

Australian Capital Territory

Corrections Management (CTU Accounting for Detainees (Muster and Headcount)) Operating Procedure 2021

Notifiable instrument NI2021-125

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (CTU Accounting for Detainees (Muster and Headcount)) Operating Procedure 2021*.

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.

Jon Peach
Commissioner
ACT Corrective Services
24 February 2021



OPERATING PROCEDURE	CTU Accounting for Detainees (<i>Muster & Headcount Procedure</i>)
OPERATING PROCEDURE NO.	S4.213
SCOPE	Court Transport Unit

PURPOSE

To provide instructions to staff on Muster/Roll Checks of detainees within the Court Transport cells.

PROCEDURES

1. Accounting for Detainees

- 1.1. On arrival all detainees will be located in a cell appropriate to their needs and status.
- 1.2. Locations of every detainee will be recorded on the Admissions/Discharge book and displayed on the electronic roll board in the control room.
- 1.3. A running muster will be maintained by the CO2 at all times accurately reflecting how many detainees are in CTU custody at any time. (the muster will not change when detainees are produced to court or IV). A muster change will be recorded when detainees physically enter or leave CTU custody.
- 1.4. A muster/roll check will be conducted during the court lunch recess and numbers reported to the CO2 who will record this in the CTU Supervisors Logbook.
- 1.5. In the event of a court sitting through lunch a visual inspection of the court room via CCTV must be conducted to verify the detainees' identities and locations.
- 1.6. In the event of an incorrect muster/roll check the CO2 must instruct staff to conduct a recount. The CO2 must inform the CO3 and/or CTU Director at this point.
- 1.7. In the event of a second incorrect muster/roll check a thorough examination of all court, IV, admissions and discharge movements must be conducted by the CO3 and the CTU Director informed.
- 1.8. Should the muster still prove incorrect Code Green Escape procedures must be implemented, bearing in mind adjustments will need to be made for CTU specific purposes.

RELATED DOCUMENTS AND FORMS

- Supervisor Daily Compliance Logbook
- Incident Report Form
- Code Green Escape process
- Incident Reporting Notification and Debrief Policy

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
21 February 2021

Document details

Criteria	Details
Document title:	Corrections Management (Detainee Muster) Operating Procedure 2021
Document owner/approver:	Deputy Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	3 years after the notification date
Responsible Officer:	Senior Director Operations or Director CTU (depending on location)
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	January 2021	First Issued	Taylor-Dayus