

Australian Capital Territory

# Corrections Management (Placement and Shared Cell) Policy 2022

Notifiable instrument NI2022–506

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 (Placement and Shared Cell) Policy 2022*.

## 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 corrections services.

## 4 Revocation

This instrument revokes *Corrections Management (Placement and Shared Cell) Policy 2020* [NI2020-245].

Ray Johnson <sup>APM</sup>  
Commissioner  
ACT Corrective Services  
7 October 2022

# PLACEMENT & SHARED CELL

POLICY NO. D38

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

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## 1 PURPOSE

ACT Corrective Services (ACTCS) is committed to ensuring that the placement of detainees is undertaken with primary consideration of the safety, vulnerability and needs of individual detainees. Detainees are to be placed in the least restrictive environment appropriate to ensure safety, security and good order in a correctional centre.

ACTCS is committed to ensuring that detainee safety is the primary consideration for cell placement decisions according to available information on risk factors relating to a detainee and their cell occupant.

This policy provides instructions on the management of detainee accommodation placements in a correctional centre.

## 2 SCOPE

This policy applies to all correctional centres in the ACT, except for the Court Transport Unit.

Where required, the General Manager of a correctional centre may establish operational procedures under this policy.

## 3 DEFINITIONS

**Cottage accommodation** Accommodation featuring individual pods with direct access to communal areas and shared facilities.

**Placement** The housing of a detainee in an accommodation unit with due consideration of their security classification, risk and the safety of the detainee and other detainees.

**Protection status** The status afforded to detainees who may be at risk from others due to the nature of their offending, or other factors creating a risk to the safety of the detainee. This may result in reasonable restrictions of a detainee's opportunity to go into, or remain in, parts of a correctional centre where necessary to ensure the safety of the detainee.

**Shared cell** Any cell that can accommodate more than one (1) detainee.

**Upper bunk** The top bed of a bunk bed, accessed by a ladder from the bottom bunk.

## 4 PRINCIPLES

- 4.1 Detainees are accommodated in accordance with their identified gender.
- 4.2 All detainees are managed in the least restrictive conditions appropriate to maintain community safety and to ensure the safety of the detainee and any other person.
- 4.3 Allocation to shared cells will consider the preferences of detainees, including the importance of family and kinship relationships.
- 4.4 Cell placement decisions are made by the Accommodation Area Supervisor (CO2) or above.
- 4.5 Cell placement decisions will consider Aboriginal and/or Torres Strait Islander or other cultural status and relevant cultural and kinship considerations.
- 4.6 Cell placement decisions will consider any reasonable adjustments for people with disability or other additional needs.
- 4.7 Cell placement decisions will consider a detainee's sentenced or remand status.
- 4.8 ACTCS will take reasonable steps to prevent a non-smoking detainee from sharing a cell with a detainee who smokes.
- 4.9 In most accommodation areas detainees will share a cell and/or common areas with other detainees. ACTCS will consider risks relevant to sharing cells and common areas in cell placement decisions.

## 5 ACCOMMODATION TYPES

- 5.1 The following types of accommodation units are available in ACT correctional centres:

Type	Characteristics	Criteria
Secure unit	Secure cells within a secure accommodation building confined within a secure perimeter	Any detainee

<b>Cottage</b>	Individual pods with direct access to communal areas and shared facilities	Any detainee except detainees with a maximum security classification
<b>Transitional Release Centre</b>	Open accommodation outside of the secure perimeter	In accordance with the <u>Transitional Release Policy</u>

5.2 Where necessary, detainees may be placed into temporary accommodation in accordance with:

- a. the Management of Segregation and Separate Confinement Policy; or
- b. the Detainees at Risk of Suicide or Self-harm Policy.

## 6 CELL PLACEMENT

### Initial cell placement

- 6.1 As part of the admissions process, admissions staff will assess detainees for immediate placement risks and the possible need for protection status in accordance with the Placement and Shared Cell Operating Procedure.
- 6.2 Where an officer identifies an immediate risk, the Admissions Supervisor (CO2) will inform the relevant Area Manager (CO3) or above and recommend an appropriate accommodation placement for the detainee during induction (Admission and Induction Policy).

### Cell placement following induction

- 6.3 During the induction process, induction staff will gather more information about the detainee to inform the placement decision in the D38.F1: Placement Assessment.
- 6.4 Any risks to the detainee or others from the detainee sharing a cell and other common areas will be considered as part of completing the D38.F1: Placement Assessment and reviewed any time a detainee is moved to a different cell or accommodation area.
- 6.5 Information provided by Justice Health Services and Custodial Mental Health Services regarding a detainee's health and health care needs will be considered in placement decisions.
- 6.6 The completed D38.F1: Placement Assessment must be provided to the relevant Area Manager (CO3) for review and approval

- 6.7 Detainees will be allocated a cell by the relevant Accommodation Area Supervisor (CO2) in accordance with the Placement and Shared Cell Operating Procedure.

## 7 CELL PLACEMENT REVIEWS

- 7.1 A detainee's placement may be reviewed from time to time due to changes in the detainee's circumstances, identified risk factors or by request of the detainee and in accordance with the Placement and Shared Cell Operating Procedure.
- 7.2 When considering a placement review, the Accommodation Area Supervisor (CO2) must review the detainee's current D38.F1: Placement Assessment and electronic record.
- 7.3 Where the Accommodation Area Supervisor (CO2) recommends that the detainee be moved to another accommodation area, the Accommodation Area Supervisor (CO2) must submit the recommendation for review and approval by the relevant Area Manager (CO3).
- 7.4 Detainees may request to share a cell with another detainee by submitting a Detainee Request Form in accordance with the Placement and Shared Cell Operating Procedure.
- 7.5 The Accommodation Area Supervisor (CO2) must review the current D38.F1: Placement Assessment and electronic record of both detainees to assess the suitability of the shared cell placement.
- 7.6 Aboriginal and/or Torres Strait Islander cultural status and kinship considerations will be considered when determining a detainee request for a change of accommodation placement.

## 8 PROTECTION STATUS

- 8.1 A detainee may be placed on protection status where there is specific information to suggest that there is a credible risk to the safety of the detainee.
- 8.2 Detainees may be placed on protection status by approval of the Operations Manager Accommodation (CO4) in accordance with the Placement and Shared Cell Operating Procedure.

- 8.3 Detainees may request protection status or request for their protection status to be removed in accordance with the *Placement and Shared Cell Operating Procedure*.

## 9 RECORDS

- 9.1 A copy of all records and decisions made under this policy must be stored on a detainee's electronic record.
- 9.2 All cell allocations, including but not limited to the date and time of allocation and removal, must be recorded on a detainee's electronic record.

## 10 RELATED DOCUMENTS

- D38.F1: Placement Assessment
- Placement and Shared Cell Operating Procedure
- Detainees at Risk of Suicide or Self-harm Policy
- Management of Segregation and Separate Confinement Policy
- Admission and Induction Policy

Ray Johnson APM  
Commissioner  
ACT Corrective Services  
7 October 2022

### Document details

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Document owner/approver:	Commissioner, ACT Corrective Services
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Review date:	Three years after the notification date
Compliance with law:	This policy reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>
Responsible officer:	Assistant Commissioner Custodial Operations



<b>Version Control</b>			
<b>Version no.</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
V1	June-19	First Issued	L Kazak
V2	September-22	First review	S Young