

Australian Capital Territory

# Corrections Management (Court Transport Unit – Intervention (Hoffman) Knife) Operating Procedure 2021

Notifiable instrument NI2021-156

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 (Court Transport Unit – Intervention (Hoffman) Knife) 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

\*Name amended under Legislation Act, s 60



<b>OPERATING PROCEDURE</b>	<b>CTU Intervention (Hoffman) Knife procedure</b>
<b>OPERATING PROCEDURE NO.</b>	<b>S4.212</b>
<b>SCOPE</b>	<b>Court Transport Unit</b>

## PURPOSE

To outline the correct procedure to follow when issuing, using and storing Intervention (Hoffman) knives.

## PROCEDURES

### 1. ISSUE, CARRIAGE AND STORAGE OF INTERVENTION (HOFFMAN) KNIVES

1.1 Intervention (Hoffman) knives will not be personal issue for CTU Officers. However:

- The unique number will be recorded on a register against the officer's name; and
- The knife will be stored alongside officers' handcuffs in the handcuff 'TRAKA' cabinet.

1.2 At the start of a shift, Intervention (Hoffman) knives will be removed from the handcuff cabinet along with officers' handcuffs.

- Officers must secure the Intervention (Hoffman) knives in their personal issue Hoffman knife pouch attached to their duty belt;
- At the end of a shift, officers must return the Intervention (Hoffman) knives to the handcuff cabinet along with their handcuffs;
- At the completion of each shift, Supervisors must ensure that all Intervention (Hoffman) knives have been returned to the handcuff TRAKA cabinet, and sign the *Supervisor Compliance Logbook* to acknowledge this.

### 2. EMERGENCY USE OF HOFFMAN KNIFE

2.1 In the event a detainee is observed to have a ligature around their neck:

- Officers will assess the situation and use the Intervention (Hoffman) knife which has been issued to them to cut the ligature;
- If working with other officers, the officer can ask a colleague to use their Intervention (Hoffman) knife while they support the body weight of the detainee to reduce the effect of gravity before the knife can be used;
- The officer will use the knife according to training provided, noting:
  - i. the knot used must be retained as evidence (i.e. avoid cutting the knot if possible); and

- ii. the blade should be used on the ligature (i.e. officers must take care to ensure that the blade does not break the skin of the detainee).

2.2 Once used, the Intervention (Hoffman) knife use must be reported to the CTU CO3 Area Manager. The Area Manager will then facilitate the replacement of the knife and retain the used knife for evidential purposes where necessary.

#### RELATED DOCUMENTS AND FORMS

- Suicide and Self Harm Operational Procedure
- Management of At-Risk Detainees Policy
- CTU Court Escorts Operating Procedure
- Code Pink (Medical Emergency) Operating Procedure
- Code Black (Death) Operating Procedure

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

#### Document details

Criteria	Details
Document title:	Corrections Management (Court Transport Unit Intervention (Hoffman) Knife) 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