentencing.	Court Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>2.6 FORWARDING OF DOCUMENTS TO COMMUNITY CORRECTIONS AFTER SENTENCING</b>					
	<p>2.6.1 A B18 register must be introduced and updated by the court officials to keep record of documentation forwarded to the community corrections office.</p> <p>2.6.2 The particulars of the offender must be entered into the register which is divided as follows:</p> <ul style="list-style-type: none"> <li>a. Surname and initials of the sentenced offender</li> <li>b. Case number</li> <li>c. ID number</li> <li>d. Date of sentence / placement under supervision</li> <li>e. Court particulars</li> <li>f. Crime</li> <li>g. Sentence / supervision period</li> <li>h. Documents (Sentencing warrant, suitability report, confirmation of support and care, SAP 69, etc.)</li> <li>i. Checker</li> </ul>	Head of Community Corrections	Daily	Manager admission and release to submit the court register for checking	Weekly	Head of Community Corrections
	2.6.3 The register must be checked on a weekly basis by the Head of Community Corrections.	Admission Official	Head of Community Corrections	Daily	Manager admission and release to submit the court register for checking	Weekly

### UNIT 3: PRE-ADMISSION

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>3.1 REQUEST FOR CONFIRMATION OF ADDRESS AND UNDERTAKING FOR CARE</b> <i>Section 66 of Correctional Services Act, 1998 (Act 111 Of 1998)</i>					
	3.1.1 When an offender is due for placement, the Head of the Correctional Centre must, at least one (1) month in advance, request the Head of Community Corrections in writing to confirm the address as suitable / not suitable and undertaking for support and care.	Community Reintegration Official	Head of Correctional Centre	Daily	Case Management Committee / Reintegration Case Management Supervisor	Weekly
	3.1.2 In the case where offenders serve shorter sentences (six months and less), an agreement between the Head of Correctional Centre and the Head of Community Corrections must be reached regarding a reasonable turn-around time period to request the confirmation of address and undertaking for care taking into account the geographical location of the community corrections office (urban / semi-rural / rural).					
	3.1.3 In the event where confirmation is requested for purposes of compiling a suitability report upon request from the court, the court official must indicate liaison with the Head of Community Corrections taking into account the date set by the court for submission of the report and sentencing.	Court Official	Head of Community Corrections	As requested	Reintegration Case Management Supervisor	Weekly
	<b>3.2 CONFIRMATION OF ADDRESS AND UNDERTAKING FOR CARE</b>					
	3.2.1 Upon receipt of a request for confirmation of address, support and care from the correctional centre, the Head of Community Corrections or the delegate must instruct the reintegration case official to verify the address and undertaking for care.	Reintegration Case Official (Monitoring official)	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Weekly
	3.2.2 The families / relatives / friends / employer of the offender must be consulted with regard to the address confirmation and undertaking for care.					
	3.2.3 The format to be used for confirmation of address / support and care is attached as Annexure "C".	Reintegration Case Official (Monitoring official)	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	3.2.4 The reintegration case official must: a) visit the family/relatives/friends/employer of offender at the physical location to confirm the existence of the address and to verify the stability factors (e.g. house / shack / owner / tenant, relationship with offender, who is the breadwinner etc.) b) get consent from the owner of the property c) clarify roles and responsibilities of the family / relatives / friends / employer with regard to the undertaking for care d) Procure written undertaking from family/relatives/friends who will take care for the offender and also include the identity number (including Section 114 of the Correctional Services Act, Act 111 of 1998). e) supply the family/relatives/friends of the offender with brochures on release preparation and correctional and / or parole supervision.	Reintegration Case Official (Monitoring official)	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Weekly
	3.2.5 The Head of Community Corrections or the appointed delegate must check the quality and correctness of the information provided by the reintegration case official (monitoring official) and forward it to the Head of the Correctional Centre within 7 working days from receipt of the request taking into account the geographical location of the community corrections office (urban / semi-rural / rural).	Reintegration Case Official	Head of Community Corrections	Daily	Reintegration Case Management Supervisor to check quality and correctness of the information before submitting to the head correctional centre	Weekly
	<b>3.3 ESCORTING OF PROBATIONER / PAROLEE FROM CORRECTIONAL CENTRE TO COMMUNITY CORRECTIONS OFFICE</b>					
	3.3.1 The Head of the Correctional Centre must inform the relevant Head of Community Corrections in writing (Fax / e-mail) about offender(s) who will be placed out on parole / correctional supervision and to be admitted at Community Corrections prior to their release from the correctional centre.	Admission clerk	Head correctional centre	One week before admission	Head case management administration to ensure that the head of community corrections is informed accordingly	Monthly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	3.3.2 The following procedures must be followed before the offender is escorted to the community corrections office:					
	a. The Head of the Correctional Centre must ensure that all offenders are escorted and physically handed over together with the necessary documents to the community corrections office for admission purposes.	Delegated Correctional Official by the Head of the Correctional Centre	Head of Correctional Centre	Daily	Head Case Management Administration to check the release documents	Weekly
	b. These documents include, among others, the following: (i) Original Warrant (ii) G373 Placement warrant (iii) G326 Profile Report with inscription that the offender must be subjected to a Risk Classification Tool to determine level of supervision and the risk of the offender. (iv) G374 Conditions; format for parolees (v) Case file including Correctional sentence plan & Assessment Tool G303B, Social work file, Medical file and Pre-release assessment tool (vi) Confirmation of address and/or undertaking for care not older than six(6) months (vii) Proof of employment (viii) G447 Notice for admission (ix) G348 Transfer notice (x) G371 Certificate of placement on Parole / Release, (xi) Admission Risk Classification Tool	Delegated Correctional Official by the Head of the Correctional Centre	Head of Correctional Centre	Daily	Head Case Management Administration to check the release documents	Weekly
	c. The Head Community Corrections must inform the Head of the Correctional Centre / Community Corrections (in the case of a transfer from another office) immediately if some / all of the abovementioned documents were not received during admission at community corrections.	Admission clerk / Reintegration Admission Official	Head correctional centre / Community Corrections	One week before admission	Head case management administration / Manager Admission and Release	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>d. In the event where all documents have not been received, the admission process must continue and measures be instituted by the Head of the Community Corrections office and / or the Head of the Correctional Centre to facilitate and ensure the availability of any / all documents as speedily as possible.</p> <p>e. Offenders may not be turned away due to incompleteness of documentation.</p>					

#### UNIT 4: ADMISSION AT COMMUNITY CORRECTIONS

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.1 POSITIVE IDENTIFICATION AND ADMISSION OF PERSONS SUBJECT TO COMMUNITY CORRECTIONS</b> <i>Section 55 of Correctional Services Act, 1998 (Act 111 of 1998)</i>					
Offenders shall go through a comprehensive admission process at community corrections.	4.1.1 Upon admission at community corrections, the offender must be positively identified by means of taking and comparing his / her thumbprints on the warrant / court order.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release to verify admission process at community corrections	Weekly
	4.1.2 The Identity Document / Passport (if available) must also be checked and the identification number must be captured on the Community Corrections computerised system.					
	4.1.3 A photocopy of the Identity Document / Passport (if available) must be made and filed on the case file.					
	<b>Note:</b> The Thumbprint on the G447 form (Notice for Admission) must be compared with the thumbprint of the offender in the case where the original documents have not yet been received.					
	4.1.4 The offender must be issued with an identity card (G447A) upon admission and his / her thumbprint(s) must be affixed on the G447A-card.	Reintegration Case Management supervisor	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	4.1.5 The offender's photo (preferably in colour) must be taken and stored on the Community Corrections computerised system (Magic).	Reintegration Case Management supervisor	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	4.1.6 A large and a small photo must be printed and affixed on the G447A-card, the case file and warrant file respectively.					
	4.1.7 All offenders must ideally have an Identity Document to verify the ID number.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.1.8 At community corrections offices where webcams are not available and the offender does not have an identity document or the photo on the identity document is so old that he / she can no longer be recognised on the photo, he / she must be requested to obtain two passport size photos at own cost. One of the photos must be affixed on the G447A-card whilst the second photo will be utilised for identification purposes during monitoring / tracing.	Reintegration Admission Official / Reintegration Case Management supervisor	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	4.1.9 Where an identity document contains a recognisable photo of the offender, a copy of the applicable part of the identity document must be made which can be utilised for monitoring / tracing purposes.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	4.1.10 If the offender does not have an identity document, he/she must be encouraged to apply for an identity document.					
	4.1.11 If an offender does not have an identity document and is not in the position of obtaining two passport photos upon reporting, he/she must be informed, in writing, that identification will always take place by means of taking thumbprints during monitoring until such time that the identification document has been obtained.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	4.1.12 The Reintegration Admission Official must enter the particulars of all offenders (probationers / parolees / awaiting trial persons) in the G347 and G369 registers. 4.1.13 These registers must be checked daily by the Control Official: Admission and Releases and weekly by the Head of Community Corrections.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	4.1.14 A Z20/Z20A file must be opened wherein all documentation is filed (in the case of offenders placed from a correctional centre / transferred from other Community Corrections offices the same institutional file must be maintained). 4.1.15 The subsequent documents must be recorded on the G325 form. 4.1.16 The case file must be submitted to the RCMS responsible for confirmation of the conditions which was set by the placement body (Correctional Supervision and Parole Board, Court or the Commissioner or his / her delegate).	Reintegration Admission Official / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Admission and release / Unit Manager or Manager Case management	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>4.1.17 These conditions must be explained and discussed with the offender and the necessary condition forms must be completed and signed.</p> <p>4.1.18 The case file must be checked by the Control Official: Supervision Services and controlled by the Head of Community Corrections within the first week after admission.</p> <p>4.1.19 The following documents must amongst others be filed in the case file:</p> <ul style="list-style-type: none"> <li>a. G326- Profile report</li> <li>b. Copy of Warrant(s) in case of Sections 62(f), 71, 72(1), 276(1) (h), 290(1)(a) and (3), 297(1)(a)(i)(ccA), (1)(b) and (4) of the Criminal Procedure Act, 1977 (Act 51 of 1977)</li> <li>c. Sentence Plan</li> <li>d. Social work file</li> <li>e. Medical File (If it is provided)</li> <li>f. G374- Condition for parole</li> <li>g. Proof of employment</li> <li>h. Admission Risk Classification Tool</li> <li>i. Assessment Tool</li> <li>j. Suitability Report (if available)</li> <li>k. Detail report</li> </ul>					
	<b>4.2 CONTROL OVER WARRANTS / COURT ORDERS MUST BE DEALT WITH IN TERMS OF</b>					
	<p>4.2.1 Control over warrants / court orders must be dealt with in accordance with applicable procedures.</p> <p>4.2.2 A G327 form must be completed for all warrants.</p> <p>4.2.3 Warrants must be kept separate from case files and preferably be kept in a strong room at the Admission Office.</p>	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release Case Management	Daily
	<p>4.2.4 The Head of Community Corrections must appoint an official for the safe keeping of warrants / court orders.</p> <p>4.2.5 Case files of offenders must be kept separately from warrants.</p> <p>4.2.6 The case files must be kept at the office of Reintegration Case Management Supervisors in steel filing cabinets (in accordance with the Records Management Framework).</p>	Reintegration Admission Official / Reintegration Case Management Supervisor	Head of Community Corrections		Unit Manager / Manager case management Manager Admission and Release / Unit Manager or Manager Case Management	



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>4.2.7 Physical roll call of all active cases as well as all categories of absconders (current, &gt;5 years and archived), must be conducted once a month and be compared with the caseload of that particular day (printed case flow report).</p> <p>4.2.8 The Head of Community Corrections must enter a note to this effect in his / her diary in red ink.</p> <p>4.2.9 The name list must be filed on the 16/1/1 file.</p> <p>4.2.10 Discrepancies must be reported and investigated; where after corrective measures must be taken.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Monthly		
	<p>4.2.11 Commencement, computation and termination of sentences must be managed according to the provisions of Section 39 of the Correctional Services Act, 1998 (Act 111 of 1998).</p> <p>4.2.12 The commencement of sentence starts on the day of the imposition of sentence or otherwise, as ordered by the court, Correctional Supervision and Parole Board or the Commissioner or the delegate.</p>	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and release	Weekly
	<p>4.2.13 In cases where an offender's sentence is converted into correctional supervision or where an offender is placed under correctional supervision or on parole, the following documentation must be furnished to the Head of Community Corrections together with the G447-form(s):</p> <p>(i) Conversion in terms of Section 276(1)(i) / 287(4)(a) of the Criminal Procedure Act, 1977 (Act 51/1977):</p> <ol style="list-style-type: none"> <li>G373 Placement warrant</li> <li>Original sentence warrant</li> <li>G326 Profile report</li> <li>Case file including Correctional sentence plan, social work file, medical file and pre-release assessment document</li> <li>Confirmation of address and / or undertaking for care</li> <li>Proof of employment (where applicable)</li> <li>G447 Notice for reporting / admission</li> <li>G348 Transfer notice</li> <li>Identity photos and / or a copy of identity document.</li> </ol>	Admission clerk (Correctional centre)	Head of correctional centre	Daily	Head case management administration to ensure that the release documents are complete	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>Note: In the case of an offender whose sentence is converted into correctional supervision by the court, the Head of Community Corrections must be informed timeously about the conversion by the court official who must ensure that the necessary documents are available for the purpose of admission at Community Corrections.</p> <p>(ii) Conversion in terms of Section 276A(3) / 287(4)(b) / 286B(4)(b) (ii) of the Criminal Procedure Act, 1977 (Act 51 of 1977):</p> <ol style="list-style-type: none"> <li>Complete case file including Correctional sentence plan, social work file and pre-release assessment document</li> <li>Original warrant(s) of imprisonment</li> <li>Copy of the report to the court a quo</li> <li>Conversion warrant</li> <li>Identity photos</li> <li>Control form of confirmation of addresses</li> <li>Sentence plan</li> <li>Proof of notification of CRC (G373)</li> <li>G374 Stipulation and Conditions for Placement on Parole</li> <li>G447 notice for admission.</li> <li>Admission Risk Classification Tool</li> <li>Assessment Tool</li> <li>G371 Placement Certificate on Parole / Release</li> <li>Medical File (where applicable or available)</li> </ol> <p>(iii) Placement in terms Section 75(1) of the Correctional Services Act, 1998 (Act 111 of 1998):</p> <ol style="list-style-type: none"> <li>G373 Placement warrant</li> <li>Original sentence warrant</li> <li>G326 Profile report</li> <li>Case file including correctional sentence plan, social work file and pre-release assessment tool</li> <li>Confirmation of address and/or undertaking for care</li> <li>Proof of employment</li> <li>G447 Notice for admission</li> </ol>	Admission clerk (Correctional centre)	Head of correctional centre	Daily	Head case management administration to ensure that the release documents are complete	Weekly
		Admission clerk (Correctional centre)	Head of correctional centre	Daily	Head case management administration to ensure that the release documents are complete	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<ul style="list-style-type: none"> <li>h. G348 Transfer notice</li> <li>i. Identity photos (if available).</li> <li>j. Admission Risk Classification Tool</li> <li>k. Assessment Tool</li> <li>l. G371 Placement Certificate on Parole / Release</li> <li>m. G374 Stipulation and Conditions for placement on Parole</li> <li>n. Medical File (where applicable or available)</li> </ul>					
	<p>4.2.14 The Head: Community Corrections / Correctional Centre must ensure that sentence details, date of placement, residential and work address, photo and the date of sentence expiry and a copy of the G373 form have been forwarded to the South African Police Service Criminal Record Centre (SAPSCRC).</p> <p>4.2.15 A copy of the letter to SAPSCRC must be filed in the case file.</p> <p>4.2.16 The Head of Community Corrections must submit a G443 to South African Police Service Criminal Record Centre (SAPSCRC) in respect of all the probationers sentence directly from court to a non-custodial sentences and a copy must be filed on the case file.</p>	Reintegration admission official / Admissions clerk (Correctional Centre)	Head of Community Corrections	Daily	Manager admission and release \ ensure that the forwarding of documents to the South African Police Service Criminal Record Centre (SAPSCRC) is undertaken	Weekly
	<p>4.2.17 If the South African Police Services (SAPS) reports the arrest of a person under the age of eighteen (18) years who is under the supervision of the department, this case must be recorded in the diary / night duty journal of the Head Community Corrections concerned in red.</p>	Reintegration admission official	Head of Community Corrections	Daily	Manager admission and release \ ensure that the forwarding of documents to the South African Police Service Criminal Record Centre (SAPSCRC) is undertaken	Weekly
	<p>4.2.18 The case must be reported telephonically to the nearest office of the Department of Social Development (or the nearest probation officer) on the same day, or in the case of weekend / after hours, on the next working day or as agreed between the respective parties, for disposal. This report must thereafter be followed up and confirmed in writing.</p>	Reintegration admission official / Social Worker	Head of Community Corrections	Daily	Manager admission and release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.2.19 If the probation officer concerned indicates that he / she cannot deal with the case immediately, he / she must issue instructions with regard to how the case must be further dealt with. Verbal instructions must also be followed-up and confirmed in writing.	Reintegration admission official / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager admission and release	Weekly
	4.2.20 In the case where the probation officer cannot be traced / contacted immediately after reporting, the Head of Community Corrections must interview the detained person in order to listen to any complaints / requests, to take remedial steps as far as possible and to make a written report about this to the Department of Social Development. However, all possible efforts must be made to refer the case to the probation officer who will issue an instruction how the case will be dealt with.	Reintegration admission official / Social Worker	Head of Community Corrections	Daily	Manager admission and release	Weekly
	4.2.21 If a person under the age of eighteen (18) years is placed under the supervision of the department by the court / South African Police Service, instead of releasing him / her on bail, the Head of Community Corrections must ensure that such a person is immediately reported to the probation officer in writing.	Reintegration admission official / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager admission and release	Weekly
	4.2.22 In a case where a person under the age of twenty-one (21) years has been found guilty and placed under correctional supervision by the court, such a person must immediately be referred to the social worker at community corrections.	Reintegration admission official	Head of Community Corrections	Daily	Manager admission and release	Weekly
	4.2.23 The Department of Correctional Services retains the supervision function as follows: a. If a person is under the age of sixteen (16) years, he / she stays under supervision until the age of eighteen (18) years b. If the person is above the age of sixteen (16) years but under the age of eighteen (18) years during the order, he/she stays under supervision until the age of twenty-one (21) years.	Reintegration admission official / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager admission and release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	c. If the person is above the age of eighteen (18) years during the order, he/she stays under supervision until the age of twenty-one (21) years. d. Or until a legal order for exemption from supervision is received.					
	<b>4.3 TAKING OF FINGERPRINTS</b>					
	4.3.1 Two (2) sets of fingerprints must be taken in respect of offenders on the SAP 76. One (1) set of fingerprints must be filed in the offender's case file. 4.3.2 The other set must be forwarded to the SAPSCRC. 4.3.3 All efforts must be made to obtain the SAP 69(c) for previous convictions before admission into the system of community corrections.	Reintegration Admission Official / Court Official	Head of Community Corrections	Daily	Manager Admission and Release to ensure that fingerprints are taken in respect of offenders on SAP 76.	Weekly
	4.3.4 The SAP 62-forms are normally not requested from the South African Police Service in respect of probationers. 4.3.5 Where the need for the SAP 62 arises in a specific case, it may be requested in the case of a sentence of longer than twelve (12) months.					
	<b>4.4 CAPTURING OF PERSONAL DETAILS</b>					
	4.4.1 Upon admission, a registration number must be allocated to the offender. 4.4.2 The registration number is consisting of a year, date, followed by the number as furnished by Head Office.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release to check the admission detail report	Weekly
	4.4.3 Offenders who are transferred from a correctional centre to community corrections in terms of Sections 42(2)(c) of the Correctional Services Act, 1998 (Act 111 of 1998), Sections 276(1)(i)/287 (4) (a), 276A(3) / 287(4) (b) and 286B(4)(b)(ii) of the Criminal Procedure Act, 1977 (Act 51 of 1977) and Section 75 of the Correctional Services Act, 1998 (Act 111 of 1998) must retain their registration numbers 4.4.4. Probationers and Parolees and Awaiting Trial Persons transferred from another Community Corrections Offices, must retain their registration numbers as been allocated to them by the transferring office.					



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>4.4.5 Upon admission, the following information must be captured on the Community Corrections computer system and also be recorded in the reporting register (G439) which must be which is divided as follows:</p> <ul style="list-style-type: none"> <li>a. Registration number;</li> <li>b. Surname and initials;</li> <li>c. ID No;</li> <li>d. Date of birth;</li> <li>e. Race;</li> <li>f. Sex;</li> <li>g. CAS No;</li> <li>h. Case No;</li> <li>i. Offence;</li> <li>j. Date of sentence;</li> <li>k. Sentence/court order;</li> <li>l. Date referred by court official;</li> <li>m. Set date and time of reporting;</li> <li>n. Date and time reported;</li> <li>o. Residential address and tel no;</li> <li>p. Work address and tel no;</li> <li>q. Reintegration Case Management Supervisor;</li> <li>r. Signature of offender;</li> <li>s. Disposal (time and reason for change must be noted);</li> <li>t. Checked by.</li> </ul> <p>4.4.6 The G347 register must be checked on a daily basis by the Control Official: Admission and Releases and on a weekly basis by the Head of Community Corrections.</p>	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release to check admission detail report and reporting register (G439)	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.5 ORIENTATION AND INDUCTION</b> <i>Section 55 (3) of Correctional Services Act, 1998 (Act 111 Of 1998)</i>					
	4.5.1 The Head of Community Corrections / delegate must orientate and induct offenders by explaining the following: a. Mission statement of the Department b. Offender Rehabilitation Path (ORP) c. Orientation/Reorientation to correctional sentence plan d. Correctional supervision and/or parole conditions e. Non-compliance with conditions f. Involvement of family/relatives/friends g. Referral to service providers h. Information about services available i. Complaints and request procedure.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Head Community Correction to check G444 for acknowledgement.	Weekly
	4.5.2 The orientation booklet (or a copy of the booklet) must be handed to the offender. This booklet will assist the offenders to adjust to the community corrections environment.					
	4.5.3 The offenders must sign (alternatively affix his / her thumbprint) on the G444 form acknowledging receipt of the booklet and confirming that orientation and induction was concluded.					
	4.5.4 The acknowledgement of receipt of the orientation booklet and orientation must be filed in the offender's case file.					
	<b>4.6 ALLOCATION OF OFFENDERS TO REINTEGRATION CASE MANAGEMENT SUPERVISOR (RCMS)</b>					
	4.6.1 The Reintegration Admission Official must allocate the offender upon admission to the Reintegration Case Management Supervisor who will be responsible for the supervision of offenders whilst they are serving their term under the system of community corrections.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release to check admission detail report for allocation of offenders.	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.7 CONFIRMATION OF CONDITIONS</b>					
	<p>4.7.1 Upon initial reporting at community corrections, the Reintegration Case Management Supervisor must subject the offender to the conditions set by the Court / Correctional Supervision and Parole Board / Commissioner or his / her delegate or the Minister in terms of Section 52 of the Correctional Services Act, 1998 (Act 111 of 1998) which may amongst others the following:</p> <ul style="list-style-type: none"> <li>a. placed under house detention</li> <li>b. does community service</li> <li>c. seeks employment</li> <li>d. where possible takes up and remains in employment</li> <li>e. pays compensation or damages to victims</li> <li>f. takes part in treatment, development and support programmes</li> <li>g. participates in mediation between victim and offender or in family group conferencing</li> <li>h. contributes financially towards the cost of the community corrections</li> <li>i. is restricted to one or more magisterial district(s)</li> <li>j. lives at a fixed address</li> <li>k. refrains from using alcohol or illegal drugs</li> <li>l. refrains from committing a criminal offence</li> <li>m. refrains from visiting a particular place</li> <li>n. refrains from making contact with a particular person or persons</li> <li>o. refrains from threatening a particular person or persons by word or action</li> <li>p. be subjected to monitoring (which may include Electronic Monitoring / Tagging)</li> <li>q. be subjected to such other conditions as may be appropriate in the circumstances</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to compare conditions on warrant or G326/ G374 with G444 forms / Unit Manager / Supervision Committee	Weekly
	<p>4.7.2 In the case where the Department only has a supervision function in terms of Sections 62(f), 72(1), 290(1)(a) and 290(3) of the Criminal Procedure Act, 1977 (Act 51 of 1977), conditions must be executed as determined by the court.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager / Supervision Committee	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>4.7.3 The Reintegration Case Management Supervisor must explain the conditions in the language that the offender understands.</p> <p>4.7.4 In a case where an offender cannot understand or is not conversant with the spoken language, the services of an interpreter must be used.</p> <p>4.7.5 The interpreter must confirm that the conditions have been explained to the offender and the offender must acknowledge the conditions by means of signature or thumbprint.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.7.6 The person / offender concerned must also indicate in writing that he / she understands the set conditions and that he / she will comply therewith [Section 55(3)(a) of the Correctional Services Act, 1998 (Act 111 of 1998)].	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.7.7 In a case where a minor offender (younger than 18 years) is subjected to community corrections, his / her parents / guardians must be present during the setting of conditions and co-signs the conditions and acknowledge receipt of the documents.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	<p>4.7.8 The following forms must be completed in duplicate or in triplicate as indicated in the form concerned, where applicable:</p> <p>a. G444 / G374 Notice: compliance with conditions of correctional supervision / supervision / parole</p> <p>b. G444(a) Notice: supervision measures</p> <p>c. G444(b) Notice: community service</p> <p>d. G444(c) Notice: programme attendance</p> <p>e. G444(d) Notice: money payable by the offender (court conditions)</p> <p>f. G444(e) Notice: Electronic Monitoring</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.7.9 All offenders who are placed by Correctional Centres / sentenced by the court and admitted directly into the system of community corrections must be subjected to the Admission Risk Classification Tool to determine the level of supervision, unless the court / correctional supervision and parole board (CSPB) directed otherwise.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check the Admission Risk Classification Tool in the case file / Unit Manager / Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.7.10 All offenders who are placed out from the correctional centre into the system of community corrections must be admitted according to the supervision category as indicated on the G326 by the Correctional Supervision and Parole Board or the Commissioner or his / her delegate / Minister.	Reintegration Admission Official				
	4.7.11 Where the setting of conditions can be finalised at the initial reporting, the setting of preliminary conditions is not necessary.					
	4.7.12 Every time when conditions are amended, a new set of conditions forms must be printed, explained to and signed by the offender.					
	<b>4.8 DEALING WITH SERIOUSLY INJURED OR TERMINALLY ILL PROBATIONERS AND PAROLEES</b>					
	4.8.1 If an offender who is on treatment is placed out on parole / correctional supervision, a copy of the referral letter issued by the health care professional should with the informed written consent of the offender concerned, be handed over to the Head Community Corrections to facilitate compliance with the following: a. That the parolee / probationer undertakes the scheduled visits to the relevant health care provider / institution / clinic to ensure continuity of treatment and / or completion of the treatment.	Reintegration Case Management Supervisor / Reintegration Admission Official	Head Correctional Centre / Head Community Corrections	Daily	Manager Case Management / Unit Manager / Manager Admission and Release	Weekly
	4.8.2 Confidentiality with regard to health information about offenders under the system of community corrections should at all times be upheld / maintained to prevent any disclosures which may lead to litigations against health care professionals in the department. Communication 14/3/2/P dd. 2014/04/08					
	4.8.3 When an offender is due for placement from the Correctional Centre on medical grounds, the Head of the Correctional Centre must inform the Head Community Corrections in writing of the medical release at least seven (7) days in advance. 4.8.4 This will enable the Head of Community Corrections to implement the necessary precautionary / alternative measures for the admission process based on the medical condition of the offender concerned.					

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	<p>4.8.5 If it comes to the attention of the Head of Community Corrections that an offender whilst serving his / her term under the system of community corrections, is seriously injured or terminally ill, the following actions must be taken:</p> <p>a. A medical report reflecting the illness or injury of the person must be obtained from the Designated Medical Practitioner / District Surgeon and provided to the Head of Community Corrections</p> <p>b. If practicable, this report must be substantiated by a specialist report and copies of special investigation reports (if applicable).</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management/ Unit Manager	Weekly
	<p>4.8.6 In the medical report, the following must be clearly stated:</p> <p>a. final diagnosis</p> <p>b. expected life expectancy (prognosis)</p> <p>c. rehabilitation prospects</p> <p>d. whether the offender would soon require full time hospitalisation or home care</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management	Weekly
	<p>4.8.7 The Head of Community Corrections must request and obtain follow-up medical reports on a continual basis from the offender to monitor his / her health condition.</p> <p>4.8.8 If it appears that the offender will no longer be able to comply with the condition(s) of community corrections [which were set by the court, Correctional Supervision and Parole Board / the Commissioner or the delegate / Minister] due to a deteriorating health condition, recommendation for the adjustment / amendment of such condition(s) must be presented to the placement body for consideration.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management/ Supervision Committee	Weekly



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	<b>4.9 COMPLAINTS AND REQUESTS</b>					
	4.9.1 All offenders may lodge complaints and / or requests which relate to their supervision.	Reintegration Case Management Supervisor / Reintegration Case Official	Head of Community Corrections	Daily	Manager Case Management to compare complaints and requests in G365-register with the computer printout in case file / Unit Manager	Weekly
	4.9.2 Complaints and requests must be recorded in the G365-register and also captured on the Community Correction computer system.					
	4.9.3 Before the G365-register is used, all the pages must be numbered [Section 72 of the Correctional Services Act, 1998 (Act 111 of 1998)].					
	4.9.4 The Head of the Admission Office is responsible for the administration with regard to complaints / requests upon admission.	Reintegration Case Management Supervisor / Reintegration Admission Official	Head of Community Corrections	Daily	Manager Case Management / Manager Admission and Release	Weekly
	4.9.5 The Head of Community Corrections must ensure that the Head of the Admission Office as well as the Reintegration Case Management Supervisor explains the complaints and requests procedure to the offender upon the initial reporting (admission) or while during the orientation and induction process. This procedure must preferably be finalised on the same day.					
	4.9.6 The Head of Community Corrections must appoint the Head of the Admission Office in writing to handle complaints / requests of offenders upon admission and also appoint the Reintegration Case Management Supervisor to handle complaints and request during supervision period.					
	4.9.7 When a complaint / request is of such a nature that the finalisation will not result in the amendment of supervision conditions, it may be finalised telephonically / verbally if all the parties (Reintegration Case Management Supervisor / offender concerned), are satisfied with such an arrangement. An appropriate note must be made on the offender's file.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.9.8 In instances where a complaint / request is of such a nature that it will result in the amendment of supervision condition(s) and / or if the complaint mentioned above cannot be finalised to the satisfaction of all parties, it must be submitted, in writing, to the reintegration case management supervisor concerned and be entered in the G365 register and captured on the computer	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly

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	4.9.9 The Reintegration Case Management Supervisor who is responsible for supervision of such an offender, is responsible for the finalisation of the complaint(s) / request(s).	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.9.10 When a complaint / request will result in the amendment of supervision condition(s) and the Head of Community Corrections upon recommendation of the Supervision Committee approves it, the RCMS effects the amendments and the offender is furnished with the amended G374 / G444(a), (b), (c), (d) or (e) forms (Conditions Correctional/Parole Supervision), as applicable. This amendment can only be effected if the authority was given to this Department by the court, CSPB or other body.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager / Supervision Committee	Weekly
	4.9.11 If the Head of Community Corrections upon recommendation of the Supervision Committee does not approve the amendment of condition(s) as recorded in the complaints / requests register, the outcome must be communicated to the offender verbally / in writing. If the offender is satisfied with the explanation, the matter is regarded as finalised.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.9.12 In the case where the offender indicates that he / she is not satisfied with the outcome, he / she must state the reason(s) in writing and submit a representation together with all relevant correspondence to the Area Commissioner via the Head of Community Corrections for a decision.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.9.13 After finalisation of the complaint / request by the Area Commissioner, the offender must be informed of the outcome. The offender must take cognisance in writing, by means of a signature / thumbprint in the G365-register as well as the computer generated printout. The offender must indicate whether he / she is satisfied with the decision or not. All the relevant correspondence must be filed in the offender's case file.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly

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	4.9.14 If the offender is still not satisfied with the outcome of the complaint / request by the Area Commissioner, it must be referred to the Regional Commissioner for a decision. If the offender is not satisfied with the decision of the Regional Commissioner, the normal legal processes are at his / her disposal.	Area Coordinator Social Reintegration	Regional Head Corrections	Daily	Regional Commissioner-	Weekly
	4.9.15 The G365-register and Community Corrections computer printout: Complaints / requests must be checked by the Head of Community Corrections at least weekly. The Head of Community Corrections must attach his / her signature and the date to the register / computer printout	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.9.16 Depending on the nature of the complaint / request, it must be given immediate attention. It is also important that feedback must be provided to the offender as soon as possible after finalisation.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management	Weekly
	4.9.17 An offender's legal representative may make a written representation to the Chairperson of the Supervision Committee with regard to a complaint / request, which must be taken into consideration when dealing with the complaint / request.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Supervision Committee-	Weekly
	4.9.18 In the event where conditions are amended, and the offender does not accept the amended conditions, the matter must be referred back to the placement body which imposed the conditions. (Section 75(2)(b) of the Correctional Services Act, 1998 ( Act 111 of 1998).	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.9.20 In the case where a person was sentenced to life imprisonment or declared as a dangerous criminal, the Head of Community Corrections, on the advice of the Supervision Committee, requests the Correctional Supervision and Parole Board to advise on the cancellation of parole / correctional supervision to amend the conditions of the parolee / probationer.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager / Supervision Committee	Weekly

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	4.9.21 The CSPB must consider the matter and make recommendations on the cancellation or amendment of conditions within 14 days. These recommendations may be implemented provisionally prior to the decision of the placement body [Section 75(2)(c) of the Correctional Services Act, 1998 (Act 111 of 1998)].					
	<b>4.10 TRANSFER OF OFFENDERS</b>					
	4.10.1 In a case where an offender submits an application for a transfer to another community corrections office, the Reintegration Case Management Supervisor must evaluate the application for the transfer, taking into account amongst others the following: a. Reason(s) for the application b. Whether infrastructure exists at the other office to facilitate execution of the correctional sentence plan / conditions which have been set by the court, Correctional Supervision and Pa-role Board or the Commissioner or his / her delegate / Minister (prior liaison with the other community corrections office is therefore of utmost importance) c. Confirmation of address, support and care d. Any other factors which may impact on the execution of the correctional sentence plan	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager / Supervision Committee	Weekly
	4.10.2 After obtaining all the relevant information / facts for the transfer, the RCMS must consider the merits of the case and make recommendation to the Head: Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to ensure that transfers are evaluated on merits.	Weekly
	4.10.3 When the request for the transfer is approved by the Head of Community Corrections, the report must be referred to the RCMS to initiate arrangements for the transfer.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management	Weekly

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	<p>4.10.4 The RCMS must make arrangements with both the offender and the Head of the community corrections office / delegate to which the offender is transferred to for confirmation / agreement of the date and time on which the offender must report at the office as well as any other arrangement that may be necessary.</p> <p>4.10.5 Specific conditions must be set for the duration of the journey which may include amongst others:</p> <ol style="list-style-type: none"> <li>Date and time of departure from the transferring office</li> <li>Date and time of arrival / reporting at the office transferred to</li> <li>Any other condition as may be appropriate in the circumstances</li> </ol> <p>4.10.6 The admission clerk must ensure that the correct place of transfer is selected and also the reason for transfer captured on the computerised Community Corrections System.</p> <p>4.10.7 The offender must not be transferred on the computerised system until the receiving Community Corrections Office confirmed that the offender has reported for admission.</p> <p>4.10.8 Documentation to effect the admission process at the receiving office, must be scanned and e-mailed / faxed. These include amongst others the following:</p> <ol style="list-style-type: none"> <li>Copy of Application from Offender</li> <li>Copy of Reintegration Case Management Supervisor recommendation and approval by the Head Community Corrections</li> <li>Copy of G373 Placement warrant</li> <li>Copy of Original Sentence warrant(s)</li> <li>Copy of G326 Profile</li> <li>Copy of newly Address Confirmation</li> <li>Copy of G447 Notice for admission</li> </ol> <p>4.10.8.1 Upon receipt of the abovementioned scanned and e-mailed / faxed documents, the receiving office must commence with the admission process on the day of reporting as arranged and agreed with the office from where the offender has been transferred.</p>	Reintegration Admission Clerk	Head of Community Corrections	Daily	Manager Case Management	Weekly

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	4.10.9 The original documents must be forwarded by courier / registered post to the receiving office upon confirmation that the offender reported.					
	4.10.10 If the offender attends / performs some or other programme / community service, such institution must be informed of the contemplated transfer in writing. It must also be established and confirmed whether the offender can continue with the programme / community service at the other community corrections office.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.10.11 The Reintegration Case Management Supervisor must complete a G447-form in triplicate. 4.10.12 A set of thumbprints must be affixed on the G447-forms for identification purposes.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register	Weekly
	4.10.13 Upon reporting at the other office, the G447-form must be handed to the Admission Office. The offender must be positively identified by means of thumbprints on the G447-form. The normal admission process must commence.	Reintegration Admission Clerk / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Admission and Release / Manager Case Management / Unit Manager	Weekly
	4.10.14 If the offender fails to report on the specified date at the other office and has not given any notice in respect of any delay, the Head of Community Corrections of the transferring / sending office must issue and execute a warrant of arrest for investigation purposes.					
	4.10.15 Where an offender makes a request to leave the magisterial district temporarily for holiday purposes / in the interest of his / her family, the following criteria apply: a. be within Medium or Low risk supervision category b. have served at least half of his / her correctional / parole supervision period c. have met the set supervision conditions up to date d. not have a history of aggressive or sexual crimes or crimes against children and the aged e. be monitored during the period of vacation 4.10.16 The social worker must be involved during this process.					



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	4.10.17 If the court, Correctional Supervision and Parole Board, the Commissioner or his / her delegate / Minister has placed a restriction on the offender's freedom of movement, the body which sets the restriction must be approached before the request can be considered.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register. / Unit Manager	Weekly
	4.10.18 An offender may not be exempted from serving community service during the requested period. 4.10.19 If the community service is not performed during the period concerned, it must be performed before the commencement of the requested period of absence or immediately thereafter taking into account: a. other conditions may not be amended b. must not result in any expenses to the State c. permission may be granted for a maximum period of twenty-one (21) days per annum d. offender may not move outside the borders of the Republic of South Africa e. application must be submitted by the offender to the Head of Community Corrections in writing f. Head of Community Corrections must make a decision about the application g. the prescribed communication channels must be followed if an application is disapproved and the offender makes a representation in this regard	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register. / Unit Manager	Weekly
	4.10.20 Before the Head of Community Corrections grants permission for an offender to leave his / her magisterial district, liaison must take place with the other Head of Community Corrections concerned, in order to determine whether he / she could be monitored. If permission is granted, full details, (personal particulars, sentence details, date of sentence expiry, residential address during temporary transfer) together with copies of the conditions form (set conditions) must be put at the disposal of the other Community Corrections Office by means of an official letter.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register. / Unit Manager	Weekly

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	4.10.21 A clear set of thumbprints must be affixed on this letter for identification purposes. 4.10.22 A copy of this letter must be handed to the offender for submission to the other community corrections office as well as a G447 form. 4.10.23 A copy of the G447 form must also be filed in the case file of the offender.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.10.24 Specific conditions as indicated below, which must apply during the journey and directly thereafter, must be served on the offender. Specific conditions may be set for the duration of the journey. The following must be agreed upon between the RCMS and the offender: a. Date and time of departure b. Date and time of arrival / reporting at the office c. Any other condition as may be appropriate in the circumstances	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	4.10.25 The offender must accept in writing to abide by the conditions. A copy of this undertaking must be filed in the case file of the offender.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register.	Weekly
	4.10.26 If the offender attends / performs some or other programme / community service at a certain institution, such an institution must be informed of the temporary absence. 4.10.27 It must be confirmed beforehand whether a programme which is being undergone may be interrupted. 4.10.28 In the event where a condition specifies that the programme may not be interrupted, the application must not be approved.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register. / Unit Manager	Weekly
	4.10.29 The Head of Community Corrections concerned must indicate in writing on which date and time the offender must return and report to the office of origin. It must also be indicated whether the offender concerned has met his / her conditions or not. If the conditions have not been met, full details as well as steps taken must be mentioned.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case file for G447 form and transfer register.	Weekly

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	4.10.30 Requests of these natures must not be approved automatically but they must be considered with great care.					
	4.10.31 In the case where an offender requests permission to visit another country, every case must be dealt with on its own merits and a written request / motivation together with supporting documentation to this effect, must be submitted to the Area Commissioner for a decision.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.10.32 The following factors must be taken into consideration: a. Type of crime committed b. Length of sentence c. Sentence period already served d. Previous convictions e. Supervision category f. Conditions which have been set by the placement body (Court, Correctional Supervision and Parole Board, the Commissioner or the delegate / Minister) which cannot be suspended, postponed or amended without the intervention of the placement body g. Compliance to conditions h. Date of completion of supervision	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.10.33 Permission may only be granted in highly exceptional cases such as, for example: a. Work obligations b. Organised sport in which he / she represents the country / province c. Religious opportunities 4.10.34 Information must be verified at all times and supporting documentation must be submitted.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly

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	4.10.35 If the court, Correctional Supervision and Parole Board, the Commissioner or the delegate / Minister did not give authority to community corrections to alter the condition of house detention and restriction to a magisterial district, such authorisation must be obtained from the abovementioned bodies before leave may be granted to an offender to leave the country for a certain period of time	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.10.36 In such cases, specific conditions must also be set, namely: a. Date and time of departure b. Date and time of arrival / reporting at the office c. Any other condition as may be appropriate in the circumstances	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.10.37 Normally, the period during which the offender has been in another country will be regarded as a period of the sentence served, provided the offender reports back in the RSA and at the community corrections office within the time agreed upon.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.10.38 In a case where an offender fails to report back to the relevant community corrections office, such an action will be considered as a violation of conditions.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	<b>4.11 HEALTH SERVICES, PROBATIONERS AND PAROLEES</b>					
	4.11.1 Community Correction is not responsible for the medical treatment of the probationers or parolees, since they are not incarcerated.	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.11.2 If an offender is temporarily detained in a correctional centre in terms of Section 70 of the Correctional Services Act, 1998 (Act 111 of 1998), such offender will be entitled to medical treatment in terms of Section 1 of the Correctional Services Act, 1998 (Act 111 of 1998).	Head of Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Weekly
	4.11.3 The Department is consequently responsible for essential medical expenses during the period of incarceration, except where the offender indicates, in writing, that he / she will bear his / her own medical expenses (Section 70 of the Correctional Services Act, 1998 (Act 111 of 1998).					

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	4.11.4 If the offender is hospitalised during this period, the Head of the Correctional Centre is responsible for transportation and guarding of such an offender.	Head of the Correctional Centre	Area Commissioner	Daily	Head of Community Corrections	Weekly
	4.11.5 In the case where the designated Medical Practitioner / District Surgeon / Medical Correctional Officer recommends that the parolee / probationer must continue with health care / medical treatment outside the correctional centre, such report must be provided to the parolee / probationer. 4.11.6 A copy of this report must also be handed to the Head Community Corrections to take note of the health condition of the offender. 4.11.7 The Reintegration Case Management Supervisor must inform the offender upon admission that he / she is responsible for his / her own medical expenses.	Medical Correctional Officer / Reintegration Case Management Supervisor	Head Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	<b>4.12 WARRANT OF LIBERATION (BAIL PENDING APPEAL)</b>					
	4.12.1 When a warrant of liberation in respect of an offender is received from the court, emanating from an appeal, the date and time of receipt thereof must be recorded on the warrant. 4.12.2 The authenticity of such a warrant must be confirmed with the registrar / clerk of the court and an endorsement in this regard must be affixed on the warrant together with the signature of the responsible official and be dated.	Reintegration Admission Official	Head of Community Corrections	Daily	Head of Admission and Release Check whether the warrant has been endorsed	As need arise
	4.12.3 After the authenticity of the warrant of liberation has been confirmed, the offender must be contacted immediately. 4.12.4 The offender must be requested to report to the community corrections office as soon as possible during office hours and be positively identified by means of thumbprints and photos. 4.12.5 A set of thumbprints must be affixed on the warrant of liberation and it must be compared with the thumbprints on the original warrant in order to ensure that the correct offender is released from the system of community corrections.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release to compare thumbprints on warrant of liberation and warrant in case file and photos	Weekly
	4.12.6 The offender's identification card (G447A) must be handed in and filed in his / her case file. 4.12.7 The release must be entered in all records and the registers G369 and G347 must be updated.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

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	4.12.8 If the appeal is unsuccessful, the offender must be requested to report at the nearest community corrections office. 4.12.9 An appropriate note in this regard must be affixed on the warrant of liberation. The offender must take cognisance thereof, by means of a signature / thumbprint and it must be dated.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.12.10 Where an offender is ordered to continue to serve his / her sentence of correctional / parole supervision, the portion of the sentence served before release on bail must be credited to the offender. 4.12.11 The offender must only serve the remainder of the sentence from the date of readmission into the system of community corrections. 4.12.12 The Registers G369 and G347 must also be updated.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.12.13 In the case where an offender is admitted to a correctional centre due to the violation of conditions, with a view to refer the offender to the court a quo / Correctional Supervision and Parole Board / the Commissioner or his / her delegate / Minister, and an application for bail is served during the period of 48 hours, the Head of the Correctional Centre must ensure that the necessary arrangements are made with the Head of Community Corrections before the consideration of such an application could commence, in order to enable this Department to oppose the bail application.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.13 FINES</b>					
	4.13.1 When an offender's sentence of imprisonment with the option of a fine has been converted into correctional supervision in terms of Section 28(4)(a) of the Criminal Procedure Act, 1977 (Act 51 of 1977), or when an offender has been placed on parole, the provisions of Correction Administration Volume 1, Unit 14 must be complied with.	Reintegration Admission Official / Admission / Release Official	Head of Community Corrections / Head of Correctional Centre	Daily	Head of Admission and Release to ensure that the offender is credited for time spent at correctional centres / community corrections.	Weekly
	4.13.2 The offender must receive credit for the period which he / she has served in the correctional centre as well as the period served under correctional / parole supervision.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.13.3 In the case where a fine is partly paid, the offender's sentence expiry date must be re-calculated and all registers must be updated. 4.13.4 Such payment of fines must be recorded in red ink on the offender's warrant and on the cover of the case file and the receipt number and the amount paid for the fine must be specified.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.13.5 In the case where the fine is paid in full, the offender must be positively identified by means of thumbprints and photos. 4.13.6 A set of thumbprints must be affixed on the warrant and compared with the thumbprints already on the warrant. An appropriate note must be made in red ink in the G347- and G369- registers.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.13.7 A fine may only be paid by another person in the presence of the offender and be preferably paid during office hours.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.13.8 The sentence expiry date must only be changed when a fine is partially paid and the offender still has to serve a portion of the sentence. If the fine is paid in full, the sentence expiry date must not be changed on the operational system to the date on which the fine is paid.					
	4.13.9 The offender's identification card (G447A) must be handed in and filed in his/her case file. The release of the offender must be captured on all records.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.13.10 The Head of Community Corrections must encourage the Reintegration Admission Official and RCMS to advise the offenders to pay their fines. 4.13.11 The RCMS must negotiate with the offender with due consideration of his/her financial position to utilise a fixed amount of his/her income for the payment of his/her fine on a monthly basis.	Reintegration Admission Official / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.13.12 In order to determine the monthly instalment according to which the fine would be paid, the fine must be calculated per day. The instalment must be deducted at the end of the month and the remainder of the sentence must be recalculated accordingly.	Reintegration Admission Official / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager Admission and Release	Weekly
	4.13.13 The payment of fines must be calculated before the offender is released by the release clerk and checked by the Head of Community Corrections upon release.					
	4.13.14 The Head of Community Corrections must appoint an official in writing to handle state income and ensure its safe keeping.					
	4.13.15 Fines must preferably be paid on a week day. 4.13.16 Copies of all payments made by the offender must be filed in the case file for control purposes. 4.13.17 Upon receipt of fines (state revenue), the provisions of applicable and relevant Financial directives must be complied with and read together with Correction Administration Volume 1, Unit 14 must be complied with.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.14 SERVING OF SENTENCES</b>					
	4.14.1 Sentences must be served in the sequence of imposition in terms of Section 39 of the Correctional Services Act, 1998 (Act 111 of 1998) read together with Section 280(3) of the Criminal Procedure Act, 1977 (Act 51 of 1977).	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.14.2 A sentence of correctional supervision commences on the day the sentence is imposed unless the sentenced person is released on bail pending a decision of a higher court.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>4.14.3 Where an offender is serving a sentence of correctional supervision and a suspended sentence is put into operation or a postponed sentence is imposed, the following procedure will apply:</p> <p>a. When a suspended / postponed sentence is put into operation / is to be imposed or the offender is standing trial on a further charge, the Head : Community Corrections must inform the court, in writing, that the offender is serving a sentence of correctional supervision which has been imposed by the court in terms of Section 276(1)(h), 276(1)(i), 287(4)(a), 276A(3)(e)(ii), 287(4)(b) or 286B of the Criminal Procedure Act, 1977 (Act 51 of 1977)</p> <p>b. In the case of the suspended / postponed sentences, these must be brought to the attention of the court in the suitability report [Section 276A(1)(a) of the Criminal Procedure Act, 1977 (Act 51 of 1977)]. The pre-suitability report must not be compiled before the SAP 69(c) is made available. Similarly, a sentence of an offender who was sentenced in terms of Section 276(1)(i) of the Criminal Procedure Act, 1977 (Act 51 of 1977), must not be submitted to the Correctional Supervision and Parole Board / the Commissioner of his / her delegate for placement under correctional supervision before a SAP 69(c) is obtained and all suspended / postponed sentences as well as further charges against the offender have been finalised. The same principle applies in respect of offender who must be dealt with in terms of Section 287(4)(a), 276A(3) or 287(4)(b) of the Criminal Procedure Act, 1977 (Act 51 of 1977).</p> <p>c. Upon putting into operation a suspended sentence or the imposition of a postponed sentence, the sentence(s) of correctional supervision is not referred to the court a quo for the consideration of an alternative sentence and a G306 warrant is not issued for detention in a correctional centre for serving his / her original sentence. Putting into operation a suspended sentence or the imposition of a postponed sentence, will not be regarded as a violation [Section 39(5)(b) of the Correctional Services Act, 1998 (Act 111 of 1998)].</p>	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.15 THE PUTTING INTO OPERATION OF SUSPENDED / POSTPONED SENTENCE(S) OF IMPRISONMENT WITHOUT THE OPTION OF A FINE WHILE A SENTENCE OF CORRECTIONAL SUPERVISION IS BEING SERVED.</b>					
	<p>4.15.1 In a case where an offender is serving a sentence of correctional supervision and a suspended / postponed sentence was brought to the attention of the court by means of the suitability report, (Section 276(1)(h)-cases), the following procedure applies:</p> <p>a. If the suspended / postponed sentence(s) is / are further suspended / postponed or a postponed sentence is imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 1977 (Act 51 of 1977), the offender continues to serve the sentence of correctional supervision and the sentences are served one after the other: Provided that the provisions of Section 280(3) of the Criminal Procedure Act, 51/1977 are complied with (maximum 3 years unless the court has ordered otherwise).</p> <p>b. If the suspended sentence of imprisonment without the option of a fine is put into operation or a postponed sentence of imprisonment without the option of a fine is imposed, the offender is admitted to a correctional centre to serve the sentence of imprisonment. The sentence of correctional supervision is interrupted from the date on which the offender is admitted to correctional centre. The remainder of the sentence of correctional supervision, which was interrupted, must be calculated and noted in red ink, on the warrant concerned.</p>	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>c. When parole is approved, the offender must first serve the remainder of the sentence of correctional supervision, which was interrupted, from the date of placement on parole where after the parole period will commence.</p> <p>d. If the court a quo converts the suspended / postponed sentence of imprisonment without the option of a fine which has been put into operation/imposed, into correctional supervision in terms of Section 276A(3)(e)(ii) of the Criminal Procedure Act, 1977 (Act 51 of 1977), the offender must first serve the remainder or the sentence of correctional supervision which was interrupted, where after the sentence of imprisonment which has been converted into correctional supervision must be served.</p>					
	<b>4.16 THE PUTTING INTO OPERATION / IMPOSITION OF SUSPENDED / POSTPONED SENTENCE(S) OF IMPRISONMENT WITH THE OPTION OF A FINE WHILE A SENTENCE OF CORRECTIONAL SUPERVISION IS BEING SERVED</b>					
	<b>4.16.1</b> If the suspended / postponed sentence(s) is / are further suspended / postponed, the offender continues to serve the sentence of correctional supervision.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.16.2</b> If the suspended sentence of imprisonment with the option of a fine is put into operation or a postponed sentence of imprisonment with the option of a fine is imposed, upon default of payment of the fine, the offender is admitted to a correctional centre to serve the sentence of imprisonment. The sentence of correctional supervision is interrupted from the date on which the offender is admitted to a correctional centre. If the offender pays the fine before admission to a correctional centre the sentence of correctional supervision is not interrupted and he / she continues to serve it.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.16.3 Should the court grant approval for the payment of this fine in instalments, the sentence of correctional supervision is not interrupted and payment of the fine in instalments is set to the offender (in writing) as a condition for supervision and it must be checked whether this condition is being complied with.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.16.4 If placement under correctional supervision is approved by the Correctional Supervision and Parole Board / Commissioner or his / her delegate or conversion of the sentence concerned into correctional supervision, is approved by the court a quo, the remainder of the sentence of correctional supervision which was interrupted must be served first where after the suspended / postponed sentence which has been put into operation / imposed and converted into correctional supervision, must be served.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.17 THE PUTTING INTO OPERATION OF SUSPENDED/IMPOSITION OF POSTPONED SENTENCE(S) OF IMPRISONMENT WHICH HAS / HAVE BEEN IMPOSED IN TERMS OF SECTION 276(1)(I) OF THE CRIMINAL PROCEDURE ACT, 51/1977, WHILE A SENTENCE OF CORRECTIONAL SUPERVISION IS BEING SERVED.</b>					
	4.17.1 If the suspended / postponed sentence(s) which was/were initially imposed under Section 276(1)(i) of the Criminal Procedure Act, 51/1977 and which was/were suspended, is/are further suspended/postponed, the offender continues to serve the current sentence of correctional supervision.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.17.2 If placement under correctional supervision is approved, the offender must first serve the remainder of the sentence of correctional supervision which was interrupted, from the date of placement, where after the new sentence of correctional supervision must be served.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.18 ADDITIONAL SENTENCE OF IMPRISONMENT WITHOUT THE OPTION OF A FINE IS IMPOSED IN RESPECT OF A CRIME COMMITTED BEFORE IMPOSITION OR PLACEMENT UNDER CORRECTIONAL SUPERVISION OR CONVERSION OF A SENTENCE INTO CORRECTIONAL SUPERVISION.</b>					
	<p>4.18.1 In the case where an offender committed a crime before the imposition of correctional supervision, such an offender has not violated his / her conditions.</p> <p>4.18.2 The court / CSPB / Commissioner or his / her delegate is not approached for the consideration / conversion of an alternative sentence.</p> <p>4.18.3 The sentence of correctional supervision is interrupted from the date on which the court has found the offender guilty (date of conviction) on the additional crime committed before the imposition or placement on correctional supervision.</p>	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.19 ADDITIONAL SENTENCE OF IMPRISONMENT WITHOUT THE OPTION OF A FINE IS IMPOSED IN RESPECT OF A CRIME COMMITTED WHILE A SENTENCE OF CORRECTIONAL SUPERVISION IS BEING SERVED.</b>					
	<p>4.19.1 If the sentence of correctional supervision which is being served was imposed in terms of Section 276 (1)(h) / 286B of the Criminal Procedure Act, 1977 (Act 51 of 1977), and the offender is found guilty of an offence which has been committed while serving the sentence, and a sentence of imprisonment without the option of a fine is imposed, the sentence of correctional supervision must be referred to the court a quo, for the consideration of an alternative sentence.</p> <p>4.19.2 When a sentence of correctional supervision is interrupted, the Head: Community Corrections must inform the Head of the Correctional Centre in writing, that the offender must still serve an outstanding sentence of correctional supervision. A note must be affixed in red ink on the offender's warrant and file.</p>	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.20 ADDITIONAL SENTENCE OF IMPRISONMENT WITH THE OPTION OF A FINE IS IMPOSED IN RESPECT OF A CRIME COMMITTED WHILE A SENTENCE OF CORRECTIONAL SUPERVISION IS BEING SERVED OR AFTER PLACEMENT UNDER CORRECTIONAL SUPERVISION OR AFTER CONVERSION OF SENTENCE INTO CORRECTIONAL SUPERVISION.</b>					
	<p>4.20.1 In the case where an offender commits another crime, such an offender has violated a supervision condition and the sentence of correctional supervision which has been imposed in terms of Section 276(1)(h)/286B of the Criminal Procedure Act, 1977 (Act 51 of 1977), is referred back to the court a quo for consideration of the imposition of an alternative sentence.</p> <p>4.20.2 If the court insists on the sentence of correctional supervision, upon default of payment of the fine, the offender will be admitted to a correctional centre to serve the sentence of imprisonment in respect of the additional sentence.</p> <p>4.20.3 When the additional sentence is converted into correctional supervision or the offender is placed under correctional supervision or released, as the case may be, the sentence of correctional supervision which was interrupted must be served first.</p>	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.21 ADDITIONAL SENTENCE OF IMPRISONMENT IMPOSE IN TERMS OF SECTION 276(1)(i) OF THE CRIMINAL PROCEDURE ACT, 1977 IN RESPECT OF A CRIME COMMITTED BEFORE IMPOSITION OR PLACEMENT UNDER CORRECTIONAL SUPERVISION OR CONVERSION OF SENTENCE INTO CORRECTIONAL SUPERVISION.</b>					
	4.21.1 The sentence of correctional supervision which the offender was busy serving in terms of Section 276(1)(h)/286B of the Criminal Procedure Act, 1977 (Act 51 of 1977) is not referred back to the court a quo for the consideration of the imposition of an alternative sentence.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.21.2 The offender is also not brought back to correctional centre to serve the original sentence of imprisonment (Section 276(1)(i)/287(4)(a) or 276A (3)(e)(ii) and 287(4)(b) of the Criminal Procedure Act, 1977 (Act 51 of 1977). The offender did not violate any condition.					
	<b>4.22 ADDITIONAL SENTENCE OF IMPRISONMENT IMPOSED IN TERMS OF SECTION 276(1)(I) OF THE CRIMINAL PROCEDURE ACT, 1977 (ACT 51 OF 1977) IN RESPECT OF A CRIME COMMITTED WHILE THE SENTENCE OF CORRECTIONAL SUPERVISION IS BEING SERVED.</b>					
	4.22.1 In a case where the court a quo was approached for the imposition of an alternative sentence in respect of a 276(1)(h)/286B-case and the court had insisted on the sentence of correctional supervision, the offender must at least serve one sixth (1/6) of the additional 276(1)(i)-sentence before placement under correctional supervision unless the court directs otherwise in respect of the latter sentence, may be considered.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.23 ADDITIONAL SENTENCE, NOT CONCURRENT, IMPOSED UNDER SECTION 276(1)(H) OF THE CRIMINAL PROCEDURE ACT, 1977 (ACT 51 OF 1977) WHILE THE SENTENCE OF CORRECTIONAL SUPERVISION IMPOSED UNDER THE SAME SECTION OF THE ACT, IS BEING SERVED.</b>					
	4.23.1 In a case where an offender is serving a sentence of correctional supervision which has been imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 1977 (Act 51 of 1977), and an additional sentence is imposed in terms of the same Section of the Act, the offender must serve one sentence after the other; Provided that a total period of three (3) years at the most, may be served without any interruption from the date on which the first of the sentences concerned, has been imposed, unless the court has ordered otherwise during the imposition of the sentence.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>Example: 1</p> <p>93.09.01: 3 years correctional supervision</p> <p>93.12.02: 3 years correctional supervision</p> <p>Calculation</p> <p>93.09.01</p> <p>3 years = effective sentence</p> <p>96.08.31 = Date of sentence expiry in terms of Section 39 of the Correctional Services Act, 111/1998 read together with Section 280(3) of the Criminal Procedure Act, 51/1977. The offender may continuously serve 3 years correctional supervision at the most, unless the court has ordered otherwise</p>					
	<p>Example: 2</p> <p>93.09.01: 1 year correctional supervision</p> <p>93.12.01: 3 years correctional supervision</p> <p>Calculation:</p> <p>93.09.01</p> <p>3 years</p> <p>96.08.31 = Date of sentence expiry in terms of Section 39 of the Correctional Services Act, 111/1998 read together with Section 280(3) of the Criminal Procedure Act, 51/1977. The offender may continuously serve only 3 years correctional supervision at the most, unless the court has ordered otherwise.</p>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.24 ADDITIONAL SENTENCE NOT CONCURRENT, IMPOSED UNDER SECTION 276(1)(H) OF THE CRIMINAL PROCEDURE ACT, 51/1977, WHILE A SENTENCE OF CORRECTIONAL SUPERVISION WHICH WAS ORDERED IN TERMS OF SECTION 276(1)(I) OR 287(4)(A) OR 276A(3)(E)(II) OR 287(4)(B) OF THE CRIMINAL PROCEDURE ACT, 51/1977, IS BEING SERVED.</b>					
	<b>4.24.1</b> In the case where an offender is serving a sentence of correctional supervision which has been ordered in terms of Section 276(1)(i) or 287(4)(a) or 276A(3)(e)(ii) or 287(4)(b) of the Criminal Procedure Act, 51/1977, and an additional sentence of correctional supervision which is not concurrent, is imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 51/1977, the last-mentioned sentence must be served after the expiry of the first sentence. Since the first sentence was not imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 51/1977, the second sentence is served at the expiry of the first sentence. In other words, in this case, the total period of the sentence may be longer than three (3) years.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<p><b>Example: 1</b></p> <p>93.09.01 4 years correctional supervision ordered in terms of Section 276(1)(i) or 287(4)(a) or 276A(3)(e)(ii) of the Criminal Procedure Act, 51/1977</p> <p>93.12.01 2 years correctional supervision in terms of section 276(1)(h) of the Criminal Procedure Act, 51/1977</p> <p>Effective sentence = 6 years</p> <p><b>Calculation:</b></p> <p>93.09.01</p> <p>4 years</p> <p>97.08.31</p> <p>2 years</p> <p>1999.08.31 sentence expiry date</p>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	4.25 ADDITIONAL SENTENCE OF IMPRISONMENT WITH THE OPTION OF A FINE IMPOSED ON ACCOUNT OF A CRIME WHICH HAS BEEN COMMITTED WHILE A SENTENCE OF CORRECTIONAL SUPERVISION IMPOSED IN TERMS OF SECTION 276(1)(H) OF THE CRIMINAL PROCEDURE ACT, 51/1977, IS BEING SERVED, AND ON THE LAST-MENTIONED SENTENCE, THE COURT INSISTS ON REFERRAL BACK TO THE COURT A QUO FOR THE CONSIDERATION OF AN ALTERNATIVE SENTENCE.					
	4.25.1 When an offender commits a further crime while serving a sentence of correctional supervision which was imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 51/1977, and an additional sentence of imprisonment with the option of a fine, is imposed, and upon default of payment of the fine, the offender is admitted to correctional centre, the sentence of correctional supervision (Section 276(1)(h) of the Criminal Procedure Act, 51/1977) must be referred back to the court a quo for the consideration of an alternative sentence.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.25.2 The sentence of correctional supervision is interrupted from the date of conviction in respect of the crime on which the additional sentence has been imposed.					
	4.25.3 If upon referral back to the court a quo, the court insists that the offender must continue to serve the current sentence of correctional supervision, the sentences must be served according to the following example:					
	Example : 93.09.01 3 years correctional supervision in terms of Section 276(1)(h) of the Criminal Procedure Act, 51/1977 93.12.01 Arrested for a crime committed when serving a sentence of correctional supervision and the sentence is being interrupted 94.01.01 Convicted and sentenced to 2 years imprisonment or R2 000,00 fine for the crime committed					



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>94.01.01 Admission to a correctional centre upon default of payment of the fine</p> <p>94.02.01 Court a quo insists on the sentence of correctional supervision imposed under Section 276(1)(h) of the Criminal Procedure Act, 51/1977.</p> <p>94.04.30 Sentence converted into correctional supervision in terms of Section 287(4)(a) of the Criminal Procedure Act, 51/1977, and placed out on the same date.</p> <p>94.05.01 Date on which correctional supervision commences again, after interruption</p>					
	<p>Calculation:</p> <p>93.09.01 to 93.12.01 3 months of the served sentence (date of arrest does not count as correctional supervision served)</p> <p>Remainder of sentence = 2 years and 9 months</p> <p>96.08.31 Would have been the date of completion of sentence.</p> <p>94.01.01 Date of imposition of additional sentence and admission to a correctional centre.</p> <p>Date of placement under correctional supervision</p> <p>2 years: additional sentence sentence expiry date</p> <p>94.05.01 Commencement date of the interrupted sentence of correctional supervision</p> <p>2 years 9 months Remainder of interrupted sentence of correctional supervision which must be served first.</p> <p>97.01.31</p> <p>1 year 8 months</p> <p>Remainder of the additional sentence on placement under correctional supervision</p> <p>98.09.30 Sentence completion date</p>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>4.26 SERVING OF A SENTENCE OF CORRECTIONAL SUPERVISION / PAROLE WHERE PERIODICAL IMPRISONMENT IS ORDERED AS A CONDITION DURING IMPOSITION OF SENTENCE</b>					
	4.26.1 Where the court has ordered periodical imprisonment together with a sentence of correctional supervision/parole, it must be set as a condition for the offender, to serve the periodical imprisonment every second weekend in the nearest correctional centre or in accordance with the period of periodical imprisonment which has been ordered by the court, unless the court has ordered otherwise. 4.26.2 Compulsory community service must be performed during weekends on which periodical imprisonment is not served.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>4.27 SERVING OF CONCURRENT SENTENCES OF CORRECTIONAL SUPERVISION</b>					
	4.27.1 A court is authorised in terms of the Criminal Procedure Act, 1977 (Act 51 of 1977), to impose sentences of correctional supervision concurrently. These sentences must be served according to the following examples.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	Example: 1 87.06.05  Count 1 : 18 months correctional supervision (Section 276(1)(h)) Count 2 : 15 months correctional supervision (Section 276(1)(h) to run concurrently with the sentence on count 1)  Calculation: 87.06.05 1 year 6 months 87.06.05 1 year 3 months 88.09.04 Date of completion of sentence					



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>Calculation: B. 93.09.01 93.12.01 3 years 96.08.31 3 years to run concurrently with previous sentence 96.11.30 date completion of sentence</p> <p>Note: In terms of Section 39(5)(a) of the Correctional Services Act, 1998 (Act 111 of 1998), read together with Section 280(3) of the Criminal Procedure Act, 1977 (Act 51 of 1977), an offender may continuously serve three (3) years correctional supervision at the most (sentences of correctional supervision) which have been imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 1977 (Act 51 of 1977), from the date on which the first sentence has been imposed, unless the court has ordered otherwise. In example 4, the court ordered otherwise.</p>					
	<p>Example : 5 93.09.01 4 years correctional supervision in terms of Section 276(1)(i) or 287(4)(a) or 276A(3)(e)(ii) or 287(4)(b) of the Criminal Procedure Act, 51/1977. 95.01.10 3 years correctional supervision in terms of Section 276(1)(h) of the Criminal Procedure Act, 51/1977, which must be served concurrently with the current sentence of correctional supervision</p> <p>Calculation: B 93.09.01 95.01.10 97.08.31 98.01.09 4 years 3 years concurrent Date of completion of sentence</p>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	Note: Section 39(5)(a) of the Correctional Services Act, 1998 (Act 111 of 1998) and Section 280(3) of the Criminal Procedure Act, 1977 (Act 51 of 1977), are only applicable to sentences of correctional supervision (3 years continuously at the most) which are imposed in terms of Section 276(1)(h) of the Criminal Procedure Act, 1977 (Act 51 of 1977). Sentences of correctional supervision which are imposed in terms of Section 276(1)(i) or 287(4)(a) or 276A(3)(e)(ii) or 287(4)(b) of the Criminal Procedure Act 1977 (Act 51 of 1977), could amount to five (5) years per charge at the most and one sentence is served after the expiry of the other, as may be determined by the Commissioner, unless the court has ordered otherwise.					
	4.27.2 In the case where two sentences of imprisonment have been imposed on an offender in different courts, and the latest sentence is converted by the court into correctional supervision while the other court is not willing to convert the first sentence into correctional supervision, and the offender is released on parole in respect of the last-mentioned sentence, the sentence of correctional supervision in respect of the latest warrant must be served first, where after the parole period in respect of the first warrant will commence directly after the period of correctional supervision has been served.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.27.3 Notice must be taken that when a parolee is sentenced to imprisonment for an offence committed before the commencement of the parole, the parole must be regarded as cancelled and the matter be referred to the Correctional Supervision and Parole Board / the Commissioner or his/her delegate, concerned for consideration.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	4.27.4 When the parolee is sentenced to imprisonment with the option of a fine, for an offence committed before the crime upon which he/she was sentenced to imprisonment and the parolee pay the fine at the court, and is not admitted to a correctional centre, the parolee continuous with his/her parole period without the referral to the Correctional Supervision and Parole Board or other body for a decision. The parolee did not violate any of his/her conditions.	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>4.27.5 When the parolee is sentenced to correctional supervision in terms of Section 276(1)(h) of the Criminal Procedure Act, 1977 (Act 51 of 1977) or he/she is placed under our supervision for a certain period as a condition for a postponed or suspended sentence for an offence committed before the one on which he/she is placed on parole. The parole period will be postponed and the offender will serve the sentence of correctional supervision before the parole period may commence. The parolee did not violate any of his/her conditions.</p>	Reintegration Admission Official	Head Community Corrections	Daily	Manager Admission and Release	Weekly



## UNIT 5: ASSESSMENT

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>5.1 ADMISSION RISK CLASSIFICATION</b>					
	5.1.1 The purpose of the Admission Risk Classification Tool is to determine the level of supervision required at the time of admission at community corrections.	Court Official / Case Assessment Team	Head of Community Corrections	Admission	Reintegration Case Management Supervisor	Weekly
	5.1.2 All probationers and parolees will be subjected to the Admission Risk Classification tool in order to determine the frequency and type of supervision required.					
	5.1.3 The tool must be completed by the Case Management Committee (CMC) for offenders considered for placement on parole/ correctional supervision / the court official employed by the Department of Correctional Services (DCS) will also administer the tool for accused persons considered for a sentence of correctional supervision.					
	5.1.4 In the event where the tool was not administered by the CMC or a court official, the tool must be completed by *Reintegration Case Management Supervisor (RCMS) when the offender reports at the Community Corrections Office for the first time after sentencing / placement.					
	5.1.5 The tool must be completed and finalized within seven (7) working days.					
	5.1.6 Admission Risk Classification Tool and the guidelines on how to complete the tool is attached as Annexure "E"					
	5.1.7 The RCMS / Court Official must explain the goal and objective of the Admission Risk Classification Tool to offenders/accused person before conducting an interview.	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Admission	Unit Manager	Weekly
	5.1.8 Upon admission, all sexual offenders must be placed under High Risk Supervision category irrespective of the total score obtained	Reintegration Admission Official	Head of Community Corrections	Admission	Manager Admission and Release	Weekly
	5.1.9 If there is additional information that is brought to the attention of the Head of Community Corrections about the risk posed by the offender or the risk the offender is exposed to, it must be taken into consideration when making a decision for placement.	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Admission	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	5.1.10 If there is a need for override, the reason must be clearly stated by using either Yes or No.	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Admission	Manager Admission and Release	Weekly
	5.1.11 The Head of Community Corrections / Head of Correctional Centre / CSPB may disregard the final scores and utilise the conditions for mandatory override stated in section C of the tool.	Head of Community Corrections / Head of Correctional Centre	Daily	Manager Admission and Release	Weekly	Head of Community Corrections / Head of Correctional Centre
	5.1.12 The completed Admission Risk Classification Tool must be filed in the case file of the offender.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Manager Case Management/ Unit Manager	Weekly
	<b>5.2 ASSESSMENT TOOL FOR OFFENDERS PLACED UNDER COMMUNITY CORRECTIONS</b>					
	5.2.1 The purpose of the Assessment Tool is to determine the needs of the offender in order to guide interventions aimed at addressing offending behaviour.					
	5.2.2 The Reintegration Case Management Supervisor must complete Assessment Tool within 21 working days after admission at community corrections office.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Manager Admission and Release	Weekly
	5.2.3 The Reintegration Case Management Supervisor must explain the goal and objective of the Assessment Tool to the offender before conducting the interview.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Manager Case Management/ Unit Manager/ Supervision Committee to ensure objectives for assessment	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	5.2.4 All probationers who are admitted directly from court serving sentences longer than 24 months must be assessed using the Assessment Tool. The following factors must be assessed: a. Current offences b. Previous convictions for violent crimes c. Attitude towards crime d. Protection order e. History of placement on correctional or parole supervision f. Gang-related information g. Education training and skills h. Employment history i. Substance abuse j. Mental illness k. Social support l. Address change m. Suitability report to be used for the purpose of assessment	Reintegration Case Management/ Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Reintegration Case Management Supervisor	Weekly
	5.2.5 The Assessment Tool and the guidelines for completing the Assessment Tool are attached as Annexure “F”.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Manager Case Management/ Unit Manager/ Reintegration Case Management Supervisor	Weekly
	5.2.6 After completing Assessment Tool, the Reintegration Case Management Supervisor must convene a sitting of the Supervision committee to consolidate information into a profile and correctional sentence plan.					
	5.2.7 The role of the Reintegration Case Management Supervisor is amongst others to guide programmes, services or interventions, addressing risks and needs of offenders.					
	5.2.8 The Assessment Tool must be filed on the offender's case file.					
	<b>5.3 DEVELOPMENT OF CORRECTIONAL SENTENCE PLAN</b>					
	5.3.1 The objectives of correctional sentence plan are amongst others to: a. Establish specific, measurable goals with a unifying theme and direction b. Use the most effective intervention techniques and supervision approach c. Address dynamic factors that contributed to offending behaviour d. Ensure consistency and continuity in case management throughout an offender's sentence e. Establish baseline from which to measure progress	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee to check for the correctional sentence plan in the case file.	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>5.3.2 A Correctional Sentence Plan must be completed for all offenders serving sentences of more than twenty four (24) months.</p> <p>5.3.3 In the case of offenders placed out from the correctional centre, serving sentences of more than 24 months and a Correctional sentence plan was not developed, the RCMS must compile such plan.</p> <p>5.3.4 If the offender refuses to participate in the development of the correctional sentence plan, it must still be completed with a note that the offender refused to participate.</p>	<p>Reintegration Case Management Supervisor</p> <p>Reintegration Case Management Supervisor</p>	<p>Head of Community Corrections</p> <p>Head of Community Corrections</p>	<p>Admission</p> <p>Admission</p>	<p>Supervision Committee</p> <p>Supervision Committee</p>	<p>Weekly</p> <p>Weekly</p>
	5.3.5 The Reintegration Case Management Supervisor must facilitate the completion of correctional sentence plan within the prescribed time frame.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Supervision Committee	Weekly
	5.3.6 At smaller Community Corrections offices where there is not adequate capacity / resources to establish a Reintegration Case Management Supervisor, the Head Community Corrections must decide and indicate who will be responsible for the compilation and monitoring of the correctional sentence plan.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Supervision Committee	Weekly
	5.3.7 The correctional sentence plan also outlines programmes, services or interventions in terms of the following: a. Security b. Corrections c. Development d. Care e. Social reintegration.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Supervision Committee	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	5.3.8 The correctional sentence plan must be completed in consultation with the offender with a view to obtaining his or her commitment to the plan.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Supervision Committee	Weekly
	5.3.9 Upon the completion of the correctional sentence plan, the Reintegration Case Management Supervisor must present and submit the correctional sentence plan to the Supervision Committee for consideration and approval.	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Supervision Committee	Weekly
	5.3.10 Before submitting the correctional sentence plan to the supervision committee, the offender must sign acknowledgement of the content. The Correctional Sentence Plan as attached as Annexure "G".	Reintegration Case Management Supervisor	Head of Community Corrections	Admission	Supervision Committee	Weekly
	<b>5.4 ALIGNMENT OF THE EXISTING CORRECTIONAL SENTENCE PLAN</b>					
	5.4.1 In the event of an offender placed out from the Correctional Centre with an already completed Correctional Sentence Plan, the Reintegration Case Management Supervisor must present the Correctional Sentence plan to the Supervision Committee to reassess and align it according to the probationer / parolee's needs and available services at the particular community corrections office.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Supervision Committee to ensure that the needs of offenders are aligned to the correctional sentence plan.	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>5.4.2 In the case where the probationer / parolee was not involved in all recommended programmes as contained in the correctional sentence plan, he / she must be assigned to internal specialist / social worker / psychologist / Correctional Official who can present the programmes.</p> <p>5.4.3 In the case where such as service / programme cannot be provided internally, the probationer / parolee may be referred to the external service providers for continuation of services or programmes.</p>	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly
	<p>5.4.4 The Reintegration Case Management Supervisor must confirm the supervision category of the probationer / parolee according to the outcome of the Admission Risk Classification Tool in order to manage the probationer / parolee effectively in the community.</p> <p>5.4.5 Should the Reintegration Case Management Supervisor be of the opinion that the level of supervision is to severe / lenient, the matter must be referred back to the placement body (Court / Correctional Supervision and Parole Board / Commissioner or his / her delegate / Minister) with a motivation for possible amendment.</p> <p>5.4.6 In the case where the authority to amend / adjust the level of the supervision category is delegated to the Head Community Corrections, the Supervision Committee must submit the recommended revised supervision category to the Head Community Corrections for consideration.</p>	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly
	<b>5.5 CONFIRMATION OF CLASSIFICATION AND THE CORRECTIONAL SENTENCE PLAN</b>					
	5.5.1 After the acknowledgement of receipt, the Reintegration Case Management Supervisor must present and submit both the Admission Risk Classification Tool and correctional sentence plan to the Supervision Committee.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee to confirm the correctional sentence plans	Weekly
	5.5.2 The Supervision Committee must confirm the correctional sentence plan and the classification of the offender after receiving the necessary documentation.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	5.5.3 After the confirmation of the correctional sentence plan and the classification, these documents must be referred to the Head Community Corrections for approval.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly
	5.5.4 Offenders must follow the correctional sentence plan that outlines services, programmes or interventions that are required to enhance their rehabilitation and reintegration into the community. Read together with the Policy on Social Work Services and Procedure on Social Work	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly
	5.5.5 The correctional sentence plan must be formally reviewed at least once every six (6) months. It may also be reviewed at irregular intervals and if necessary, updated if a change to level of supervision or frequency of contact is required. 5.5.6 In cases where the correctional sentence plan is not updated during the required review timeframes, the reasons must be recorded in the case file.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly
	5.5.7 Correctional Sentence Plan Review Framework a. The purpose of the Correctional Sentence Plan Review Framework is to provide direction on the progress required to monitor and document offender's progress throughout his or her period of correctional and parole supervision – in the interest of rehabilitation and social reintegration of offenders, and public safety. b. Correctional sentence plan must not be changed unless there is a significant change in the factors contributing to the offender's offending behaviour. In such cases, a change in the correctional sentence plan is addressed by completing a Correctional Sentence Plan Review Framework. c. Any changes to a correctional sentence plan and progress against the objectives of the correctional sentence plan must be recorded in the Correctional Sentence Plan Review Framework.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Supervision Committee	Weekly

UNIT 6: IMPLEMENTATION OF THE CORRECTIONAL SENTENCE PLAN

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>6.1 MONITORING</b> <i>Section 52, 57, 68 of the Correctional Services Act, 1998 (Act 111 of 1998)</i>					
Supervision shall be carried out in collaboration with relevant stakeholders.	6.1.1 Monitoring of offenders under the system of community corrections must be conducted in terms of Section 68 of the Correctional Services Act, 1998 (Act 111 of 1998).					
	6.1.2 The Head Community Corrections may implement a flexi-hour shift system for monitoring purposes based on the geographic location / environment / needs of the particular office.					
	6.1.3 All offenders under the system of community corrections must be subjected to monitoring as follows: a. Physical visits at home / place of residence / care during any day of the week / weekends / public holidays b. If discussed and agreed upon by the offender and / or employer, physical visits at the place of work during the week / weekends / public holidays c. Telephonic contact d. Compulsory visits by the offender to the community corrections office / sub-office / satellite office / service point / reporting point e. Electronic Monitoring (if applicable) f. Where physical monitoring cannot be done due to certain circumstances / reasons, alternative measures must be considered and implemented by the Head of Community Corrections g. Monitoring of offenders must not be limited to office hours, but must also take place after hours h. All monitoring measures must take place discerningly and, as far as possible, not cause an embarrassment to the offender and his / her family / employer / community	Reintegration Case Management Supervisor / Reintegration Case Official	Head Community Corrections	Daily	Manager Monitoring / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.1.4 The monitoring category will be determined by the predicted risk of the offender or as determined by the court, Correctional Supervision and Parole Board / Head Correctional Centre or the Commissioner or the delegate in the form of: a. High Risk ,or b. Medium Risk, or c. Low Risk.	Reintegration Case Management Supervisor / Reintegration Case Official	Head Community Corrections	Daily	Manager Monitoring / Unit Manager	Weekly
	6.1.5 High Risk Supervision Category 6.1.5.1 The minimum number of contacts with offenders placed in the High Risk supervision category, is eight (8) contacts per month and may be divided as follows: <b>Physical visit at home</b> • A minimum of one (1) face-to-face visits per week to the offender by the Reintegration Case Official (monitoring official) / appointed volunteer <b>Physical visit at work</b> • A minimum of one monthly face-to-face visit at the offender's place of employment by the Reintegration Case Official (monitoring official)/ appointed volunteer (if deemed appropriate / necessary) <b>Physical visit at Community Service</b> • A minimum of one face-to-face visits per month to the offender at the community service institution by the Reintegration Case Official (monitoring official) / appointed volunteer <b>Compulsory Office visit(s)</b> • Minimum of one monthly face-to-face contacts with the Reintegration Case Management Supervisor (office consultation) • Compulsory visit by the offender to a Sub / Satellite Office, Service Point, Reporting Point, Community member / Volunteer • Minimum of once-monthly reporting at the Sub / Satellite Office, Service Point, Reporting Point, Community member / Volunteer <b>Telephonic contact</b>	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>l. Irregular telephonic contact by the Reintegration Case Official (monitoring official) or the Reintegration Case Management Supervisor</p> <p>m. Electronic Monitoring</p> <p>n. If electronic monitoring was set as a condition, the provisions of the electronic monitoring procedure manual must be complied with</p>					
	<p>6.1.6 Medium Risk Supervision Category</p> <p>6.1.6.1 The minimum number of contacts with offenders placed in the Medium Risk supervision category, is four (4) contacts per month and may be divided as follows:</p> <p><b>Physical visit at home</b></p> <ul style="list-style-type: none"><li>• A minimum of one (1) face-to-face visits per month to the offender by the Reintegration Case Official (monitoring official) / appointed volunteer</li></ul> <p><b>Physical visit at work</b></p> <ul style="list-style-type: none"><li>• A minimum of one face-to-face visit at the offender's place of employment by the Reintegration Case Official (monitoring official) / appointed volunteer every two months (if deemed appropriate / necessary)</li></ul> <p><b>Physical visit at Community Service</b></p> <ul style="list-style-type: none"><li>• A minimum of one face-to-face visits per month to the offender at the community service institution by the Reintegration Case Official (monitoring official) / appointed volunteer</li></ul> <p><b>Compulsory Office visit(s)</b></p> <ul style="list-style-type: none"><li>• Minimum of one face-to-face contacts with the Reintegration Case Management Supervisor (office consultation) every two months</li><li>• Compulsory visit by the offender to a Sub / Satellite Office, Service Point, Reporting Point, Community member / Volunteer</li><li>• Minimum of one reporting at the Sub / Satellite Office, Service Point, Reporting Point, Community member / Volunteer every two months</li></ul> <p><b>Telephonic contact</b></p>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<ul style="list-style-type: none"> <li>Irregular telephonic contact by the Reintegration Case Official (monitoring official) or the Reintegration Case Management Supervisor</li> </ul> <p><b>Electronic Monitoring</b></p> <ul style="list-style-type: none"> <li>If electronic monitoring was set as a condition, the provisions of the electronic monitoring procedure manual must be complied with</li> </ul>					
	<p>6.1.7 Low Risk Supervision Category</p> <p>6.1.7.1 The minimum number of contacts with offenders placed in the Low Risk supervision category, is two (2) contacts per month and may be divided as follows:</p> <p><b>Physical visit at home</b></p> <ul style="list-style-type: none"> <li>A minimum of one (1) face-to-face visits every two months to the offender by the Reintegration Case Official (monitoring official) / appointed volunteer</li> </ul> <p><b>Physical visit at work</b></p> <ul style="list-style-type: none"> <li>A minimum of one face-to-face visit at the offender's place of employment by the Reintegration Case Official (monitoring official) / appointed volunteer on a quarterly basis (if deemed appropriate / necessary)</li> </ul> <p><b>Physical visit at Community Service</b></p> <ul style="list-style-type: none"> <li>A minimum of one face-to-face visits to the offender at the community service institution by the Reintegration Case Official (monitoring official) / appointed volunteer on a quarterly basis</li> </ul> <p><b>Compulsory Office visit(s)</b></p> <ul style="list-style-type: none"> <li>Minimum of one face-to-face contacts with the Reintegration Case Management Supervisor (office consultation) every two months</li> <li>Compulsory visit by the offender to a Sub / Satellite Office, Service Point, Reporting Point, Community member / Volunteer</li> <li>Minimum of one reporting at the Sub / Satellite Office, Service Point, Reporting Point, Community member / Volunteer every two months</li> </ul> <p><b>Telephonic contact</b></p>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<ul style="list-style-type: none"> <li>Irregular telephonic contact by the Reintegration Case Official (monitoring official) or the Reintegration Case Management Supervisor</li> </ul> <p><b>Electronic Monitoring</b></p> <ul style="list-style-type: none"> <li>If electronic monitoring was set as a condition, the provisions of the electronic monitoring procedure manual must be complied with</li> </ul>					
	6.1.8 Monitoring must in all cases, be planned in such a manner that contacts are evenly distributed within the fixed periods of contact without the prediction of its regularity.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring to check that monitoring lists are available according to monitoring categories	Daily
	6.1.9 The Head Community Corrections must rotate Monitoring Officials at least annually to prevent familiarity with offenders.	Reintegration Case Management Supervisor	Head community Corrections	Annually	Manager Monitoring / Unit Manager	Annually
	6.1.10 The Head of Community Corrections must as far as it is practical, ensure that the following guidelines are followed: <ol style="list-style-type: none"> <li>A female offender must preferably be visited by a female monitoring official(s) or by a male and a female Reintegration Case Official</li> <li>Temporary correctional officials / volunteers should preferably be of the same gender as the offender(s)</li> <li>Private clothing must be neat (where permission for the wearing of private clothing is granted)</li> <li>Uniform, official's hair and beard must be worn according to directives (code of conduct)</li> <li>Hooting is not allowed unless it is for the purpose to gain entry to the residential facility (e.g. locked gate)</li> <li>The care giver / next of kin / family member / friend (if available) must briefly be interviewed during the visit</li> <li>Bullet proof jackets / vests must be worn during monitoring</li> </ol>	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.1.11 Reintegration Case Officials must act professionally at all times. They must also be in possession of departmental identification cards at all times, so that they can identify themselves.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.1.12 Depending on the safety risk of the area concerned (according to the discretion of the Head of Community Corrections), visits to offenders must be take place by at least two (2) monitoring officials. 6.1.13 The Head Community Corrections may implement alternative arrangements to maintain control and ensure the safety of officials. 6.1.14 At Community Corrections offices where there are not adequate human resource, the Head of the Correctional Centre may be approached to avail official(s) to assist with monitoring.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.1.15 An offender may not threaten abuse / obstruct / deliberately avoid a correctional official during the process of monitoring.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.1.16 The offender must identify him / herself by means of his / her identity document and / or his / her G447A-card. 6.1.17 If the offender does not have an identity document upon reporting, he / she must be encouraged to obtain identity document. If an Identity document cannot be obtained, Identification must take place by means of thumbprints / photo on the monitoring list.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.1.18 The Head of Community Corrections must ensure that a responsible official is on standby after hours to deal with complaints and requests of offenders. A standby list must be compiled on a monthly basis and made available to the Area Commissioner / Head of the Correctional Centre / Switchboard of the correctional centre.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.1.19 All offenders must be aware of the telephone number(s) which could be contacted after hours. 6.1.20 Telephone answering machines, two-way radios, cellular telephones or the standby system of the Head of the Correctional Centre could possibly be used for this purpose. The most effective and cost-effective system must be utilised.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	<b>6.2 MONITORING LIST</b>					
	6.2.1 The Head of Community Corrections must ensure that Monitoring lists are provided to the Reintegration Case (monitoring) officials on a daily basis.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.2.2 These monitoring lists must contain the following details: a. Date and time of visit b. Offender's registration number, name, identity number, residential and / or work address c. Findings, remarks d. Signature / thumbprint of the offender; and e. Signature of the Reintegration Case Officials					
	6.2.3 This monitoring list must be checked daily by the Control Official: Supervision Services and every fortnight by the Head of Community Corrections. 6.2.4 At smaller offices, this checking must be done on a daily basis by the Head of Community Corrections. 6.2.5 These monitoring lists must be filed and kept for a period of 12 months before being disposed of.	Reintegration Case Management Supervisor	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>6.3 ISSUING AND USAGE OF FIRE-ARMS</b>					
	6.3.1 The Head Community Corrections must (according to the predicted risk within a particular area) ensure that officials tasked to execute monitoring is issued with a fire arm and bullet proof vest.	Reintegration case official / Court Official / Reintegration Case Management Supervisor	Head community Corrections	Daily	Unit Manager	Daily
	6.3.2 Firearms may only be used in terms of section 49 of the Criminal Procedure Act, 1977 as amended. (Act 51/1977).	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.3.3 Officials may be issued with two-way radios / cellular telephones. 6.3.4 The Head Community Corrections must ensure that all precautionary measures available to him / her are instituted to ensure the maximum safety of officials.	Reintegration case official	Head community Corrections	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.3.5 The Head of Community Corrections must authorise the issue and use of firearms for community corrections officials. 6.3.6 Firearms may only be issued to officials who were trained in the specific calibre of the firearm issued in terms of Section 34 of the Correctional Services Act, 1998 (Act 111 of 1998) and Regulation 19 and 20.	Head community Corrections / Security Official	Area Commissioner	Daily	Area Coordinator Social Reintegration	Daily
	6.3.7 The Head of Community Corrections must ensure that when a firearm is used by the official: a. The incident is reported to the South African Police Services b. A full report about the use of firearm must be submitted to the Area Commissioner	Head community Corrections / Security Official	Area Commissioner	Daily	Area Coordinator Social Reintegration	Daily

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	6.3.8 At Community Corrections Offices where there is not an Arsenal of strong room conforming to the requirements for the safe keeping of fire-arms, the Head Community Corrections must make the necessary arrangements with the Head of the Correctional Centre for the issuing, returning and safe keeping of fire-arms in terms of the applicable security prescriptions and directives.	Head community Corrections / Security Official	Area Commissioner	Daily	Area Coordinator Social Reintegration	Daily
	<b>6.4 VOLUNTEERS/TEMPORARY CORRECTIONAL OFFICIALS</b>					
	6.4.1 The Area Commissioner may appoint unpaid volunteers and temporary correctional officials for monitoring.	Head community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration-	Daily
	6.4.2 In respect of monitoring, the volunteer / temporary correctional official could be utilised to monitor the offender at his / her home (house detention), at the institution where he / she performs community service and at work (if applicable and agreed upon with the offender). 6.4.3 Normally, a person at the community service institution where the probationer or a parolee performs community service, should monitor the offender concerned during the performance of community service. 6.4.4 At the place of work, the employer (his / her delegate) should be approached in order to assist with the monitoring of the offender.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.5 It is important that an individual-orientated approach must be followed as far as possible. Here it is specifically referred to institutions and persons which / who have direct interest in the specific offender. If the employer is also an offender, such an employer may not be utilised as a volunteer / temporary correctional official.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.6 The G449 (a) must be used for the monitoring of offenders by employers or their delegates at work. It must also be negotiated with employers or their delegates, to inform the Head of Community Corrections if the offender fails to report for duty or he / she resigns from work.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.4.7 If an offender does not comply with his / her conditions, the volunteer / temporary correctional official must issue a letter [G449 (b)] instructing the offender to report his / her allocated RCMS at the community corrections office on the specified date.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.8 Where a letter [G449(b)] was previously served on an offender and violation of conditions occurs again, a letter “Compulsory Reporting” at the Community Corrections Office [G449(c)] shall, in all cases, be served on the offender except when confirmable evidence indicates an acceptable reason for violation (e.g. hospitalization, problem with a motor vehicle on the way home, etc.).	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.9 Weekly contact (either in person / telephonically / electronic mail) with the volunteer / temporary correctional official must take place to ascertain whether the offender is still complying with his / her conditions.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.10 Community corrections officials must still, although at reduced frequencies, pay visits to the volunteer / temporary correctional official as well as the offender at irregular times as directed by the Head of Community Corrections.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.11 Control over the volunteer / temporary correctional official is also exercised by means of the Monitoring List: Offenders [G449 (a) form].	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily

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	<p>6.4.12 The G449 (a) form is completed by the Reintegration Case Management supervisor in duplicate, with the copy for the file and the original for the volunteer / temporary correctional official.</p> <p>6.4.13 Agreement must be reached beforehand with regard to how the Supervision Official will obtain the completed / finalised G449 (a) again (by post, fax, electronically, fetch personally etc.) in order to make the necessary entries on the computer / manual system. This G449 (a) form must be checked monthly by the Control Official: Supervision Services and quarterly by the Head of Community Corrections.</p>	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.14 All copies of documentation served and received in respect of offenders under the system of community corrections, must be put at the disposal of the RCMS and Supervision Committee together with the monitoring list [G449(a)] for filing on the file of the offender concerned.	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	6.4.15 The Head of Community Corrections must exercise control over the activities of volunteers / temporary correctional officials and must meet with them at regular intervals (at least every three months).	Head community Corrections	Area Commissioner	Daily	Manager Monitoring / Reintegration Case Management Supervisor / Unit Manager	Daily
	<b>6.5 SUPERVISION OF OFFENDERS ON DAY PAROLE</b>					
	<p>6.5.1 The Head of the Correctional Centre must in terms of sections 51(1) (c) and 54 of the Correctional Services Act, 1998 (Act 111 of 1998), inform the Head of Community Corrections in writing before an offender is placed on day parole, providing the following information:</p> <ul style="list-style-type: none"> <li>a. Registration number of the offender</li> <li>b. Surname and name of the offender</li> <li>c. Period of day parole</li> <li>d. Address where the day parolee must be monitored</li> <li>e. The working hours of the day parolee</li> <li>f. Telephone number of employer</li> <li>g. Any other information deemed necessary by the Head Community Corrections</li> </ul>	Head of the Correctional Centre	Head community Corrections	Daily	Admission Clerk (Correctional Centre)	Daily

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	<p>6.5.2 A register for the control of day parolees must be established with the following headings:</p> <ul style="list-style-type: none"> <li>a. Registration Number</li> <li>b. Surname and name of the offender</li> <li>c. Period of Day Parole</li> <li>d. Date / Time of monitoring action (visit)</li> <li>e. Remarks</li> <li>f. Checked</li> </ul> <p>6.5.3 The register must be checked daily by the Divisional Head: Monitoring and on a monthly basis by the Head of Community Corrections.</p>	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring/ Admission Clerk (Correctional Centre / Reintegration Case Management Supervisor / Unit Manager-	Daily
	6.5.4 The Head of Community Corrections must in terms of Section 52(1) of the Correctional Services Act, 1998 (Act 111 of 1998), inform the Head of the Correctional Centre in writing on the first working day after a visit was conducted to the day parolee about the behaviour of the day parolee.	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring Reintegration Case Management Supervisor / Unit Manager	Daily
	6.5.5 Conditions relating to offenders on day parole will be the same as section 52(1) except for the condition of house arrest and payment of compensation unless it was part of the original sentence of the court.	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring Reintegration Case Management Supervisor / Unit Manager	Daily
	6.5.6 Where an offender is classified under a certain monitoring category, only conditions which are applicable to that specific monitoring category may apply.	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring Reintegration Case Management Supervisor / Unit Manager	Daily



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	6.5.7 In case whereby the day parole escape / abscond from the day parole centre / place of work, the Head of Community Corrections must inform the Head of the Correctional Centre of the escape / absconding immediately.	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring Reintegration Case Management Supervisor / Unit Manager	Daily
	6.5.8 The Head of the Correctional Centre must open a case according Sect. 117 of the Correctional Services Act, 1998 (Act 111 of 1998).					
	6.5.9 The Head of the Correctional centre must appoint an official to investigate the absconding / escape.	Investigation officer	Head Correctional Centre	Daily	Head Correctional Centre	Daily
	<b>6.6 CONTROL AND SUPERVISION OF OFFENDERS ON TEMPORARY LEAVE (IN TERMS OF SECTION 50(2) OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.6.1 The Head of the Correctional Centre must inform the Head of Community Corrections at least seven (7) working days before an offender is granted temporary leave regarding the following: a. Confirmation of address where offender will be residing during the period of temporary leave, b. The duration of the temporary leave e.g. date and time from which the temporary leave will apply and the time and date when the offender must return to correctional centre.	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring	Daily
	6.6.2 The Head of Community Corrections must provide feedback to the Head of the Correctional Centre within five (5) working days before commencement of temporary leave regarding the abovementioned issues.	Reintegration Case Management Supervisor	Head of Community Corrections	Upon request	Manager case management to check whether written feedback has been provided to the Head of Correctional Centre	As need arise
	6.6.3 The Head of Community Corrections must provide written feedback to the Head of the Correctional Centre within five (5) working days after the leave period about the behaviour compliance / non-compliance of the offender.					
	6.6.4 A separate register must be established at each community corrections office for offenders on temporary leave. The headings of this register as well as the necessary checking actions will be the same as for the offenders on day parole.	Reintegration Case Management Supervisor	Head of Community Corrections	Upon request	Manager case management to check the register / Unit Manager	Monthly

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	6.6.5 The Head of the Correctional Centre must inform the Head of Community Corrections of the date and time when the offender arrived back at the correctional centre, to enable the Head Community Corrections to make the necessary entries in the register.	Head of the Correctional Centre	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily
	6.6.6 In the event where an offender who was granted temporally leave escapes / absconds, the Head Community Corrections must immediately inform the Head of Correctional Centre.					
	6.6.7 The Head of the Correctional Centre must open a case in terms of Section 117 of the Correctional Services Act, 1998 (Act 111 of 1998).	Head of the Correctional Centre	Head community Corrections	Daily	Head of Correctional Centre	Daily
	<b>6.7 SPECIAL MONITORING</b>					
	6.7.1 Special monitoring actions must be executed as often as necessary, but at least quarterly.	Manager monitoring / Reintegration Case Management Supervisor / Reintegration Case Official	Head of Community Corrections	Quarterly	Area Commissioner to ensure that the report on special monitoring is submitted	Quarterly
	6.7.2 An appropriate note of Special Monitoring actions must be made with red ink in the diary of the Head of Community Corrections.					
	6.7.3 A report of the Special Monitoring action must be submitted to the Area Commissioner for his / her attention and a copy must be filed in the 16/1/1 file for record purposes.					
	6.7.4 The purposes of special monitoring actions amongst others are to: a. Enhance compliance with set conditions b. Trace and arrest absconders c. Enhance crime prevention d. Promote visibility in the community e. Deal with violations f. Enhance the handling Complaints and Requests					
	6.7.5 During this action sufficient personnel must be mobilised and the Head Community Corrections may also involve the South African Police Services.					
	6.7.6 The times at which this type of action is executed must be secret and preferably be executed after hours, on public holidays and weekends.					

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	<p>6.7.7 Additionally to the South African Police Services, the Head Community Corrections may involve members from the Judiciary and / or other role player to participate in special monitoring actions.</p> <p>6.7.8 The local DCS Media Liaison Official / Communication Official must be co-opted to promote the visibility of the special monitoring action to other interested parties / institutions.</p> <p>6.7.9 The Area Commissioner and Heads of Correctional Centres must from time to time be invited to be present during Special Monitoring actions.</p>					
	<b>6.8 HOUSE DETENTION (SECTION 59 OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.8.1 House detention implies that portion of the day / night when the offender does not work and is compelled to be at home. The period of house detention of individual offenders will differ, but shall be determined by an offender's projected risk to the community.	Reintegration Case Management Supervisor / Reintegration Case Official	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily
	6.8.2 High Risk: House detention If house detention is set as a condition, offenders under this category will be compelled to be at home excluding the following periods: a. Working hours and duration of journey to and from work b. Duration of practicing an organized sport / activity c. Four (4) free hours per week d. Compulsory engagement in programmes and community service e. Duration of church attendance (proof must be submitted upon request) f. Any other form of commitment that requires the attendance of the offender (proof must be provided) g. Unemployed offenders must be compelled to be at home, with due consideration of the aforementioned hours.	Reintegration Case Management Supervisor / Reintegration Case Official	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily

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	h. Unemployed offenders may be granted permission to seek employment upon request. Where negotiations for employment are initiated, proof of negotiation must be submitted upon request.					
	<p>6.8.3 Medium Risk: House detention</p> <p>If house detention is set as a condition, offenders under this category will be compelled to be at home excluding the following periods:</p> <ul style="list-style-type: none"> <li>a. Working hours and duration of journey to and from work</li> <li>b. Duration of practicing an organized sport/activity</li> <li>c. Two (2) free hours on daily basis from Monday to Friday and six (6) free hours on Saturdays, Sundays and public holidays (free time not to be later than 22h00)</li> <li>d. Compulsory engagement in programmes and community service</li> <li>e. Duration of church attendance (proof must be submitted upon request to the Department)</li> <li>f. Any other form of commitment that requires the attendance of the offender (proof must be submitted upon request to the Department)</li> <li>g. Unemployed offenders must be compelled to be at home, with due consideration of the aforementioned hours.</li> <li>h. Unemployed offenders may be granted permission to seek employment upon request. Where negotiations for employment are initiated, proof of negotiation must be submitted on request.</li> </ul>	Reintegration Case Management Supervisor / Reintegration Case Official	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily
	<p>6.8.4 Low Risk: House detention</p> <p>If house detention is set as a condition, Offenders under this category will be compelled to be at home excluding the following periods:</p> <ul style="list-style-type: none"> <li>a. Working hours and duration of journey to and from work</li> <li>b. Four (4) free hours on daily basis from Monday to Friday and eight (8) free hours on Saturdays, Sundays and public holidays (free time not to be later than 24h00)</li> </ul>	Reintegration Case Management Supervisor / Reintegration Case Official	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily

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	<ul style="list-style-type: none"> <li>c. Duration of practicing an organized sport/activity</li> <li>d. Compulsory engagement in programmes and community service</li> <li>e. Duration of church attendance (proof must be submitted upon request to the Department)</li> <li>f. Any other form of commitment that requires the attendance of the offender (proof must be submitted upon request to the Department)</li> <li>g. Unemployed offenders must be compelled to be at home, with due consideration of the aforementioned hours. Where negotiations for employment are initiated, proof of negotiation must be submitted on request</li> </ul>					
	6.8.5 In the case of juveniles / children who do not work but are engaged in studies, house detention must be determined according to their class attendance and other school activities.	Reintegration Case Management Supervisor / Reintegration Case Official	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily
	6.8.6 If the court, Correctional Supervision and Parole Board / the Commissioner or the delegate orders that house detention only applies to a portion of the sentence of correctional supervision or parole, house detention may not be extended without the intervention of the court a quo, Correctional Supervision and Parole Board / Commissioner or his/her delegate.	Reintegration Case Management Supervisor	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily
	6.8.7 When an offender (adults, juveniles and children) is on leave, his / her house detention must be adjusted in such a way that he / she is not free from the control of this Department for long periods. In other words, free time shall be granted in accordance with the offender's monitoring category.	Reintegration Case Management Supervisor	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily

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	<b>6.9 TEMPORARY ABSENCE FROM SUPERVISION</b>					
	<p>6.9.1 The Head of Community Corrections may grant temporary absence from supervision for the following purposes:</p> <ul style="list-style-type: none"> <li>a. For medical reasons to allow the offender to undergo medical examination or treatment that cannot reasonably be provided within the magisterial district where the offender resides</li> <li>b. For administrative and / or cultural reasons to allow the offender to attend to essential personal affairs such as cleansing ceremonies, initiation schools, unveiling of tombstones, funerals of direct family, weddings</li> <li>c. For community service purposes to allow the offender to undertake voluntary activity with a non-profit community institution, organisation or agency, or for the benefit of the community as a whole</li> <li>d. For personal development for rehabilitative purposes to allow the offender to participate in specific treatment activities with the goal of reducing the risk of the offender reoffending, and to allow the offender to participate in activities of a rehabilitative nature, including cultural and spiritual ceremonies unique to the South African environment, with the goal of assisting the reintegration of the offender into the community as a law-abiding citizen</li> <li>e. For parental responsibility reasons to allow the offender to attend to matters related to the maintenance of a parent-child relationship, including care, nurture, schooling and medical treatment, where such a relationship exist between the offender and the child</li> <li>f. For compassionate reasons to allow the offender to attend to urgent matters affecting the members of the offender's immediate family or other persons with whom the offender has a close personal relationship</li> </ul>	Reintegration Case Management Supervisor	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily

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	<b>6.10 ASSESSMENT AND REVIEW OF APPLICATION</b>					
	<p>6.10.1 Upon receipt of the offender's application for temporary absence from supervision, the Reintegration Case Management Supervisor must review the application and conduct an interview with the offender to discuss the proposed temporary absence from supervision.</p> <p>6.10.2 The request must be recorded in the G365 register and also be captured on the Community Corrections computer system. A copy of the computer generated report must be filed in the case file of the offender.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to compare complaints and requests in G365-register with the computer printout in case file / Unit Manager	Weekly
	<p>6.10.3 The purpose of the review and interview is to:</p> <ol style="list-style-type: none"> <li>ensure a full understanding of the details of proposed absence and consider its appropriateness in relation to the correctional sentence plan</li> <li>review the offender's progress in dealing with factors which contributed to his or her offending behaviour</li> <li>assess the level of risk involved in the proposed absence and the need for the imposition of special conditions to manage the risk</li> <li>evaluate long-term release plan</li> </ol>					
	<p>6.10.4 The Head Community Corrections may impose any special conditions considered reasonable and necessary to manage the risk, including a condition where to be confined.</p> <p>6.10.5 The special condition(s) set must be noted additionally to existing conditions and the offender must sign to acknowledge these condition(s).</p>					
	6.10.6 The Head of Community Corrections may only grant temporary absence from supervision if he / she is convinced that the offender will not, by re-offending, present an undue risk to society.	Reintegration Case Management Supervisor	Head community Corrections	Daily	Manager Monitoring / Unit Manager	Daily



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	6.10.7 The Head of Community Corrections must make a decision on all temporary absence applications as soon as possible, but no later than ten (10) days after receipt of the Supervision Committee's recommendations and all necessary completed documentation.	Reintegration Case Management Supervisor	Head community Corrections	Daily	Manager Monitoring / Unit Manager / Supervision Committee	Daily
	6.10.8 In the case where the Head Community Corrections approved temporally absence from supervision, the Reintegration Case Management Supervisor must issue the offender with a Route order for the period granted.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Reintegration Case Management Supervisor	Daily
	6.10.9 The offender must hand back the Route order to the Reintegration Case Management Supervisor upon return.					
	<b>6.11 VICTIM COMPENSATION (SECTION 63 OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.11.1 Where an offender has been ordered by the court to pay victim compensation, and such payment cannot be effected at the court, it must be set as a condition of correctional supervision or parole supervision.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.2 An agreement between the RCMS and offender must be reached either to pay the amount once-off or in instalments with due regard to the court order.					
	6.11.3 The period of payment must not exceed three (3) years or, as far as possible, the period of correctional supervision or parole to which the offender has been subjected to, unless the court has directed otherwise.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.4 In this case the G444 (d) form must be completed in triplicate. The original is handed over to the offender, the first copy is handed over / sent (per letter) to the victim whilst the 2nd copy is filed on the file of the offender after written acknowledgement by the offender on all relevant forms.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly

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	6.11.5 The victim compensation must be paid by the offender on a weekly or monthly basis. 6.11.6 The Head of Community Corrections must obtain written proof that the compensation has been paid as agreed upon. 6.11.7 This proof must be filed on the offender's file for control purposes.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management to check the case file for proof of payment / Unit Manager	Monthly
	6.11.8 If a person under correctional supervision or parole fails to pay victim compensation as ordered by the court, this is a violation of a set condition of correctional supervision or parole and appropriate steps must be taken against the offender.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.9 In the event where the offender cannot pay compensation as agreed upon, the case must be referred back to the court.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.10 If for some or other reason, the offender's earnings or financial capability changes during the period under correctional supervision or parole, his / her financial obligations may be reconsidered and adjusted by the Supervision Committee on condition that the court left the discretion for the adjustment to the Department. 6.11.11 If no discretion was left to the Department, the matter must be referred to the court a quo in writing, for a decision.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.12 A Receipt Journal must be kept at every community corrections office.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	6.11.13 The following headings must be used in the Receipt Journal: <ul style="list-style-type: none"> <li>• Date received</li> <li>• Registration number of offender</li> <li>• Name of payee</li> <li>• Receipt number Z263(a)</li> <li>• Amount</li> <li>• Date paid to Financial Control Office</li> <li>• Deposit date</li> <li>• Amount</li> <li>• Receipt number (Z371)</li> <li>• Checker</li> </ul>	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.11.14 The Admission Official issue a separate Z263(a) receipt for every payment of victim compensation received on which full particulars appear in respect of the offender including the case number. Z263(a) details must be forwarded to the Receipt Journal on a daily basis.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release-	Weekly
	6.11.15 All monies paid in, must be kept in a safe or strong room together with receipt books in order to prevent any loss. This money must be paid in at the Financial Control Office on the next working day.	Reintegration Case Management Supervisor Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	6.11.16 Where the payment of money (victim compensation, maintenance, etc.) has been ordered by the court, the volunteer/temporary correctional official must obtain payment receipts for submission to the Head of Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.17 A 1084-form, payment advice, must be completed in triplicate at the end of every month, of which the original plus the first copy must be furnished to the Financial Control Office with the particulars of the beneficiary whilst the third copy is kept as proof in a ring binder/file in the community corrections office.	Reintegration Admission Official	Head of Community Corrections	Daily	Financial Control Official	Weekly
	6.11.18 When calculating the instalment, the offender's earnings, financial capability and any other factor of interest must be considered thoroughly by both the offender and the Supervision Committee, for a decision by the Head of Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.19 As soon as agreement has been reached, the payment of the victim compensation is set by the Supervision Committee to the offender as a written condition and it is explained to him / her which steps will be taken should the conditions not be complied with, e.g. arrest and referral back to the court or to the correctional centre.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.11.20 The Reintegration Case Management Supervisor informs the Reintegration Admission Official of the amount agreed upon with the offender and also informs the offender that all the financial transactions will be dealt with by the Admission Office in future.	Reintegration Case Management Supervisor / Reintegration Admission Official	Head of Community Corrections	Daily	Manager Case Management / Manager Admission and Release	Weekly
	6.11.21 The Reintegration Admission Official must ensure that every person who must receive victim compensation is informed about this in writing and the latter must indicate in writing whether compensation will be received personally or it must be posted to him/her by registered post.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	6.11.22 If the period of correctional supervision or parole expires before the total amount of victim compensation as ordered by the court is paid in full, the court must be informed by means of a letter.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	6.11.23 Where the payment of money (victim compensation, maintenance, etc.) has been ordered by the court, the volunteer / temporary correctional official must obtain payment receipts for submission to the Head of Community Corrections. 6.11.24 Existing financial directives must be complied with.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management	Weekly
	<b>6.12 COMMUNITY SERVICE (SECTION 60 OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.12.1 Community service is a free service to the community and has the following advantages: a. The offender is enabled to “compensate” the community for the damages caused b. The community is appeased because the element of punishment/retribution is brought home to the offender c. Discerning and correct placement may have a therapeutic advantage for the offender d. The community becomes involved in correctional administration of justice	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>6.12.2 The offenders must perform community service at the allocated community service institutions.</p> <p>6.12.3 Community service may vary from unskilled labour (cleaning of parks / rivers / streets / construction of roads and gardening) to skilled labour (building / paintwork / typing / administration, etc.), provided that the placement institution does not make direct profit out of this service.</p> <p>6.12.4 Institutions which may be approached for the purpose of placement of offenders include, inter alia:</p> <ul style="list-style-type: none"> <li>a. State Departments such as the Department of Correctional Services, South African Police Service, the Department of Justice, the South African National Defence Force, etc.</li> <li>b. Hospitals and other medical related institutions</li> <li>c. Schools / Nursery schools</li> <li>d. Municipalities, fire brigades and zoos</li> <li>e. Preservation institutions</li> <li>f. Society for the Prevention of Cruelty to Animals</li> <li>g. Charity organisations</li> <li>h. Churches</li> <li>i. Welfare institutions, etc.</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	<p>6.12.5 Every community corrections office must keep a list / data base of possible placement institutions in the area it serves.</p> <p>6.12.6 It must be negotiated with such institutions so that agreement could be reached with regard to:</p> <ul style="list-style-type: none"> <li>a. the type of work available per placement institution during the week week-end</li> <li>b. Number of offenders required per placement institution</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Head of Community Corrections to check the list of community service institutions	Monthly
	<p>6.12.7 Unpaid voluntary workers who are not employees of the Department may be appointed in terms of Section 96 (4) of the Correctional Services Act, 1998 (Act 111/1998), to manage and monitor offender(s) during the performance of community service.</p> <p>6.12.8 The list / data base of all community services institutions must be updated regularly and must the list of institutions on the Community Corrections computer system also be updated.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Community Liaison Official	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.12.9 Control measures which must be instituted in terms of Regulation 17 (2) are the following: a. The identification of the offender must take place in such a manner that it is ensured that the right person reports at the right placement institution b. The date, time and place where the offender must report for community service must be determined beforehand c. Type of service that the offender must perform d. Date and time of the completion of a shift of community service e. Feedback to the community corrections office about the performance of community service by offenders f. Certification of the control list (contact persons, offender and Reintegration Case Management Supervisor)	Reintegration Case Management Supervisor / Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Community Liaison Official	Monthly
	6.12.10 During negotiation with placement institutions, only information which is regarded as absolutely essential concerning the offender must be made known to placement institutions. 6.12.11 Placement institutions must be sensitised with regard to the confidentiality of information concerning the offenders.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Head of Community Corrections to check the list of community service institutions	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.12.12 The Department is not responsible for the supervision of the offenders who perform community service. 6.12.13 The community service institutions concerned are responsible for the supervision of offenders. 6.12.14 The Reintegration Case Management Supervisor, to whom the offender is responsible, must check whether the offender complies with the condition of community service.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.12.15 If a group of offenders, who must perform community service at a placement institution on the same day and date, do not have their own transport, the institution concerned is responsible for their transportation. This aspect must be clarified with the placement institutions during initial negotiations. A written undertaking to this effect should be obtained beforehand from the placement institution.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	6.12.16 When circumstances necessitate that offenders must perform community service on Sundays / religious days, the offender must make an application to the Supervision Committee by means of a fully motivated report. Approval should be granted only if there is no other alternative.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Monthly
	6.12.17 When a decision is being made about the type of community service which the offender must perform, the following must, amongst others, be taken into consideration: a. The interest / motivation of the offender to perform a particular type of community service taking into account skills / experience / qualifications b. The distance between the placement institution and the offender's home and the availability of own / public transport c. Sexual offenders / paedophiles must not be placed at institutions where children are present	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.12.18 Placement institutions must make provision for meal times during the performance of community service. 6.12.19 Meal times are calculated as part of the period of community service and offenders are responsible for their own meals. 6.12.20 Meal times should not exceed more than 30 minutes during a four (4) hour shift and not more than sixty (60) minutes during an eight (8) hour shift.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Monthly
	6.12.21 The offender may not receive or be given any income (monetary / reward / gift) for the performance of community service.					
	6.12.22 The offender must in terms of Section 60(1) of the Correctional Services Act, 1998 (Act 111 of 1998), be compelled to perform a number of community service hours as ordered by the court, Correctional Supervision and Parole Board / the Commissioner or the delegate or, if not specified, at least 16 hours community service for every month of his / her supervision period.					
	6.12.23 The Supervision Committee may, with due consideration of the court order, decide discretionary about the performance of community service if the offender's supervision period expires within the first fifteen (15) days of the last month of his / her supervision period. If the period of expiration falls after the fifteenth (15th) of the month, it is regarded as a full month for the purpose of the calculation of community service.					
	6.12.24 Community service during each month may be distributed according to the individual circumstances of each offender, for example: • Week 1: 8 hours • Week 2: none • Week 3: 8 hours, etc.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Head of Community Corrections/ Reintegration Case Management Supervisor	Monthly
	6.12.25 Unless otherwise specified by the placement body, during the finalisation of conditions, one third (1/3) of the set community service hours (take note, not per shift) may be suspended conditionally with a view to promoting the offender's cooperation during the supervision period.					

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	6.12.26 Upon non-compliance with any condition(s), the suspended hours of community service may be reconsidered and partly or in full put into operation by the Supervision Committee.					
	6.12.27 Community service hours which have been imposed by the court, Correctional Supervision and Parole Board / the Commissioner or the delegate may not be suspended / changed without the intervention of that court, Correctional Supervision and Parole Board / the Commissioner or his / her delegate.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	6.12.28 The Reintegration Case Management Supervisor / Reintegration Case Official must visit offenders who perform community service at irregular times.					
	6.12.29 If placement institutions have complaints about the behaviour and actions of offenders, actions must be taken immediately.					
	6.12.30 Placement institutions must therefore also have the telephone number of the official on standby.					
	6.12.31 A register, which makes provision for the identification and other particulars of the offender, must in terms of Regulation 17 (2) be opened and completed by the placement institution per community service session in respect of every allocated offender.					
	6.12.32 A copy of the G444 (b) form must be provided to the community service institution for control purposes.	Reintegration Case Management Supervisor	Head of Community Corrections	Monthly	Manager case management / Unit Manager	Quarterly
	6.12.33 The register must be checked by the Reintegration Case Management Supervisor on a monthly basis and by the Head of Community Corrections on a quarterly basis in order to determine whether the offenders have complied with their community service obligations and to allocate other offenders to placement institutions where there are vacancies.					
	6.12.34 If an offender cannot perform community service due to a psychological or physical defect, the Head of Community Corrections must upon receipt of a medical report, decide whether the offender is fit for community service or not.					

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	6.12.35 Before exemption may be granted, the Supervision Committee must consider alternative options and make a recommendation to the Head of Community Corrections for consideration and a decision. 6.12.36 The motivated decision of the Supervision Committee must be entered and filed in the offender's file together with the medical report. 6.12.37 This may only be done if the court, board or other bodies, have given authorisation to the Commissioner to effect changes or amend this condition.	Reintegration Case Management Supervisor	Head of Community Corrections	As need arise	Manager case management to check case file to determine whether relevant documentation is attached and application was handled correctly	Monthly
	6.12.38 If the community service was ordered by the court, Correctional Supervision and Parole Board, the Commissioner or his / her delegate, and they have not granted permission to the Head Community Corrections to alter or amend it, the matter must be referred back to the court a quo, Correctional Supervision and Parole Board / the Commissioner or the delegate for a decision.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management	Monthly
	6.12.39 Where the offender must perform community service and submits a medical certificate which states that he / she cannot perform his / her community service on a specific day or over a certain period, such community service must be performed at a later stage while the sentence / parole period is being served. 6.12.40 Should the period of correctional supervision or parole expire before the offender could complete the allocated community service hours as it was ordered by the court, the Correctional Supervision and Parole Board / the Commissioner or his / her delegate / the Supervision Committee must inform the relevant bodies about this in writing. A copy of the medical certificate concerned must accompany this communication.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management	Monthly
	6.12.41 If the court, Correctional Supervision and Parole Board / the Commissioner or the delegate have given the authority to the Department to alter / change the community service, the outstanding community service hours shall lapse at the expiry of the sentence of correctional supervision or parole period.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

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	6.12.42 Where the court, Correctional Supervision and Parole Board / the Commissioner or the delegate has ordered that an offender must perform community service for a fixed number of hours, but this is not feasible due to the distance from the placement institution, the Supervision Committee must approach the court a quo as well as the Correctional Supervision and Parole Board / the Commissioner or the delegate in writing, via the registrar / clerk of the court, as well as the Correctional Supervision and Parole Board / the Commissioner or the delegate with regard to the possible reconsideration / amendment to this set condition.					
	6.12.43 When offenders have completed their compulsory community service successfully, a note to this effect is made on the copy of the G444 (b) form and it is filed on the file of the offender.					
	6.12.44 Problems which are being experienced, must be communicated by the supervisor at the community service institution to the volunteer / temporary correctional official or Head of Community Corrections, for action as agreed upon locally.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.12.45 Visits must be paid to these community service institutions from time to time by the Head of Community Corrections, or other official, for control purposes.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.12.46 After the completion of community service, the G444(b) form is obtained from the institution concerned and filed on the offender's case file.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

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	<b>6.13 INJURIES DURING PERFORMANCE OF COMMUNITY SERVICE</b>					
	6.13.1 In the event that offenders sustain injuries, the Head of Community Corrections must conduct an investigation in this regard.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Monthly
	6.13.2 During the process of negotiating with a community service institution, the Head Community Correction must request such institution to ensure that all safety requirements are met and that the safety of offenders rendering community service must not be put at risk.					
	6.13.3 These requirements must also be clearly indicated in Services Level Agreement / Memorandum of Understanding between the Community Corrections Office concerned and the Community Services Institution.					
	<b>6.14 PATRIMONIAL LOSS: PERFORMANCE OF COMMUNITY SERVICE</b>					
	6.14.1 Section 131 of the Correctional Services Act, 1998 (Act 111 of 1998), regulates the liability in respect of patrimonial loss which results from the performance of community service by an offender at the placement institution.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Head of Community Corrections	Monthly
	6.14.2 After the receipt of a claim from the placement institution, the Head of Community Corrections must conduct a full investigation into the matter, where after it must be dealt with in accordance with the provisions of the Finance Procedure Manual.					
	<b>6.15 DEATHS WHILST PERFORMING COMMUNITY SERVICE</b>					
	6.15.1 All unnatural deaths are investigated by the South African Police Service.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Monthly
	6.15.2 In the case where an offender is serving a sentence of correctional or parole supervision and dies due to natural causes or in an accident (excluding certain circumstances while community service is being performed), this Department is not responsible for the funeral costs.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Monthly

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	6.15.3 If the death is due to the negligence of the placement institution and the placement institution refuses to bear the costs, the investigation of the Head of Community Corrections must be submitted to the Chief Deputy Commissioner Community Corrections via the Regional Commissioner, for advice with regard to further steps, where applicable.	Head Community Corrections	Area Commissioner	Daily	Area Coordinator Social Reintegration	Monthly
	<b>6.16 PROGRAMMES (IN TERMS OF SECTION 64 OF THE CORRECTIONAL SERVICES ACT, 111/1998, SECTION 96 OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.16.1 The court / CSPB / Commissioner / Minister or other body which has the authority to impose treatment, development and support programmes may specify what programmes the offender must attend.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.2 If the court / CSPB / Commissioner / Minister or other body does not specify which programmes the offender must attend, the Supervision Committee may specify such programmes which can be Correctional Programs or Therapeutically programs.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager / Supervision Committee	Monthly
	6.16.3 The offender must attend such programmes and stay in attendance for the duration of each individual session for the entire programme, unless leave of absence is granted by the Commissioner or the delegate.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.4 The court / CSPB / Commissioner / Minister or other body may change the conditions or alternatively authorise the Head of Community Corrections to change / amend the conditions.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

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	6.16.5 The Head of Community Corrections must facilitate the presentation of programmes to offenders through utilising: a. vocational experts working at community corrections b. vocational experts working at the local correctional centre(s) in consultation with the Head of the Correctional Centre / Area Commissioner c. vocational experts, programmes provided by other government departments d. expert or professional volunteers e. educational institutions f. any other institutions which may contribute towards the rehabilitation and reintegration of offenders	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.6 The presentation of programmes should aim at addressing the following areas: a. Offending behaviour b. Skills development c. Social responsibility d. Employability	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.7 A list of available programmes together with specific times when and where they are being presented, must be compiled, drafted and kept at the community corrections office and be updated on a continuous basis. This is provided that the list must be reviewed every six (6) months by the Head of Community Corrections. The common needs of offenders will, to a great extent, determine the type of programme to be presented and operated at a specific office.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.8 If the offender cannot pay for the expenses involved in the treatment programme, the Head of Community Corrections should negotiate with the treatment centre concerned for the offender to be dealt with as a needy case.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.16.9 When a parolee is referred to a treatment centre, his / her sentence must continue. The file of the parolee must be transferred to the community corrections office nearest to the treatment centre for admission and monitoring purposes.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.10 A probationer who has a drug dependency problem must be referred back to the court for a decision on the treatment of his or her addiction.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.11 The Reintegration Case Management Supervisor must compile and submit a comprehensive report on the identified problem areas such as drug dependency, violations as well as recommendations from the social worker to the court for a decision.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.12 Should the court decide finally that the probationer must be admitted to the treatment centre for treatment, the Reintegration Admission Official must temporarily release him or her from system.	Reintegration Admission Official	Head of Community Corrections	Weekly	/ Manager Admission and Release	Monthly
	6.16.13 The court must specify whether the sentence must be suspended or continued for the duration of the treatment.	Reintegration Case Management Supervisor / Social Worker / Psychologist	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.14 The internal social worker must liaise with the social worker at the treatment centre for an in-depth assessment.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.16.15 If approval is granted for the parolee / probationer to be admitted to the treatment centre, he / she must be transported and handed over to the treatment centre.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.16.16 The Social Worker must provide the Reintegration Case Management Supervisor with the G444(c) Notice: To Attend Program(s) condition form indicating the schedule of programmes in the case where the offender was admitted without the condition of attendance of programmes.	Social Worker	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Daily
	6.16.17 The social worker must allocate the offender to the relevant programme on the Community Corrections computer system and also ensure that when the offender do attend the program, the information is captured on the system. A report indicating attendance must be printed and filed in the case file / social worker file.	Social Worker	Head of Community Corrections	Daily	Reintegration Case Management Supervisor	Daily
	6.16.18 In the instance where the offender does not attend the required programme, the social worker must inform the Reintegration Case Management Supervisor of the non-compliance.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Daily
	<b>6.17 SEARCHING (REGULATION 16 (1)(C), SECTIONS 27(3)(B), , 57(3), 57(4), 101(1) OF THE CORRECTIONAL SERVICES ACT,1998 ( ACT 111 OF 1998)</b>					
	6.17.1 Searching must be conducted with great circumspection in the event that there is reasonable suspicion that the offender may be in possession of illegal items, dangerous weapons, firearms, dependency producing substances/ medication which have not been prescribed by the doctor. These items will be confiscated.	Reintegration Case Management Supervisor / Security Official	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.17.2 The confiscated items must be recorded in the register G351 and kept safely in a lockable steel cabinet / safe.	Reintegration Case Management Supervisor / Security Official	Head of Community Corrections	Daily	Manager Case Management to check the G351 register for and compare with the confiscated items / Unit Manager	Monthly
	6.17.3 The register (G351) must be checked daily by the Control Official: Supervision Services and by the Head of Community Corrections on a monthly basis.	Reintegration Case Management Supervisor/ Security Official	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.17.4 If this is practicable, searching must not be done in the presence of his / her family or any other person. 6.17.5 Two correctional officials of the same gender as the offender must as far as possible, conduct searching. 6.17.6 If anal and vaginal investigations are deemed necessary it must be done by the Medical Official. Expenses in this regard are financed by the Department.	Reintegration Case Management Supervisor/ Security Official / Medical Official / Internal Doctor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.17.7 If the offender refuses to be searched, the necessary force may be used to overcome any resistance. It is important to explain the reason for the search to the offender beforehand.	Reintegration Case Management Supervisor / Security Official / Medical Official	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.17.8 The offender's premises / residence may be searched without a warrant by a correctional official, if there is a reasonable suspicion that illegal substances / items are on the premises / residence where the offender is present. 6.17.9 This action must be reported in writing to the Head of Community Corrections and a report must be filed on the file of the offender.	Reintegration Case Management Supervisor / Reintegration Case Official	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>6.18 RESTRICTION TO MAGISTERIAL DISTRICT(S) (IN TERMS OF SECTION 52(1)(I) OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.18.1 Restriction to magisterial district(s) may be set by the court, Correctional Supervision and Parole Board / Commissioner or his / her delegate / Minister as a supervision condition.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.18.2 If a recommendation in this regard was submitted to the court by means of the suitability report, and the court did not set it as a condition of correctional supervision, the Head of Community Corrections must refer this matter back to court.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.18.3 If the Correctional Supervision and Parole Board / the Commissioner or the delegate did not set it as a condition, the Head of Community Corrections may set it as a condition provided that authority was granted to the Head of Community Corrections to impose and amend the conditions.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.18.4 When this condition is set for offenders, they may not leave the specified magisterial district(s) without permission from the Head of Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.18.5 If the offender is granted permission to leave the specified magisterial district, the Head of Community Corrections must set indicate the amended conditions for the duration which must strictly be adhered to. These conditions may include amongst others the following: a. Reporting at the specified SAPS offices en-route to and from his / her destination b. Reporting at the nearest community corrections office where he / she will be residing including confirmation of positive support systems c. Providing the necessary proof with regard to the request d. Reporting back to the community corrections office on the specified date and time	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.18.6 The Reintegration Case Management Supervisor must issue the offender with a Route order which must be handed back upon return. 6.18.7 In case an offender is granted permission to leave his/her magisterial district(s) for period(s) longer than one (1) month, such offender must be transferred to the nearest Community Correction office. 6.18.8 Applications for permission to leave magisterial district(s) must be submitted at least one (1) week in advance to the Head of Community Corrections and Reintegration Case Management Supervisor.					
	<b>6.19 FIXED ADDRESS (IN TERMS OF SECTIONS 52(1)(I) AND 66 OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.19.1 The person subject to community corrections may not leave or change the fixed address without prior consent from the Head of Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.19.2 When an offender loses his / her support system, concerted efforts should be made to arrange alternative accommodation (e.g. other family members, friends, night shelters, halfway houses, Day Parole centre etc.).	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.19.3 In a case where all attempts were unsuccessful to secure alternative accommodation for offenders released from a correctional centre, such offenders may be re incarcerated as a last resort. Additionally, those sentenced in terms of Section 276 (1)(h) of the CPA, Act 51/1977, may be referred back to court.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	<b>6.20 USE/ABUSE OF ALCOHOL/DRUGS (IN TERMS OF SECTION 67 OF THE CORRECTIONAL SERVICES ACT, 111/1998)</b>					
	6.20.1 An offender who has an alcohol dependency problem may not use any alcohol, unless the court, Correctional Supervision and Parole Board / the Commissioner or the delegate orders otherwise.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.20.2 Other offenders may not abuse alcohol. If there is reasonable suspicion that the offender has exceeded the legal limits, a breathalyser may be utilised to determine the level of alcohol.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.20.3 If there is an indication that the offender has exceeded the limit, he / she may be subjected to the taking of a blood sample by the designated medical practitioner. 6.20.4 The local district office of Dept. of Health must be approached to source / obtain a list of the relevant / identified medical practitioners (Forensic medical practitioners). 6.20.5 The Department must finance the expenses pertaining to the test. 6.20.6 If the offender requests to have a blood sample taken by a medical practitioner of his own choice, the offender must be allowed. In this case the offender must however cover the expenses involved.	Reintegration Case Management Supervisor / Medical Official	Head of Community Corrections	As need arise	Manager Case Management to compare monitoring list, diary of Head Community Corrections, case file for recording of relevant incidents / Unit Manager	Monthly
	6.20.7 If the offender refuses to take a blood sample, it may be regarded as a violation of his / her conditions.	Reintegration Case Management Supervisor	Head of Community Corrections	As need arise	Manager Case Management / Unit Manager	As need arise
	6.20.8 Care must be taken that breathalysers are purchased from approved providers. All members that utilise the breathalysers must be trained by the provider. Furthermore, all breathalysers must be calibrated as indicated by the provider.	Reintegration Case Official	Head of Community Corrections	Monthly	Manager monitoring to check that breathalysers are calibrated	Monthly
	6.20.9 If alcohol concentration in the offender's blood exceeds 0.05 gram per 100 millilitres, it is regarded as alcohol abuse and non-compliance with this condition.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager monitoring / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>6.21 SEEKING OF EMPLOYMENT (IN TERMS OF SECTIONS, 52(1) (C ) 61, 62, OF THE CORRECTIONAL SERVICES ACT,1998 ( ACT 111 OF 1998)</b>					
	6.21.1 An offender is required to seek employment when he / she is not employed upon placement and must provide proof to the Reintegration Case Management Supervisor in this regard.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manage	Monthly
	6.21.2 The Reintegration Case Management Supervisor must assist the offender in seeking employment by giving him / her time-off for job hunting.	Reintegration Case Management Supervisor / Reintegration Case Official	Head of Community Corrections	Weekly	Manager case management / Unit Manage	Monthly
	6.21.3 The offender may not change his / her employment without the permission of the Head of Community Corrections and must perform the work to the best of his / her ability and comply with the conditions of the contract of employment.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manage	Monthly
	<b>6.22 CONTRIBUTION TO COST OF COMMUNITY CORRECTIONS (SECTION 65 OF THE CORRECTIONAL SERVICES ACT, 1998 ( ACT 111 OF 1998)</b>					
	6.22.1 The Court / Correctional Supervision and Parole Board / the Commissioner or the delegate may specify the amount to be paid by the offender as a condition of contribution to the cost of community corrections. The Reintegration Case Management Supervisor must ensure the offender complies with this condition.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.22.2 In a case where the court has not specified the amount to be paid by the offender, the Reintegration Case Management Supervisor must determine the amount based on the annual revenue tariff determined by the Chief Financial officer.					
	6.22.3 A copy of the receipt of payment must be filed on the offenders' case file.					



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.22.4 In a case where an offender is unable to pay contribution to cost of community corrections, the matter must be referred back to Court / Correctional Supervision and Parole Board / the Commissioner or the delegate for a decision.					
	6.22.5 Contribution to the cost of Community Corrections must be paid before the 7th day of the preceding month and payments must be done during week days. 6.22.6 Copies of receipts must be filed in the case file for control purposes. 6.22.7 The Head Community Corrections must ensure compliance with all relevant and applicable Financial directives and circulars.	Admission Clerk	Head Community Corrections	Daily	Manager Admission and Release	Weekly
	<b>6.23 EXECUTION OF CORRECTIONAL SENTENCE PLAN</b>					
	6.23.1 The Reintegration Case Management Supervisor must execute interventions in respect of offenders.	Reintegration Case Management Supervisor	Head Community Corrections	Daily	Manager case management check case file for compliance with the correctional sentence plan / Unit Manager	Monthly
	6.23.2 The Reintegration Case Management Supervisor must address the offender's needs and manage risks making use of community resources such as family and / or a monitoring agency.					
	6.23.3 The Reintegration Case Management Supervisor must establish a network of community contacts to collaborate information provided by the offender. The Reintegration Case Management Supervisor must never solely rely on an offender's self-reported information. Community service and home visits are other sources of control to ensure that the Reintegration Case Management supervisor is well aware of the offender's whereabouts.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly
	6.23.4 The Reintegration Case Management Supervisor must, through a network of community contact, verify the offender's place of residence, programme participation, employment, educational attendance, or any other factor relevant to the offender's correctional sentence plan.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	6.23.5 In the event where a monitoring agency or individual is utilised, regular progress reports must be submitted to the Reintegration Case Management Supervisor.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager	Monthly

# UNIT 7: MONITORING, EVALUATION AND NON-COMPLIANCE

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>7.1 REASSESSMENT</b>					
	7.1.1 The purpose of reassessment is to: <ul style="list-style-type: none"> <li>review the appropriate level of supervision</li> <li>measure progress in relation to the specified interventions in the correctional sentence plan</li> <li>adjust and amend the correctional sentence plan accordingly</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case to determine whether the reclassification tool has been comprehensively completed	Monthly
	7.1.2 Reclassification is to facilitate the reassessment process. 7.1.3 All offenders placed under the system of community corrections must be subjected to Reclassification in the following circumstances: <ul style="list-style-type: none"> <li>a. When the offenders are due for reassessment</li> <li>b. When the static and dynamic factors have changed to the extent that it necessitates re-assessment</li> <li>c. When the offenders have committed serious violations</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check case to determine whether the reclassification tool has been comprehensively completed	Monthly
	7.1.4 The Reintegration Case Management Supervisor must first explain the goal and objective of the Reclassification to offenders before conducting an interview.					
	7.1.5 The Reintegration Case Management Supervisor must complete the reclassification tool.					
	7.1.6 The Reintegration Case Management Supervisor must allocate score using levels of classification, that is: <ul style="list-style-type: none"> <li>a. High Risk Supervision category</li> <li>b. Medium Risk Supervision Category</li> <li>c. Low Risk Supervision Category</li> </ul> 7.1.7 The Head Community Correction may override the allocated score upon recommendation from the Supervision Committee.					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	71.8 A copy of the Reclassification must be filed in the case file of the offender.					
	<b>7.2 PREPARATION FOR PROGRESS REVIEW BY SUPERVISION COMMITTEE</b>					
	7.2.1 The Reintegration Case Management Supervisor must obtain reports on the offender from the internal and external service providers including monitoring agencies, community service institutions, and the relevant professionals and families of offenders as part of correctional sentence plan requirements.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management	Monthly
	7.2.2 After obtaining all the relevant reports, the Reintegration Case Management Supervisor must review the offender's progress with regard to the correctional sentence plan.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management	Monthly
	7.2.3 Upon reviewing the Correctional Sentence Plan, the Correctional Sentence Plan Revision Framework must be updated. The objectives of Correctional Sentence Plan Revision Framework are amongst others to: a. provide information on the services and programmes contained in offender's correctional sentence plan b. document the level of intervention / frequency of contact c. identify and document the type of interventions required to address the dynamic which contribute to criminal behaviour (if risk increased and new interventions are required) d. document the significant progress of the offender under community corrections	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Supervision Committee	Monthly
	7.2.4 The Correctional Sentence Plan Revision Framework must be signed by the offender to acknowledge that he / she is aware of its content. A copy must be issued to the offender.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager / Reintegration Case Management Supervisor	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.2.5 If the offender refuses to sign the Correctional Sentence Plan Revision Framework or acknowledge receipt, a notification must be made in the case file indicating the reasons.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management / Unit Manager / Reintegration Case Management Supervisor	Monthly
	7.2.6 The Correctional Sentence Plan Revision Framework must be submitted to the Supervision Committee for approval.	Reintegration Case Management Supervisor	Head of Community Corrections	Weekly	Manager case management	Monthly
	7.2.7 A progress report must be compiled and submitted to the Supervision Committee for consideration and possible endorsement.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager / Reintegration Case Management Supervisor	Monthly
	7.2.8 The Reintegration Case Management Supervisor must monitor and review progress.					
	<b>7.3 REVIEW BY SUPERVISION COMMITTEE</b>					
	7.3.1 The chairperson of the Supervision Committee must be appointed in writing by the Head of Community Corrections	Head of Community Corrections	Area Commissioner	Annually	Head Community Corrections	Annually
	7.3.2 The Reintegration Case Management Supervisor must ensure that the offender attends the sitting of the Supervision Committee.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check the case file for attendance of the sitting and updating of correctional sentence plan / Unit Manager	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.3.3 During this session, the Supervision Committee must review, evaluate and update correctional sentence plan at least every six months / or more frequently depending on the length of sentence.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily		Monthly
	7.3.4 The Supervision Committee must recommend (including the modification of level of supervision and alignment of the correctional sentence plan) to the Head of Community Corrections for endorsement and approval.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily		Monthly
	7.3.5 The Reintegration Case Management Supervisor must capture recommendations and decisions and provide written feedback to the Supervision Committee and other professionals (social worker, psychologist, etc.).	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Monthly
	7.3.6 These decisions and instructions must be implemented by the RCMS in conjunction with the available professionals (social worker, psychologist, etc.).	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Monthly
	<b>7.4 NON-COMPLIANCE WITH CONDITIONS</b>					
	7.4.1 When an offender violates any of the set conditions, he / she must be summoned to the office or served with a notification to report to his / her Reintegration Case Management Supervisor (RCMS).	Reintegration Case Management Supervisor / Reintegration Case Official	Head of Community Corrections	Daily	Manager case management	Weekly
	7.4.2 The offender must be given an opportunity to explain the reasons for non-compliance to the RCMS. 7.4.3 The RCMS must obtain / take down a sworn statement / written acknowledgement regarding the reasons for non-compliance.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly
	7.4.4 In a case of a violation for which the offender can provide an acceptable and verifiable excuse, he / she may receive a verbal or written warning. 7.4.5 Schedule of minor violations is attached as Annexure "H".	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>7.4.6 If reasons advanced by the offenders are not accepted, or the violation is of a serious nature the Reintegration Case Management Supervisor may take the following steps:</p> <ul style="list-style-type: none"> <li>a. Recommend putting into operation the suspended portion of community service</li> <li>b. Recommend adjustment of conditions to accommodate the personal circumstances of the offender</li> <li>c. Recommend attendance of additional programmes</li> <li>d. Instruct the offender to appear before the Court / CSPB / Commissioner or the delegate on a specific date and time</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly
	<p>7.4.7 In the event of major or repeat violations, the RCMS may recommend to the Supervision Committee that the offender be referred to the Court / CSPB / Minister / Commissioner or the delegate.</p> <p>7.4.8 Schedule of major violations is attached as Annexure “H”.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly
	<p>7.4.9 Depending on the seriousness of the offender's non-compliance with conditions, the Head of Community Corrections may take the following steps:</p> <ul style="list-style-type: none"> <li>a. Issue a warrant for arrest and detention for investigation purposes (G306)</li> <li>b. Recommend that the Court / CSPB / Commissioner or the delegate revoke the offender's correctional / parole supervision</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly
	<b>7.5 ISSUING OF G306 (WARRANT FOR ARREST)</b>					
	<p>7.5.1 There are two types of G306 warrants which may be issued by the Head of Community Corrections, namely:</p> <ul style="list-style-type: none"> <li>a. G306 (48 hours): This warrant is issued for investigation purposes. The Head of Community Corrections must decide within 48 hours to either place the offender back into the system of community corrections or refer the offender to the Court/CSPB/ Commissioner or the delegate.</li> <li>b. G306 (remainder of sentence): This warrant is issued for the cancellation of parole or correctional supervision.</li> </ul> <p>7.5.2 The CSPB / Minister / Commissioner or the delegate must decide within 14 days on the revocation of parole or correctional supervision.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.5.3 A G306 warrant must be issued in triplicate. The original is utilised for arrest and detention for investigation purposes for up to 48 hours. The first copy must be filed in the case file of the offender and the second copy in the record file 16/2/4/2 for future reference.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.5.4 A G306 must only be issued based upon adequate evidence, which indicates a probable serious or repeated pattern of non-compliance with conditions, absconding and a compelling need for detention pending the decision of the Court / CSPB / Minister / Commissioner or the delegate.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.5.5 The Head Community Corrections, upon the recommendation(s) from the Supervision Committee, must decide within the period of forty eight (48) hours whether to place the offender back into the system of community corrections to continue with his / her supervision.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Supervision Committee	Weekly
	<b>7.6 ARREST OF AN OFFENDER</b>					
	7.6.1 The Head of Community Corrections must be informed of the arrest of an offender. If an offender is arrested after hours a note must be made on the standby journal / night-duty journal.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.6.2 The Reintegration Case Management Supervisor must conduct an interview with the offender, within the period of 48 hours to determine the reasons for his / her non-compliance. The interview must be documented and filed in the offender's case file.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager / Supervision Committee	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>7.6.3 Offenders who are subjected to correctional supervision in terms of Sections: a. 276(1)(h), 286B(4)(b)(ii), 297(1)(a)(i)(ccA), 297(1)(b), 297(4) of the Criminal Procedure Act, 1977 (Act 51 of 1977), may be detained in the correctional centre for a maximum period of 48 hours for investigation purposes.</p> <p>7.6.4 Such offenders must be brought before the court a quo within this period, or placed back under correctional supervision. If the period of 48 hours expires outside ordinary court hours or on a day which is not an ordinary court day, the accused shall be brought before a lower court not later than the end of the first court day [Section 50 of the Criminal Procedure Act, 1977 (Act 51 of 1977)].</p> <p>7.6.5 The Reintegration Case Management Supervisor must approach court a quo only if authorised by the Head of Community Corrections on advice of the Supervision Committee to: a. obtain a warrant for the transfer of this offender to the court a quo where he / she was originally subjected to community corrections. This gives the Head of Community Corrections the chance to transfer the offender to another province or city where the court a quo resides. The Department must be accountable for transporting and transferring the offender to the nearest correctional centre where he/she will appear in court a quo. An attempt must always be made to transfer the case timely. The offender must as far as possible, not be transported together with other offenders (in the same section of a vehicle).</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>b. obtain a warrant for further detention in a correctional centre in terms of Section 70(2)(b) of the Correctional Services Act, 1998 (Act 111 of 1998), to enable the Supervision Committee to finalise their investigation regarding the non-compliance and advise the HCC regarding the placement of the offender back into the system of community corrections or to refer the matter back to the court a quo for the imposition of a suitable sentence/decision.</p> <p>Offenders who are subjected to community corrections in terms of the Correctional Services Act, 1998 (Act 111 of 1998), may be detained in the correctional centre for a maximum period of 48 hours for investigation purposes or be placed on parole/correctional supervision again within this period.</p>					
	<p>7.6.6 In the case where the Supervision Committee decides that an offender should be placed back into the system of community corrections, within the period of 48 hours, the Head of Community Corrections must authorise the Head of the Correctional Centre thereto, in writing.</p> <p>7.6.7 The Head of the Correctional Centre must complete the G447-form in triplicate. After the offender has acknowledged receipt on the G447-form in writing, the original must be handed to the offender. The first copy is furnished to the Head of Community Corrections and the second copy is attached to the G306-warrant and filed in the 16/2/4/2 file by the Head of the Community Corrections Office.</p> <p>7.6.8 The period, during which the offender was detained in the correctional centre, must be calculated as supervision period served.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.6.9 The Reintegration Case Management Supervisor must approach the court if authorised by the Head of Community Corrections on advice of the Supervision Committee to obtain a warrant for further detention (longer than 48 hours) in a correctional centre. This is to enable the Supervision Committee to finalise their investigation regarding the non-compliance of the offender and advise the Head Community Corrections regarding a recommendation to the CSPB / Commissioner or the delegate regarding what steps may be taken.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.6.10 The recommendations contained in the report submitted to the Correctional Supervision and Parole Board / Commissioner or the delegate must be considered within 14 days to confirm the revocation of parole / correctional supervision and re-incarceration of the offender to serve the remainder of his/her sentence in a correctional centre. The following information (but not limited) must be contained in the report: a. Statement from offender / complainant b. Violation(s) / Non-compliance c. Monitoring List of offender d. Community Services list (if applicable) e. Programs attendance f. Detail list with last statuses g. Complaints and request report h. Copies of Supervision Committee meeting minutes i. Recommendation by the RCMS j. Recommendation by the Supervision Committee k. Recommendation by the Head Community Corrections l. Copy of profile G326 m. Any other relevant information	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.6.11 The Correctional Supervision and Parole Board / the Commissioner or the delegate may: a. adjust the conditions of the offender b. place the offender back into the system of community corrections c. revoke parole/correctional supervision	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.6.12 When an offender is arrested and detained by the South African Police Service on account of an alleged crime which has been committed while he / she is serving the sentence of correctional supervision or while on parole, the Reintegration Case Management Supervisor must make a note accordingly on the offender's file and warrant and also capture the information on the Community Corrections computer system under Monitoring / Violation of conditions.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.6.13 The Reintegration Case Management Supervisor must inform the Head of Community Corrections of the date of conviction / acquittal or release on bail in writing. 7.6.14 If the offender is released on bail on account of the alleged crime, he / she must continue with his / her sentence of correctional supervision or parole unless the court has ordered otherwise. 7.6.15 In the event of bail granted, a copy of the bail receipt must be filed in the case file for record purposes. 7.6.16 Upon acquittal / withdrawal of the case, written confirmation must be obtained from the court and filed in the case file.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.6.17 If the accused person is found not guilty of crime, the number of days when he / she was detained as a further charge before the release on bail / acquittal / withdrawal, must be regarded as correctional / parole supervision period served.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.6.18 In a case where an offender is awaiting trial on a further crime, the court must be informed in writing that the offender is serving a sentence of correctional or parole supervision. 7.6.19 The Head Community Corrections must generate a G344 Further Charge form and attach it to the awaiting trial warrant he / she attends court on the alleged crime.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	<b>7.7 CALCULATION OF SENTENCE AFTER ARREST</b>					
	7.7.1 When it becomes known that a probationer or parolee has been arrested and detained in custody (SAPS Holding cells / Correctional Centre) on account of an alleged crime which has been committed while serving the sentence of correctional supervision or while on parole, the Reintegration Case Management Supervisor must make a note to this effect in red on the probationer / parolee file and warrant.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.7.2 A G306 warrant for the remaining of sentence must be issued immediately due to the change in circumstances beyond the parolee's / probationer's control in terms of section. 70(3) of the Correctional Services Act, 1998 (Act 111 of 1998). 7.7.3 The calculation of the remaining days to be served for the G306 Warrant, must be calculated from the date when the change of circumstances was registered until the sentence expiry date.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.7.4 The offender must appear within 14 days before the Correctional Supervision and Parole Board or Head of the Correctional Centre who imposed the community corrections [Section 75 (2) (a) of the Correctional Services Act, 1998 (Act 111 of 1998)] to revoke the remaining period of correctional or parole supervision until: a. a verdict has been reached (found guilty / not guilty) b. prosecution has been stopped (case withdrawn / scrapped) c. bail has been granted (the offender must be placed back under the system of community corrections by the CSPB / Head of Correctional Centre from the date on which bail was granted to continue with his / her sentence of correctional / parole supervision until the case has been finalized. The address must be re-confirmed as still suitable.)	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.7.5 In the case where an offender is arrested on an alleged crime but not admitted to a detention facility and / or is granted bail / free bail / released on warning, a G306 is not issued and he / she must continue with his / her sentence of correctional or parole supervision.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.7.6 On being found not guilty on the alleged offence, the following procedure must be complied with: a. If the probationer or parolee was in detention on account of the alleged offence and not released on bail and his / her correctional / parole supervision was provisionally revoked, the aforementioned period from the date of change in circumstances up to the date of the acquittal, the period must be regarded as correctional / parole supervision period served. b. In the case where the offender was detained and later released on bail, the days for which the offender was detained as a further charge before the release on bail, must be regarded as correctional or parole supervision period served.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.7.7 On being found guilty on the alleged offence, the G306 warrant which was issued initially upon the arrest of the probationer / parolee on the alleged crime (due to a change in circumstances beyond the parolee's / probationer's control [Sec 70 (3)] from the date of change in circumstances until sentence expiry date), must be cancelled and replaced with an amended G306 warrant in which the days are calculated as follows: a. The remaining period of the correctional / parole supervision period still to be served, must be recalculated from the date on which the crime was committed until the sentence expiry date of the correctional / parole supervision period. b. In the case where the recalculation of the number of days (date on which crime was committed) to be served differ from the initial number of days (date of change in circumstances) when the G306 was issued, the G306 must be endorsed with red ink as follows:	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p><i>Probationer / Parolee has violated his / her condition of community corrections by committing a criminal offence on ..... (date). The remaining period of parole / correctional supervision days were calculated from the date on which the offence was committed up until the sentence expiry date which resulted in ..... (number of days) days.</i></p> <p><i>Signed on this ..... day of ..... (month) ..... (year)</i> <i>Signature: ..... Surname and Initials in Print: .....</i> <i>Designation: .....</i></p>					
	<p>7.7.8 In a case where the probationer / parolee is handed down a suspend sentence / warning / fine for a crime which was committed whilst under the system of community corrections, it must be regarded as a violation of the condition “...refrains from committing a criminal offence ...” and a G306 must be issued with the dates calculated as follows:</p> <p>a. The remaining period of the correctional / parole supervision period still to be served, must be calculated from the date on which the crime was committed until the sentence expiry date of the correctional / parole supervision period</p> <p>b. The offender must appear within 14 days before the Correctional Supervision and Parole Board or Head of the Correctional Centre</p> <p>7.7.9 This provision applies mutatis mutandis to probationers sentenced in terms of Section 276(1)(h) of the Criminal Procedure Act, 1977 (Act 51 of 1977) provided that such probationer must be brought before the court within 48 hours.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>7.7.10 In the case where a probationer / parolee is awaiting trial and not in custody on the alleged offence and the case has not been finalized before his / her sentence expiry date, the Head Community Corrections must</p> <ol style="list-style-type: none"> <li>inform the court in writing about the pending case and completion date of the correctional / parole supervision period (SED) at least two weeks before the sentence expiry date;</li> <li>liberate the offender from the system of community corrections upon the Sentence Expiry Date (SED)</li> </ol> <p>7.7.11 The Head Community Corrections must request the court to:</p> <ol style="list-style-type: none"> <li>issue a J7 warrant for detention</li> <li>place the awaiting trial person under the supervision of community corrections (This will enable community corrections to keep track of the proceedings and outcome of the case)</li> </ol>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	<p>7.7.12 In the case where a probationer / parolee is awaiting trial and in custody on the alleged offence and the case has not been finalized before his / her sentence expiry date, the Head Community Corrections must</p> <ol style="list-style-type: none"> <li>Inform the CSPB / Head of the Correctional Centre in writing about the pending case and completion date of the correctional / parole supervision period (SED) at least two weeks before the sentence expiry date</li> <li>Inform the Head of the Correctional Centre that a G306 warrant has been issued pending the outcome of the alleged offence (The number of days on the G306 were calculated from the date of change in circumstances until the Sentence Expiry Date)</li> <li>liberate the offender from the system of community corrections upon the Sentence Expiry Date (SED)</li> </ol>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	7.7.13 A B18 register on 'Offenders who allegedly committed a Crime Whilst Under Community Corrections' must be implemented and updated. The following headings must be captured in the register:	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7.9.2 The CSPB / Commissioner or the delegate may take the following steps: a. Adjust conditions to the possible changing circumstances b. Extend conditions c. Put into operation the suspended community service d. Impose community service e. Intensify house detention f. Compel the offender to attend additional programmes (where applicable) g. Modify the grade of supervision h. Revoke correctional / parole supervision / day parole	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Monthly Weekly
	7.9.3 Offenders who have been placed under correctional supervision in terms of Section 276(1)(j)/287(4)(a) of the Criminal Procedure Act, 51/1977 or in respect of whom imprisonment has been converted by the court into correctional supervision in terms of Section 276A(3)(e)(ii)/287(4)(b) of the Criminal Procedure Act, 51/1977, as well as offenders who are detained in the correctional centre for investigation purposes are treated as sentenced offenders. 7.9.4 This is provided that the Supervision Committee may recommend placement of the offender under correctional supervision or the offender on parole again within 48 hours without the intervention of the Correctional Supervision and Parole Board / the Commissioner or the delegate in cases where circumstances justify this.	Reintegration Case Management Supervisor / Supervision Committee	Head of Community Corrections	Daily	Manager case management / Unit Manage	Monthly Weekly
	<b>7.10 DEALING WITH ABSCONDING</b>					
	7.10.1 When an offender has failed to report, or when he / she has changed his / her residence without permission or has otherwise made him / her unavailable or cannot be located, the Head of Community Corrections must immediately instruct the Reintegration Case Management Supervisor to conduct an investigation to determine if the offender is an absconder.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7:10.2 If the investigation determines that the offender has indeed absconded, the Reintegration Case Management Supervisor must prepare a violation report and make a recommendation for the issuing of a warrant (G306) by the Head of Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.3 The Reintegration Case Management Supervisor must also check with local correctional facilities, and must, when appropriate, perform checks with the absconder's last known employer, family, friends, and any other agencies known to have had contact with the absconder. At least one home visit must be made or attempted prior to the preparation of the violation report. A copy of the violation report must be forwarded to the Head of Community Corrections.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.4 The following information (but not limited) must be contained in the report for non-compliance / absconding: a. Inquiry at the last known residence or place of employment of the offender b. Check with family, friends, local correctional centres, hospitals, welfare and service agencies, and other agencies with whom the offender may have had contact c. Send tracer letters / electronic communication to all possible contacts including those outside the immediate area d. Establish which conditions were previously violated and what actions were taken against him / her e. Check attendance of the required correctional programmes f. Check compulsory visits to the community corrections office g. Record monitoring actions h. Check whether the offender registered any complaints and requests and how these have been dealt with i. Check whether there was any negligence on the side of the personnel	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7:10.5 After the offender has been declared as an absconder by the Head Community Corrections, the RCMS must ensure that the G306 is issued within seven (7) working days.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.6 The G306 Warrant (48 Hour) must be issued in triplicate with the original G306 Warrant filed in the case file, the first copy handed over to the Admission and Release offices for filing in the warrant file and the second copy handed over to the unit responsible for effecting arrest and tracing of absconders.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.7 The Reintegration Case Management Supervisor must lay a charge against the offender in terms of Section 117(e) of the Correctional Services Act, 1998, (Act 111 of 1998) in order to get the case number from the SAPS. The CR number must be written in red on the G306-warrant issued against the absconder and also indicating the SAPS where the Case was reported to and the date on which the case was reported.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.8 The case must be reported to the South African Police Service Criminal Record Centre if the offender cannot not be traced within thirty (30) days after issuing of the warrant. 7:10.9 The Reintegration Case Management Supervisor must generate a G370(c) Cover Letter from the Community Correction computer system in triplicate. 7:10.10 The original G370(c) Cover Letter must be posted / forwarded to the South African Police Service Criminal Record Centre, the first copy filed in the case file and the second copy filed in the warrant file and attached to the G306 warrant.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.11 After the absconder is arrested, he / she must be brought before the Supervision Committee and be given an opportunity to explain the reasons for the absconding. The Supervision Committee must apply the Audi Alteram Partem Rule.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage / Supervision Committee	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>710.12 The Reintegration Case Management Supervisor must complete a G443-form in triplicate and inform the South African Police Service Criminal Record Centre accordingly.</p> <p>710.13 The original must be forwarded to the SAPSCRC, the first copy filed in the case file and the second copy filed in the warrant file for record purpose.</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	<p>710.14 The Head Community Corrections may take the following steps against offenders who have absconded from the system of community corrections when they are re-arrested:</p> <p>a. Recommend to the Correctional Supervision and Parole Board / Commissioner or the delegate to revoke parole / correctional supervision.</p> <p>b. Refer the case back to the court for imposition of alternative sentence and / or additional sentence</p> <p>c. Instruct the offender to continue with correctional supervision or parole supervision</p>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	<p>710.15 The Head Community Corrections must implement a B18 Register to the record absconders in Community Corrections system.</p> <p>710.16 This register must be updated regularly under the following headings:</p> <ul style="list-style-type: none"> <li>• Registration Number of absconder</li> <li>• Name and Surname</li> <li>• Date Admitted at Community Corrections</li> <li>• Date of Sentence Release Date</li> <li>• Effective sentence</li> <li>• Type of Crime</li> <li>• Date absconded</li> <li>• CR Number</li> <li>• Date reported to SAPS in terms of Sect. 117(e)</li> <li>• South African Police Services station where case has been reported to</li> <li>• Date on which absconder was traced / re-arrested</li> <li>• Feedback on absconding (Continue with sentence / revoke of sentence, etc.)</li> <li>• Checker</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7:10.17 By the discretion of the Head Community Corrections, the Reintegration Case Management Supervisor may open a separate Z20 file for each absconder to assist the tracing unit wherein copies of the following documents must be filed: <ul style="list-style-type: none"> <li>• Copy of sentence warrant</li> <li>• Copy of address confirmation</li> <li>• Copy of G326 Profile</li> <li>• Copy of G306 Warrant</li> <li>• Copy of G370(c) Cover Letter</li> <li>• Copy of report to declare the offender as an absconder</li> <li>• Copy of G443 letter to SAPSCRC</li> </ul>	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.18 Notes of all tracing efforts must be recorded and also captured on Community Corrections computer system.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.19 The Reintegration Case Management Supervisor / Tracing Unit must make at least on a two monthly basis, record follow up's on tracing efforts in the case file of each absconder.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.20 In the event where an absconder is traced and arrested, the Reintegration Case Management Supervisor / Tracing Unit must immediately inform the Investigation Officer of the South African Police Services of the traced absconder.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.21 If the traced absconder is referred back to the correctional centre to serve the remainder of sentence (G306 Warrant for remainder of sentence), the Reintegration Case Management Supervisor / Tracing Unit must inform the CSPB / Commissioner or the delegate that the case opened in terms of Sect. 117(e) of the Correctional Services Act, 1998 (Act 111 of 1998) is still pending.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly
	7:10.22. The Reintegration Case Management Supervisor / Tracing Unit must make continues follow ups with the investigation officer of the SAPS to ensure that the case is finalised.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manage	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>7:10.23 The Reintegration Case Management Supervisor must provide a movement report to the Admission Clerk to admit the absconder back into the community correction system upon tracing. The status of the offender and also the G369 and G347 Registers must be updated accordingly.</p> <p>7:10.24 Continues attempts must be made to trace absconders and must not only be limited to the period directly following the abscondance.</p>	Reintegration Case Management Supervisor / Admission Clerk	Head of Community Corrections	Daily	Manager case management / Unit Manager / Head Admission and Release	Weekly
	<b>7:11 DEALING WITH OFFENDERS ON DAY PAROLE / TEMPORARY LEAVE UPON NON-COMPLIANCE WITH CONDITIONS</b>					
	7:11.1 When an offender is placed out on temporary leave and violated one or more of his / her conditions during the monitoring process, the Reintegration Case Management Supervisor must compile a report in this regard as soon as possible and submit it via the Head of Community Corrections to the Head of the Correctional Centre to take the necessary steps / actions against the offender.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Monthly
	7:11.2 When a person on day parole or on temporary leave absconds during the time in the system of community corrections, the Head of the Correctional Centre must be informed to report this incident to the nearest South African Police Service.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Head of Correctional Centre	Weekly
	7:11.3 When a person on day parole or on temporary leave fails to report back at to the correctional centre / Day Parole Centre, the Head of the Correctional Centre must register such a person as an absconder and report the incident to the nearest South African Police Service. Such a case must be dealt with in terms of Section 117(e) of the Correctional Services Act, 1998, (Act 111 of 1998).	Head OF Correctional Centre	Area Commissioner	Daily	Head of Correctional Centre-	Weekly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>7:12 REWARDS: VIOLATION OF CONDITIONS /ARREST: OFFENDERS AND OFFENDERS</b>					
	<p>7:12.1 Monetary reward to persons (offenders included) who have furnished information / assisted with the arrest of an offender who has violated conditions, may in terms of Section 3(5)(f) of the Correctional Services Act, 111/1998, be paid as stated below:</p> <p>a. To persons who have furnished information in the case where an offender has violated conditions, excluding disappearance and absconding from the system - R150,00 at the most (delegation level Area Commissioner)</p> <p>b. To persons who have furnished information which leads to the tracing/arrest of an offender who has disappeared/absconded from the community corrections system - R250,00 at the most (delegation level Area Commissioner)</p> <p>c. To persons who have been actively of assistance with the arrest of an offender who has disappeared/absconded from the system of community corrections - R500,00 at the most (delegation level Area Commissioner)</p>	Reintegration Case Management Supervisor	Area Commissioner	Weekly	Head of Community Corrections	Monthly
	7:12.2 Meritorious action must be investigated by the Head of Community Corrections, thereafter a recommendation in this regard must be submitted to the Area Commissioner as the delegated person, for a decision on the basis of the preceding norms.	Reintegration Case Management Supervisor	Area Commissioner	Weekly	Head of Community Corrections	Monthly
	7:12.3 Where the Head of Community Corrections and the Area Commissioner are of the opinion that a reward falls outside these norms, such recommendation must be forwarded to the Commissioner, via the Regional Commissioner and the Chief Deputy Commissioner Community Corrections, for a decision.	Head of Community Corrections	National Commissioner	Weekly	Area Commissioner	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>7:13 DEALING WITH AWAITING TRIAL PERSONS (ATP'S) UNDER THE SYSTEM OF COMMUNITY CORRECTIONS</b>					
	7:13.1 Types of placement options under community corrections includes the following: a. Section 62(f) of the Criminal Procedure Act, 1977 (Act no. 51 of 1977) makes provision for placement of Awaiting Trial Persons under the supervision of a Correctional Official as a condition of bail. b. Section 72(1) of the Criminal Procedure Act, 1977 (Act no. 51 of 1977), provides for Awaiting Trial Persons to be released and placed under the supervision of a Correctional Official in terms of Section 62(f) and warn them to appear before the Court instead of bail.	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly
	7:13.2 The Awaiting Trial Persons must comply with the following minimum requirements to be considered for placement under Community Corrections: a. Have a fixed verifiable addresses; b. Not pose any risk to the community; c. Have reliable support systems	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly
	7:13.3 Upon receipt of a request for a suitability report from the court, the guidelines for the compilation of Suitability Reports are mutatis mutandis applicable to ATP's.	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly
	7:13.4 After the Awaiting Trial Person has been placed under Community Corrections in terms of Sections 62(f) or 72 of the Criminal Procedure Act, 1977 (Act 51 of 1977), such a person must report immediately to the Correctional Official at the Court. This is done by means of entering the particulars of the Awaiting Trial Person into appropriate register for Awaiting Trial Persons.	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>713.5 An agreement must be concluded between the Correctional Official and Awaiting Trial Person regarding the date of reporting at the Community Corrections Office.</p> <p>713.6 A Reporting Notice (G447) must be completed in duplicate and a copy of the original notice must be handed over to the Awaiting Trial Person only after acknowledging receipt in writing.</p> <p>713.7 Before the admission of the Awaiting Trial Person can take place at Community Corrections Office, copies of the warrant, confirmation of address and reporting notice must be forwarded to the Head of Community Corrections. The original documents must be hand delivered or send by registered post to the Head Community Corrections.</p> <p>713.8 In the case where an Awaiting Trial Person is placed under the supervision of a community corrections office within another magisterial district, the ATP may be admitted after verification with the community corrections official at the placement court.</p> <p>713.9 A copy of the warrant must be filed at the Correctional Official's office at Court.</p>	Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly
	713.10 HANDLING PROCEDURE: ADMISSION AT COMMUNITY CORRECTIONS OFFICE					
	<p>a. The same procedure of admitting Probationers / Parolees into the system of Community Corrections is also applicable to Awaiting Trial Persons from the Court upon admission at a Community Corrections Office.</p> <p>b. A Z20/Z20A file must be opened wherein all documents are filed. These documents as well as all subsequent ones' must be recorded on form G325 (control sheet). Both the file and warrant must be handed over to the Reintegration Case Management Supervisor (RCMS), who is responsible for the setting of conditions.</p>	Admission & Release / Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	713.11 SETTING OF CONDITIONS					
	<p>a. All Awaiting Trial Persons who have been placed under the supervision of Correctional Officials will be subjected to specific conditions as specified by the Court. The Department may add no additional conditions that were not initially set by the Court.</p> <p>b. Conditions must be explained thoroughly to the Awaiting Trial Person in the language of his / her choice or through an interpreter.</p> <p>c. The Awaiting Trial Person concerned must also indicate in writing by means of a signature / thumbprint that he / she understands the set conditions and will comply therewith.</p> <p>d. All Awaiting Trial Persons will be subjected to the High Risk supervision category for the duration of the awaiting trial period unless the Court has ordered otherwise.</p>	Admission & Release / Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly
	713.12 CONTROL OVER AWAITING TRIAL PERSONS					
	<p>a. Monitoring Officials must exercise control over Awaiting Trial Persons by means of, inter alia, telephonic contact, or personal visits to the workplace, home in the following manner:</p> <ul style="list-style-type: none"> <li>• Be physically visited at homes, at least once (1) a week</li> <li>• Be contacted telephonically at homes, at least once (1) a week, if they are in a possession of a telephone</li> <li>• Be visited/phoned at work (if employed and agreed with the ATP) at least once (1) a week</li> <li>• Be compelled to pay a visit at the Community Corrections Office or designated reporting point at the scheduled time for the purposes of consultation, at least once (1) a month if this is financially feasible for the ATP</li> </ul>	Admission & Release / Reintegration Case Management Supervisor	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	7:13.13 HANDLING OF VIOLATIONS					
	<p>a. When Awaiting Trial Person violates any of the conditions; he / she must be given the opportunity to explain reasons for such a violation to the RCMS to whom he / she is responsible.</p> <p>b. In order to speed up the handling of violations, Awaiting Trial Persons may also be contacted telephonically and / or by serving them with notifications to report to the Community Corrections offices.</p> <p>c. In the case of a minor violation for which the Awaiting Trial Person can offer an acceptable and verifiable reason, he / she may be warned against repetition of such a violation.</p> <p>d. When it is clear that an Awaiting Trial Person has violated the conditions of his / her supervision, the Supervision Committee (REC) can exercise one or more of the following available options:</p> <ul style="list-style-type: none"> <li>• The issuing of a warning</li> <li>• Adjustment of the conditions as specified by the Court</li> <li>• More stringent monitoring which may include amongst others the creation of inclusion and exclusion zones under EM</li> </ul> <p>e. Upon violation of each condition, an Awaiting Trial Person must acknowledge such a violation in writing or a sworn statement must be obtained. Such evidence can be used, if the Court a quo is approached in future for the imposition of an alternative placement.</p> <p>f. The Awaiting Trial Person must take note of verbal as well as written warnings, in writing. It is important that such information must be properly documented.</p> <p>g. In such cases the Supervision Committee can issue verbal, written, final warnings against Awaiting Trial Persons who repeatedly violate their conditions due to technical reasons. Upon reporting, they are expected to account for their unsatisfactory compliance with the conditions before the Supervision Committee.</p>	Reintegration Case Management Supervisor / Monitoring Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p>h. If the Supervision Committee is of the opinion that the above-mentioned measures are insufficient, the Head: Community Corrections must bring such violation of conditions to the attention of the Court in writing.</p> <p>i. When an Awaiting Trial Person who has been placed under supervision in terms of Sections 62(f) or 72 of the Criminal Procedure Act, 1977, and, upon recommendation of the Supervision Committee, the Head: Community Corrections may refer such a person back to the Court a quo.</p> <p>j. The Reintegration Case Management Supervisor and the Monitoring Official under whose control the Awaiting Trial Person has been placed, must submit a written application to the Clerk of the Court /Registrar of the Supreme Court, via the Head Community Corrections which contains: the following aspects:</p> <ul style="list-style-type: none"> <li>• Full personal details of the Awaiting Trial Person</li> <li>• Full details with regard to the date(s) on which condition(s) have been violated must be mentioned as well as actions taken during the previous violation(s)</li> </ul> <p>k. The Head: Community Corrections may according to Section 70 of the Correctional Services Act, Act 111/1998 issue a G306-warrant for arrest and detention in respect of an Awaiting Trial Person who violated his/her conditions. This should actually be a last resort because the intention was never to have these persons detained in a Remand Correctional Facility.</p> <ul style="list-style-type: none"> <li>• After a written motivated recommendation has been submitted to the Court together with a declaration, the Court will decide whether or not such a person may continue to be under the supervision of Community Corrections. The Court may impose any other alternative.</li> </ul>					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	713.14 TRACING					
	<p>a. Section 117(e) of the Correctional Services Act, 1998 (Act No 111 of 1998), makes provision for the Head: Community Corrections to charge an Awaiting Trial Person placed under the supervision of Community Corrections with absconding, who deliberately absconds or avoids being monitored by Correctional Officials.</p> <p>b. In terms of Section 117(e) of the Correctional Services Act, 1998 (Act 111 of 1998), if such a person is found guilty, may be fined or imprisoned for a period not exceeding 10 years or to imprisonment without the option of fine or both. It is therefore essential that every awaiting trial absconder must be reported to the Court a quo as well as the SAPS.</p>	Admission & Release / Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly
	713.15 FINALISATION OF SECTIONS 62(F) / 72 OF THE CRIMINAL PROCEDURE ACT, 1977(ACT 51 OF 1977) BY THE COURT					
	<p><b>a. Sentenced to Imprisonment</b></p> <p>Where the Court sentences an Awaiting Trial Person placed under the supervision of Community Corrections in terms of Sections 62(f) / 72 of the Criminal Procedure Act, 1977, to a term of imprisonment, the Clerk of the Court must inform the Head: Community Corrections in writing. Upon receipt of such notice, the Correctional Official at the Court must update the G369 register for sentenced offenders. This notification must be filed in the offender's file for record purposes. The offender's file must then be forwarded to the Correctional Centre where the said person will serve his/her term of imprisonment.</p>	Admission & Release / Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p><b>b. Sentenced to Correctional Supervision</b> The Court may sentence an Awaiting Trial Person to correctional supervision, who was previously placed under the supervision of Community Corrections in terms of Sections 62(f)/72 of the Criminal Procedure Act, 1977. After sentencing the Court Orderly must hand over both the warrant and the ATP to the Correctional Official at the Court for admission purposes. The same admission procedure as applicable to Probationers must be followed. In this event the probationer retains the registration number that was allocated to him/her during his/her previous supervision period.</p> <p><b>c. Caution, Postponement or Discharged</b> Where the Court cautions, postpone or discharges an Awaiting Trial Person placed under the supervision of Community Corrections in terms of Sections 62(f) / 72 of the Criminal Procedure Act, 1977, the Clerk of the Court must provide the Correctional Official with written proof. The Correctional Official must hand over this annexure to the Community Corrections office for filing in the Awaiting Trial Person's file. The file must be forwarded to the archive where it must be kept. All records at the Community Corrections Office must be updated. The status on the Community Corrections computer system must be updated accordingly.</p> <p><b>d. Deaths</b> In the event of death of an Awaiting Trial Person, a death certificate (issued by the Department of Home Affairs) and /or thumbprint of the deceased must be obtained and supplied to South African Police Services and Court a quo. Both thumbprint and / or the death certificate must be filed in the Awaiting Trial Person's file. The file must then be closed and forwarded to archives. All records must be documented properly at Community Corrections Office after a death certificate and a thumbprint has been obtained.</p>	Admission & Release / Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<p><b>e. Multiple Placements</b></p> <p>If the Awaiting Trial Person appears before another Court on a different charge after being placed under Community Corrections in terms of Sections 62(f)/72 of Criminal Procedure Act, 1977 (Act 51 of 1977), the following procedures must be followed:</p> <ul style="list-style-type: none"> <li>• The first Court that initially placed the Awaiting Trial Person under the supervision of Community Corrections must be approached to indicate whether the said person must continue to be under supervision in terms of Sections 62(f) / 72 of the Criminal Procedure Act, 1977 (Act no 51 of 1977)</li> <li>• If the Court in question orders that the said person be placed under the supervision in terms of the latter Sections, the Correctional Official at Court must be informed accordingly of the outcome of the first Court</li> <li>• When the second Court requests an affidavit from a Correctional Official regarding the general behavior of the Awaiting Trial Person during first placement, such information should be made available. This information will serve as a guide to the Court in deciding upon the appropriate action regarding further placement of the said person under the supervision of the Department.</li> </ul>	Admission & Release / Reintegration Case Management Supervisor / Court Official	Head of Community Corrections	Upon need / request	Head of Community Corrections	Monthly

## UNIT 8: RELEASE


PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<b>8.1 COMPLETION OF CORRECTIONAL SUPERVISION OR PAROLE PERIOD: SECTION 39 (4) OF THE CORRECTIONAL SERVICES ACT, 1998 (ACT 111 OF 1998)</b>					
	8.1.1 The responsible Reintegration Case Management Supervisor must inform the offender beforehand to report at the community corrections office to conclude the release process.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management / Unit Manager	Weekly
	8.1.2 If the sentence expiry date falls on a Sunday or public holiday, this process must be finalised on the working day which precedes the Sunday or public holiday.					
	8.1.3 Upon completion of the sentence, the Reintegration Case Management Supervisor must attend and finalise any outstanding conditions, complaints and requests.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management to check the case file for outstanding conditions, complaints and requests/ Unit Manager	Weekly
	8.1.4 The Reintegration Case Management Supervisor must accompany the offender to the Reintegration Admission Official with the case file for his / her release.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager case management	Weekly
	8.1.5 The Reintegration Admission Official must take fingerprints and compare with those on the warrant and update G347 and G369 registers.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	8.1.6 The offender's identification card (G447A) must in terms of Regulation 17 (2) be handed in and be filed in his/her case file.					
	8.1.7 The Reintegration Admission Official must accompany the offender to the Head of Community Corrections or the delegate for the exit interview.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	8.1.8 The purpose of the exit interview is to establish the following: a. The need for further referral to external service providers for continuation of programmes / service b. The impact of the sentence c. The finalisation of complaints and requests					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	8.1.9 In the event where the offender cannot report physically at community corrections office due to circumstances (i.e. terminal illness, hospitalisation and physical challenges), the Head of Community Corrections may grant permission to the Reintegration Case Management Supervisor to visit these offenders in order to finalise the release process.	Reintegration Case Management Supervisor	Head of Community Corrections	Daily	Manager Case Management / Unit Manager	Weekly
	8.1.10 If physical release is performed on the computer on the working day preceding a public holiday or Saturday, the sentence expiry date must not be changed.	Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release	Weekly
	8.1.11 When an offender has served his / her sentence of correctional / parole supervision, the SAPSCRC must be informed per G443 about the release.	Reintegration Case Management Supervisor / Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release / Manager Case Management to check the case file for copy of G443	Weekly
	<b>8.2 DEATHS</b>					
	8.2.1 All records at the community corrections office must be endorsed appropriately after the death certificate and a set of thumbprints (if practical) of the offender has been obtained.	Reintegration Case Management Supervisor / Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release / Unit Manager Case Management to check case file for death certificate and thumb prints and copy of G443 form	Weekly
	8.2.2 The SAPSCRC must also be informed accordingly, by means of G443 form.					
	8.2.3 A copy of a death certificate together with a set of thumbprints of the offender, if available, must accompany the G443 form to the SAPSCRC.					
	8.2.4 In the case where an offender / absconder is declared as dead and his / her family cannot provide a death certificate, the following steps must be followed before the offender / absconder may be release form the Community Corrections System: a. Obtain a sworn statement from the family of the offender / absconder wherein they confirm that the offender / absconder has passed on					

PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
	<ul style="list-style-type: none"> <li>b. The RCMS must make a sworn statement that he / she interviewed the family / relatives / friends who confirmed the passing on of the absconder /offender</li> <li>c. The RCMS must obtain a printout with an official date stamp from the Department of Home Affairs to serve as verification that the absconder / offender is declared dead.</li> <li>d. The Head Community Corrections must make a decision based on the evidence submitted to effect the release the offender / absconder from the system</li> <li>e. The approval to release the offender / absconder must be filed in the case file</li> <li>f. Form G443 with relevant attachments (death certificate, etc.) must be forwarded to SAPSCRC</li> </ul>					
	8.2.5 In the event of unnatural death, the case number must be obtained from South African Police Services.	Reintegration Case Management Supervisor / Reintegration Admission Official	Head of Community Corrections	Daily	Manager Admission and Release / Unit Manager / Manager Case Management to check case file for case number	Weekly



PRINCIPLE	ACTIVITIES TO COMPLY WITH PRINCIPLE	Responsibility (This must be specific to each activity – a person who executes the activity – interface with job descriptions.)	Delegated Authority (Who is authorised to approve or enact activity?)	Frequency (How often must the activity be undertaken?)	Control Activity (Who does the control function?)	Frequency of Control (How often must the control function be performed?)
MANAGEMENT INFORMATION						
	<ol style="list-style-type: none"> <li>1. Heads of Community Corrections Offices must ensure that certification is updated on a daily basis and must certify the daily case load as correct.</li> <li>2. The G446 / G251(a) must be used together with the computerised variation register to determine accurateness of movements and totals.</li> <li>3. The Head Community Corrections must ensure that responsible Users at Community Corrections Offices immediately log calls for all technical and systems related problems via their Network Controller.</li> <li>4. The Head Community Corrections must submit weekly case load totals to the Regional Coordinator: Social Reintegration on the agreed date and time where after a consolidated Regional report must be submitted to the Branch: Community Corrections before 10H00 every Tuesday.</li> <li>5. The Directorate: Information Management (IM) must on an annual basis provide a Population Trend Analysis report to the Branch: Community Corrections for purposes of projections and budgeting.</li> </ol>	Reintegration Case Management Supervisor / Reintegration Admission Official	Head of Community Corrections	Daily	Area Commissioner or delegate	Weekly
		Delegated official from Directorate: Information Management	Director: Information Management		Director: Information Management	Annually

  
**NATIONAL COMMISSIONER: CORRECTIONAL SERVICES**  
**MR. Z.I. Modise**  
**DATE: 14/10/11 2017**



# ANNEXURES:

Paragraph number	Name of annexure	Annexure reference
2.2.3	Request (requisition) for a suitability report	A
2.3.2	Template Suitability Report / Guidelines	B
2.3.10 / 3.2.3	Confirmation of address and undertaking of care	C
2.5.7	Transfer Note	D
5.1.6	Admission Risk Classification Tool and Guidelines	E
5.2.5	Assessment Tool and Guidelines	F
5.3.9	Correctional Sentence Plan and Guidelines	G
7.4.5	Schedule Minor Violation	H
7.4.8	Schedule Major Violations	H
7.9.1	Template Referral to CSPB / HCC	I



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

REQUEST DEPARTMENT OF CORRECTIONAL SERVICES FOR THE SUBMISSION OF A SUITABILITY REPORT IN TERMS OF SECTION 276(1)(a) OF THE CRIMINAL PROCEDURE ACT, 1977 (Act 51 of 1977)	
<b>Addressed to:</b> Department of Correctional Services Private Bag X..... ..... Attention: ..... Telephone number: ..... Fax number: ..... e-mail: .....	<b>Request made by:</b> ..... ..... ..... Enquiries: ..... Telephone number: ..... Fax number: ..... e-mail: .....
1. The court considers sentencing the below mentioned accused to correctional supervision and requires a report in terms of Section 276 (1) (a) of the Criminal Procedure Act, 1977 (Act 51 of 1977):	
<b>1.1</b>	<b>Basic Information of accused</b>
(a)	Name & Surname
(b)	Date of birth
(c)	ID number
(d)	Gender
(e)	Language
(f)	Residential Address
<b>1.2</b>	<b>Next of kin</b>
(a)	Name & Surname
(b)	Contact details
<b>1.3</b>	<b>Case Information</b>
(a)	Charge
(b)	Previous Convictions: (SAP 69 Attached)
(c)	Case No
(d)	Police Station
(e)	Presiding Court
(f)	Cas / Mas number
(g)	Investigating Officer
(h)	Date of next court appearance
(i)	Legal representative & Contact no
(j)	Prosecutor
(k)	Contact details of Prosecutor
(l)	Reason for request of report
(m)	Due date for submission of report (at least 14 days should be allowed)
(n)	The accused is currently on bail / warning / kept in custody at
<b>1.4</b>	<b>Other / Additional Information</b>
(a)	..... ..... ..... .....

Signature of the requesting party: .....  
Initials & Surname: .....  
Date: .... / .... / ....

Acknowledgement by:.....  
NPA(Public Prosecutor)  
Date: .... / .... / .....





## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### SUITABILITY REPORT: CONSIDERATION OF CORRECTIONAL SUPERVISION AS A SENTENCE

#### 1. The undermentioned accused

Case number	
Court name	
Court number	

has been referred to the Head Community Corrections by the Honourable Court for assessment so that the court can determine whether he / she is a suitably candidate to be sentenced to correctional supervision. Consequently, the following details are presented to the court:

#### 1.1 IDENTIFICATION PARTICULARS

(a)	<b>Surname and initials</b>	
	<b>Age</b>	
	<b>Gender</b>	
	<b>Race</b>	
	<b>ID number</b>	
	<b>Marital Status</b>	
	<b>Initial(s) and surname of husband / wife / partner / other</b>	
	<b>Disability: Yes/No if “yes” indicate nature of disability</b>	

#### 1.2 MANAGEABILITY/CONTROLLABILITY WITHIN COMMUNITY CONTEXT

a) Work environment / Educational background


**Information verified: es / No**

b) Residence


**Information verified: es / No**

c) Family ties


Information verified: es / No

a) Other

1.3 LIKELY RISK FACTORS

a) Present crime

b) Previous convictions

c) Suspended/postponed sentences

d) Previous sentences of correctional supervision/pa-role placements





**1.4 TREATMENT POSSIBILITIES**

a) Individual oriented treatment

b) Family system

c) Prevention of further criminalisation

d) Other

**2. EVALUATION/ASSESSMENT**

**2.1 Outcome of Assessment (\* strike if not applicable)**

\* The person is suitable for placement under the system of community corrections because of the following reasons:

[illegible]

2.3 I, the undersigned, hereby confirm that the abovementioned information and proposed conditions have been explained to me and that I fully understand it:

Initials and Surname of Accused Person	
Signature	
e-mail address	
Telephone number	
Date	

3. SWORN STATEMENT ACCORDING TO SECTION 212(4) (a) OF THE CRIMINAL PROCEDURE ACT, 1977 (Act 51 of 1977)

3.1

I..... Persal number: .....hereby declare that I have been in the employment of the Department of Correctional Services for ..... years, and I am currently functioning in the post of: .....

..... and that I have the following qualifications: .....

.....

I declare that the attached report has been compiled by me as required by Sections 276 A(1)(a) of the Criminal Procedure Act 1977 (Act 51 of 1977).

I am conversant with the content of the above-mentioned statement and understand it.

I \*have / have no objections in taking the prescribed oath.

I \*consider / do not consider the prescribed oath as binding to my conscience.

I \*consider / do not consider the prescribed affirmation as binding to my conscience.

Signed at ..... on this .....day of .....

Signature Of Declarant

\*Delete if not applicable

ATTESTATION

I hereby certify and acknowledge that he/she is conversant with the contents of the declaration and the \*oath / affirmation was taken in the matter, place and on the date as described above

Commissioner of Oath Signature

Full names and surname:

.....

Business Address:

.....

Office / official title And Area

.....

3.2 Experience


**4. COMPILER**

Initials and Surname of Official	
Signature	
Post Level	
Name of Office	
e-mail address	
Telephone number	
Date	

**5. QUALITY ASSURANCE**

The abovementioned report has been checked, verified and quality assured by the Head: Community Corrections:

Initials and Surname of Head: Community Corrections	
Signature	
Post Level	
Name of Office	
e-mail address	
Telephone number	
Date	



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### GUIDELINES: COMPILATION OF SUITABILITY REPORT: CONSIDERATION OF CORRECTIONAL SUPERVISION AS SENTENCE

#### 1. Introduction

This paragraph is self-explanatory – fill in the required information.

##### 1.1 Identification particulars

This paragraph is self-explanatory – fill in the required information.

##### 1.2 Manageability/controllability within community context

###### (a) Work environment

Discuss work environment of the person concerned in terms of his / her work address, period of employment, reliability at work (confirm with employer), frequent job changing, financial position, etc. If the person does not work as a result of circumstances such as unemployment, age, housewife, scholar / student, disability, etc. the reasons must be stated. Also indicate whether the person is cared for or not. If electronic monitoring is considered, indicate availability of cellular network reception.

###### (b) Residence

Discuss in terms of residential / physical address, telephone number, lease or own property, frequent change of place of residence and specifically within / outside magisterial district as well as type of environment in terms of urban, semi-rural and / or rural. If electronic monitoring is considered, indicate availability of cellular network reception.

###### (c) Family ties

Discuss marital status (married / unmarried / widow / widower / divorced, etc.), family type, mutual bonds within relations, children (indicate ages), dependents. Indicate willingness from family members to cooperate with DCS in the event of non-compliance. Additionally, indicate family background.

###### (d) Other

Discuss any other relevant information, which are not addressed by the aforementioned paragraphs, e.g. the Head of Community Corrections must indicate whether the accused is high profile / influential figure / gang leader or member / politically affiliated / cultural believes and / or rituals.

##### 1.3 Likely risk factors

###### (a) Present crime

Copy the information received from the court as it appears on the requisition form.

###### (b) Previous convictions

Indicate the nature, similarity, number, frequency, etc. of previous crime perpetration / convictions. Ideally, the court should provide the SAP 69(c) with the requisition form.

###### (c) Suspended/postponed sentences

Copy the information received from the court as it appears on the requisition form.

Previous sentences of correctional/parole supervision

Indicate previous sentences of correctional supervision and/or parole placements (Tick the applicable box)

	YES	NO
Correctional Supervision	<input type="checkbox"/>	<input type="checkbox"/>
Parole Supervision	<input type="checkbox"/>	<input type="checkbox"/>

###### (d) Violation of parole conditions/escapes / abscondances

In order to get reliability image of the accused, discuss previous violation of parole conditions, escapes from detention and previous violation of conditions of correctional supervision / abscondance from a reformatory school / place of safety / rehabilitation centre or not.

###### (e) Physical/psychological condition

Discuss physical factors which can visually be observed and the type of treatment received. Additionally, take note of any psychological factors mentioned by the individual (or significant others) and indicate

whether he/she is receiving treatment, type of treatment and capture the treating doctor's details.

- (f) Use of drugs/alcohol  
Indicate the role of drugs / alcohol played, as aggravating / mitigating risk circumstances especially with regard to its relation to the current as well as previous crime perpetration.
- (g) Support system  
Discuss lack of support as risk factor to further crime perpetration (recidivism).
- (h) Other  
Discuss the general misbehavior, rebelliousness, co-operation, subjection to authority, etc. as risk factor. The information to be discussed here will be obtained from the parents (in the event of the juveniles), partner, spouse, employer, family member and / or friends.
- (i) Where the offender acts as travelling merchant or transport contractor, and cannot be restricted to a specific magisterial district as a result of his / her work obligations, as well as where persons work in escort clubs / bars / pubs, this must be pertinently brought to the attention of the court.

#### **1.4 Treatment possibilities**

- (a) Individually oriented treatment  
Indicate treatment programmes rendered at the Community Corrections office.
- (b) Family system  
Indicate the extent of family relationships with the accused, whether the accused is a breadwinner. Also indicate the attitudes towards spouse, partner, parents, children, siblings and friends.
- (c) Prevention of further criminalisation  
Discuss how the sentence option of correctional supervision as served in the community, would benefit the accused / community:
  - Retain employment
  - Maintain family ties
  - Contribute towards family household
  - Engage in community projects
  - Participating in sports
  - Contribute to the reduction of overcrowding Correctional centres
  - Saving on incarceration costs
  - Performance of community service
  - Still be economically active
- (d) Other  
Provide a summary of the abovementioned and additionally discuss any other relevant factors from a treatment point of view, which could make the sentence option of benefit to the accused and that he / she wouldn't be a burden to the family / friends / state, etc.

## **2. Evaluation**

- 2.1 The cryptically summary of facts contained in paragraphs 1.2, 1.3, and 1.4 is presented separately, but in relation to one another. Also indicate the outcome (score) of the Admission Risk Classification Tool (ARCT) determining the level of supervision category. Craft positive or negative evaluation of accused.
- 2.2 Should the court indicates its intention to sentence the accused to correctional supervision, the following conditions may be presented to the court in terms of the provisions of Section 52 of the Correctional Services Act, 1998 (Act 111 of 1998) for consideration, which amongst others may include:
  - (a) House detention  
that the accused is placed under house detention for the duration of his/her sentence with due consideration of his/her work (indicate working hours), co-operation in general and other relevant circumstances (e.g. attending school, classes, etc.) in order to bring home to the accused the punishment element of the sentence option and to attempt to prevent further crime perpetration by means of strict control and management, provided that the National Commissioner may suspend house detention partly or readjust it after a portion of the sentence has been served, depending on:
    - the accused sustained compliance with the conditions and co-operation; and
    - The extent to which the accused proves that he/she is reliable.

Note: Should the offender be a suitable candidate for correctional supervision in all respects, but resides in an area where he/she cannot be monitored, the fact that house detention cannot be applied may not be presented to the court as reason for him / her not being a suitable candidate for correctional supervision. Alternative monitoring measures such as visits to the Community Corrections Office, visits to his/her work and telephonic contact can be set as condition. Only the facts must be presented to the court where after the court will decide about the imposition of correctional supervision as sentence.

- (b) Restriction to magisterial district(s)  
that the accused may not leave his / her residential / work address / magisterial district in which he / she resides without prior approval from the Head Community Corrections, except for the purposes of essential work or other reasons, in the discretion of the National Commissioner;
- (c) Community service  
in order to satisfy the community's expectations with regard to retribution and "compensation" for the crime, it is recommended that the accused should perform free community service at a community institution which shall not be less than sixteen (16) hours per month with the possibility that the National Commissioner may suspend the number of hours partly or readjust them depending on a person's co-operation and compliance with conditions in general.
- (d) Programmes  
in order to equip the offender better for his / her responsibility as a member of the community, it is recommended that he / she should be obliged to attend programmes for the improvement of problem areas which have already been identified as well as other programmes as might seem necessary while serving the sentence under the system of community corrections.
- (e) Use/abuse of alcohol or illegal drugs  
that the accused abstain from the use / abuse of alcohol and the use of drugs, where applicable. (Here it must be clearly indicated whether the focus is on the use or abuse of alcohol).  
Note: Where applicable, a recommendation must also be made to the court to set as a condition for the accused that if a reasonable suspicion exists that he/she has used drugs or used/abused alcohol, a blood sample will be taken by a medical doctor for this purpose. If he / she deny the taking of a blood sample, this shall be regarded as a violation of a condition.
- (f) Victim compensation  
that the accused should pay compensation to the victim as ordered by the court, which shall be administered by the Department of Correctional in order to compensate the victim for damages / pain suffered;
- (g) Monitoring  
that the accused should be monitored by correctional officials or appointed volunteers, by means of unannounced visits at his / her home during the week / weekends / public holidays (including after-hours visits), compulsory visits to the community corrections office for consultation purposes.
- (h) Fixed address  
that the accused may be required to reside at a suitable fixed address for the duration of his / her term of supervision. The accused will be required to notify the Head of Community Corrections before change of residential address.
- (i) Searching [Regulation 16 (1)(c)]  
If a correctional official suspects that a person under the system of community corrections possesses a prohibited substance or a dangerous weapon he / she may subject you to a body search. A correctional official may search your premises/residence for illegal substances/items in your presence without producing a warrant. Such illegal items may be confiscated.
- (j) Seeking employment  
That the accused will have opportunities to seek employment if he / she is unemployed. The Reintegration Case Management Supervisor may request that he / she furnish him / her with evidence of job search.
- (k) Employment  
The accused may be required to take up employment and remain employed. Furthermore, the accused are required to comply with the conditions of his / her employment and he / she may not leave his / her place of employment without notifying the Reintegration Case Management Supervisor.
- (l) Other condition(s)  
In terms of Section 52 of the Correctional Services Act, 1998, the Court, Correctional Supervision and Parole Board, the National Commissioner or body which has the statutory authority to do so, may set any other condition which is essential for the execution of the correctional supervision. These may include amongst others the following:
- Refrain from committing criminal offences
  - Refrain from making contact with a victim(s) and/or undesirable person(s)
  - Refrain from visiting undesirable places such as bars
  - Refrain from threatening a person(s) by word or action
  - Subject to Electronic Monitoring
  - Financial contribution to cost of community corrections
  - Comply with any reasonable instruction given by the court regarding the administration of and compliance with set conditions; and
- (m) Compliance to conditions  
The Commissioner shall see to it that the conditions are complied with, and act in accordance with the provisions of Section 70 of the correctional Services Act, 1998 (Act 111 of 1998) upon the violation of the conditions.



2.3 Explain the proposed conditions to the accused person and ensure that he / she understand the implications in the event of non-compliance. Fill in the required information and let the person signs acknowledgement.

### 3. Sworn Statement

3.1 The contents of the report of the correctional official must be sworn / affirmed to.

The experience and qualifications of the correctional official are of importance to the court and must therefore, be included in the sworn statement.

3.2 If the deponent has applicable experience, which was acquired from another organisation, this must also be mentioned.

### 4. Compiler

This paragraph is self-explanatory – fill in the required information.

### 5. Quality Assurance

This paragraph is self-explanatory – fill in the required information.

### 6. General provisions for the drafting of the report

- (a) Information which must be furnished in this report to the court must be verified and this must be mentioned in the report, where applicable.
- (b) Suspended / postponed sentences / violation of parole conditions / escapes / abscondances which are pending must be pertinently mentioned in the evaluation.
- (c) The conditions which are determined by the court must be promptly executed and they may only be amended with the intervention of the court, except those conditions for which the court grants discretionary powers to the Commissioner or his/her delegate.
- (d) Where a condition was presented to a court and the court did not set the condition concerned, this Department may not set such a condition for the probationer without the intervention of the court.
- (e) It must be guarded against influencing the court and expressions / influences, which fall outside the context of this instruction.
- (f) No prescription may also be set to courts by means of the suitability report with regard to which sentences must be considered / imposed.
- (g) Only the required facts must be presented to the court. The court will decide on its own whether correctional supervision is an appropriate sentence or not. (The conditions, which should apply if correctional supervision would be imposed, must always be contained in the suitability report, for consideration. Even if the person who submits this report is of the opinion that the accused is not a suitable candidate for correctional supervision, the court may differ with this view, and the conditions which should apply, must therefore, be at the disposal of the court for consideration).
- (h) Where a correctional official who is in possession of a qualification in behavioural sciences is not available, the Head: Community Corrections/Head of the Correctional Centre must negotiate with the court so that a suitable correctional official may submit a report to the court/prosecutor. The format and contents of the report may also be adjusted in accordance with the needs of the court/prosecutor. Such a correctional official may in any case be summoned as a witness. Where a probation officer is available, it may be negotiated with the court that the probation officer submits such a report to the court. The correctional official must be consulted by the probation officer with specific reference to the setting of conditions.

**NB:** In the case of the Supreme Court / High Court / Circuit Court, this report must be submitted by a correctional official who is in possession of a qualification in human behavioural sciences.

**NB:** A duplicate form or photocopy of the format concerned may not be used for the drafting of the report. Each report must be original and unique. The report must be typed and free of spelling errors.



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### CONFIRMATION OF ADDRESS AND UNDERTAKING FOR CARE

Only use a black pen & block letters to complete this document

<b>Offender Name And Surname (also include aliases)</b>		<b>Registration Number (ID Number if available)</b>	
<b>Decision By Head: Community Corrections On Suitability Of Undertaking And Address (Indicate with an "X")</b>			<div>SUITABLE</div> <div>UNSUITABLE</div>

#### SECTION A (to be completed by the reintegration official at the correctional centre:)

<b>A1. FROM:</b> Name Of Correctional Centre / Court / Community Corrections Office Requesting Confirmation		<b>A2. TO:</b> Community Corrections Office Responsible For Confirmation
	<b>Correctional Centre / Court / Community Corrections Office</b>	
	<b>Name of official</b>	
	<b>Telephone/Cell No</b>	
	<b>Facsimile No</b>	
	<b>Email Address</b>	
<b>Reason for Confirmation</b>	<b>Possible Placement / Transfer / Temporary Leave / Change Of Address (Circle the relevant option)</b>	
<b>A3. CAREGIVER / NEXT OF KIN OF OFFENDER</b>		<b>A4. PROPERTY OWNER / LANDLORD</b>
	<b>Name and Surname</b>	
	<b>Signature</b>	
	<b>Contact Numbers</b>	
.....	<b>Physical Address</b>	.....
.....		.....
.....		.....
.....		.....
-	<b>Relation to Caregiver/Next of kin</b>	
<b>Current crime of the offender</b>		
<b>A5. DIRECTION TO THE RESIDENTIAL ADDRESS</b>		
.....		
.....		
.....		
.....		
<b>A6. DESCRIPTION OF THE PROPERTY</b>		
.....		
.....		
.....		
.....		

**A7. SIGNATURE OF OFFICIAL WHO REQUESTS CONFIRMATION OF THE ADDRESS**

<b>Signature:</b> ..... <b>Name and Surname in Print:</b> .....	<b>Date:</b> .....
--	--------------------

**SECTION B** *(Must Be Completed By The Official At Community Corrections Who Confirms The Address)*

<b>Offender Name And Surname (also include aliases)</b>	<b>Registration Number</b> <i>(ID Number if available)</i>
---	--

**B1. DECLARATION BY CAREGIVER / NEXT OF KIN / RESIDENT**

I,....., (Identification no:) ..... hereby declare that the abovementioned offender / person is known to me and that I am prepared to accommodate him/her at my physical address, care for him/her by providing for his/her basic needs within my means as well as assist him/her to comply with his/her Parole or Correctional Supervision Conditions.

I understand that these conditions could include but not limited to the following: house detention, community service, office consultations, attendance of programmes, restriction to magisterial district(s), living at a fixed address, limitation on the use of alcohol and drugs, refraining from committing crime, visiting a particular place, making contact with a particular person(s) and threatening a person(s).

I undertake to inform the Community Corrections Office if he/she violates any of his/her conditions, misbehave in public or otherwise or become involved in any criminal activity.

I understand that my home will be visited at scheduled and unscheduled times by officials of the Community Corrections Office to monitor compliance with conditions. I will therefore ensure that the officials will have unhindered access to my premises. My residential address will be clearly numbered.

I acknowledge that Electronic Monitoring (EM) has been set as a condition and I was briefed about how the EM system functions *(if applicable)*.

I am familiar with the contents of this undertaking and not coerced into signing it.

..... Signature of Caregiver/ Next of Kin / Resident	..... Surname and Initials	..... Date	..... Time
Left thumb print (in the case where the Caregiver/ Next of Kin / Resident cannot read/write			<div style="border: 1px solid black; width: 100px; height: 100px;"></div>

**SECTION C: FINDINGS AND CERTIFICATION BY OFFICIAL WHO CONFIRMED UNDERTAKING FOR CARE AND RESIDENTIAL ADDRESS** *(Mark relevant block with an "X")*

<b>C1.</b> Offender *may / may not live at this address <i>(*Delete if not applicable)</i>	<input type="checkbox"/>
<b>C2.</b> Offender not known at this address	<input type="checkbox"/>
<b>C3.</b> Address is monitorable on a 24/7 basis	<input type="checkbox"/>
<b>C4.</b> Any other reason(s) for negative support system: .....	
<div> <div>..... <b>Official's signatu e</b></div> <div>..... <b>Surname and initials</b></div> <div>..... <b>Post Designation</b></div> <div>..... <b>Tel no</b></div> <div>..... <b>Date</b></div> </div>	

**SECTION D: DECLARATION BY: HEAD COMMUNITY CORRECTIONS OR DELEGATE** The delegation to declare an address suitable or unsuitable lies with the Head of Community Corrections (*Indicate with an \*X where necessary*).

**D1. I declare that:**

<ul style="list-style-type: none"><li>• The undertaking for care and residential address has been confirmed by the above-mentioned community corrections official.</li><li>• The address has been found to be: <div><input type="checkbox"/> *SUITABLE      <input type="checkbox"/> *NOT SUITABLE</div></li></ul>
--

**D2. COMMENTS / REQUEST FOR FURTHER ACTION / INFORMATION** *(if applicable):*

.....

.....

**D3. SIGNATURE OF HEAD COMMUNITY CORRECTIONS**

.....	.....	.....	.....	.....
<b>Official's signature</b>	<b>Surname and initials</b>	<b>Post Designation</b>	<b>Tel no</b>	<b>Date</b>

**Note:** This declaration is only valid if signed by the appointed Head of Community Corrections or Delegated official.

Please complete this form in PRINT with a BLACK PEN

## AANMELDING: GEMEENSKAPSKORREKSIES REPORTING: COMMUNITY CORRECTIONS

DEPARTEMENT VAN KORREKTIEWE DIENSTE  
DEPARTMENT OF CORRECTIONAL SERVICES

Die vorm moet in tweevoud ingevul word.  
This form must be completed in duplicate.

- \* Skrap wat nie van toepassing is nie.
- \* Delete which is not applicable.

- \* Hof/Gevangenis
- \* Court/Prison

MR-nommer  
CR Number

Aan  
To

Woonadres  
Residential address

Telefoonnommer: Huis  
Telephone number: Home

Kode  
Code

Nommer  
Number

Werkadres Work  
address

Telefoonnommer: Werk  
Telephone number: Work

Kode  
Code

Nommer  
Number

Nademaal u skuldig bevind en gevonnis is tot "korrektiewe toesig/onder korrektiewe toesig geplaas is vir 'n tydperk van  
Whereas you have been found guilty and sentenced to "correctional supervision/placed under correctional supervision..

soos uiteengesit in die lasgewing uitgereik te

..... as explained in the mandate issued at .....

op die on the, dag van day of.... 20, word u gelas om aan te meld op die you are ordered to report on the ..... dag van day of....

20... om to.... by die hoof van die Gemeenskapskorreksieskantoor  
to the head of the Community Corrections Office .....

Korrektiewe Toesigbeampte: Hof/Hoof van die Gevangenis  
Correctional Supervision Officer: Court/Head of the Prison

Mede-onderieken  
Co-signed

### WAARSKUWING • WARNING

U identiteitsdokument tesame met hierdie kennisgewing moet by aanmelding getoon word.  
Upon reporting you must provide your identity document together with this notice. U moet twee (2) paspoortfoto's by u aanmelding aan die aanmeldingsbeampte oorhandig. Upon reporting you must give two (2) passport photos to the reporting official.

Indien u sender geldige verskoning, waarvan die bewyslas op u rus, in gebreke bly om hierdie kennisgewing te gehoorsaam, verbreek.  
If you fail to comply with this notice without any valid excuse, of which the onus of proof rests with you, you violate a condition of your u 'n voorwaarde van u vonnis en sal 'n lasbrief uitgereik word vir u inhegtenisneming kragtens artikel 84B (1) van die Wet op Korrektiewe sentence and a warrant will be issued for your arrest in terms of section 84B (1) of the Correctional Services Act (Act 8 of 1959).  
Dienste (Wet 8 van 1959).

U moet 'n afskrif van u jongste betaalstrokie inhandig.  
You must hand in a copy of your most recent payslip.

OORSPRONKLJKE KENNISGEWING DEUR MY ONTVANG.  
ORIGINAL NOTICE RECEIVED BY ME.

Handtekening: Toesiggeval  
Signature: Probationer

Datum  
Date



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### ADMISSION RISK CLASSIFICATION TOOL FOR OFFENDERS PLACED UNDER THE SYSTEM OF COMMUNITY CORRECTIONS

#### PERSONAL PARTICULARS:

SURNAME:			
FULL NAMES:			
ALIAS:			
MAIDEN NAME			
REGISTRATION NUMBER:			
CRIMINAL RECORD NUMBER			
<b>HIGH PRIORITY REFERRAL:</b> <b>Specify e.g Social Worker/Psychologists</b>			
CURRENT OFFENCE (S)			
SENTENCE LENGTH			
PERIOD TO BE SERVED UNDER THE SYSTEM OF COMMUNITY CORRECTIONS			
DATE OF ADMISSION (into system of comcor)			
DATE OF ASSESSMENT			
DATE OF SENTENCE			
SENTENCE EXPIRY DATE			
NAME OF COMMUNITY CORRECTIONS OFFICE			
<b>Classification</b> <b>Mark with an X</b>	<b>HIGH RISK</b>	<b>MEDIUM RISK</b>	<b>LOW RISK</b>

## INSTRUCTIONS FOR COMPLETION OF ADMISSION RISK CLASSIFICATION TOOL FOR OFFENDERS PLACED UNDER COMMUNITY CORRECTIONS SYSTEM

1. All probationers and parolees will be subjected to the Admission Risk Classification tool in order to determine the frequency and type of supervision required.
2. The tool will be completed by the Case Management Committee (CMC) for offenders considered for placement on parole/correctional supervision.
3. The court official employed by the Department of Correctional Services (DCS) will also administer the tool for accused persons considered for a sentence of correctional supervision.
4. In the event where the tool was not administered by the CMC or a court official, the tool must be completed by \*Reintegration Case Management Supervisor (RCMS) when the offender reports at the Community Corrections Office for the first time after sentencing / placement. The tool must be completed and finalized within seven (7) working days. \*The Reintegration Case Management Supervisor (RCMS) is a correctional official responsible for management of cases and allocation of probationers and parolees to monitoring agencies:
4. The form must be completed with a BLACK pen.
5. All Sections must be completed in full.

### SECTION A: RISK CLASSIFICATION GUIDE:

- Must be completed by the CMC/Court official/RCMS
- The following documents should form part of the completed Admission risk classification tool: Admission Detail Report, Assessment Tool, suitability Report, SAP62, SAP69(c), Social Work Report, G367 (Visitation card), Undertaking for Care and Annexure A (Crimes and Risk Levels)

### SECTION B: GUIDE FOR SCORING

- Must be completed by the CMC/Court official/RCMS
- In situations where the required documents are not available, it will be difficult to allocate scores on certain factors. In this event, the guide below should then be utilized for allocation of scores.

Guide for Scoring in the absence of required information

Risk Factor 4: Number of victims (SAP62)	Allocate 2
Risk Factor 4.1: Relationship to the victim (s) (SAP62)	Allocate 3
Risk Factor 5: Crimes Committed in gang context (SAP62)	Allocate 5
Risk Factor 6: Number of previous convictions for violent offences (SAP69)	Allocate 5
Risk Factor 11: Number of previous revocations of Correctional / Parole Supervision / breach of Bail Conditions	Allocate 3

### SECTION C: PLACEMENT GUIDE

- Must be completed by the CMC/Court official/RCMS
- The CMC/Court official/RCMS will determine whether there are reasons for override.

### SECTION D: RESULTS AND RECOMMENDATION

- Must be completed by the CMC/Court official/RCMS

### SECTION E: DECISION

Section E must be completed in the following cases:

- The CMC will recommend the level of supervision to the Head Correctional Centre for offenders who are considered for placement and serving sentences up to and including two years – the Head of the Correctional Centre will approve/endorse the recommendations in Section E
- The RCMS will recommend the level of supervision to the Head Community Corrections in respect of offenders who are admitted into the system of community corrections and who were not previously subjected to the tool - the Head Community Corrections will approve/endorse the recommendations in Section E

Section E will **not** be completed in the following cases:

- The Court official will recommend the level of supervision to the court for offenders who are considered for a sentence of correctional supervision - The approval of the Court will **not** be reflected on the tool but will find expression on the annexure of the Sentence warrant.
- The CMC will recommend the level of supervision to the CSPB for offenders serving sentences of longer than two years. The approval of the CSPB will not be reflected on the tool but will find expression on the annexure of the G326 (Profile report).

**Annexure A1: Crimes & Risk levels:** Will be utilized by the CMC/Court official/RCMS for checking the crime risk level

**Annexure A2: Approved Crime Categories:** Will be utilized by the CMC/Court official/RCMS for checking the crime risk level



**Annexure B:** Will be utilized by the RCMS and Head of Community Corrections for verification of conditions that are applicable to the level of supervision

<b>SECTION A: RISK CLASSIFICATION GUIDE</b> (to be completed by the CMC/Court official/RCMS)				
<b>Surname &amp; Initials</b>		<b>Registration Number</b>		
	<b>Risk Factors</b>	<b>Indicators</b>		<b>Score</b>
<b>1</b>	<b>*Current Age</b>	18-25 years & 26-35 years	<b>10</b>	
		36-60 years	5	
		Below 18 years & 61 and above	1	
<b>2</b>	Period to be served under the system of Community Corrections	Above 5 years	5	
		Above 2years to 5 years	3	
		0 – 2 years	1	
<b>3</b>	Category of the Current Offence (Annexure A1)	High risk only or combination of high, medium & low risk	5	
		Medium Risk only or Combination of Medium and low risk	3	
		Low risk only or combination of low risk	1	
<b>3.1</b>	<b>Sexual offender</b> (Check SAP62 for victims and concepts like Paedophile & Serial Rapist, Admission Risk and Needs assessment tool if the offender is from the CC, SAP69c & the Correctional Sentence Plan)	Sexual Offender	<b>10</b>	
		Not a sexual offender	1	
<b>4</b>	<b>Number of Victims</b> (human) (SAP62)	3 or more victims	3	
		2 victims	2	
		1 victim / no human victim (s)	1	
<b>4.1</b>	Relationship to the victim	Relative, Family, Partner, Person of authority	5	
		Known person, friend	3	
		Stranger	1	
<b>5</b>	Crimes committed in gang context / group / syndicate / family associate (SAP62)	Yes	5	
		No	1	
<b>6</b>	Number of previous convictions for violent offences Refer to Annexure A for High Risk & Medium Risk Offences (SAP69(c))	2 or more convictions	5	
		1 conviction	2	
		None	1	
<b>7</b>	Attitude towards crime committed	Negative attitude, not motivated to change and no remorse	5	
		Unwilling to accept responsibility / Unwilling to accept commitment of crime / indeterminate	3	
		Motivated to discontinue with criminal behaviour	1	
<b>8</b>	Presence of protection order(s)	2 and above	5	
		1	3	
		No order	1	
<b>9</b>	Number of times placed under correctional / parole supervision (SAP69(c))	3 and above	3	
		1-2	2	
		None 1		

	Risk Factors	Indicators		Score	
10	<b>*History of absconding (SAP69(c) , operational system)</b>	Absconded 3times and more		10	
		Absconded less than 3 times		5	
		No history of absconding		1	
11	<b>*Number of previous revocations of Correctional / Parole supervision / breach of Bail Conditions SAP69(c)</b>	3 and above		5	
		1 or 2		3	
		None		1	
12	Gang affiliation / Syndicate affiliation (SAP62)	Yes		3	
		No		1	
13	<b>*Period of time employed currently / before sentencing / before detention / before incarceration / Studying in last 12 months</b>	Below 4 months and unemployed		10	
		4 to 6months		5	
		7 months and above Studying in the last 12 months		1	
14	Alcohol usage (Pre-sentence report, disciplinary charges, SAP62. SAP69(c))	Usage with serious disruption in functioning / abuse		5	
		Some disruption in functioning		3	
		Usage with no interference in functioning No usage		1	
15	Drug usage (Pre-sentence report, disciplinary charges, SAP62 & SAP69(c))	Usage with serious disruption in functioning / abuse		5	
		Some disruption in functioning?		3	
		Usage of drugs with no disruption in functioning No usage		1	
16	<b>*Social Relations including family/ Relative</b> (Pre-sentence report, Social Work report, G367, undertaking for care)	No family, friend and Community support		10	
		Unstable family and friend support		5	
		No family support but has good & well established friend support Well established and Good Family Support/ Community		1	
17	Number of changes in the residential address for the past 12 months (12 months before detention / incarceration / sentencing)	2 or more		5	
		1		3	
		None		1	
NB* Bold: Risk Factors for Absconding				Total	

**SECTION B: GUIDE FOR SCORING: (to be utilized by CMC/Court official/ CMS)**

Mark the applicable space with an **X**  
 The lowest possible score is: **20** (denotes Low Risk);  
 The highest possible score is: **122** (denotes High Risk)

Levels of Classification	High Risk	Medium Risk	Low Risk
Scores & recommended level of supervision	89 -122: High Risk Supervision Category	44 – 88: Medium Risk Supervision Category	20 – 43: Low Risk Supervision Category

**SECTION C: PLACEMENT GUIDE:** (to be utilized by the CMC/Court official/RCMS)-

<b>Scores &amp; Level of Supervision</b>	89 -122: High Risk Supervision Category	44 – 88: Medium Risk Supervision Category	20 – 43: Low Risk Supervision Category
<b>Compulsory overrides of Score obtained</b>	<ul style="list-style-type: none"> <li>If the offender obtains highest score in the total of the following risk factors: <b>1; 10; 11; 13, 16 = 45</b>; he / she must be placed in the High Risk category on admission irrespective of the total score obtained</li> <li>All Sexual Offenders: must be placed in High Risk Supervision Category irrespective of the total score obtained</li> <li>If there is additional information that has come to the attention of the Head of Community Corrections about the risk posed by the offender or risk the offender is exposed to, it must be taken into consideration when making a decision for placement.</li> </ul>		
<b>Is overriding applicable?</b>			Yes      No
<b>Recommended placement level (Mark with an X)</b>	High Risk Supervision Category	Medium Risk Supervision Category	Low Risk Supervision Category
<b>Surname &amp; Initials of the RCMS</b>		<b>Post Level of the Official</b>	
<b>Date</b>		<b>Signature</b>	

**SECTION D: RESULTS AND RECOMMENDATION** (to be utilized by the CMC/Court official/RCMS)

<b>Total Score obtained</b>			
<b>Is there a need for override</b>	Yes		No
<b>If yes, state the reasons for override</b>			
<b>Recommended Classification Category / Level (Mark with X)</b>	High Risk	Medium Risk	Low Risk
	High Risk Supervision Category	Medium Risk Supervision Category	Low Risk Supervision Category
<b>Surname and Initials of the CMC/Court official/RCMS</b>		<b>Post Level of the Official</b>	
<b>Date</b>		<b>Signature</b>	

**SECTION E: DECISION (to be utilized by the Head of Community Corrections/Head Correctional Centre)**

**OVERRIDES:** The Head of the Community Corrections/Head Correctional Centre is allowed to disregard the final scores and utilize the conditions for Mandatory overrides stated in Section C.

<b>Total Score obtained</b>			
<b>Did the Head confirm the reason (s) for override?</b>	Yes		No
<b>State the reason (s) for override, if applicable</b>			
<b>Approved Classification Category / Level (Mark with X)</b>	High Risk	Medium Risk	Low Risk
	High Risk Supervision Category	Medium Risk Supervision Category	Low Risk Supervision Category
<b>Surname &amp; Name(s) of Head of Community Corrections/Correctional Centre</b>		<b>Post Level of the Official</b>	
<b>Date</b>		<b>Signature</b>	
<b>Contact Number</b>			
<i>The offender must sign below to indicate acceptance of:</i> <ul style="list-style-type: none"> <li>being informed about the Admission Risk Classification &amp;</li> <li>Placement in the level of supervision and the implications for such placement</li> </ul>			
<b>Name of the offender</b>		<b>Surname of the offender</b>	
<b>Date</b>		<b>Signature</b>	

If the offender refuses to sign, the RCMS and one other official must sign below			
Name & Surname of the official		Witness: Name & Surname	
Position Held		Position Held	
Date		Date	

**ANNEXURE A1: CRIME CATEGORY (SEVERITY OF CURRENT CRIME / CONVICTION)**

<p><b>High Risk:</b> Crimes of which extreme violence was an element (intend to cause and or grievous bodily harm was done or the victim died)</p> <ul style="list-style-type: none"> <li>• Murder</li> <li>• Conspiracy to Murder</li> <li>• Serial Murder</li> <li>• Genocide</li> <li>• Mass Murder</li> <li>• Family Murder</li> <li>• Child Murder</li> <li>• Partner Murder</li> <li>• Patricide (Killing of Parents)</li> <li>• Ritual Murder</li> <li>• Attempted Murder</li> <li>• Killing of Government Officer in Execution of his / her duty</li> <li>• Rape</li> <li>• Attempted Rape</li> <li>• Statutory Rape</li> <li>• Serial Rape</li> <li>• Gang Rape</li> <li>• Marital Rape</li> <li>• House Breaking with intent to Rape</li> <li>• Child Rape</li> <li>• Child Molestation</li> <li>• Conspiracy to rape</li> <li>• Sex Crimes Against Children (Use of Force or Violence)</li> <li>• Procuring children for Pornography</li> <li>• Child Prostitution</li> <li>• Indecent Assault</li> <li>• Arson</li> <li>• Common Law abduction</li> <li>• Statutory abduction</li> <li>• Armed Robbery</li> <li>• Robbery with aggravating circumstances</li> <li>• Public Violence</li> <li>• Weapons And Explosives Offences (Detonation-Potential Risk of Injury, Possession, Transportation)</li> <li>• Kidnapping</li> </ul>	<p><b>Medium Risk</b> Crimes of which moderate or no violence was an element- No serious bodily harm was done to the victim</p> <ul style="list-style-type: none"> <li>• Assault Common</li> <li>• Assault with intent to commit GBH</li> <li>• Attempted robbery</li> <li>• Breach of bail conditions</li> <li>• Domestic Violence</li> <li>• Attempted Murder</li> <li>• Attempted Rape</li> <li>• Common Assault</li> <li>• Common Robbery</li> <li>• Bag snatching</li> <li>• Conspiracy to perform robbery</li> <li>• Housebreaking with intent to Rob and Robbery</li> <li>• Smash and Grab</li> <li>• Culpable homicide</li> <li>• Attempted robbery</li> <li>• Intimidation</li> <li>• Child Abuse (Non-violent, not sexual)</li> <li>• Public Violence</li> <li>• Illegal Abortion</li> <li>• Euthanasia (Mercy Killing)</li> <li>• Physical Child Abuse</li> <li>• Hijacking (Bicycle/Motorbike)</li> <li>• Malicious injury /damage to property</li> <li>• Vandalism</li> <li>• Cruelty to animals</li> <li>• Incest</li> <li>• Ownership of brothel</li> <li>• Sexual Harassment</li> <li>• Counterfeiting</li> <li>• Industrial espionage</li> <li>• Unlawful removal of property</li> <li>• Contempt of Court</li> <li>• Forgery</li> <li>• Stock Theft</li> <li>• Motor vehicle Theft (stationary)</li> <li>• Theft motor vehicle parts / contents</li> <li>• Pointing of a fire arm</li> </ul>	<p><b>Low Risk</b> Non-violent crimes where no bodily harm was done to the victim</p> <ul style="list-style-type: none"> <li>• Alcohol Law Violation</li> <li>• House breaking</li> <li>• House breaking with the intent to commit crime</li> <li>• Shoplifting</li> <li>• Petty Theft</li> <li>• Conspiracy to theft</li> <li>• Pick pocketing</li> <li>• Traffic Offences</li> <li>• Evasion of payment of services</li> <li>• Theft by false pretences</li> <li>• Theft of intellectual property</li> <li>• Computer software piracy</li> <li>• Extortion</li> <li>• Tax Evasion</li> <li>• Embezzlement</li> <li>• Possession of housebreaking implements</li> <li>• Trespassing</li> <li>• Failure to give account of possession of goods</li> <li>• Goods suspected of being stolen</li> <li>• Receiving stolen property /goods</li> <li>• Possession of stolen goods / property</li> <li>• Possession of money from sale of stolen property / goods</li> <li>• Illegal use of property</li> <li>• Piracy</li> <li>• Fraud</li> <li>• Uttering</li> <li>• Offences under the Sexual Offences Act: <ul style="list-style-type: none"> <li>• Exhibitionism</li> <li>• Voyeurism</li> <li>• Necrophilia</li> <li>• Incest</li> <li>• Bestiality</li> <li>• Prostitution</li> <li>• Public Indecency</li> </ul> </li> <li>• Violating a grave</li> <li>• Violating a corpse (non-sexual)</li> </ul>
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<b>High Risk:</b> Crimes of which extreme violence was an element (intend to cause and or grievous bodily harm was done or the victim died)	<b>Medium Risk</b> Crimes of which moderate or no violence was an element- No serious bodily harm was done to the victim	<b>Low Risk</b> Non-violent crimes where no bodily harm was done to the victim
<ul style="list-style-type: none"> <li>• Extortion</li> <li>• Escape From Lawful custody <ul style="list-style-type: none"> <li>• Closed Institutions</li> <li>• Bridge of Bail Conditions for high risk crimes</li> <li>• Absconding</li> </ul> </li> <li>• Assault GBH</li> <li>• Hi-jacking (Car, Truck, Aeroplane, Train, Boat)</li> <li>• Cash-in-transit (Heist)</li> <li>• Bank Robbery</li> <li>• Crimes against the security of the state</li> <li>• Treason</li> <li>• High Treason</li> <li>• Sedition</li> <li>• Sabotage</li> <li>• Terrorism</li> <li>• Non Listed Crimes with intent of causing grievous bodily harm</li> <li>• Trafficking of humans and Human body parts</li> <li>• Harboursing persons wanted by law enforcement agencies</li> <li>• Import and Export of Weapons and Explosives</li> <li>• Sell, Possess and Use of Weapons/ Explosives</li> <li>• The manufacture and modification of Weapons/Explosives</li> <li>• Unlawful Possession of Weapons/ Explosives</li> <li>• Arson</li> <li>• Bomb Threats</li> <li>• Escaping from custody</li> <li>• Aiding/Harboring an Escapee</li> <li>• Accessory to escape</li> <li>• Phone Tapping for Espionage purposes</li> <li>• Selling/disclosing National Secrets</li> <li>• Trafficking in Human Beings</li> <li>• Child Trafficking</li> <li>• Cross border Trafficking of Foreign Nationals</li> <li>• Extortion</li> <li>• Participation in Criminal Gangs</li> <li>• Taking Hostage(s) in a Siege situation</li> <li>• Kidnapping</li> </ul>	<ul style="list-style-type: none"> <li>• Non-listed crimes of a moderate nature</li> <li>• Drugs Trafficking</li> <li>• Pointing of Firearm</li> <li>• Environmental pollution</li> <li>• Unlawful Riots, Picketing and Strikes</li> <li>• Possessing Contraband</li> <li>• Supplying Contraband</li> <li>• Violation of the Protection of Information Act</li> <li>• Offences Related to Immigration and Emigration</li> <li>• Stalking</li> <li>• Trafficking in animals, trees and or endangered species</li> <li>• Trafficking in Fishes or Crustaceans</li> <li>• Trafficking in Foreign Currency across Borders</li> <li>• Dealing/Trafficking in precious Metals/Gems</li> <li>• Breach of Domestic Violence Order</li> </ul>	<ul style="list-style-type: none"> <li>• Defeating / Obstructing the ends of Justice</li> <li>• Perjury</li> <li>• Computer hacking</li> <li>• Bribery</li> <li>• Concealment of birth</li> <li>• Conspiracy to defraud</li> <li>• Money Laundering</li> <li>• Corruption</li> <li>• Impersonation</li> <li>• Concealment of death</li> <li>• Counterfeiting Currency</li> <li>• Bigamy</li> <li>• Offences related to registration of marriages</li> <li>• Offences relating to marriage</li> <li>• Concealment of birth</li> <li>• Conspiracy to defraud</li> <li>• Money Laundering</li> <li>• Corruption</li> <li>• Impersonation</li> <li>• Concealment of death</li> <li>• Counterfeiting Currency</li> <li>• Bigamy</li> <li>• Offences related to registration of marriages</li> <li>• Offences relating to marriage</li> <li>• Manufacture or Cultivation of Prohibited Drugs</li> <li>• Possess and/or use Prohibited Drugs</li> <li>• Possession of money from sale of Prohibited Drugs</li> <li>• Conspiracy to import, export, manufacture, or sell Prohibited Drugs</li> <li>• Alcohol and Tobacco Offences</li> <li>• Public Drunkenness</li> <li>• Sale of Liquor and Tobacco to minors</li> <li>• Sale of Alcoholic products without a license</li> <li>• Sale of Alcoholic Products in contravention of license conditions</li> <li>• Purchase of Alcoholic Products in contravention of license conditions</li> <li>• Unlawfully Possession of Firearms and Ammunition</li> <li>• Unlicensed Import and Export of Firearms and Ammunition</li> <li>• Misuse of Firearms and Ammunition</li> <li>• Dealing or Trafficking of Firearms and Ammunition</li> <li>• Disposing/selling of Firearms or Ammunition to unlicensed person</li> <li>• Sell Firearms/Ammunition without a license</li> <li>• Storage offences</li> </ul>

<b>High Risk:</b> Crimes of which extreme violence was an element (intend to cause and or grievous bodily harm was done or the victim died)	<b>Medium Risk</b> Crimes of which moderate or no violence was an element- No serious bodily harm was done to the victim	<b>Low Risk</b> Non-violent crimes where no bodily harm was done to the victim
		<ul style="list-style-type: none"> <li>• Lending of Firearms/Ammunition to minor/unlicensed person</li> <li>• The unlawful modifying or altering of Firearms</li> <li>• Damage / kill flora and fauna</li> <li>• Trespass</li> <li>• Crimen Injuria</li> <li>• Gambling Offences</li> <li>• Censorship Offences</li> <li>• Unregulated Gaming</li> <li>• Non payment of Maintenance</li> <li>• Road Traffic and Vehicle Regulatory Offences</li> <li>• Failure to comply with the conditions of Bail</li> <li>• Failure to comply with Parole/ Correctional Supervision conditions</li> <li>• Perjury and Subordination of Perjury</li> <li>• Obstructing Police in the performing of Duty</li> <li>• Breach of periodic Detention Orders</li> <li>• Breach of Restraining Order</li> <li>• Breach of Suspended Sentence</li> <li>• Concealment of knowledge of Crime</li> <li>• Contempt of Court</li> <li>• Intimidation</li> <li>• Blackmail</li> </ul>

#### ANNEXURE A2: REVISED CRIME CATEGORIES

PROPOSED CRIME CATEGORIES FOR DEPARTMENT OF CORRECTIONAL SERVICES			
NO	CRIME CATEGORY	SUB CATEGORY	MOTIVE/CIRCUMSTANCES
1.	Murder and Related Offences	<ul style="list-style-type: none"> <li>• Murder</li> <li>• Conspiracy to Murder</li> <li>• Attempted Murder</li> <li>• Serial Murder</li> <li>• Genocide (Political Murder)</li> <li>• Mass Murder</li> <li>• Family Murder</li> <li>• Child Murder</li> <li>• Partner Murder</li> <li>• Patricide (Killing of Parent/s)</li> <li>• Ritual Murder</li> <li>• Illegal Abortion</li> <li>• Killing of Government Officer in Execution of his/her Duty</li> </ul>	<ul style="list-style-type: none"> <li>• Administering Poison or other Noxious Substance</li> <li>• Administering Prohibited Drugs</li> <li>• Adultery</li> <li>• Antisocial behaviour</li> <li>• Anger</li> <li>• Alcohol</li> <li>• Beliefs (Ideology)</li> <li>• Carelessness</li> <li>• Crime Syndicates</li> <li>• Dangerous Act</li> <li>• Domestic Violence</li> <li>• Drugs</li> <li>• Ethnic Cleansing</li> <li>• Economical</li> <li>• Excitement and Status</li> <li>• Family Related conflict</li> <li>• Financial Gain</li> <li>• Gang Related</li> <li>• Group Think</li> <li>• Ignorance</li> <li>• Irresponsibility</li> </ul>
2.	Culpable Homicide and Related Offences	<ul style="list-style-type: none"> <li>• Culpable Homicide</li> <li>• Euthanasia (Mercy Killing)</li> </ul>	
3.	Assault and Related Offences	<ul style="list-style-type: none"> <li>• Assault Common</li> <li>• Assault with GBH</li> <li>• Assault with intent to commit GBH</li> <li>• Physical Child Abuse</li> </ul>	

PROPOSED CRIME CATEGORIES FOR DEPARTMENT OF CORRECTIONAL SERVICES			
NO	CRIME CATEGORY	SUB CATEGORY	MOTIVE/CIRCUMSTANCES
4.	Sexual Offences	<ul style="list-style-type: none"> <li>• Rape</li> <li>• Attempted Rape</li> <li>• Statutory Rape (under 16 years)</li> <li>• Indecent Assault</li> <li>• Serial Rape</li> <li>• Marital Rape</li> <li>• Sexual Harassment</li> <li>• Child Rape</li> <li>• Child Molestation</li> <li>• Conspiracy to Rape</li> <li>• Gang rape</li> <li>• Housebreak with the intent to Rape and Rape</li> <li>• Incest</li> <li>• Bestiality (sexual act with animal)</li> <li>• Common Law Abduction (underage minor)</li> <li>• Statutory Abduction (under 21 years of age)</li> <li>• Ownership of Brothel</li> <li>• Public indecency</li> <li>• Procuring children for Pornography</li> <li>• Necrophilia (sexual act with corpse)</li> <li>• Prostitution</li> <li>• Child Prostitution</li> </ul>	<ul style="list-style-type: none"> <li>• Impulsivity</li> <li>• Jealousy</li> <li>• Labour Action</li> <li>• Lack of social skills</li> <li>• Muti</li> <li>• Material acquisition</li> <li>• Negligence</li> <li>• Opportunity driven</li> <li>• Passion</li> <li>• Paedophilia</li> <li>• Peer Influence</li> <li>• Politically Motivated</li> <li>• Poverty</li> <li>• Provocation</li> <li>• Public Violence</li> <li>• Psychopathy (lack of guilt, inability to learn from punishment, egocentricity, inability to express emotions)</li> <li>• Racially Motivated</li> <li>• Reckless Behavior amounting to Intention or Malice</li> <li>• Recklessness</li> <li>• Revenge</li> <li>• Ritual</li> <li>• Road Rage</li> <li>• Self Defence</li> <li>• Sexually Motivated</li> <li>• Stress</li> <li>• Tribal Conflict</li> <li>• Witchcraft</li> </ul>
5.	Robbery and Related offences	<ul style="list-style-type: none"> <li>• Armed Robbery</li> <li>• Hijacking <ul style="list-style-type: none"> <li>• Aeroplane</li> <li>• Truck</li> <li>• Car</li> <li>• Motorbike/Bicycle</li> <li>• Train</li> <li>• Boat</li> </ul> </li> <li>• Bank Robbery</li> <li>• Cash in Transit Heist</li> <li>• Housebreaking with the intent to Rob and Robbery</li> <li>• Common Robbery</li> <li>• Bag snatching</li> <li>• Conspiracy to perform Robbery</li> <li>• Smash and Grab</li> </ul>	
6.	Theft Related Offences	<ul style="list-style-type: none"> <li>• Malicious injury/damage to Property</li> <li>• Housebreaking</li> <li>• Housebreaking with the intent to commit a crime</li> <li>• Theft Motor Vehicle</li> <li>• Theft motor Vehicle parts or contents</li> <li>• Stock Theft</li> <li>• Petty Theft</li> <li>• Pick pocketing</li> <li>• Receiving of stolen property/ goods</li> <li>• Possession of stolen goods/ property</li> <li>• Possession of money from sale of stolen property/goods</li> <li>• Illegal use of property</li> <li>• Theft of Intellectual property</li> </ul>	



PROPOSED CRIME CATEGORIES FOR DEPARTMENT OF CORRECTIONAL SERVICES			
NO	CRIME CATEGORY	SUB CATEGORY	MOTIVE/CIRCUMSTANCES
		<ul style="list-style-type: none"> <li>• Computer Software piracy</li> <li>• Industrial espionage</li> <li>• Shoplifting</li> <li>• Evasion of payment for services</li> <li>• Possession of housebreaking implements</li> <li>• Conspiracy to Theft</li> <li>• Unlawful removal of Property</li> </ul>	
7.	Fraud, Deception and Related Offences	<ul style="list-style-type: none"> <li>• Piracy (non compliance with Copy Right Act)</li> <li>• Fraud</li> <li>• Impersonation</li> <li>• Tax evasion</li> <li>• Computer Hacking</li> <li>• Bribery</li> <li>• Forgery</li> <li>• Uttering</li> <li>• Concealment of birth(s)</li> <li>• Concealment of death(s)</li> <li>• Conspiracy to defraud</li> <li>• Money Laundering</li> <li>• Fraudulently awarding Tenders</li> <li>• Corruption</li> <li>• Counterfeiting Currency</li> <li>• Bigamy</li> <li>• Offences Relating to Registration of Marriages</li> <li>• Offences Relating to Marriages</li> <li>• Embezzlement</li> <li>• Breach of Lotteries Act 57/1997</li> <li>• Breach of Health Act 63/1977</li> <li>• Breach of Health Care Act 17/2002</li> </ul>	
8.	Drug and Alcohol Related Offences	<ul style="list-style-type: none"> <li>• Dealing in Prohibited Drugs</li> <li>• Drug Trafficking</li> <li>• Manufacture or Cultivation of Prohibited Drugs</li> <li>• Possess and/or use Prohibited Drugs</li> <li>• Possession of money from sale of Prohibited Drugs</li> <li>• Conspiracy to import, export, manufacture, or sell Prohibited Drugs</li> <li>• Alcohol and Tobacco Offences</li> <li>• Public Drunkenness</li> <li>• Sale of Liquor and Tobacco to minors</li> <li>• Sale of Alcoholic products without a license</li> <li>• Sale of Alcoholic Products in contravention of license conditions</li> <li>• Purchase of Alcoholic Products in contravention of license conditions</li> </ul>	

PROPOSED CRIME CATEGORIES FOR DEPARTMENT OF CORRECTIONAL SERVICES			
NO	CRIME CATEGORY	SUB CATEGORY	MOTIVE/CIRCUMSTANCES
9.	Firearms and Ammunition Offences	<ul style="list-style-type: none"> <li>• Unlawfully Possession of Firearms and Ammunition</li> <li>• Unlicensed Import and Export of Firearms and Ammunition</li> <li>• Misuse of Firearms and Ammunition</li> <li>• Dealing or Trafficking of Firearms and Ammunition</li> <li>• Disposing/selling of Firearms or Ammunition to unlicensed person</li> <li>• Sell Firearms/Ammunition without a license</li> <li>• Storage offences</li> <li>• Lending of Firearms/Ammunition to minor/unlicensed person</li> <li>• The unlawful modifying or altering of Firearms</li> <li>• Pointing of Firearm</li> </ul>	
10.	Weapons and Explosives Offences (other than firearms and ammunition)	<ul style="list-style-type: none"> <li>• Import and Export of Weapons and Explosives</li> <li>• Sell, Possess and Use of Weapons/ Explosives</li> <li>• The manufacture and modification of Weapons/ Explosives</li> <li>• Unlawful Possession of Weapons/ Explosives</li> </ul>	
11.	Property and Environmental Damage	<ul style="list-style-type: none"> <li>• Malicious injury to Property</li> <li>• Arson</li> <li>• Damage/Kill Flora and Fauna</li> <li>• Vandalism</li> <li>• Cruelty to Animals</li> <li>• Environmental Pollution <ul style="list-style-type: none"> <li>• Air Pollution Offences</li> <li>• Water Pollution Offences</li> <li>• Noise Pollution Offences</li> <li>• Land Pollution Offences</li> </ul> </li> </ul>	
12.	Public Order and Public Welfare Offences	<ul style="list-style-type: none"> <li>• Trespass</li> <li>• Crimen Injuria</li> <li>• Unlawful Riots, Picketing and Strikes</li> <li>• Public Violence</li> <li>• Violating a Grave</li> <li>• Violating a Corpse</li> <li>• Gambling Offences</li> <li>• Censorship Offences</li> <li>• Unregulated Gaming</li> <li>• Non payment of Maintenance</li> <li>• Intimidation</li> <li>• Blackmail</li> <li>• Extortion</li> <li>• Participation in Criminal Gangs</li> </ul>	
13.	Road Traffic and Vehicle Regulatory Offences	<ul style="list-style-type: none"> <li>• Driving without valid License</li> <li>• Fail to produce license on demand</li> <li>• Vehicle Registration Offences</li> <li>• Roadworthiness Offences</li> <li>• Traffic Offences</li> </ul>	

PROPOSED CRIME CATEGORIES FOR DEPARTMENT OF CORRECTIONAL SERVICES			
NO	CRIME CATEGORY	SUB CATEGORY	MOTIVE/CIRCUMSTANCES
14.	Offences against Justice, Procedures, Government Security and Government Operations	<ul style="list-style-type: none"> <li>• High Treason</li> <li>• Sedition</li> <li>• Sabotage</li> <li>• Violation of the Protection of Information Act</li> <li>• Bomb Threats</li> <li>• Escaping from custody</li> <li>• Aiding/Harboring an Escapee</li> <li>• Accessory to escape</li> <li>• Failure to comply with the conditions of Bail</li> <li>• Failure to comply with Parole/ Correctional Supervision conditions</li> <li>• Breach of Domestic Violence Order</li> <li>• Breach of periodic Detention Orders</li> <li>• Breach of Restraining Order</li> <li>• Breach of Suspended Sentence</li> <li>• Perjury and Subordination of Perjury</li> <li>• Defeating or Obstructing the course of Justice</li> <li>• Obstructing Police in the performing of Duty</li> <li>• Possessing Contraband</li> <li>• Supplying Contraband</li> <li>• Concealment of knowledge of Crime</li> <li>• Contempt of Court</li> <li>• Phone Tapping for Espionage purposes</li> <li>• Selling/disclosing National Secrets</li> <li>• Terrorism</li> <li>• Offences Related to Immigration and Emigration</li> <li>• Breach of Mental Health Care Act 17/2002 Breach of Lotteries Act, Act 57 of 1997</li> <li>• Breach of Fencing Act 31 of 1963</li> <li>• Breach of Fertilizers, Farm feeds, Agricultural remedies and Stock remedies Act 36/1947</li> <li>• Breach of Marketing of Agricultural Products Act</li> <li>• Breach of Veterinary and Para veterinary Professions Act 19/1992</li> <li>• Breach of Subdivision of Agricultural land Act 70/1970</li> <li>• Breach of Conservation of Agricultural Resources Act 43/198</li> <li>• Breach of Liquor products Act 60/69</li> <li>• Breach of Agricultural products Act 119/1980</li> <li>• Breach of Societies for the prevention of cruelty to Animals Act 169/1963</li> <li>• Breach of Patents Act 57/1978</li> <li>• Breach of Trademarks Act 76/1976</li> </ul>	

PROPOSED CRIME CATEGORIES FOR DEPARTMENT OF CORRECTIONAL SERVICES			
NO	CRIME CATEGORY	SUB CATEGORY	MOTIVE/CIRCUMSTANCES
		<ul style="list-style-type: none"> <li>• Breach of Immigration Act 13/1982</li> <li>• Breach of Banks Act 94 of 1990</li> <li>• Breach of Agricultural Pest Act 36 of 1983</li> <li>• Breach of Animal Diseases Act 35/1984</li> <li>• Breach of Precious Metal Act 37/2005</li> <li>• Breach of Petroleum Products Act 120 /1977</li> <li>• Breach of Land Administration Act 2/1995</li> <li>• Breach of Finance Act 26/2004</li> <li>• Breach of Co-operatives Act 14/2005</li> </ul>	
15.	Trafficking Related Offences	<ul style="list-style-type: none"> <li>• Trafficking in Human Beings</li> <li>• Child Trafficking</li> <li>• Cross border Trafficking of Foreign Nationals</li> <li>• Trafficking in animals, trees and or endangered species</li> <li>• Trafficking in Fishes or Crustaceans</li> <li>• Trafficking in Foreign Currency across Borders</li> <li>• Dealing/Trafficking in precious Metals/Gems</li> </ul>	
16.	Offences against Freedom of Movement	<ul style="list-style-type: none"> <li>• Kidnapping</li> <li>• Taking Hostage(s) in a Siege situation</li> <li>• Stalking</li> </ul>	
17.	Miscellaneous Offences	<ul style="list-style-type: none"> <li>• Any other Crime not mentioned elsewhere</li> </ul>	

**ANNEXURE B: Levels of supervision**

Condition	HIGH RISK	MEDIUM RISK	LOW RISK
<b>House detention</b>	Highly recommended	Optional	Optional
	<ul style="list-style-type: none"><li>• Offenders under this category will be compelled to be at home excluding the following periods:<ul style="list-style-type: none"><li>• Working hours and duration of journey to and from work</li><li>• Duration of practicing an organized sport/activity</li><li>• Four (4) free hours per week</li><li>• Compulsory engagement in programmes and community service</li><li>• Duration of church attendance (proof must be submitted upon request)</li><li>• Any other form of commitment that requires the attendance of the offender (proof must be provided)</li></ul></li><li>• Unemployed offenders must be compelled to be at home, with due consideration of the aforementioned hours.</li><li>• Unemployed offenders may be granted permission to seek employment upon request. Where negotiations for employment are initiated, proof of negotiation must be submitted on request.</li></ul>	<ul style="list-style-type: none"><li>• If house detention is set as a condition, Offenders under this category will be compelled to be at home excluding the following periods:<ul style="list-style-type: none"><li>• Working hours and duration of journey to and from work</li><li>• Duration of practicing an organized sport/activity</li><li>• Two (2) free hours on daily basis from Monday to Friday and six (6) free hours on Saturdays, Sundays and public holidays (free time not to be later than 22h00)</li><li>• Compulsory engagement in programmes and community service</li><li>• Duration of church attendance (proof must be submitted upon request to the Department)</li><li>• Any other form of commitment that requires the attendance of the offender (proof must be submitted upon request to the Department)</li></ul></li><li>• Unemployed offenders must be compelled to be at home, with due consideration of the aforementioned hours.</li><li>• Unemployed offenders may be granted permission to seek employment upon request. Where negotiations for employment are initiated, proof of negotiation must be submitted <i>on request</i>.</li></ul>	<ul style="list-style-type: none"><li>• If house detention is set as a condition, Offenders under this category will be compelled to be at home excluding the following periods:<ul style="list-style-type: none"><li>• Working hours and duration of journey to and from work</li><li>• Four (4) free hours on daily basis from Monday to Friday and eight (8) free hours on Saturdays, Sundays and public holidays (free time not to be later than 24h00)</li><li>• Duration of practicing an organized sport/activity</li><li>• Compulsory engagement in programmes and community service</li><li>• Duration of church attendance (proof must be submitted upon request to the Department)</li><li>• Any other form of commitment that requires the attendance of the offender (proof must be submitted upon request to the Department)</li></ul></li><li>• Unemployed offenders must be compelled to be at home, with due consideration of the aforementioned hours. Where negotiations for employment are initiated, proof of negotiation must be submitted on request</li></ul>
<b>Subject to monitoring:</b>			
Minimum Number of contacts	Eight (8) contacts per month	Four (4) contacts per month	Two (2) contacts per month

Condition	HIGH RISK	MEDIUM RISK	LOW RISK
• Physical visit at home	• A minimum of one face-to-face visits per week to the offender by the <b>Reintegration Case Official</b> (monitoring official)	<ul style="list-style-type: none"> <li>• A minimum of one face-to-face visit per month to the offender by the <b>Reintegration Case Official</b> (monitoring official).</li> <li>• A minimum of one face-to-face visit per month to the offender by the appointed volunteer</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of one face-to-face visit every two months to the offender by the <b>Reintegration Case Official</b> (monitoring official)</li> <li>• A minimum of one face-to-face visit every two months to the offender by the appointed volunteer</li> </ul>
• Physical visit at work	<ul style="list-style-type: none"> <li>• A minimum of one monthly face-to-face visit at the offender's place of employment by the <b>Reintegration Case Official</b> (monitoring official)</li> <li>• When deemed appropriate or deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of one face-to-face visit at the offender's place of employment every two months by the <b>Reintegration Case Official</b> (monitoring official) or the appointed volunteer</li> <li>• When deemed appropriate or deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of one quarterly face-to-face visit at the offender's place of employment by the <b>Reintegration Case Official</b> (monitoring official) or the appointed volunteer</li> <li>• When deemed appropriate or deemed necessary</li> </ul>
• Physical visit at community service	• A minimum of one face-to-face visits per month to the offender at the community service institution by the <b>Reintegration Case Official</b> (monitoring official)	<ul style="list-style-type: none"> <li>• A minimum of one face-to-face visits per month to the offender at the community service institution by the <b>Reintegration Case Official</b> (monitoring official)</li> <li>• When deemed appropriate or deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of one face-to-face visits per quarter to the offender at the community service institution by the <b>Reintegration Case Official</b> (monitoring official)</li> <li>• When deemed appropriate or deemed necessary</li> </ul>
• Compulsory visit by offender to the community corrections office	• Minimum of one monthly face-to-face contacts with the <b>Reintegration Case Management Supervisor</b> (office consultation)	• A minimum of one face-to-face contact every two months with the <b>Reintegration Case Management Supervisor</b> (office consultation)	• A minimum of one face-to-face visit every two months by the offender to the <b>Reintegration Case Management Supervisor</b> (office consultation)
• Compulsory visit by offender to the satellite office/reporting point in the community/volunteer	• Minimum of once-monthly reporting at the satellite office/reporting point in the community/volunteer	• A minimum of one reporting every two months at the satellite office/reporting point in the community/volunteer	• A minimum of one reporting every two months at the satellite office/reporting point in the community/volunteer
• Telephonic contact	• Irregular telephonic contact by the <b>Reintegration Case Official</b> (monitoring official) or the <b>Reintegration Case Management Supervisor</b>	• Irregular telephonic contact by the <b>Reintegration Case Official</b> (monitoring official) or the <b>Reintegration Case Management Supervisor</b>	• Irregular telephonic contact by the <b>Reintegration Case Official</b> (monitoring official) or the <b>Reintegration Case Management Supervisor</b>
<b>Restriction to magisterial district(s)</b>	<ul style="list-style-type: none"> <li>• Optional</li> <li>• If restriction to magisterial district(s) is set as a condition, offenders under this category will be compelled to request permission from the Department before they can leave their magisterial district(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Optional</li> <li>• if restriction to magisterial district(s) is set as a condition, offenders under this category will be compelled to request permission from the Department before they can leave their magisterial district(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Optional</li> <li>• If restriction to magisterial district(s) is set as a condition, offenders under this category will be compelled to request permission from the Department before they can leave their magisterial district(s)</li> </ul>



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### ASSESSMENT TOOL FOR OFFENDERS PLACED UNDER COMMUNITY CORRECTIONS

#### PERSONAL PARTICULARS:

SURNAME:	
FULL NAMES:	
ALIAS:	
MAIDEN NAME	
REGISTRATION NUMBER:	
CRIMINAL RECORD NUMBER	
<b>HIGH PRIORITY REFERRAL:</b> <b>Specify e.g Social Worker/Psychologists</b>	
CURRENT OFFENCE (S)	
SENTENCE LENGTH	
PERIOD TO BE SERVED UNDER THE SYSTEM OF COMMUNITY CORRECTIONS	
DATE OF ADMISSION (into system of comcor)	
DATE OF ASSESSMENT	
DATE OF SENTENCE	
SENTENCE EXPIRY DATE	
CURRENT AGE	
NAME OF COMMUNITY CORRECTIONS OFFICE	



## INSTRUCTIONS FOR COMPLETION OF COMPREHENSIVE RISK AND NEEDS ASSESSMENT

1. All offenders admitted in the system of Community Corrections should be subjected to the initial assessment for completion of the classification tool within 7 working after admission.
2. The form must be completed by the Reintegration Case Management Supervisor
3. Sections addresses in the tool are as a follows:
  - Current Offence(s)
  - Previous Convictions for Violent Offences
  - Attitude Towards Crime
  - Protection Order
  - History of Placement in Correctional or Parole Supervision
  - Gang-related information, Criminal Associates and Media Coverage
  - Education Training and Skills
  - Employment History
  - Substance Abuse
  - Medical Fitness
  - Mental Illness
  - Social Support
  - Hobbies
  - Address Change
  - Dual Citizenship
  - Religious Activities
4. The goal and objective of the assessment must be explained to offenders.
5. No offender must be forced to answer any question that he/she is uncomfortable with.
6. Should offenders refuse to answer any question, refusal should be indicated in writing by the relevant official on the assessment form.
7. Fill-in form with black Ink.
8. Use BLOCK letter writing.
9. All Sections must be completed in full.
10. Mark with an "X" on the most correct answer, by marking with an X on the space provided.
11. More than one "X" can be used where applicable.
12. Use the space provided under each section for additional information & comment.
13. The completed form must be utilized for completion of the Admission Risk Classification Tool.
14. Assessment form is confidential and must be completed in private.

<b>Name &amp; Surname of the Offender</b>		<b>Registration Number</b>	
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### 1. Current Offence(s)

<b>1.1. Specify the crime (s) the offenders is sentenced for :</b>					
<b>1.2. Indicate whether the crime is a sexual offence or not</b>		Yes	No		
<b>1.3. Indicate the number of crimes committed.</b>					
<b>1.4. Specify the category of crime (s) in terms of risks (refer to Annexure A)</b>		High Risk			
NB: If the offender is sentenced for more than 1 crime and the crimes fall under several risk level, choose the highest risk level		Medium Risk			
		Low Risk			
<b>1.5. Broad Categories of Crimes committed (New DCS Crime Categories)</b>					
Murder and Related Offences			Culpable Homicide and Related Offences		Assault and Related Offences
Sexual Offences			Robbery and Related offences		Theft Related Offences
Fraud, Deception and Related Offences			Drug and Alcohol Related Offences		Firearms and Ammunition Offences
Weapons and Explosives Offences (other than firearms and ammunition)			Property and Environmental Damage		Public Order and Public Welfare Offences
Road Traffic and Vehicle Regulatory Offences			Offences against Justice, Procedures, Government Security and Government Operations		Trafficking Related Offences
Offences against Freedom of Movement			Miscellaneous Offences		

<b>1.6. Victims (SAP62)</b>	Women		Girls		Animals		Others Specify
	Men		Aged / Elderly		Child / Children		
	Boys		Business				

<b>1.6.1 Indicate the relationship, gender and age of victim(s) below:</b>							
<b>Relationship:</b>		<b>Gender of victim(s):</b>	<b>Age of victim(s) estimates</b>	<b>Relationship</b>		<b>Gender of victim(s):</b>	<b>Age of victim(s) estimates</b>
Stranger				Employer			
Domestic worker				Ex-spouse			
Spouse				Family friend			
Child / Children				Boyfriend			
Friend				Relative			
Girlfriend				Ex-girlfriend			
Ex-boyfriend				Acquaintance			
Co-worker				Roommate / Flat mate			
Others Specify							

<b>1.6.2. Indicate the type of weapon(s) used on the victim(s):</b>	No weapon		Knife		Others Specify
	Firearm		Explosive		

1.6.3 Indicate the consequence(s) and harm done to the victim(s) of the crime:	Death	Yes	No	Physical injury			Yes	No
	Financial loss	Yes	No	Pain & Suffering		Yes	No	
	Disability	Yes	No	Other (Specify)				
1.6.4. Does the sentence require victim compensation							Yes	No
1.7. Was the offender under the influence of any substances when he / she committed crime?							Yes	No
1.7.1 If yes State the substance				Alcohol			Drugs	
1.7.2 If the offender was under the influence of drugs what is the name (s) of drug (s)								
1.8. Was the current offence committed within gang context?							Yes	No

## 2. Previous Convictions for Violent Offences

2.1. Has the offender committed a violent offence previously (Check SAP69, SAP62 and Annexure A1 )							Yes	No
2.1.1 If yes specify below previous convictions according to dates and period of sentence.								
Date		Crime Committed				Sentence Given		
2.2. Indicate the victim(s) of his/her violent and/or aggressive behaviour		DCS officials		Family Members		Animals		
		Other Offenders		Friends		Children		
		Boys		Girls		Others Specify		
2.2.1. What was the offender's relationship to victim(s):	Family Friend		Roommate		Spouse		Girlfriend	
	Relative		Employer		Ex-spouse		Co-worker	
	Ex-Boyfriend		Domestic Worker		Child / Children		Stranger	
	Ex-Girlfriend		Acquaintance		Friend		Neighbour	
	Boyfriend		Others Specify:					
2.2.2. Indicate the type of weapon(s) used on the victim(s):	No weapon		Knife		Others Specify			
	Firearm		Explosive					
2.2.3 Indicate the consequence(s) and harm done to the victim(s) of the crime:	Deat		Yes	No	Physical injury		Yes	No
	Financial loss		Yes	No	Pain & Suffering / emotional trauma		Yes	No
	Disability(Physical)		Yes	No	Other (Specify)		Yes	No

## 3. Attitude Towards Crime

3.1. What is the offender's attitude towards the law enforcement agencies/ complete the section below				
Specific A ea	Positive	Negative	Indeterminate	Comments
Police				
Courts/Judicial system				
DCS				

(Ask the person to give an account of the crime till he/she was arrested, ask questions in between in relation to the account given)

Observation / Judgement	Yes	No	Comments
Willing to share information	Yes	No	
Accepts responsibility	Yes	No	
Boasts about it	Yes	No	
No remorse	Yes	No	

<b>4.1. Is there a protection order that has been placed against the offender?</b>						Yes	No
<b>4.2. If yes who placed the order</b>	Family Friend		Roommate		Spouse		Girlfriend
	Relative		Employer		Ex-spouse		Co-worker
	Ex-Boyfriend		Domestic Worker		Child / Children		Stranger
	Ex-Girlfriend		Acquaintance		Friend		Neighbour
	Boyfriend		Others Specify:				
<b>4.3. Give reasons for the placement of the protection order against the offender</b>							
<b>4.4. Have there been any protection orders placed against the offender previously</b>						Yes	No
<b>4.5. If yes how many</b>							
<b>4.6. What was (were) the reason (s) for the protection order (s)? (Nature and circumstances)</b>							
<b>4.7. Has he/she violated any previous protection order (s)</b>						Yes	No
<b>4.8. If yes specify (Number of violations of orders)</b>							

[illegible]

5.3. How many times has the offender absconded? (occurrences e.g. once; twice, thrice, 4x) (Check the operating system)		
5.3.1 Has the offender been sentenced for absconding (ito section 117(e) of Correctional Services Act)		
5.4. Total number revocations (Check SAP 69©)		
5.5. Has the offender been placed on bail previously	Yes	No
5.5.1 If yes, how many times (Check SAP 69©)		
5.6 Has the offender breached bail conditions (Check SAP 69©)	Yes	No
5.6.1 If yes, how many times (Check SAP 69©)		

## 6. Gang / Criminal Association / Media Coverage

6.1. Is the offender part of a gang, an antisocial group or associated with organized crime syndicate?					Yes	No
6.2. Indicate the type of association and the characteristics of the association:	Family member(s)	Yes	No	Political motivated group	Yes	No
	Friend(s)	Yes	No	Mafia association	Yes	No
	Correctional Centre gangs	Yes	No	Organized Crime Syndicate	Yes	No
	Community gangs	Yes	No	Anti-social peers	Yes	No
	Cult (e.g., satanist, spiritual etc)	Yes	No	Criminal peers	Yes	No
	More than one gang	Yes	No	Others Specify:		
6.3. Indicate the size of the gang / syndicate / group				0-5 Members		
				6-10 members		
				11+ members		
6. 4. What is the offender's position / role in the gang / syndicate / group:				Member		
				Runner		
				Leader		
				Soldier		
				Others		
6.6. How long has the offender been part of the gang / syndicate / group?						

6.7. What is the mission / objective of the gang / syndicate / group	Violence and violent activities	Yes	No	Drug dealings	Yes	No
	Theft	Yes	No	Robbery & hijacking of cars / money	Yes	No
	Political	Yes	No	Prostitution	Yes	No
	Sex offences	Yes	No	Escape	Yes	No
	Organized crime syndicate	Yes	No	Money laundering	Yes	No
	Armed robbery	Yes	No	Power & intimidation	Yes	No
	Other (Specify)					

6.8. Are the offender's parents, siblings, partner or any other relatives that they reside with or interact with involved in any criminal activity (e.g drug, etc)				Yes	No
6.8.1 If yes provide details	Crime Committed	Sentence Given	Relationship To The Offender		
7. Did the offender's court case received wide spread media attention and coverage				Yes	No
7.1 Type of media attention		Radio	TV	Newspaper	

## 7. Education Training and Skills

7.1. Can the offender read and write				Yes	No
7.2. What is the highest standard of education of the offender? See the section below					
Educational Levels		Qualification obtained	Year of Obtaining The Highest STD / Grade	Name of the School	
ABET Level1					
ABET Level 2					
ABET Level 3					
Abet Level 4					
Grade 1/ Sub A					
Grade 2 / Sub B					
Grade 3 / Std 1					
Grade 4 / Std 2					
Grade 5 / Std 3					
Grade 6 / Std 4					
Grade 7 /Std 5					
Grade 8 / Std 6					
Grade 9 / Std 7					
Grade 10 / Std 8					
Grade 11 / Std 9					
Grade 12 / Std 10					

7.3. Has the offender ever been expelled from school?				Yes	No
7.3.1 If yes, state the reasons					
7.4. Has the offender attended a special school (e.g. learning disability or a reform school)?				Yes	No
7.5. Has the offender done any tertiary studies?				Yes	No

**7.5.1 If yes provide details below (Please provide highest level of Studies)**

Certificate / Degree / Diploma / Honours / Masters / PhD	Occupation or Professional Qualification	Year of Obtaining Degree / Diploma	Name of the Institution

**7.6. Is the offender currently studying or registered for studies?**

**Yes No**

**7.6.1 If yes, provide details below**

Type of Studies / Standard / Grade / Diploma / Degree	Name of the Institution	Name of the Contact Teacher / Lecturer / Tutor	Contact Number	Dates of Examination

**7.7. Does the offender have any aspiration / personal goals?**

**Yes No**

**7.7.1 If yes, specify these aspirations**

**8. Employment History**

**8.1. Was the offender employed during his / her arrest?**

**Yes No**

**8.1.2. If yes, state the type of employment by completing the section below**

Type of Employment	Position Held	Name of the Employer	Address	Period of Employment Years / months
Full time / Permanent				
Part-time				
Consultation / Contract basis				
Temporary employment				
Own company				
Self-employed				
Government				
Private Sector				
Seasonal employment				
Unstable employment				
Agriculture				
Family business				
Other Specify				



8.2. Indicate the offender's career achievements (leadership positions, initiatives, awards)	Leadership positions	Initiatives	Awards
8.3 If the offender was unemployed prior to his arrest what is the reason?	Reason		Comment
	Unable to secure a job		
	Offender is a Child(put age on comment section)		
	Attending School		
	Busy with tertiary studies		
	Supported by family		
	Disability / Ill health		
	Social Grant		
	Does not want to work		
	Others specify		
8.4. How important is securing a job to the offender (Check attitude towards work) Specify the response given by the offender			

**9. Substance Abuse (This section is not applicable for offenders who do not take drugs and alcohol)**

**9.1 Alcohol Use**

9.1.1. Is the offender taking any alcohol?				Yes	No
9.1.2. If yes, indicate the type of alcohol	Beer / Home brewed		Spirits		
	Wine		Brandy		
	Whisky				
	Other (specify)				
9.2. At what age did the offender start using alcohol					
9.3. How often does the offender drink?	Frequency		Quantity	Comments	
	Daily				
	2 to 3 times per week				
	4 to 6 times per week				
	Weekly				
	Others specify				

9.4 Has the alcohol use interfered with normal functioning of the offender previously			Yes	No
9.5. If yes specify areas that were affected	Area (s) affected		Comments	
	Marital & family relations			
	Social relations			
	Law			
	Health			
	Employment			
9.6. Has the offender ever received treatment / counselling for alcohol abuse			Yes	No
9.6.1 If yes specify treatment / Counselling (date, type duration, organization)				
9.7. Does the offender's current use of alcohol interfere with his / her normal functioning			Yes	No
9.8. Does the offender need/ want treatment / counselling for alcohol abuse?			Yes	No
9.9. Will the offender be able to pay for his / her treatment			Yes	No

#### 10. Drug / Substance Use

10.1. Is the offender taking any drugs?			Yes	No
10.1.1 If yes, indicate the type of drugs / Substance	Heroin		Ecstasy	
	Crack		Dagga	
	Glue/adhesives		Mandrax	
	Tik		Cocaine acids	
	Prescription Drugs Specify			
	Others specify			
10.2. At what age did the offender start using the drugs / substance?				
10.3. How does the offender obtain drug / substance?				
10.4. How often does the offender take drugs/ Substances?	Frequency		Comments	
	Daily			
	2 to 3 times per week			
	4 to 6 times per week			
	Weekly			
	Others specify			
10.5. Has the offender ever received treatment /counselling for drug / substance use?			Yes	No
10.5.1 If yes specify treatment / counselling received:				
10.6. Has drug use interfered with normal functioning of the offender			Yes	No
10.6.1 If yes specify areas that were affected	Area (s) affected		Comments	
	Marital & family relations			
	Social relations			
	Law			
	Health			
	Employment			

10.7. Does the offender's current use of drugs / substance interfere with his / her normal functioning		Yes	No
10.7.1 If yes specify areas that are affected	Area (s) affected		Comments
	Marital & family relations		
	Social relations		
	Law		
	Health		
	Employment		
10.8. Does the offender need/ want treatment / counselling for drug / substance use / abuse?		Yes	No
10.9. Will the offender be able to pay for his / her treatment		Yes	No

### 11. Medical fitness

11.1. Does the offender have a medical fitness report	Yes	No
11.2 If yes are there any specified limitations	Yes	No
11.2 If yes, what are those limitations?		

### 12. Mental Illness

12.1. Did the offender receive psychiatric treatment previously?		Yes	No
21.1.1 If yes provide details (year and reasons)			
12.1.2 Is the offender still on treatment		Yes	No
12.1.3 If yes provide details:			

### 13. Social Support

13.1. Does the offender have friends?		Yes	No
13.2 If yes what kind of support is provided by the friends in his / her life	Type of Support		Comments
	Financial Support		
	Emotional Support		
	Others Specify		
13.2. Who are the offenders family and what support do they provide(specify below)			
Family Relationships	Nature of relationship	Support Provided or comments on relationships	
Mother			
Father			
Grandmother			
Grandfather			
Wife			
Husband			
Brother (s)			
Sister (s)			
Daughter (s)			
Son (s)			

Niece / Nephew			
In laws			
13.3. Describe the offender's relationship with his/her family?			
13.4. If the offender does not have friends, who else does he / she interacts with other than his / her family			
13.5. Is the offender a member of any organization or association in the community	Yes	No	
13.5.1 If yes provide details below			
Name of the Organization / Association	Goals of the Association	Role Played by the offender / Position Held	

14. Hobbies

14.1. Does the offender have any hobbies?	Yes	No
14.2. If yes, indicate the hobbies:		
14.3. Does the offender play any competitive sport (Club, Regional or National level)?	Yes	No
14.3.1 If yes, please specify		
14.4. Does the offender have any formal training in Sport and Recreation activities (e.g. coaching, sport administration)?	Yes	No
14.5. Does the offender have any formal training in Arts and Cultural activities (e.g. professional dancer, fine artist, graphic designer)?	Yes	No
14.6.1 If yes, specify and indicate where and when this was obtained		

15. Address Change

15.1. What is the offender's current residential address / Where does the offender stay?						
15.2. Indicate the offender's type of accommodation	Own Home	Yes	No	Renting a flat/room	Yes	No
	Renting a house	Yes	No	Living on the streets	Yes	No
	Admitted at a State Institution	Yes	No	Stays with family / friends	Yes	No

15.3. Indicate the type of neighbourhood in which the offender grew up?	Informal settlement/ Shacks	Yes	No	Inner city high – rise building	Yes	No
	Government housing	Yes	No	Farm / small holdings	Yes	No
	Others Specify					
15.4. Indicate the characteristics of the neighbourhood in which the offender stayed prior to his / her arrest/incarceration?	High-crime area	Yes	No	Low-income families	Yes	No
	Prevalence of gangs	Yes	No	Poverty-stricken	Yes	No
	High unemployment	Yes	No	Other (specify e.g. church, hospice etc),		
15.5. With whom is the offender currently staying	<b>Relationships</b>			<b>Comments</b>		
	Mother					
	Father					
	Sister					
	Brother					
	Cousin					
	Children / Child					
	Grand parents (Maternal)					
	Grand Parents (Paternal)					
	Aunt					
	Uncle					
	Nephew / Niece					
	In-laws: Specify:					
	Friend					
	Other specify					
15.6. Indicate the type of neighbourhood in which the offender stays or will be staying?	Informal settlement/ Shacks			Inner city high – rise building		
	Government housing			Farm / small holdings / rural area		
	Township			Others (Specify		
15.7. Indicate the characteristics of the neighbourhood in which the offender is staying?	High-crime area	Yes	No	Low-income families	Yes	No
	Prevalence of gangs	Yes	No	Poverty-stricken	Yes	No
	High unemployment	Yes	No	Middle-income families	Yes	No
	Other (specify)			Middle to high income families	Yes	No
15.8. How long has the offender been staying at this address			Less than 1 year			
			1 year to 3 years			
			Above 3 years			
15.9. If the offender has stayed for less than a year in this current residential address, where was the offender staying previously						
Specify address						
15.9.1 How long has the offender been staying at this address						
Specify						
15.9.2 What were the reasons for leaving the previous address						

16. Dual Citizenship

16.1 Does the offender have dual citizenship?	Yes	No
16.2 If yes specify the citizenships:		

17. Religious Activities

1. Does the offender belong to any faith/ religion group or Creed?	Yes	No
1.1 If yes, specify		
2. Does the offender hold a leadership position in his / her church / faith / religious group?	Yes	No
3. If yeas specify		

18. SIGNATURE & CONFIRMATION:

Name & Surname of the Official Who conducted the assessment)			
Post Level			
Date			
Signature of the official:		Time of Confirmation	
Contact Number		Signature of official	
Signature of Offender:		Contact Number	



## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

### CORRECTIONAL SENTENCE PLAN FOR PROBATIONERS\* UNDER THE SYSTEM OF COMMUNITY CORRECTIONS

NAME OF PROBATIONER	
REGISTRATION NO	
NAME OF COMCOR OFFICE	

#### PREAMBLE

A correctional sentence plan (CSP) serves to guide interventions aimed at addressing the risk and needs of probationers as identified during the pre-sentence risk and need assessment. It seeks to spell out what programmes, services and activities are required to correct offending behaviour, to help probationers develop skills to deal with socio-economic conditions that contributed to criminality, and to enhance social functioning and reintegration into the community. The sentence plan sets time frames for these programmes, services and activities to take place. It is a legal document and carries weight in the evaluation of the probationer's progress.

#### INSTRUCTIONS FOR COMPILATION OF THE CSP

1. The Reintegration Case Management Supervisor (RCMS) compiles the CSP, signs and dates it.
2. The Head Community Corrections approves the CSP, signs and dates it.
3. The CSP must be compiled within 21 working days after sentencing.
4. Refer to the suitability/pre-sentence report for risks and needs identified during assessment.
5. Refer to SAP 62 for the details of the current crime and describe the crime in detail under "current offence" on page 4.
6. Mark appropriate block with "X" where applicable.
7. Specify recommended programme and / or service and / or activity in the space provided where applicable.
8. Use a **black pen and BLOCK letters** on hard copies.
9. The CSP must be fully and comprehensively compiled.
10. All probationers serving a sentence of longer than **24 months** must have a CSP
11. The CSP must be reviewed after 1/3 of the probation period has been completed and a CSPRF must then be compiled.
12. The CSPRF must thereafter be reviewed when 2/3s of the probation period is completed and immediately after the probation period expires.

#### GUIDELINES FOR THE COMPILATION OF THE CSP

1. The RCMS must explain the goal and objectives of the sentence plan to each probationer
2. The probationer must sign and date acceptance of the CSP. However, no probationer must be compelled / coerced to sign the CSP by any means.
3. Should the probationer refuse to sign the CSP this must be indicated in the space applicable on the CSP. It should be explained to the probationer that this could have negative consequences should the probationer appear in Court again.
4. The RCMS must recommend available programmes, services and activities in the CSP.
5. The RCMS must refer the probationer to external service providers if the recommended programme, service or activity is not provided by Community Corrections.
6. The CSP must be filed in the case file of the probationer.
7. A copy of the CSP must be given to the probationer if he / she have signed it.
8. If the probationer needs services in respect of a substance addiction, he / she should be referred to such organisations as SANCA in addition to the internal programme offered by the community corrections office.
9. The conditions imposed by Court can be attached to the CSP to avoid completing the attached conditions again.



# PERSONAL PARTICULARS OF THE PROBATIONER

SURNAME	
MAIDEN NAME	
FIRST NAME(S)	
ALIAS	
REGISTRATION NUMBER	
ID NUMBER	
PASSPORT NUMBER (IF NOT A SOUTH AFRICAN CITIZEN)	
GENDER	
DETAILS OF CURRENT OFFENCE (refer to SAP 62)	
DATE OF SENTENCE	
LENGTH OF SENTENCE	
SENTENCE EXPIRY DATE	

RECOMMENDED PROGRAMME/ SERVICE/ACTIVITY (SPECIFY PROGRAMME / SERVICE / ACTIVITY)	MARK WITH A "X" IF PROGRAMME SERVICE OR ACTIVITY IS INTERNALLY PROVIDED	NAME OF EXTERNAL SERVICE PROVIDER	DURATION OF PROGRAMME, SERVICE OR ACTIVITY, EG. 1 WEEK, 1 MONTH, ETC	HOW OFTEN MUST THE PROBATIONER ATTEND PROGRAMME, SERVICE OR ACTIVITY, EG. DAILY, WEEKLY, EVERY DAY FOR A MONTH, ETC	REASON FOR OFFENDER NOT BEING ABLE TO ATTEND THE PROGRAMME, SERVICE OR ACTIVITY	ACTION TAKEN / SANCTION APPLIED TO ADDRESS NON-COMPLIANCE WITH PROGRAMME, SERVICE OR ACTIVITY
SOCIAL INTERVENTION PROGRAMMES						
Anger management						
Sexual offences programme						
Substance Abuse Programme						
Life skills Programme						
Responsibility Training Programme						
Self-control Training						
Emotional intelligence						
Stress management						
Free to grow						
Perseverance						
Problem solving	<div></div>					
Victim offender dialogue						
Gangsterism						
Assertiveness Training						
Crossroads / Decision Making						
Behaviour modification						
Economic programmes						
EDUCATIONAL PROGRAMMES						
Adult Education and Training						
Grade 10-12						
Certificate Course						
Diploma/ Postgraduate Diploma						

RECOMMENDED PROGRAMME/ SERVICE/ACTIVITY (SPECIFY PROGRAMME / SERVICE / ACTIVITY)	MARK WITH A "X" IF PROGRAMME SERVICE OR ACTIVITY IS INTERNALLY PROVIDED	NAME OF EXTERNAL SERVICE PROVIDER	DURATION OF PROGRAMME, SERVICE OR ACTIVITY, EG. 1 WEEK, 1 MONTH, ETC	HOW OFTEN MUST THE PROBATIONER ATTEND PROGRAMME, SERVICE OR ACTIVITY, EG. DAILY, WEEKLY, EVERY DAY FOR A MONTH, ETC	REASON FOR OFFENDER NOT BEING ABLE TO ATTEND THE PROGRAMME, SERVICE OR ACTIVITY	ACTION TAKEN / SANCTION APPLIED TO ADDRESS NON-COMPLIANCE WITH PROGRAMME, SERVICE OR ACTIVITY
Degree / Postgraduate Degree						
SKILLS DEVELOPMENT PROGRAMMES						
Trade						
Occupational Skills Development Courses						
Employment programmes						
SPORTS, RECREATION, ARTS AND CULTURE PROGRAMMES						
Sport (e.g. Soccer, cricket, rugby)						
Recreation (e.g. Chess, gardening)						
Art (e.g. Music, fashion design, drawing, painting, woodwork)						
Culture (e.g. Indlamu, dancing)						
SPIRITUAL ACTIVITIES						
Involvement in religious group						
PSYCHOLOGICAL PROGRAMMES						
SOCIAL WORK PROGRAMMES						
HEALTH CARE SERVICES						

## CONDITIONS IMPOSED BY COURT

### (SECTION 52 OF CSA 111 OF 1998 AS AMENDED)

When community corrections are ordered, a Court, Correctional Supervision and Parole Board, the Commissioner or other body which has the statutory authority to do so, may, subject to the limitations in subsection (2) and the qualification of chapter VI, stipulate that the person concerned adhere to the following conditions:

CONDITIONS	YES	NO	SPECIFY TYPE OF PROGRAMME / SERVICE / ACTIVITY
(a) Placed under house detention			
(b) Does community service			
(c ) Seeks employment			
(d ) Takes up and remain in employment			
(e) Pays compensation or damages to victims			
(f) Takes part in treatment, development and support programmes			
(g) Participates in mediation between victim and offender or in family group conferencing			
(h) Contributes financially towards the cost of the community corrections to which he or she has been subjected			
(i) Is restricted to one or more magisterial districts			
(j) Lives at a fixed address			
(k) Refrains from using or abusing alcohol or drugs			
(l) Refrains from committing a criminal offence			
(m) Refrains from visiting a particular place			
(n) Refrains from making contact with a particular person or persons			
(o) Refrains from threatening a particular person or persons by word or action			
(p) Is subject to monitoring			
(q) in the case of a child, is subject to additional conditions as contained in section 69			

Signature of RCMS:

Initials & Surname:

Date:

\*I concur / do not concur with the correctional sentence plan.

Signature or Thumbprint of Probationer:

Date:

Probationer’s reason for refusing to sign the CSP

Name of Head of Community Corrections

Signature of Head of Community Corrections

Name of Witness

Signature of Witness

### SANCTIONS FOR NON-COMPLIANCE WITH CONDITIONS UNDER COMMUNITY CORRECTIONS

**‘Sanction’** - refers to any consequence, or combination of consequences, listed for the respective incidents of non-compliance with conditions.

When non-compliance (violation) do occur, the consequences should be certain and swift to maximize their deterrent value. The Head Community Corrections must increase the chances that every violation will bring a proportionate consequence and to speed up the time between when a violation is detected and when the sanction is imposed.

When non-compliance is detected, a face-to-face interaction with the offender must take place within 24 hours for serious noncompliance, 48 or 72 hours for less serious non-compliance, depending on the geographical location of community corrections office.

The Reintegration Case Management Supervisor must determine whether the offender has violated his or her conditions. The following sanctions may be imposed to respond to violations:

#### MINOR VIOLATIONS

Type of non-compliance (violation)	Recommended action /Imposed Sanction	Description
<b>Failing to participate in compulsory programmes</b>	<ul style="list-style-type: none"> <li>Verbal warning</li> <li>Written warning</li> </ul>	Failure to attend the programme as ordered by the Court or prescribed by the CSPB without a <b>valid</b> reason
<b>Failing to take up or remain in employment when set as a condition</b>	<ul style="list-style-type: none"> <li>Written warning</li> </ul>	In a case where an offender terminates his/her employment without valid reasons
<b>Refusing to be subjected to alcohol / drugs testing during monitoring</b>	<ul style="list-style-type: none"> <li>Final written warning</li> <li>Increased Alcohol /Drug Testing</li> </ul>	Failure to comply with the instruction of Reintegration Case Official to subject himself/herself to breathalyzer / blood or urine sample.
<b>Use of alcohol / drugs</b>	<ul style="list-style-type: none"> <li>Written warning</li> <li>Increased Alcohol /Drug Testing</li> <li>Refer back to the Court/ CSPB</li> </ul>	Failure to comply with the condition as ordered by the court or CSPB not to use alcohol/ drugs
<b>Failing to pay victim compensation</b>	<ul style="list-style-type: none"> <li>Written warning</li> <li>Refer back to Court</li> </ul>	Failure to submit proof of payment
<b>Failing to contribute financially to the cost of community corrections</b>	Refer back to Court /CSPB	Failure to contribute financially to the cost of community corrections as ordered by the court / CSPB
<b>Failing to report for compulsory office consultation</b>	Written warning	Failure to report on the scheduled date as agreed
	Final written warning	
	Referral to Court/CSPB	
<b>Failing to participate in community service</b>	Written warning	Failure to report at the community service institution to render community service/Failure to complete number of community service
	Re-instate suspended hours of community service	
<b>Failing to follow instructions issued by correctional officials</b>	Written warning	An offender who deliberately disobey a lawful instruction by correctional official
<b>Failing to subject to monitoring</b>	Written warning	Offender avoids being monitored by correctional official(s)/appointed volunteer(s)
	Adjust level of supervision	
<b>Failing to subject to a search</b>	Written warning	Offender avoids being searched by correctional official(s)/appointed volunteer(s)

## MAJOR VIOLATIONS

Type of non-compliance (violation)	Recommended/Imposed Sanction	Description
<b>Committing new offences</b>	Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre.	Found guilty of having committed a criminal offence whilst under the system of community correction.
<b>Failure to reside at approved residential address</b>	Final written warning. Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre	Offender changes address without informing the Head of Community Corrections
<b>Denying access to residence and searches</b>	Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre	Failure of the offender to give access to his/her residence for purposes of effective monitoring. Resistance to searching of premises
<b>Absconding from supervision</b>	Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre.  Provisionally revoke community corrections subject to the decision by the Court/CSPB/Head Correctional Centre	Any offender who absconds and thereby avoids being monitored.
<b>Failing to disclose status as a sex offender</b>	Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre.	Any sex offender who fails to disclose his or her sexual status upon admission at community corrections.
<b>Making contact with a particular person or persons without approval</b>	<ul style="list-style-type: none"> <li>Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre</li> <li>Provisionally revoke community corrections subject to the decision by the Court/CSPB/Head Correctional Centre</li> </ul>	An offender who fails to observe a condition imposed by the Court/CSPB/Head Correctional Centre to refrain from making contact with a particular person(s) without approval.
<b>Threatening a particular person or persons by word or action</b>	<ul style="list-style-type: none"> <li>Final written warning.</li> <li>Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre</li> <li>Provisionally revoke community corrections subject to the decision by the Court/CSPB/Head Correctional Centre</li> </ul>	An offender who fails to observe a condition as ordered by the Court/CSPB/Head Correctional Centre by making threats to a particular person by word or action.
<b>Leaving magisterial district(s) without permission</b>	Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre  Provisionally revoke community corrections subject to the decision by the Court/CSPB/Head Correctional Centre	An offender leaves the magisterial district without notifying the Head Of Community Corrections or without permission where the family is aware of the offender's whereabouts
<b>Resisting arrest by authorized official</b>	Recommend revocation of community corrections to Court/CSPB/Head Correctional Centre  Provisionally revoke community corrections subject to the decision by the Court/CSPB/Head Correctional Centre	An offender who resists to be arrested by authorized official for failing to comply with set conditions.





## correctional services

Department:  
Correctional Services  
REPUBLIC OF SOUTH AFRICA

Template for Referral of Probationer / Parolee to the Correctional Supervision and Parole Board (CSPB) / Head of Correctional Centre (HCC)

<b>TO: Name of CSPB / HCC:</b>	
<b>FROM: Name of Community Corrections Office</b>	

### Note:

*This Template for referral must be completed by the Reintegration Case Management Supervisor (RCMS)*

*This Template is a cover page to the investigation report*

*The complete investigation report must be attached to this template*

*Complete this form with a BLACK pen in BLOCK letters*

*\*Delete if not applicable*

### Section A: Particulars of \*Probationer/Parolee

<b>A1. Registration number:</b>	
<b>A2. Name &amp; Surname:</b>	
<b>A3. Gender:</b>	
<b>A4. Responsible Officer (RCMS):</b>	
<b>A5. Date of Admission into community corrections system:</b>	
<b>A6. Liberation Date (sentence expiry date):</b>	
<b>A7. Type of placement (Probationer / Parolee):</b>	

### Section B: BACKGROUND INFORMATION (Electronically generated "Detail Report" must be attached to this document)

*\*Delete if not applicable*

<b>B1. Current supervision category</b>	*High / *Medium / *Low
<b>B2. Date of last re-classification</b>	

### Section C: NON COMPLIANCE

<b>C1. Date(s) of violation(s)</b>	1.
	2.
	3.
<b>C2. Type(s) of violation(s)</b>	1.
	2.
	3.
<b>C3. Seriousness of violation(s)</b>	*Major / *Minor
<b>C4. Number and Nature of previous warning(s) issued</b>	*Verbal:
	*Written:
	*Final written:
	*Revocation of parole / correctional supervision (G306 issued):

**Section D: Summary of Supervision Committee Finding(s)**

*Copy of the Supervision Committee's Minutes must be attached to this document.*

**Section E: Recommendation(s) by the Supervision Committee to the Head Community Corrections**

\_\_\_\_\_  
**Signature: Chairperson of the Supervision Committee**

\_\_\_\_\_  
**Date**

Print name: \_\_\_\_\_

**Section F: Motivated Decision by Head Community Corrections**

\_\_\_\_\_  
**Signature: Head Community Corrections**

\_\_\_\_\_  
**Date**

Print name: \_\_\_\_\_

**Section G: Decision of the CSPB / HCC (\*Delete if not applicable)**

**Comments:** .....  
.....  
.....

\_\_\_\_\_  
**Signature: Chairperson \*CSPB / \*HCC**

\_\_\_\_\_  
**Date**

Print name: \_\_\_\_\_

**Section H: Acknowledgment of decision by the CSPB / HCC (\*Delete if not applicable)**

**This serves to confirm that the Head Community Corrections has been informed in \*writing / \*telephonically / \*e-mail about the decision of the \*CSPB / HCC as indicated in "Section G".**  
*(Provide a copy to the Head: Community Corrections for record keeping)*

**Comments:** .....  
.....

\_\_\_\_\_  
**Signature: Secretary of the \*CSPB / \*CMC**

\_\_\_\_\_  
**Date**

Print name: \_\_\_\_\_

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.