Australian Capital Territory

**Corrections Management (Intervention (Hoffman) Knife) Operating Procedure 2023**

**Notifiable instrument NI2023–722**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Intervention (Hoffman) Knife) Operating Procedure 2023.*

**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 corrections services.

**4 Revocation**

This instrument revokes *Corrections Management (Intervention (Hoffman) Knife) Procedure 2013* [NI2013-29].

Bruno Aloisi  
Commissioner  
ACT Corrective Services  
22 November 2023

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| **OPERATING PROCEDURE** | **Intervention (Hoffman) Knife procedure** |
| **OPERATING PROCEDURE NO.** | **S4.916** |
| **SCOPE** | **Alexander Maconochie Centre** |

PURPOSE

To outline the correct procedure tofollow for the issue and use of Intervention (Hoffman) knives.

PROCEDURES

1. Issue and carriage of Intervention (Hoffman) knives
   1. Correctional officers (CO) will be personally issued a numbered Intervention (Hoffman) knife.
   2. The personally issued Intervention (Hoffman) knife will be recorded on the *Intervention (Hoffman) Knife Register* by the Armourer at the time of issue for accountability. The knife’s unique number will be recorded against the officer’s name.
   3. Spot checks against the register will occur at least once per week by the Armourer to ensure officers have their personal issue Intervention (Hoffman) knife in their possession while on duty.
   4. Officers will ensure they have their Intervention (Hoffman) knife at the commencement of each shift secured in their personal issue Hoffman knife pouch attached to their duty belt or vest.
   5. If an officer doesn’t have their issued Intervention (Hoffman) knife at the start of their shift, they must complete an officer’s *Incident Report* in CORIS stating the status and location of their personal issued knife and report to the Security CO3.
   6. The officer must then draw a reserve Intervention (Hoffman) knife from the secure cabinet and complete the Register.
   7. The reserve knife must be returned to the Security CO3 and the register updated to show the return at the completion of the officer’s shift.
2. **Emergency use of Intervention (Hoffman) knife**
   1. In the event a detainee is observed to have a ligature officers must assess the situation and determine if cutting the ligature or assistance to support the weight of the detainee should occur first.
   2. If more than one officer is present, one or more officers can support the body weight of the detainee to reduce the effect of gravity while another officer uses their Intervention (Hoffman) knife to cut the ligature.
   3. The officer will use the knife consistent with training, noting the officer must avoid cutting through the knot if at all possible as the knot used must be retained as evidence.
   4. The Intervention (Hoffman) knife must be bagged as potential evidence and supplied along with the report of the knife being used to an Alexander Maconochie Centre CO3 Area Manager once the incident has finished. The *Intervention (Hoffman) Knife Register* will be updated to record the location of the knife in evidence and issue of a replacement knife.
   5. The Area Manager will ensure the officer’s knife is replaced and hold the used knife for evidential purposes where necessary as outlined in the *Evidence Management Operating Procedure*.
3. **Misuse of Intervention (Hoffman) knife**
   1. Intervention (Hoffman) knives must **only** be used for cutting ligatures in emergency situations and must **not** be used for any other purpose.
4. **Attending shift without the personally issued Intervention (Hoffman) knife or loss of the knife**
   1. Any officer who has attended their shift without their Intervention (Hoffman) knife must report to the Security CO3 as per section 1.5.
   2. Where an Intervention (Hoffman) knife cannot be located, the officer who was issued the knife and the Security Operations CO3/CO4 must complete an *Incident Report* in CORIS before the end of shift in accordance with the *Incident Reporting and Notifications Policy*.
   3. The report may be escalated to the Senior Director Operations.

RELATED DOCUMENTS

* Code Blue (Medical Emergency) Operating Procedure
* Evidence Management Operating Procedure
* Incident Reporting and Notifications Policy
* Incident Report
* Intervention (Hoffman) Knife Register
* Management of At-Risk Detainees Policy
* Strip Search Operating Procedure
* Suicide and Self Harm Operating Procedure

Jason Russell

Assistant Commissioner, Custodial Operations

ACT Corrective Services

21 November 2023

**Document details**

| Criteria | Details |
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| Document title: | *Corrections Management (Intervention (Hoffman) Knife) Operating Procedure 2023* |
| Document owner/approver: | Assistant 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 |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |
| |  |  |  |  | | --- | --- | --- | --- | | **Version Control** | | | | | **Version no.** | **Date** | **Description** | **Author** | | V1 | January 13 | First Issued |  | | V2 | November 23 | Revised and updated | J Taylor-Dayus | | |