

Australian Capital Territory

Corrections Management (Shift Handover) Policy 2007*

Notifiable instrument NI2007-473

made under the

Corrections Management Act 2007, section 14(1) (Corrections policies and operating procedures)

1 Name of instrument

This instrument is the *Corrections Management (Shift Handover) Policy 2007*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policies and operating procedures

Under section 14 of the *Corrections Management Act 2007* (the Act), I make the

SHIFT HANDOVER POLICY

in Schedule 1 to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
17 December 2007

*Name amended under Legislation Act, s 60



**Belconnen Remand Centre (BRC)
Symonston Temporary Remand Centre (STRC)
Court Transport Unit (CTU)
Symonston Periodic Detention Centre (PDC)**



SHIFT HANDOVER POLICY

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Purpose

To outline the handover process required in all corrections centres.

Authority

Legislation

Corrections Management Act 2007, section 14

Policy

1 Principles

- 1.1 All Corrections Officers must have access to up to date information about prisoner and operational issues at the commencement of each shift.

2 Responsibility

- 2.1 The Handover Proforma must be completed and kept up to date by the Duty Chief.
- 2.2 At the commencement of each shift, the Duty Chief must brief the Corrections Officers on duty about the contents of the Handover.

3 Contents

- 3.1 The Handover will include:
- the names and posts of all Corrections Officers rostered for duty;
 - a numerical muster of prisoners housed at the BRC and STRC;
 - a breakdown of types of prisoners held in the BRC or STRC;
 - a list of accoutrements handed over;
 - any alerts on prisoners within the BRC or STRC;
 - details of any escorts or court appearances for the following day;
 - details of any prisoners currently subject to discipline sanctions; and
 - information relating to prisoner specific and staff specific issues.
- 3.2 An adapted handover must be conducted at PDC and CTU.

- 3.3 All handovers must be available for Corrections Officers to read throughout the shift.

Forms/Templates

Handover Proforma