

Australian Capital Territory

# Corrections Management (Induction) Policy 2021\*

Notifiable instrument NI2021-294

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 (Induction) Policy 2021*.

**2 Commencement**

This instrument commences on the day after its notification day.

**3 Policy**

I make this policy to facilitate the effective and efficient management of correctional services.

**4 Revocation**

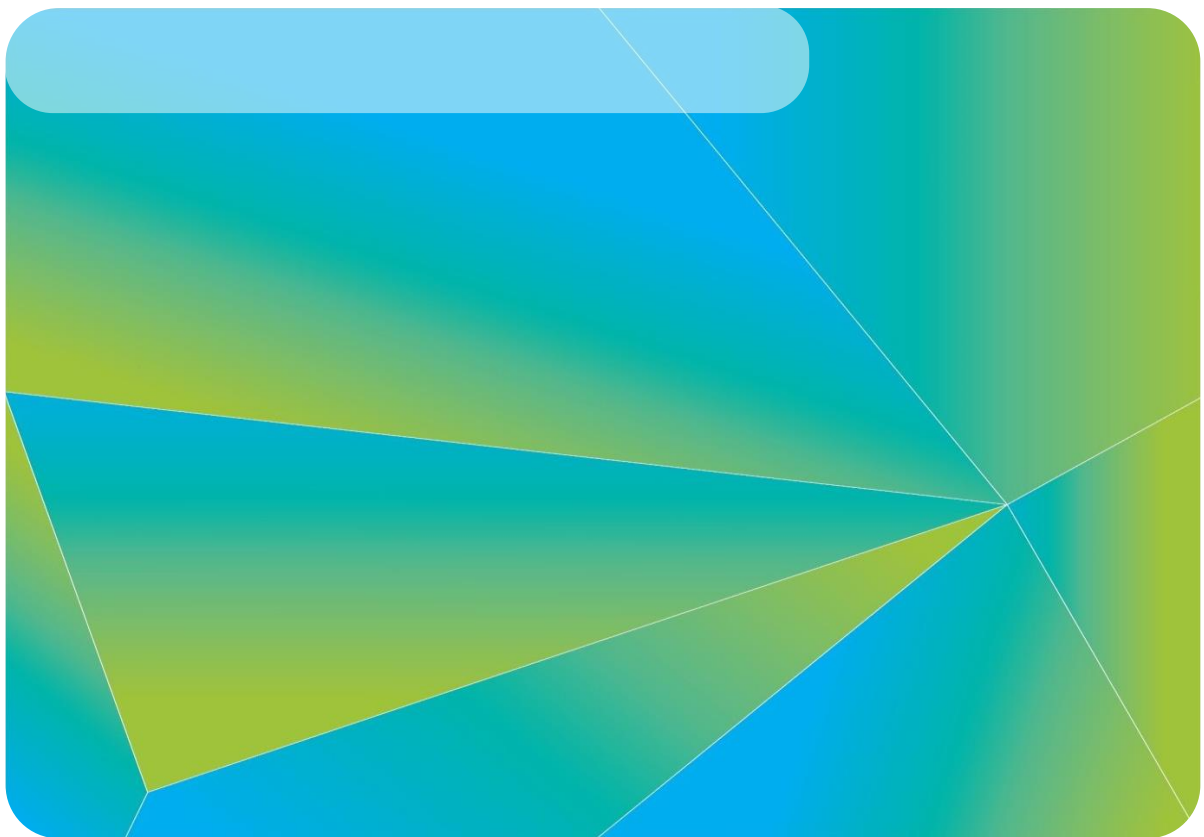
This policy revokes the *Corrections Management (Induction) Policy 2019* [NI2019-387].

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
4 May 2021

\*Name amended under Legislation Act, s 60

# INDUCTION POLICY

POLICY NO. D4



**ACT**  
Government

Justice and Community Safety

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## 1 PURPOSE

The purpose of induction is to enable new detainees or those returning to a correctional centre to be received into the correctional environment, provided with appropriate information relating to their entitlements and obligations, available services and for the commencement of assessments and sentence management processes.

The induction process also allows ACT Corrective Services (ACTCS) to assess a detainee and determine an appropriate placement within the correctional centre and to confirm initial security classification.

This policy sets out the requirements for a structured induction process for detainees.

## 2 SCOPE

This policy applies to all correctional centres in the ACT.

Where required, Deputy Commissioner Custodial Operations will establish operational procedures under this policy.

## 3 DEFINITIONS

### Induction

Induction is the process of integrating a detainee into a correctional centre environment.

### Placement

The housing of a detainee in an accommodation unit and cell according to their security classification, cohort complexities and due consideration to risk and safety of the detainee and any other detainee in the correctional centre.

## 4 PRINCIPLES

- 4.1 The induction process must commence as soon as practicable after a detainee has been admitted to a correctional centre (*Admission Policy*).
- 4.2 Staff must ensure that any immediate or urgent needs are responded to appropriately and as soon as practicable to minimise any risks to the safety of detainees.

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- 4.3 A structured and full induction programme is provided according to section 8 in order to effectively integrate detainees and maximise their engagement in purposeful activity while in custody.
  - 4.4 Detainees will complete all elements of the induction process prior to placement as far as is practicable.
  - 4.5 Staff will encourage detainees to maximise the opportunities available to them, including preparing for release.
  - 4.6 The Deputy Commissioner Custodial Operations (DCCO) will ensure that the induction process meets or exceeds the requirements of the *Regime Planning Policy* for time out of cell hours, with due consideration for risk and safety.
  - 4.7 The DCCO will ensure that each correctional centre produces its own induction materials in a variety of formats.
  - 4.8 The DCCO will establish a peer support program in which detainees are engaged to support new receptions during the induction process.
  - 4.9 All records relating to the induction process will be recorded on a detainee's electronic detainee record system.

## **5 CRITERIA**

- 5.1 The induction process occurs only for detainees who are new to a correctional centre, or who return to a correctional centre after a minimum of three (3) months following release.

## **6 LOCATION**

- 6.1 The DCCO will establish appropriate accommodation for the induction of new detainees, including an Induction Unit.
- 6.2 The DCCO will ensure that male, female, and transgender detainees and/or detainees born with variations in sex characteristics, are housed in separate accommodation during the induction process.
- 6.3 Detainees not able to be housed within the Induction Unit due to cohort management complexities, health management, or for safety and security reasons, must still be afforded access to the induction process.

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## 7 THE FIRST NIGHT

- 7.1 ACTCS recognises that the first night in a correctional centre is a period of high risk and vulnerability for many detainees.
- 7.2 The DCCO will ensure that detainees are provided with information on issues that are important to them for their first night in custody, such as access to a telephone, contact with children and family members, and what will occur during the next 24 hours in custody.
- 7.3 Detainees who are identified on admission or induction as being at risk of self-harm or suicide are managed according to the Management of At-Risk Detainees Policy.

## 8 THE INDUCTION PROCESS

### Core components

- 8.1 The induction process must:
- a. be flexible in order to respond to the immediate needs of detainees;
  - b. maximise group activities and positive peer support;
  - c. commence the process of assessments to inform service delivery and sentence management processes;
  - d. inform detainees of their entitlements and the rules and expectations while in custody;
  - e. encourage detainees to engage with constructive activities and plan for their release into the community;
  - f. allow detainees to contact family, friends and professionals; and
  - g. ensure detainees are supported by staff to adjust to the correctional centre environment and encouraged to feel confident about asking for help or assistance from staff.
- 8.2 Detainees will receive comprehensive information throughout the induction process, particularly with regard to making full use of the services and opportunities at the correctional centre (Annex 1 – Topics covered in the induction process).
- 8.3 The Induction Coordinator will ensure that all detainees are allocated a Sentence Management Officer, and/or Indigenous Liaison Officer where appropriate.
- 8.4 All detainees will be allocated a security classification during the induction process prior to placement (Detainee Classification Policy).

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8.5 All detainees will receive their telephone and email account within the first week of the induction process. If a requested contact is uncontactable during that time, access will be delayed until contact has been made and consent given in accordance with the *Detainee Communication Policy*.

8.6 The DCCO will ensure that all detainees undergo drug testing according to the *Drug and Alcohol Testing Policy* within the first 72 hours of custody.

#### **Information about entitlements and obligations**

8.7 As soon as practicable after starting the induction process, the following must be explained and information provided to a detainee:

- a. the timetable and daily regime of the induction process;
- b. the detainee's entitlements under the *Corrections Management Act 2007 (ACT)*;
- c. the rules of the correctional centre and the standards expected of detainees;
- d. the Human Rights Principles;
- e. the role of Official Visitors, Ombudsman, Human Rights Commissioner and the Inspector of Correctional Services;
- f. the procedures for seeking information and making complaints;
- g. access to and available health services, including support for drug and/or alcohol withdrawal;
- h. access to privileges;
- i. facilities and times for religious observance and accessing the chaplain;
- j. Aboriginal and Torres Strait Islander support, services and healthcare;
- k. laundry and clothing provisions;
- l. accessing the library; and
- m. purchasing from the canteen and buy-ups.

#### **Healthcare**

8.8 Justice Health will provide follow-up or ongoing care or treatment to detainees to meet any healthcare needs that were identified on admission to a correctional centre, including drug and/or alcohol misuse.

#### **Education**

8.9 Detainees must receive literacy, numeracy and educational needs testing as soon as practicable within the first week of the induction process.

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- 8.10 The results of testing will be used to inform the detainee of the appropriate educational and vocational options available, and to assist in planning a structured program of activities for the detainee during their time in custody.
- 8.11 Detainees who don't have a 'White Card' accreditation must be offered the opportunity to complete this accreditation during the induction process.

#### **Programs and work**

- 8.12 Detainees must be provided with information related to:
- a. opportunities to undertake work and to participate in programs; and
  - b. accessing drug and alcohol support.
- 8.13 Detainees will be encouraged to identify programs and work for their sentence management plan in conjunction with their Sentence Management Officer.

#### **Sentence management**

- 8.14 Detainees will be allocated a Sentence Management Officer within the first week of the induction process.
- 8.15 Sentence Management Officers must meet with detainees during the induction process to discuss:
- a. options for work, education and programs for detainees; and
  - b. sentence management plans and goal-setting (refer to section 8.13) for sentenced detainees (*Sentence Planning Policy*).
- 8.16 Sentence Management Officers must consider the reintegration needs of detainees during the induction process as part of the sentence management process, including but not limited to:
- a. accommodation needs;
  - b. prosocial and family/community links;
  - c. education and/or employment on release;
  - d. financial stability;
  - e. alcohol and/or drug treatment; and
  - f. mental health needs.
- 8.17 Sentence Management Officers will provide detainees with information relating to their sentence, including:
- a. access to legal representatives, legal aid and procedures for professional visits;
  - b. security classification; and
  - c. sentence calculation and next court dates.



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- 8.18 Sentence Management Officers will provide a detainee who is eligible for parole with a Parole Application Information Pamphlet and discuss the parole application process, including:
- a. confirmation of their non-parole period
  - b. timeframes for submission of an Application for Parole
  - c. the process for applying for parole.

#### **Welfare Officer**

- 8.19 Detainees will have contact with a Welfare Officer within the first week of the induction process.
- 8.20 The Welfare Officer must meet with detainees during the induction process to discuss any immediate concerns outside of the correctional centre, including but not limited to:
- a. liaison with the Community Safety Directorate on the short-term care arrangements for any children previously in the detainee's care;
  - b. the care of pets; and
  - c. securing the detainee's property in the community (*D4.F1: Welfare Induction Form*).

#### **Indigenous Liaison Officers**

- 8.21 Aboriginal and Torres Strait Islander detainees will be allocated an Indigenous Liaison Officer within the first week of the induction process.
- 8.22 Indigenous Liaison Officers must meet with detainees during the induction process and provide information on accessing cultural support, community elders and accessing Aboriginal and Torres Strait Islander cultural programs.
- 8.23 Indigenous Liaison Officers will provide social and cultural support to detainees during the induction process.

#### **Peer Support Program**

- 8.24 Detainees will have access to support and positive mentorship from the Peer Support Program throughout the induction process.

#### **Chaplain and religious observance**

- 8.25 The religion and religious needs of detainees must be assessed and detainees must be supported, as far as practicable, to participate in religious observance during the induction process.
- 8.26 All detainees must be offered the opportunity to contact or meet with the Chaplain.

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## 9 GROUPS WITH SPECIAL NEEDS

- 9.1 The induction process must respond to language and comprehension barriers that affect a detainee's understanding of correctional centre staff. Comprehension barriers include intellectual, cognitive or other forms of learning disability.
- 9.2 The DCCO must take reasonable steps to ensure that the induction process is in the language the detainee can readily understand according to section 66(2)(1) of the *Corrections Management Act 2007 (ACT)*. For Culturally and Linguistically Diverse detainees, this could include the services of an interpreter where appropriate.
- 9.3 If there is any doubt about a detainee's comprehension of the English spoken by staff, further educational and health assessments must be completed and used to formulate an individualised plan that is appropriate for the detainee.
- 9.4 Staff must record in a detainee's electronic record system any hearing, speech, sight, or other physical or mental concerns that are identified through communication with a detainee. All concerns must be forwarded to Justice Health for further assessment.

### **Elderly detainees and detainees with physical disability**

- 9.5 The DCCO must take reasonable steps to ensure that elderly detainees or detainees with physical disability or limited mobility are not disadvantaged from participating in the induction process.

### **Transgender detainees and detainees born with variations in sex characteristics**

- 9.6 The induction process for transgender detainees and detainees born with variations in sex characteristics must be consistent with the requirements of the *Management of Transgender Detainees and Detainees Born with Variations in Sex Characteristics Policy*.

## 10 NATIONALS OF A FOREIGN COUNTRY

- 10.1 The induction process must offer detainees who are nationals of a foreign country the opportunity:
- a. to request that ACTCS inform the embassy or consulate of that country of the detainee's detention; and
  - b. for reasonable access to free phone calls to a diplomat or consular representative of that country.

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- 10.2 No restrictions apply to a detainee who is a national of a foreign country mailing correspondence that accords with the *Detainee Communication Policy* to a diplomat or consular representative of that country.

## 11 RELATED DOCUMENTS

- A – Annex 1 – Topics covered in the induction process
- B – D4.F1: Welfare Induction Form
- C – Induction Operating Procedure
- D – Regime Planning Policy
- E – Management of Transgender Detainees and Detainees Born with Variations in Sex Characteristics Policy
- F – Management of At-Risk Detainees Policy
- G – Detainee Communication Policy
- H – Admission Policy
- I – Sentence Planning Policy
- J – Drug and Alcohol Testing Policy
- K – Detainee Classification Policy

Ray Johnson  
Commissioner  
ACT Corrective Services  
4 May 2021

### Document details

Criteria	Details
Document title:	Corrections Management (Induction) Policy 2021
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Responsible officer:	Deputy Commissioner Custodial Operations

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<b>Version Control</b>			
<b>Version no.</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
V1	December-18	First Issued	L Kazak
V2	April-21	New section on providing sentence management information	T Graham