

Australian Capital Territory

Corrections Management (Reception and Discharge of Prisoners, Court Transport Unit) Operating Procedure 2008

Notifiable instrument NI2008- 456

made under the

***Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)**

1 Name of instrument

This instrument is the *Corrections Management (Reception and Discharge of Prisoners, Court Transport Unit) Operating Procedure 2008*.

2 Commencement

This instrument commences on the day after it is notified.

3 Operating procedure

I make the

RECEPTION AND DISCHARGE OF PRISONERS, CTU
PROCEDURE

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
19 September 2008



Court Transport Unit (CTU)



RECEPTION AND DISCHARGE OF PRISONERS
PROCEDURE

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Purpose

To describe the process by which persons are received into and discharged from the CTU.

Authority

Legislation

Corrections Management Act 2007, chapter 8

Scope

This process commences when a prisoner is received into CTU custody and ends when the prisoner is discharged or they are transferred to another facility.

Procedure

Receiving prisoners into the CTU

Step	Action	Responsibility
<u>1</u>	Review the prisoner 'In Custody File'.	CO3
<u>2</u>	Commence observation regime.	CO3
<u>3</u>	Verify all documentation relating to the prisoner.	CO3
<u>4</u>	Enter the prisoner into the Prisoner Reception and Discharge Register.	CO3
<u>5</u>	Determine the prisoner's lodgment category.	CO3
<u>6</u>	Allocate appropriate accommodation	CO3
<u>7</u>	Search prisoner.	Corrections Officers
<u>8</u>	Notify relevant personnel.	CO3
<u>9</u>	Assess prisoner for suitability for transport.	CO3

Step 1

Review the prisoner 'In Custody File'.

Step 2

Note: where a prisoner has been deemed to be a Prisoner at Risk, refer also to the [Prisoner at Risk Management and Escort Procedure](#).

To maintain safe custody, all prisoners received into the CTU will be subject to visual and camera observations. Prior to a health assessment being undertaken by ACT Health, observations will be undertaken at least every 15 minutes for adults and 5 minutes for young people.

Where a prisoner is assessed as being at risk of suicide or self-harm (or has engaged in suicidal or self-harming behaviour), it may be necessary to increase the level of observation to every 5 minutes.

Where a prisoner is determined to be at an extremely high risk of harm, it may be necessary for a Corrections Officer to continually observe the prisoner. The discretion for this rests with the CO3 in charge of the CTU.

Prior to any assessment conducted by ACT Mental Health and Corrections Health all new receptions shall be identified as “awaiting health assessment”.

Step 3

Verify all documentation relating to the prisoner.

Step 4

Enter the prisoner into the Prisoner Reception and Discharge Register.

Step 5

Prisoners will be classified as either mainstream, protection or strict protection.

A prisoner may be placed on protection if:

- the prisoner has fears for his/her safety;
- a court recommendation that a prisoner be placed on protection; or
- the CO3 determines that the prisoner is at risk of assault due to:
 - the nature of the criminal charges or previous criminal history;
 - the prisoner’s age;
 - appearance;
 - sexual preference;
 - intellectual capacity;
 - prior employment; and/ or
 - any other appropriate concerns.

When a prisoner is placed on protection, the CO3 will:

- inform the prisoner that he/she is being placed on protection, giving the reason for the decision and what it means to be placed on protection;
- direct that the prisoner is separated from mainstream prisoners; and
- inform Officers of the protection status of the prisoner.

Step 6

Young persons may not be accommodated or associate with adult prisoners and or persons of the opposite gender.

Transgender or intersex prisoners are to be accommodated separately from both male and female prisoners until they have been assessed by a medical professional at a correctional centre.

Step 7

All searches must be conducted in accordance with the [Searching Policy and Procedure](#).

Step 8

The Sentence Administration Board (SAB) must be notified when a prisoner is received into custody on a SAB warrant.

The Symonston Periodic Detention Centre CO2 must be notified of all new Periodic Detention prisoner receptions.

Step 9

Any concerns identified by a Correctional Officer are to be referred to Mental Health ACT.

Young persons may not be transported in the same vehicle as adult prisoners. Male and female prisoners must be kept separate at all times.

Discharging prisoners from the CTU

Step	Action	Responsibility
<u>1</u>	Prepare and verify all documentation relating to the prisoner.	CO3
<u>2</u>	Enter the prisoner into the Prisoner Reception and Discharge Register.	CO3
<u>3</u>	Notify relevant personnel (if required).	CO3
<u>4</u>	Assess prisoner for suitability for transport (if required).	CO3
<u>5</u>	Conduct escort (if required).	Corrections Officers

Step 1

For sentenced prisoners - ensure that the Warrant for Imprisonment has been correctly executed.

For NSW sentenced prisoners – complete the “Checklist for Sentenced Inmates”.

For all prisoners - ensure that copies of any written observations accompany the prisoner if the prisoner is to be correctional centre (ACT or NSW).

For prisoners being released from the Court – verify that there are no other warrants holding the person. In order to do this, check the CTU warrants register and contact the Belconnen Remand Centre, Symonston Temporary Remand Centre, and Quamby/Bimberri as appropriate.

Step 2

Enter the prisoner into the Prisoner Reception and Discharge Register.

Step 3

The Manager of Quamby/ Bimberri must be contacted prior to any escort being commenced to Quamby/ Bimberri.

Step 4

Any concerns identified by a Correctional Officer are to be referred to Mental Health ACT.

Young persons may not be transported in the same vehicle as adult prisoners. Male and female prisoners must be kept separate at all times.

Step 5

Escorts are to be conducted in accordance with the [Escorts Procedure](#).

Date	Changes Made	Approved By	Signature