

Australian Capital Territory

Corrections Management (Regime Planning) Policy 2020

Notifiable instrument NI2020-447

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Regime Planning) Policy 2020*.

2 Commencement

This instrument commences on the day after its notification day.

3 Policy

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

4 Revocation

This instrument revokes the *Corrections Management (Regime Planning) Policy 2018* [NI 2018-600].



Jon Peach
Commissioner
ACT Corrective Services
21 July 2020

REGIME PLANNING

POLICY NO. D1

ACT CORRECTIVE SERVICES



ACT
Government

Justice and Community Safety

CONTENTS

1	PURPOSE	4
2	SCOPE	4
3	DEFINITIONS	4
4	CORE DAY	5
5	CONSTRUCTIVE ACTIVITY.....	6
6	ADJUSTMENTS TO THE CORE DAY	6
7	UNIT LOCK-INS	6
8	REGIME MANAGEMENT PLAN	7
9	REVIEW.....	8
10	RELATED DOCUMENTS	8

1 PURPOSE

ACT Corrective Services (ACTCS) is committed to maximising time out of cell for detainees, to providing activities and supports to enhance a detainee's desire and ability to reintegrate successfully into the community and lead a law abiding and constructive life.

This policy provides guidance around the provision of daily regimes, seeking to maximise the opportunities for detainees to access services and activities, which enable and support successful reintegration into the community.

This policy also establishes the requirement for correctional centres to have systems in place for the day to day management of staff resources and regime delivery to ensure regimes are facilitated in a safe, secure, decent and humane manner.

2 SCOPE

This policy applies to all correctional centres in the ACT.

The Deputy Commissioner Custodial Operations will establish operating procedures under this policy.

3 DEFINITIONS

Core Day

A timetable of key activities which occur across a correctional centre. It is intended to provide routine and clarity for staff and detainees. It does not include unit or cottage specific activities which require more flexibility.

Structured Day

Dedicated hours within the core day where detainees have access to constructive activity. Provides the opportunity for a detainee to participate in a range of Constructive Activities. Tailored to each detainee as part of Integrated Offender Management and Sentence Management processes, these activities will provide opportunities and supports so they can address their offending behaviours.

Constructive Activity

Planned activities for detainees which contribute to an increased likelihood of successful reintegration to the community. These may include activities that increase the likelihood of employment on release, address offending behaviour and/or associated risks, meet health

and wellbeing needs, provide for self-development or maintain family ties. Constructive activity also includes periods of recreation.

Employment opportunities, detainee services, community work, drug and alcohol programs, reintegration programs, vocational education and training programs designed to provide prospects for a meaningful day, continued rehabilitation and reintegration to the community.

Time Out of Cell

The average number of hours per day that detainees are not confined to cells or units.

Night State / Patrol state

The period between 1930hrs and 0700hrs when all detainees have been accounted for and the centre is considered to be secure with night staffing arrangements in place. During night state detainees will only be unlocked where there is an immediate need. The custodial officer resources associated with Night State are also the minimum required when the correctional centre is in complete lock down (patrol state).

Regime Management Plan

A Regime Management Plan (RMP) is a documented plan which clearly sets out the core day, the range of services and activities that will be delivered within the centre and the level of staff resourcing normally required at all times, as well as how the regime will vary when staffing availability varies.

Lock-ins

A lock-in is where specific units, or a portion thereof, are locked in.

Lockdowns

A lockdown is where the entire correctional centre is locked down.

4 CORE DAY

- 4.1 4.1 Correctional centres will establish a core day operating procedure which allows all detainees, who are not subject to specific regimes due to poor behaviour, disciplinary action, or the provisions of part 9.2 of the Corrections Management Act 2007 (ACT), the opportunity for a *minimum* of:
- a. 9.5 hours time out of cell in closed conditions; and
 - b. 11 hours time out of cell in open conditions.
- 4.2 Detainees who are subject to specific regimes due to poor behaviour, short term intervention within the Crisis Support Unit, disciplinary action, or segregation under

part 9.2 of the Corrections Management Act 2007 (ACT) will have a modified regime which takes full consideration of the operational risks and the purpose of the regime.

4.3 Where detainees are segregated under part 9.2 of the Corrections Management Act 2007 (ACT), time out of cell should be as much as is operationally deliverable in the specific circumstances.

5 CONSTRUCTIVE ACTIVITY

5.1 A structured day will be established which provides detainees the opportunity to access a *minimum* of 5.5 hours of constructive activity each weekday, except under section 4.2.

5.2 Where a detainee is under a specific regime in accordance with section 4.2, the regime should afford as much access to constructive activity as is operationally deliverable in the specific circumstances.

5.3 Separate structured days may be required for different detainee cohorts e.g. Transitional Release Centre, female detainees and strict protection detainees, but the standard *minimum* constructive activity access is to remain the same.

6 ADJUSTMENTS TO THE CORE DAY

6.1 The General Manager of a correctional centre has the authority to adjust the Core Day, and reduce the time out of cell hours accordingly for operational requirements, including but not limited to:

- Staff training
- Staff meetings
- Maintenance issues
- Limited staffing resources
- Incidents
- Infectious disease control
- Environmental hazard.

6.2 Any changes to out of cell hours must be recorded in the Lockdown Register.

7 UNIT LOCK-INS

7.1 Unit (or portions thereof) lock lock-ins should only occur where absolutely necessary to maintain safety and security. The Duty Manager or Officer in Charge (OIC) may authorise unit lock-ins only under the following circumstances:

- Limited staffing resources

- Maintenance issues
 - In the event of an incident
 - Environmental hazard.
- 7.2 In all circumstances any lock-in must be for the minimum period necessary.
- 7.3 Where unscheduled lock-ins are necessary, the General Manager will ensure a schedule is in place to reduce the impact across each area by rotating the accommodation areas and units being locked in.
- 7.4 The OIC will record all lock-ins in the Lockdown Register, including time, duration, affected accommodation areas and units, the number of detainees affected and the reason for the lock-in.
- 7.5 A copy of the Lockdown Register will be provided to the General Manager and Deputy Commissioner Custodial Operations each month for review.

8 REGIME MANAGEMENT PLAN

- 8.1 The General Manager will establish a Regime Management Plan which establishes the services and activities to be delivered and associated staffing resources in line with the following:
- Green – Full delivery of activities and services
 - Amber – Reduced delivery of activities and services, including health, visits, programs, education, and all employment
 - Red – Basic delivery of activities and services including health, visits and essential employment
 - Night state / Patrol.
- 8.2 Regime Management Plans must be produced in consultation with relevant stakeholders including the Community Public Sector Union.
- 8.3 Regime Management Plans must be created in line with the following prioritisation:
- Safety
 - Security
 - Reintegration (i.e. unit lock downs where detainees are not engaged in constructive activities other than recreation may occur prior to the cancellation of programs and other such activities).
- 8.4 Regime Management Plans must include:
- A clear overview of the regime, including constructive activities and services to be maintained

- A staffing profile to safely and effectively manage and provide regimes to detainees.

8.5 The Regime Management Plan must be endorsed by the Commissioner.

8.6 Regime Management Plans must be reviewed at intervals no greater than annually, or following any significant changes within the centre.

9 REVIEW

9.1 The General Manager will review the core day as operationally required but at no greater period than every 12 months.

9.2 In reviewing the core day, the onus will be on exploring initiatives to enhance both the time out of cell, the period of constructive activities and the efficacy of the existing constructive activity.

9.3 A review of the core day will be submitted annually to the March Executive Governance Committee for implementation at the commencement of the financial year.

10 RELATED DOCUMENTS

- A – Core Day Operating Procedure
- B – Regime Management Plan



Jon Peach
Commissioner
ACT Corrective Services
21 July 2020

Document details

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Criteria	Details
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