Australian Capital Territory

**Corrections Management (Core Day) Operating Procedure 2020**

**Notifiable instrument NI2020-448**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management* (*Core Day) Operating Procedure 2020.*

**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

Commissioner

ACT Corrective Services

21 July 2020

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| **OPERATING PROCEDURE** | **Core Day**  |
| **OPERATING PROCEDURE NO.** | **D1.1** |
| **SCOPE** | **Alexander Maconochie Centre (AMC)**  |

**PURPOSE**

To outline the AMC Core Day for male and female detainees.

**AMC Core Day (male): Monday – Friday\***

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| **Time**  | **Activity** |
| 0700 | Early shift on duty – handover from night staff  |
| 0700-0740 | Kitchen workers unlocked, receive medication and attend work location |
| 0730 | Daily briefing for Supervisors only. Commence welfare checks and muster. |
| 0800 | Unlock after muster correct. |
| 0830 | Visits commence  |
| 0830-0850 | Detainees may hand in blueys and any other paperwork.  |
| 0850 | Movement to activities commence |
| 0900 | Activities commence  |
| 1100 | Visits finish detainees return to units  |
| 1130 | Activities finish and detainees return to units |
| 1130 | Detainee Lunch |
| 1200 | Muster and Lock in at cell level (kitchen workers remain in work location) |
| 1300 | Unlock and wellbeing check |
| 1315 | Visits commence  |
| 1320 | Movement to activities commence |
| 1330 | Activities commence |
| 1630 | Activities finish and detainees return to units (with the exception of those in visits) |
| 1630  | Detainees are provided completed blueys and any other paperwork.  |
| 1630 | Recreation and evening meal (muster check commences) |
| 1645 | Muster Check at all locations throughout centre |
| 1845 | Visits finish and muster commences |
| 1900 | Muster complete and lock up |

**\***Tuesday pm between 1300hrs and 1630hrs is currently a scheduled lock up of detainees to allow for staff training.

\*Visits occur Wednesday- Sunday.

# RELATED DOCUMENTS

* Regime Planning Policy
* Regime Management Plan

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
20 July 2020

**Document details**

| Criteria | Details |
| --- | --- |
| Document title: | Corrections Management (Core Day) Operating Procedure 2020 |
| Document owner/approver: | Deputy Commissioner Custodial Operations, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | AMC General Manager |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| **Version Control**  |
| **Version no.**  | **Date**  | **Description** | **Author** |
| V1 | May-20 | First Issued | C Justason |