

Australian Capital Territory

Corrections Management (Court Transport Unit – Detainee Internal Movements) Operating Procedure 2021

Notifiable instrument NI2021-155

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 Internal Movements) 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
9 March 2021



OPERATING PROCEDURE	CTU Detainee Internal Movements
OPERATING PROCEDURE NO.	S4.210
SCOPE	Court Transport Unit

PURPOSE

To ensure there is a safe and effective method of collecting a detainee from a cell for escort within the CTU complex (including court appearances) that meets both security and safety risks.

PROCEDURES

1. COURT TRANSPORT UNIT (CTU)

- 1.1. When a detainee is required to attend court, legal visit, or any other reason they will be collected from the cell in a safe and efficient manner without compromising safety and security.

2. CTU AREA SUPERVISOR

- 2.1 The CTU Area Supervisor will:
 - Approve the movement of a detainee and instruct available CTU officers appropriate to the risks to escort the detainee to the approved location;
 - Update the electronic board showing the detainee location.

3. CONTROL OFFICER

- 3.1 The Control Officer will:
 - Update the *Reception Discharge Register* recording the detainee movement;
 - Monitor the immediate area for any other movements that could hinder the newly approved escort.

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 through the observation 'slits' located on the centre door panel;
 - Instruct the detainee to approach the cell door for handcuffing;
 - Open the cell door and apply handcuffs (where appropriate) and escort the detainee to the approved location;
 - At all times the escorting officers must be observant to the detainee's demeanour and must not open the door if the demeanour changes and the risk increases;

- If the detainee presents an increased risk escorting officers should make a dynamic assessment on whether to open the cell door and continue with the move or abandon the move and report to the area supervisor for further advice;
- All detainees will be handcuffed while moving to and from the cells area;
- Only those authorised not to have handcuffs applied (e.g. juveniles, pregnant) should be moved without handcuffs being applied.

RELATED DOCUMENTS AND FORMS:

- Reception Discharge Register

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

Document details

Criteria	Details
Document title:	Corrections Management (Court Transport Unit Internal Movement) 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	Feb 2021	First Issued	J Taylor-Dayus