

Australian Capital Territory

Corrections Management (Induction) Policy 2009

Notifiable instrument NI2009-130

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 (Induction) Policy 2009*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

INDUCTION POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
25 March 2009



Alexander Maconochie Centre (AMC)



INDUCTION POLICY

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Purpose

To outline the policy for prisoner induction at the AMC.

Authority

Legislation

Corrections Management Act 2007, section 14.

Policy

Principles

When a prisoner is received at the AMC they will be advised of their entitlements, privileges and responsibilities and how to access services.

The induction program

The induction program occurs in three parts:

1. Basic information will be provided to prisoners on reception.
2. A detailed induction process will occur within 7 days of admission.
3. All prisoners will be drug tested within 24 hours of induction.

Initial induction

As part of the initial induction, prisoners will be:

- given a copy of the 'Prisoner Information Handbook';
- asked to sign a copy of the 'Prisoner's Code of Conduct';
- advised of the procedure to see medical or mental health staff;
- given the prisoner's release date or next court date; and
- asked to complete the 'Prisoner Request Form' (prisoners may choose to do this at a later stage).

Detailed induction

New admissions will be required to attend the induction program conducted by ACT Corrective Services staff. The induction session will be conducted by a member of the

programs team in conjunction with a corrections officer. The content of the induction is covered in the 'Prisoner Information Handbook'.

The following areas will be covered in the induction.

AMC Issues

- AMC routine
- Communication – visits, mail and phones
- Request Procedure
- Property
- Trust Accounts
- Prisoner ID

Safety and Security

- Muster / Head Checks
- Radio Frequency Identification (RFID)
- Searching
- Code of Conduct / Accommodation Area Rules
- Movement within the centre
- External escorts

Facilities, Programs and Activities

- Case Management
- Education / Programs
- Activities
- Library
- Work
- Prisoner Delegate Committee
- Medical / Mental Health requests
- Religious Observance

Dispute Resolution & Grievances

- Internal Complaints Process
- Official Visitor
- Ombudsman
- Human Right Commissioner

Forms/Templates

Prisoner Handbook

Code of Conduct for Prisoners

Prisoner Request Form (Blue form)

Related policies and procedures

Admission Procedure