

Australian Capital Territory

Corrections Management (Use and Storage of Chemical Agents - AMC) Operating Procedure 2024

Notifiable instrument NI2024-563

made under the

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

1 Name of instrument

This instrument is the *Corrections Management (Use and Storage of Chemical Agents - AMC) Operating Procedure 2024*.

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 operating procedure revokes the *Corrections Management (Use and Storage of Chemical Agents - AMC) Operating Procedure 2022* [NI2022–650].

Bruno Aloisi
A/g Commissioner
ACT Corrective Services
18 September 2024



OPERATING PROCEDURE	Use and Storage of Chemical Agents - AMC
OPERATING PROCEDURE NO.	11.2
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instruction to staff on the use of chemical agents within the Alexander Maconochie Centre (AMC) in a humane, safe and legal manner.

PROCEDURES

1. General

- 1.1. Chemical agents will be issued to and carried by trained Correctional Officers at the commencement of each shift.
- 1.2. The accommodation and/or security CO4 will ensure chemical agents are only issued to officers who are trained in the safe and appropriate use of force, including chemical agents in accordance with the Use of Force and Restraint Policy and Controlled Items Policy.
- 1.3. If officers are to respond to an area affected by chemical agents, appropriate personal protective equipment (PPE) must be considered, and used if required, prior to entry.
- 1.4. Chemical agents must only be used in a manner consistent with correctional officer training on the use of chemical agents.
- 1.5. Chemical agents must only be used on a person other than a detainee in exceptional circumstances in which the officer believes on reasonable grounds that the circumstances are sufficiently serious to justify the use of chemical agents, and that the purpose of the use of force cannot be achieved in another way. Any use of force on a person other than a detainee must be in accordance with the Use of Force and Restraint Policy.

2. Planned use of chemical agents

- 2.1 The Officer-in-Charge (OIC) must determine whether a planned use of chemical agents is a necessary and reasonable response to resolving the situation.
- 2.2 Where the Incident Command Suite has been stood up, the Incident Commander (IC) is responsible for the management of that incident, including authorising the use of chemical agents where appropriate and responsibilities otherwise assigned to the OIC in this procedure.
- 2.3 The OIC must ensure all planned uses of chemical agents are filmed with a handheld video camera in accordance with the Use of Force and Restraint Operating Procedure.
- 2.4 The IC will consider the possible impact of wind or weather conditions, where relevant.
- 2.5 Officers must use PPE consistent with training in any planned use of chemical agents events.

- 2.6 The OIC must inform Justice Health Services prior to a planned use of chemical agents. Affected detainees must be referred to Justice Health Services for an immediate health assessment following the use of chemical agents.
- 2.7 Prior to the planned use of chemical agents, a warning proclamation must be given to the detainee(s). This warning proclamation contains a lawful direction. The timeframes set must be achievable by detainee(s). Making a proclamation is not required in urgent circumstances where the officer believes, on reasonable grounds, that doing so would create a risk of injury to a detainee, an officer or anyone else.
- 2.8 The OIC must establish a first aid and cleaning area prior to a planned use of chemical agents. Any detainee who is affected by chemical agents must be seen by Justice Health Services as soon as practicable once it is safe to do so. Officers must commence first aid in accordance with the Use of Chemical Agents First Aid and Cleaning Operating Procedure. Continuing significant symptoms or medical emergencies must be managed in accordance with the Use of Force Operating Procedure and Code Blue (Medical Emergency) Operating Procedure.
- 2.9 Where chemical agents are used indoors, the OIC must, where possible, ensure facilities management staff turn off air-conditioning and air movement systems to prevent chemical agent circulating into other areas.

3. Planned use of chemical agents – Crowd control

- 3.1 For large scale events, the IC must approve an area in which the chemical agent will not be used so that non-participating detainees can be directed to move there.
- 3.2 Where the IC has authorised a planned use of chemical agents and a team is broken into squads, either the Team Leader (TL) or Squad Leader/s (SL) may initiate use of chemical agents.

4. Planned use of chemical agents – Cell extraction

- 4.1 Where the OIC has authorised the use of chemical agents in a cell extraction, the TL must read the proclamation and give the detainee time to comply. If the detainee does not comply, the TL will read the second proclamation and give the detainee time to comply.
- 4.2 If the proclamation is complied with, then the TL must manage the situation as per standard cell extraction protocols.
- 4.3 Where the detainee does not comply with the proclamations, the TL may direct chemical agents to be used.
- 4.4 The TL will continue to observe and talk to the detainee to encourage voluntary compliance. Where required, chemical agents may be deployed into the cell a second time.
- 4.5 Where the detainee becomes compliant, TL will direct the detainee to either put their hands through their cell hatch to apply handcuffs or direct the detainee to assume a safe position prior to the team's entry.
- 4.6 Officers must provide first aid and cleaning aftercare and arrange for all affected detainees to be seen by medical staff as soon as possible as per the Use of Chemical Agents First Aid and Cleaning Procedure.

5. Unplanned use of chemical agents

- 5.1 The unplanned use of a chemical agent may be appropriate where the officer believes there is an imminent risk of harm or injury to a person (e.g., an assault of a person) or to prevent an escape. Refusal to follow a direction is not in itself sufficient to justify an unplanned use of a chemical agent.
- 5.2 Where possible, officers must monitor and control entry and exit from the room or building during an unplanned use of chemical agents so that the detainee(s) can be appropriately contained and controlled.
- 5.3 All detainees that have not been exposed to chemical agents must be secured in a safe area.
- 5.4 Officers must provide first aid care and arrange for all affected detainees to be referred and assessed by an appropriate member of the Justice Health team as soon as possible, in accordance with the *Use of Chemical Agent First Aid and Cleaning Operating Procedure*.

6. Use of chemical agents outside of a correctional centre

- 6.1 Chemical agents will be issued to all escorting officers who are appropriately trained.
- 6.2 Officers must not use chemical agents in hospitals or medical facilities external to a correctional centre.
- 6.3 Where chemical agents are used outside of a correctional centre the officers must immediately radio the Master Control Room (MCR) to report the incident. The MCR officers will report the incident to the OIC.
- 6.4 Officers must also complete an Incident Report in accordance with the *Incident Reporting, Notifications and Debriefs Policy*.
- 6.5 If chemical agents have been deployed outside of a correctional facility, officers may arrange for alternative transport of the detainee. The detainee must remain under continued observation during the transport process. Officers who transfer custody of a detainee who has been exposed to chemical agents must inform the receiving officer:
 - a. that the detainee has been exposed to the chemical agent
 - b. time of the exposure
 - c. where relevant, the approximate amount of chemical agent used (i.e., how many bursts of spray and duration)
 - d. normal effects observed following the exposure to chemical agent
 - e. abnormal effects observed following the exposure to chemical agent
 - f. if the detainee advises they are or are not an asthmatic
 - g. what restraint techniques were used following the use of the chemical agent and the duration of use
 - h. what first aid and cleaning procedures have been used
 - i. any other relevant information which will assist the person/s taking custody of the detainee.

6.7 This information is to be recorded in an appropriate manner so that current and subsequent officers who are or may become responsible for the custody and management of the detainee can easily refer to it.

7. Medical care and considerations

7.1 Prior to a planned use of chemical agents, officers must take reasonable steps to identify whether a detainee has a medical condition or other vulnerability (e.g. age or disability) that places them at greater risk of a medical emergency.

7.2 Officers must be alert to the signs and symptoms of distress or potential medical emergency in accordance with the Use of Force and Restraint Operating Procedure when using chemical agents.

8. Storage and issue of chemical agents

8.1 Chemical agents will be secured in three areas of the AMC:

- the Main Armoury located in the gatehouse
- the Operations Armoury located in the Operations building
- the Security Armoury located in the security office

8.2 Inert chemical agents, including smoke, may be securely stored by the Organisational Capability Unit outside the AMC.

8.3 Only the stocks of chemical agents necessary for deployment to trained staff will be held in areas other than the main armoury.

8.4 The main armoury Chemical Agents Issue Register will record the issuing and retrieval of all chemical agents in and out of the main armoury located in the gatehouse.

8.5 The main armoury Chemical Agents Issue Register must reflect the total number and individual cannister numbers of chemical agents located in both the Operations Armoury and Security Armoury.

8.6 Chemical agents will be issued to all trained staff on duty at the commencement of shift and returned when the shift ceases.

9. Issue of chemical agents

9.1 The accommodation and/or security CO4 will attend the Operations Armoury at 07:00 each morning and ensure the night supervisor and night staff have returned all chemical agents.

9.2 Following the staff morning briefing, all staff, except security staff, must report to the Operations Armoury, where the accommodation and/or security CO4 will issue chemical agents to all trained staff.

9.3 Security staff will draw their chemical agents from the Security Armoury.

9.4 Each staff member must record their name and sign against the allocated cannister number in the chemical agents register.

9.5 The accommodation and/or security CO4 will ensure remaining chemical agents and associated equipment are secured in the Operations Armoury during the day. The Operations Armoury cages must be locked, and the roller door closed, at all times when not in use.

9.6 Any staff leaving the grounds of the correctional centre who are NOT on an escort, must return their chemical agents to the operations or Security Armoury before exiting the centre. The accommodation and/or security CO4 must ensure the chemical agents issue register is updated to reflect the change.

10. Retrieval of chemical agents

10.1 All staff, except security staff, must return the issued chemical agents to the Operations Armoury at the end of their shift.

10.2 Security staff must return their chemical agents to the Security Armoury.

10.3 The accommodation and/or security CO4 will retrieve all chemical agents from staff going off duty and ensure the chemical agents register is updated.

10.4 If any chemical agents have not been returned and the officer is no longer on duty, the accommodation and/or security CO4 must contact the officer as soon as practicable and instruct the officer to return the chemical agent immediately.

10.5 Once all chemical agents cannisters are returned, the accommodation and/or security CO4 will liaise with the night supervisor for handover of the Operations Armoury.

10.6 The night supervisor must check the stock against the register and sign for receipt.

11. Night shift issue of chemical agents

11.1 The night shift supervisor will issue chemical agents to all trained nightshift staff.

11.2 Each staff member must record their name and sign against the allocated cannister number in the chemical agents register.

11.3 The night supervisor will ensure chemical agents and associated equipment are secured in the Operations Armoury during the night. The Operations Armoury cages must be locked, and the roller door closed, at all times when not in use.

12. Night shift retrieval of chemical agents

12.1 The night shift supervisor will retrieve all chemical agents from staff going off duty and ensure the chemical agents register is updated.

12.2 If any chemical agents have not been returned and the officer is no longer on duty, the accommodation and/or security CO4 must contact the officer as soon as practicable and instruct the officer to return the chemical agent immediately.

12.3 On completion of night shift, the night supervisor will liaise with the accommodation and/or security CO4 and for handover of the Operations Armoury.

12.4 The accommodation and/or security CO4 must check the stock against the register and sign for receipt.

In the absence of a CO4, the procedure must be completed by a CO3

Please note: Staff will not be released from duty until all chemical agents are accounted for.

13. Compliance

13.1 All chemical agents registers must be sent to the compliance team at the end of each month.

RELATED DOCUMENTS AND FORMS

- Code Blue (Medical Emergency) Operating Procedure
- Controlled Items Policy
- Incident Reporting and Notifications Policy
- Use of Chemical Agents – Court Transport Unit Operating Procedure
- Use of Chemical Agents First Aid and Cleaning Operating Procedure
- Use of Force and Restraint Policy
- Use of Force and Restraint Operating Procedure

Jason Russell
Assistant Commissioner Custodial Operations
ACT Corrective Services
20 August 2024

Document details

Criteria	Details
Document title:	<i>Corrections Management (Use and Storage of Chemical Agents – AMC) Operating Procedure 2024</i>
Document owner/approver:	Assistant Commissioner Custodial Operations, ACT Corrective Services
Date effective:	The day after the notification date
Review date:	5 years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2024</i>

Version Control			
Version no.	Date	Description	Author
V1	October-21	First Issued	S Leedham
V2	November-22	Review and additions re storage and issue	S Viereck
V3	August 2024	Reviewed and updated	E Gregor