

Corrections Management (Core Day) Operating Procedure 2023

Notifiable instrument NI2023–351

made under the

Corrections Management Act 2007, s14 (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Core Day) Operating Procedure 2023*.

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 corrections services.

4 Revocation

This instrument revokes *Corrections Management (Core Day) Operating Procedure 2020* [NI2020-448]

Bruno Aloisi
A/g Commissioner
ACT Corrective Services
27 June 2023



OPERATING PROCEDURE	Core Day
OPERATING PROCEDURE NO.	D1.1
SCOPE	Alexander Maconochie Centre (AMC)

PURPOSE

To outline the Alexander Maconochie Centre (AMC) Core Day for detainees.

AMC Core Day: Monday – Friday*

Time	Activity
0700	Early shift on duty – handover from night staff
0700	Required detainees moved to admissions for transport to Court
0700-0740	Kitchen workers unlocked, receive medication and attend work location
0730	Daily briefing for officers
0745	Commence welfare checks, muster and area searches
0800	Breakfast issued to those not self-catering
0815	Unlock after muster correct
0830	Visits centre opens
0850	Movement to scheduled programs/services, Court and appointments commence
0900	Programs/service commence / in unit activities
1130	Visits centre closes
1130	Programs/services finish and detainees return to units
1130	15 minutes to muster notification from MCR
1130-1200	Detainee Lunch issued to those not self-catering
1145	Lock in muster conducted (kitchen workers remain in work location)
1200	All units secured (lunch lock-in)
1300	Unlock and wellbeing check
1315	Visits centre reopens
1320	Movement to scheduled programs/services
1330	Programs/services recommence / in unit activities
1630	Programs/services finish and detainees return to units (with the exception of those in visits)
1630	Evening meal issued to those not self-catering
1630	15 minutes to muster call from MCR
1645	In place Muster Check at all locations throughout centre
1830	The visits centre closes
1830	15 minutes to muster call from MCR and DTS is closed
1845	Lock in muster conducted. NOTE: The time of securing detainees in cottage pods may be adjusted through the year to account for daylight hours or low visibility, in accordance with section 4.2 of the <u>Core Day Policy</u> .
1900	Muster complete. Centre secured
1930	Nightshift routine commences

*Social visits occur Wednesday – Sunday. Monday and Tuesday are reserved for professional visits.

*The Core Day does not apply on weekends. Detainees are able to engage in activities of their choice on weekends. Social visits continue on weekends as per the visits schedule.

RELATED DOCUMENTS

- Core Day Policy
- Regime Management Plan

Jason Russell ACM
Assistant Commissioner Custodial Operations
ACT Corrective Services
6 June 2023

Document details

Criteria	Details
Document title:	<i>Corrections Management (Core Day) Operating Procedure 2023</i>
Document owner/approver:	Assistant Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	General Manager
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	May-20	First Issued	C Justason
V2	May-23	Review	S Viereck