

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)

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**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



<b>OPERATING PROCEDURE</b>	<b>Core Day</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D1.1</b>
<b>SCOPE</b>	<b>Alexander Maconochie Centre (AMC)</b>

**PURPOSE**

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

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

<b>Time</b>	<b>Activity</b>
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 <i>Corrections Management (Policy Framework) Policy 2020</i>

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