

Australian Capital Territory

Corrections Management (Functions, Court Transport Unit) Policy 2008

Notifiable instrument NI2008- 461

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 (Functions, Court Transport Unit) Policy 2008*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

FUNCTIONS, CTU POLICY

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)



FUNCTIONS, COURT TRANSPORT UNIT

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Purpose

To outline the functions of the CTU within the framework of ACT Corrective Services.

Authority

Legislation

Corrections Management Act 2007, chapters 5, 11 and 12.

Crimes (Sentence Administration) Act 2005, parts 3.3 and 4.2.

Policy

Principles

The CTU is generally the first point of contact for offenders coming into ACTCS custody.

The CTU is also responsible for the safe and secure transportation of prisoners.

Corrections Officers at the CTU are responsible for the safe and secure custody of persons in the court cells and in court rooms.

Escorts

Escorting prisoners requires adequate supervision of prisoners, and a consideration of public safety.

An Escort Officer is a Corrections Officer who is engaged in the duties of escorting a prisoner.

The range of escort duties undertaken by the CTU include:

- escorts of offenders from the court cells to an ACT Court or Tribunal hearing;
- escorts of remand and sentenced prisoners between ACT correctional facilities and the courts;
- escorting prisoners to and from NSW facilities;
- escort of prisoners for assessments or treatment as directed by the courts;
- escort of prisoners before the Sentence Administration Board or other Tribunal;
- special leave escorts (e.g. funeral escorts);
- escorting of young people to and from the ACT Youth Detention Centre;
- escorts for medical emergency and hospitalisation of prisoners; and,

- other escorts as directed by the Superintendent or the courts.

Escorting prisoners within the confines of the Court

Prisoners being escorted in public areas of the court will be handcuffed and closely supervised.

Prisoners being escorted through internal corridors will not be handcuffed unless this has been specifically authorised by the CO3.

Unless otherwise specified by a Magistrate, Judge or Tribunal member, prisoners will not be handcuffed during a court appearance.

Escorting from the CTU

Prior to escorting a prisoner from the CTU, consideration must be given to a prisoner's requirements for transportation. A decision to escort the prisoner will be made by the Officer in Charge at the CTU (CO3) in conjunction with ACT Mental Health staff as required.

All prisoners will be offered the use of toilet facilities prior to an escort commencing and will be provided with drinking water for the journey. Prior to each escort all prisoners should be informed of the destination and travel time.

All secure escort vehicles will be fitted with internal cameras to allow observation of prisoners by the Escort Officers during an escort.

All secure escort vehicles will be fitted with an intercom system to allow communication between prisoners and Escort Officers during an escort.

The use of restraints on prisoners and the carriage of firearms by Escort Officers will be determined by the CO4. This decision will take into account the length of the journey, the classification of the prisoner, access to the public, a Mental Health ACT recommendation or any other reason.

Consultation with the CO4 or CO3 Belconnen Remand Centre (BRC) will take place regarding use of restraints on outgoing escorts from the BRC or the Symonston Temporary Remand Centre (STRC) prisoners.

Date	Changes Made	Approved By	Signature