

Australian Capital Territory

Corrections Management (Management of Detainees with Return to Custody Classification) Operating Procedure 2018

Notifiable instrument NI2018-33

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Management of Detainees with Return to Custody Classification) Operating Procedure 2018*.

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 correctional services.

4. Revocation

Nil.

Jon Peach
Executive Director
ACT Corrective Services
24 January 2018



OPERATING PROCEDURE	Management of Detainees with a Return to Custody Classification
OPERATING PROCEDURE NO.	1.1.21
SCOPE	ACT Correctional Centres

STATEMENT OF PURPOSE

To provide instructions to staff managing detainees who have a Return to Custody (RTC) classification at the Court Transport Unit (CTU).

PROCEDURES

1. Detainees at the Court Transport Unit with a Return to Custody classification

- 1.1 The escorting officers must ensure the Detainee Escort Sheet is notarised with an RTC status for the detainee, to and from the Alexander Maconochie Centre (AMC).
- 1.2 When receiving a detainee from the AMC who has an RTC docket, the CTU Manager must ensure a photocopy of the RTC docket is placed on the white board adjacent to the Detainee Headcount board.
- 1.3 The original RTC docket must remain with the detainee's episode summary in the CTU Control Room.
- 1.4 An RTC alert must be recorded in bold red font next to the detainee name on the Detainee Headcount Board.
- 1.5 A copy of the RTC docket must accompany the detainee to Court.
- 1.6 The CTU Manager must provide the copy of the RTC docket to the Director of Public Prosecutions (DPP) staff on entering the Court.
- 1.7 If it appears at any point during the Court proceedings a detainee may be released, the escorting officer must contact the CTU Manager via radio to confirm the RTC status of the detainee.
- 1.8 The CTU Manager must:
 - immediately conduct a status check on the electronic Detainee Database;
 - confirm the status of the detainee to the escorting officers;
 - contact the Sentence Administration Section (SAS) by telephone on 02 6207 0744 and confirm by email at sentence.administration@act.gov.au before authorising a detainee's release;
 - confirm to the escorting officers whether or not the detainee can be released; and
 - record this outcome in the Duty Log.
- 1.9 A detainee must not be released from custody at the CTU until the CTU Manager has authorised their release.
- 1.10 In the event that a detainee with an RTC status is released from custody at the CTU, the CTU Manager must confirm with the Admissions area and SAS by telephone on 02 6207 0744 and confirm by email at sentence.administration@act.gov.au.

- 1.11 On completion of the Court attendance, the original RTC is to be returned to the AMC with the detainee.
- 1.12 Once the CTU have returned all detainees to the AMC, the Admissions Supervisor must reconcile the number of detainees with an RTC status who attended Court with the number of those detainees who were returned to the AMC from Court.
- 1.13 If there are any discrepancies the AMC Officer in Charge (OIC) must be notified.
- 1.14 The AMC OIC must check and confirm that any releases of detainees marked as due 'Return from Court' are legitimate.
- 1.15 Where the legitimacy cannot be resolved the Duty Manager must be notified.

RELATED DOCUMENTS

- Escorts Operating Procedure
- Detainee at Risk Policy and Operating Procedure

RELATED FORMS

- Detainee Transfer form
- Officer Report
- Detainee Escort Sheet
- Return to Custody docket

Jon Peach
 Executive Director
 ACT Corrective Services
 24 January 2018

Document details

Criteria	Details
Document title:	Corrections Management (Management of Detainees with a Return to Custody Classification) Operating Procedure 2017
Document owner/approver:	Executive Director, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	Three years after the notification date
Responsible Officer:	Head of Security
Compliance with legislation:	This Operating Procedure reflects the requirements of the <i>Corrections Management (Policy and Operating Procedure Framework) Policy 2017</i>
Version 1	