Australian Capital Territory

# Corrections Management (Security Threat Assessment) Operating Procedure 2018

**Notifiable instrument NI2018- 572**

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

**1      Name of instrument**

This instrument is the *Corrections Management (Security Threat Assessment) Operating Procedure 2018.*

**2      Commencement**

This instrument commences on the day after its notification day.

**3      Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of correctional services.

**4      Revocation**

Nil.

Jon Peach
Executive Director
ACT Corrective Services
1 October 2018

| OPERATING PROCEDURE | Security Threat Assessment |
|---|---|
| OPERATING PROCEDURE NO. | A3.3 |
| SCOPE | Alexander Maconochie Centre |

**PURPOSE**

To provide guidance to staff on the assessment and designation of individuals or groups who pose or are suspected of posing an elevated threat to the safety of any person or the security and good order of a correctional centre.

**DEFINITIONS**

**Person of interest**
Any person who has involvement with ACT Corrective Services and is identified as posing a potential threat to discipline or good order of a correctional centre or the safety of any person or who little is known about and further information collection is needed to assess the threat they pose.

**Security Threat Tier 1 (ST1)**
A detainee in custody who is assessed to pose one or all of the following:

- A high danger to any other person; or
- A high threat to the discipline, good order and security of a correctional centre; or
- A high risk to the safety of the community; or
- A high risk they may engage or incite others to engage in this activity; and
- Is currently assessed to be actively engaged in this activity.

**Security Threat Tier 2 (ST2)**
A detainee in custody, visitor to a correctional centre or any other person who is assessed to pose:

- A danger to other people; or
- A threat to the discipline, good order and security of a correctional centre; or
- Is currently assessed to either be active in this activity or has the potential to become involved in this activity.

**Security Threat Group**
A group of detainees held in a correctional centre who collectively pose, or are suspected of collectively posing a threat to discipline, safety or security and good order of the correctional centre or who are recognised in the community as belonging to a group identified as either unlawful, or a potential risk to the community.

**PROCEDURES**

**1.      Threat identification and designation**

1.1.    The Intelligence Unit will work closely with internal and external stakeholders to identify threats relevant to ACTCS. The Intelligence Unit will assess all threats to identify individuals or groups who may require designation as a security threat or security threat group. Threat assessments will be conducted using the approved ACTCS Security Threat Assessment (STA) template.

1.2.    Individuals or groups identified as potential threats to security will be tabled at the monthly Intelligence Management Committee (IMC) and considered for designation based on advice provided by the Intelligence Unit. The IMC will be provided the completed STA and any other relevant intelligence. The IMC may choose to:

- Designate an individual as either a Security Threat Tier 1 (ST1) or Security Threat Tier 2 (ST2) or designate a group as a Security Threat Group (STG); or
- Redesignate an individual or group, or revoke a designation from an individual or group; or
- Not designate an individual or group.

1.3.    Any individual assessed by the Intelligence Unit as a **High** or **Very High** threat must be referred to the IMC for consideration. An individual assessed as a **Moderate** threat may be referred to the IMC for consideration, dependent on other relevant information or intelligence holdings and in consultation with the Manager, Intelligence and Integrity.

1.4.    Should an individual be assessed as a **Very High** threat between IMC meetings, they will be referred to an 'out of session' IMC for an interim decision. This will be provided for consideration via email and must also be tabled for review at the next IMC meeting.

1.5.    Security threat designations can only be made or revoked by the IMC.


**2.      Actions on designation**

2.1.    The designation of individuals as ST1 or ST2, or groups as STG allows for the prioritisation of resources and information collection efforts. Any person or group designated as a security threat will be proactively monitored by the Intelligence Unit.

2.2.    The Intelligence Unit will maintain records of all designations and disseminate to relevant staff details of all ST1, ST2 or STG designations including the completed STA, intelligence holdings and intelligence gaps/requirements.

2.3.    AMC staff will be advised of current security threat designated individuals or groups following agreement at the IMC. These will be communicated to staff via the Intelligence Portal which is available on the ACTCS SharePoint, at regular briefings and through the dissemination of a monthly target list.

2.4.    Detainees who are designated as a security threat will be notified of this designation and will be provided a fact sheet which outlines the reasons for the designation, information on what the designation means, what may occur based on the designation and the review date.

2.5. The Intelligence Unit must conduct the following for all individuals designated ST1 or groups STG:

- Monitor all incoming, outgoing and intra-gaol mail
- Listen to all recorded phone calls
- Monitor all detainee emails
- Review all visits and funds deposits
- Review all incidents involving designated individuals
- Liaise with correctional officers or other staff regarding detainee behaviour
- Proactively disseminate intelligence to relevant ACTCS staff

2.6. At minimum, the Intelligence Unit will review all ST1 and STG designations one month from the date of designation and each month they hold the designation, unless otherwise determined by the IMC.

2.7. The Intelligence Unit will proactively collect information on all individuals designated as ST2. This may include monitoring detainee correspondence, visits, involvement in incidents, liaising with staff and collecting any other relevant information.

2.8. At minimum, the Intelligence Unit will review all ST2 designations three months from the date of designation and every three months they hold the designation, unless otherwise determined by the IMC.

2.9. An individual may hold an ST1 or ST2 designation and an STG designation if they are also determined to be involved in a recognised group which poses a threat to discipline, safety or security and good order of a correctional centre.

2.10. Once a designated detainee is released from custody the designation will cease to apply from the date of their release. If a detainee is subsequently subject to supervision in the community, the Intelligence Unit must reassess the offender considering the threat they pose in or to the community.

**RELATED DOCUMENTS AND FORMS**

- Intelligence Framework
- Security Threat Assessment template
- Intelligence Assessment template

Jon Peach
Executive Director
ACT Corrective Services
1 October 2018

**Document details**

| Criteria | Details |
|---|---|
| Document title: | Corrections Management (Security threat assessment and management) Operating Procedure 2018 |
| Document owner/approver: | Executive Director, ACT Corrective Services |
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| Compliance: | This policy reflects the requirements of the *Corrections Management (Policy and Operating Procedure Framework) Policy 2017* |

| Version Control | | | |
|---|---|---|---|
| Version no. | Date | Description | Author |
| V1 | September-18 | First Issued | S Lysons-Smith |