

Australian Capital Territory

Corrections Management (PDC: Shift Handover) Policy 2011

Notifiable instrument NI2011-380

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 (PDC: Shift Handover) Policy 2011*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

PDC: SHIFT HANDOVER POLICY

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

Bernadette Mitcherson
Executive Director
ACT Corrective Services
6 July 2011



**PERIODIC DETENTION CENTRE:
SHIFT HANDOVER POLICY**



Purpose	1
Authority	1
Legislation	1
Policy	1
Principles	1
Responsibility	1
Contents	1
Forms/Templates	2
Version Control	2

Purpose

To outline the shift handover policy for the Periodic Detention Centre (PDC).

Authority

Legislation

Corrections Management Act 2007, section 14

Crimes (Sentence Administration) Act 2005, chapter 5

Policy

Principles

All Corrections Officers must have access to up to date information about detainee and operational issues at the commencement of each shift.

Responsibility

The Handover Proforma must be completed and kept up to date by the CO3 and senior CO1 on nights.

At the commencement of each shift, the CO3/CO2 must brief the Corrections Officers on duty about the contents of the Handover.

The first PDC Handover occurs on a Friday afternoon. Oncoming shifts over the weekend must be afforded the time to read the Handover.

Contents

The Handover will include:

- the names and posts of all Corrections Officers rostered for duty;
- a numerical muster of detainees housed at the PDC;
- a breakdown of types of detainees held in the PDC;
- a list of accoutrements handed over;
- any alerts on detainees within the PDC;
- details of any detainees currently subject to discipline sanctions; and
- information relating to detainee specific and staff specific issues.

Handovers must be available for Corrections Officers to read throughout the shift.

Forms/Templates

Handover Proforma

Version Control

Owner: Correctional Officer Grade 4 (CO4), Periodic Detention Centre
Document Location: <http://www.legislation.act.gov.au/ni/current/c.asp>
Review Cycle: This policy should be reviewed every 24 months or when associated ACTCS policies or procedures are amended.

Amendment History				
Version no.	Issue date	Amendment details	Author	Approval
1.0	July 2011	Initial policy	Governance Unit, ACTCS	Executive Director, ACTCS