

Tasmania Prison Service

Director's Standing Order

DSO – 2.04 Classification and Placement

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1. Statement of Purpose

The purpose of the classification and placement system is to determine prisoners' security requirements and ensure they are accommodated appropriately.

Classification is the process of placing prisoners on different security categories in accordance with their individually assessed risks.

Prisoners should be accommodated in the least restrictive environment possible in order to maximise rehabilitation.

This Director's Standing Order provides guidelines for the classification of prisoners in accordance with their security risk, both upon reception, and at regular intervals throughout their time in custody.

2. Desired Outcome

The classification and placement system has as its main priority the safety of staff, prisoners and the community.

Classification decisions are based on an objective assessment of the individual's risks and take into account their age and character, length of sentence, nature of their offence, risk to the community, risk of escape, their behaviour in custody and other relevant factors (where applicable).

Prisoners are accommodated at the lowest level of security appropriate to their circumstances to maximise opportunities for rehabilitation.

The principles of natural justice and procedural fairness are applied in all decision-making.

Information regarding the classification and placement system is communicated to prisoners in a way they can understand, ensuring that culturally and linguistically diverse (CALD) prisoners, for whom English is not their first language, are appropriately informed.

3. Scope

This Standing Order does not apply to Watch-House Detainees ([refer Standing Order 1.35](#)).

4. References (including Legislation, Policy, Forms and Other Documents)

Corrections Act (1997), sections 6(1), 6(3) and 90(2)(h)

Corrections Regulations (2008), regulations 4 and 5

Criminal Code Act (1924) section 392(1)

Criminal Code Amendment (Life Prisoners and Dangerous Criminals) Act 1994

Sentencing Act (1997)

Standard Guidelines for Corrections in Australia 2012

[Director's Standing Order 1.24 \(Separate Confinement of Prisoners\)](#)

[Director's Standing Order 1.33 \(Protective Orders, Banned Visitors and Prohibited Contacts\)](#)

[Director's Standing Order 1.37 \(Section 36 Transfers\)](#)

[Director's Standing Order 2.05 \(Accommodation Placement\)](#)

[Director's Standing Order 2.19 \(Contract System\)](#)

Tier 1 and Initial Security Rating Tool

Initial Classification Amendment

Tier 1 Classification Notification

Sentence Management Report [Form 1D]

Post Sentence Review of Classification [Form 1E]

Escape Risk Assessment [Form 1AA]

Appeal Classification Decision [Form 1H]

5. Definitions and Abbreviations

Business Day – means Monday – Friday (except public holidays)

CIS – means Custodial Information System

Classification Secretary – means the Administration Assistant (Drug Strategy and Classification Unit)

Dangerous Criminal – means a person in respect of whom a declaration under section 392(1) of the *Criminal Code Act (1924)* or section 19 of the *Sentencing Act (1997)* is in force.

Prisoner – means, unless otherwise stated, prisoners and detainees (as defined in the *Corrections Act 1997*).

Sentence Management Review Panel – means the panel responsible for reviewing a prisoner's security category, and associated accommodation placement.

SMSR – means Sentence Management Support and Reintegration Unit

SMT – means Senior Management Team

6. Mandatory Policy

- 6.1. Prisoners are to be assigned a security category based on their individually assessed circumstances upon reception into custody.
- 6.2. Prisoners should be assigned the least restrictive classification level in accordance with their assessed risk, where their security risks and individual needs can be managed.
- 6.3. All prisoners excluding those classified minimum security, must have their security category reviewed by the Sentence Management Review Panel at least once in a six-month period.
- 6.4. Prisoners with a security category of minimum will be reviewed once in a twelve-month period, or in any of the circumstances outlined in Figure 2.
- 6.5. Prisoners must be provided with written advice of decisions made regarding their classification; this must include advice regarding their right to appeal.

7. Responsibilities

7.1. Head of Functional Areas

The head of each functional area will consider appeals against classification decisions made by the Chair, Sentence Management Review Panel. To ensure fair and equitable decisions, the Head of Functional Area 1 will consider appeals for Functional Area 2 and vice versa.

The Head of Functional Area 2 will consider appeals against decisions made by the Superintendent (Statewide Reception Prisons) and correctional supervisors through the Tier 1 Initial Security Rating tool.

7.2. Sentence Management Review Panel

The Sentence Management Review Panel is responsible for:

- Providing support and guidance to correctional staff members in regards to the classification review process
- Making recommendations in regard to prisoners' security classifications and placements
- Making recommendations in relation to prisoners who, based on reliable intelligence or through their involvement in serious incidents in prison, may pose a particular threat to the security and good order of the prison system
- Making recommendations in regards to the classification and placement of prisoners with a 'Dangerous Criminal status'

- Making recommendations in regards to prisoners' escape risk statuses

7.3. Chair, Sentence Management Review Panel

The Chair, Sentence Management Review Panel is responsible for:

- Providing support and guidance to the Sentence Management Panel in regard to the classification and review process
- Endorsing recommendations made by the Sentence Management Panel in regard to prisoner's security classifications and placements
- Endorsing recommendations made the Sentence Management Review Panel in relation to prisoners who, based on reliable intelligence or through their involvement in serious incidents in prison, may pose a particular threat to the security and good order of the prison system
- Endorsing recommendations made by the Sentence Management Review Panel in regards to the classification and placement of prisoners with a 'Dangerous Criminal' status
- Endorsing recommendations made by the Sentence Management Review Panel in regard to a prisoner's escape risk statuses.
- In the case of the Panel having a split recommendation the Chair will make the final decision in relation to all of the abovementioned responsibilities of the Panel.

7.4. Superintendents

7.4.1. Facility-based superintendents are responsible for endorsing proposals made by correctional supervisors where there is a proposed change of security category, or providing alternative proposals to the Sentence Management Review Panel. They are also responsible for endorsing initial classification amendments.

7.4.2. The Superintendent (Statewide Reception Prisons) is responsible for endorsing overrides of scored security categories where the override makes a prisoner minimum security.

7.5. Correctional Supervisors

7.5.1. Correctional supervisors at the Reception Prisons are responsible for reviewing and endorsing Tier 1 initial security ratings and, where appropriate, referring minimum overrides to the Superintendent of the facility.

7.5.2. Correctional supervisors are responsible for preparing Sentence Management Reports and other classification related information for the Sentence Management Review Panel, and for providing a communication link between correctional case officers and the panel. Correctional supervisors at the receiving prisons are responsible for reviewing the Tier 1 classification assessments when new prisoners arrive from the reception prisons and, where relevant, initiating initial classification amendments.

7.6. Correctional Officers

7.6.1. Correctional officers at the Hobart and Launceston Reception Prisons are responsible for conducting Tier 1 assessments and making recommendations regarding prisoners' security categories using the Tier 1 initial security-rating tool.

7.6.2. Correctional case officers are responsible for providing a communication link between prisoners and the panel, by ensuring case notes and sentence management information is entered into CIS. Correctional case officers are also responsible for ensuring that the Tier 1 and, where relevant, Tier 2 assessments are completed prior to sentence management reviews being conducted.

7.6.3. Correctional case officers may also assist prisoners who require help with lodging an appeal against classification decisions.

7.7. SMSR

The SMSR unit is responsible for contributing relevant sentence management information to a prisoner's Sentence Management Report and other specialist advice as required to the Sentence Management Review Panel.

7.8. Classification Secretary

The Classification Secretary is responsible for:

- Scheduling prisoners' discretionary classification reviews and for collating information and preparing documentation for the Sentence Management Review Panel
- Issuing written notifications to prisoners and detainees regarding their sentence management review outcomes
- Updating prisoner and detainee CIS records and other record keeping duties
- Providing general administrative support to the Sentence Management Review Panel

7.9. Head of Intelligence Unit

The Head of the Intelligence Unit is responsible for informing the Sentence Management Review Panel of any security issues or intelligence affecting the classification of prisoners and detainees.

7.10. Central Records

Central Records is responsible for scheduling and revoking prisoners' sentence management review appointments.

8. Procedures

8.1. Security categories

8.1.1. In accordance with the *Corrections Regulations (2008)* the Tasmania Prison Service uses a three tiered classification system comprising the following security categories:

- Maximum
- Medium
- Minimum

8.1.2. Prisoners may only be accommodated at a prison or unit with a security category equivalent to or higher than their individual security category. Each prison and / or unit is assigned a security category consistent with the security features and operating regime of the facility (refer to Figure 1).

Figure 1 – Prison / Unit Security Categories

Prison Facility	Unit	Security Category
Ron Barwick Minimum Security Prison including the O'Hara Units	Main Facility	Minimum
Mary Hutchinson Women's Prison	Wellington Hartz Hartz Roland	Maximum Medium Minimum Minimum
State-wide Reception Prisons (LRP / HRP)	N/A	Maximum
Risdon Prison Complex (Maximum)	Apsley (formerly Tamar and Franklin) Huon Mersey / CSU Derwent	Maximum
Risdon Prison Complex (Medium)	Barrington Rosebury Sorell Gordon Kara Rowallan Burbury	Medium

- 8.1.3. Minimum-security prisoners (sentenced) may be accommodated within a secure perimeter or, subject to a satisfactory risk assessment, in the O'Hara Units, and do not require controlled movement within the prison.
- 8.1.4. Minimum-security prisoners (sentenced) may work and participate in activities outside the prison, subject to a satisfactory risk assessment, under the supervision of a custodian or on their own recognisance.
- 8.1.5. When determining or varying a prisoner's security category, regulation 5 of the *Corrections Regulations (2008)* states that specific criteria must be taken into account. Those criteria are as follows:
- Age and character
 - Length of sentence (not applicable to detainees)
 - Nature of offence
 - Behaviour during current, and any previous, period of imprisonment
 - Escape history
 - Any other relevant factor – which may include physical or sexual abuse, marital status, substance abuse etc.
- Additional factors, which must also be considered:
- The safe and secure custody of the prisoner and other prisoners at the facility
 - The safety of staff and visitors to the prison
 - The good order of the facility
 - The safety of the community
 - Opportunities for rehabilitation and reintegration
 - Any extenuating circumstances that may affect the prisoner's security category or placement within the prison system
- 8.1.6. The classification process will assess the above criteria and any other objective factors available at the time of assessment to determine the least restrictive placement of prisoners in line with the assessed security risk.

8.2. Initial classification

- 8.2.1. In order to determine the prisoners' initial security category a trained correctional officer will administer the Tier 1 Initial Security Rating Tool. The Tier 1 Initial Security Rating Tool can be found in the 'Standard Letters' tab on the CIS.
- 8.2.2. All prisoners are to be assigned a maximum-security category until the Tier 1 Initial Security Rating tool has been administered.
- 8.2.3. Prisoners must be assessed using the Tier 1 Initial Security Rating tool and assigned a security category within two business days of being received into custody.
- 8.2.4. If insufficient information is available to complete the Tier 1 Initial Security Rating tool, the assessment may be deferred for a set period of time (no longer than 7 days) to enable the relevant information to be obtained. In the interim, the prisoner must be assigned a maximum-security category and be accommodated accordingly.
- 8.2.5. In administering the Tier 1 Initial Security Rating tool, correctional officers must collate and consider the following factors:
- Severity of charge or offence
 - Severity of prior criminal convictions
 - Escape or attempted escape history within the past 10 years
 - Summary of violence from previous periods of imprisonment
 - Prior 'serious' convictions

- Drug / alcohol history
 - Stability factors at time of arrest (education, employment etc.)
 - Age
 - SASH assessments and information relating to the prisoners' physical and mental health needs
- 8.2.6. The Correctional Officer administering the Tier 1 Initial Security Rating tool must check the 'Protective Orders and Prohibited Contacts List' provided by central records and the CRIMES database to ascertain if the prisoner has any active Family Violence Orders, restraint orders and outstanding charges.
- 8.2.7. All outstanding charges on which a body warrant or remand order has been issued are to be assessed for classification purposes using the Tier 1 Offence Severity Scale.
- 8.2.8. In some cases, extenuating circumstances may warrant overriding a prisoner scored security category determined by the Tier 1 Initial Security Rating tool. Such circumstances may include:
- Outstanding charges on which a body warrant or remand order has been issued
 - Protection issues
 - Age or vulnerability issues
 - Physical or mental health
 - Known disabilities
 - Restraint Orders or Family Violence Orders
 - Intelligence provided by the Head of Intelligence Unit
 - Other factors (refer to overrides in the Tier 1 Initial Security Rating tool)

Staff will need to use their discretion when considering overriding an assessed security category. The decision to override a security category **must** be reasonable, justifiable and fully documented.

- 8.2.9. All Tier 1 initial security-rating assessments are to be endorsed through CIS by a correctional supervisor within 48 hours of completion. Until the assessment has been endorsed, the prisoner is to retain a maximum-security category. If the supervisor does not support the recommendation, they must provide an alternative recommendation and rationale.
- 8.2.10. Any decision to override the scored security category to minimum requires the Superintendent of Statewide Reception Prisons authorisation.
- 8.2.11. If additional information becomes available after the reception process that may have affected the outcome of the Tier 1 Security Rating tool, a correctional supervisor (not involved in the original assessment) may initiate an Initial Classification Amendment. This requires the endorsement of the Chair, Sentence Management Review Panel and must be initiated within 10 business days of the prisoner coming into custody.
- 8.2.12. Prisoners who have been on remand for less than six months who are subsequently sentenced and returned to TPS custody, must undergo a Post-Sentence Review of Classification by a Correctional Supervisor from the facility they are returned to post – sentencing.

8.3. Sentence Management Review

- 8.3.1. The role of the Sentence Management Review Panel is to review the security categories and accommodation of all prisoners within the prison system, including those with a Dangerous Criminal status. Reviews must occur at least once within a six-month period, or in any of the circumstances outlined in Figure 2.

Figure 2

Event	Time Frame
Sentenced after a period of remand of 6 months or more *see 8.2.12 for the process to be undertaken for prisoners who have been on remand for less than 6 months	Within 28 calendar days of sentencing
Transfer to a higher security facility (Section 36)	Within 14 calendar days of transfer
Discretionary review	Minimum of 4 weeks between reviews
Serious disciplinary matters requiring separation or intelligence based relocation	Within 14 calendar days of transfer
Prisoners with a security category of minimum	Annual review to assess their sentence plans, unless there has been a significant change to a prisoner's circumstances, as outlined in 8.3.11

- 8.3.2. **Section 36 Reviews** - Prisoners transferred to higher security facilities under Section 36 of the *Corrections Act 1997* due to security concerns or disciplinary matters, must have their security category reviewed by the Sentence Management Review Panel within 14 days. The transferring facility is responsible for initiating this review and must notify the Classification Secretary so the agenda can be updated. This provision does not apply to movements between the Risdon Prison Complex medium security precinct and the Derwent units.
- 8.3.3. **Discretionary Reviews** - An application for a Discretionary review must be initiated by a prisoner's case officer in consultation with the Correctional Supervisor and endorsed by the Superintendent of the area where the prisoner is being accommodated. Staff initiating the review must complete all content fields contained in the 'Discretionary Review' section of the Sentence Management Report. On completion of this section the form must be forwarded via email to Community.Protection@justice.tas.gov.au
- A discretionary review must not commence without the prior consultation and approval of the Chair of the Sentence Management Review Panel. Discretionary reviews will only be considered where there has been a significant change to a prisoner's circumstances as outlined in 8.3.11 and these changes are reflected in the application for review. If approved the Discretionary Review will be scheduled as soon as is practically possible for the Panel to consider.
- 8.3.4. The panel must meet as often as necessary to meet the above requirements.
- 8.3.5. The Classification Secretary will schedule sentence management review dates for all prisoners following their reception into custody. Additionally, they will make necessary adjustments on receipt of any subsequent sentence warrants or remand orders.
- 8.3.6. The Classification Secretary will advise superintendents (accommodation) of the prisoners scheduled for review, by email, approximately 21 days prior to each Sentence Management Review Panel meeting.
- 8.3.7. Superintendents must ensure that the relevant correctional supervisors are notified that a Sentence Management Review Report [Form 11] is required.
- 8.3.8. Correctional supervisors must complete the Sentence Management Review Report [Form 11] approximately 14 days prior to the scheduled review and notify the Classification Secretary by email once completed.
- 8.3.9. The Sentence Management Review Panel comprises of the:
- Superintendent (Drug Strategy and Classification) - Chair
 - Assistant Manager, Sentence Management Support and Reintegration (SMSR) - alternative Chair
 - Senior Psychologist (Therapeutic Services Unit)

- Head of Intelligence Unit
 - Others persons as required (by invitation)
- 8.3.10. A minimum of three members of the Sentence Management Review Panel are required to achieve a quorum when the panel convenes.
- 8.3.11. When reviewing a prisoners' security category, the Sentence Management Review Panel must consider the following:
- The safe and secure custody of the prisoner and other prisoners at the facility
 - The safety of staff and visitors to the prison
 - The good order of the facility
 - The rehabilitation and reintegration needs of the prisoner
 - The safety of the community

Classification reviews will be based predominantly on the following:

- Previous classification assessments
 - Escape risk assessments
 - Dangerous Criminal Status
 - Behaviour
 - Compliance with sentence management goals and identified programs
 - Case management records (local case files)
 - Reports and information provided by the case coordinators
 - Sentence management review reports prepared by the Correctional Supervisor
 - Supporting information from the Superintendent
 - Reports by Therapeutic Services Unit (where applicable)
 - Other relevant reports including security intelligence reports
- 8.3.12. Decisions regarding the classification of a prisoner will be based on a balance between their best interests and the risk that they may pose to the safety, security and good order of the facility, and the safety of the community.
- 8.3.13. Where specific intelligence or other information is considered but cannot be disclosed, the Directorate Security Unit must provide a report number, which will be recorded on the review documentation.
- 8.3.14. The Sentence Management Review Panel will defer the review process where all relevant information required is not provided.
- 8.3.15. Prisoners will not be routinely interviewed by the Sentence Management Review Panel, however interviews may be conducted at the discretion of the panel.
- 8.3.16. The Chair, Sentence Management Review Panel will endorse classification recommendations at the conclusion of every meeting, based on a majority ruling. This includes prisoners with a Dangerous Criminal status. In the case of a split decision, the Chair will have the final decision.
- 8.3.17. The Chair, Sentence Management Review Panel is to notify the Director of Prisons, in writing, of any changes to the security classification or placement of prisoners with a Dangerous Criminal status.
- 8.3.18. The Classification Secretary is responsible for documenting the outcomes (including reasons) of each prisoner's sentence management review and preparing notifications to prisoners on behalf of the Chair of the panel and for updating security categories in CIS. Where possible this should be done within five business days of the decision being endorsed.

8.4. Escape Risk Reviews

- 8.4.1. The Sentence Management Review Panel must consider escape risks when making decisions regarding prisoner security categories and accommodation.
- 8.4.2. Prisoners will automatically be assigned an Escape Risk Alert if they escape; attempt to escape or where there is credible, Intelligence verified by the Directorate Intelligence Unit that they are planning to escape from the custody of the Tasmania Prison Service.
- 8.4.3. Prisoners with an active Escape Risk Alert must be regularly (at least every six months) reviewed until such time that their current alert is reduced to an Escape Risk History alert. The relevant panel will undertake this review during the prisoners' scheduled classification review.
- 8.4.4. Unless exceptional circumstances apply, prisoners with an active Escape Risk Alert are not eligible to be classified minimum security.
- 8.4.5. When advising the superintendents (accommodation) of the prisoners scheduled Sentence Management Review, the Classification Secretary will also advise if an escape risk assessment is also required.
- 8.4.6. Correctional supervisors must complete the Escape Risk Assessment [Form 1AA] approximately 14 days prior to the scheduled review and notify the Classification Secretary by email once completed.
- 8.4.7. The Chair, Sentence Management Review Panel will endorse recommendations in regards to prisoners' escape risk statuses at the conclusion of every meeting, based on a majority ruling. In the case of a split decision, the Chair will have the final decision.
- 8.4.8. Only the Chair, Sentence Management Review Panel may authorise an Escape Risk Alert to be assigned or removed following a review.
- 8.4.9. If the Chair, Sentence Management Review Panel authorises the removal of an Escape Risk Alert the prisoner is to be assigned an Escape Risk History alert. An Escape Risk History alert cannot be removed and does not require reviewing; it is an administrative tool not an indicator of the prisoner's current flight risk.
- 8.4.10. The Chair, Sentence Management Review Panel is to notify the Director of Prisons, in writing, of any changes to prisoners' escape risk statuses.
- 8.4.11. The Director of Prisons can override any decision made in regards to prisoners' escape risk statuses.
- 8.4.12. Central Records will add or update the Escape Risk Alert in CIS when a sentence warrant with an escape-related offence is received.
- 8.4.13. The Classification Secretary is responsible for updating the Escape Risk Alert if a prisoner escapes or absconds from legal custody or the Chair, Sentence Management Review Panel authorises a change because of a review.

8.5. Appeals

- 8.5.1. Prisoners have the right to formally appeal in writing against decisions made regarding their classification within 14 calendar days of the date on the notification.
- 8.5.2. The head of each functional area will consider appeals against classification decisions made by the Chair, Sentence Management Review Panel. To ensure fair and equitable decisions, the Head of Functional Area 1 will consider appeals for Functional Area 2 and vice versa.
- 8.5.3. The Head of Functional Area 2 will consider appeals against decisions made by the Superintendent (Statewide Reception Prisons) and Correctional Supervisors through the Tier 1 Initial Security Rating tool.
- 8.5.4. Appeals against classification decisions must be finalised by the Head of the relevant Function and provided to the prisoner in writing within 10 business days of receipt. .
- 8.5.5. A copy of all appeal responses must be forwarded to the Classification Secretary for actioning if required and recording purposes.

9. Document History and Access

Implementation Date	26/12/2014
Version Number	5.0
Date of First Issue	23/10/2006
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Additional Information	
Next Review Date	Five years from date of implementation
Access to this DSO	Routine Disclosure

Approved by:

Brian Edwards

Director of Prisons

10. Appendix A – Tier One Offence Severity Scale

The below table is a guide for initial classification assessments only and must NOT be used for subsequent Sentence Management Reviews.

Severity Scale	Details	Offences
<p>Score 7 Greatest Severity</p>	<ul style="list-style-type: none"> • The most serious offences against a person involving the use of extreme physical violence • Escape from a secure custodial facility or transport • Sexual offences involving penetration and high-level additional violence • Violent offences against children or the elderly 	<p>Crimes Against the Person Murder, Threaten Murder, Aggravated Assault, Aggravated Burglary with Violence, Forcible Abduction / Kidnapping</p> <p>Sexual Offences Aggravated Sexual Assault</p> <p>Other Escape from a <i>Secure</i> Correctional Facility or Prisoner Transport, Riot, Acts of Terrorism</p>
<p>Score 5 High Severity</p>	<ul style="list-style-type: none"> • Serious offences against a person involving violence and posing significant physical risk to victims / potential victims • Offences that result in significant injury or death to victim that is not intentional and / or the result of negligence • Serious property offences, which may pose physical risk or potential physical risk to victims • Sexual offences involving penetration but not involving physical violence or the threat of physical violence • Escapes/absconds from minimum security facilities 	<p>Crimes Against the Person Manslaughter, Driving Offences Causing Death, Assault (Serious), Wounding / Grievous Bodily Harm, Armed Robbery, Aggravated Robbery, Aggravated Burglary, Stalking, Other Acts Endangering Person</p> <p>Sexual Offences Rape, Maintain Sexual Relationship with a Minor</p> <p>Property Offences Arson</p> <p>Other Escape Non-Secure (Minimum) Facility or Juvenile Facility, Possess Firearms / Explosives</p>
<p>Score 3 Moderate Severity</p>	<ul style="list-style-type: none"> • Violent offences against the person where serious injury is unlikely • Property offences not involving violence • Drug related offence that impacts other (major as stated on court order) • Sexual offences that do not involve penetration • Low level (Police) escapes 	<p>Crimes Against the Person Assault (Including Common Assault)</p> <p>Sexual Offences Sexual Offences not involving Violence, Possess Child Exploitation Material</p> <p>Property Offences Burglary, Motor Vehicle Theft, Stealing Including Fraud, Property Damage</p> <p>Drug Offences Trafficking, Cultivating or Manufacturing Illicit Drugs</p>

Severity Scale	Details	Offences
		Other Escape from Police (without Violence), Possess Ammunition
Score 1 Low Severity	<ul style="list-style-type: none"> • Lower level offences including dishonesty, public disorder and regulatory breaches • Minor drug offences • Driving offences 	Crimes Against the Person, Other Miscellaneous Crimes Without Violence, Sexual Offences including Unnatural Intercourse, Receive Stolen Goods, Monetary Enforcement (Fines), Breach of Parole / Bail / Court Mandated Orders, Driving Offences, Possession/Use Illicit Drugs / Other Non-Violent Low Level Offences

