

Australian Capital Territory

Corrections Management (Induction) Operating Procedure 2019

Notifiable instrument NI2019-388

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Induction) 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
14 June 2019



OPERATING PROCEDURE	Induction
OPERATING PROCEDURE NO.	D4.1
SCOPE	Alexander Maconochie Centre

STATEMENT OF PURPOSE

To provide instruction to staff members responsible for the management of detainees through the induction process.

Female detainees will complete the induction process in a designated location separate to the general female population unless otherwise authorised by the Area Manager or above. The Induction Coordinator will be supported by the Women and Children Services Coordinator to ensure female detainees are provided with adequate access and opportunities to complete the induction tasks and process. Information specific to female detainees will be outlined in the *Female Induction Handbook*.

PROCEDURES

1. Initial Induction

- 1.1 After admission to custody, a male detainee must be accommodated in the Induction Unit unless otherwise authorised by the Area Manager or above.
- 1.2 The Induction Coordinator must ensure detainees located in areas other than the Induction Unit, still have the required access to complete the induction process.
- 1.3 Detainees must be placed on a 60x24 written observation regime for the first 24 hours in custody to observe adjustment to custody.
- 1.4 The Induction Officer will notify an Area Manager once the observation period has been completed.
- 1.5 On entering the unit, or as soon as practicable within 24 hours, the Induction Officer must issue the detainee with the *Induction Handbook*, structured day timetable and phone and email forms.
- 1.6 The Induction Officer will ensure a detainee is seen by a peer support worker within the first 48 hours of admission to custody.

2. Induction Process

- 2.1 The Induction Coordinator is responsible for the coordination of services and ensuring detainees have the required access to the induction tasks and assessments below. The Induction Officer supports the Coordinator in this and manages detainees to comply with the unit's regime and behaviour expectations as stipulated in the *Detainee Handbook*.
- 2.2 The Induction Coordinator will generate an *Induction checklist* for a detainee that details each task and assessment required to complete the induction process. The Induction Coordinator is responsible for ensuring the form is completed.

- 2.3 A detainee should complete the induction process as soon as practicable, within five (5) business days. The induction structured day timetable will ensure a detainee has access to the relevant services and activities required to undertake assessments and testing prior to security classification and accommodation placement.
- 2.4 Culturally and Linguistically Diverse detainees must be afforded the services of an interpreter, as appropriate, and if required to complete the induction process. The interpreting service can be contacted on 131450 and quote agency number C081402.
- 2.5 The Induction Coordinator must notify the catering section of any dietary requirements identified through the admission process.
- 2.6 The Induction Officer must ensure that a detainee undertakes a drug screening test within the first 72 hours of admission.
- 2.7 The Induction Coordinator will scan completed phone and email forms for newly inducted detainees by close of business each day to prisonpc@act.gov.au. A detainee will receive the details of their phone and email accounts as soon as practicable, within five (5) business days.
- 2.8 The Induction Coordinator will ensure that remand detainees will have contact with a Welfare Officer within five (5) business days of admission.
- 2.9 The Induction Coordinator will ensure that sentenced detainees are allocated a Sentenced Management Officer by the Sentenced Management Team Leader within five (5) business days of admission.
- 2.10 The Induction Coordinator will advise the Indigenous Services Team of any new detainees who identify as Aboriginal and Torres Strait Islander within two (2) business days. The Indigenous Liaison Officer will engage with the detainee and complete the Indigenous Induction Checklist within five (5) business days of notice.
- 2.11 The Induction Coordinator will record on the detainee's electronic file any identified religious status and advise the Chaplaincy section. A detainee must be offered the opportunity to meet or contact the Chaplain.
- 2.12 The Induction Coordinator will ensure that a detainee undertakes literacy, numeracy and educational needs testing within five (5) business days of admission (through the education provider).
- 2.13 The Induction Coordinator will ensure that a detainee is offered the opportunity to complete a 'White Card' accreditation during the induction process (through the education provider).
- 2.14 The Induction Coordinator will assign a detainee to the Incentive and Earned Privileges (IEP) Standard level, unless otherwise authorised by the Head of Accommodation for detainees who have been in custody in the past 30 days.
- 2.15 The Induction Checklist must be completed up to the classification and placement section for the induction process to be considered complete.

3. Placement

- 3.1 An Area Supervisor must complete the Initial Classification and Placement – Part 3 form once a detainee has completed the induction process and has been assigned a security classification.
- 3.2 An Area Manager must endorse the Initial Classification and Placement – Part 3 form and confirm accommodation placement prior to the detainee's relocation from the Induction Unit (or alternative). This must be confirmed on the Induction Checklist.

- 3.3 The Induction Checklist must be signed off as completed by the Induction Coordinator.
- 3.4 The Induction Coordinator is responsible for ensuring that all classifications and alerts on a detainee's electronic record are correct at completion of the induction process.
- 3.5 The Induction Coordinator will file all documentation in the detainee's electronic record system and custody file.
- 3.6 The Induction Coordinator will maintain a database of the time to complete the induction process for statistical purposes.

RELATED DOCUMENTS AND FORMS

- Induction Policy
- Admission Policy
- Detainee Classification Policy
- Incentives and Earned Privileges Policy
- Induction Checklist
- Indigenous Induction Checklist (Indigenous Services)
- Initial Classification and Placement Part 3
- Induction Handbook
- Female Induction Handbook
- Detainee Handbook



Jon Peach
Executive Director
ACT Corrective Services

14 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
Review date:	3 years after the notification date

Criteria	Details
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Responsible Officer:	General Manager Custodial Operations
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Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2019</i>
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Version Control			
Version no.	Date	Description	Author
V1	May-19	First Issued	N Veenstra