

Australian Capital Territory

Corrections Management (Administration of Warrants, Court Transport Unit) Operating Procedure 2008

Notifiable instrument NI2008- 462

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 (Administration of Warrants, Court Transport Unit) Operating Procedure 2008*.

2 Commencement

This instrument commences on the day after it is notified.

3 Operating procedure

I make the

ADMINISTRATION OF WARRANTS, 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)



ADMINISTRATION OF WARRANTS PROCEDURE

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Purpose

To describe the procedure for the administration of warrants.

Authority

Legislation

Corrections Management Act 2007, section 14.

Scope

This process commences when a warrant is received from an ACT court, Tribunal or the Sentence Administration Board (SAB) and ends when the warrant is processed.

Procedure

Administering warrants

Step	Action	Responsibility
<u>1</u>	Receive the warrant issued by a Court, Tribunal or SAB.	CO3
<u>2</u>	Validate the warrant.	CO3
<u>3</u>	Complete the ‘Warrants Contemporaneous Register’.	CO3
<u>4</u>	Complete the ‘Warrant Diary’.	CO3
<u>5</u>	Input the warrant information into JOIST.	CO3/ Induction Officer
<u>6</u>	Retain one copy of the warrant at the CTU and forward the second copy to the correctional centre.	CO3
<u>7</u>	File all warrants in a secure cabinet.	CO3
<u>8</u>	Ensure that prisoners are produced in court as required.	CO3

Step 1

Receive the warrant issued by a Court, Tribunal or SAB.

Step 2

Validate the warrant. Implement any court recommendations.

Step 3

Complete the Warrants Contemporaneous Register by recording:

- the date the warrant was received;
- date issued;

- name of prisoner;
- warrant number;
- date prisoner required for court;
- name/signature of CO3;
- signature of Manager verifying information as correct; and
- any other relevant information.

Step 4

Complete the Warrant Diary by recording:

- the prisoner name;
- court location;
- file number;
- name/signature of CO3 entering information;
- signature of Manager verifying information as correct; and
- date recorded in the Warrant Diary.

Step 5

The Induction Officer will record new receptions warrants. All other warrants will be recorded by the CO3.

Step 6

Retain one copy of the warrant at the CTU and forward the second copy to the correctional facility.

Step 7

File all warrants in a secure cabinet.

Step 8

Ensure that prisoners are produced in court as required.

Auditing warrants

Step	Action	Responsibility
<u>1</u>	Carry out a weekly check (each Friday) of prisoners required for the following week and record the result in the control room log.	CO3
<u>2</u>	Audit the 'Warrants Contemporaneous Register' and the 'Warrant Diary' monthly.	CO4

Step 1

Carry out a weekly check (each Friday) of prisoners required for the following week and record the result in the control room log.

Step 2

Audit the 'Warrants Contemporaneous Register' and the 'Warrant Diary' monthly.

Date	Changes Made	Approved By	Signature