

Form 28  
QUEENSLAND  
*Corrective Services Act 2006 (s. 176 and 187)*

**APPLICATION BY PRISONER FOR  
EXCEPTIONAL CIRCUMSTANCES PAROLE ORDER**

**Prisoner:** [name of prisoner]

**Date of Birth:** [insert DOB]      **Identification Number:** [insert ID number]

I, the above named prisoner, apply to the [Queensland or Regional Board] for release on an exceptional circumstances parole order.

Signature:

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Date:

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**PERSONAL PARTICULARS**

Corrective services facility: [name of facility prisoner accommodated in]

Date of Birth: [insert DOB]      Marital Status: [insert marital status]

Address of prospective accommodation: [insert address]

Name of occupier: [insert occupiers name]

Telephone: [insert home number] (Home) [insert work number] (Work)

Relationship of occupier to you: [eg. wife, husband, de-facto, friend]

Name and address of prospective employer: [insert details]

To be employed as: [insert details]

**Note: An offer of employment and/or accommodation should be in writing and should be submitted with this application.**

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**ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION**

(Attach further sheets as necessary. Documentary evidence of the exceptional circumstances being claimed **MUST** be attached)

*\* Delete whichever is inapplicable*

## **Privacy Statement**

The Department of Justice and Attorney – General is collecting the information on this form so that the Queensland Board may hear and decide an offenders application for a parole order under Sections 176,187, 263 and 341 of the *Corrective Services Act, 2006*.

The Department of Justice and Attorney – General usually gives some or all of this information to the Queensland Police Service or other State, interstate, Commonwealth and international government departments or other entities; to private organisations which provide services to offenders and, in some circumstances, to individuals.

## Form 28 Parole Application Support Plan

<b><u>Name:</u></b>			
<b><u>ID No:</u></b>	<b><u>DOB:</u></b>	<b><u>ATSI/NESB:</u></b>	
<b><u>Current Correction Centre:</u></b>			
<b><u>Referral Date:</u></b>		<b><u>Referred By:</u></b>	
<b><u>Length of Sentence:</u></b>	<b><u>Parole Eligibility Date:</u></b>	<b><u>Full time Date:</u></b>	
<b><u>Has client participated in Transitions?</u></b>			
<b><u>Date of completion:</u></b>			
<b><u>SVO:</u></b>		<b><u>Sexual Offence:</u></b>	
<b><u>Reading/Comprehension Ability:</u></b> (please tick)			
<input type="radio"/> Nil <input type="radio"/> Slight <input type="radio"/> Good			
<b><u>Writing Ability:</u></b> (please tick)			
<input type="radio"/> Nil <input type="radio"/> Slight <input type="radio"/> Good			
<b><u>Is English first language?</u></b>		Y/N	
<b><u>Identified Disabilities:</u></b>			
<b><u>Special Needs:</u></b>			

When considering whether you should be granted parole, the parole board is primarily concerned with determining if you pose a risk to the community upon release. Therefore, it is in your best interest to provide additional information to support your parole application (Form 28). Set out below is a guide to structuring what relevant information should be attached to your Form 28.

**EXCEPTIONAL CIRCUMSTANCES:**

Explain the exceptional circumstances which you are relying on to make this application. Provide as much documentation as you can to show the exceptional circumstances. Eg. Doctors' prognosis, medical reports, sole carer's allowance, prison medical file.

**SOCIAL BACKGROUND:****Family Background:**

Include brief details on your childhood experiences, how you were raised, your relationships with family and friends and your ongoing family life, positives and negatives.

**Other Relationships:**

If you have a current spouse or partner please indicate how and when you first met, your partner's occupation (or means of support) and age. Does your partner have any coping problems, such as with drug or alcohol dependency, mental illness, which could be reduced with professional help?

**Children:**

Do you have any dependents/children? What are their names and ages? Who has custody? What are your plans regarding your children should you be released on parole?

**Health:**

Discuss your past and present state of health and recreational activities?

**Education:**

What was the level of education which you have reached? Including school, tech college, TAFE or university?

**Employment History:**

What is your previous (outside) employment history? What employment and job titles held?

**Prison History:**

Where are you currently accommodated in prison? Please provide details of your progression in prison (e.g. Have you progressed from secure to residential or are you waitlisted to go to the farm? Have you been returned to secure from residential or the farm and why?)

Have you previously had a community- based order? (Probation, parole; if yes please provide details. If you have breached the order please provide reasons for the breach.

Have you been convicted of any offences of breaches whilst in custody? If yes, please provide details; state, month, year and reasons for the breach.

Please provide information of any prison employment (including length and type of employment), and/or positions of responsibility in prison. For example, organising or leadership roles.

**RELAPSE PREVENTION PLAN:**

It is important that every prisoner, regardless of their offence type, includes a relapse prevention plan (RPP) in their parole application. Primarily, the RPP shows the parole board that you have thought about the steps that will prevent you from returning to criminal activities and behaviours.

1. What programs have you completed whilst in custody? Did you develop a RPP during any of these courses?

Name of Program/s	Date Completed	RPP developed?

If you have developed a RPP during a program you may use this as a basic structure for your parole application. However, make sure you have included all of the sections detailed below.

2. Describe the circumstances that led to your offending. In other words, what happened prior to your offending which directly caused you to offend. For example, that you were strapped for cash, involved in a relationship breakdown, turned to alcohol and/or drugs as a coping mechanism. Outline your responsibility and involvement in the criminal conduct.

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3. Based on the information provided above, identify the key triggers or red flags of your offending behaviour. For example, if you have been convicted on a drug offence, your triggers may include boredom, depression, or social exclusion or addiction. Alternatively, if you have been convicted of a break and enter your triggers may include boredom, financial reasons, alcohol.

<b>Trigger 1</b>	
<b>Trigger 2</b>	
<b>Trigger 3</b>	

4. Identify some high risk situations which may lead you to re-offend. For instance, certain places such as the pub, certain people, such as your social network, who you are involved with and influenced by, certain situations or certain emotions such as anger or boredom.

<b>High Risk Situation 1:</b>	
<b>High Risk Situation 2:</b>	
<b>High Risk Situation 3:</b>	

5. Based on these high-risk situations, develop 3 hypothetical scenarios that you may find yourself in once in the community. For example, heading to the pub on a Friday afternoon, family celebration where everyone else is drinking, at a friend's house and someone brings drugs over.

<b>Hypothetical 1:</b>	
<b>Hypothetical 2:</b>	
<b>Hypothetical 3:</b>	

6. Discuss the strategies you will use to stop you reoffending during these hypotheticals and high risk situations. Set out specific steps that will help you when you are in a high risk environment. Make sure that these strategies also address your triggers and red flags.

1. **Thought Patterns:** What is going is going on in your head, 'one drink will be alright', 'I'll just have one'
2. **Positive Thinking:** How will you monitor or change these thoughts? For instance 'one drink could lead to more', 'its not worth it, think of your children'
3. **Immediate Actions:** How will you remove yourself from the high risk situation? What excuse will you provide?

4. **Personal/Professional Assistance:** Once you have removed yourself from the high risk situation, who will you call?

7. Do you have any goals that you wish to achieve and would make you more determined not to offend? Include how you are going to achieve a lifestyle balance. Make sure your goals are specific, measurable, attainable, realistic and timed (SMART) For instance, employment goals, gym membership, take up a hobby, join a sporting club, education initiatives?

8. What support networks do you have that can help you if you find yourself in a high risk situation, or to achieve your goals? For example doctors, friends, crisis lines, religious mentors. Make a note if these people can or have provided supporting documentation to be attached to your parole application.

9. Why do you want to change? What benefits will there be for not offending? What specific areas of your life need special attention? For example, to be around for your children, religious reasons.

10. What are some irrational beliefs that you have? For example, 'I am not as fun when I'm sober'. How will you dispute those beliefs when they arise?

<b>Irrational Beliefs:</b>	
<b>Rational Beliefs:</b>	

11. What happens if you have a relapse? What strategies (step-by-step) have you set in place to regain control? Who are you going to call? Where are you going to go?

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12. Who were the primary victims? List the direct victim (For example, if it's a break and enter, the owner of the house) and tertiary victims (community as a whole, family and friends of the victim) of your offence? Put yourself in their shoes and discuss how they would have felt and their emotions and why you are remorseful or sorry for your actions?

13. Is there anything else that you wish to discuss about your Relapse Prevention Plan?

**REINTEGRATION PLAN:****Future Employment/Training & Education:**

Please complete the relevant section:

- If you have an employment offer awaiting your release see section (1)
- If you do not have an employment offer awaiting your release see section (2)
- If you are planning to undertake further qualifications/education or license on your release see section (3).

(1) If you have employment or a job offer awaiting your release on parole, state the job type, name, address and telephone number of proposed employer and **attach** a letter from your perspective employer confirming this fact.

(2) If you do not have employment or a job offer awaiting your release on parole provide details of how you will be supported, how you intend to locate future employment, what assistance is available to you in the community to locate future employment, and/or state what Government benefits you are eligible to receive. For example, Disability Support.

(3) Do you plan to undertake any further qualifications/education or licenses once you receive parole? If so, provide details of these options. For example, applying for a construction White Card from a particular organisation.

**Financial Matters:**

It is suggested that you show the parole board that you have the ability to financially support yourself once released on parole. Therefore, the parole board will look at a number of factors including;-

Do you have any outstanding debts? Have you ever had a gambling problem? If so, how are you going to approach these financial problems once released on parole? What community/personal support will or have you already contacted and asked for support? Will you have any Government assistance? For example, Disability Support? Do/will you be applying for the Centrelink Crisis Payment upon release? Are you expecting to receive money from Centrelink post release? For example, pension, allowances etc? Please specify.

**Reconnecting Relationships/Parenting Matters:**

Are you intending to live with and/or re-establish relationships with family/partner/spouse/children on release? Please specify. What do you think the impact of you being released on parole will be on your relationship with your family/children/partner/spouse? Will you be responsible for caring for children who will be residing with you post release? How will you manage this change? Have you applied for parenting classes or family support programs upon release? State their details.

### Housing/Accommodation:

What accommodation do you have in place short-term? For instance, have you applied/ been approved for Ozcare? If so, **attach** letter of approval. Alternatively, have you organised to stay wither another person? If so, state the contact details and times available of the person who is sponsoring your accommodation in order that the parole officer can reach them. **Attach** a support letter from the person who has offered accommodation. What community based support will you contact for assistance in gaining accommodation? State their details. What alternative accommodation do you have if your first preference is knocked back? Have you made any mid-term plans? For instance, have you thought about private rental/contacted Department of Housing?

**Substance Abuse/Gambling and Other Habits:**

Have you completed a program relating to these issues whilst in custody? Were drugs and alcohol contributing factors to your offence? Was gambling a contributing factor in your offending? What community based support programs will you use during parole? Have you contacted these? List their details. Will you be accessing a drug replacement program once on parole? For example, Pharmacotherapy, Subutex etc. What are the details of this program? Have you provided a relapse prevention plan for your substance abuse/gambling and/or other habits?

**Health/Disability Support:**

Do you have physical health issues needing post release management? How will you manage these issues post release? What community based programs have you contacted to provide assistance once given parole? Do you plan to access a bulk-billing counsellor/psychologist/doctor? List details. Are you currently on any medication for depression or other mental illness? Are you currently on any medication for a physical health condition?

**Recreation/Leisure:**

What hobbies/sports/activities do you intend to do once released on parole? Please specify and provide details of the club or other centres available to you.

**Transport:**

What transport will you use on your day of release? How will you get to your post-release accommodation? If someone is picking you up **attach** letter of support stating this and provide contact details of person. If an organisation is arranging transport, list details and **attach** letter of support.

Do you have a driver's licence/and or car? If not what will be your mode of transport in getting to and from employment and for other general duties? If someone will be driving you provide contact details and **attach** letter of support.

## Timeline

**Prior to Release:**

**Day 1:**

**Day 2:**

**Weeks 1-2:**

**Short term:**

**Mid term:**

**Long term:**