

# Corrections Management (Placement and Shared Cell) Policy 2025

**Notifiable instrument NI2025–30**

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 2025*.

## **2 Commencement**

This instrument commences on the day after notification.

## **3 Policy**

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

## **4 Revocation**

This instrument revokes the *Corrections Management (Placement and Shared Cell) Policy 2023* [NI2023-409].

Narelle Pamplin  
A/g Commissioner  
ACT Corrective Services  
10 January 2025

# PLACEMENT AND SHARED CELL POLICY

POLICY NO. 20

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

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## 1 PURPOSE

ACTCS is committed to ensuring that the legislative requirement to ensure non-convicted detainees are accommodated separately from convicted detainees is the primary consideration in detainee accommodation placement. The safety, vulnerability and needs of individual detainees is also a critical consideration for accommodation placement decisions, according to available information on risk factors relating to a detainee and their cell or room occupant. Detainees are to be placed in the least restrictive environment appropriate to ensure safety, security, and good order in a correctional centre.

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 Assistant Commissioner Custodial Operations may establish operational procedures under this policy.

## 3 DEFINITIONS

<b>Cottage accommodation</b>	Accommodation featuring individual pods with direct access to communal areas and shared facilities.
<b>Legal status</b>	Whether a detainee is on remand or has been sentenced for an offence.
<b>Placement</b>	The housing of a detainee in an accommodation unit with due consideration of their legal status, security classification, risk and the safety of the detainee and other detainees.
<b>Protection status</b>	The status afforded to detainees when there is a credible risk to their safety 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.

<b>Shared cell</b>	Any cell that can accommodate more than one (1) detainee.
<b>Upper bunk</b>	The top bed of a bunk bed, accessed by a ladder from the bottom bunk.

## 4 PRINCIPLES

- 4.1 A detainee's legal status must be the first consideration when determining an accommodation placement.
- 4.2 Detainees are accommodated in accordance with their identified gender (section 98 of the *Corrections Management Act 2007* and the *Management of Transgender Detainees and Detainees Born with Variations in Sex Characteristics Policy*).
- 4.3 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.
- 4.4 Allocation to shared cells will consider a detainee's wishes, including the importance of family and kinship relationships.
- 4.5 Cell placement decisions are made by the Accommodation Area Supervisor (CO2) or above.
- 4.6 Cell placement decisions should consider Aboriginal and/or Torres Strait Islander or other cultural status and relevant cultural and kinship considerations. Advice may be sought from the Cultural Services Team.
- 4.7 Cell placement decisions must consider any reasonable adjustments for people with disability or other additional needs (*Support for Detainees and Offenders with Additional Needs Policy*).
- 4.8 In most accommodation areas detainees will share a cell or room and/or common areas with other detainees. ACTCS must consider risks relevant to sharing cells or rooms and common areas in accommodation placement decisions.
- 4.9 Detainees may raise any concerns with their placement in accordance with the *Detainee Requests and Complaints Policy*.

## 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
Cottage	Individual pods with direct access to communal areas and shared facilities	Any detainee except detainees with a maximum security classification
Transitional Release Centre	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 accommodation placement

- 6.1 As part of the admissions process, admissions staff must 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 Once a detainee has been assessed for placement risks, the Admissions Supervisor (CO2) must inform the relevant Area Manager (CO3) or above and recommend an appropriate accommodation placement for the detainee during induction.

### Accommodation placement following induction

- 6.3 Following the admission process, most detainees will be placed in a designated induction unit for a minimum of two (2) days while they adjust to being in custody. During this time, the Area Supervisor (CO2) must assess the detainee for placement in accordance with the Remand Policy (for detainees on remand) and the Placement and Shared Cell Operating Procedure (for all detainees), noting that the detainee's legal status should be a determining factor in accommodation placement. The CO2 must make a placement recommendation to the Area Manager (CO3) for approval.

- 6.4 Any risks to the detainee or others from the detainee sharing a cell or room and other common areas must be considered as part of completing the Placement Assessment. The benefits of detainees sharing cells must also be considered (such as where this may be a protective factor, depending on individual circumstances).
- 6.5 Information provided by Justice Health Services and Custodial Mental Health Services regarding a detainee's health and health care needs must be considered in placement decisions.
- 6.6 The Area Supervisor (CO2) must upload the completed Placement Assessment to the detainee's electronic record.
- 6.7 Detainees must be allocated a cell or room by the relevant Area Supervisor (CO2) in accordance with the Placement and Shared Cell Operating Procedure.

## **7 ACCOMMODATION AND CELL MOVEMENTS AND REVIEWS**

- 7.1 Once a detainee has been placed in an accommodation unit following the approval of the placement decision in the Placement Assessment, ACTCS officers may approve the detainee to move cells or rooms within their accommodation area in accordance with the Placement and Shared Cell Operating Procedure.
- 7.2 Completion of the Placement Assessment is not required for moves within a detainee's accommodation area unless a detainee is moving into a shared cell.
  - a. where a detainee is moving into a shared cell the correctional officer grade 1 (CO1) must review the current Placement Assessment and electronic record of both detainees to assess the suitability of the shared cell placement.
- 7.3 Correctional officers (CO1) must review the detainee's Placement Assessment and record the decision to move the detainee in accordance with the Placement and Shared Cell Operating Procedure.
- 7.4 A detainee's placement must be reviewed when there is a significant change in the detainee's circumstances in accordance with the Placement and Shared Cell Operating Procedure.
- 7.5 When undertaking a placement review, the Area Supervisor (CO2) must review the detainee's current Placement Assessment and electronic record.
- 7.6 Where the Area Supervisor (CO2) recommends that the detainee be moved to another accommodation area, the Area Supervisor (CO2) must liaise with the

relevant Area Manager (CO3) to determine the accommodation placement and seek approval of the recommendation.

- 7.7 If a detainee who identifies as Aboriginal and/or Torres Strait Islander requests to move cells or rooms, Aboriginal and/or Torres Strait Islander cultural status and kinship relationships must be considered. Advice should be sought from the Cultural Services Team.

## **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 Area Manager (CO3) 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.
- 8.4 Protection status may include reasonable restrictions to accessing areas of a correctional centre where necessary to ensure the safety of the detainee.

## **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 and room 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**

- Detainees at Risk of Suicide or Self-harm Policy
- Induction Policy
- Management of Segregation and Separate Confinement Policy
- Placement and Shared Cell Operating Procedure
- Placement Assessment
- Remand Policy



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10 January 2025

#### Document details

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V2	September-22	First review	S Young
V3	June 2023	Minor amendments	M McKenzie
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