

Australian Capital Territory

Corrections Management (Court Transport Unit – Detainee Interview Room Allocation) Operating Procedure 2021

Notifiable instrument NI2021-144

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Court Transport Unit – Detainee Interview Room Allocation) Operating Procedure 2021*.

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
5 March 2021



OPERATING PROCEDURE	CTU Detainee Interview Room Allocation
OPERATING PROCEDURE NO.	S4.211
SCOPE	Court Transport Unit

PURPOSE

To ensure there is a safe and effective method of facilitating visits between detainees and their legal representatives.

PROCEDURES

1. DIRECTIONS TO LEGAL REPRESENTATIVES

1.1 When Legal representatives present themselves to the intercom located at the bottom of the public stairs, they will be allowed into the public side of the Interview Room (IV) area. They will be allocated an IV room and informed to go to that room and await the arrival of the detainee.

2. CONTROL OFFICER

2.1 The Control Officer will:

- Allocate the next available room from the IV room availability sheet and inform the room number to the legal representative;
- Allow the legal representative into public side of the IV area and inform the legal representative to take a seat in the room and await the arrival of the detainee;
- Inform the CTU area supervisor of which detainee is required to go to IV. Once approved the control officer will update the sheet with the detainee information.

3. CTU AREA SUPERVISOR

3.1 The CTU Area Supervisor will:

- Approve the movement of the requested detainee to IV;
- Instruct available CTU officers to conduct the movement to IV;
- Update the electronic board showing the detainee location.

4. ESCORTING OFFICERS

4.1 The escorting officers will:

- Go to the appropriate cell to collect the detainee;
- Identify the correct detainee within the cell;
- Apply handcuffs (where appropriate) and escort the detainee to the relevant IV room;

- Place the detainee in the correct IV room and update the control room by radio.

RELATED DOCUMENTS AND FORMS:

- Detainee Internal Movement Operating Procedure

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
3 March 2021

Document details

Criteria	Details
Document title:	Corrections Management (CTU IV Room Allocation) Operating Procedure 2021
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:	Director CTU
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	February 21	First Issued	J Taylor-Dayus