

SENTENCE ADMINISTRATION PROCEDURES MANUAL

POLICY OVERVIEW

Offenders may only be received into the custody of Corrective Services NSW if an appropriate order has been issued by an authorised agency.

The order that is generally issued is a warrant, committing the offender to custody. Each warrant or order must be addressed to Corrective Services NSW and outline the reason for the person's detention and its duration as well other essential items of information.

Corrective Services NSW is responsible for enforcing the intent of the order or warrant.

Sentence Administration staff are responsible for interpreting such orders and warrants and recording their details accordingly to ensure Corrective Services NSW fulfils its obligations to the Criminal Justice System.

PURPOSE

This procedural guide outlines the role of staff in making determinations as to the legality of various orders and detainers issued by appropriate authorities, specifically in relation to the admission and detention of offenders.

It further specifies how to interpret and record such orders to ensure Corrective Services NSW complies with them.

SCOPE

This policy applies to all staff and contractors managing offenders in New South Wales.

STRATEGIC FOCUS

- Corporate Plan 2006-2009.

LEGISLATION

- Bail Act 1978 ([Click here](#)).
- Child Protection (Offenders Registration) Act 2000 ([Click here](#)).
- Children's (Detention Centres) Act 1987 ([Click here](#)).
- Children (Criminal Proceedings) Act 1987 ([Click here](#)).

- Crimes (Administration of Sentences) Act 1999 ([Click here](#)).
- Crimes (Administration of Sentences) Regulation 2008 ([Click here](#)).
- Crimes (Appeal and Review) Act 2001 ([Click here](#)).
- Crimes (Domestic and Personal Violence) Act 2007 ([Click here](#)).
- Crimes (Sentencing Procedure) Act 1999 ([Click here](#)).
- Crimes (Sentencing Procedure) Regulation 2005 ([Click here](#)).
- Crimes (Serious Sex Offenders) Act 2006 ([Click here](#)).
- Crimes Act 1914 (Commonwealth) ([Click here](#)).
- Criminal Appeal Act 1912 ([Click here](#)).
- Criminal Code Act 1995 (Commonwealth) ([Click here](#)).
- Criminal Procedure Act 1986 ([Click here](#)).
- District Court Act 1973 ([Click here](#)).
- Law Enforcement (Powers and Responsibilities) Act 2002 ([Click here](#)).
- Local Court Act 2007 ([Click here](#)).
- Mental Health Act 2007 ([Click here](#)).
- Mental Health (Forensic Provisions) Act 1990 ([Click here](#)).
- Migration Act 1958 (Commonwealth) ([Click here](#)).
- Prisoners (Interstate Transfer) Act 1982 ([Click here](#)).
- Prisoners (Interstate Transfer) Regulation 2009 ([Click here](#)).
- Privacy and Personal Information Protection Act 1998 ([Click here](#)).
- Service and Execution of Process Act 1992 (Commonwealth) ([Click here](#)).

RELATED POLICIES

- Commissioner's Instructions.
- Commissioner's Memoranda.
- Deputy Commissioner's Memos.
- Operations Procedures Manual
- COS Policy and Procedures Manual
