

Australian Capital Territory

# Corrections Management (Reception, Admission, and Induction) Policy 2025

Notifiable instrument NI2025–356

made under the

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

---

## 1 Name of instrument

This instrument is the *Corrections Management (Reception, Admission, and Induction) 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 (Reception and Management of Non-English Speaking Detainees) Policy 2014 (No 1)* [NI2014–541] and *Corrections Management (Induction) Policy 2021* [NI2021-294].

Leanne Close <sup>APM</sup>  
Commissioner  
ACT Corrective Services

24 June 2025

# RECEPTION, ADMISSION, AND INDUCTION

POLICY NO. 6

ACT CORRECTIVE SERVICES



**ACT**  
Government

Justice and Community Safety

## Contents

1	PURPOSE .....	4
2	SCOPE .....	4
3	DEFINITIONS .....	4
4	PRINCIPLES .....	5
5	GENERAL REQUIREMENTS .....	5
6	RECEPTION.....	6
7	ADMISSION.....	6
8	INDUCTION .....	7
9	RECORD KEEPING .....	7
	RELATED DOCUMENTS.....	8

## 1 PURPOSE

ACTCS collectively refers to the process of receiving, admitting and inducting a detainee into a correctional centre as “intake”. This policy sets out how ACTCS differentiates reception, admission and induction tasks and related legal requirements.

## 2 SCOPE

This policy applies to all ACT correctional centres and covers the actions taken by ACTCS across a minimum of the first five (5) days of custody.

The policy does not include classification and case management which are part of the admissions requirements under chapter 8 of the *Corrections Management Act 2007* and are covered in the *Detainee Classification Policy* and *Case Management Policy*.

## 3 DEFINITIONS

### Admission

Admission is the second step in the intake process that commences when a person is sentenced to a term of imprisonment or remanded in custody by a Magistrate or Judge in the ACT.

Admission commences upon arrival at the Alexander Maconochie Centre.

### Induction

Induction is the final step in the intake process where further individualised detainee screening occurs and critical information about life at the AMC is provided to detainees.

### Reception

Reception is the first step in the intake process that commences when a person is received into ACTCS custody.

### Trauma-informed

An understanding that a person may have experienced trauma and that this may affect the person, their emotions, behaviour, and relationships with others.

Services that adopt a trauma-informed approach minimise the risk of re-traumatisation.

## 4 PRINCIPLES

- 4.1 ACTCS is committed to the safe and secure management of all detainees in its custody.
- 4.2 The successful reintegration of detainees into the community starts with the intake process where information is gathered and communicated to the Induction and Screening staff. This transfer of information is a crucial element to inform detainee management decisions and to ensure ACTCS meets its responsibility to detainees, staff, and the community.
- 4.3 ACTCS recognises that being taken into custody may be a time of particular vulnerability for detainees.
- 4.4 ACTCS is committed to managing detainees in a way that ensures their human rights are limited only to the extent that it is reasonably and demonstrably justified to do so and that staff act in a way that is compatible with human rights principles.
- 4.5 ACTCS is committed to a trauma informed, culturally sensitive, gender responsive approach.
- 4.6 ACTCS staff will engage in discussions about planning for parole during the intake process in accordance with the *Planning for Parole Operating Procedure*.

## 5 GENERAL REQUIREMENTS

- 5.1 Comprehensive assessment to identify an individual's risks and needs as they transition through the different stages of Reception, Admission, and Induction must occur to support the continued management of detainees.
- 5.2 Notifications to foreign consular officials, legal guardians, legal practitioners, Appointed Decision Makers, Cultural Services Unit, Supports and Interventions Unit (SIU) and detainee Peer Support are made as relevant throughout the intake process.
- 5.3 Urgent and immediate needs such as physical, safety and security risks must be considered in decision-making and addressed as soon as practicable.
- 5.4 Staff must take all reasonable steps to provide information in a way that the detainee understands and to check detainees understand their entitlements and obligations.
- 5.5 Where language, culture or disability is a barrier to understanding the information provided at Reception, Admission and Induction, staff must consider referral for

support to an appropriate service such as an interpreter, the Aboriginal and Torres Strait Islander Support Unit, or the Specialist Interventions Unit.

- 5.6 Staff must adhere to the procedures that apply to the Reception, Admission and Induction stages and all related documents.

## **6 RECEPTION**

- 6.1 Reception is the first step in the intake process that commences when a detainee is received into ACTCS custody.
- 6.2 Reception activities are managed by correctional officers and are designed to ensure that:
- a. detainees are identified and detained with proper authority
  - b. detainees are recorded in electronic registers/systems
  - c. detainees are assessed and searched to identify and address immediate physical, mental health, or safety and security risk and needs (including additional needs, such as disability adjustments or translation services)
  - d. property is received from the relevant authority, recorded, and properly stored.

## **7 ADMISSION**

- 7.1 Admission is the second step in the intake process that commences when a detainee is sentenced to a term of imprisonment or remanded in custody by a Magistrate or Judge in the ACT.
- 7.2 Admission commences upon arrival at the Alexander Maconochie Centre.
- 7.3 Admission activities are managed by correctional officers and are designed to ensure that:
- a. warrants or other authorities can be confirmed and are stored on the detainee's electronic file
  - b. detainees are searched for prohibited items
  - c. health assessments are completed
  - d. immediate concerns of detainees are identified, documented and addressed, including through referrals to other ACTCS work units
  - e. immediate risks presented by detainees are identified and documented
  - f. detainees are issued with an Identification Card, bedding, clothing, footwear and hygiene products

- g. the detainee is provided with one (1) telephone call on admission
- h. property is documented and stored
- i. alcohol and drug tests are completed.

## 8 INDUCTION

- 8.1 Induction is the third step in the intake process.
- 8.2 A full induction process must be completed within a minimum of five (5) business days of the detainee's arrival at the AMC.
- 8.3 Induction activities are managed by Induction and Screening Unit (ISU) staff and are designed to ensure that:
  - a. new detainees are kept separate from the general detainee population until they are ready to be transferred to their permanent accommodation area
  - b. detainees are provided with information about their rights, entitlements and obligations, including how to establish and maintain communication with their family, community, and legal representatives
  - c. comprehensive assessment is undertaken and documented to inform the continued management and support of the detainee against their individual needs
  - d. daily life at the AMC, with a specific focus on accommodation area routines and responsibilities, is explained
  - e. consent to obtain and share information, and associated limitations on confidentiality is explained/obtained.
- 8.4 At the end of the induction process, the detainee will be:
  - a. assessed and assigned accommodation by the area CO2/CO3 Area Manager according to the *Placement and Shared Cell Policy* with consideration of risk and safety and the good order of the correctional centre
  - b. referred to a case manager.

## 9 RECORD KEEPING

- 9.1 Reception, Admission, and Induction are important stages for ACTCS to collect information necessary to inform decisions and support detainees while they are in custody.

- 9.2 All staff throughout these processes must ensure that all necessary forms, case notes and documents, are completely and accurately filled out and promptly stored on the detainee’s electronic file. This ensures that the information can be used to make decisions about how to manage the detainee effectively and reduces the need for detainees to repeat their stories, except where to confirm or clarify information.
- 9.3 Appropriate information fields in CORIS must be updated with relevant detainee information that is communicated during the intake process.

## **RELATED DOCUMENTS**

- Case Management Policy
- Capturing and Recording Information about Decision Makers for Clients with Disability Operating Procedure
- CTU Detainee Internal Movements Operating Procedure
- CTU Person at Risk Management Operating Procedure
- Detainee Classification Policy
- Detainee Communications Policy
- Detainee Identification Card Operating Procedure
- Detainee Property Policy
- Detainee Property – CTU Property Operating Procedure
- Detainees at Risk of Suicide or Self-harm Policy
- Escort Policy and Procedure
- Footprint Survey
- Interpreter Service Operating Procedure
- Placement and Shared Cell Policy
- Reception, Admission, and Induction Operating Procedure
- Risk Alerts Policy
- Support for Detainees and Offenders with Additional Needs Policy
- X-Ray Body Scanner Operating Procedure

Leanne Close APM  
Commissioner  
ACT Corrective Services  
24 June 2025

## Document details

Criteria	Details
Document title:	<i>Corrections Management (Reception, Admission, and Induction) Policy 2025</i>
Document owner/approver:	Commissioner, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	Five (5) years after the notification date
Compliance with law:	This policy reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2024</i>
Responsible officer:	Assistant Commissioner, Offender Reintegration

Version Control			
Version no.	Date	Description	Author
V2	June-25	Major Revision. Revokes: Reception and Management of Non-English Speaking Detainees Policy 2014, Induction Policy 2021	Y Jansen
V1	May-21	Induction Policy	T Graham