

Australian Capital Territory

Corrections Management (Management of Prisoners) Policy 2011

Notifiable instrument NI2011-146

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 (Management of Prisoners) Policy 2011*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

MANAGEMENT OF PRISONERS POLICY

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

4 Revocation

This instrument revokes notifiable instrument NI2010-624.

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A/g Executive Director
ACT Corrective Services
24 February 2011



ACT Corrective Services
Alexander Maconochie Centre (AMC)



MANAGEMENT OF PRISONERS
POLICY

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Purpose

To outline the policy to ensure that prisoners are managed in a manner that promotes the security, safety and well-being of prisoners and staff.

Authority

Legislation

Corrections Management Act 2007, section 14.

Policy

Principles

The management of the Alexander Maconochie Centre (AMC) will adopt an approach which allows corrections officers to have a direct influence on prisoners through appropriate management and supervision.

In addition to performing security tasks, corrections officers will carry out case management and rehabilitative functions.

Corrections officers will make decisions at the lowest level regarding the management of prisoners and accommodation unit.

Prisoners will be encouraged to take responsibility for their own lives and will be held accountable for their actions.

Staff safety

Corrections officers should be in the company of another corrections officer when searching, unlocking and/or securing prisoners.

Corrections officers are to adhere to a “sight and sound” method, ensuring that they remain in *sight* and *sound* of other corrections officers. This principle may be

satisfied by the presence of another corrections officer, camera coverage and/or radio communication.

If corrections officers feel unsafe with an operational instruction they are to advise their supervisor.

Staff are to activate their personal duress alarms should they consider themselves to be in danger or in need of assistance.

Physical and dynamic security

Security in the AMC is ensured through a combination of dynamic and static security principles.

Static security is ensured through the physical equipment in place, including:

- rota turn;
- itemiser;
- perimeter security systems;
- radio frequency identification (RFID) device;
- X-ray machines;
- closed circuit television (CCTV);
- cells; and
- block and cottage security.

Dynamic security is a function of the staff working within the AMC.

Dynamic security occurs when corrections officers interact and engage with prisoners during the course of their work by:

- regularly walking through the area in which they are posted;
- talking to prisoners, gaining their trust, and building rapport;
- checking prisoners' physical welfare during musters and head checks;
- maintaining a consistent approach to inappropriate behaviour;
- encouraging positive behaviour and addressing negative behaviour;
- engaging in case management process;
- following up on requests in a timely manner; and
- remaining calm during incidents.

Dynamic security is aided further by effective communication between corrections officers. It is essential that senior corrections officers are aware of any issues within the work areas, and that comprehensive handovers are conducted between shifts and teams.

When implemented effectively, dynamic security allows prisoners to feel comfortable when approaching corrections officers before problems escalate.

Corrections officers will take every opportunity to interact directly with prisoners and avoid retreating behind doors, into corridors or officer stations unless required to do so.

Conflict resolution

Where possible conflict between prisoners, or prisoners and staff, will be resolved:

- openly, promptly and calmly;
- by negotiation;
- by allowing those involved to communicate appropriately; and
- by ensuring that dignity and self respect are maintained.

Staff awareness

Corrections officers will become aware of current or potential conflicts between prisoners. When conflict occurs arises, officers should:

- attempt to discuss the issues with both parties separately, to understand the issues and seek to resolve the conflict;
- offer to mediate between the parties, or be present while the matter is discussed;
- reinforce to both parties that most disputes can be resolved, but that threats or violence will lead to disciplinary sanctions whatever the rights and wrongs of the matter; and/or
- refer the matter to a more senior officer where appropriate.

Where these conflicts are unable to be resolved in a satisfactory matter actions maybe considered in accordance with the *Segregation Policy* and *Prisoner Discipline Procedure*.

Monitoring and challenging unacceptable behaviour

Unacceptable behaviour by prisoners will be challenged and addressed appropriately. If minor incidents of unacceptable behaviour pass without challenge, these redefine the acceptable standard, and maybe followed by more serious misbehaviour.

Prisoners will be advised of the required standards of acceptable behaviour and rules during the induction process.

Disciplinary action

Behaviour that constitutes a disciplinary breach should be addressed in accordance with the disciplinary provisions of the *Corrections Management Act 2007*, the *Prisoner Discipline Procedure* and the *Schedule of Penalties*.

Efficiency of operations

Corrections officers will ensure they apply policies and procedures consistently. If unsure about any process or situation, clarification and advice should be sought from another corrections officer, the area CO2 or CO3.

Corrections officers will ensure they act consistently towards prisoners at all times, ensuring that all prisoners are treated fairly.

Services to prisoners will be delivered as scheduled, for example:

- meals served on time;
- buy ups delivered when they are supposed to be;
- all activities taking place as scheduled; and
- respond to Prisoner Request Forms in a timely manner.

Toiletries and cleaning materials will be available to prisoners at all times.
Corrections officers are to ensure that stores are ordered, but also control them so that stock is available at all times.

Forms/templates

Nil

Related Policies and Procedures

Prisoner Discipline Procedure

Schedule of Penalties

Segregation Policy

Management of Prisoners in the Crisis Support Unit Policy

Management Unit Policy

Conflict Resolution Policy