Australian Capital Territory

Corrections Management (Interim Visits Arrangements) Operating Procedure 2020 (No 2)

Notifiable instrument NI2020-776

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* (*Interim Visits Arrangements*) *Operating Procedure 2020 (No 2)*.

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.

4 Revocation

This operating procedure revokes the *Corrections Management* (*Interim Visits Arrangements) Operating Procedure 2020* [NI2020-564].

Jon Peach
Commissioner
ACT Corrective Services
4 December 2020

OPERATING PROCEDURE	Interim Visits Arrangements
OPERATING PROCEDURE NO.	D19.1
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to staff on the arrangements around interim visits.

PROCEDURES

1.   General

1.1   A maximum of 7 social visits will be permitted each visit session.

1.2   Each detainee will be permitted no more than two adults and two children per visit session.

1.3   Each detainee will be permitted a maximum of one 'in person' social visit and one Zoom visit per week subject to visits capacity.

2.   Reception of visitors

2.1.   No more than 14 people are to be allowed in the visit reception area at any one time. This includes staff.

2.2.   Once the visits reception is at the 14 person capacity staff must ensure that the entry door is closed until the numbers reduce and that visitors are advised appropriately.

2.3.   The visits reception staff will allocate visitors seats in the reception on entry.

2.4.   Staff must take the temperature of all visitors via the Infrared Temperature gun. Where temperatures exceed 37.4° or more a visitor will be declined entry and should be advised to see a doctor.

2.5.   Staff will review the answers provided on the _COVID-19 Screening Form_ and entry will be refused where their responses highlight a risk. An up to date list of COVID-19 hotspots must be maintained in the visitor reception for ease of reference.

2.6.   Staff will require all visitors to reregister on their first visit under the new procedures. For this purpose, three tables have been provided to allow visitors to maintain social distancing while completing forms. Where visitors have not arrived with completed forms, forms will be provided by the reception officer.

2.7.   Staff will ask visitors to take a seat after returning their forms, they will then call visitors up one at a time to register visitors on the iris scanner

1.3   Once staff have processed all visitors and permitted entry to visits, the reception officer will be responsible for ensuring the chairs and tables are cleaned and sanitised prior to the next visitors arriving.

3.   Transitional Release Centre (TRC)

3.1.   A maximum of two (2) visits at a time will be permitted in the TRC and will take place within the transportable building.

3.2. Visit and visitor restrictions are the same as above for AMC detainees

3.3. Staff will ensure that visitors attend reception to be registered as above before attending the TRC. Reception staff will telephone the TRC once the visitors have been processed to advise how many visitors are in attendance.

3.4. After each visit, TRC staff will arrange for the detainees to sanitise the chairs and tables.

4. X-Ray and Iris Scanner

4.1. All visitors are required to enter through the X-Ray and Iris Scanner, only those visitors with a current medical exemption (last three months) will be allowed entry without passing through the X-Ray.

4.2. Any visitor without a medical exemption who is unable to pass through the metal detector without an alarm will not be permitted entry. No exceptions will be permitted.

4.3. Visitors with medical exemptions must be searched with the hand-held metal detector and any indication should be confirmed with the medical exemption.

4.4. After each group of visitors has passed through the X-Ray and gone down to Visits, the trays used in the X-Ray machine must be wiped clean.

4.5. A hand sanitising station will be placed before the rotaturn for visitors to sanitise their hands before using the iris scanner.

5. Passive Alert Detection

5.1. Where a PAD dog provides a positive indication, the visitor will be advised that the dog has provided an indication and that the visitor will not be permitted to visit today. No exceptions will be permitted and there is no longer a provision for non-contact visits

6. Visits Hall

6.1. Visits officers will allocate seating to the detainees and their visitors.

6.2. The Visits Supervisor will provide a verbal briefing to detainees about the rules around their visits.

6.3. Upon the arrival of visitors, the Visits Supervisor will provide a verbal reminder about the requirements of no physical contact and the consequences of doing so.

7. Searching of Detainees

7.1. All detainees on a social visit will be required to bring their ID cards. A failure to bring an ID card will result in the detainee having to return to the Unit to collect it.

7.2. All detainees will be given a frisk search prior to entry into the Visits area.

7.3. Any detainee found to be in possession of an item they are not authorised to have will have their visit terminated and an *A2.F1: Incident Report Form* will be completed.

7.4. Any detainee who is believed to have received contraband will be escorted to Admissions for an interview and assessment by health where necessary. Any searching will be conducted in accordance with legislated requirements and *Searching Policy*.

8. Standards of behaviour

8.1. Officers will ensure that detainees are wearing AMC issued clothing. It must not be marked or altered. Detainees must wear a shirt, long pants and authorised closed toe footwear.

8.2. The behavioural conduct expectations of detainees and visitors are outlined in the _Statement of Arrangements – Social Visits During COVID-19_ document and are to be enforced by visits staff.

9. Visits Officers

9.1. Visits officers will supervise social visits and zoom visits, ensuring appropriate behaviour is maintained and there are no risks to the safety and security of the correctional centre or any person.

9.2. Visits officers are to constantly patrol the room throughout each visits session.

9.3. Visits officers are to ensure that detainees and visitors remain seating and do not have physical contact.

9.4. Visits officers are to intervene where any breach of the rules is observed. The visits officer will advise Security officers, who will attend and complete any required searches and escort the detainee back to their unit. Officers will complete an _A2.F1: Incident Report Form._

10. Cessation of Visits.

10.1. At the cessation of visits all detainees are to remain seated.

10.2. Officers will hand out sanitising material and request that detainees clean the seats and tables used in their visit before they leave. Detainees who decline to do so will be subject to a disciplinary charge.

10.3. Where a detainee refuses to clean their seats and tables, visits officer will complete the required cleaning.

10.4. Staff must be satisfied that cleaning has been conducted effectively.

10.5. Officers will continue to clean the iPads after every zoom visit.

10.6. Officers will record the cleaning after each visits session in the visits logbook.

RELATED DOCUMENTS AND FORMS

- Interim Visits Guidelines
- COVID-19 Screening Form
- Searching Policy
- A2.F1: Incident Report Form

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
4 December 2020

Document details

Criteria	Details
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Date effective:	9 December 2020
Review date:	3 years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020*

Version Control			
Version no.	**Date**	**Description**	**Author**
V1	August-20	First Issued	T Rust