Australian Capital Territory

**Corrections Management (Court Transport Unit – Detainee Internal Movements) Operating Procedure 2021**

**Notifiable instrument NI2021-155**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Court Transport Unit – Detainee Internal Movements) 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

9 March 2021

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| **OPERATING PROCEDURE** | **CTU Detainee Internal Movements** |
| **OPERATING PROCEDURE NO.** | **S4.210** |
| **SCOPE** | **Court Transport Unit** |

**PURPOSE**

To ensure there is a safe and effective method of collecting a detainee from a cell for escort within the CTU complex (including court appearances) that meets both security and safety risks.

**PROCEDURES**

1. **COURT TRANSPORT UNIT (CTU)**
   1. When a detainee is required to attend court, legal visit, or any other reason they will be collected from the cell in a safe and efficient manner without compromising safety and security.
2. **CTU AREA SUPERVISOR**

2.1 The CTU Area Supervisor will:

* Approve the movement of a detainee and instruct available CTU officers appropriate to the risks to escort the detainee to the approved location;
* Update the electronic board showing the detainee location.

1. **CONTROL OFFICER**

3.1 The Control Officer will:

* Update the *Reception Discharge Register* recording the detainee movement;
* Monitor the immediate area for any other movements that could hinder the newly approved escort.

1. **ESCORTING OFFICERS**

4.1 The Escorting Officers will:

* Go to the appropriate cell to collect the detainee;
* Identify the correct detainee within the cell through the observation ‘slits’ located on the centre door panel;
* Instruct the detainee to approach the cell door for handcuffing;
* Open the cell door and apply handcuffs (where appropriate) and escort the detainee to the approved location;
* At all times the escorting officers must be observant to the detainee’s demeanour and must not open the door if the demeanour changes and the risk increases;
* If the detainee presents an increased risk escorting officers should make a dynamic assessment on whether to open the cell door and continue with the move or abandon the move and report to the area supervisor for further advice;
* All detainees will be handcuffed while moving to and from the cells area;
* Only those authorised not to have handcuffs applied (e.g. juveniles, pregnant) should be moved without handcuffs being applied.

**RELATED DOCUMENTS AND FORMS:**

* Reception Discharge Register

Corinne Justason

Deputy Commissioner Custodial Operations  
ACT Corrective Services

3 March 2021

**Document details**

| Criteria | Details |
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| Document title: | Corrections Management (Court Transport Unit Internal Movement) 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: | Director CTU |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| **Version Control** | | | |
| **Version no.** | **Date** | **Description** | **Author** |
| V1 | Feb 2021 | First Issued | J Taylor-Dayus |