

Corrections Management (Court Transport Unit - Detainee Hygiene) Operating Procedure 2021*

Notifiable instrument NI2021-252

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 Hygiene) 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.

Ray Johnson APM
Commissioner
ACT Corrective Services
23 April 2021

*Name amended under Legislation Act, s 60



OPERATING PROCEDURE	Court Transport Unit Detainee Hygiene
OPERATING PROCEDURE NO.	S4.227
SCOPE	Court Transport Unit

PURPOSE

This procedure provides instructions for the promotion and maintenance of hygiene and sanitation for detainees at the Court Transport Unit (CTU).

PROCEDURES

1. General

1.1 CTU promotes good hygiene as a pro-social behaviour to assist detainees in achieving a decent and responsible appearance for production to court.

1.2 To uphold expectations of good hygiene, CTU staff are required to:

- a. Lead by example by maintaining officer areas in a clean, decent and humane condition in accordance with the *WHS-03-2013 - Workplace Health & Safety Act 2011 – Responsibilities Policy*.
- b. Conduct daily cell and area inspections and address any non-conformance.
- c. Ensure any defects and/or cells/area in poor condition are reported.

2. The 07:00hrs CTU officer/s must:

- a. conduct daily inspection of hygiene and cleanliness in all areas of the CTU
- b. ensure all cell toilets and water 'bubblers' are operational
- c. ensure each cell has adequate toilet paper
- d. report any defects and/or poor condition of cells/areas
- e. complete a daily record of all inspections in the daily compliance book located in the control room.

3. The Monitor Officer must:

- a. keep regular observations on all detainees within the cells
- b. report any evidence of graffitiing and/or damage.

4. Officers as directed must:

- a. During the muster check as directed by the CO2, remove any rubbish from the cells.

5. CO2 Area Supervisor will ensure detainees can access:

- a. the shower if requested and assessed as necessary
- b. toilet paper
- c. sanitary items on request
- d. clean clothing if assessed current clothing is unsuitable for court appearance.

RELATED DOCUMENTS AND FORMS:

- Detainee Property Policy
- Management of At-Risk Detainees Policy
- Workplace Health & Safety Act 2011 – Responsibilities Policy

Corinne Justason
 Deputy Commissioner Custodial Operations
 ACT Corrective Services
 21 April 2021

Document details

Criteria	Details
Document title:	Corrections Management (Court Transport Unit Detainee Hygiene) 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 Court Transport Unit
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	April 2021	First Issued	J Taylor-Dayus