

Australian Capital Territory

Corrections Management (Separate Confinement) Operating Procedure 2019

Notifiable instrument NI2019-384

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Separate Confinement) Operating Procedure 2019*.

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.



Jon Peach
Executive Director
ACT Corrective Services
13 June 2019



OPERATING PROCEDURE	Separate Confinement
OPERATING PROCEDURE NO.	D3.2
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instructions to staff managing detainees placed on separate confinement.

DEFINITION

Separate confinement

Confinement of a detainee in a cell, away from other detainees, as an administrative penalty for a disciplinary breach according to the Discipline Policy and chapter 10 of the Corrections Management Act 2007 (ACT).

1. AUTHORITY

- 1.1 A detainee can only receive separate confinement as an administrative penalty under the Discipline Policy for a proven disciplinary breach.
- 1.2 The Presiding Officer must provide a D3.F2: Separate Confinement Authority in accordance with the Discipline Policy to the CO2 responsible for the area prior to placement of the detainee.
- 1.3 The officer in receipt of a D3.F2: Separate Confinement Authority must arrange for the detainee to be moved according to section 2.

2. LOCATIONS

- 2.1 Male detainees on separate confinement will in the first instance be placed in the Management Unit
- 2.2 Female detainees placed on separate confinement will in the first instance be directed to SCC-West.
- 2.3 Where the Executive Director has authorised alternative locations for the separate confinement placement, the Presiding Officer will determine the appropriate location for the detainee by checking the:
 - a. Annex 1 – AMC Segregation and Separate Confinement Areas; or
 - b. D3.F4: Segregation/Separate Confinement Location – Authority.
- 2.4 The Presiding Officer will ensure that the detainee's electronic record system is updated with the separate confinement location.

Alternative location requirements

- 2.5 Where a detainee cannot be accommodated in the Management Unit or any other approved location in the Annex 1 – AMC Segregation and Separate Confinement Areas due to operational, or safety or security reasons, the Head of Security, or Duty Manager in their absence, must immediately inform the General Manager Custodial Operations (GMCO).

- 2.6 The GMCO will submit a D3.F4: Segregation/Separate Confinement Location – Authority to the Executive Director for a decision.

3. NOTIFICATIONS AND SCREENING

- 3.1 The Presiding Officer will ensure that Justice Health is notified that the detainee has been placed on separate confinement and request that they are assessed within two hours or as soon as practicable.
- 3.2 Justice Health Service will complete the D3.F3: Initial Health Screening Form.
- 3.3 If a doctor or registered nurse is not available to complete the screen within two (2) hours, the detainee must be placed on 30 minute observations, or according to any current observational routine of less than 30 minutes until the assessment is completed.

Initial health assessment

- 3.4 On arrival, the Justice Health professional must be provided with a printed copy of the D3.F3: Initial Health Screening Form to complete.
- 3.5 Once completed by Justice Health, the officer in receipt of the D3.F3: Initial Health Screening Form must:
- a. immediately provide a copy to the Head of Security, or Duty Manager in their absence;
 - b. scan and upload a copy of the form to the detainee's electronic records system; and
 - c. place the D3.F3: Initial Health Screening Form in the detainee's custody file.
- 3.6 Where the D3.F3: Initial Health Screening Form finds there are clinical reasons why the detainee should not be on separate confinement, the Head of Security, Duty Manager or Officer-in-Charge must arrange an immediate Healthcare Review Meeting to consider the administrative penalty.
- 3.7 The Head of Security/Duty Manager/Officer-in-Charge must complete a D3.F5: Healthcare Review Meeting – Segregation/Separate Confinement Form to indicate the outcomes from the meeting.
- 3.8 The decision maker will ensure to:
- a. scan and upload a copy of the form to the detainee's electronic records system;
 - b. undertake any actions required by the D3.F5: Healthcare Review Meeting – Segregation/Separate Confinement Form; and
 - c. place the D3.F5: Healthcare Review Meeting – Segregation/Separate Confinement Form in the detainee's custody file.

Separate confinement confirmation

- 3.9 Once confirmed and within two (2) hours of separate confinement being authorised for the detainee, the Security Unit CO2 must provide the detainee with a copy of the:
- a. D3.F2: Separate Confinement Authority; and
 - b. rules and regime of the Management Unit.
- 3.10 The Security Unit CO1 must notify the following that the detainee has been placed on separate confinement via email:
- detainee's Sentence Management Officer
 - for Aboriginal and Torres Strait Islander detainees, the detainee's Indigenous Liaison Officer
 - the Welfare Officer (for remand detainees).

4. REGIME

- 4.1 The regime of the Management Unit will operate in accordance with the *Management Unit Regime* and the entitlements and privileges on each detainee's *D3.F2: Separate Confinement Authority*.
- 4.2 Detainees on separate confinement regimes must always have their front cell door secured.
- 4.3 The open rear cell door will count as the minimum one (1) hour of fresh air and exercise.
- 4.4 Cameras and windows are to remain uncovered.
- 4.5 No items are to be passed between detainees.

Cell contents

- 4.6 Only ACT Corrective Services issued clothing and bedding is permitted.
- 4.7 Only one (1) pair of shoes and thongs are permitted for each detainee.
- 4.8 Access to a radio and kettle, if available, for separate confinement detainees will be specified on their *D3.F2: Separate Confinement Authority*.

Movements

- 4.9 All detainees will be strip searched prior to being secured in their Management Unit cell. During the search process, correctional officers will remove all lighters from detainees who are segregated in the Management Unit. The lighters will not be returned until the detainee is released from the Management Unit.
- 4.10 All cells in the Management Unit, SCC-W and any other cell designated as a place for separate confinement will be searched at minimum once each week. This will be recorded in the appropriate log book and recorded in the detainee's electronic system.
- 4.11 Only one (1) detainee on separate confinement will be allowed in the common area at any one time.
- 4.12 All detainees under separate confinement must have two (2) correctional officers present when the cell door is unlocked, unless the Head of Security has otherwise directed.
- 4.13 All separate confinement detainees are to be handcuffed before removal from their cell

Minimum entitlements and visitors to the Management Unit

- 4.14 A *D3.F8 Management Unit Daily Log* is to be completed by the dedicated Management Unit Officer for each detainee each day.
- 4.15 Where a detainee refuses an entitlement, this must be recorded on the Log.
- 4.16 Where a detainee is denied an entitlement by staff, this must be recorded on the Log, including the reason for the denial in the detainee's electronic record system.
- 4.17 The Security CO3 must ensure that a *D3.F8: Management Unit Daily Log* is completed daily for each detainee recording the detainee's access to their minimum entitlements and any visitors to the detainee. Once completed the Security CO3 must sign the form and upload the signed Log to the detainee's electronic record system.

5. EXITING

- 5.1 The Security Unit CO2 must ensure that detainees are returned to their general accommodation cell as soon as practicable on the expiry of their separate confinement (*D3.F2: Separate Confinement Authority*).

RELATED DOCUMENTS AND FORMS

- Management of Segregation and Separate Confinement Policy
- Management of Transgender Detainees and Detainees Born with Variations in Sex Characteristics Policy
- Discipline Policy
- Searching Strategy
- D3.F4: Segregation/Separate Confinement Location – Authority Form
- D3.F2: Separate Confinement Authority
- D3.F3: Initial Health Screening Form
- D3.F5: Healthcare Review Meeting – Segregation/Separate Confinement
- Detainee Request Form
- D3.F8: Management Unit Daily Log
- Detainee Observation Form



Jon Peach
Executive Director
ACT Corrective Services
13 June 2019

Document details

Criteria	Details
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Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
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Responsible Officer:	Head of Security
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2019</i>

Version Control			
Version no.	Date	Description	Author
V1	May-19	First Issued	P Cubitt