

Australian Capital Territory

# Corrections Management (Prisoner Classification) Policy 2010

Notifiable instrument NI2010- 289

made under the

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

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## 1 Name of instrument

This instrument is the *Corrections Management (Prisoner Classification) Policy 2010*.

## 2 Commencement

This instrument commences on the day after it is notified.

## 3 Policy

I make the

PRISONER CLASSIFICATION POLICY

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

## 4 Revocation

This instrument revokes notifiable instrument NI2009-145

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Executive Director  
ACT Corrective Services  
4 June 2010



Alexander Maconochie Centre (AMC)



## PRISONER CLASSIFICATION POLICY

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### **Purpose**

To outline the prisoner classification policy.

### **Authority**

#### **Legislation**

*Corrections Management Act 2007* section 14 and 80.

### **Policy**

#### **Principles**

The security classification process will be based on a prisoner's offence/alleged offence, their behaviour whilst in custody, any prisoner's attendance at SPG and the prisoner's commitment to their case management plan.

Prisoners will therefore have the opportunity to contribute to their security classification in an ongoing manner through attendance at SPG, their compliance to their case management plan and ongoing behaviour throughout their incarceration.

The basic principles underpinning the assessment of a prisoner's security classification are:

- Decisions on the classification and placement of prisoners are made on the basis of individually assessed risks and needs;
- Prisoners are given the lowest necessary security classification to accommodate their risks and needs;
- Decisions are influenced by the effective, efficient management and good order of the AMC, including availability of resources;
- Linked to the hierarchy of privileges; and
- Remand and sentenced prisoners are to be accommodated separately except in exceptional circumstances.

The Superintendent may at any time direct that a prisoner's security rating/classification and placement is to be changed.

Application of these principles will be informed by the:

- safety and security of staff and the community;
- prisoners willingness to undertake programs that address their offending behaviour;
- prisoners risk of reoffending; and
- security implications of escorts.

### **Role of the Sentence Planning Group (SPG)**

The primary purpose of the SPG is to recommend the placement and security rating of all prisoners admitted to the AMC and to approve case management plans. The SPG makes recommendations to the Offender Services Manager, the Deputy Superintendent and the Superintendent, who can approve/disapprove the final decision regarding prisoner classification and placement and case management plan.

The SPG will consist of:

- Custodial Officer Grade 3 or 2;
- Classification and Case Management Coordinator (CCMC); and
- Case Manager.

The SPG is also responsible for approving and reviewing the case management plans of all prisoners. Case management plans will be completed for all the AMC prisoners and will identify criminogenic risks and needs and the relevant programs required to address these risks and needs. Referrals to programs should be made when the plan is being compiled. The plan will also discuss any issues in relation to education, housing and family issues.

The SPG will meet to consider and review case management plans of sentenced prisoners. The SPG may meet to consider and review case management plans of remand prisoners.

When approving or reviewing case management plans the SPG will consist of:

- Custodial Officer Grade 3 or 2;
- Classification and Case Management Coordinator; and
- Case Manager.

Other relevant people will be invited to attend the SPG as necessary. This will include the prisoner. The CCMC will notify the relevant Corrections Officer that a prisoner is required at a SPG meeting. (Any dispute regarding required attendance at the SPG will be referred to the Offender Services Manager for resolution).

The SPG will meet as required.

### **Security ratings**

Prisoners may be assigned a minimum, medium or maximum security rating.

A prisoner assigned to maximum security will present a high risk of escape, violence, and/or disruption to the safe, security and good order of the AMC. The Superintendent may direct that prisoners in the maximum security group are placed in further sub-categories if they present risks to safety, security and good order. Such prisoners will, where possible, be more closely managed in a way that does not result in the diminution of the privileges and freedoms of others in maximum security, but minimises threats to safety and security.

A prisoner assigned to medium security will be complying with their case management plan and present a moderate risk of escape, violence, and/or disruption to the safe, security and good order of the AMC.

A prisoner assigned to minimum security will be complying with their case management plan and prison rules, and will present a minimal risk of escape, violence, and/or disruption to the safe, security and good order of the AMC.

A prisoner's security rating will influence the placement of male prisoners.

Women will be placed on the basis of needs and obvious behaviour, not necessarily their security classification.

### **Prisoner Placement**

Placement options include cells for men (single, buddy and double) and cottages with individual rooms for both men and women.

Where possible, prisoners will be assigned to accommodation with a security category consistent with their individual security classification. Every effort will be made to place the prisoner in the appropriate accommodation however, if this is not possible, the prisoner must be assigned to accommodation with a higher security category. The following security classifications should be applied, as far as practicable and in accordance with available accommodation to the AMC accommodation styles:

#### **MEN**

- Cell Block – Maximum security
- Cell Block – Medium security
- Cottages – Minimum Security
- Crisis Support Unit (CSU) – Risk of self-harm

## **WOMEN**

Female prisoners should be placed in cottage accommodation unless there is evidence that a more restrictive level of accommodation is necessary. Women should be placed on the basis of needs and obvious behaviour as follows:

- Challenging behaviour – High Needs Cottage
- General conformance – Cottage accommodation
- Crisis Support Unit (CSU) – Risk of self-harm

## **Remand Prisoners**

### **Initial Classification and Placement of Remand Prisoners**

All unsentenced male prisoners will initially be classified and placed by the Area CO3, upon recommendation of the Admissions CO2 and following a risk assessment of the prisoner.

All unsentenced female prisoners will initially be classified by the Area CO3, upon recommendation of the Admissions CO2 and will be placed in general cottage accommodation unless there is evidence that they need to be placed in the High Needs Cottage.

### **Primary Security Classification of Remand Prisoners**

A more comprehensive review of this placement and classification will be conducted within 14 days of admission where practicable and will be the responsibility of the (SPG).

The primary objective of placement of remandees is to:

- ensure the safety of remandees, staff and visitors;
- to address immediate needs; and
- to ensure that remandees attend Court.

Primary considerations in the placement of remandees include: medical and mental health issues, predatory behaviour and vulnerability. Factors considered are similar to classification of sentenced prisoners although there will be less information available.

The following information must be considered at placement:

- the reason for the detention, including the nature of any offence;
- the risks posed if the prisoner were to escape;
- the risk of the prisoner escaping;
- the risks posed by the prisoner while at a correctional centre (including their cooperation within the remand centre, risk to self or others, mental health or instability factors and health status); and
- the risks to the prisoner of being accommodated with particular prisoners or in particular areas at a correctional centre (including protection issues).

Other factors that may be considered include:

- outstanding charges;
- known history of violence or institutional misconduct;

## **Sentenced Prisoners**

### **Initial Classification and Placement of Sentenced Prisoners**

All sentenced male prisoners will be initially classified and placed by the Area CO3, upon recommendation of the Admissions CO2 and following a risk assessment of the prisoner.

All sentenced female prisoners will initially be classified by the Area CO3, upon recommendation of the Admissions CO2 and will be placed in general cottage accommodation unless there is evidence that they need to be placed in the High Needs Cottage.

### **Primary Security Classification of Sentenced Prisoners**

A more comprehensive review of the initial classification will be conducted within 14 days of admission where practicable and is the responsibility of the SPG. The SPG will make a recommendation to the Deputy Superintendent. The Deputy Superintendent will also make a recommendation. The Superintendent will take into consideration information received from Corrections Health, Mental Health ACT, and the Intelligence Officer before approving or disapproving the SPG recommendation.

Prisoners will be invited to attend SPG meetings.

The aim of Security Classification and placement is to:

- ensure the protection and safety of staff, the prisoner and the other prisoners;
- allow observation of the prisoner's behaviour and stability; and
- allow commencement of the induction process including giving information about prison rules and opportunities in prison.

The following information must be considered at placement:

- the reason for the detention, including the nature of any offence;
- the risks posed if the prisoner were to escape;
- the risk of the prisoner escaping;
- the risks posed by the prisoner while at a correctional centre (including their cooperation within the remand centre, risk to self or others, mental health or instability factors and health status); and
- the risks to the prisoner of being accommodated with particular prisoners or in particular areas at a correctional centre (including protection issues).

Other factors that may be considered include:

- outstanding charges;
- known history of violence or institutional misconduct;

Classification and placement decision will be well documented on the relevant classification forms.

### **Review of Primary Security Classification**

The SPG will conduct a review of both remand and sentenced prisoner's primary security classification every six months. Additional reviews may be conducted at the discretion of the SPG, or at the request of the Deputy Superintendent or Superintendent.

The following information must be considered at this review stage:

- the reason for the detention, including the nature of any offence;
- the risks posed by the prisoner if the prisoner were to escape;
- the risk of the prisoner escaping;
- the risks posed by the prisoner while at a correctional centre; and
- the risks to the prisoner of being accommodated with particular prisoners or in particular areas at a correctional centre.

Other factors to be considered at the review stage include the prisoner's behaviour whilst in custody, their progress and commitment to achieving case management plan objectives, health status and any other issues deemed relevant by the SPG.

The Review of Security Classification and justification for the classification decision must be documented on the relevant classification review forms.

### **Review of classification**

Prisoners may apply to the SPG to have their classification decision reviewed and supply reasons why it should be considered.

Applications will be considered not more frequently than every three months.

The SPG may instigate a discretionary review at any time for the following reasons:

- the prisoner is charged with further offence(s);
- there are significant issues with the prisoner's behaviour;
- security intelligence information reveals a potential security risk; and/ or
- requested by the Superintendent, Deputy Superintendent or other Staff.

The Review of Security Classification and justification for the classification decision must be documented on the relevant classification review forms.

### **Fine defaulters**

Where possible, prisoners placed in custody for the sole purpose of fine default, should be given a minimum security rating and placed in cottage accommodation.

### **Transitional Release Centre**

A prisoner's application for Transitional Release classification must be processed according to the *Transitional Release Centre Policy and Procedure*.

### **Appellants**

A prisoner who is appealing their sentence or conviction is considered a sentenced prisoner .

### **Forms/templates**

Initial Remand Prisoner Security Classification Form

Review Remand Prisoner Security Classification Form

Initial Security Classification of a Sentenced Prisoner Form

Security Classification Review of a Sentenced Prisoner Form

## **Related Polices and procedures**

Prisoner Classification Procedure

Admissions Procedure