



Department of Communities and Justice | Legal  
Level 4, Henry Deane Building  
20 Lee Street, Sydney NSW 2000  
GPO Box 6, Sydney NSW 2001 | DX 1227  
Tel 02 8346 1526 | Fax 02 8346 1804  
www.justice.nsw.gov.au

30 August 2021

Our Ref: GIPA21/ [REDACTED]

[REDACTED]

## NOTICE OF DECISION

Dear [REDACTED]

I refer to your access application under the Government Information (Public Access) Act 2009 (GIPA Act).

You applied for the following information:

- The 1998 Operational Procedures Manual for Juvenile Justice Centres

### Search for records

Under section 53 of the GIPA Act, the Department must undertake reasonable searches as may be necessary to find any of the government information applied for that was held by the Department when the application was received, using the most efficient means reasonably available to the Department.

I have been advised that Youth Justice has searched the Department's records to find any information that falls within the scope of your application.

Accordingly, I consider that reasonable searches have been undertaken in response to the application in accordance with section 53 of the GIPA Act. Based on the information available to me, I am satisfied that all records that exist relevant to the application have been identified and provided to me for consideration.

### Decision

I am authorised by the principal officer of the Department to decide your access application, under section 9(3) of the GIPA Act.

I have decided to release the information you seek in full (section 58(1)(a) of the GIPA Act).

## **The Public Interest Test**

In deciding which information to withhold in full or in part, I was required to conduct a “public interest test” where the public interest considerations favouring disclosure of government information were weighed against those factors that do not favour disclosure. The following are a number of public interest factors I considered which favour disclosure of the information requested:

- Disclosure of the information could reasonably be expected to promote open discussion of public affairs, enhance Government accountability or contribute to positive and informed debate on issues of public importance.
- Disclosure of the information could reasonably be expected to inform the public about the operations of agencies and, in particular, their policies and practices for dealing with members of the public.
- Disclosure of the information could reasonably be expected to ensure effective oversight of the expenditure of public funds.
- The information is personal information of the person to whom it is to be disclosed.
- Disclosure of the information could reasonably be expected to reveal or substantiate that an agency (or a member of an agency) has engaged in misconduct or negligent, improper or unlawful conduct.
- Disclosure of the information could reasonably be expected to advance the fair treatment of individuals in accordance with the law in their dealings with agencies.
- Disclosure of the information could reasonably be expected to reveal the reason for a government decision and any background or contextual information that informed the decision.
- Disclosure of the information could reasonably be expected to contribute to the administration of justice generally, including procedural fairness.

## **Public interest considerations against disclosure**

When applying the public interest test, the only public interest considerations against disclosure that I can take into account are those set out in the table to section 14 of the GIPA Act.

I have not identified any public interest considerations against disclosure as being relevant to your application.

## **Balancing the public interest considerations**

I have considered the relevant public interest considerations in favour of and against disclosure of the information that you have requested.

Having weighed up the considerations in favour of release, and in the absence of any public interest considerations against disclosure, I have decided to release the information that you seek in full.

## **Disclosure log**

If information that would be of interest to other members of the public is released in response to a formal access application, an agency must record certain details about the application in its 'disclosure log' (under sections 25 and 26 of the GIPA Act).

In your application you did not object to details about your application being included in the disclosure log. Accordingly, your information will be included in the Departments disclosure log.

## **Review rights**

If you disagree with any of the decisions in this notice that are reviewable, you may seek a review under Part 5 of the GIPA Act. You have three review options:

- internal review by another officer of this agency, who is no less senior than me
- external review by the Information Commissioner, or
- external review by the NSW Civil and Administrative Tribunal (NCAT).

You have 20 working days from the date of this Notice to apply for an internal review. If you would prefer to have the decision reviewed externally, you have 40 working days from the date of this Notice to apply for a review by the Information Commissioner or the NCAT. You will also find some useful information and frequently asked questions on the IPC's website at [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au). You can also contact the IPC on freecall1800 IPC NSW (1800 472 679).

Please contact our office by email at [infoandprivacy@justice.nsw.gov.au](mailto:infoandprivacy@justice.nsw.gov.au) should you have any questions concerning the contents of this letter.

Yours sincerely,

**Elizabeth**  
**Open Government, Information and Privacy, Legal**  
**Department of Communities and Justice**

KEVIN HARRIS  
MANAGER  
JUVENILE PLACEMENTS/  
TRANSPORT UNIT

# Operational Procedures Manual

*for Juvenile Justice Centres*

Prepared by Lou Johnston

First Operational Draft

August 1998

*To be Re-issued with Amendments*

*February 1999*

New South Wales  
Department of Juvenile Justice

1998

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## Preface

I hope you will find the new Operational Procedures Manual a practical guide in your day-to-day work at Juvenile Justice Centres.

If you are new to the Department, this manual should assist in your induction.

Provided these procedures are followed we will achieve a greater consistency in our management of Juvenile Justice Centres.

This Operational Procedures Manual will be a living, changing document. I believe it currently reflects best practice in the areas it covers. Nevertheless, if we are a learning Department, changes are bound to occur and staff will need to make themselves aware of these.

This first edition may require fairly immediate changes if any of the procedures are considered impractical or not achieving our aims of quality service delivery.

We will, of course, be interested in gaining your feedback about this edition, including any suggested changes or inclusions.

I would like to thank Lou Johnston and our other departmental colleagues who worked so hard to produce this manual.



**KEN BUTTRUM**  
**Director-General**

12 August 1998

## From the editor

The content of this Manual is likely to change considerably over the six-month period between its first and second release. To save on labour we have kept formatting in this first edition to a minimum. You will notice, for example, that the tables containing the step-by-step procedures are often crudely severed at the end of a page. This will be corrected at the next printing. Also, the "Fast Index" and cross-referencing within the body of the text will be much improved. (A.Z.)



## Amendments Proposal Form

Please identify the procedure you wish to amend, delete, or replace (use page number, paragraph number, and if necessary quote original text):

Please write clearly the new procedure/wording you propose (use additional pages if there is insufficient space here):

Unless it is obvious, please give a reason for the proposed change:

Name:

Tel.:

Proposed change approved  
by Manager (signature):

Date:

**Send this form to Alexander Zahar, CSO, on fax (02) 9289 3355.**

There is no limit to the number of forms you may submit.

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## List of Operational Forms

Samples of the following forms appear at the end of this Manual. Originals are available from the Local Area Network: g:\forms\centres.

JJ-CW001	Notification of Admission & Short Term Custody Case Plan
JJ-CW002	Casework Information – Community
JJ-CW003	Intake Form <i>[not included]</i>
JJ-CW004	Casework Information – Custody
JJ-CW005	Service Delivery Plan
JJ-CW006	Case Plan Contract & Supervision Agreement <i>[not included]</i>
JJ-CW007	Case Plan Contract
JJ-CW008	Case Conference Summary
JJ-CW009	Service Delivery Plan Review – Community <i>[not included]</i>
JJ-CW010	<i>[Custodial version of 009 – not included]</i>
JJ-CW011	Revised Case Plan Contract / Supervision Agreement <i>[not included]</i>
JJ-CW012	Case Plan Contract Review
JJ-CW013	Contact for Casework Purposes
JJ-CW014	Community Reintegration Report
JJ-CW015	Case Notes
JJ-CW016	Psychological Appraisal Summary
JJ-A001	Order for transfer of a detainee
JJ-A002	Recommendation for a detainee to be determined Class A (Part A & B)
JJ-A003	Recommendation for a detainee to be determined Class B
JJ-A004	<i>[There is no form for this number]</i>
JJ-A005	Incident Advice (Part A & B)
JJ-A006	Apprehension of Escapee Advice (Part A & B)
JJ-A007	Incident Follow-Up Advice
JJ-A008	<i>[There is no form for this number]</i>
JJ-A009	Centre Incident Report (Part A & B)
JJ-A010	Report on Alleged Offence in Custody
JJ-A011	Report of Minor Misbehaviour
JJ-A012	Record of Punishment – Minor Misbehaviour
JJ-A013	Report of Serious Misbehaviour
JJ-A014	Alleged Assault of Young Person in Police Custody (Part A & B)
JJ-A015	Notice of Children's Court Hearing – Serious Misbehaviour

JJ-A016	<i>[There is no form for this number]</i>
JJ-A017	Detainee details (for police)
JJ-A018	Authority to Move a Detainee
JJ-A019	Handcuff Return
JJ-A020	Use of Force Return
JJ-A021	Use of Segregation Return
JJ-A022	Punishment Return
JJ-A023	Application for Leave (Part A & B)
JJ-A024	Pre-Leave Interview Form
JJ-A025	Order for Leave
JJ-A026	Leave Undertaking
JJ-A027	Detainee's Leave Evaluation
JJ-A028	Request for JJCS Home Report
JJ-A029	Supervised Community Activity Proposal
JJ-A030	Critical Dates Summary Sheet
JJ-A031	Trials and Appeals Return
JJ-A032	Admissions Notification to Juvenile Justice Community Services
JJ-A033	Admission Checklist <i>[to be developed]</i>
JJ-A034	Request for Escorted Absence – Individual (Part A & B)
JJ-A035	Order for Escorted Absence
JJ-A036	Order for Medical Treatment Absence
JJ-A037	Order for Escorted Absence – group absences
JJ-A038	<i>[There is no form for this number]</i>
JJ-A039	Resident Risk Form
JJ-A040	Referral Form – Robinson Unit (Part A & B)
JJ-A041	Reason for non acceptance – Robinson Unit
JJ-A042	Request for further information – Robinson Unit
JJ-A043	Centre Manager Referral Report – Robinson Unit (3 pages)
JJ-A044	Centre Psychologist Referral Report – Robinson Unit (3 pages)
JJ-A045	Registered Nurse Referral Report – Robinson Unit (2 pages)
JJ-A046	School Counsellor Referral Information & Specialist Counsellor Referral Report – Robinson Unit (4 pages)
JJ-A047	AOD Counsellor Referral Report – Robinson Unit (2 pages)
JJ-A048	<i>[There is no form for this number]</i>
JJ-A049	Detainee to Detainee Communication

JJ-A050	Transfer Checklist
JJ-A051	Order under section 10(1) of the Children (Detention Centres) Act 1987 for the transfer of a person under 21 years of age from a correctional institution to a detention centre controlled by the Minister for Community Services
JJ-A052	Order for the transfer of a classified person to prison
JJ-A053	Order for the remand of a person to prison
JJ-A054	Notice of transfer from a Juvenile Justice Centre to Adult Corrections
JJ-A055	Confinement Record Book
JJ-A056	Segregation Record Book
JJ-A057	Record of Segregation
JJ-A058	Report on use of Force
JJ-A059	Searches Register <i>[to be developed]</i>
JJ-A060-62	<i>[There are no forms for these numbers]</i>
JJ-A063	Visitors' Card <i>[to be developed]</i>
JJ-A064	Record of Refusal/Termination of Visit
JJ-A065	Refusal of Visit Return
JJ-A066	<i>[There is no form for this number]</i>
JJ-A067	Authorisation for Media Contact/Involvement
JJ-A068	Request for Community Group/Representative Visit
JJ-A069	<i>[There is no form for this number]</i>
JJ-A070	Application to Call in Outstanding Warrants
JJ-A071	<i>[There is no form for this number]</i>
JJ-A072	Pro-Rata Payment of Fine
JJ-A073	Receipt for Satisfaction of Warrant of Commitment
JJ-A074	Receipt for Satisfaction of Multiple Warrants of Commitment
JJ-A075	<i>[There is no form for this number]</i>
JJ-A076	Intention to Withdraw Notice of Appeal
JJ-A077	Submission for Consideration of Release on Parole (format)
JJ-A078	Serious Indictable Offences
JJ-A079-89	<i>[There are no forms for these numbers]</i>
JJ-A090	Quarterly Progress Report
JJ-A091	Unit Operational Plan

## List of Appendices

The appendices appear at the end of this Manual.

- Appendix 1 NSW Police Prisoner / Intoxicated Persons Transfer Note
- Appendix 2 Record of Reception of Intoxicated Person at Proclaimed Place
- Appendix 3 Particulars of Parole Order Made by Court (No Supervision Ordered) – Form 1
- Appendix 4 Particulars of Parole Order Made by Court (Supervision Ordered) – Form 2
- Appendix 5 Warrant on an Adjournment Remanding a Person to a Detention Centre
- Appendix 6 Police Charge Sheet
- Appendix 7 Section 42 – Order for Production of Person Before a Court
- Appendix 8 Bail Undertaking – Form 5a
- [There is no Appendix 9]*
- Appendix 10 Bail Acknowledgement – Form 6
- Appendix 11 Acceptable Person Application
- Appendix 12 Application for Bail
- Appendix 13 Request for Review of Bail Decision – Form 11
- Appendix 14 Notice by Custodian Concerning Person in Custody After Grant of Bail
- Appendix 15 Application to the Supreme Court or the Court of Criminal Appeal for Bail or Review of Bail or Variation of Existing Bail Conditions
- Appendix 16 Control Order
- [There is no Appendix 17]*
- Appendix 18 Notice of Continuation of Bail – Form 12
- Appendix 19 Notice of Appeal to the District Court
- Appendix 20 Application for Leave to Appeal to the District Court
- Appendix 21 Application for Legal Aid
- Appendix 22 Warrant of Commitment
- Appendix 23 General Information (Hearing at Local Court) – s. 33 Children (Detention Centres) Act 1987
- Appendix 24 General Information (Hearing at Local Court) – s. 37(1)(a) Children (Detention Centres) Act 1987
- Appendix 25 Common Law Misdemeanour
- Appendix 26 Warrant in the First Instance to Apprehend a Person Charged with an Offence
- Appendix 27 Warrant Request Form



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**INSTRUMENT OF DELEGATION**  
**CHILDREN (DETENTION CENTRES) ACT 1987**

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I, Ken Buttrum, Director-General within the meaning of Section 3 of the Children (Detention Centres) Act 1987, hereby delegate to each particular officer or holder of a particular office specified in Column 2 of the Schedule to the instrument, the exercise and performance of the powers, authorities, duties and functions specified in Column 1 of that Schedule.

In this instrument:-

"officer" means the holder of a specific office and includes:-

- (i) a person acting in that office; and
- (ii) an officer, who, as the next senior officer present, and who is responsible to the holder of the office, assumes responsibility for the duties of the office during the absence or temporary absence from duty of the holder of that office.

Where the term "Group 1", "Group 2", "Group 3", "Group 4" appear in column 2 of the attached schedule, they shall indicate that each of the Officers as listed hereunder is a delegate for the purposes of the power, authority, duty or function delegated.

<u>Group 1</u>	Director Operations Director Corporate Services
<u>Group 2</u>	Group 1 Cluster Director
<u>Group 3</u>	Group 2 Manager Juvenile Justice Centre Manager Juvenile Placements/Transport
<u>Group 4</u>	Group 3 Co-ordinator Operations Assistant Co-ordinator Operations Co-ordinator Casework Team Leader Assistant Team Leader, Programs Co-ordinator, Programs and Staff Development

Each delegation, authorisation or appointment, as the case may be, given or made by virtue of this instrument is subject to the condition that:-

- (a) it will be exercised subject to such administrative instructions as the Director-General may give from time to time;
- (b) any matter which involves a substantial departure from policy shall be submitted for consideration by the Director-General; and
- (c) it shall be exercised in accordance with such duties as may be assigned from time to time pursuant to the Public Sector Management Act 1988 to the delegate.

This instrument takes effect from the 7<sup>th</sup> day of May  
Given at Sydney this 7<sup>th</sup> day of May 1998.

1998   
KEN BUTTRUM  
Director General

INSTRUMENT OF DELEGATIONCHILDREN (DETENTION CENTRES) ACT 1987COLUMN 1COLUMN 2Section 7 (1)

Appoint officer to inspect detention centre.

Group 1

Section 7 (2)

Receive a report on the results of the inspection.

Group 1

Section 11 (1) (a)

Determine the detention centre in which a person is to be detained:-

- Class A detainees
- Class B detainees

Group 1  
Group 4

Section 11 (1) (b)

Endorse order.

Group 4

Section 11 (1) (c)

Send order so endorsed to the Superintendent of the detention centre.

Group 4

Section 13 (1)

Direct the transfer of a person:-

- Class A detainees
- Class B detainees

Group 1  
Group 3

Section 14

Ensure that adequate arrangements exist:-

Group 4

- (a) to maintain the physical, psychological and emotional well-being of detainees;
- (b) to promote the social, cultural and educational development of detainees;
- (c) to maintain discipline and good order among detainees; and
- (d) to facilitate the proper control and management of detention centres.



Ken Buttrum, Director-General

7/5/1998

COLUMN 1COLUMN 2Section 19 (1) (b)

Approve the segregation of a detainee not in excess of 3 hours.

Group 4

Approve the segregation of a detainee in excess of 3 hours, but not in excess of 6 hours in any period of 24 hours.

Group 3

Section 19 (3)

Shall receive a record containing prescribed particulars of any segregation within 24 hours of the segregation.

Group 2

Section 23A (1)

Permit escorted absence of a detainee who is:-

(a) on remand or appeal in respect of a serious indictable offence;

Group 1

(b) committed for trial pursuant to Section 31(3) of the Children (Criminal Proceedings) Act 1987;

Group 1

(c) on remand or appeal in respect of summary or indictable offences:-

Class A detainees

Group 1

Class B detainees

Group 2

(d) a classified person who is a person sentenced to imprisonment in respect of a serious indictable offence:-

initially

Group 1

subsequently

Group 3

(e) a classified person sentenced to imprisonment in respect of an offence (other than a serious indictable offence) and a person subject to control in respect of a summary or indictable offence:-

Class A detainees

Group 1

Class B detainees

Group 3

Permit escorted absence to attend a supervised community activity in respect of:-

(f) a person subject to control in respect of a summary or indictable offence prior to completing the required period to be served in detention;

Class A detainees

Group 1

Class B detainees

Group 2



Ken Buttrum, Director-General \_\_\_\_\_ 7 / 5 / 1998

COLUMN 1COLUMN 2

- |  |                                   |
|--|-----------------------------------|
| (g) a classified person sentenced to imprisonment in respect of a serious indictable offence after one third of the period required to be served in detention:-<br><br>Class A detainees<br>Class B detainees -<br>initially<br>subsequently   | Group 1<br><br>Group 1<br>Group 3 |
| (h) a classified person sentenced to imprisonment in respect of an indictable offence (other than a serious indictable offence) after one quarter of the period required to be served in detention:-<br>Class A detainees<br>Class B detainees | Group 1<br>Group 3                |
| (i) a person subject to control in respect of a summary or indictable offence after serving a prescribed portion in detention:-<br>Class A detainees<br>Class B detainees  | Group 1<br>Group 3                |

Section 24 (1) (a)

Grant day leave in respect of:-

- |  |                    |
|--|--------------------|
| (a) a classified person who is subject to a sentence of life imprisonment or who has papers stamped "never to be released" or who is sentenced to be detained at the Governor's pleasure.  | NO DELEGATION      |
| (b) a classified person who is sentenced to imprisonment in respect of a serious indictable offence after one half of the period required to be served in detention:-<br>initially<br>subsequently   | Group 1<br>Group 3 |
| (c) a classified person who is sentenced to imprisonment in respect of an indictable offence (other than a serious indictable offence) after one third of the period required to be served in detention.<br>Class A detainees<br>Class B detainees                               | Group 1<br>Group 3 |
| (d) a classified person sentenced to imprisonment in respect of an indictable offence and a person subject to control in respect of summary or indictable offences, after a quarter of the period required to be served in detention:-<br>Class A detainees<br>Class B detainees | Group 1<br>Group 3 |

*Ken Button*

COLUMN 1COLUMN 2

Grant overnight leave in respect to:-

- (g) a classified person who is sentenced to imprisonment in respect of an indictable offence, including serious indictable offence, after two-thirds of the period

Class A detainees  
Class B detainees

Group 1  
Group 3

- (h) a classified person who is sentenced to imprisonment in respect of an indictable offence (other than a serious indictable offence) after two-thirds of the period required to be served in detention:-

Class A detainees  
Class B detainees

Group 1  
Group 3

- (i) a person subject to control in respect of a summary or indictable offence, after one half of the period required to be served in detention.

Class A detainees  
Class B detainees

Group 1  
Group 3

Section 24 (1) (b)

Remove a person subject to control from a detention centre and place the person in the care of a specified person.

Group 1

Section 24 (1) (c)

Discharge a person subject to control from detention if suitable arrangements are made for the person to serve the period of detention by way of periodic detention or for the supervision of the person during the period of detention:-

following court recommendation  
without court recommendation

Group 2  
Group 2

Section 24 (4)

Specify conditions in an order made under:-

- a) subsection (1) (a) }  
Class A detainees }  
Class B detainees }  
b) subsection (1) (b) }  
Class A detainees }  
Class B detainees }  
c) subsection (1) (c) }  
Class A detainees }  
Class B detainees }

Officers  
delegated to  
make that order

*Ken Buttrum*

Ken Buttrum, Director- General \_\_\_\_\_ 7 / 5 / 1998

COLUMN 1

COLUMN 2

Section 24 (6)

Revoke an order granting leave made under:-

- a) subsection (1) (a) }  
     Class A detainees }  
     Class B detainees }
- b) subsection (1) (b) }  
     Class A detainees }  
     Class B detainees }
- c) subsection (1) (c) }  
     Class A detainees }  
     Class B detainees }

Officers delegated to  
make that order

Section 25 (1) (a)

Order removal of detainee for medical treatment.

Group 4

Section 28A (2) (a)

Make application for person of or above the age of 16 years to be remanded to prison.

NO DELEGATION

Section 28B (2) (a)

Make application to the Children's Court that a person of or above the age of 16 years be committed to a prison for the whole or any part of a further detention order.

NO DELEGATION

Section 38 (2)

Make an order for arrest of a person who has had leave revoked or failed to return to the detention centre under section 24 or section 25 (4).

Group 3



Ken Buttrum, Director-General \_\_\_\_\_ 7/5/1998

**INSTRUMENT OF DELEGATION**  
**CHILDREN (DETENTION CENTRES) REGULATIONS 1987**

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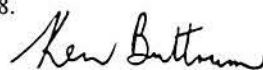
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- (c) it shall be exercised in accordance with such duties as may be assigned from time to time pursuant to the Public Sector Management Act 1988 to the delegate.

This instrument takes effect from the 13<sup>th</sup> day of May 1998.

Given at Sydney this 13<sup>th</sup> day of May 1998.



KEN BUTTRUM, Director - General

INSTRUMENT OF DELEGATIONCHILDREN (DETENTION CENTRES) REGULATIONS 1987COLUMN 1COLUMN 2Clause 4 (1)

Determine general routine for centre.

Group 1

Clause 4 (4)

Publish general routines.

Group 3

Clause 6

Classify detainees as Class A.

Group 1

Clause 7

Ensure that each detainee receives appropriate medical and dental service.

Group 4

Clause 10 (1)

Approve property to be retained by detainees.

Group 4

Clause 10 (6)

Direct records and inventories concerning property.

Group 3

Clause 11 (2)

Approve books, newspapers, magazine and printed material for detainees to have in their possession.

Group 4

Clause 12

Direct forfeiture of unauthorised property.

Group 3

Clause 14

Maintain approved records of all property submitted by detainees.

Group 4

Clause 15

Make provision for the education of detainees.

Group 3

Ken Buttrum, Director General \_\_\_\_\_ 7/5/1998

*Ken Buttrum*



COLUMN 1COLUMN 2Clause 15(2)

Make provision for vocational training of detainees.

Group 3

Clause 15 (3)

Give special attention to the educational and vocational training of those detainees who are illiterate.

Group 3

Clause 17

Determine visiting days and times.

Group 1

Clause 18 (1)

Determine intervals of visits after the first visit by relatives and friends.

Group 4

Clause 19 (3)

Approve visits by official visitors (this does not refer to the Department's Official Visitors) to detainees, outside designated visiting times.

Group 4

Clause 20

Visits by diplomatic and consular representatives.

Group 1

Clause 21

Approve visits to Aboriginal detainees by cultural and legal persons or organisations.

Group 4

Clause 22 (1) and (2)

Approve visits to detainees at other times considered appropriate.

Group 4

Clause 23 (3)

Consent to visit outside the sight and hearing of an officer.

Group 4

Clause 23 (5) (b)

Permit person to visit a detention centre to conduct research.

Group 1

Clause 23 (5) (c)

Permit person to interview, talk to and examine detainee (with detainee's consent) outside the sight and hearing of an officer.

Group 4

Ken Buttrum, Director-General \_\_\_\_\_ 7 / 5 / 1998

COLUMN 1COLUMN 2

Clause 24 (2)

Permit a visitor to deliver an article to a detainee.

Group 4

Clause 25 (1) (2) (3)

Refuse or terminate a visit to a detainee.

Group 4

Clause 27 (1)

In specific circumstances open and inspect mail.

Group 3

Clause 27 (2)

Confiscate the contents of any mail or parcel opened, should the contents be considered likely to adversely affect security, safety or good order of the centre.

Group 3

Clause 27 (3)

Inform the detainee that a letter or parcel or its contents have been confiscated.

Group 4

Clause 28(2)

Sending correspondence.

Group 4

Clause 28 (5)

Make directions with respect to the disposal of contraband.

Group 3

Clause 29

Decide if a detainee is allowed to communicate with a detainee in another centre or Prison.

Group 4

Clause 30

Respond to complaints and request by detainees in detention centres.

Group 3

Clause 31

Ensure the appropriate processing of written confidential complaints by detainees in detention centres.

Group 3

Clause 31 (2) (b)

Inspect letters addressed to Director-General.

NO DELEGATION

Ken Buttrum, Director-General \_\_\_\_\_ 7/5/1998

// R H

COLUMN 1COLUMN 2Clause 33

Take matters into account before granting leave.

Initially

Subsequently

Group 3

Group 4

Clause 33 (h)

Determine other matters relevant to decisions about leave.

Initially

Subsequently

Group 3

Group 4

Clause 38

Receive a report on the use of force.

Group 2

Clause 41 (1)

Receive complaints of misbehaviour by juveniles in detention.

Group 4

Clause 42

Deal with complaints of misbehaviour by detainees in detention centres.

Group 4

Clause 43

Hold enquiries into allegations of misbehaviour by detainees in detention centres.

Group 4

Clause 45

Decide on the appropriate punishment if detainee admits or is found guilty of misbehaviour.

Group 4

Clause 46

Hold enquiries in the event of a not guilty plea.

Group 4

Clause 48

Deal with misbehaviour which occurred in other detention centres.

Group 3

Ken Buttrum, Director-General \_\_\_\_\_ 7/5/1998



COLUMN 1COLUMN 2Clause 50

Record the particulars of punishment awarded to detainees found guilty of minor misbehaviour in detention centres.

Group 4

Clause 51

Make arrangement for detainees found guilty of serious misbehaviour to have a Children's Magistrate hear the matter.

Group 3

Clause 53

Require certain matters to be dealt with in inspection report.

Group 1



Ken Buttrum, Director-General \_\_\_\_\_ 7/15/1998

# Section 1

## Movements In

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## 1.1 Introduction

### Admission

Co-ordinators Operations and Team Leaders are responsible for ensuring admissions procedures are implemented as required.

Admission procedures for detainees coming into juvenile justice centres are the responsibility of Admissions staff.

### Induction

The induction process begins after a detainee is first admitted to the centre.

Every detainee who is admitted to a juvenile justice centre must be inducted appropriately and within the guidelines provided by the Children (Detention Centres) Regulation 1995. It is the responsibility of the Team Leader, or a staff member delegated for this specific procedure, to conduct the induction process, which must include:

- the general routine for the centre and the unit the detainee will reside in;
- the detainee's obligations as to behaviour and conduct while in the centre and when representing the centre;
- the detainee's right to legal representation and appeal;
- the procedures for seeking information and making complaints;
- the normal visiting days and hours;
- any other matter necessary to enable the detainee to understand his or her rights and obligations and to adapt to living in the centre.

All this information must be explained clearly to the detainee and any questions must be answered or be directed to a staff member who is able to answer them.

Induction programs must have a follow-up component to assess whether the detainee requires additional information, or needs to have part of the induction repeated.

Every juvenile justice centre must have a "Detainee's Handbook" and an induction video, each containing the information required by detainees during their time at a centre, in addition to any specific information which relates to centre or residential unit programs. Every detainee admitted must be provided with a Handbook at the time of admission.

Where a detainee has difficulty reading, the Team Leader must ensure that a staff member reads through the entire handbook with the detainee as soon as practicable following the detainee's admission.

Where needed or requested, detainees must be provided access to interpreter services as soon as possible following admission, to explain the content of the Handbook.

### Intoxicated persons

The following juvenile justice centres are identified as "proclaimed places":

- Keelong

- Minda
- Mount Penang
- Worimi
- Yasmar

Managers of these centres may be required to accept a detainee, believed to be intoxicated, from the police at any time. The Manager or his or her delegate can only refuse to admit an intoxicated detainee, or transfer the detainee to another proclaimed place, if:

- there is inadequate accommodation for the detainee;
- the intoxicated detainee becomes violent enough to warrant removal; or
- there is any other reason in the interest of the intoxicated detainee.

Custody of an intoxicated detainee expires when:

- the detainee is no longer intoxicated;
- eight hours have passed;
- a responsible person is willing to take responsibility for the detainee.

When police contact the centre to request placement of an intoxicated juvenile they must speak directly to the Team Leader on duty.

### Organising detainee files on admission

Detainees have two files when in custody:

- D File;
- Allied Health File.

	Responsible	Action Required
1	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• McCabe Cottage will be aware of the detainee's admission. McCabe staff will contact your centre (via facsimile) within 24 hours of the detainee being admitted, to inform you of the procedure to be followed for the detainee D File.</li> </ul> <p><u>If McCabe Cottage has not contacted your centre within 24 hours of the admission:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> McCabe Cottage and <b>inform</b> staff of the new admission and <b>ask</b> what procedure is to be followed.</li> </ul>
2	<b>Nursing staff</b>	Following an interview with the detainee, an Allied Health File may be created.

## When to use this procedure

This procedure is used when a juvenile enters a juvenile justice centre, either newly admitted or re-entry. This includes:

- a juvenile charged by the police, where police have refused bail;
- a juvenile who has appeared in court and has been ordered into the custody of a juvenile justice centre, either on a control order or on remand;
- a juvenile who has been considered intoxicated and has been placed (by police) in a juvenile justice centre identified as a proclaimed place;
- a juvenile who has been breached or revoked on a community order and, as a result, is required to complete the order in a juvenile justice centre;
- a juvenile who was apprehended after escaping or failing to return from leave;
- a detainee who has appeared in court and has been granted bail, but cannot enter into bail conditions;
- a detainee who has been transferred from another centre or an adult correctional centre;
- a detainee, currently residing in a juvenile justice centre, who is in transit from another centre.

## Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Manager, Juvenile Placements / Transport Service
- Co-ordinators Operations
- Co-ordinators Casework
- Team Leaders
- Assistant Team Leaders (Programs)
- Team Supervisors
- Admissions staff
- Escort personnel
- Unit staff (eg. Senior Youth Workers, or staff directly supervising detainees)
- Centre Support Team staff (ie. Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers).

## Forms and records which may be used

- JJ-A018: Authority to Move a Detainee



- JJ-CW001: Notification of Admission to Custody and Short-Term Case Plan
- JJ-A033: Admission Checklist (not available at time of printing)
- JJ-A039: Admission Form (Resident Risk) Questionnaire
- Admission form (where applicable)
- CIS File Cover
- CIS Property Record
- Departmental Transfer Note (DTN)
- Detainee D File
- Allied Health File
- Admissions Diary / Movements Sheet
- Unit Log Book
- Searches Register
- Client Information System (CIS)
- Appendix 1: NSW Police – Prisoners / Intoxicated Persons Transfer Note
- Appendix 2: Record of Reception of Intoxicated Person at Proclaimed Place
- Appendix 3: Particulars of Parole Order Made by Court (No Supervision Ordered) – Form 1
- Appendix 4: Particulars of Parole Order Made by Court (Supervision Ordered) – Form 2.

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Procedure:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> <li>• Case Management Policy</li> <li>• Language Services Policy</li> <li>• DJJ / DOCS Protocol (Wards)</li> <li>• Nursing / Health Services Policy and Procedures</li> </ul>

Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 11 Determining centre to be detained</li> <li>• 13 Transfers between centres</li> <li>• 16 Separation of detainees</li> <li>• 17 Private property</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 6 Classification</li> <li>• 10 Property</li> <li>• 11 Books, newspapers, magazines, etc.</li> <li>• 12 Unauthorised possession of property</li> <li>• 13 Disposal of property</li> <li>• 14 Records to be kept concerning property</li> <li>• 5 Admission of detainees</li> <li>• 37 Use of force</li> <li>• 38 Reports on use of force</li> </ul>
Juvenile Justice Centres Admissions Manual	<ul style="list-style-type: none"> <li>• Property Procedures</li> <li>• D File Procedures</li> </ul>
Juvenile Placements/ Transport – Training Manual	<ul style="list-style-type: none"> <li>• Procedures when detainees are under escort</li> <li>• Handcuffing and restraining detainees</li> </ul>

## 1.2 General admission procedure

This procedure applies when a detainee is first admitted to a centre, not a return to the centre.

### How this procedure works

	Responsible	Action Required
1	Admissions staff	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all legal documentation for the juvenile's admission is in order and accurate. This depends on the type of admission. The various requirements are outlined in the procedures that follow.</li> <li>• <u>Before the escorts leave the centre, ensure</u> they (police or departmental) sign the necessary forms, and <b>check</b> that all property recorded by them is present.</li> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that a juvenile has arrived at the centre for admission. <u>The juvenile is not to be accepted nor are the escorts to leave the centre until the Team Leader has attended, checked the documentation and accepted the juvenile.</u></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the juvenile remains in a secure area until the Team Leader arrives in the admissions area.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> all legal mandates relating to the detainee (eg. remand warrants, control orders), and <b>ensure</b> they are correct and that the detainee can be admitted to the centre. <u>The admissions procedure must not continue if the detainee cannot be held.</u></li> <li>• <b>Check</b> all documentation that accompanies the detainee <u>before</u> the admissions procedure is started.</li> <li>• <b>Report</b> any problems with the admission or discrepancies in the legal mandates to the Co-ordinator Operations.</li> <li>• <b>Check</b> the Client Information System (CIS) for any "alerts" (critical information) on the detainee.</li> <li>• <u>If there is an alert for the detainee, inform</u> the Co-ordinator Casework and unit staff of the alert and the procedure which staff are required to follow.</li> <li>• <b>Ensure</b> that the admission procedure does not proceed without your approval.</li> </ul>
3	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <u>If the detainee did NOT come from another centre, complete</u> the centre's Admission Form. It is not necessary to gather information which has already been obtained by staff in another juvenile justice centre, during the same period of custody.</li> <li>• <b>Complete</b> the Admission Checklist. (JJ-A033)</li> <li>• <b>Enter</b> all property and monies brought in by the detainee and recorded by escorts or police on the CIS Property Record. (For more information on recording personal property see Section 1.13.)</li> <li>• <b>Place</b> all property in sealed bags, and <b>enter</b> the tag number on the CIS property record and <b>print</b> the record. <b>Ensure</b> the Accounts Clerk receives any monies as soon as possible following the admission.</li> <li>• <b>Ensure</b> the detainee signs the CIS Property Record, acknowledging that the entry is correct and taking responsibility for any items he or she is taking into the unit.</li> <li>• <b>Sign</b> the CIS Property Record as correct.</li> <li>• <b>Send</b> any medication to the Nurse.</li> <li>• <u>Where uniforms are required, arrange</u> appropriate clothing for the detainee.</li> <li>• <b>Check</b> the personal details of the detainee, on documentation already provided and through discussions with the detainee.</li> <li>• <b>Check</b> the legal mandates and <b>inform</b> the detainee of court and outcome details.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>If the detainee has an additional term</u>, check that the "Particulars of Parole Order Made by Court" forms (<b>Appendix 3, Appendix 4</b>) is attached to the Control Order. <u>If there is no Parole Order attached</u>, <b>contact</b> the court where the order was made and request that a Parole Order be forwarded to the centre.</li> <li>• <b>Inform</b> the detainee of the future court date.</li> <li>• <b>Complete</b> the Admission Form (Resident Risk) Questionnaire (JJ-A039) and <b>add</b> any relevant information provided by the source (eg. police, escorts, other centre).</li> <li>• <u>Where one or more of the risk questions are answered "yes"</u>, <b>make a notation</b> of referral on the form and <b>contact</b> the Psychologist during hours. <u>If the admission is out of hours</u>, <b>contact</b> the Team Leader, who will in turn make the appropriate referral.</li> <li>• <b>Contact</b> unit staff and <b>inform</b> them that a detainee is being admitted to their unit.</li> <li>• <b>Phone</b> the parent or significant other (nominated by the detainee) and <b>inform</b> them of the detainee's admission to the centre and details of the court outcome. <b>Inform</b> them that a letter will be sent providing information about the centre.</li> <li>• <u>If the nominated parent or significant other does not have a phone</u>, <b>contact</b> the Police or local Juvenile Justice Officer and <b>request</b> a home visit. <u>If the detainee is a State Ward</u>, <b>contact</b> the relevant DOCS staff member where practicable.</li> </ul>
4	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the admissions area as soon as possible after being called, <b>contact</b> the Team Leader and <b>request</b> a second officer to assist with the personal search of the detainee.</li> </ul> <p><u>On arrival in the admissions area:</u></p> <ul style="list-style-type: none"> <li>• <b>Collect</b> all property belonging to the detainee.</li> <li>• <b>Conduct</b> a personal search of the detainee. (For more information see Section 6.13 – "Personal Searches of Detainees").</li> </ul>
5	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <b>Double-check</b> the admissions procedure, including the legal mandate.</li> <li>• <b>Check</b> that all appropriate referrals have been made, in relation to the: <ol style="list-style-type: none"> <li>1. legal mandate/s (eg. psychological assessment, alcohol and other drugs counselling);</li> <li>2. risk assessment (eg. medical); and</li> <li>3. alerts.</li> </ol> </li> <li>• <b>Enter all admission details</b> on the Client Information System (CIS), including: <ol style="list-style-type: none"> <li>1. any new personal details (eg. change of address, additional</li> </ol> </li> </ul>

	<p>siblings, dependants, etc.);</p> <ol style="list-style-type: none"> <li>2. critical information (eg. self-harm, medical, escape, other);</li> <li>3. court outcomes;</li> <li>4. legal mandates;</li> <li>5. property;</li> <li>6. appointments / diary.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Record</b> relevant information in the Admissions Diary / Movements Sheet (eg. court dates, appointments, etc.).</li> <li>• <b>Ensure</b> the following paperwork is attached to the detainee's D File, or submitted for filing: <ol style="list-style-type: none"> <li>1. CIS File Cover</li> <li>2. Legal Mandates</li> <li>3. CIS Property Record</li> <li>4. CIS Alert (where applicable).</li> </ol> </li> <li>• <b>Send</b> the Notification of Admission to Custody to the relevant Juvenile Justice Officer / Counsellor. (<b>JJ-CW001</b>)</li> </ul>
6	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> with Admissions staff regarding any referrals that have been made, and <b>ensure</b> they are followed up by the appropriate staff.</li> <li>• <u>If the detainee is on a care order or is a State Ward, inform</u> the relevant JJCS Manager, so he or she may notify the local DCS Manager (refer to the DCS / DJJ Joint Protocol for joint clients).</li> </ul>
7	<p><b>Team Leader &amp; Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• <b>Enter</b> relevant CIS alerts regarding critical information gathered at the time of admission.</li> <li>• <b>Provide</b> copies of individual CIS alert printouts to relevant staff.</li> <li>• After entering the new alerts, <b>print</b> a new CIS Alert Register Report and <b>ensure</b> it is circulated to and displayed for relevant staff.</li> </ul> <p><u>Self-harm Alerts:</u></p> <ul style="list-style-type: none"> <li>• During hours – the Co-ordinator Casework enters an alert in consultation with the centre Psychologist (the Psychologist should determine the content of the alert).</li> <li>• Out of hours – the Team Leader enters an alert, which should be assessed and reviewed by the Psychologist when he or she returns to duty.</li> </ul> <p><u>Medical Alerts ("other"):</u></p> <ul style="list-style-type: none"> <li>• During hours – the Team Leader enters an alert in consultation with the Registered Nurse (the Registered Nurse should determine the</li> </ul>

	<p>content of the alert).</p> <ul style="list-style-type: none"> <li>• Out of hours – the Team Leader enters an alert, which should be assessed and reviewed by the Registered Nurse when he or she returns to duty.</li> </ul> <p><u>Escape Alerts:</u></p> <ul style="list-style-type: none"> <li>• During hours – the Team Leader enters an alert in consultation with the Coordinator Operations (both officers determine the content of the alert).</li> <li>• Out of hours – the Team Leader enters an alert, which should be assessed and reviewed by the Coordinator Operations when he or she returns to duty.</li> </ul> <p><u>Other Alerts:</u></p> <ul style="list-style-type: none"> <li>• During hours – the Team Leader enters an alert in consultation with relevant staff (where applicable).</li> <li>• Out of hours – the Team Leader enters an alert, which should be assessed and reviewed by a relevant staff member when he or she returns to duty (where applicable).</li> </ul> <p><u>Note:</u> CIS Alerts should be reviewed regularly, and updated or "ended" as deemed necessary and appropriate. Specialist staff (in the area to which the alert relates) must always be consulted regarding changes to CIS alerts.</p>
8	<p><b>Registered Nurse / Casework &amp; Centre Support Team staff</b></p> <ul style="list-style-type: none"> <li>• <b>Conduct assessments</b> as soon as possible following admission (based on departmental guidelines and the legal status of the detainee): <ol style="list-style-type: none"> <li>1. Health assessment (Registered Nurse) – within 48 hours of admission.</li> <li>2. Casework / CST assessment – within 3 weeks of admission.</li> </ol> </li> <li>• <b>Report</b> any issues of concern regarding the detainee to the Co-ordinator Casework.</li> </ul>
9	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the legal mandates for accuracy.</li> <li>• <b>Ensure</b> the Admission Checklist has been completed (JJ-A033). <u>If it has not, delegate</u> outstanding tasks to relevant staff.</li> <li>• <u>Where the detainee is on a control order, calculate the critical dates</u> for the detainee's eligibility to apply for outings and leave from the centre. (For more information see Section 8.4 – "Calculating leave and outing eligibility.")</li> <li>• <u>When the detainee's D file arrives, check</u> the contents for accuracy and that detainee details collected at the centre are correct and in order.</li> <li>• <b>Report</b> any discrepancies or concerns to the Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Where the detainee's control order indicates that he or she is within parole jurisdiction</u> (ie. where the total of the minimum and additional terms is more than 3 years), <b>forward</b> a copy of the control order to the Legal Officer, CSO, as soon as possible following admission.</li> <li>• <b>Ensure</b> induction procedures are conducted with the detainee and that a Detainee's Handbook is provided to the detainee to keep.</li> </ul>
10	<p><b>Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all referrals are followed up by the appropriate Centre Support Team / Casework staff as soon as possible after the detainee's admission. (JJ-A031)</li> <li>• <b>Check</b> the short-term action plan on the Notification of Admission to Custody and <b>ensure</b> all action taken on immediate issues is recorded. (JJ-CW001)</li> <li>• <b>Ensure</b> the Co-ordinator Operations is aware of any information necessary for unit staff.</li> <li>• <b>Ensure</b> Centre Support Team and Casework staff communicate with operations staff regarding strategies to assist the detainee, on a regular basis.</li> <li>• <b>Check</b> all current CIS alerts for the detainee and <b>consult</b> with the Psychologist about self-harm alerts entered out of hours.</li> <li>• <b>Enter</b> a CIS alert for self-harm if requested by the Psychologist.</li> </ul>

### 1.3 Admission from police (police charge status)

How this procedure works

	Responsible	Action Required
1	Admissions staff	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all documentation is in order and present, including: <ul style="list-style-type: none"> <li>• legal mandate;</li> <li>• Prisoners / Intoxicated Persons Transfer Note. (Appendix 1)</li> </ul> </li> <li>• <b>Report</b> any discrepancies in documentation or any other concerns to the Team Leader, before police escorts leave the centre.</li> <li>• <b>Check</b> that all property recorded by the police is present, before police escorts leave the centre.</li> <li>• <u>If police property records are accurate</u>, <b>sign</b> the Prisoners / Intoxicated Persons Transfer Note. (Appendix 1)</li> <li>• <b>Ensure</b> the detainee is in a secure area before police leave the centre.</li> </ul>
2	All staff	<ul style="list-style-type: none"> <li>• <b>Go to</b> Section 1.2 – "General admission procedure".</li> </ul>

## 1.4 Admission from court (remand or control)

How this procedure works

Responsible	Action Required
1 <b>Escort personnel</b>	<ul style="list-style-type: none"> <li>• <u>If the detainee is handcuffed, do not remove</u> the handcuffs until you are in a secure area. <b>Take</b> the handcuffs with you when you leave the centre (if you are not an escort from the receiving centre).</li> <li>• <b>Ensure</b> you have all relevant documentation (eg. legal mandate, movement form, etc.) when you arrive at the centre, and <b>give</b> these to Admissions staff.</li> <li>• <b>Do not leave</b> the centre until the Team Leader has checked all documentation and admissions staff have checked property belonging to the detainee.</li> <li>• <b>Report</b> any problems or concerns to the Team Leader on duty (if he or she is not available <b>report</b> to the Co-ordinator Operations). <b>Do not leave</b> the centre until this information is passed on to a senior officer.</li> </ul>
2 <b>All staff</b>	<ul style="list-style-type: none"> <li>• <b>Go to Section 1.2 – “General admission procedure”.</b></li> </ul>

## 1.5 Admission of intoxicated persons

How this procedure works

Responsible	Action Required
1 <b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Request</b> the police to take the juvenile to a hospital for a medical assessment, before coming to the centre. Police must provide a written report from the treating doctor stating that the juvenile can be admitted, and outlining any medical concerns and procedures for staff.</li> <li>• <u>When police have contacted you and informed you they will be bringing the juvenile to the centre,</u> <b>contact</b> a Registered Nurse (casual) and <b>request</b> that he or she be on "stand by", with the possibility of attending the centre.</li> <li>• If you cannot contact a Registered Nurse, <b>contact</b> the Co-ordinator Nursing / Health Services, CSO and inform him or her of the situation.</li> <li>• <u>If the police have taken the juvenile to a hospital and there are no concerns reported by medical officers,</u> <b>contact</b> the Co-ordinator Nursing / Health Services and <b>request permission</b> for a Senior Youth Worker with First Aid training to supervise the juvenile.</li> </ul>
2 <b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader as soon as the detainee arrives.</li> <li>• <b>Advise</b> police escorts that they should not leave the centre until the Team Leader has attended the admissions area.</li> </ul>



3	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Attend</b> the admissions area immediately after you have been contacted by admissions staff.</li> </ul> <p><u>On attending the admissions area:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all police paperwork is in order.</li> <li>• <b>Check</b> the report from the treating doctor.</li> <li>• <b>Direct</b> admissions staff to prepare the "Record of Intoxicated Persons at a Proclaimed Place" form. (<b>Appendix 2</b>)</li> <li>• <b>Ensure</b> police escorts complete section 1-6 of the above form, before leaving the centre.</li> <li>• <b>Complete</b> the remainder of the Intoxicated Persons form.</li> <li>• <u>Wherever possible</u>, <b>arrange</b> for the detainee to be separated from other detainees at the centre (as the detainee is not being detained for a criminal offence).</li> <li>• <b>Direct</b> unit staff to maintain close observation of the detainee, consistent with segregation guidelines and procedures, and <b>make a notation</b> of this in the unit log book / diary.</li> <li>• <b>Direct</b> all staff to closely supervise and monitor the detainee as "at risk" of self-harm (in consideration of centre staff's lack of knowledge about his or her background).</li> <li>• <b>Contact</b> the parent or significant other of the juvenile and <b>request</b> that he or she attend the centre to collect the young person.</li> </ul>
4	<b>Registered Nurse</b>	<p><u>If called to the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the centre as soon as possible after being called.</li> <li>• <b>Check</b> the detainee and <b>assess</b> the need for medical treatment.</li> <li>• <b>Report</b> any need for medical treatment to the Team Leader and <b>organise</b> necessary follow-up treatment.</li> <li>• <b>Record</b> the assessment and treatment and any other action taken.</li> </ul>
5	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Monitor</b> staff supervision of the detainee.</li> <li>• <u>If the Registered Nurse reports a need for further medical treatment</u>, <b>ensure</b> necessary arrangements are made, which may include returning the detainee to hospital (in this case see the Section "Movements Out": "Under escort – other services" and "General Escorting Procedures").</li> <li>• <b>Ensure</b> all medical directions from the Registered Nurse are recorded in the Unit Log Book / Diary.</li> </ul> <p><u>If the parent or significant other attends the centre to collect the juvenile:</u></p> <ul style="list-style-type: none"> <li>• <b>Assess</b> him or her as to suitability to supervise the juvenile (eg. not intoxicated).</li> </ul>

## 1.6 Detainee in transit

How this procedure works

	Responsible	Action Required
1	Escort personnel	<ul style="list-style-type: none"> <li>• <u>If the detainee is handcuffed</u>, <b>do not remove</b> the handcuffs until you are in a secure area. <b>Take</b> the handcuffs with you when you leave the centre (if you are not an escort from the receiving centre).</li> <li>• <u>When you arrive at the centre</u>, <b>ensure</b> you have all relevant documentation (eg. legal mandate, movement form, medication forms, etc.), and give these to the admissions staff.</li> <li>• <b>Do not leave</b> the centre until the Team Leader has checked all documentation and admissions staff have checked the detainee's property brought in by you.</li> <li>• <b>Report</b> any problems or concerns to the Team Leader on duty. <b>Do not leave</b> the centre until you have passed this information on to a senior officer.</li> </ul>
2	Admissions staff	<ul style="list-style-type: none"> <li>• <u>Before escort personnel leave the centre</u>, <b>check</b> all court and escort documentation and <b>collect</b> the Authority to Move a Detainee form (JJ-A018).</li> <li>• <u>Before escort personnel leave the centre</u>, <b>ensure</b> all property and monies belonging to the detainee (as recorded by the other centre) are present and accurately recorded.</li> <li>• <b>Contact</b> the Team Leader and inform him or her that the detainee has arrived.</li> </ul>
3	All staff	<ul style="list-style-type: none"> <li>• <b>Go to</b> Section 1.2 – "General admission procedure".</li> </ul> <p><u>Note:</u> when a detainee is admitted in transit, D File procedures do not apply, as the D File remains at the centre where the detainee came from. Admissions staff from that centre will update the Client Information System on his or her return to that centre.</p>

## 1.7 Transferred detainee

How this procedure works

	Responsible	Action Required
1	Escort personnel	<ul style="list-style-type: none"> <li>• <u>If the detainee is handcuffed</u>, <b>do not remove</b> the handcuffs until you are in a secure area. <b>Take</b> the handcuffs with you when you leave the centre (if you are not an escort from the receiving centre).</li> <li>• <u>When you arrive at the centre</u>, <b>ensure</b> you have all relevant documentation (eg. D File, Allied Health File, movement form JJ-A018, etc.), and give these to Admissions staff. If the detainee is being reclassified you should also have either JJ-A002 (Class A) or JJ-A003 (Class B).</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Do not leave</b> the centre until Admissions staff have checked all documentation and the detainee's property brought in by you.</li> <li>• <b>Report</b> any problems or concerns to the Team Leader on duty (if he or she is unavailable report to the Co-ordinator Operations). <b>Do not leave</b> the centre until you have passed this information on to a senior officer.</li> </ul>
2	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <u>Before escort personnel leave the centre</u>, <b>check</b> all court and transfer documentation and the D File, and <b>collect</b> the Authority to Move a Detainee form. (JJ-A018)</li> <li>• <u>Before escort personnel leave the centre</u>, <b>ensure</b> all property and monies belonging to the detainee (as recorded by the other centre) are present and accurately recorded, including any medication.</li> <li>• <b>Contact</b> the Team Leader and inform him or her that the detainee has arrived.</li> </ul>
3	<p><b>All staff</b></p> <ul style="list-style-type: none"> <li>• <b>Go to</b> Section 1.2 – "General admission procedure".</li> </ul>

## 1.8 Detainee returning to a centre – overview

### When to use this procedure

This procedure is used when a detainee, or a group of detainees from a juvenile justice centre, return to the centre from the community. This may be due to:

1. a court appearance, from which the detainee is required to return to the centre (see Section 1.9);
2. an appointment for casework, medical, educational or vocational reasons (see Section 1.10);
3. a supervised community activity or camp with centre / departmental staff (see Section 1.11);
4. participation in day or overnight leave from the centre (see Section 1.12).

The procedures for organising, supervising and monitoring such absences are contained in Section 2 – "Movements Out".

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Manager, Juvenile Placements / Transport Service
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development

- Team Leaders
- Assistant Team Leader (Programs)
- Team Supervisors
- Admissions staff
- Unit staff (eg. Senior Youth Workers, or staff directly supervising detainees)
- Escort personnel
- Centre Support Team staff (ie. Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers).

### Forms and records which may be used

- JJ-A018: Authority to Move a Detainee
- JJ-A035: Order for Escorted Absence
- JJ-A037: Order for Escorted Absence – Group Absences
- JJ-A025: Order for Leave
- JJ-A026: Leave Undertaking
- JJ-A027: Detainee's Leave evaluation
- Appendix 3: Particulars of Parole Order Made by Court (No Supervision Ordered) – Form 1
- Appendix 4: Particulars of Parole Order Made by Court (Supervision Ordered) – Form 2  
Unit Log Book
- Admissions Diary / Movements Sheet
- JJ-A059: Searches Register
- Client Information System (CIS)
- Incident documentation and reports (refer to Section 7 – "Incidents").

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Procedure:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Case Management Policy</li> <li>• Policy and Procedures for conducting camps and supervised activities from a Juvenile Justice Centre</li> </ul>

Juvenile Placements/Transport - Training Manual	<ul style="list-style-type: none"> <li>• Procedures when detainees are under escort</li> <li>• Handcuffing and restraining detainees</li> </ul>
Health Services Operational Manual	<ul style="list-style-type: none"> <li>• Security outside appointments</li> <li>• Medication for leave outings etc.</li> </ul>

## 1.9 Returning from court

How this procedure works

	Responsible	Action Required
1	Escort personnel	<ul style="list-style-type: none"> <li>• <u>If directed, maintain</u> physical contact with the detainee from the vehicle into the centre until you are secured in a building.</li> <li>• <u>If the detainee is handcuffed, do not remove</u> the handcuffs until secure in a building or the Admissions area.</li> <li>• <b>Give</b> the handcuffs and keys to the Admissions Officer and <b>sign</b> the Handcuffs and Keys Register.</li> <li>• <b>Give</b> the original of the Authority to Move a Detainee form (JJ-A018) and all court papers (legal mandate) to Admissions staff.</li> <li>• If medication was taken with the detainee, <b>return</b> any remaining medication and the completed after-hours medication sheet to Admissions staff.</li> <li>• <u>If any problems occurred during the movement, report</u> them directly to the Team Leader. If directed by the Team Leader, <b>complete</b> a Centre Incident Report (JJ-A009).</li> </ul>
2	Admissions staff	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the detainee has been returned to the centre.</li> <li>• <b>Contact</b> the unit where the detainee resides and <b>inform</b> staff of the return and <b>request</b> that a staff member collect the detainee.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <b>Contact</b> internal (Operations) escort staff and <b>inform</b> them that the detainee needs to be returned to his or her unit.</li> <li>• <b>Retrieve</b> the Authority to Move a Detainee form (JJ-A018) and court papers from the escort personnel.</li> <li>• <b>Retrieve</b> the handcuffs and keys from escort personnel and <b>check</b> they are operational.</li> <li>• <b>Ensure</b> escort personnel sign the Handcuffs and Keys Register.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> medication and the after-hours medication sheet are given to the Registered Nurse.</li> <li>• <b>Enter</b> new court information on the Client Information System.</li> <li>• <b>Record</b> the detainee's return in the:             <ul style="list-style-type: none"> <li>• Admissions Diary / Movements Sheet</li> <li>• Client Information System (CIS).</li> </ul> </li> <li>• <u>If the detainee received a control order with a minimum and additional term, check</u> that a "Particulars of Parole Order made by Court" form is attached to the order. That is, either Form 1 (<b>Appendix 3</b>) or Form 2 (<b>Appendix 4</b>).</li> <li>• <u>If the Parole Order is not attached:</u> <ol style="list-style-type: none"> <li>1. <b>contact</b> the court that issued the control order and <b>request</b> the Parole Order be sent to you;</li> <li>2. <b>make an entry</b> in the legal mandates section of the D File that the Parole Order has been requested.</li> </ol> </li> <li>• <b>Attach</b> "Particulars of Parole Order Made by Court" (Form 1 or 2) to the Probation and Parole section of the detainee's D File.</li> </ul>
3	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• When contacted by Admissions staff, <b>collect</b> the detainee as soon as possible.</li> <li>• <u>If a search of the detainee has been approved (by the Team Leader or in published routines):</u> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>request</b> that a second officer attend the search area to assist with the search.</li> <li>• When the second officer is present, <b>conduct</b> a personal search of the detainee. The type of search will be decided by the Team Leader, based on your recommendation.</li> </ul> </li> <li>• After a search is conducted, <b>complete</b> the Searches Register.</li> <li>• <u>On returning to the unit, record</u> the detainee's return in the Unit Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>

### 1.10 Returning from outside appointments

How this procedure works

Responsible	Action Required
1 <b>Escort personnel</b>	<ul style="list-style-type: none"> <li>• <u>If directed, maintain</u> physical contact with the detainee from the vehicle into the centre until you are secured in a building.</li> <li>• <u>If the detainee is handcuffed, do not remove</u> the handcuffs until you are secure in a building or the Admissions area.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Give</b> the handcuffs and keys to the Admissions Officer and <b>sign</b> the Handcuffs and Keys Register.</li> <li>• <b>Give</b> the original of the Authority to Move a Detainee form (JJ-A018) and all other papers (eg. referral papers, prescriptions, appointment cards, etc.) to the Admissions staff.</li> <li>• If medication was taken or prescribed for the detainee, <b>return</b> any remaining medication and the after-hours medication sheet to Admissions staff.</li> <li>• <u>If any problems occurred during the movement</u>, <b>report</b> them directly to the Team Leader. If directed by the Team Leader, <b>complete</b> an incident report (JJ-A009).</li> </ul>
2	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team leader and <b>inform</b> him or her that the detainee has been returned to the centre and of any future appointments the detainee is required for.</li> <li>• <b>Contact</b> the unit where the detainee resides and <b>request</b> that a staff member collect the detainee.</li> <li>• <b>Retrieve</b> the Authority to Move a Detainee form (JJ-A018) and other relevant papers from the escort personnel.</li> <li>• <u>If the detainee was handcuffed</u>, <b>retrieve</b> the handcuffs and keys from escort personnel, <b>check</b> they are operational, and <b>ensure</b> escort personnel sign the Handcuffs and Keys Register.</li> <li>• <b>Enter</b> future appointments on the Client Information System.</li> <li>• If returning from a medical appointment, <b>ensure</b> medical paperwork is submitted to the Nurse <u>unopened</u>.</li> <li>• <b>Contact</b> the Co-ordinator Casework, Registered Nurse, or the staff member who referred the detainee, and inform him or her of the detainee's return and future appointment details.</li> <li>• <b>Inform</b> the Co-ordinator Casework of any concerns you have about the detainee following his or her return.</li> <li>• <b>Record</b> the detainee's return in the: <ul style="list-style-type: none"> <li>1. Admissions Diary / Movements Sheet</li> <li>2. Client Information System (CIS).</li> </ul> </li> </ul>
3	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• When contacted by the admissions staff, <b>collect</b> the detainee as soon as possible.</li> </ul> <p><u>If a search of the detainee has been approved by the Team Leader:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>request</b> that a second officer attend the search area to assist with the search.</li> <li>• When the second officer is present, <b>conduct</b> a personal search of the detainee. The type of search will be decided by the Team</li> </ul>

	<p>Leader, based on your recommendation.</p> <ul style="list-style-type: none"> <li>• <u>After the search is conducted</u>, <b>complete</b> the Searches Register.</li> <li>• <u>On returning to the unit</u>, <b>record</b> the detainee's return in the Unit Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>
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## 1.11 Returning from supervised outings and camps

How this procedure works

	Responsible	Action Required
1	<b>Supervising staff / Camp Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> staff and detainees remove all items from the vehicle, including personal clothing and rubbish. <b>Check</b> the vehicle for damage.</li> <li>• <b>Conduct a head count</b> of detainees as the group moves into the centre.</li> <li>• <b>Return</b> the Order for Escorted Absence – Group Absences form (JJ-A037) to Admissions staff.</li> <li>• <b>Return</b> any medication and after-hours medication sheets to the Registered Nurse and <b>report</b> injuries or concerns about medication.</li> <li>• <b>Report</b> any damage to the vehicle to the Team Leader.</li> </ul>
2	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the supervised outing group has returned to the centre.</li> <li>• <b>Retrieve</b> the original of the Order for Escorted Absence – Group Absences form (JJ-A037) from the outing co-ordinator / camp leader.</li> <li>• <b>Enter</b> the return of all detainees on the: <ul style="list-style-type: none"> <li>• Admissions Diary / Movements Sheet</li> <li>• Client Information System (CIS).</li> </ul> </li> <li>• <b>Ensure</b> a copy of the Order for Escorted Absence – Group Absence form (JJ-A037) is placed on each participating detainee's D File.</li> </ul>
3	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If searches are a standard routine following supervised outings OR if you or staff have a reasonable belief that a detainee may have an item of contraband</u>, <b>ensure</b> personal searches of the returning detainees are conducted before they return to their designated units.</li> <li>• <b>Contact</b> unit or internal escort staff and <b>direct</b> them to return the detainees to their units.</li> <li>• <u>Before the co-ordinator / camp leader leaves the centre</u>, <b>ensure</b> he or she reports to you.</li> </ul>



4	<b>Unit staff</b>	<ul style="list-style-type: none"> <li>When detainees have returned to the unit, <b>enter</b> the return in the Unit Log Book. <b>Ensure</b> that the number of detainees in the unit is adjusted accordingly.</li> </ul>
5	<b>Co-ordinator / Camp Leader</b>	<ul style="list-style-type: none"> <li><b>Report</b> to the Team Leader on:             <ol style="list-style-type: none"> <li>the success of the program;</li> <li>any problems you experienced during the outing;</li> <li>any issues with individual detainees;</li> <li>any other relevant security issues.</li> </ol> </li> <li><u>If any problems were experienced</u> during the supervised outing / camp (about which you contacted the centre):             <ol style="list-style-type: none"> <li><b>Complete</b> a Centre Incident Report. (JJ-A009)</li> <li><b>Ensure</b> each staff member on the supervised outing completes a separate Centre Incident Report. (For more information, see Section 7 – "Incidents".)</li> </ol> </li> <li><u>Before leaving the centre on the day of the supervised outing</u>, <b>submit</b> all completed Centre Incident Reports to the Team Leader. (JJ-A009)</li> </ul>
6	<b>Team Leader</b>	<p><u>If supervising staff reported any problems during the outing (about which you were contacted while they were absent):</u></p> <ul style="list-style-type: none"> <li><b>Ensure</b> each staff member completes a Centre Incident Report and submits it to you <u>before he or she leaves the centre on the day of the outing</u>. (JJ-A009)</li> <li><b>Check</b> that the information on all Centre Incident Reports is accurate.</li> <li><b>Go to</b> Section 7 – "Incidents", and refer to the "After an incident" and "Checklists for reporting" procedures.</li> </ul>
7	<b>Co-ordinator Programs / Staff Development</b>	<p><u>After the supervised outing / camp:</u></p> <ul style="list-style-type: none"> <li><b>Ensure</b> the co-ordinator / camp leader completes and submits a report and evaluation of the activity within 7 days. This does not include reports on any incidents which occurred during the activity, which must be submitted immediately following return to the centre.</li> </ul>
8	<b>Co-ordinator / Camp Leader</b>	<ul style="list-style-type: none"> <li><b>Ensure</b> a report and evaluation of the activity is complete and submitted to the Co-ordinator Programs / Staff Development, within 7 days of the activity. To complete this report and evaluation, <b>ensure</b> you consult with staff and detainees who participated in the activity.</li> </ul>

## 1.12 Returning from day or overnight leave

### How this procedure works

Responsible	Action Required
1 Team Leader	<ul style="list-style-type: none"> <li>• <u>If you wish to speak with the leave supervisor when he or she returns with the detainee, request</u> Admissions staff that they inform the supervisor when he or she arrives.</li> </ul>
2 Admissions staff	<ul style="list-style-type: none"> <li>• <u>Before the leave supervisor (eg. parent, guardian) leaves the centre collect</u> the completed originals of the:               <ol style="list-style-type: none"> <li>1. Order for Leave – original on D File; (JJ-A025)</li> <li>2. Leave Undertaking – to Co-ordinator Casework; (JJ-A026)</li> <li>3. Detainee's Leave Evaluation – to Co-ordinator Casework. (JJ-A027)</li> </ol> </li> <li>• <b>Attach</b> these forms together and <b>ensure</b> the Co-ordinator Casework receives them as soon as possible following the return from leave.</li> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the detainee has returned from leave.</li> <li>• <b>Contact</b> the unit where the detainee resides and <b>inform</b> staff that the detainee has returned.</li> <li>• <b>Ensure</b> all property returned to the centre with the detainee is recorded accurately. (For more information see Section 1.13 – "Personal property".)</li> <li>• <b>Enter</b> the detainee's return on the Client Information System and the Admissions Diary / Movements Sheet.</li> <li>• If medication was taken with the detainee, <b>return</b> any remaining medication and after hours medication sheet to Admissions staff.</li> <li>• <b>Ensure</b> the Order for Leave is attached to the detainee's D File. (JJ-A025)</li> </ul>
3 Unit staff	<p><u>Before taking the detainee to the unit:</u></p> <ul style="list-style-type: none"> <li>• If directed by the Team Leader, <b>conduct</b> a search of the detainee for any items of contraband. After the search is conducted, <b>complete</b> the Searches Register. (For more information see Section 6.13 – "Personal searches of detainees".)</li> </ul> <p><u>When the detainee has been returned to his or her unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Record</b> the return in the Log Book and <b>adjust</b> the present numbers accordingly.</li> </ul>

4	<b>Co-ordinator Casework / Caseworker / Key Worker</b>	<ul style="list-style-type: none"> <li>• <u>As soon as possible after the detainee returns from leave, conduct an interview</u> with him or her about the leave. During this interview discuss:             <ol style="list-style-type: none"> <li>1. any problems which occurred during the leave;</li> <li>2. the supervisor's evaluation of leave and any concerns the detainee may have about those comments; (JJ-A026)</li> <li>3. the detainee's evaluation. Add any additional comments he or she makes about leave during the interview. (JJ-A027)</li> </ol> </li> </ul>
5	<b>Case Worker / Key Worker (where applicable)</b>	<ul style="list-style-type: none"> <li>• <b>Report</b> to the Co-ordinator Casework about the detainee's leave and highlight any problems which were experienced by the detainee or the leave supervisor.</li> <li>• <b>Ensure</b> that an entry is made in the case notes in the casework section of the detainee's D File.</li> </ul>
6	<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Report</b> any issues or problems to the Manager and discuss them with the Co-ordinator Operations, in relation to management of the detainee in the unit following leave.</li> </ul>

### 1.13 Personal property

#### When to use this procedure

This procedure is used for the management and accountability of detainees' personal property at the following times:

- admission
- during custody
- transfer
- discharge.

#### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Co-ordinators (Programs), (Operations) & (Clinical)
- Team Supervisors
- Assistant Team Leaders (Programs)

- Team Leaders
- Admissions Coordinators
- Admissions staff
- Senior Youth Workers
- Escort personnel
- Centre Support Team staff (eg., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers, other counsellors).

### Forms and records which may be used

- Client Information System (CIS) Property Record.

### Related policies and procedures

In the:	Go to section or policy:
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 17 Private property</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 10 Property</li> <li>• 11 Books, newspapers, magazines, etc.</li> <li>• 12 Unauthorised possession of property</li> <li>• 13 Disposal of property</li> <li>• 14 Records to be kept concerning property</li> </ul>

### Guidelines for CIS property records

Every time property procedures are undertaken a record must be made on the Client Information System (CIS). This should be done prior to and during custody when property is:

- stored at the centre;
- taken or retained by the detainee in the centre / unit;
- destroyed;
- sent to family or significant others.

The following are guidelines for recording property on the CIS Property Record (an example of recording follows):

- When "stored" is selected, type in the seal number. The staff member making the entry and the detainee must sign the hard copy (print out) of the property record.
- When "destroyed" is selected, type in the reason for property being destroyed. The staff member making the record and the detainee must sign the record.

- Each time a detainee takes property, receives property or there is a change in location, the record may be "copied" then modified with date and time defaulting to the current date and time that the record is being changed. Note: You cannot save this record without modifying the record.
- When "retained" is selected – the statement "I acknowledge that I accept responsibility for any property retained" will appear. The staff member who made the record and the detainee must sign the print out.
- A Client Property Record may be printed which reads:

Date Entered                  Location                  Property Details                  Code

### Example of a CIS property record

The following is an example of entering property on the CIS Property Record:

Select Property - Events selector - F11					
Property Summary					
Add each description to be entered separately, eg.:					
<u>Date</u>	<u>Time</u>	<u>Description (Lookup Code)</u>	<u>Location</u>		
30/1/98	9.15	Stored	Minda		
30/1/98	9.30	Sent Away	Minda		
30/1/98	9.45	Retained	Minda		
30/1/98	10.00	Destroyed	Minda		
1/2/98	1.30	Stored	Yasmar		
1/2/98	1.45	Retained	Yasmar		
Property Entry					
Add					
Date Entered					
Time Entered					
Admit Date					
Location					
Property Entry Code (ie., Lookup – stored, sent away, retained, destroyed, transit)					
Property Details					
Quantity	Item	Description	Quantity	Item	Description
1	Shoes	Reeboks s 9	1	Shirt	Billabong
2	Jeans	Levi Black			
etc...					
Date sent away (or retained, stored, destroyed):					
I acknowledge that the above items will be sent to the following address ... ("Lookup" for the address and detainee and officer to sign the hard copy).					

## Procedures for management of detainee property

### *When a detainee is admitted*

That is, from court or police. Refer to the relevant procedures in this section for managing a detainee's property when he or she is transferred to or from your centre or in transit.

Responsible	Action Required
1 Admissions staff	<p><u>When the detainee arrives at your centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that you have received all sealed bags and envelopes which were recorded by the escorts (ie., Juvenile Transport or Police), <u>before the escorts leave the centre</u>.</li> </ul> <p><u>To check property:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> all items of property brought in by the detainee, including:               <ol style="list-style-type: none"> <li>1. clothing (including footwear and those items being worn by the detainee);</li> <li>2. jewellery;</li> <li>3. money;</li> <li>4. any other personal items.</li> </ol> </li> <li>• When searching property, <b>ensure</b> that protective equipment (ie., gloves, ruler, pen, etc.) is used (for more information see Section 6.13 – "Personal searches of detainees").</li> <li>• <u>If an item is found which is not permitted in your centre, inform the Team Leader, and:</u> <ul style="list-style-type: none"> <li>• <u>either ensure</u> that the item is stored in the allocated storage area, and recorded as such;</li> <li>• <u>or give or send</u> the item to the detainee's parent or significant other.</li> </ul> </li> </ul> <p><u>To record property (refer to the guidelines on the CIS Property Records, above):</u></p> <ul style="list-style-type: none"> <li>• <b>Enter</b> the detainee's details onto the Client Information System and <b>move</b> to the "property" screen.</li> <li>• <u>In the property screen, record</u> all the detainee's property, including:               <ol style="list-style-type: none"> <li>1. the clothing he or she was wearing on admission;</li> <li>2. the items he or she will be taking into the unit ("retained");</li> <li>3. the items which will be stored at the centre ("stored");</li> <li>4. the items which will be sent to family or significant others ("sent away").</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Enter</b> the sealed bag number on the Property Record in which items will be stored.</li> <li>• <u>When all property has been entered, print</u> the CIS Property Record and:             <ol style="list-style-type: none"> <li>1. <b>ensure</b> the detainee signs the property sheet; and,</li> <li>2. <b>sign</b> the property record, as the checking officer.</li> </ol> </li> <li>• <u>When the property record has been signed by the detainee and you,</u> attach it to the detainee D File.</li> </ul> <p><u>To store property</u> (refer to the guidelines on the CIS Property Records, above):</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all items for storage are placed in a <u>sealed bag</u> and the number of the seal is recorded on the CIS property record.</li> <li>• <b>Ensure</b> all items for storage are placed in a safe and secure area, until the detainee is transferred or discharged.</li> </ul> <p><u>To send property away:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Team Leader of the items you are sending to the detainee's family or significant other.</li> <li>• <b>Record</b> the items which are being "sent away" on the CIS Property Record, and <b>ensure</b> you and the detainee sign the print out.</li> <li>• <b>Attach</b> the <u>signed</u> CIS Property Record to the detainee's D File.</li> </ul>
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*When a detainee is discharged or transferred to another centre*

	Responsible	Action Required
1	<b>Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee collects his or her property from the unit, <u>before attending the admissions area to be discharged or transferred.</u></li> <li>• <u>Where property items cannot be found,</u> <b>inform</b> the detainee that a record exists at the centre which indicates the detainee took full responsibility for all items which he or she brought into the unit.</li> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her of the items which the detainee cannot find.</li> </ul>
2	<b>Team Leader</b>	<p><u>If a detainee cannot find items which he or she took into the unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the property records on the D File and <b>mark off</b> those items which the detainee has stated he or she cannot find.</li> <li>• When the detainee is being discharged, <b>show</b> him or her the record which he or she signed taking full responsibility for those items.</li> </ul>

3	<b>Admissions staff</b>	<ul style="list-style-type: none"><li>• <b>Check</b> all property which was <u>stored</u> by the centre and <u>retained</u> by the detainee against:<ol style="list-style-type: none"><li>1. the CIS;</li><li>2. any CIS Property print-outs which were made during the period of detention.</li></ol><p><u>Note</u>: all items retained by the detainee are his or her responsibility (as acknowledged when the items were given to him or her).</p></li><li>• <b>Print out</b> a CIS Property Record showing all items of property located and being sent with the detainee, and:<ol style="list-style-type: none"><li>1. <b>enter</b> comments about the items reported missing;</li><li>2. <b>ensure</b> the detainee signs the print out;</li><li>3. <b>sign</b> the print out as the checking officer;</li><li>4. <b>attach</b> the CIS Property Record to the detainee's D File.</li></ol></li><li>• <b>Ensure</b> the detainee receives all monies which were held in the trust account, <u>before he or she leaves the centre.</u></li></ul>
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## Section 2

### Movements Out

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## 2.1 General escorting procedures

### Guidelines

The following guidelines must be applied whenever a detainee is escorted by departmental staff outside a centre. Senior staff and escort personnel must ensure:

- the detainee is comfortable and supported at all times during an escorted movement;
- the physical security of the detainee, escort personnel and the surroundings are monitored and maintained at all times during an escorted movement;
- all written instructions on the movement order are strictly followed;
- detainees are never placed in a situation that may encourage them to escape or that risks the safety of the detainee, escort personnel or the public;
- no detainee is left under the supervision of any person other than an officer of the Department of Juvenile Justice;
- detainees are informed by a senior officer of plans for them to be escorted – escort personnel must never be given this role;
- no changes to the original travel plans occur without the direct approval of the senior officer co-ordinating the movement (that is, from the centre where the detainee was collected);
- a detainee under escort is not permitted to make telephone calls or to speak with other people known to him or her, who are not in the custody of the department, without direct approval of the senior officer responsible for the detainee (that is, from the centre where the detainee was collected);
- the detainee is not given advice on legal or medical matters by escort personnel – all detainee inquiries of this nature must be referred to a senior officer at the centre where the detainee is returned to after the escorted movement;
- where possible, detainees wear their own clothing to appointments and outings in which they may encounter members of the public.

### Safety and security procedures

There are a number of procedures which should be followed by escort personnel to ensure safety and security during an escorted movement.

General safety and security procedures are:

- Seat detainees in a window seat rather than an aisle seat in airplanes or public transport.
- Check that "childproof" locks are activated in vehicles (where fitted).
- If a detainee requires temporary restraint (without handcuffs), do this in the most unobtrusive manner. For example, walking closely behind the detainee and holding the belt or waistline.
- If the escorted movement is for a health or casework appointment and there will be a waiting period on arrival, remain in the vehicle until the detainee is able to enter the office directly (if possible or appropriate).

- When escorting in a car, the detainee must be seated in the rear seat behind the front passenger seat. This is for the safety of the driver and vehicle.
- When escorting in a bus the detainee must never be seated at the rear of the vehicle. When there are three escorts the third staff member must sit at the rear, placing the detainee between two escorts.

In addition to the precautions outlined above, where the detainee is considered a high security risk:

- Ensure there are adequate and, if possible, additional staff to conduct the movement.
- Use of handcuffs, if approval has been given by a senior officer or the Manager, Juvenile Placements/Transport.
- It may be considered necessary at some time during the movement to use handcuffs, for which prior approval has not been obtained. Escort personnel should use their discretion in this instance and submit an incident report following the movement, outlining the reasons for the use of handcuffs without prior approval.
- Use of a specially designed secure vehicle should be considered if one is readily available.
- Negotiations with the local police to assist with the movement and use of a secure police vehicle.
- Additional staff in a second vehicle for very high risk detainees.

## Confidentiality

All movements out of the centre should be confidential. This ensures the safety of staff and the detainee. Centres are often subjected to scrutiny about allowing detainees to enter the community during their detention period. To alleviate the impact of this on a detainee and staff in case of escorted absences, all details about movements out of a centre must be confidential and treated sensitively.

## 2.2 Approval for escorted movements out of a centre

An escorted movement out of a centre is necessary where a detainee is transferred to another detention centre (see Section 2.4), or to an adult prison (Section 2.5). An escorted movement out of a centre may also occur, under strictly defined conditions, for educational or recreational purposes (Section 2.6), or to attend court, emergency medical treatment, a funeral, or a sick relative (Section 2.7).

An "escorted movement" must be distinguished from "leave". Legal authority for escorted movements out is to be found in section 23A of the Children (Detention Centres) Act 1987 (separate from the authority for leave, which is in section 24). And, in accordance with section 25(1) of the Act, a detainee can be "removed from the detention centre to a hospital" or a related facility, for medical treatment.

An escorted movement out of a centre cannot go ahead without prior approval. The delegation to approve an escorted movement depends on the type of movement proposed, and the legal circumstances of the detainee. The most current Departmental Instrument of Delegation for sections 23A and 25 of the Act should be referred to on every occasion when an escorted absence is planned (for delegations current as at August 1998, see p. 13 of this manual).

**IMPORTANT NOTICE**

**At the time of going to press, the instructions contained in this section (and relating in particular to the factors that ought to be considered by staff before approving or recommending approval of an escorted movement) were undergoing revision. Consequently they have been removed from this edition, and will issued to staff in due course as a Director-General's Instruction. (Ed.)**

(See notice on previous page.)

### 2.3 Organising escorted movements of detainees

Escorted movements must be well organised. The likelihood of incidents and problems when a detainee is leaving the centre and during his or her absence is much higher when there is poor organisation.

Approval must be sought as early as possible prior to the day of the planned movement.

Consultation with other staff and relevant community agencies should occur, and they should be informed about requirements and procedures.

Documentation required for the movement should be organised (wherever possible) prior to the day. It is recommended that Team Leaders ensure all documentation is ready the evening before the movement, with as much information completed as possible.

Escort personnel should be arranged in advance of most absences. Where centre staff escort detainees, maintaining a projected schedule of absences and staffing is recommended.

Co-ordinators Operations are responsible for ensuring organisational systems exist at the centre for efficiency of escorted movements.

#### When to use this procedure

This procedure is used to organise escorted movements which have been approved for a detainee to be removed from a centre:

- for a court appearance or other type of appointment in the community;
- to attend a police interview;
- to visit family or significant others (for example, to attend a funeral or function);

- when he or she is transferred out of a centre.

Detainees can be escorted by one of two services, for the following reasons:

1. Departmental escorts – Juvenile Placements / Transport Service (JPTS) (Department of Juvenile Justice), or centre-based escort personnel:
  - transfer to another centre
  - police interview
  - appeal
  - bail application
  - witness for the defence
  - medical appointment
  - casework appointment or activity (including funeral).
2. Non departmental escorts – New South Wales Police escort services:
  - remand court appearance
  - when a detainee has to face further charges
  - as a police witness.

There will be times when Juvenile Placements / Transport Service personnel will be replaced by escort staff (from the centre where the detainee is located). This is determined at the time when escorts are required, via discussions between the Juvenile Placements / Transport Service, the Co-ordinator Operations, and Admissions staff.

It is the responsibility of Admissions staff to liaise with Juvenile Placements / Transport Service to organise the transfer / movement of a detainee to outside destinations or other centres, if that service is required for the movement.

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Manager, Juvenile Placements / Transport
- Co-ordinators Operations
- Team Leaders
- Admissions staff
- Registered Nurses

### Forms and records which may be used

- JJ-A001, JJ-A002, JJ-A003: Transfer Orders

- JJ-A018: Authority to Move a Detainee
- JJ-A025: Order for Medical Treatment Absence
- JJ-A034: Request for Escorted Absence
- JJ-A035: Order for Escorted Absence
- JJ-A050: Transfer Checklist
- CIS Property Record
- Appendix 5: Warrant on an Adjournment Remanding a Person to a Detention Centre
- Appendix 6: Police Charge Sheet
- Appendix 7: Section 42 – Order for Production of Person Before a Court.

### How this procedure works

Responsible	Action Required
1 Admissions staff	<p><u>As soon as you are aware of a movement:</u></p> <ul style="list-style-type: none"> <li>• <b>Advise</b> Juvenile Placements / Transport Service and where necessary Police Operations (as per guidelines on which service escorts detainees under which circumstances).</li> <li>• <u>When you notify Juvenile Placements / Transport Service, inform</u> them of the detainee's:               <ol style="list-style-type: none"> <li>1. name and date of birth</li> <li>2. reason for movement or transfer.</li> </ol> </li> <li>• <u>If you notify Police Operations, inform</u> them of:               <ol style="list-style-type: none"> <li>1. the detainee's name and date of birth</li> <li>2. the detainee's charges</li> <li>3. where the detainee is remanded to</li> <li>4. <u>if a country movement, advise</u> them to collect the detainee from Minda Juvenile Justice Centre.</li> </ol> </li> <li>• <b>Prepare</b> the following forms:               <p><u>For a court appearance:</u></p> <ol style="list-style-type: none"> <li>1. Authority to Move a Detainee (JJ-A010)</li> <li>2. Copy of CIS Alert</li> <li>3. CIS Property Record</li> </ol> </li> </ul>

<p><b>Admissions staff (cont.)</b></p>	<p>4. Remand warrant or Section 42 (<b>Appendix 7</b>).</p> <p><u>For a medical appointment:</u></p> <ol style="list-style-type: none"> <li>1. Order for Medical Treatment Absence (<b>JJ-A025</b>)</li> <li>2. Copy of CIS Alert</li> <li>3. Medical Report (to be completed by treating doctor)</li> <li>4. Any documentation from the Registered Nurse (sealed).</li> </ol> <p><u>For other appointments:</u></p> <ol style="list-style-type: none"> <li>1. Order for Escorted Absence (<b>JJ-A035</b>)</li> <li>2. Copy of CIS Alert</li> <li>3. Any papers from referring staff member.</li> </ol> <p><u>For a police interview:</u></p> <ol style="list-style-type: none"> <li>1. Authority to Move a Detainee (<b>JJ-A018</b>).</li> </ol> <p><u>For family or significant other visits, funerals and functions:</u></p> <ol style="list-style-type: none"> <li>1. Order for Escorted Absence (<b>JJ-A035</b>)</li> <li>2. Copy of CIS Alert.</li> </ol> <p><u>For transfer out of the centre:</u></p> <ol style="list-style-type: none"> <li>1. Authority to Move a Detainee (<b>JJ-A018</b>)</li> <li>2. Copy of CIS Alert</li> <li>3. CIS Property Record</li> <li>4. Transfer Order (<b>JJ-A001, JJ-A002, JJ-A003</b>)</li> <li>5. Transfer Checklist</li> <li>6. D File</li> <li>7. Allied Health File (in locked satchel).</li> </ol> <ul style="list-style-type: none"> <li>• <b>Check</b> with the Registered Nurse if the detainee is currently prescribed medication. If this is the case, and the detainee will be absent for at least one of the prescribed times for administering medication:       <ul style="list-style-type: none"> <li>• <b>ask</b> the Registered Nurse to dispense medication for the time the detainee will be absent;</li> <li>• <b>ensure</b> an after-hours sheet is prepared and placed with other papers for the movement;</li> <li>• <b>if the detainee is being transferred, ensure</b> all medications are</li> </ul> </li> </ul>
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	<p>prepared and provided to escort personnel before they leave the centre.</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Team Leader of the escort arrangements which have been made.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <u>This can be done the day before</u>: <b>check</b> approval documentation and <b>include</b> the conditions and special instructions on the movement order.</li> <li>• <b>Ensure</b> escort personnel have been arranged.</li> <li>• <b>Sign</b> the Authority to Move a Detainee form (JJ-A018), including approval or non approval for the use of handcuffs.</li> <li>• <u>Where the detainee has medication</u>, <b>check</b> the medication is arranged. Ensure the Registered Nurse's instructions are given to escort staff, with the after-hours medication sheet.</li> </ul> <p>Out of hours – <b>ensure</b> the instructions for administration are transferred to a blank after hours medication sheet to go with the escorts.</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all necessary documentation is collected and placed with the detainee D File <u>before</u> the detainee leaves the centre. This includes: <ol style="list-style-type: none"> <li>1. Signed "section 11(1)(a) or section 13(1) Order" OR signed copy of Recommendation for a detainee to be determined Class A or B form; (JJ-A001 or JJ-A002 or JJ-A003)</li> <li>2. Allied Health File – prepared by the Registered Nurse;</li> <li>3. Education package – prepared by school staff, including reports and the detainee's individual work.</li> </ol> </li> </ul> <p>Out of hours – some of these files will not be available. <b>Ensure</b> relevant staff are notified of the transfer on their return, for files to be sent that day.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> the Transfer Checklist and ensure other sections are completed by relevant staff before the detainee leaves. (JJ-A050)</li> <li>• <u>If the movement involves departmental escorts</u>, <b>indicate</b> on the form if handcuffs must be used and, if so, include instructions to escort personnel on when handcuffs can be removed (if at all), and when and how this should be done.</li> <li>• <b>Do not complete</b> the handcuff section if it is a police movement. <b>Enter</b> "not applicable – police escort" in the relevant section.</li> <li>• <b>Inform</b> unit staff of the planned absence.</li> </ul>

## 2.4 Transfer of a detainee to another centre

### When to use this procedure

This procedure is used when approval has been given for a detainee to be transferred out of a centre, to another centre and will:

- not be reclassified;
- be reclassified, from A to B, or from B to A.

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Manager, Juvenile Placements / Transport
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Team Leaders
- Assistant Team Leaders
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, and Caseworkers)
- School staff
- Admissions staff
- Escort personnel
- Unit staff (eg. Senior Youth Workers).

### Forms and records which may be used

- JJ-A001: Section 11(1)(a) and / or section 13(1) Order
- JJ-A002: Recommendation for a detainee to be determined Class A
- JJ-A003: Recommendation for a detainee to determined Class B
- JJ-A050: Transfer Checklist
- JJ-A018: Authority to Move a Detainee
- Detainee File (D)
- Allied Health File
- CIS Property Record.

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 9 Persons on remand and persons subject to control</li> <li>• 10 Transfers from prisons to detention centres</li> <li>• 11 Director-General to determine detention centre</li> <li>• 12 Duly endorsed detention orders</li> <li>• 13 Transfers between detention centres</li> <li>• 28(1) Transfer of classified persons to prison</li> <li>• 28A,B Certain children may be remanded in prison</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 6 Definitions: Classifications A &amp; B</li> </ul>
Juvenile Placements / Transport Service - Training Manual	<ul style="list-style-type: none"> <li>• Procedures when detainees are under escort</li> <li>• Handcuffing and restraining detainees</li> </ul>
Health Services Operational Manual	<ul style="list-style-type: none"> <li>• 28 "Medical holds"</li> </ul>

## Reasons for transfer to another centre

The transfer of a detainee out of a centre will be the result of:

- a recommendation by centre staff where the detainee is in custody;
- a recommendation from a Juvenile Justice Counsellor and / or Officer;
- a change in the detainee's legal status (eg. after court or new police charge);
- a detainee being charged with a serious indictable offence, which is in addition to his or her current control order / custody;
- a detainee's own request to be transferred;
- a parent / significant other's request that the detainee be transferred;
- a detainee attaining an age above the maximum accepted by his or her current centre.

There may be exceptions to the above where it is considered inappropriate to transfer a detainee based on age or legal status. Managers may use their discretion when making such decisions with reference to case plans and casework issues.

In this case, the Co-ordinator Casework at the centre where the detainee is currently located is required to submit a recommendation to the Manager for the detainee to remain at the centre.

## Transfer categories

There are two categories of detainee transfers:

### 1. Routine (planned) transfers

- as part of case management
- detainee and / or parent / significant other request
- reclassification
- change in legal status
- based on attaining the upper-limit age for the centre.

### 2. Emergency transfers

- immediate demand for bed space
- high risk security issue (eg. result of incident)
- immediate protection needs.

## Guidelines

1. The transfer of a detainee on a control order must be part of his or her case plan. Therefore, excluding emergency transfers, there must be 48 hours (or two working days) notice given to all relevant staff working with that detainee.
2. The proposed destination of the transfer must be appropriate to the individual needs of the detainee. Consideration must be given to the resources and programs available at that centre or prison, and how they can be utilised to continue work on the detainee's case plan.
3. All transfers to other centres will be followed by a 3 week assessment period (consistent with casework guidelines), following which the suitability of that centre for the individual detainee will be determined. It is possible following this that the detainee will be returned to the transferring centre, or to a centre that can implement the case plan more effectively.
4. Co-ordinators Casework and Co-ordinators Operations should co-manage routine (planned) transfers, ensuring all necessary information is gathered, consultation occurs with relevant staff, and the transfer is consistent with case planning. Co-ordinators Casework and Co-ordinators Operations must give both casework and operational issues appropriate consideration.
5. Excluding emergency transfers, the Co-ordinator Casework and Co-ordinator Operations must ensure consultation occurs with the following centre staff before a transfer can occur:

- Registered Nurse – in relation to any health issues or concerns;
  - Other Centre Support Team staff – in relation to any counselling and / or behaviour management issues or concerns;
  - Co-ordinator Programs / Staff Development – in relation to any vocational or other program participation issues or concerns;
  - Team Leaders and unit staff – in relation to the detainee's progress and / or any problems experienced in the unit where he or she resides;
  - School Principal or teachers – in relation to any educational issues or concerns.
6. It is recommended that a regular meeting be conducted, at which different groups of staff can review and plan transfers and procedures. Documented information from all above areas must accompany the detainee when he or she leaves the centre. This information must include a summary of the detainee's progress in the respective areas at the transferring centre, to enable a continuum of service and support to the detainee at the receiving centre.
- There may be occasions when a file is not available at the time of transfer. The staff member responsible for that file must forward it on the first working day.
7. Where the transfer involves reclassification of the detainee, all recommendations must include a comprehensive description of behaviour management strategies which have been implemented with the detainee. The receiving centre must have adequate information consistent with the reclassification to work effectively with the detainee.

## Medical holds

Registered Nurses can recommend that a detainee remain at the centre for a longer period of time, based on medical issues or needs.

Examples of "medical holds" are a medical appointment which is almost due, or surgery which has been arranged and is imminent. Once these medical issues have been addressed the detainee may be transferred.

To enact a "medical hold", the Registered Nurse is required to submit a brief report to the Co-ordinator Operations (or in his or her absence, the Manager), including:

- name of the detainee;
- presenting health problem;
- reason for the detainee to be held at the centre;
- benefits for the detainee and the organisation.

There will be occasions when the "health problem" cannot be disclosed or documented. In such cases the Registered Nurse should speak with the Manager.

The Co-ordinator Operations must only support such recommendations where the safety and security of the detainee, other detainees, staff, and the centre can be ensured.

## How this procedure works

Responsible	Action Required
1 Co-ordinator Casework / Caseworker	<p data-bbox="491 309 874 342"><u>If a detainee requests a transfer:</u></p> <ul style="list-style-type: none"> <li data-bbox="491 376 1241 656">• <b>Ensure</b> the detainee has completed a letter to the Manager, including:               <ol style="list-style-type: none"> <li data-bbox="528 465 1134 499">1. the centre he or she wishes to be transferred to;</li> <li data-bbox="528 533 1257 589">2. the reasons why he or she wishes to be transferred to that particular centre;</li> <li data-bbox="528 622 887 656">3. the earliest date of release.</li> </ol> </li> <li data-bbox="491 689 1273 723">• <b>Contact</b> the parent / significant other and <b>discuss</b> the request.</li> <li data-bbox="491 757 1305 813">• <b>Use</b> the detainee's letter as a reference point for consultation with other staff.</li> </ul>
2 Co-ordinator Casework	<p data-bbox="491 846 1337 880"><u>Contact the following staff and discuss the proposed transfer with them:</u></p> <ul style="list-style-type: none"> <li data-bbox="491 913 1326 1003">• <u>Registered Nurse</u> – <b>gather information</b> about any health concerns or pending medical appointments organised for the detainee which the transfer would affect.</li> <li data-bbox="491 1037 1337 1160">• <u>School Principal</u> – <b>gather information</b> about any educational programs which the detainee is participating in which would be affected by the transfer, and any concerns support school staff have about the transfer.</li> <li data-bbox="491 1193 1321 1283">• <u>Co-ordinator Programs / Staff Development</u> – <b>gather information</b> about any vocational or community programs which the detainee is participating in which would be affected by the transfer.</li> <li data-bbox="491 1317 1246 1384">• <u>Team Leaders and unit staff</u> – <b>gather information</b> about the detainee's progress and staff views on the benefit of transfer.</li> <li data-bbox="491 1417 1310 1507">• <u>Other Centre Support Team staff</u> – <b>gather information</b> about any counselling or behaviour management programs the detainee is participating in, which would be affected by the transfer.</li> <li data-bbox="491 1541 1337 1608">• <u>Relevant Juvenile Justice Officer / Counsellor</u> – <b>gather information</b> regarding community and family issues.</li> </ul>
3 Co-ordinator Casework and Co- ordinator Operations	<ul style="list-style-type: none"> <li data-bbox="491 1641 1262 1697">• <b>Consider</b> the information gathered (verbal and written) for the transfer request / recommendation.</li> <li data-bbox="491 1731 1326 1798">• If there are any concerns, or an agreement cannot be met, <b>consult</b> with the Manager.</li> <li data-bbox="491 1832 1337 1888">• <u>If the transfer is not supported</u>, <b>ensure</b> the detainee is informed and the reasons are clearly explained.</li> <li data-bbox="491 1921 1007 1955">• <u>If the transfer is supported</u>, <b>go to step 4</b>.</li> </ul>

4	<b>Co-ordinator Operations</b>	<p><u>Where it is a "standard" transfer, with no special circumstances:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the proposed receiving centre and ascertain bed availability.</li> <li>• <b>Discuss</b> the individual detainee, his or her needs, and the reason for recommending the transfer.</li> </ul>
5	<b>Centre Manager</b>	<p><u>Where there are special circumstances or other issues:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Manager of the receiving centre, discuss issues and negotiate the transfer.</li> </ul>
6	<b>Team Leader</b>	<p><u>If the detainee is accepted by the other centre</u> (for more information about escorted movements see Section 2.3):</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> remaining details on the appropriate transfer form / Order:             <ol style="list-style-type: none"> <li>1. <u>If the detainee is NOT being reclassified:</u> <ul style="list-style-type: none"> <li>• Section 11(1)(a) or section 13(1) Order (JJ-A001)</li> </ul> </li> <li>2. <u>If the detainee IS being reclassified:</u> <ul style="list-style-type: none"> <li>• <b>Check</b> the transfer section of the approved Recommendation for a detainee to determined Class A (JJ-A002), or Class B (JJ-A003).</li> </ul> </li> </ol> </li> <li>• <b>Complete</b> the approval details on the Authority to Move a Detainee (JJ-A018) and <b>add</b> further information and instructions (where required).</li> <li>• <b>Ensure</b> all information requested on the forms is included, and also any additional information which may assist the receiving centre.</li> <li>• <b>Attach</b> a copy of the CIS Alert to the Movement Order.</li> <li>• <b>Inform</b> Admissions staff of the pending transfer.</li> <li>• <b>Complete</b> your areas of responsibility on the Transfer Checklist and <b>sign</b> each entry.</li> <li>• <b>Attach</b> all documentation relating to the transfer to the front of the detainee D file with the transfer checklist on top.</li> <li>• <b>Inform</b> the detainee that he or she will be transferred out of the centre if this has not already been done.</li> </ul>
7	<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> the relevant Centre Support Team (CST) staff.</li> <li>• <b>Ensure</b> the case plan is current and located in the "casework" section of the Detainee D File.</li> <li>• <b>Check</b> the Casework File and <b>attach</b> it to the detainee D file.</li> </ul>

8	<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Gather</b> from Centre Support Team staff all relevant information which should be attached to the Allied Health File, and <b>ensure</b> it is up to date.</li> <li>• <b>Organise</b> medication for the detainee. <b>Contact</b> the Team Leader and inform him or her of medication requirements and <b>provide</b> an after-hours medication sheet with details.</li> <li>• <b>Submit</b> the Allied Health File, in a (white) locked satchel, to Admissions staff, to be transferred to the receiving centre.</li> </ul>
9	<b>Team Leader / Escort personnel</b>	<ul style="list-style-type: none"> <li>• <b>Go to</b> Section 2.1 – “General escorting procedures” and Section 2.7 – “Under escort – other services”.</li> </ul>

## 2.5 Transfer to an adult correctional centre (prison)

### When to use this procedure

This procedure is used when a detainee defined as a “classified person” is transferred from a juvenile justice centre, following a request or recommendation for transfer to a prison. In this case a “classified person” is a person:

- who has been sentenced to imprisonment and directed to serve the time in a juvenile justice centre pursuant to section 19 of the Children (Criminal Proceedings) Act 1987, or
- transferred from a prison pursuant to section 10 of the Children (Detention Centres) Act 1987.

The reasons for staff recommending transfer are where a classified person:

- is not profiting from the discipline and instruction in the centre, or
- is, for any reason, a person not suitable for detention in a juvenile justice centre (including attaining 21 years of age).

The transfer of a detainee to an adult correctional centre must be looked at very carefully and there must be acknowledgment of the importance of maintaining detainees on custodial orders in juvenile justice centres for as long as possible, for separation from adult offenders.

There are occasions where a detainee requests to be transferred to prison. This request should be taken seriously. Managers must ensure the detainee discusses his or her request with a range of people (family or significant others, staff, etc.) before supporting the request.

The process of transferring a detainee to an adult correctional centre can be complex and can take some time. The Manager, Juvenile Placements / Transport will liaise with the appropriate Department of Corrective Services Executive Officers, presenting departmental and centre information in support of the transfer request or recommendation.

Where a transfer to an adult correctional centre relates to behaviour issues, as opposed to the detainee's age and / or legal order, the Manager must ensure all possible strategies to maintain the detainee in the juvenile system have been attempted and exhausted before recommending or supporting transfer to an adult facility. Such strategies include both behaviour management and transfer between centres (where appropriate).



## Who uses this procedure

The following staff may use this procedure:

- Cluster Directors
- Manager, Juvenile Placements / Transport
- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Team Leaders
- Centre Support Team (CST)
- Admissions staff.

## Forms and records which may be used

- JJ-A050: Transfer Checklist
- JJ-A051: Order for transfer of a person under 21 years from a correctional institution to a detention centre
- JJ-A052: Order for transfer of a classified person to prison
- JJ-A053: Order for the remand of a person to prison
- JJ-A054: Notice of a transfer from a juvenile justice centre to adult corrections
- Psychological, psychiatric, unit reports (relevant to prison transfer)
- Detainee D File
- Allied Health File
- CIS Property Record

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Protocol for the Transfer of Inmates / Detainees Between the Departments of Corrective Services and Juvenile Justice</li> <li>• Policy and Procedure for Retaining / Transferring Detainees on Attaining Twenty-One</li> <li>• Case Management Policy</li> </ul>

Children (Criminal Proceedings) Act 1987	<ul style="list-style-type: none"> <li>• 19 sentenced to serve part or whole of term in a juvenile justice centre</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 10 transfer of person under 21 years of age from an adult correctional centre to a juvenile justice centre</li> <li>• 28(1) transferring a detainee from a juvenile justice centre to an adult correctional centre</li> <li>• 28A remanding a detainee to an adult correctional centre</li> <li>• 28B placing a detainee in an adult correctional centre to serve a sentence</li> </ul>

### How this procedure works

Responsible	Action Required
1 Manager	<ul style="list-style-type: none"> <li>• <u>Before contacting the Cluster Director or submitting a recommendation report, speak</u> with the Co-ordinator Operations, Co-ordinator Casework and Co-ordinator Programs / Staff Development about the centre's intention to recommend transfer or a detainee's request to be transferred.</li> </ul> <p>Where Managers have developed strategies which have not been attempted with the detainee, <b>ensure</b> these are undertaken before proceeding with the recommendation. Where a requesting detainee has not been counselled by a number of people, <b>do not</b> proceed until that has occurred.</p> <ul style="list-style-type: none"> <li>• <u>After all possible strategies of maintaining the detainee at your centre have been attempted, contact</u> the Cluster Director and inform him or her that you would like to recommend a detainee, or support a detainee's request to be transferred to an adult correctional centre.</li> <li>• <b>Prepare</b> a submission and briefing note from the Director General to the Minister for section 28(1) transfer from a juvenile justice centre.</li> <li>• <b>Prepare</b> a section 28(1) order. (JJ-A052)</li> <li>• <b>Complete</b> a <u>comprehensive</u> Centre Report recommending transfer to an adult correctional centre. This must include: <ol style="list-style-type: none"> <li>1. reasons for recommending the transfer</li> <li>2. response to programs</li> <li>3. behaviour and attitude</li> <li>4. achievements</li> <li>5. on-going issues</li> </ol> </li> <li>• <b>Attach</b> the following reports to the Centre Report: <ul style="list-style-type: none"> <li>• Psychologist Reports</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Psychiatrist Reports</li> <li>• Parole Officer Reports</li> <li>• Any relevant reports received during the detainee's period of detention.</li> <li>• <b>Collate</b> and <b>tag</b> sections of the submission, which should include the briefing note, Order, centre and other reports and <b>forward</b> to the <u>Cluster Director</u> for his or her recommendation.</li> <li>• <b>Retain</b> a copy of all this documentation on the detainee's D file.</li> </ul>
2	<p><b>Cluster Director</b></p> <ul style="list-style-type: none"> <li>• If the transfer is supported, <b>contact</b> the Manager, Juvenile Placements / Transport and <b>inform</b> him or her of the recommendation for transfer.</li> <li>• <b>Forward</b> the submission, order and reports to the Manager, Juvenile Placements / Transport for consideration at the Joint Advisory Committee meeting.</li> <li>• <b>Contact</b> the Manager of the recommending centre and <b>inform</b> him or her of your recommendation.</li> </ul>
3	<p><b>Manager, Juvenile Placements / Transport</b></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the appropriate Department of Corrective Services representative and <b>inform</b> him or her of the recommendation for transfer and the current location of the detainee. A visit and interview with the detainee may be conducted by a Corrective Services representative.</li> <li>• <b>Organise</b> a Joint Advisory Committee meeting with representatives from both departments.</li> <li>• <u>At the Joint Advisory Committee meeting</u>, <b>consider</b> all the documentation provided, the results of the interview with the detainee and <b>determine</b> if the transfer is supported or not supported. <b>Prepare</b> a Joint Advisory Committee Report with the conclusion presented in detail.</li> <li>• <b>Inform</b> the Cluster Director of the decision of the Joint Advisory Committee.</li> <li>• If transfer is support<sup>ed</sup> by the Committee, <b>attach</b> a copy of the report to the submission and <b>forward</b> to the Director-General.</li> <li>• <b>Prepare</b> a letter from the Minister to the Minister for Corrective Services, via the Director General.</li> <li>• <b>Collate</b> all documentation into a Ministerial folder and <b>forward</b> to the Director-General.</li> <li>• <u>If the transfer is approved by both Ministers</u>, <b>fax</b> a copy of the signed 28(1) Order, to the Manager of the juvenile justice centre where the subject detainee is located. (JJ-A052)</li> <li>• <b>Send</b> a copy of the signed order to the Co-ordinator Young Adults Program in the Department of Corrective Services. (JJ-A052)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Retain</b> all documentation, including original order, on departmental file.</li> </ul>
4	<p><b>Co-ordinator Operations</b></p> <p><u>If the transfer is approved:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee that he or she will be transferred, and the adult correctional centre he or she will be going to. <u>This must be done by a senior officer.</u></li> <li>• <b>Inform</b> the Registered Nurse of the approved transfer and the adult correctional centre the detainee will be taken to.</li> <li>• <b>Inform</b> the Co-ordinator Casework of the approved transfer and the adult correctional centre the detainee will be taken to.</li> <li>• <b>Contact</b> the Juvenile Placements / Transport Service to escort the detainee to the adult correctional centre.</li> <li>• <b>Ensure</b> all court mandates are attached to the section 28(1) Order when the detainee is transferred. (JJ-A052)</li> <li>• <b>Attach</b> a signed copy s. 28(1) Order to the copy of the centre report / recommendation in the detainee's D File .</li> </ul>
5	<p><b>Registered Nurse</b></p> <ul style="list-style-type: none"> <li>• <u>If there are any medical concerns or problems regarding the detainee, contact</u> medical personnel at the adult correctional centre where he or she is being transferred and <b>ensure</b> that all necessary information is passed on.</li> <li>• <b>Prepare</b> the Allied Health File, updating all information. <b>Ensure</b> Centre Support Team staff have submitted all relevant information to you for attachment to the file.</li> <li>• When the Allied Health File is up to date, <b>send</b> it in a locked (white) satchel to McCabe Cottage for storage.</li> </ul>
6	<p><b>Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• <u>If there are any particular concerns in relation to casework with the detainee, contact</u> support / welfare personnel at the adult correctional centre where he or she is being transferred and ensure all necessary information is passed on.</li> <li>• <b>Ensure</b> all casework documentation is up to date, including the current case plan.</li> <li>• <b>Place</b> all casework documentation in the "casework" section of the detainee D File, for transfer to McCabe Cottage.</li> </ul>
7	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <u>If directed, ensure</u> the detainee D File, with all current information is sent to McCabe Cottage. <b>Complete</b> a Departmental Transfer Note (DTN).</li> <li>• <u>When the detainee has left the centre to be transferred, enter</u> the detainee's discharge in the: <ol style="list-style-type: none"> <li>1. Admissions Diary / Movements Sheet</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>

## 2.6 Under escort – community based activities

### When to use this procedure

This procedure is used when planned and organised community-based activities, for recreational or educational purposes, are conducted by centre staff with detainees outside the centre.

There are four main types of supervised community based activities that use this procedure:

- supervised outings
- supervised camps
- supervised school excursions
- community-based programs (eg. community work).

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Programs / Staff Development
- Co-ordinators Casework
- Program Co-ordinators
- Team Leaders
- Caseworkers
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors)
- Programs staff
- Unit staff (eg., Senior Youth Workers)
- Admissions staff
- School staff

### Forms and records which may used

- JJ-A029: Supervised Community Activity Proposal
- JJ-A035: Order for Escorted Absence
- JJ-A037: Order for Escorted Absence – Group Absences
- JJ-A005: Incident Advice

- JJ-A009: Centre Incident Report
- Unit and centre Log Books / Diary Notes
- Admissions Diary / Movement Sheet
- Client Information System (CIS)

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy and procedures for conducting camps and supervised activities from a Juvenile Justice Centre</li> <li>• Policy for the Provision of a Protective Abuse Free Environment</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 23A Escorted absences</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 8(2) Maintenance of physical well-being of detainees</li> </ul>

### Checklists for supervised outings, camps and school excursions

When specified minimum periods in custody are completed, participation in supervised outings, camps and school excursions is subject to the Manager's discretion and approval.

Remand	Sentenced (Indictable or summary including on appeal)	Sentenced (Indictable s10 or s19)	Sentenced (Serious indictable)
Not eligible	4 weeks (small centres) 6 weeks (large centres)	1/4 of sentence	1/3 of sentence

#### Supervised community activities / outings

- Written approval from Manager or delegated Co-ordinator.
- Escorted Absence form must be fully completed.
- Must be part of a planned recreational and / or educational program.
- One staff member must be placed in control of the outing.
- Must be a balance in competencies of staff to ensure security.
- A meeting must be held before the outing between supervising staff and participating detainees.
- No changes in travel plans without approval of Manager or Co-ordinator Operations.

- No alcohol is to be consumed.
- The outing must be terminated if there are problems with any detainee's behaviour.

#### **Supervised camps**

- Written approval of Manager.
- Escorted Absence form must be fully completed.
- Preparation well in advance (no less than 2 weeks).
- Must have set goals and objectives included in a detailed program proposal.
- Must be a balance in competencies of staff to ensure security.
- Each staff member must have a specific responsibility and participate in all activities.
- Supervising staff must be included in the selection of participating detainees.
- Wherever possible, the camp site must be inspected prior to the program proposal being submitted.
- No changes in travel plans without approval of Manager or Co-ordinator Operations.
- No alcohol is to be consumed.
- The outing must be terminated if there is a problem with detainees behaviour.
- Written evaluations by staff and detainees must be included in a comprehensive report after the camp.

#### **Supervised school excursions**

- Written approval by Manager or delegated Co-ordinator.
- Escorted Absence form must be fully completed.
- The school proposal must be submitted well in advance of the excursion (no less than 1 week).
- There must be at least one juvenile justice centre staff member present on the excursion.
- The centre staff member must take responsibility for security of the excursion and participating detainees.
- A meeting must be held before the excursion, between the supervising staff (school and centre) and the participating detainees.
- No changes in travel plans without approval of Manager or Co-ordinator Operations.
- No alcohol is to be consumed.
- The outing must be terminated if there is a problem with detainee behaviour.
- Written evaluations by staff and detainees must be included in an excursion report (no later than 7 days afterwards).

## Guidelines

The Co-ordinator Programs / Staff Development must co-ordinate preparation for any type of supervised outing. This includes consultation with all relevant staff, followed by liaison with the Co-ordinator Operations, to ensure all operational issues have been identified and addressed.

The general guidelines for supervised community based activities from a centre are:

1. Detainees must be serving a control order (which includes waiting for an appeal hearing) and have completed the correct period of time in custody (refer to checklists for supervised outings, camps and school excursions).
2. If a detainee is serving a control order, and also has additional court matters for which bail has been granted and entered into, he or she is eligible for supervised community based activities, if all other centre conditions have been met.
3. All supervised community based activities must be part of the recreational or educational program offered by the centre.
4. Staff must be carefully selected to supervise outings in the community. There must be a balance of competencies to ensure a maximum level of security while the group is absent. Staff must recognise that the risk of escape is high when a group of detainees is in the community.
5. During peak holiday periods, supervised outings are to be restricted to areas where there are few other people (ie. not busy areas).
6. An information group must be held before each supervised community based activity, to clearly define the nature and purpose of the outing and the expectations placed on both staff and detainees by centre management and the department.
7. When supervised camps are conducted, wherever possible, the co-ordinating staff member (camp leader) must attend the proposed site before the camp is conducted, to ensure that appropriate facilities are available and a reasonable level of security can be maintained.
8. Where possible, detainees are to wear their own clothing to appointments and outings during which they may encounter members of the public.
9. In any circumstances where the behaviour of a detainee is unacceptable, and he or she continues after directions by staff, the activity should be terminated. The group must then return to the centre immediately.
10. Groups on community-based activities MUST go to the location specified in the Absence Order (any change to the location must be approved beforehand by the Manager or the Co-ordinator Operations).
11. Medication must be kept in a locked tin throughout the absence. After-hours medication sheets must be updated when medication is administered. The outing medication tin should be kept in the Nursing Clinic between outings. Registered Nurses must ensure all medication for outings is placed in the locked tin.

## Selection criteria

The primary consideration in selecting detainees to participate in any supervised community-based activity is that the activity is consistent with the established case plan for each detainee.



The benefits for the individual detainee must be clearly identified in terms of individual needs, and his or her return to the community following release.

In addition, the following must be considered:

1. The nature and circumstances of the detainee's offences and offence history.
2. The possibility of threat to public safety and the likelihood of further offending by the detainee.
3. The length of time in custody in relation to the length of committal and to the time staff have had the opportunity for accurate assessment of the detainee.
4. Any prior history of escape or attempted escape from custody by the detainee.
5. Any additional court appearances to be faced by the detainee.
6. The response (over time) of the detainee to the juvenile justice centre program.
7. Prior history of drug abuse or addiction by the detainee.
8. Any recent personal circumstances within or outside the centre which may negatively affect the detainee's judgment if placed in a less controlled situation.
9. The nature of staff supervision to be given to the detainee in the placement or activity being considered.
10. The interactions with others which may result from the activity under consideration.

### Applying to conduct supervised outings, camps or school excursions

The title "co-ordinator of outing" has been used in this procedure to denote the staff member who is proposing the supervised community-based activity and who will act as the outing / camp leader.

A co-ordinator of an outing may be a:

- Senior Youth Worker – recreation
- Senior Youth Worker – unit based
- Vocational Instructor
- School principal, or delegated school representative / teacher
- Casework staff
- Any other staff member selected to supervise a community-based activity.

### How the procedure works

Responsible	Action Required
1 Co-ordinator of outing	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Supervised Community Activity Proposal form. (JJ-A029) <u>In the case of a camp</u>, submit an extended proposal, including the exact location of the camp and proposed emergency procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Submit</b> the Supervised Community Activity Proposal form to the Co-ordinator Programs / Staff Development.</li> </ul>
2	<p><b>Co-ordinator Programs / Staff Development</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that there is adequate information on the Supervised Activity Proposal form for it to be considered. (JJ-A029)</li> <li>• <b>Check</b> each detainee's D File for the correct eligibility dates for supervised community based activities.</li> <li>• <b>Check</b> the CIS Alert and Register Report for any restrictions on detainees and special needs.</li> <li>• <b>Speak</b> to the Co-ordinator Operations about the proposal, in relation to operational issues and the eligibility of detainees being considered. (JJ-A029)</li> <li>• <b>Speak</b> to the Co-ordinator Casework in relation to the case plans of the proposed detainees, ensuring that the type of activity is consistent with each plan.</li> </ul>
3	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> accurate information is provided to the Co-ordinator Programs / Staff Development, via discussions with Team Leaders, unit-based staff and other supervising staff, including: <ol style="list-style-type: none"> <li>1. program participation at the centre and in the unit;</li> <li>2. outline of response to incentive and punishment schemes;</li> <li>3. any concerns regarding the type of community-based activity being proposed.</li> </ol> </li> </ul>
4	<p><b>Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> accurate information is provided to the Co-ordinator Programs / Staff Development, via discussions with Centre Support Team staff, including: <ol style="list-style-type: none"> <li>1. the link between the community-based activity and the detainees' case plans;</li> <li>2. any concerns case management staff have about the activity;</li> <li>3. Special instructions and recommended strategies for managing a detainee in the community (eg., sex offender's contact with potential victims).</li> <li>4. any pending health appointments on the date/s of the activity.</li> </ol> </li> </ul>
5	<p><b>Co-ordinator Programs / Staff Development</b></p> <ul style="list-style-type: none"> <li>• In consultation with the Co-ordinator Operations and Co-ordinator Casework <b>determine</b> if the outing should be approved or not approved.</li> </ul> <p>If there are concerns about the outing, or Co-ordinators cannot agree, the Manager must be consulted to make the final decision.</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that the Supervised Community Activity Proposal form is maintained in a file. (JJ-A029)</li> </ul>

	<p><u>If the supervised outing proposal is approved:</u></p> <ul style="list-style-type: none"> <li>• <b>Prepare</b> the Order for Escorted Absence – Group Absences form. (JJ-A037)</li> <li>• <b>Submit</b> the Order for Escorted Absence – Group Absences form to the Co-ordinator Operations to sign as approved (in his or her absence <b>submit</b> it to the Manager).</li> <li>• <u>In the case of a supervised CAMP, submit</u> the Order for Escorted Absence – Group Absences form to the Manager to approve and sign.</li> <li>• <b>Assign</b> to one of the proposed staff members responsibility for the outing / excursion, for security and decision-making during the absence.</li> </ul> <p><u>If the supervised outing proposal is not approved:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the staff member who submitted the proposal is informed and that the reasons for non-approval are explained clearly to him or her.</li> </ul>
6	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the Manager is aware of the approved supervised outing, and provide him or her with the necessary details of that outing.</li> </ul>
7	<p><b>Co-ordinator Programs / Staff Development</b></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the proposed co-ordinator of the outing that approval has been given.</li> <li>• <b>Direct</b> the co-ordinator of the outing to: <ol style="list-style-type: none"> <li>1. Conduct an information group with the staff and detainees who will be participating in the supervised outing. This should include any expectations of the centre both of staff and detainees, and safety and security procedures which should be followed during the outing.</li> <li>2. Inform relevant staff (eg. unit staff, accounts clerk, kitchen staff) that the outing has been approved and what is required from those areas for the supervised outing.</li> <li>3. Inform the Registered Nurse of the approved outing and the names of the participating detainees, for preparation of medication.</li> <li>4. Organise and book a vehicle for the supervised outing.</li> <li>5. Check that all necessary equipment is available, operational and organised <u>before</u> the supervised outing occurs.</li> </ol> </li> </ul>

### Preparing for a supervised outing – before the day

Responsible	Action Required
8	<p><u>As directed by the Co-ordinator Programs / Staff Development:</u></p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> an information group with the participating staff and</li> </ul>

	<p>detainees, including:</p> <ol style="list-style-type: none"> <li>1. Expectations of the centre for the conduct and behaviour of the group whilst in the community (staff and detainees).</li> <li>2. Information of what personal items (clothing, etc.) the group will require for the outing.</li> <li>3. <u>In the case of a camp</u>, preparation of all equipment which will be taken on the camp, including all group members preparing their own equipment (eg., backpacks) under the supervision of the camp leader.</li> </ol> <ul style="list-style-type: none"> <li>• Contact relevant staff at the centre, well in advance of the outing, to <b>organise</b>: <ol style="list-style-type: none"> <li>1. first aid equipment, medication for individual detainees, after-hours medication sheets;</li> <li>2. necessary money and / or vouchers;</li> <li>3. prepared meals or foodstuffs for cooking during the outing;</li> <li>4. a suitable vehicle (this must be booked at the centre in advance);</li> <li>5. any personal property required by detainees;</li> <li>6. any other equipment which may be required (eg. recreational, mobile phone, extra clothing).</li> </ol> </li> <li>• <b>Check</b> all equipment which is required for the outing in advance, and ensure it is operational and secure.</li> <li>• <b>Inform</b> the Co-ordinator Programs / Staff Development or Co-ordinator Operations of any problems in preparing for the supervised outing.</li> </ul>
9 <b>Co-ordinator Programs / Staff Development</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the co-ordinator of the outing has undertaken all preparation procedures as directed.</li> </ul>

### Preparing for a supervised outing – on the day

Responsible	Action Required
10 <b>Co-ordinator of outing</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> that the Order for Escorted Absence - Group Absences form is in the Admissions area and has been signed as approved. (JJ-A037)</li> <li>• <b>Check</b> the CIS Alert Register Report for any restrictions or relevant concerns.</li> <li>• <b>Locate</b> the Team Leader and take the Order for Escorted Absence – Group Absences form to him or her and <b>discuss</b> the supervised outing, including:</li> </ul>

	<ol style="list-style-type: none"> <li>1. The nature of the outing. <b>Provide</b> a brief summary of the outing and the location.</li> <li>2. The detainees who have been approved to participate in the outing and if any circumstances have arisen which no longer permit one or more of those detainees to attend.</li> <li>3. The estimated time of departure and return to the centre.</li> </ol> <ul style="list-style-type: none"> <li>• <b>See</b> the Registered Nurse about obtaining any required medication and after-hours medication sheets.</li> </ul>
11	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that the Order for Escorted Absence – Group Absences form is accurately completed. (JJ-A037)</li> <li>• <b>Check</b> the CIS Alert Register Report for any restrictions or relevant concerns.</li> <li>• <u>If there are concerns about any of the detainees, consult</u> with other staff and, if absolutely necessary, remove their names from the Order for Escorted Absence – Group Absences form and initial the deletion. Ensure you <b>speak</b> to each of those detainees and <b>explain</b> the reasons for their removal from the absence.</li> </ul> <p><u>Removal from an outing cannot be used as a form of punishment.</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the co-ordinator of the supervised outing if there are any centre or unit problems which would delay the group in leaving the centre.</li> <li>• <b>Direct</b> unit staff to prepare the listed detainees for the outing.</li> <li>• <b>Do not permit</b> the group to leave the centre if you have any reason to believe the security and safety of staff and detainees in the group could be at risk.</li> </ul>
12	<p><b>Co-ordinator of outing</b></p> <ul style="list-style-type: none"> <li>• <b>Return</b> to the Admissions area and return the Order for Escorted Absence – Group Absences form to Admissions staff. (JJ-A037)</li> <li>• <b>Check</b> that you have all necessary equipment and that the vehicle is fueled and any damage on the vehicle is noted before beginning the journey.</li> <li>• <b>Collect</b> all medications and after-hours medication sheets from the Registered Nurse and <b>place</b> them in the designated locked tin.</li> <li>• <u>If directed, assist</u> in collecting detainees from their unit/s to prepare for the outing.</li> </ul>
13	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the unit/s where the participating detainees are and request that those detainees attend the Admissions area.</li> <li>• <b>Copy</b> the Order for Escorted Absence – Group Absences form (JJ-A037) and: <ol style="list-style-type: none"> <li>1. <b>retain</b> the copy in the Admissions area, to be placed on the detainee D File;</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>2. <b>give</b> the original to the co-ordinator of the supervised outing and request that he or she return the original at the end of the outing.</li> <li>3. <b>attach</b> a copy of each relevant CIS Alert to the original Order for Escorted Absence – Group Absences form.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Enter</b> all detainees and their absence on the: <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>
14	<p><b>Co-ordinator of outing</b></p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of all detainees while in a secure area and reports the numbers to the Team Leader and relevant unit staff.</li> <li>• <b>Check</b> that you have all prescribed medications, and that they are in a locked tin.</li> <li>• <b>Take</b> the Order for Escorted Absence – Group Absence form from Admissions staff and keep it on your person for the duration of the outing. (JJ-A037, original)</li> <li>• <b>Ensure</b> all detainees in the group have appropriate clothing.</li> </ul>

#### During the supervised outing

	Responsible	Action Required
15	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close supervision of detainees at all times.</li> <li>• <b>Ensure</b> you undertake your individual and team responsibilities throughout the outing, as discussed and planned before leaving the centre.</li> <li>• <u>In the case of a camp over two days</u>, <b>contact</b> the Team Leader at the centre every 48 hours (no longer) and report the progress of the camp.</li> </ul>
16	<b>Co-ordinator of outing</b>	<p><u>During the outing, if any problems occur</u> (eg., attempted or actual escape, accident, behaviour / conduct issues):</p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader from the nearest telephone (if isolated, one staff member should leave the group to make this call) and <b>inform</b> him or her of: <ol style="list-style-type: none"> <li>1. the nature of the problem;</li> <li>2. your location and the number of detainees and staff with you;</li> <li>3. any injuries sustained by detainees and / or staff;</li> <li>4. any concerns for escape attempts.</li> </ol> </li> <li>• <b>Secure</b> the group and the area wherever possible.</li> <li>• <b>Follow</b> any directions given by the Team Leader.</li> </ul>

17	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Based on the information given to you by the supervising staff, <b>determine</b> if the group should either:             <ol style="list-style-type: none"> <li>1. return to the centre directly;</li> <li>2. stop and secure group at nearest police station (to address any safety and security issues);</li> <li>3. continue with the outing or program.</li> </ol> </li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the report from the outing, and the action you have directed.</li> </ul>
18	<b>If it is decided that staff should:</b>	
<b>18.1 Continue with the outing / program:</b>		
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> staff to maintain close supervision of the group for the remaining time of the outing.</li> <li>• <b>Direct</b> staff to contact the centre immediately if there are further problems.</li> </ul>	
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close supervision of the detainee group for the remaining time of the outing.</li> <li>• If there are further problems experienced, <b>contact</b> the centre as soon as possible, and seek directions from the Team Leader.</li> </ul>	
<b>18.2 Return to the centre directly:</b>		
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff provide accurate details of their travel route for the return journey.</li> <li>• <b>Organise</b> for staff from the centre to travel towards the group to offer assistance (ie., if the group are at a reasonable distance from the centre)</li> </ul>	
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> the centre of your planned travel route. <b>Do not change</b> those plans.</li> <li>• If there are further problems, <b>contact</b> the centre immediately at the nearest available telephone.</li> <li>• In the case of an emergency, and where a telephone cannot be located, <b>go</b> to the nearest police station, <b>secure</b> the detainees there and <b>contact</b> the centre.</li> </ul>	
<b>18.3 Go to the nearest police station:</b>		
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the police station where the group will be going and <b>inform</b> them of the incident and the need for assistance.</li> <li>• <b>Direct</b> the supervising staff to contact you as soon as they arrive at the police station.</li> </ul>	

<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the centre when you arrive at the police station.</li> <li>• <b>Follow</b> all requests and directions made by police officers.</li> </ul>
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## Upon return

	Responsible	Action Required
19	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> staff and detainees remove all items from the vehicle, including personal clothing, rubbish, first aid kit and the medications tin.</li> <li>• <b>Conduct</b> a head count of detainees as the group moves in to the centre.</li> <li>• <b>Return</b> the Order for Escorted Absence – Group Absences form to Admissions staff. (JJ-A037)</li> </ul>
20	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the supervised outing group has returned to the centre.</li> <li>• <b>Ensure</b> the outing co-ordinator has returned the original of the Order for Escorted Absence – Group Absences form. (JJ-A037)</li> <li>• <b>Enter</b> the return of all detainees on the:               <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>
21	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> staff to conduct wand and clothed body searches of the returning detainees. (For more information see Section 6.13 – “Personal searches of detainees”.)</li> <li>• <b>Ensure</b> that the co-ordinator of the supervised outing reports to you before he or she leaves the centre.</li> </ul>
22	<b>Co-ordinator of outing</b>	<ul style="list-style-type: none"> <li>• <b>Report</b> to the Team Leader on:               <ol style="list-style-type: none"> <li>1. the success of the program;</li> <li>2. any problems you experienced during the outing;</li> <li>3. any issues with individual detainees;</li> <li>4. any other relevant security issues.</li> </ol> </li> <li>• <b>Return</b> the first aid kit and medication tin to the Registered Nurse and <b>discuss</b> any first aid or medication issues that arose during the absence.</li> </ul> <p><u>If there were any problems during the supervised outing, and the Team Leader has requested reports:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Centre Incident Report. (JJ-A009)</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all staff on the supervised outing complete a separate Centre Incident Report.</li> <li>• <b>Submit</b> all completed Centre Incident Reports to the Team Leader <u>before leaving the centre</u> on the day of the supervised outing.</li> </ul>
23	<p><b>Team Leader</b></p> <p><u>If supervising staff reported any problems during the outing, about which you were contacted during the outing:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> all staff to complete a Centre Incident Report (separate reports for each staff member) and submit them to you <u>before they leave the centre on the day of the outing.</u> (JJ-A009)</li> <li>• <b>Check</b> that the information on the Centre Incident Reports is sufficient and clear.</li> <li>• <b>Enter</b> new modified CIS Alerts where necessary.</li> <li>• <b>Go to</b> procedures for reporting after an incident – Sections 7.9-7.15.</li> </ul>

## 2.7 Under escort – other services

This procedure should be read in conjunction with 2.2 and 2.3. It follows the completion of those procedures for approving and organising escorted movements.

### When to use this procedure

This procedure is used when a detainee has been approved for an escorted absence and is escorted out of the centre by a departmental officer. There are two different types of escorted movements.

Routine escorted movements are for:

- court appearance; and
- emergency medical treatment.

Non-routine escorted movements are for:

- police interview outside of the centre (where centre escort personnel have been requested);
- health or casework appointment (which includes education, employment and vocational placement appointments);
- period of hospitalisation;
- funeral attendance;
- visit to a sick relative;
- or any other reason considered appropriate by the Director, Operations.

Procedures for handcuffing detainees before and during escorted movements are outlined in Section 6.14 and must be followed during this procedure.

## Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Team Leaders
- Caseworkers
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors)
- Programs staff (eg. Vocational Instructors, Recreation Officers)
- Escort personnel
- Admissions staff
- Unit staff (eg. Senior Youth Workers).

## Forms and records which may be used

- JJ-A018: Authority to Move a Detainee
- JJ-A034: Request for Escorted Absence
- JJ-A035: Order for Escorted Absence
- JJ-A036: Order for Medical Treatment / Absence
- Legal mandates (eg., Control Order, Warrant on an Adjournment)
- Handcuffs and Keys Register
- Admissions Diary / Movement Sheet
- Unit Log Books / Daily Diary
- Client Information System (CIS)
- CIS Alerts Register
- Record of Strip Search Record Book
- Allied Health File
- Detainee D File.

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Procedure:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> </ul>
Juvenile Placements / Transport Service - Training Manual	<ul style="list-style-type: none"> <li>• Procedures when detainees are under escort</li> <li>• Use of court precinct segregation room</li> <li>• Handcuffing and restraining detainees</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 23A Escorted absences</li> <li>• 25 Removal to Hospital of detainees</li> </ul>

## How this procedure works

There are three types of forms authorising the escorted movement of detainees, and they apply to different types of absences. Where the same procedure is applied for different types of movements the term "movement order" is used to refer to the Authority to Move a Detainee, the Order for Escorted Absence or the Order for Medical Treatment Absence, ie. the form escorting staff have in their possession. (JJ-A018 / JJ-A035 / JJ-A036)

	Responsible	Action Required
1	Team Leader	<p><u>On the evening before the escort occurs</u> (or on the day prior to escort personnel arriving):</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> unit staff are aware of the planned escorted absence and that it is entered in the Unit Log Book / Diary Notes.</li> <li>• <b>Direct</b> unit staff to organise the detainee and his or her property (where applicable) the evening before.</li> <li>• <b>Sign</b> the Authority to Move a Detainee or Order for Escorted Movement or Order for Medical Treatment Absence, <b>indicating</b> whether the use of handcuffs is approved or not approved. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <u>If the detainee will be handcuffed</u>, <b>enter</b> special instructions for escort personnel, including specific details about when (if at all) handcuffs can be removed and how and where this should be done.</li> </ul>
2	Registered Nurse	<p><u>If the escorted movement is to a medical appointment:</u></p> <ul style="list-style-type: none"> <li>• <b>Ask</b> the Team leader if the detainee will be handcuffed at the appointment and at what times (if any) escort personnel are permitted to remove handcuffs. Also, <b>ask</b> the Team Leader if there are any particular security instructions to be passed on to the medical service.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Contact</b> the service where the detainee will be going and <b>inform</b> them of any security issues and procedures and <b>discuss</b> any concerns staff they may have. <b>Inform</b> the service if the detainee will be handcuffed and the times (if any) when they may be removed.</li> <li>• If the treating service has any issues with security and handcuffing instructions <b>discuss</b> those with the Team Leader who will make the final decision about procedures and whether the movement will proceed.</li> </ul>
3	<b>Unit staff</b> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee is ready for the escorted absence <u>before</u> escort personnel arrive (Centre or Juvenile Placements / Transport Service staff).</li> </ul>
4	<b>Admissions staff</b> <ul style="list-style-type: none"> <li>• <u>When escort personnel arrive at the centre, contact</u> the Team Leader and <b>inform</b> him or her of the escort's arrival.</li> <li>• <b>Contact</b> the unit where the detainee is and <b>request</b> that unit staff escort him or her to the Admissions area.</li> <li>• <b>Check</b> the movement order. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <b>Attach</b> a copy of the current CIS Alert for the detainee to the movement order.</li> <li>• <b>Inform</b> escort personnel of the details of current alerts for the detainee.</li> <li>• <u>If handcuffs are required:</u> <ol style="list-style-type: none"> <li>1. <b>Inform</b> escort personnel they will be required to use handcuffs.</li> <li>2. <b>Give</b> handcuffs to escort personnel and <b>ensure</b> they sign the Handcuffs and Key Register.</li> <li>3. <b>Ensure</b> the Team Leader checks the Handcuffs and Key Register.</li> </ol> </li> <li>• <b>Request</b> that escort personnel check the vehicle (ie., fuel, tyres, oil, etc.) <u>before</u> they take responsibility for the detainee.</li> </ul>
5	<b>Escort personnel</b> <ul style="list-style-type: none"> <li>• <u>Before beginning the journey and any escorting procedures, ensure</u> the vehicle is safe and prepared (eg., tyres, fuel, oil, water, etc.).</li> <li>• <u>If handcuffs are required:</u> <ol style="list-style-type: none"> <li>1. <b>Check</b> that the handcuffs are fully operational.</li> <li>2. <b>Sign</b> the Handcuffs and Keys Register, as receiving the handcuffs.</li> </ol> </li> </ul>
6	<b>Team Leader</b> <p><u>On arrival in the Admissions area:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the details on the movement order again, to ensure they are correct, and that the instructions for handcuffing do not need to be changed. (JJ-A018 / JJ-A035 / JJ-A036)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Check</b> that escort personnel have <b>read</b> the instructions on the movement order and any current alerts for the detainee.</li> <li>• <b>Explain</b> all of your instructions to escort personnel clearly, encourage them to ask questions and check that they have knowledge about the movement requirements.</li> <li>• <u>When the detainee arrives</u>, <b>inform</b> him or her your expectations of him or her during the absence.</li> </ul>
7	<p><b>Escort personnel</b></p> <ul style="list-style-type: none"> <li>• <b>Sign</b> the movement order, as accepting responsibility for the detainee and security during the absence. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <b>Read</b> the current alerts of the detainee and ensure they are attached to the movement order.</li> <li>• <b>Discuss</b> any handcuffing instructions with the Team Leader.</li> </ul>
8	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <b>Copy</b> the movement order (JJ-A018 / JJ-A035 / JJ-A036) and: <ol style="list-style-type: none"> <li>1. <b>Give</b> the original of the Order (with current alerts attached) to escort personnel and <b>inform</b> them that they must return the original.</li> <li>2. <b>Place</b> the copy of the Order on the Detainee D File.</li> </ol> </li> <li>• <b>Give</b> escort personnel any other relevant paperwork (eg., legal mandate, health or casework referral), in a sealed envelope, which relates to the detainee and his or her court appearance or appointment.</li> </ul>
9	<p><b>Escort personnel</b></p> <ul style="list-style-type: none"> <li>• <b>Keep</b> the original of the movement order on your person for the duration of the escorted absence. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <b>Take</b> additional paperwork to deliver to the service or court on your arrival.</li> <li>• <b>Ensure</b> the exit area of the centre is secure before escorting the detainee to the vehicle.</li> <li>• <u>If using handcuffs</u>, <b>place</b> handcuffs on the detainee in a secure area <u>before</u> leaving the centre. The escort who is driving should keep the handcuff keys. (For more information see Section 6.14 – “Handcuffing detainees”.)</li> </ul>
10	<p><b>Admissions staff</b></p> <p><u>When the escorts and detainee/s have left the centre</u>, enter the detainee's absence on:</p> <ul style="list-style-type: none"> <li>• the Admissions Diary / Movement Sheet;</li> <li>• the Client Information System (CIS).</li> </ul>
11	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• <u>When the escorts and detainee/s have left the centre</u>, enter the detainee's absence in the Unit Log Book.</li> </ul>

*In the vehicle and during the journey*

Responsible	Action Required						
12 Escort personnel	<ul style="list-style-type: none"> <li>• <b>Ensure</b> childproof locks (if any) on the rear doors are applied before the journey begins.</li> <li>• <b>Ensure</b> vehicle windows are all wound up, or at a safe level for the detainee and escort personnel.</li> </ul>						
	<table border="1"> <thead> <tr> <th>If in a:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Car</td> <td> <ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul> </td> </tr> <tr> <td>Bus <u>with more than two escorts</u></td> <td> <ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul> </td> </tr> </tbody> </table>	If in a:	Then:	Car	<ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>	Bus <u>with more than two escorts</u>	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>
	If in a:	Then:					
	Car	<ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>					
Bus <u>with more than two escorts</u>	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>						
<ul style="list-style-type: none"> <li>• <b>Ensure</b> the vehicle remains secure throughout the journey.</li> <li>• <b>Do not change</b> travel plans.</li> <li>• <b>Do not remove</b> handcuffs during the journey unless approval is noted on the movement order. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <b>Contact</b> the centre if any problems are experienced.</li> <li>• In areas where there is a lot of traffic and the vehicle is required to stop and start regularly, <b>ensure</b> safety and security procedures are carried out.</li> </ul>							

*On arrival at the destination – one of four procedures apply:*

13	<b>13.1 Court or police interviews:</b>
<b>Immediate Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination, checking security for the detainee and escort personnel.</li> </ul>
<b>Entering the site</b>	<ul style="list-style-type: none"> <li>• <u>Where the detainee is handcuffed</u>, <b>enter</b> the building with the handcuffs concealed, eg. under a jumper. Handcuffs should always be concealed in public areas.</li> <li>• <u>Where the detainee is NOT handcuffed</u>, <b>maintain</b> physical contact with the detainee between the vehicle and the building, eg. Holding the belt or waist line.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Place</b> the detainee in the court or police holding room or cell as directed.</li> <li>• <b>Inform</b> court staff or police of any current alerts for the detainee and <b>allow</b> them to copy the alert if requested.</li> <li>• <u>If the detainee is handcuffed</u>, <b>do not remove</b> the handcuffs until the detainee is secured in a room or cell.</li> </ul>

<b>13.2 Health or casework appointments:</b>	
<b>Immediate Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination, checking security for the detainee and escort personnel.</li> <li>• <b>Check</b> how appointments are proceeding – if there will be a wait, <b>remain</b> in the vehicle until called.</li> </ul>
<b>Entering the site</b>	<ul style="list-style-type: none"> <li>• <u>Where the detainee is handcuffed</u>, <b>enter</b> the building with the handcuffs concealed, eg. under a jumper. Handcuffs should always be concealed in public areas.</li> <li>• <u>Where the detainee is NOT handcuffed</u>, <b>maintain</b> physical contact with the detainee between the vehicle and the building, eg. holding the belt or waist line.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Escort</b> the detainee into the waiting room or segregated office area.</li> <li>• <u>Where the detainee is handcuffed</u>, <b>do not remove</b> handcuffs until the detainee is secure in the office and the written approval to do so on the movement order.</li> <li>• <u>If directions have been given for the detainee to remain handcuffed for the duration of the movement</u>, and the appointment is confidential, <b>cuff</b> the detainee to a piece of furniture (eg. chair) in the most comfortable position for him or her.</li> </ul>

<b>13.3 Hospitalisation:</b>	
<b>Immediate Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination, checking security for the detainee and escort personnel.</li> <li>• <b>Check</b> if the hospital is able to admit the detainee immediately – if you are required to wait, <b>remain</b> in the vehicle until called.</li> </ul>
<b>Entering the site</b>	<ul style="list-style-type: none"> <li>• <u>Where the detainee is handcuffed</u>, <b>enter</b> the building with the handcuffs concealed, eg. under a jumper. Handcuffs should always be concealed in public areas.</li> <li>• <u>Where the detainee is NOT handcuffed</u>, <b>maintain</b> physical contact with the detainee between the vehicle and the building, eg. holding the belt or waist line.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> physical contact with the detainee when escorting him or her to the hospital room.</li> <li>• <u>If the detainee is handcuffed</u>, <b>remove</b> the handcuffs when the detainee has been admitted and is in his or her room and only if there is written approval to do so on the movement order.</li> <li>• <u>If directions have been given for the detainee to remain handcuffed for the duration of the movement</u>, <b>cuff</b> the detainee to a piece of furniture in the most comfortable position for him or her (eg. a chair or cuff ankle to bed).</li> </ul>

13.4 Funeral or visiting a sick relative:	
<b>Immediate Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination, checking security for the detainee and escort personnel.</li> <li>• <u>In the case of a funeral</u>, if there is a delay, <b>allow</b> the detainee to speak with family members, but <b>maintain</b> close supervision.</li> </ul>
<b>Entering the site</b>	<ul style="list-style-type: none"> <li>• <u>Where the detainee is handcuffed</u>, <b>enter</b> the building with the handcuffs concealed, eg. under a jumper. Handcuffs should always be concealed in public areas.</li> <li>• <u>Where the detainee is NOT handcuffed</u>, <b>maintain</b> physical contact with the detainee between the vehicle and the building, eg. holding the belt or waist line.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> physical contact with the detainee until in a secure area.</li> <li>• <u>If the detainee is required to be handcuffed for the duration of the funeral or visit</u>, <u>leave the handcuffs</u>. <i>DN</i></li> <li>• <u>If handcuffs are not required for the duration of the funeral or visit</u>, remove the handcuffs when inside the building and maintain close supervision of the detainee.</li> </ul>

#### *Supervision at the destination*

14 Responsibility: Escort personnel	
<b>Court and police interviews</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close and active supervision of the detainee at all times.</li> <li>• <b>Do not leave</b> the detainee unattended by Juvenile Justice Centre or Juvenile Placements / Transport Service personnel under any circumstances. There must be at least one escorting officer with the detainee at any time when in the court or police area.</li> <li>• <u>In the case of a police interview</u>, the detainee can be left with police officers during an interview, as Juvenile Justice staff are not permitted to act as observers for such interviews. <b>Remain</b> outside the interview room and <b>do not leave</b> the immediate area.</li> <li>• <u>If it is necessary to replace handcuffs on a detainee in the court room</u> due to safety concerns – <b>make a request</b> to the Judge or Magistrate via the Court Officer.</li> </ul>
<b>Health or casework appointments</b>	<ul style="list-style-type: none"> <li>• Unless instructed otherwise by a senior officer, <b>leave</b> the office to ensure confidentiality for the detainee.</li> <li>• <u>If the detainee is required to be handcuffed for the duration of the movement</u> and the appointment is confidential, <b>cuff</b> the detainee to a piece of furniture (eg. chair) then leave the office.</li> <li>• <b>Position and stand</b> strategically outside the room, eg. one outside the door and the other outside the ground level window of the office.</li> </ul>



<b>Hospitalisation</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close and active supervision of the detainee at all times. <b>Apply</b> the same rules and expectations the detainee would be required to follow at the centre, eg. contraband, no smoking, conduct. This excludes where the medical problem or treatment does not allow adherence to some rules and expectations.</li> <li>• Where there is only one escort and there is an urgent need to leave the room, <b>apply</b> handcuffs and attach them to the bed or a chair, and <b>remove</b> them immediately following your return.</li> <li>• <u>Where the detainee must be handcuffed for the entire hospitalisation period:</u> <ol style="list-style-type: none"> <li>1. <b>Remove</b> handcuffs when the detainee is anaesthetised and <b>re-apply</b> during the recovery period.</li> <li>2. <b>Ensure</b> handcuffs are concealed during the hospitalisation period, eg. covered with bed clothes.</li> </ol> </li> </ul> <p><u>If a person wishes to visit the detainee during the period of hospitalisation:</u></p> <ul style="list-style-type: none"> <li>• <b>Allow</b> those people who have the Manager's approval to visit.</li> <li>• <b>Do not allow</b> people to visit if they <sup>do not</sup> have the Manager's approval.</li> <li>• <b>Direct</b> those people to contact the centre and to speak to the Team Leader if they wish to seek approval to visit.</li> <li>• <b>Contact</b> the Team Leader if you do not know who is approved to visit and ask for a list of the names of approved visitors.</li> <li>• <b>Record</b> the time and name of the visitor when the detainee is visited. This should be transferred to the Visitors Card at the end of the escorting period. (JJ-A063)</li> </ul>
<b>Funeral or visiting a sick relative</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close and active supervision of the detainee at all times.</li> <li>• <u>In the case of a funeral, where the detainee is handcuffed,</u> directions may be given to remove handcuffs at particular stages during the function. <b>Remove</b> them at those times but <b>re-apply</b> immediately afterwards, in a manner which is sensitive to the detainee and his or her family.</li> <li>• <b>Do not attend</b> any other functions associated with the funeral, eg. social gathering after the service unless there are written instructions on the movement order allowing that to occur.</li> </ul>

*Leaving a court destination*

(Procedures for leaving destinations other than courts are included in the "return journey" procedures.)

Responsible	Action Required
15 Escort Personnel	<p><u>If detainee is required to return to custody because he or she:</u></p> <ul style="list-style-type: none"> <li>• has further court appearances;</li> <li>• is committed on further charges;</li> <li>• has bail granted and conditions met on adult charges;</li> <li>• other reasons which outlined on the Authority to Move a detainee form. (JJ-A018)</li> </ul> <p><u>Then:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all paperwork is in order. <b>Collect</b> court outcome papers to give to admissions staff on your return.</li> <li>• <u>If the detainee is to be handcuffed</u>, <b>place</b> the handcuffs on the detainee while he or she is still in the court precinct holding room or cell.</li> <li>• <b>Check</b> that the exit area is secure before taking the detainee to the vehicle.</li> <li>• <b>Check</b> that the surrounding area of the vehicle is secure.</li> <li>• <b>Maintain</b> contact with the detainee while moving from the building into the vehicle.</li> <li>• <b>Ensure</b> the detainee and escort personnel are secured in the vehicle before beginning the return journey.</li> </ul>
Escort personnel	<p><u>If the detainee is NOT required to return to custody because he or she:</u></p> <ul style="list-style-type: none"> <li>• was granted bail and can enter into that bail and related conditions;</li> <li>• was given a non-custodial court order;</li> <li>• was sentenced or bail refused on adult charges;</li> <li>• other reasons which are outlined on the Authority to Move a detainee form (JJ-A018).</li> </ul> <p><u>Then:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that all paperwork is in order and that the court officer or holding room escort informs you that the detainee is no longer in your custody.</li> <li>• <u>On the reverse side of the original Authority to Move a Detainee form</u>, <b>write</b> down the outcome of the court appearance, eg., bail conditions, type of non-custodial order to give to admission staff on</li> </ul>

	<p>your return. (JJ-A018)</p> <ul style="list-style-type: none"> <li>• <u>If the detainee was handcuffed</u>, <b>check</b> that you have the handcuffs and keys before leaving the building.</li> <li>• <b>Check</b> that the area surrounding the vehicle is secure before leaving.</li> </ul>
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### Return journey

(Procedure for leaving destinations other than a court appearance.)

Responsible	Action Required						
16 Escort personnel	<ul style="list-style-type: none"> <li>• <u>If the detainee is required to be handcuffed</u>, <b>re-apply</b> handcuffs in a secure area or building.</li> <li>• <b>Ensure</b> childproof locks on the vehicle rear doors are applied before the journey begins.</li> <li>• <b>Ensure</b> vehicle windows are all wound up, or at a safe level for the detainee and escort personnel.</li> </ul>						
	<table border="1"> <thead> <tr> <th>If in a:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Car</td> <td> <ul style="list-style-type: none"> <li>• Detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul> </td> </tr> <tr> <td>Bus <u>with more than two escorts</u></td> <td> <ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul> </td> </tr> </tbody> </table>	If in a:	Then:	Car	<ul style="list-style-type: none"> <li>• Detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>	Bus <u>with more than two escorts</u>	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>
If in a:	Then:						
Car	<ul style="list-style-type: none"> <li>• Detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>						
Bus <u>with more than two escorts</u>	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>						
	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the vehicle remains secure throughout the journey.</li> <li>• <b>Do not change</b> travel plans.</li> <li>• <b>Do not remove</b> handcuffs during the journey unless approval is noted on the movement order. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <b>Contact</b> the centre if any problems are experienced.</li> <li>• In areas where there is a lot of traffic and the vehicle is required to stop and start regularly, <b>ensure</b> safety and security procedures are carried out.</li> </ul>						

### On return to a centre

Responsible	Action Required
17 Escort personnel	<ul style="list-style-type: none"> <li>• <b>Maintain</b> physical contact with the detainee from the vehicle into the centre until you are secured in a building.</li> <li>• <u>If the detainee is handcuffed</u>, <b>do not remove</b> the handcuffs until you are secure in a building.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Give</b> the original of the movement order to Admissions staff. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <b>Give</b> admissions staff any paperwork or items provided at the destination (eg., X Rays, reports).</li> <li>• <u>If you are an escort from the centre:</u> <ol style="list-style-type: none"> <li>1. <b>Give</b> the handcuffs and keys to the Admissions Officer and <b>sign</b> the Handcuffs and Keys Register; and</li> <li>2. <b>Contact</b> the Team Leader and <b>ask</b> if there are any other duties required of you. <b>Do not leave</b> the centre without approval from the Team Leader.</li> </ol> </li> <li>• <u>If any problems occurred during the movement:</u> <ol style="list-style-type: none"> <li>1. <b>Report</b> directly to the Team Leader.</li> <li>2. <u>If directed by the Team Leader, complete</u> a Centre Incident Report before leaving the centre that day. (JJ-A009 – if directed)</li> </ol> </li> </ul>
18 Admissions staff	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the detainee has returned to the centre.</li> <li>• <b>Contact</b> the unit where the detainee resides, <b>inform</b> staff that he or she has returned and <b>request</b> that a staff member collect the detainee.</li> <li>• <b>Retrieve</b> the movement order and all other paperwork for the D File. (JJ-A018 / JJ-A035 / JJ-A036)</li> <li>• <u>If the detainee has returned from a period of hospitalisation, ensure</u> all approved visits to the detainee during that period are <b>recorded</b> on the Visitors Card. (JJ-A063)</li> <li>• <b>Retrieve</b> the handcuffs and keys from escort personnel and <b>check</b> that they are operational.</li> <li>• <b>Ensure</b> escort personnel sign the Handcuffs and Keys Register.</li> <li>• <b>Record</b> the detainee's return and new court information in the: <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> <li>• <b>Ensure</b> the Team Leader checks the Handcuffs and Key Register.</li> <li>• <u>If the escort was to a medical appointment:</u> <ol style="list-style-type: none"> <li>1. During hours: <b>inform</b> the Registered Nurse of the detainee's return and ensure all paperwork, X-Rays and medication are delivered directly to the clinic.</li> <li>2. Out of hours: <b>ensure</b> medical paperwork, X-Rays and medication are placed in a secure area where the Registered</li> </ol> </li> </ul>

	Nurse can retrieve them at the earliest time possible when he or she returns to the centre.
19	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• When contacted by Admissions staff, <b>collect</b> the detainee as soon as possible.</li> <li>• <b>Contact</b> the Team Leader and <b>request</b> that a second officer attend the search area to assist in the personal search of the detainee.</li> <li>• When the second officer is present, <b>conduct</b> a personal search of the detainee.</li> <li>• <b>Go to</b> Section 6.13 – “Personal Searches of Detainees”.</li> </ul>

## 2.8 Leave from a centre

### When to use this procedure

This procedure is used when a detainee is permitted to be absent on leave from a juvenile justice centre without the supervision of a departmental officer.

The different types of leave which a detainee can participate in are:

- day leave;
- overnight leave;
- day leave for employment, educational or vocational purposes.

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Caseworkers
- Key Workers
- Team Leaders
- Unit staff (eg. Senior Youth Workers)
- Admissions staff.

### Forms and records which may be used

- JJ-A023: Application for leave
- JJ-A024: Pre leave interview (proposed supervisor of detainee)

- JJ-A025: Order for leave
- JJ-A026: Leave undertaking / Supervisor's evaluation
- JJ-A027: Detainee's leave evaluation
- JJ-A028: Request for Home Report
- Unit and Centre Log Books
- Admissions Diary / Movement Sheet
- Client Information System (CIS)
- Incident documentation (if necessary) (refer to section 9 – Incidents).

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy and Procedure for Granting Leave from a Juvenile Justice Centre</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 23A Escorted absences</li> <li>• 24 Persons subject to control may be granted leave, discharged, etc.</li> <li>• 37A Breaching condition of leave, failure to return, etc.</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 33 Matters to be taken into account before granting leave</li> <li>• 34 Day leave</li> <li>• 35 Overnight leave</li> </ul>

### Guidelines

The Co-ordinator Casework or Caseworker must Co-ordinate all preparation work for any type of leave. This includes consultation with all relevant staff and liaison with the Co-ordinator Operations, to ensure all operational issues have been identified and addressed.

The general guidelines for leave from a juvenile justice centre are:

1. The detainee must be serving a control order or awaiting the outcome of an appeal of his or her sentence and have completed the correct period of time in custody (refer to checklists for leave). It is the responsibility of the Co-ordinator Operations to calculate and check critical dates for leave from a centre.
2. If the detainee is serving a control order, and has additional court matters for which bail has been granted and entered into, he or she is eligible to apply for leave after serving the specified proportion of the control period and if all other centre conditions for leave have been met.

3. Wherever possible leave should occur during weekdays. This assists the detainee prepare for employment or education for the period after discharge. Leave on weekdays also reduces the problems a detainee can experience on weekends, where the risk of uncontrolled activities is higher.
4. Every effort must be made to ensure co-offenders do not participate in leave at the same time.
5. In the case of day and overnight leave with family or significant others, the proposed supervisor of the detainee during leave should be the person with whom the detainee will be residing upon his or her return to the community after discharge.
6. An interview must be conducted with the proposed supervisor for any type of leave and they must be assessed as able to take responsibility for the detainee and conditions of leave before leave can be approved.
7. Leave should not exceed two overnight periods, unless the distance the detainee has to travel is extensive. Leave which exceeds two overnight periods must be approved by the Cluster Director.
8. Participation in leave must be part of the case plan. Case plans should include reference to leave as a casework strategy towards achievement of the outcome of successful community reintegration.

### Approval criteria

The primary considerations for granting leave to a detainee should be based on individual casework issues for that detainee, as presented by the Co-ordinator Casework and other Centre Support Team members.

When a detainee's application is being considered for approval the Manager and other relevant staff must make the following considerations:

1. the likelihood of the detainee committing another offence on leave;
2. the likelihood of the detainee creating a risk to public safety;
3. the detainee's conduct and behaviour in the centre indicating that he or she would observe any conditions set for leave;
4. the likelihood of the detainee interfering with, or attempting to interfere with, a witness in any proceedings;
5. any previous history of escape from lawful custody;
6. the kind of supervision the detainee would be subject to during leave;
7. the likelihood of the detainee coming into contact with a victim of the offence for which he or she is detained;
8. links between the proposed leave and the detainee's case plan towards community reintegration.
9. any other relevant matters to the granting of leave from a centre.

## Checklists for leave

When minimum periods in custody to qualify for leave are completed, participation is subject to the Manager's discretion and approval.

Day Leave			
Remand	Sentenced & on Appeal Indictable or Summary	Sentenced & on Appeal Indictable s10 or s19	Sentenced & on Appeal Serious Indictable
Not eligible	1/4 of sentence	1/3 of sentence	1/2 of sentence [*]
<ul style="list-style-type: none"> <li>• Must be consistent with the detainee's case plan</li> <li>• Should not exceed 8 hours.</li> <li>• Should be to the proposed and approved release address OR should occur in reasonable proximity to the centre.</li> <li>• Must have completed a reasonable number of successful <u>supervised outings</u> from the centre (at least two).</li> <li>• An interview must be conducted with the proposed leave supervisor prior to leave being approved.</li> <li>• The leave supervisor must sign an undertaking to accept full responsibility for the detainee and the leave conditions.</li> <li>• The detainee and supervisor must complete a leave evaluation form.</li> <li>• The detainee must be collected and returned by the supervisor, unless approved otherwise by the Manager.</li> </ul>			

[\*] = Initial approval from Director Operations.

Overnight Leave			
Remand	Sentenced & on Appeal Indictable or Summary	Sentenced & on Appeal Indictable s10 or s19	Sentenced & on Appeal Serious Indictable
Not eligible	1/2 of sentence	2/3 of sentence	2/3 of sentence [*]
<ul style="list-style-type: none"> <li>• Must be consistent with the detainee's case plan</li> <li>• Must not exceed two nights, unless approved otherwise for travelling purposes.</li> <li>• Should only be to the proposed and approved release address.</li> <li>• Must have completed <u>at least one successful Day Leave</u>.</li> <li>• Regular checks must be conducted, either by phone or visits (checks must be recorded).</li> <li>• An interview must be conducted with the proposed leave supervisor prior to leave being</li> </ul>			



approved.

- The leave supervisor must sign an undertaking to accept full responsibility for the detainee and the leave conditions.
- The detainee and supervisor must complete a leave evaluation form.
- The detainee must be collected and returned by the supervisor, unless approved otherwise by the Manager.

[\*] = Initial approval from Director Operations.

<b>Day Leave for Educational, Employment or Vocational purposes</b>			
<b>Remand</b>	<b>Sentenced &amp; on Appeal Indictable or Summary</b>	<b>Sentenced &amp; on Appeal Indictable s10 or s19</b>	<b>Sentenced &amp; on Appeal Serious Indictable</b>
Not eligible	1/4 of sentence	1/3 of sentence	1/2 of sentence [*]
<ul style="list-style-type: none"> <li>• Must be consistent with the detainee's case plan.</li> <li>• A separate proposal must be submitted to the Manager via the Co-ordinator Casework (ie., not the Application for Leave form).</li> <li>• A contract must be developed and agreed upon between the detainee, the proposed supervisor and the Co-ordinator Casework, and approved by the Manager.</li> <li>• An interview with the proposed supervisor must be conducted prior to leave being approved.</li> <li>• The detainee and supervisor must complete regular evaluations of the leave.</li> <li>• Visits to the place of employment, training or education must be conducted on a regular basis.</li> </ul>			

[\*] = Initial approval from Director Operations.

### Approving addresses for leave

Any address which a detainee applies to go to on leave must be approved by the allocated Juvenile Justice Officer or Juvenile Justice Counsellor. It is the responsibility of Co-ordinators Casework or Caseworkers to liaise with the Juvenile Justice Officer / Counsellor and to seek the decision as to support or non-support for the proposed address of leave. Community staff comments regarding the proposed address must be included in the detainee's application for leave.

Consideration must always be given to the victims of person-related crimes, eg. sex offences. Where the victim lives in the vicinity of the proposed address for leave, an alternative address at a reasonable distance from the victim should be arranged. Detainees can also be restricted to leave in close proximity of the centre with instructions not to go to their home address.

## How this procedure works

Responsible	Action Required
1 Co-ordinator Casework	<p data-bbox="467 333 1348 365"><u>When a detainee is admitted to a juvenile justice centre:</u></p> <ul data-bbox="467 387 1348 987" style="list-style-type: none"> <li data-bbox="467 387 1348 488">• During the assessment and induction stage of casework, <b>ask</b> the detainee to indicate which address he or she intends to reside at after discharge.</li> <li data-bbox="467 517 1348 618">• <b>Contact</b> the people who the detainee has indicated he or she intends to live with after discharge and <b>seek confirmation</b> of their post-release supervision.</li> <li data-bbox="467 647 1348 770">• <b>Inform</b> the proposed release supervisor that a Juvenile Justice Officer / Counsellor will be contacting or visiting him or her to conduct an assessment of the home situation and their suitability to supervise the detainee.</li> <li data-bbox="467 799 1348 869">• If the proposed address is <u>different</u> to the address on the Background Report, <b>complete</b> a Request for Home Report form. (JJ-A028)</li> <li data-bbox="467 898 1348 987">• <b>Send</b> the Request for Home Report to the allocated Juvenile Justice Officer / Counsellor. This must be done <u>no less than 14 days before</u> the detainee intends to apply for leave.</li> </ul> <p data-bbox="467 1016 1348 1117"><u>If, during the period of detention, the detainee indicates that he or she wishes to change the discharge and leave address and the proposed supervisor:</u></p> <ul data-bbox="467 1146 1348 1487" style="list-style-type: none"> <li data-bbox="467 1146 1348 1178">• <b>Follow</b> the procedure above.</li> <li data-bbox="467 1209 1348 1397">• Then: <ul data-bbox="515 1272 1348 1397" style="list-style-type: none"> <li data-bbox="515 1272 1348 1303">• <u>either complete</u> another Request for Home Report; (JJ-A028)</li> <li data-bbox="515 1335 1348 1397">• <u>or contact</u> the allocated Juvenile Justice Officer / Counsellor by telephone and <b>request</b> a verbal report.</li> </ul> </li> <li data-bbox="467 1429 1348 1487">• <u>If a verbal report is requested and made</u>, <b>record</b> the conversation in the Case Notes in the detainee D File.</li> </ul>

## Day leave for educational, employment or vocational purposes

These procedures relate to day leave for the purpose of education, employment or vocational training. They do not apply to absences when the detainee attends interviews for such leave or employment following release. Escorted movement procedures should be followed for pre-leave or pre-release interviews (see Section 2.7 – “Under escort – other services”).

The following requirements apply for this type of leave:

1. All day leave for education, employment or vocational purposes must part of the detainee's individual case plan.
2. The Co-ordinator Casework or Caseworker must co-ordinate all preparation work for the leave, in consultation with relevant staff. All staff preparing leave information and

proposals for detainees must consult with and submit proposals to the Co-ordinator Casework or Caseworker.

3. The Co-ordinator Casework must determine the validity of the application and its relationship to the case plan and present that information to the Manager for considering approval of the application.
4. A contract between the detainee and the Co-ordinator Casework or Caseworker must be developed with direct reference to the detainee's case plan. This must be done in advance, and signed by all parties involved before the Manager makes the final approval decision.
5. A contract between the centre and the agency or service where the detainee will be on leave must be developed and agreed upon by the detainee, proposed supervisor and the Co-ordinator Casework. This contract should contain the expectations of all parties, details of the leave arrangements, any departmental conditions for leave from a centre, and should incorporate details of the detainee's contract which was developed with the Co-ordinator Casework.
6. Initial interviews for educational placements must be attended by a school staff member, nominated by the School Principal and the Co-ordinator Casework or Caseworker.
7. The proposed supervisor must be visited and interviewed by the Co-ordinator Casework or Caseworker, at which time the proposed supervisor will be assessed and conditions of leave will be clearly explained.

The general procedures for leave should be followed for day leave for educational, employment or vocational purposes with the inclusion of the above requirements.

#### When a detainee wishes to apply for leave

	Responsible	Action Required
1	<b>Detainee</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> the Co-ordinator Casework or allocated Caseworker or Key Worker that you would like to apply for leave.</li> </ul>
2	<b>Co-ordinator Casework / Caseworker / Key Worker</b>	<ul style="list-style-type: none"> <li>• <b>Organise</b> an appointment with the detainee to discuss leave and complete relevant forms.</li> <li>• <u>At this time</u> (to assist with preparation for the discussion) <b>ask</b> the detainee to provide you with the:               <ol style="list-style-type: none"> <li>1. proposed dates of leave;</li> <li>2. proposed address and supervisor for leave.</li> </ol> </li> <li>• <b>Check</b> the D File for the following leave requirements:               <ol style="list-style-type: none"> <li>1. critical dates before, on or after the date for which leave is applied;</li> <li>2. recent background report which refers to the proposed address and supervisor for leave;</li> <li>3. <u>in the absence of a recent background report</u>, a record of a home report relating to the proposed address and supervisor for leave.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <u>If there is no home or background report for the proposed address and supervisor for leave, contact</u> the allocated Juvenile Justice Officer / Counsellor and request a verbal home report.</li> <li>• <u>With the detainee: complete</u> the following sections of the Application for Leave: (JJ-A023) <ol style="list-style-type: none"> <li>1. detainee details;</li> <li>2. leave request.</li> </ol> </li> <li>• <b>Contact</b> the proposed supervisor and complete the Pre-Leave Interview. (JJ-A024)</li> </ul>
3	<p><b>Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> the remaining sections of the Application for Leave (JJ-A023) including information from discussions with: <ol style="list-style-type: none"> <li>1. Team Leaders and other operational staff;</li> <li>2. other Centre Support Team members;</li> <li>3. Programs staff.</li> </ol> </li> <li>• <b>Check</b> the current case plan, <b>ensure</b> the leave is linked to the case plan and that information about the link is written on the Application for Leave. (JJ-A023)</li> </ul>
4	<p><b>Co-ordinator Operations / Team Leaders / Unit staff</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all relevant information is provided to the Co-ordinator Casework or the allocated Caseworker or Key Worker. This includes: <ol style="list-style-type: none"> <li>1. Behaviour and progress in the unit.</li> </ol> <p>This information should be used to determine if the detainee may present a risk to others while on leave and is also used as an indicator as to whether the detainee would adhere to the conditions set for leave.</p> <ol style="list-style-type: none"> <li>2. Level and type of program participation while in custody.</li> <li>3. Any concerns regarding contact with the proposed leave supervisor.</li> <li>4. Any other concerns or information regarding security issues.</li> </ol> </li> </ul>
5	<p><b>Caseworker / Key Worker</b></p> <ul style="list-style-type: none"> <li>• <b>Submit</b> the Application for Leave and Pre Leave Interview Form to the Co-ordinator Casework. (JJ-A023 / JJ-A024)</li> </ul>
6	<p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> a regular meeting is conducted to discuss all leave applications with Co-ordinators and other relevant staff.</li> </ul>
7	<p><b>Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• <u>If a Caseworker or Key Worker has prepared leave documentation, check</u> that the information is accurate and that there is no need for additional information. (JJ-A023 / JJ-A024). If more information is required <b>return</b> the forms to the Caseworker or Key Worker and <b>request</b> that the forms be returned to you when completed.</li> </ul>

	<ul style="list-style-type: none"> <li>When the leave forms are complete, <b>consider</b> the information and <b>enter</b> your decision of support or non-support and any other comments.</li> <li><b>Discuss</b> the application for leave with the Co-ordinator Operations and <b>give</b> him or her the Application for Leave and the Pre Leave Interview form for his or her comment and an entry regarding his or her support or non-support of the application. (JJA-023 / JJ-A024)</li> </ul>
8	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li><b>Consider</b> the Application for Leave noting all information contained in the application and the Pre Leave Interview form. (JJA-023 / JJ-A024)</li> <li><b>Enter</b> your decision regarding support or non-support for the leave application and any comments about the application and <b>return</b> the forms to the Co-ordinator Casework. (JJA-023 / JJ-A024)</li> </ul>
9	<p><b>Co-ordinator Casework</b></p> <p><u>When the Co-ordinator Operations returns the Application for Leave and the Pre Leave Interview form:</u></p> <ul style="list-style-type: none"> <li><b>Submit</b> the following completed forms (attached to each other) to the Manager at the designated meeting: <ol style="list-style-type: none"> <li>Application for Leave; (JJ-A023)</li> <li>Pre-Leave Interview. (JJ-A024)</li> </ol> </li> </ul>

*Considering a detainee's application for leave*

	Responsible	Action Required
10	<b>Manager</b>	<p><u>Upon receipt of a detainee's application:</u> (JJ-A023 / JJ-A024)</p> <ul style="list-style-type: none"> <li><b>Check</b> that all necessary information has been provided. If further information is required <b>ask</b> the Co-ordinator Casework to <b>gather</b> the additional information you require.</li> </ul>
11	<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li><b>Discuss</b> the detainee's application with the Manager and other Co-ordinators highlighting specific information relevant to the case plan. (JJ-A023 / JJ-A024)</li> </ul>
12	<b>Manager</b>	<ul style="list-style-type: none"> <li><b>Refer</b> to all leave information submitted and the legal considerations for approval of leave and: (JJ-A023 / JJ-A024) <ul style="list-style-type: none"> <li><u>either approve leave or do not approve leave.</u></li> </ul> </li> </ul>

*If leave is approved*

	Responsible	Action Required
1	<b>Manager</b>	<ul style="list-style-type: none"> <li><b>Complete</b> the "approval details" on the Application for Leave: (JJ-A023) <ol style="list-style-type: none"> <li><b>circle</b> "approved";</li> <li><b>enter</b> specific or additional conditions for the leave, in consultation with the management team. These will be included on the Order</li> </ol> </li> </ul>

	<p>for Leave. They written in simple and understandable language so the can be detainee clear about the conditions.</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> an Order for Leave is prepared and includes the conditions written in the "approval details" section of the Application for Leave. (JJ-A025 from JJ-A023)</li> <li>• <b>Return</b> the Pre Leave Interview form to the Co-ordinator Casework. (JJ-A024)</li> </ul>
2	<p><b>Co-ordinator Casework / Caseworker / Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee of the outcome of his or her application for leave, and <b>explain</b> all conditions of leave to him or her. (JJ-A023)</li> </ul>
3	<p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• <b>Read</b> the Order for Leave and: (JJ-A025) <ol style="list-style-type: none"> <li>1. <b>Check</b> that all conditions determined by you have been included;</li> <li>2. <b>Check</b> that the Leave Undertaking (Supervisor) and Detainee's Evaluation are attached to the Order;</li> <li>3. <b>Sign</b> the Order for Leave;</li> <li>4. <b>Ensure</b> the Order for Leave is give to Admissions staff to be ready for the day of leave.</li> </ol> </li> </ul>
4	<p><b>Co-ordinator Casework / Caseworker</b></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Registered Nurse of the approved leave dates, etc. (for preparation of medication).</li> <li>• <b>Give</b> the Application for Leave and the Pre Leave Interview form to admissions staff for filing. (JJ-A023 / JJ-A024)</li> <li>• <u>If the detainee or the leave supervisor will need an interpreter for leave conditions to be explained on the day, <b>organise</b> the interpreter service now.</u></li> </ul>
5	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all leave documentation is maintained in a central location in preparation for the day of the detainee's leave. (JJ-A025, JJ-A026, JJ-A027)</li> </ul>

*If leave is not approved*

	Responsible	Action Required
1	<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Approval Details section of the Application for Leave form: (JJ-A023) <ol style="list-style-type: none"> <li>1. <b>circle</b> "not approved";</li> <li>2. <b>enter</b> specific reasons as to why the application was not approved. These should be clear, assisting the Co-ordinator Casework or Caseworker to explain the reasons to the detainee.</li> </ol> </li> <li>• <b>Return</b> all leave documentation to the Co-ordinator Casework.</li> </ul>

2	<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <u>If you, the Caseworker or any other Centre Support Team staff believe that casework issues have not been fully considered, request an interview with the Manager to present the detainee's application once again. (JJ-A023 / JJ-A024)</u></li> </ul>
3	<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Consider</b> the application for leave information again with advice from the Co-ordinator Casework and other relevant staff. (JJ-A023 &amp; JJ-A024)</li> <li>• <b>Make a final decision</b> about the leave based on additional information presented by the Co-ordinator Casework and other staff.</li> <li>• <u>If the decision is changed and leave is approved, go back to the procedure "If leave is approved".</u></li> </ul>
4	<b>Co-ordinator Casework or Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If the Manager changes his or her decision and leave is approved, go back to the procedure "If leave is approved".</u></li> <li>• If leave is still not approved: <ol style="list-style-type: none"> <li>1. <b>Inform</b> the detainee of the decision (the Co-ordinator Casework can delegate this to the Caseworker allocated to the detainee).</li> <li>2. <b>Ensure</b> the Application for Leave is filed appropriately for future reference. (JJ-A023)</li> </ol> </li> </ul>

#### Preparing for leave – on the day

	Responsible	Action Required
1	<b>Team Leader</b>	<p><u>This step should be completed on the DAY BEFORE leave:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> details of all detainees going on leave.</li> <li>• <b>Contact</b> the Registered Nurse and <b>check</b> if medication is required for any detainees going on leave.</li> </ul> <p><u>On the day:</u></p> <ul style="list-style-type: none"> <li>• <u>Before the leave supervisor arrives to collect the detainee, collect medication from the Registered Nurse and ask for instructions how it is to be administered.</u></li> </ul>
2	<b>Admissions staff</b>	<p><u>When the leave supervisor arrives at the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the leave supervisor has arrived.</li> <li>• <b>Contact</b> the unit or area where the detainee is and <b>ask</b> staff to bring the detainee to the Admissions or Operations area.</li> </ul>
3	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Attend</b> the Admissions area when called.</li> </ul>

4	<b>Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee attends the Admissions or Operations area (where directed) as soon as possible.</li> <li>• When the detainee has left the unit, <b>record</b> him or her as absent in the Log Book and <b>adjust</b> the total detainee numbers accordingly.</li> </ul>
5	<b>Team Leader</b>	<p><u>When the detainee and leave supervisor are both together:</u></p> <ul style="list-style-type: none"> <li>• <b>Speak</b> to the supervisor and detainee about the conditions on the Order for Leave. Explain the importance of following all conditions to both the leave supervisor and the detainee. (JJ-A025)</li> <li>• <b>Ask</b> the detainee if he or she knows what is required of him or her while on leave and then <b>ask</b> the detainee to sign the Order for Leave. (JJ-A025)</li> <li>• <b>Ask</b> the leave supervisor if he or she knows what is required of him or her and the detainee and <b>ask</b> him or her to sign the: <ul style="list-style-type: none"> <li>1. Order for Leave; (JJ-A025)</li> <li>2. Leave Undertaking. (JJ-A026)</li> </ul> </li> <li>• <b>Give</b> the supervisor the detainee's medication and <b>inform</b> him or her of the instructions for administration (as directed by the Registered Nurse).</li> </ul>
6	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all property the detainee is taking with him or her is recorded on the CIS Property Record. (For more information see Section 1.13.)</li> <li>• <b>Copy</b> the Order for Leave and the Leave Undertaking and <b>retain</b> the copies in the Admissions area (until the leave is successfully completed). (JJ-A025 / JJ-A026)</li> <li>• <b>Give</b> the <u>original</u> of both forms to the leave supervisor before he or she and the detainee leave the centre.</li> <li>• <b>Instruct</b> the supervisor to return all original forms at the completion of the leave.</li> <li>• <b>Record</b> the detainee's absence on the: <ul style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System.</li> </ul> </li> </ul>



*While a detainee is on overnight leave*

Responsible	Action Required
1 Team Leader or (during hours) Co-ordinator Casework / Caseworker	<ul style="list-style-type: none"> <li>• <u>Either:</u> <ul style="list-style-type: none"> <li>• <b>contact</b> the detainee by telephone at least once during the leave. A detainee who is on his or her first or second leave should be contacted by telephone at least twice during the leave;</li> </ul> </li> <li>• <u>Or:</u> <ul style="list-style-type: none"> <li>• if possible, <b>visit</b> the address where the detainee is on leave and <b>discuss</b> how leave is going, with the supervisor and the detainee. This will depend on the location of leave and the travelling distance from the centre.</li> </ul> </li> <li>• <u>If the supervisor reports that the detainee is not available:</u> <ol style="list-style-type: none"> <li>1. <b>ask</b> the supervisor where the detainee is;</li> <li>2. <b>contact</b> that number <b>or visit</b> again shortly after this.</li> </ol> </li> <li>• If the supervisor or detainee report they are experiencing problems with the leave, based on the problem reported <b>decide</b> if the leave should continue or be stopped.</li> <li>• <b>Record</b> all contact with the detainee and leave supervisor and <b>ensure</b> these records are placed in the "casework" section of the detainee D File (a Team Leader should pass this record on to the Co-ordinator Casework).</li> <li>• <u>If you decide that leave can continue:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> you contact the place of leave on a regular basis for the remainder of the leave;</li> <li>2. <b>direct</b> the detainee or supervisor to contact you as soon as any further problems occur;</li> <li>3. if further problems occur, <b>stop</b> the leave and follow the procedures outlined below.</li> </ol> </li> <li>• <u>If you decide that leave should be stopped:</u> <ul style="list-style-type: none"> <li>• <u>and you are at the address</u> – <b>escort</b> the detainee directly back to the centre;</li> <li>• <u>and you have telephoned the address where the detainee is,</u> depending on the problem either:               <ol style="list-style-type: none"> <li>1. <b>direct</b> the detainee to remain at the address and <b>organise</b> for him or her to be collected from that address to be returned to the centre; or,</li> <li>2. <b>request</b> that the supervisor bring the detainee directly back to the centre.</li> </ol> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her that leave has been stopped and the action that has been taken at the time of calling him or her.</li> <li>• <b>Complete</b> a Centre Incident Report outlining details of the problem during leave and the decision to stop the leave. (JJ-A009)</li> <li>• <b>Submit</b> your report to the Co-ordinator Operations. (JJ-A009)</li> </ul>
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*When a detainee returns from leave*

	Responsible	Action Required
1	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If you wish to speak with the leave supervisor when the detainee and he or she returns</u>, <b>inform</b> Admissions staff and <b>request</b> that they contact when the supervisor and detainee arrive.</li> </ul>
2	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the detainee has returned from leave.</li> <li>• <u>If the Team Leader previously asked to speak to the leave supervisor</u>, <b>inform</b> the leave supervisor of that request and <b>request</b> that he or she wait for the Team Leader.</li> <li>• <u>Before the supervisor leaves the centre</u>, <b>collect</b> the completed originals of the:             <ol style="list-style-type: none"> <li>1. Order for Leave; (JJ-A025)</li> <li>2. Leave Undertaking; (JJ-A026)</li> <li>3. Detainee's Leave Evaluation. (JJ-A027)</li> </ol> </li> <li>• <b>Contact</b> the unit where the detainee resides and <b>inform</b> staff that the detainee has returned.</li> <li>• <b>Attach</b> the evaluations together and <b>submit</b> them to the Co-ordinator Casework.</li> <li>• <b>Replace</b> the copy of the Order for Leave on the D File with the original Order for Leave. (JJ-A025)</li> <li>• <b>Retrieve</b> any unused medication from the supervisor and <b>give</b> it to the Registered Nurse.             <ul style="list-style-type: none"> <li>• Out of hours: <b>inform</b> the Team Leader that you received unused medication and <b>place</b> it in a secure place where the Registered Nurse can collect it as soon as he or she returns to duty.</li> </ul> </li> <li>• <b>Ensure</b> all property returned to the centre with the detainee is recorded accurately, and signed by the detainee. (For more information see Section 1.13.)</li> <li>• <b>Enter</b> the detainee's return in the Admissions Diary / Movement Sheet and the Client Information System.</li> </ul>

3	<b>Unit staff</b>	<p><u>Before taking the detainee to the unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> a personal search of the detainee for any items of contraband. (For more information see Section 6.13.)</li> </ul> <p><u>When the detainee has been returned to his or her unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Record</b> his or her return in the Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>
4	<b>Co-ordinator Casework / Caseworker / Key Worker</b>	<ul style="list-style-type: none"> <li>• <u>As soon as possible after the detainee returns from leave, conduct</u> an interview with the him or her about leave. (JJ-A025 / JJ-A026) During this interview <b>discuss</b>:             <ol style="list-style-type: none"> <li>1. achievements and issues during leave;</li> <li>2. the supervisor's evaluation of leave and any concerns the detainee may have about the comments; (JJ-A026)</li> <li>3. the detainee's evaluation of the leave; (JJ-A027)</li> <li>4. any tasks the detainee had been asked to complete in terms of his or her case plan. (JJ-A027)</li> </ol> </li> <li>• <b>Add</b> any additional comments or information in the "casework/CST comments" section of the Detainee's Leave Evaluation. (JJ-A027)</li> </ul>
5	<b>Caseworker / Key Worker</b>	<ul style="list-style-type: none"> <li>• <u>After your discussion with the detainee, discuss</u> the detainee's leave with the Co-ordinator Casework and <b>highlight</b> problems and achievements in terms of the case plan.</li> </ul>
6	<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Report</b> any issues or problems to the Manager and <b>discuss</b> these with the Co-ordinator Operations, in relation to management of the detainee during the period following leave.</li> </ul>

## 2.9 End of custody

### When to use this procedure

This procedure is used when a detainee is discharged from custody and not required to return. End of custody in a juvenile justice centre can occur as a result of a detainee:

- completing the minimum or fixed term of his or her control order;
- being granted early discharge – s. 31;
- being granted bail, where he or she has met the bail conditions and entered into those conditions;
- being approved for conditional discharge, to complete the remainder of his or her control order in the community under supervision – s. 24(1)(c);
- attending a court appearance where there was a non-custodial outcome and he or she has no other custodial orders.

## Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Manager, Juvenile Placements / Transport
- Co-ordinators Operations
- Co-ordinators Casework
- Team Leaders
- Admissions staff
- Unit staff
- Escort personnel
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors and Caseworkers)
- School staff

## Forms and records which may be used

- JJ-CW014: Community Reintegration Report
- CIS Property Record
- Detainee File (D)
- Allied Health File
- Appendix 3: Particulars of Parole Order Made by Court (No Supervision Ordered) – Form 1
- Appendix 4: Parole Order (Supervision Ordered) – Form 2
- Appendix 8: Bail Undertaking – Form 5A
- Appendix 10: Bail Acknowledgment – Form 6
- Appendix 11: Acceptable Person Application
- Order under s. 24(1)(c).

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Case Management Policy</li> </ul>

Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 30 Discharge</li> <li>• 31 Early discharge</li> <li>• 32 Terminations of orders</li> <li>• 24(1)(c) Conditional discharge</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 6 Definitions: Classifications A &amp; B</li> </ul>
Bail Act 1978	<ul style="list-style-type: none"> <li>• Clauses 9 &amp; 10</li> </ul>

## Guidelines

The following guidelines must be applied when a detainee is discharged from custody:

1. If the detainee was serving a control order the Co-ordinator Casework must ensure that a pre-discharge case conference is conducted at least one month prior to the detainee's discharge date. (For more information go to Section 3.3.)
2. If the detainee was serving a control order a Community Reintegration Report must be completed. (For more information go to Section 3.3.)
3. Staff must ensure that any detainee being discharged from custody has collected all property and monies belonging to him/her before being discharged from the centre.

If property belonging to the detainee is found after he or she is discharged, such property should be forwarded to the released detainee promptly and he or she must be contacted and informed of the property being sent.

4. Wherever possible the detainee (regardless of his or her legal status while custody) should be linked to a departmental or non-departmental community support agency while he or she is still in custody.

## Early discharge

Early discharge is permitted under s. 31 of the Children (Detention Centres) Act 1987 and can happen in one of two ways. Any detainee can be released from custody:

- 24 hours before the release date specified on the control order; or
- where the release date on the control order is a Saturday, Sunday or public holiday. In this case the detainee can be discharged on the last week day before the court ordered release date.

## Completing the minimum or fixed term and early discharge

Responsible	Action Required
1 Co-ordinator Casework	<ul style="list-style-type: none"> <li>• <b>Ensure</b> a pre-discharge case conference has been conducted with the detainee no later than four weeks prior to the discharge date.</li> <li>• <b>Ensure</b> a Community Reintegration Report is completed no later than one week prior to the discharge date and the Manager has sighted the report. (JJ-CW014)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all casework documentation is up to date and placed in the "casework" section of the detainee's D File.</li> <li>• <b>Liaise</b> with the Registered Nurse to <b>ensure</b> Centre Support Team staff have attached all relevant documentation to the Allied Health File and the file is up to date.</li> <li>• <b>Ensure</b> the parents or significant other and the allocated Juvenile Justice Officer / Counsellor are informed of the detainee's discharge prior to the date of discharge.</li> </ul> <p><u>Where there is an additional term with community supervision:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the allocated Juvenile Justice Officer / Counsellor, or (where applicable) the adult probation services and <b>inform</b> him or her of the pending discharge.</li> <li>• <b>Fax</b> a copy of all relevant orders to the above officer.</li> </ul>
2	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all legal mandates are in order and the planned discharge date corresponds to that indicated on the control order, unless the detainee is being discharged conditionally or early.</li> <li>• <u>Where a period of supervision has been imposed by the court,</u> <b>ensure</b> the "Particulars of Parole Order made by a Court (Supervision Ordered)" form is completed, and the detainee signs the form. (<b>Appendix 4</b>)</li> <li>• <b>Ensure</b> Team Leaders are aware of the detainee's pending discharge date and <b>request</b> that unit staff organise the detainee before and on the discharge day.</li> </ul>
3	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> unit staff are aware of the detainee's discharge and <b>direct</b> them to ensure the detainee collects all property belonging to him or her in the unit and any other program area he or she has attended.</li> <li>• <b>Ensure</b> Admissions staff: <ol style="list-style-type: none"> <li>1. are aware of the detainee's discharge;</li> <li>2. have made all necessary arrangements for travel;</li> <li>3. have prepared all necessary documentation.</li> </ol> </li> <li>• <b>Ensure</b> the detainee has been informed of his or her discharge <u>by a senior officer</u>. Unit staff should not be given this role.</li> </ul>
4	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee has collected all property belonging to him or her from the unit and any other areas before the time of discharge.</li> <li>• <u>When the detainee has been discharged,</u> <b>enter</b> the discharge in the Unit Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>

5 <b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> appropriate travel arrangements have been made for the detainee.</li> <li>• <b>If the detainee is under 15 years of age and will be travelling a distance and cannot be collected by parents or significant others, contact</b> the Placements Officer, Juvenile Placements / Transport or if staff at your centre conduct escorts <b>inform</b> the Co-ordinator Operations.</li> <li>• <b>Ensure</b> all money and property belonging to the detainee is accounted for, signed out by the detainee and taken at the time of discharge.</li> <li>• <b>Ensure</b> a discharge letter (notification of release) is available for the detainee.</li> <li>• <b>Ensure</b> all relevant documentation and reports are attached to the D File and a Departmental Transfer Note (DTN) is completed and attached to the D File before placing the file in the locked satchel (blue) for transfer to McCabe Cottage.</li> <li>• <b>Enter</b> the detainee's discharge in the:             <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>
6 <b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the Allied Health File is up to date and all Centre Support Team staff have attached any documentation relevant to the detainee.</li> <li>• <b>Send</b> the Allied Health File in a locked satchel (white) to McCabe Cottage.</li> </ul>

## Bail discharge

<b>Responsible</b>	<b>Action Required</b>
1 <b>Co-ordinator Operations or Team Leader</b>	<p><u>To ensure all bail documentation is in order and accurate:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> all bail conditions (if any) and <b>ensure</b> the detainee is able to enter into those conditions.</li> <li>• <b>Complete</b> the Bail Undertaking form (<b>Appendix 8</b>).</li> <li>• <b>Ensure</b> the detainee signs the undertaking, and states that he or she understands all conditions (if any), before he or she leaves the centre.</li> <li>• <b>Prepare</b> the Bail Acknowledgment form (<b>Appendix 10</b>) and <b>ask</b> the person who is taking responsibility for the detainee on bail to complete the necessary details and sign the undertaking.</li> <li>• <b>Complete</b> the Acceptable Person Application (<b>Appendix 11</b>), <b>asking</b> questions of the person who will be taking responsibility for the detainee while he or she is on bail.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ask</b> any additional relevant questions you believe are necessary to determine the suitability of the proposed "acceptable person".</li> <li>• <u>If you are a Justice of the Peace</u>, before the detainee leaves the centre, <b>sign</b> Form 5A, Form 6 and the Acceptable Person Application in that capacity, <u>or ensure</u> that a Justice of the Peace signs all of these forms.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> unit staff are aware of the detainee's discharge and that the detainee collects all property belonging to him or her in the unit and any other program area he or she attended.</li> <li>• <b>Ensure</b> Admissions staff:             <ol style="list-style-type: none"> <li>1. are aware of the detainee's discharge;</li> <li>2. have made all necessary arrangements for travel;</li> <li>3. have prepared all necessary documentation.</li> </ol> </li> <li>• <b>Ensure</b> the detainee has been informed of his or her discharge <u>by a senior officer</u>. Unit staff should not be given this role.</li> </ul>
3	<p><b>Unit staff</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee has collected all property belonging to him or her from the unit and any other areas before the time of discharge.</li> <li>• <u>When the detainee has left the unit to be discharged</u>, <b>enter</b> the discharge in the Unit Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>
4	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that all bail documentation is in order. (<b>Appendix 8, Appendix 10</b>)</li> <li>• <b>Make</b> two copies of the completed bail forms and:             <ol style="list-style-type: none"> <li>1. <b>send</b> all originals to the court where the bail determination was made;</li> <li>2. <b>give</b> one set of copies to the detainee;</li> <li>3. <b>attach</b> one set of copies to the detainee D File.</li> </ol> </li> <li>• <b>Ensure</b> all money and property belonging to the detainee is accounted for, signed out by the detainee and taken at the time of discharge.</li> <li>• <b>Ensure</b> all relevant documentation and reports are attached to the D File and a Departmental Transfer Note (DTN) is completed and attached to the D File, then <b>place</b> the file in the locked satchel for transfer to archives.</li> <li>• <b>Enter</b> the detainee's discharge in the:             <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>



## Conditional discharge (community-based supervision)

Responsible	Action Required
1 <b>Co-ordinator Casework / Caseworker</b>	<ul style="list-style-type: none"> <li>• Following a request for a report from Juvenile Justice Community Services, <b>prepare</b> a Community Reintegration Report in consultation with the detainee and other staff and <b>ensure</b> additional information relevant to conditional discharge is included. (JJ-CW014)</li> <li>• <b>Submit</b> the Community Reintegration Report to the Manager for his or her information and comments about support or non-support for conditional discharge.</li> <li>• When the Community Reintegration Report has been signed by the Manager <b>provide</b> it to the allocated Juvenile Justice Counsellor.</li> </ul> <p><u>If conditional discharge is approved:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the Order under section 24(1)(c) (approved by the relevant Cluster Director) has been received in advance of the proposed date of conditional discharge.</li> <li>• <b>Ensure</b> a discharge letter is prepared, outlining the conditions of discharge and <b>explain</b> these to the detainee.</li> <li>• <b>Ensure</b> the relevant Juvenile Justice Counsellor has provided the date of discharge and the time he or she will collect the detainee.</li> <li>• <b>Ensure</b> that a pre-discharge case conference has been conducted, and that the allocated Juvenile Justice Counsellor was involved.</li> <li>• <b>Ensure</b> that all other casework documentation is in the "Casework" section of the D file.</li> </ul>
2 <b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> that accurate information is provided to the Co-ordinator Casework from all operations staff regarding the detainee, for the Community Reintegration Report. (JJ-CW014)</li> <li>• <b>Check</b> the Order under section 24(1)(c) (approved by the relevant Cluster Director) when it arrives at the centre. <b>Report</b> any problems or discrepancies to the Manager.</li> <li>• <b>Ensure</b> Team Leaders are aware of the detainee's discharge date and that they organise unit staff to prepare the detainee for discharge.</li> </ul>
3 <b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> unit staff (where the detainee is residing) that the detainee has been approved for conditional discharge and of the proposed date of discharge.</li> <li>• <b>Direct</b> unit staff to ensure the detainee collects all property which belongs to him or her from the unit he or she resided in and any program areas he or she attended.</li> <li>• <b>Inform</b> the detainee of the proposed date for discharge and <b>direct</b> him or her to collect any personal property before that date.</li> </ul>

4	<b>Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee collects all property which belongs to him or her, from the unit and any program areas he or she attended.</li> <li>• <u>When the detainee has been discharged</u>, <b>record</b> his or her discharge in the Unit Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>
5	<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the Allied Health File is up to date and all Centre Support Team staff have attached any documentation relevant to the detainee.</li> <li>• <b>Send</b> the Allied Health File, in a locked satchel (white) to McCabe Cottage no later than five working days after the detainee has been discharged.</li> </ul>
6	<b>Team Leader</b>	<p><u>On the day of conditional discharge:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the <u>Section 24(1)(c) Conditional Discharge Order</u> and <b>discuss</b> the conditions with the detainee.</li> <li>• When you are confident the detainee knows what the conditions are <b>ask</b> him or her to sign the order, acknowledging the conditions.</li> </ul>
7	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> that all conditional leave documentation is in order.</li> <li>• <b>Copy</b> the order and <b>give</b> the original of the order to the detainee.</li> <li>• <b>Attach</b> the copy of the 24(1)(c) Order to the D File.</li> <li>• <b>Ensure</b> all money and property belonging to the detainee is accounted for, signed out by the detainee and taken at the time of discharge.</li> <li>• <b>Ensure</b> all relevant documentation and reports are attached to the D File and a Departmental Transfer Note (DTN) is completed.</li> <li>• <b>Give</b> the D File to the Juvenile Justice Counsellor when he or she collects the detainee from the centre. <b>Ensure</b> the counsellor signs the D File transfer docket.</li> <li>• <b>Enter</b> the detainee's discharge in the:             <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>

### Discharge after non-custodial outcome

On most occasions a detainee will not return to the centre after a court appearance where there was a non-custodial outcome. This excludes those detainees who were serving a custodial order and the court appearance was to appeal that sentence. In this case, refer to the procedures for completion of minimum and fixed term and early discharge.

Follow these procedures for detainees who received a non-custodial outcome and did not return to the centre.

	Responsible	Action Required
1	Team Leader	<p><u>When informed by admissions or escort personnel that the detainee received a non-custodial outcome at court:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Co-ordinator Operations that the detainee can be discharged.</li> <li>• <b>Inform</b> unit staff (where the detainee was residing) that he or she will not be returning and will be discharged.</li> </ul>
2	Unit staff	<ul style="list-style-type: none"> <li>• <b>Record</b> the detainee's discharge in the Unit Log Book and <b>adjust</b> detainee numbers accordingly.</li> </ul>
3	Co-ordinator Casework	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all casework documentation is updated and attached to the "casework" section of the D File.</li> </ul>
4	Registered Nurse	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the Allied Health File is up to date and all Centre Support Team staff have attached any documentation relevant to the detainee.</li> <li>• <b>Send</b> the Allied Health File, in a locked satchel (white) to McCabe Cottage no later than five working days after the detainee has been discharged.</li> </ul>
5	Admissions staff	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all relevant documentation and reports are attached to the D File and a Departmental Transfer Note (DTN) is completed.</li> <li>• <b>Enter</b> the detainee's court outcome and discharge in the: <ol style="list-style-type: none"> <li>1. Admissions Diary / Movement Sheet;</li> <li>2. Client Information System (CIS).</li> </ol> </li> </ul>

## Section 3

### Detainee services

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### 3.1 Co-ordination and provision of detainee services

All juvenile justice centre staff should be committed to a coordinated approach to detainee services. The current organisational structure in centres provides greater opportunity for this coordination to occur, ensuring the needs of individuals and groups of detainees are more effectively identified and addressed.

All staff groups and services in centres have a role in detainee services, in their defined areas and in consultation with other centre groups and services. In addition to this, strong links should be established and maintained with community based services, both Departmental and non-Departmental, ensuring a constant community focus of work in detention.

#### Stages

There are five stages in the general procedure for co-ordination and provision of detainee services. These stages are consistent with the service provision procedures for individual service within the centre. The five stages are:

1. Gathering assessment information
2. Collation and sharing of assessment information (CST Meeting)
3. Planning detainee services (Service Delivery Plan, treatment plans and program plan)
4. Providing detainee services
5. Review and evaluation.

Details of these stages are provided later in this section.

#### Staff

There are three groups of staff in centres who are responsible for the coordination and provision of detainee services. They are:

- Case Management (which includes the Centre Support Team)
- Programs
- Operations.

These groups are reflected in the organisational structure of centres. Staff in these groups have different roles and responsibilities, all of which culminate on the provision of effective services. All groups must work together and maintain the focus of service to detainees, to achieve positive outcomes. Each group must provide support to other groups, and regularly provide information to others about the work they are doing with individual and groups of detainees.

#### Gathering assessment information

Responsible	Action Required
1 Admitting Officer	<ul style="list-style-type: none"> <li>• <b>Gather</b> as much information as possible during the admission procedure.</li> <li>• <b>Ensure</b> any information which can be used for CST / casework assessments is covered thoroughly and that notes are made on all important information obtained from the detainee.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> copies of admission information is distributed to the relevant staff as soon as possible.</li> <li>• <b>Ensure</b> critical issues and information gathered during admission are passed on to case management staff (which includes CST) immediately.</li> <li>• Out of hours – <b>inform</b> the Team Leader, and <b>place</b> copies for the relevant staff where they will have access to them as soon as they arrive on duty.</li> </ul>
2	<p><b>CST / School / Casework staff</b></p> <ul style="list-style-type: none"> <li>• Where required or needed, <b>conduct</b> assessments as soon as possible.</li> <li>• <b>Gather</b> as much information as possible in assessments, to ensure the greatest amount of available information for effective Service Delivery Planning.</li> <li>• <b>Ensure</b> any critical information is reported and a CIS alert is entered (where needed): <ul style="list-style-type: none"> <li>• self harm and casework-related alerts – <b>report</b> to the Co-ordinator Casework;</li> <li>• escape and other operational alerts – <b>report</b> to the Team Leader on duty.</li> </ul> </li> </ul>

## Collation and sharing of information

### CST Meeting

	Responsible	Action Required
1	Co-ordinator Casework	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all staff who have conducted assessments with the detainee have the opportunity to report the content of their assessments to the meeting.</li> <li>• <b>Ensure</b> the group discuss and agree on focus areas for case management. That is, the identified <u>needs</u> of the detainee.</li> <li>• Where applicable or available, <b>inform</b> the meeting of the JJCS Service Delivery Plan (developed prior to custody).</li> <li>• <u>If it is the first time the detainee is listed at the Meeting</u>, <b>enter</b> all relevant information, action taken to date and recommended further action on the initial Service Delivery Plan.</li> <li>• <u>If the detainee's case is being reviewed</u>, <b>ensure</b> new information and updates regarding casework and treatment action are recorded in accordance with case management procedures.</li> <li>• <b>Note</b> all recommendations made by other staff at the meeting.</li> </ul>

2	<b>CST, School &amp; other case management staff</b>	<ul style="list-style-type: none"> <li>• <b>Report</b> information from assessments, ensuring all information valuable to Service Delivery Planning is included in your report.</li> <li>• <b>Inform</b> the meeting of all critical information identified in your assessment (eg., alert information, special needs).</li> <li>• <b>State</b> your recommendations for case management, including:             <ol style="list-style-type: none"> <li>1. suggested casework outcomes;</li> <li>2. treatment / intervention plans;</li> <li>3. recommended programs (group and individual).</li> </ol> </li> </ul>
3	<b>Co-ordinator Programs/Staff Development / Programs Staff</b>	<ul style="list-style-type: none"> <li>• <b>Develop</b> a list of recommended <u>needed</u> programs for the detainee:             <ul style="list-style-type: none"> <li>• <b>initiate</b> the list by recording your own ideas, based on the assessment information presented. That is, what types of programs could address the identified needs of the detainee?;</li> <li>• <b>ask</b> other staff at the meeting for their recommendations on programs which would meet, or which are consistent with, the <u>needs</u> identified in assessment. (For more information see Section 3.2.)</li> </ul> </li> </ul>
4	<b>Operational staff</b>	<ul style="list-style-type: none"> <li>• <b>Provide</b> accurate information on staff observations of the detainee and information which has been recorded by all operational staff.</li> <li>• <b>Make</b> recommendations regarding the <u>needs</u> of the detainee, and how they may be met during the period of detention (with particular focus on counselling and other structured programs).</li> </ul>

### Planning detainee services

*Service Delivery Plan, Case Plan Contract, Treatment Plan, Program Plan*

Although treatment and program plans can be developed and exist separately, their general content should also be included in the Service Delivery Plan and the Case Plan Contract (if agreed to by the detainee).

The Case Plan Contract, which is developed by the detainee in conjunction with staff, is the key document for an individual detainee. The contract should be referred to regularly by all staff working with that detainee. It should be possible for any staff member at the centre to access the Case Plan Contract and know exactly what is being done with or planned for the detainee (in custody and the community).

	<b>Responsible</b>	<b>Action required</b>
1	<b>Co-ordinator Casework / Caseworker</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all assessment information is considered in the development of the Service Delivery Plan.</li> <li>• <b>Discuss</b> service delivery ideas with CST and other case management staff involved with the detainee.</li> <li>• Where applicable, <b>use</b> the case conference to complete the process of gathering information, and to finalise the Service Delivery Plan.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Request</b> that CST staff provide information about their treatment plan for the detainee, for inclusion in the Service Delivery Plan (at times, CST staff may not be able to provide all details of their treatment plan, but they should give an outline of the plan).</li> <li>• <b>Refer</b> to the list of recommended or needed programs, developed by programs staff. <b>Include</b> (in the Service Delivery Plan) those programs which could assist achievement of casework outcomes.</li> <li>• <b>Ensure</b> the Service Delivery Plan contains:       <ol style="list-style-type: none"> <li>1. focus areas and needs;</li> <li>2. proposed strategies;</li> <li>3. proposed responsibilities for people working with the detainee (eg., staff, outside agencies, the detainee, family or significant other);</li> <li>4. time frames for the completion of responsibilities and tasks.</li> </ol> </li> <li>• <b>Review</b> the Service Delivery Plan with the detainee and <b>develop</b> the Case Plan Contract based on what the detainee identifies as areas and tasks he or she agrees to work on.</li> <li>• <b>Ensure</b> the Service Delivery Plan is accessible for all staff directly involved with detainees at the centre (this may require at least one copy of the document in a central location, in addition to the original on the D File).</li> <li>• <b>Provide</b> staff with a copy of the Case Plan Contract if they have responsibilities assigned.</li> </ul>
2 CST, School & other case management staff	<ul style="list-style-type: none"> <li>• <b>Participate</b> in service delivery planning to detail the overall needs of the detainee.</li> <li>• Where applicable, actively <b>participate</b> in case conferences and case discussions for any detainee to ensure your recommendations are included in the Service Delivery Plan.</li> <li>• <b>Inform</b> the Co-ordinator Casework or allocated Caseworker of your planned action and treatment plan for the detainee so that it can be included in the Service Delivery Plan.</li> <li>• <b>Ensure</b> your planned action and interventions are included in the Service Delivery Plan.</li> <li>• <b>Acknowledge</b> the Case Plan Contract as the central document of service provision for the detainee and the Service Delivery Plan as the reference point for contracting.</li> <li>• <b>Inform</b> operational staff of recommended strategies for the management and support of the detainee, and of any requirements and special needs of the detainee which they need to monitor and incorporate into their work with that detainee.</li> </ul>



3	<b>Co-ordinator Programs/Staff Development</b>	<ul style="list-style-type: none"> <li>• <b>Consult</b> with the Co-ordinator Casework or Caseworker about additional information gathered at case conferences, and (where applicable) <b>add</b> to the list of recommended programs for that detainee.</li> <li>• <b>Update</b> the recommended programs list.</li> <li>• <b>Refer</b> to the Service Delivery Plan and <b>note</b> those programs which are consistent with the list of recommended programs.</li> <li>• When the detainee has completed his or her Case Plan Contract, <b>note</b> the recommended programs which the detainee has agreed to complete.</li> <li>• <b>Identify</b> program providers (who have been identified as able to present the programs contained in the Case Plan Contract), <b>liaise</b> with them and <b>agree</b> on the times they can conduct the programs.</li> <li>• <b>Develop</b> a schedule for the detainee, towards completing the agreed programs. This will probably be an initial schedule at this stage, based on the availability of certain programs (ie., you may have to arrange other programs which are not readily available at this time).</li> <li>• <b>Update</b> the detainee's program schedule as more of the agreed programs become available.</li> <li>• <b>Inform</b> operational staff about planned programs (per the Case Plan Contract) and any requirements of them for implementation or supervision.</li> <li>• <b>Acknowledge</b> the Case Plan Contract as the central document of service provision for the detainee and the Service Delivery Plan as the reference point for contracting.</li> </ul>
4	<b>Operational staff</b>	<ul style="list-style-type: none"> <li>• <b>Read</b> the Service Delivery Plan, Case Plan Contract and Program Schedule for the detainee, and <b>ensure</b> a working knowledge of its content.</li> <li>• <b>Note</b> operational staff responsibilities in the Case Plan Contract. If any are unclear, <b>clarify</b> this with the Co-ordinator Casework or Caseworker.</li> <li>• <b>Ensure</b> the detainee is available for planned programs and that he or she is encouraged to participate.</li> <li>• <b>Acknowledge</b> the Case Plan Contract as the central document of service provision for the detainee and the Service Delivery Plan as the reference point for contracting.</li> </ul>

### Providing detainee services

Treatment and program plans are incorporated into the Case Plan Contract, so the provision of detainee services should be based on the Case Plan Contract. All staff should actively refer to the Case Plan Contract, for action required of them and information about what other staff are doing with the detainee.

Responsible	Action required
1 <b>Co-ordinator Casework/ Caseworker</b>	<ul style="list-style-type: none"> <li>• <b>Oversee</b> the implementation of the Case Plan Contract.</li> <li>• <b>Consult</b> with all staff involved in the Case Plan Contract on a regular basis.</li> <li>• <b>Address</b> problems with the Case Plan Contract as they arise, and <b>make notes</b> about this, to be discussed at reviews.</li> <li>• Regularly <b>liaise</b> with:               <ol style="list-style-type: none"> <li>1. <u>operational staff</u>, about the detainee's progress and observations they have made of the detainee as he or she undertakes the Case Plan Contract, in terms of issues and achievements;</li> <li>2. <u>CST, school and other case management staff</u>, about the detainee's progress with agreed individual and groupwork plans, issues and achievements, and any changes which have been made;</li> <li>3. <u>programs staff</u>, about the detainee's participation in recommended programs and issues and achievements noted.</li> </ol> </li> <li>• <b>Ensure</b> regular entries are made in case notes after consultation with other staff, to assist with reviews.</li> </ul>
2 <b>CST, School &amp; other case management staff</b>	<ul style="list-style-type: none"> <li>• <b>Refer</b> to the Case Plan Contract, and <b>implement</b> strategies as outlined.</li> <li>• <b>Discuss</b> your strategies with operational staff and <b>outline</b> how they can support and assist you in your work with the detainee.</li> <li>• Regularly <b>liaise</b> with the Co-ordinator Casework or Caseworker about progress, issues and achievements.</li> <li>• <b>Record</b> the above (in accordance with your service's procedures), for future reference and use at Case Plan Contract Reviews and Service Delivery Plan Reviews.</li> <li>• Regularly <b>liaise</b> with other staff and agencies involved in the Case Plan Contract, to ensure a consistent approach to work with the detainee.</li> </ul>
3 <b>Co-ordinator Programs/Staff Development / Programs staff</b>	<ul style="list-style-type: none"> <li>• <b>Refer</b> to the Case Plan Contract, and <b>coordinate</b> provision of the agreed programs.</li> <li>• <b>Discuss</b> the detainee's program schedule with operational staff and <b>outline</b> how they can support and assist the implementation of programs (including encouraging and motivating the detainee).</li> <li>• Regularly <b>liaise</b> with the Co-ordinator Casework or Caseworker about progress, issues and achievements in the detainee's program participation.</li> <li>• <b>Record</b> the above (in accordance with your service's procedures), for future reference and use at Case Plan Contract and Service Delivery Plan reviews.</li> </ul>

	<ul style="list-style-type: none"> <li>• Regularly <b>liaise</b> with other staff and agencies in the Case Plan Contract, to ensure a consistent approach to work with the detainee.</li> </ul>
4	<p><b>Operational staff</b></p> <ul style="list-style-type: none"> <li>• <b>Refer</b> to the Case Plan Contract and program schedule, <b>undertake</b> relevant strategies as outlined and <b>ensure</b> the program schedule is not affected unnecessarily.</li> <li>• <b>Provide</b> support to the detainee and key people involved in the Case Plan Contract, ensuring (wherever possible) operational procedures and practices enable the success of the Case Plan Contract and subsequent reviews.</li> <li>• Regularly <b>liaise</b> with the Co-ordinator Casework or Caseworker about progress, issues and achievements in the detainee's work on the Case Plan Contract and program participation.</li> <li>• <b>Record</b> information about the above, for future reference and <b>use</b> at Case Plan Contract and Service Delivery Plan reviews.</li> <li>• Regularly <b>liaise</b> with other staff and agencies involved in the Case Plan Contract, to ensure a consistent approach to work with the detainee.</li> <li>• <b>Ensure</b> the detainee is available for planned programs and that he or she is encouraged to participate.</li> </ul>

#### Review and evaluation

The success of detainee services depends on regular reviews and evaluations of Case Plan Contracts and Service Delivery Plans.

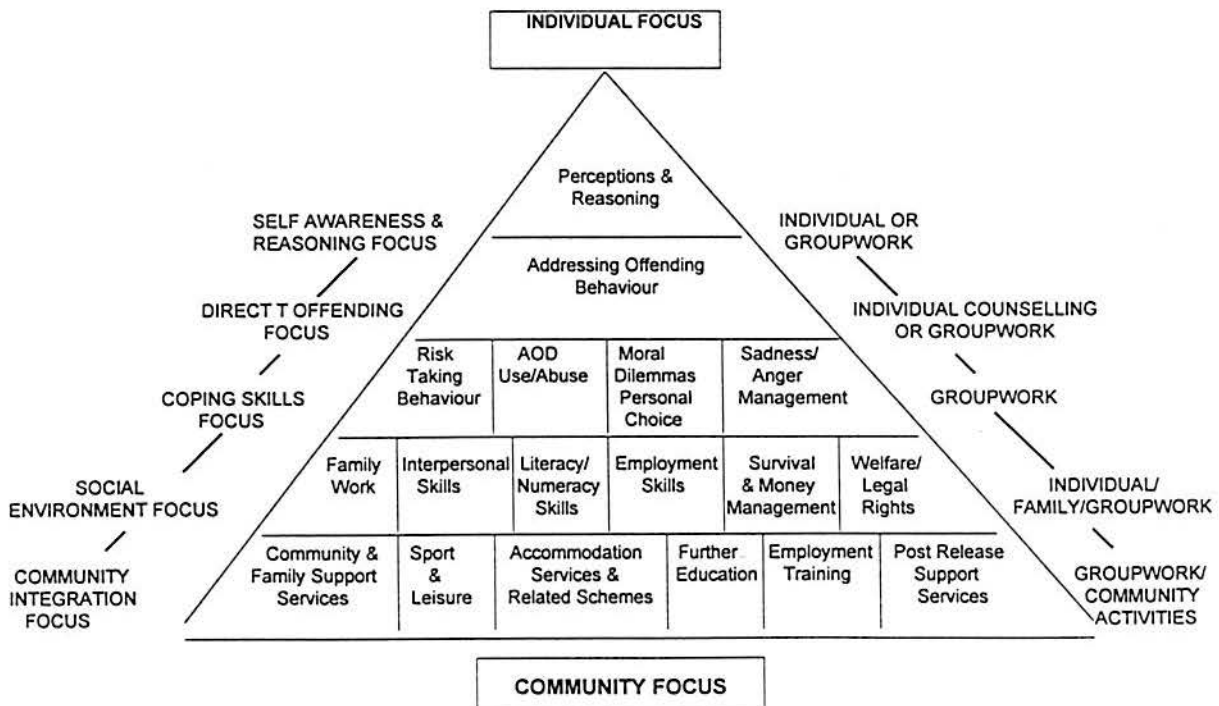
Responsible	Action required
1	<p><b>Co-ordinator Casework / Caseworker</b></p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> regular informal and formal reviews of the Case Plan Contract with the detainee.</li> <li>• <b>Convene</b> a Service Delivery Plan Review prior to the detainee's discharge and if the detainee's needs change dramatically during the period of detention.</li> <li>• <b>Liaise</b> with people who have worked with the detainee (particularly those with responsibilities in the Case Plan Contract), before completing a review.</li> <li>• <b>Encourage</b> all key people directly involved in the Case Plan Contract to attend Case Plan Contract Reviews, Service Delivery Plan Reviews and case discussions.</li> <li>• As a result of reviews, and information provided by staff since the last review (or development of the first Case Plan Contract), <b>make</b> needed changes to the Case Plan Contract with the detainee.</li> <li>• <b>Record</b> the results of reviews, and <b>ensure</b> relevant staff are provided with or have access to Case Plan Reviews and Revised Service Delivery Plans.</li> </ul>

2	<b>CST, School &amp; other case management staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all information gathered during implementation of Case Plan Contracts (which incorporates treatment/intervention plans) has been recorded, and is provided to the Co-ordinator Casework or Caseworker.</li> <li>• Wherever possible, <b>attend</b> Case Plan Contract Reviews of the detainees you are working with, and <b>provide</b> as much information as possible to assist effective case management.</li> <li>• <b>Participate</b> in Service Delivery Plan Reviews.</li> <li>• <b>Consult</b> with operational staff prior to reviews, and <b>gather</b> information relevant to your area, which may assist the review.</li> <li>• <b>Ensure</b> your revised treatment or intervention plan is incorporated into the revised Case Plan Contract.</li> </ul>
3	<b>Co-ordinator Programs/Staff Development / Programs staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> an evaluation is completed, by program providers and detainee participants, at the end of every program (or module within a program). The evaluation should be linked to the learning outcomes of the program.</li> <li>• <b>Discuss</b> evaluations and other issues with each program provider regarding the program he or she implemented.</li> <li>• Based on the Case Plan Contract review, program evaluations, and information provided by program providers, <b>make</b> appropriate changes to the detainee's program schedule, in accordance with the revised Case Plan Contract.</li> <li>• <b>Ensure</b> all staff have access to the detainee's revised program schedule.</li> <li>• <b>Ensure</b> all information (particular to the detainee) gathered during program implementation and from the evaluation, has been recorded, and is provided to the Co-ordinator Casework or Caseworker.</li> <li>• <b>Participate</b> in Service Delivery Plan Review meetings, <b>report</b> programming issues (eg., schedule, participation), and <b>provide</b> as much information as possible to assist effective case management.</li> <li>• <b>Consult</b> with operational staff prior to reviews, and <b>gather</b> information relevant to your area, which may assist the review.</li> <li>• <b>Ensure</b> the detainee's agreed programs in the Case Plan Contract Reviews are incorporated into his or her program schedule.</li> </ul>
4	<b>Operational staff</b>	<ul style="list-style-type: none"> <li>• <b>Provide</b> information about the detainee's progress, achievements and any issues to the Co-ordinator Casework or Caseworker, to assist reviews of the Case Plan Contracts and Service Delivery Plans.</li> <li>• <b>Ensure</b> all information gathered during implementation of the Case Plan Contract has been recorded, and is provided to the Co-ordinator Casework or Caseworker.</li> </ul>

- Wherever possible, **ensure** at least one operational staff member attends Case Plan Contract reviews, and provides as much information as possible to assist effective case management.
- **Participate** in assessments and needs identification for the Service Delivery Plan Review.
- **Participate** in the Service Delivery Plan Review.
- **Ensure** issues which have been identified by operational staff are discussed and addressed at Case Plan Contract Reviews.
- **Complete** program evaluations as requested (either as a program provider, or an observer).
- **Read** the detainee's revised program schedule and **ensure** a working knowledge of the schedule.
- **Ensure** a detainee's revised Case Plan Contract and program schedule are followed (where relevant).

### 3.2 Departmental programming model

The Programming Model of this Department provides the foundation for detainee services. It should be used as a guide for program provision to ensure the programming work at detention centres is focused on the individual needs of detainees and their offending behaviour. An overview of the different types of program is given below.



## Responsibilities of centre staff

Management teams in centres (ie., Centre Manager, Co-ordinators and Team Leaders) are responsible for ensuring effective and efficient coordination and provision of detainee services. Management teams should regularly discuss detainee services, in terms of their own areas and links with other areas.

Centre Managers are responsible for ensuring adequate and regular training is provided, for the management team and all other staff, in areas related to detainee service coordination and provision. They must also ensure all staff have clearly defined roles for service provision to detainees, and that this is actively promoted by the management team.

Detainee services should be provided on the basis of need. Case Management staff (which include the Centre Support Team) are responsible for identifying individual needs, via assessment, and recommending programs and other interventions to address those needs.

Program staff are responsible for coordinating the provision of recommended programs and activities to individual and groups of detainees, and ensuring they are consistent with the Service Delivery Plan.

Program providers can be a range of centre staff, including:

- senior youth workers
- CST staff
- programs staff (support staff, recreation officers, living skills officers, etc.)
- chaplains
- other centre staff with appropriate knowledge, qualifications and/or experience.

## Applying the programming model

The following information outlines the purpose of each focus area in programming, in addition to some examples of services and programs which are included in those program focus areas, and the program providers for each.

The "focus" titles are general program categories, and within most of those there are a range of program types. The program types are further divided into examples of services and programs related to the general category.

In summary, the focus areas in the Programming Model linked to case management are:

- Self Awareness / Reasoning
- Direct Offending
- Coping Skills
- Social Environment / Living Skills
- Community Integration.

SELF AWARENESS / REASONING FOCUS

<ul style="list-style-type: none"> <li>• Therapeutic/psychological counselling and programs to assist the young person to understand consequences of their actions, and to bring about positive change in that area.</li> <li>• Attitudinal, reasoning and cognitive factors related to offending.</li> <li>• For detainees convicted of an offence.</li> </ul>	
<b>Examples of services and programs</b>	<b>Providers</b>
<ul style="list-style-type: none"> <li>• Psychometric testing, Individual counselling, Clinical programs</li> </ul>	<ul style="list-style-type: none"> <li>• Psychologists, Community Clinical Services</li> </ul>

DIRECT OFFENDING FOCUS

<ul style="list-style-type: none"> <li>• Continue focus on attitudinal &amp; cognitive factors related to offending, with aim of young people accepting, rather than avoiding responsibility for their own behaviour.</li> <li>• Address specific offending behaviour.</li> <li>• For detainees convicted of an offence.</li> </ul>	
<b>Examples of services and programs</b>	<b>Providers</b>
<ul style="list-style-type: none"> <li>• AOD education, drug related violence, drug related crime programs, ending offending, Relapse Prevention, Aggression Control, Victim Empathy, Dealing with Peer Pressure programs</li> </ul>	<ul style="list-style-type: none"> <li>• Psychologists, Other Specialist Staff (inc., VOP, SOP, AOD counsellors)</li> </ul>

COPING SKILLS FOCUS

<ul style="list-style-type: none"> <li>• Practical, positive alternatives to aspects of behaviour which may have occurred prior to and contributed to a detainee's entry to the centre.</li> <li>• Alternative ways of dealing with stress, impulsivity, effects of peer pressure.</li> <li>• Develop appropriate ways to deal with emotions.</li> </ul>	
<b>Examples of services and programs</b>	<b>Providers</b>
<u>Risk Taking Behaviours</u> <ul style="list-style-type: none"> <li>• Harm Reduction, Relapse Prevention, Moral Development, Communication, Self Esteem, Sexual Awareness, Drug Education</li> </ul>	<ul style="list-style-type: none"> <li>• Psychologists, Specialist Staff, Nurse</li> <li>• Psychologist, AOD, School, community health services, Registered Nurses</li> <li>• Behaviour Management Program, Operations, AOD, Nurse, Psychologist, School, SYW, Chaplain, Specialist Staff</li> </ul>
<u>AOD Use / Abuse</u> <ul style="list-style-type: none"> <li>• Individual counselling, Crisis Intervention, Alcohol &amp; Other Drug Safety, Aboriginal Health</li> </ul>	
<u>Moral Dilemmas / Personal Choice</u> <ul style="list-style-type: none"> <li>• Offending Behaviour (convicted detainees), Managing Emotions, Anger Management, Moral Development, Peer Pressure, Peer Relationships, Sexual Attitudes</li> </ul>	

<u>Sadness/Anger Management</u>	
<ul style="list-style-type: none"> <li>Individual counselling, Anger Management, Stress Management, Relaxation, Aggression Control, Conflict Resolution</li> </ul>	<ul style="list-style-type: none"> <li>Psychologist, School, AOD, SYW</li> </ul>

COPING SKILLS FOCUS

Practical, positive alternatives to aspects of behaviour which may have occurred prior to and contributed to a detainee's entry to the centre.

Alternative ways of dealing with stress, impulsivity, effects of peer pressure.

Develop appropriate ways to deal with emotions.

Examples of services and programs	Providers
<u>Risk Taking Behaviours</u> <ul style="list-style-type: none"> <li>Individual counselling, Harm Reduction, Relapse Prevention, Moral Development, Communication, Self Esteem, Sexual Awareness, Drug Education</li> </ul>	<ul style="list-style-type: none"> <li>Psychologists, Specialist Staff, Nurse</li> </ul>
<u>AOD Use / Abuse</u> <ul style="list-style-type: none"> <li>Individual counselling, Crisis Intervention, Alcohol &amp; Other Drug Safety, Aboriginal Health</li> </ul>	<ul style="list-style-type: none"> <li>Psychologist, AOD, School, community health services, Registered Nurses</li> </ul>
<u>Moral Dilemmas / Personal Choice</u> <ul style="list-style-type: none"> <li>Offending Behaviour (convicted detainees), Managing Emotions, Anger Management, Moral Development, Peer Pressure, Peer Relationships, Sexual Attitudes</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour Management Program, Operations, AOD, Nurse, Psychologist, School, SYW, Chaplain, Specialist Staff</li> </ul>
<u>Sadness/Anger Management</u> <ul style="list-style-type: none"> <li>Individual counselling, Anger Management, Stress Management, Relaxation, Aggression Control, Conflict Resolution</li> </ul>	<ul style="list-style-type: none"> <li>Psychologist, School, AOD, SYW</li> </ul>

SOCIAL ENVIRONMENT / LIVING SKILLS FOCUS

- Towards successful reintegration, through development of survival skills that enable young people to care for themselves and others who may be dependent on them.

Examples of services and programs	Providers
<u>Family Work</u> <ul style="list-style-type: none"> <li>Individual counselling, Family Visits, Young Parents, Parenting</li> </ul>	<ul style="list-style-type: none"> <li>Casework Staff, Psychologist, School, Nurse, SYW</li> </ul>
<u>Interpersonal Skills</u> <ul style="list-style-type: none"> <li>Personal development, Communication Skills, Stereotypes, Social Skills, Assertiveness, Making Friends, Communal Living</li> </ul>	<ul style="list-style-type: none"> <li>BM Program, Specialist staff, School, SYW</li> </ul>



<p><u>Literacy &amp; Numeracy Skills</u></p> <ul style="list-style-type: none"> <li>• After Hours Homework, Remedial Reading</li> </ul> <p><u>Employment Skills</u></p> <ul style="list-style-type: none"> <li>• Centre Vocational programs, such as Gardening, Painting, Printing, Computers, Mechanics, Landscaping, Career Planning, etc.</li> </ul> <p><u>Survival Skills</u></p> <ul style="list-style-type: none"> <li>• Budgeting, Cooking, Sewing, First Aid, Nutrition, Home Maintenance</li> </ul> <p><u>Welfare &amp; Legal Rights Issues</u></p> <ul style="list-style-type: none"> <li>• Legal Visits, Legal Rights, Legal Advice</li> </ul>	<ul style="list-style-type: none"> <li>• School, SYW, Community</li> <li>• School, VI, SYW, Community</li> <li>• School, VI, SYW, Community, Nurse</li> <li>• Legal Aid Commission, Children's Legal Service, Aboriginal Legal Service, School</li> </ul>
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### COMMUNITY INTEGRATION FOCUS

<ul style="list-style-type: none"> <li>• Assist with reintegration to local community, and identifying support, networks, activities and resources to meet personal and social needs.</li> <li>• Do not have a strong offender focus and may occur with community members.</li> </ul>	
<b>Examples of services and programs</b>	<b>Providers</b>
<p><u>Community &amp; Family Support Services</u></p> <ul style="list-style-type: none"> <li>• Church Group, Cultural Groups, Cultural Days</li> </ul> <p><u>Sport &amp; Leisure</u></p> <ul style="list-style-type: none"> <li>• Community &amp; Centre Sporting Activities, Camps, Crafts, Art, Ceramics, Photography, Music, Life Saving</li> </ul> <p><u>Accommodation Services &amp; Related Schemes</u></p> <ul style="list-style-type: none"> <li>• Living Skills, Post Release Support, Accommodation Placement</li> </ul> <p><u>Further Education Opportunities. School. TAFE</u></p> <ul style="list-style-type: none"> <li>• Work Release/experience, Job Club, Traineeships (accredited courses)</li> </ul> <p><u>Post Release Support Services</u></p> <ul style="list-style-type: none"> <li>• Post Release Support Programs, Agency Referrals</li> </ul>	<ul style="list-style-type: none"> <li>• Casework Staff, Chaplain, Community agencies</li> <li>• SYW, School, VI, Community</li> <li>• Casework Staff, Community, SYW</li> <li>• School, VI, TAFE, Community agencies</li> <li>• Casework Staff, Community Agencies</li> </ul>

### The Case Plan Contract

The Case Plan Contract is central to work done with each detainee. All staff should contribute to the Case Plan Contract which is initiated when the Service Delivery Plan is developed with recommended strategies and programs to meet needs.

Any staff member should be able to refer to the Case Plan Contract and know what is happening with and planned for the detainee. Staff who have responsibility to work with an individual detainee should be referred to in the Case Plan Contract. All planned and current action, towards the achievement of casework outcomes, should be included in the Case Plan Contract.

The Case Plan Contract provides evidence of work being done with an individual detainee at any given time, and of the co-ordination of services within and outside the centre. All staff working with individual detainees must maintain regular contact and consultation with Co-ordinators Casework.

### Programs linked to individual needs

Programs are the means by which casework outcomes can be achieved. It is the responsibility of Co-ordinators Programs / Staff Development to ensure programs contained in a Case Plan Contract, which are agreed to by the detainee, are provided. As a result, Co-ordinators Programs / Staff Development and Co-ordinators Casework must work together.

Detainee programs should be directly linked to the individual needs of a detainee, which are identified from the following sources:

- assessments;
- Service Delivery Plan;
- staff observations of the detainee in a range of situations during detention;
- work completed with the detainee, eg. counselling, behaviour management, program participation.

Programs staff should seek out and use assessment information and should actively seek program recommendations from other staff, based on their identification of the detainee's needs.

Programs staff should develop a list of recommended needed programs. This list can be expanded over time, as new information is obtained.

A list of needed programs should not be restricted to those programs which are already available at, or via the centre. It should also include programs not currently available, but which are needed. In the latter case, it is the responsibility of programs staff to ensure (wherever possible) the program is provided to the detainee, at some stage during his or her detention.

The list of programs is a practical tool to ensure "programs are fitted to detainees", rather than "detainees fitted to programs". Programming is a casework strategy. The programs list ensures a direct, tangible link between a detainee's individual Service Delivery Plan, Case Plan Contracts and general program provision.

### Centre Support Team staff

The CST is part of case management services at the centre. Therefore, although they have a separate "team title", they should be viewed as case management staff. Co-ordinators Casework are responsible for co-ordinating the work of CST staff, in the provision of case management services to individual detainees.

CST staff are "service and program providers" of the Case Plan Contract. CST members are:

- Co-ordinators Casework
- Caseworkers
- Registered Nurses
- Psychologists

- AOD Counsellor
- Other Specialist Counsellors (based at the centre)
- School staff.

School staff work for a separate Department, but still provide services to detainees. As non-Departmental staff they are not required to be members of the CST, nor can they be directed to attend CST Meetings. Because school staff work with detainees at the centre, Co-ordinators Casework should invite those staff to be members of the CST, and should ensure other staff recognise school staff as members of the CST.

CST staff must ensure they consult with all other staff at the centre regularly. As service providers, they are accountable to the detainee and other centre staff. CST staff should regularly provide advice and information to other staff, about the detainees they are working with, to ensure their interventions and treatment are consistently implemented throughout the detainee's stay, in a range of situations and interactions.

For example, CST staff should inform other relevant staff of strategies which have been developed and agreed upon with the detainee, in individual or group counselling. This way strategies can be monitored when the detainee is not in the counselling or groupwork setting.

### Centre Support Team meeting

The CST Meeting is the key strategy for ensuring detainee services are directed at and provided to individuals, and that those services are needs-based. Co-ordinators Casework are responsible for convening CST Meetings, which should be conducted at least once a week. CST Meetings are the first step in identifying the range of individual needs.

It is compulsory for CST and other case management staff to attend CST meetings. All other staff working directly with detainees are encouraged to attend, and Co-ordinators Programs / Staff Development (or a Programs representative) and at least one Senior Youth Worker should attend these meetings.

Where possible, the detainee's allocated Juvenile Justice Officer should attend the CST Meeting when the detainee is first discussed (to pass on information gathered in the community, and to outline the JJCS Service Delivery Plan). Consultant Psychiatrists should also be encouraged to attend. It is not necessary for Co-ordinators Operations to attend CST Meetings, but they must ensure there is at least one operational staff representative at every CST Meeting.

How frequently should a detainee be discussed at CST meetings?

- New admissions: must be discussed at the first available CST Meeting following admission. Ideally this will be within one week of admission but must occur within two weeks of admission.
- CST Reviews: every three months after the initial meeting.
- Additional discussions: case management staff may wish to discuss a detainee more frequently than every month. They should inform the Co-ordinator Casework, who will arrange for the detainee to be listed for the meeting.
- Pre-release: 2 - 4 weeks prior to release from the centre, to coordinate discharge preparation (ideally after the pre-discharge case conference).

The following items may be included in the CST Meeting Agenda:

- Initial (new admissions)                      initial action plan developed for each detainee

- Reviews monthly discussion
- Discharges current detainees, 2 - 4 weeks prior to discharge
- Other cases requests for more frequent discussion
- Referrals received from centre or community staff
- Alert Register Report review and update
- Leave
- s. 24 (1) (c) Recommendations.

### 3.3 Case management <sup>1</sup>

#### What is case management?

Case management is a service provided by the Department of Juvenile Justice, both in Juveniles Justice Centres and in Juvenile Justice Community Services (see the department's Case Management Policy, January 1998).

Case management is:

- the central organising process for intervention to ensure that a young person receives services in a supportive, co-ordinated, effective and efficient manner, based upon their individual needs;
- an outline of the department's involvement in a young person's life; it must be planned, goal-oriented, time-framed and co-ordinated so as to enable the young person to achieve the best possible outcome;
- a means of recognising that young people often have multiple and complex needs and that potential interventions require a combination of social, familial, behavioural, psychological, medical, educational and vocational approaches, ie., a multidisciplinary approach;
- carried out in the context of the legal responsibilities vested in the officers of the department and in line with the department's principles regarding the rights and responsibilities of young people and their families.

In Juvenile Justice Centres case management focuses on five main areas:

1. To ensure that the case plan contract is developed with and "owned" by the detainee.
2. To ensure that a detainee serves his or her custodial sentence in a safe and humane environment that is most appropriate to his or her individual needs.
3. To provide a continuum of services to ensure that a young person's period in custody is used to address his or her offending behaviour and focuses on maximising the capacity and opportunity of the young person to choose positive alternatives to offending behaviour when he or she returns to the community.

<sup>1</sup> This section was prepared by Bryce Wilde.

4. To ensure that the detainee's family or carers or significant others (and related agencies) are involved in the detainee's case plan, where appropriate.
5. To ensure that services within and outside the department are co-ordinated to maximise their potential benefit to the young person, and their effective and efficient use.

### Forms and records which may be used

There are a number of forms and records used by case management staff, as will be further explained in this section:

- • JJ-CW001: Notification of Admission & Short Term Custody Case Plan
- • JJ-CW002: Casework Information – Community
- .. - • JJ-CW003: Intake Form – Community
- • JJ-CW004: Casework Information – Custody
- • JJ-CW005: Service Delivery Plan
- • JJ-CW006: Case Plan Contract & Supervision Agreement – Community
- • JJ-CW007: Case Plan Contract – Custody
- • JJ-CW008: Case Conference Summary
- • JJ-CW009: Service Delivery Plan Review – Community
- • JJ-CW011: Revised Case Plan Contract/Supervision Agreement – Community
- • JJ-CW012: Case Plan Contract Review – Custody
- • JJ-CW013: Contact for Casework Purposes
- • JJ-CW014: Community Reintegration Report
- • JJ-CW015: Case Notes
- • JJ-CW016: Psychological Appraisal Summary.

### Principles of case management

In developing case management systems in Juvenile Justice Centres and undertaking casework intervention, Co-ordinators Casework and Caseworkers should be aware that:

- the inherent dignity, importance and individuality of each young person is recognised;
- the best interests, safety and well-being of the young person must be paramount in all casework decisions and practices;
- young people have a right to departmental services which are focused on their development and free from all forms of abuse and neglect;
- each young person has the right to have input into all levels of their case planning process, implementation, and review;

- the least intrusive intervention appropriate to the needs of a young person should be engaged in;
- each young person has the right to choose not to use the services provided or offered by the department (except where they are legally mandated, eg. AOD / SOP counselling); nevertheless, staff should encourage full participation in all activities that will enhance their rehabilitation;
- Co-ordinators Casework and Caseworkers are bound by a legal duty of care towards a young client of the Department, particularly if he or she is at risk;
- the family in the life of most young people is very important, and therefore consultation with and involvement of the family or significant others should be encouraged wherever appropriate;
- the interests of the community and of the victims of the offending behaviour should be taken into account, and young people should be encouraged to take full personal responsibility for their behaviour;
- it is necessary to work with young people in developmentally and culturally appropriate ways;
- it is necessary to cooperate and consult with government and non-government agencies that have services to offer young people; and
- while guidance and assistance to the young person is a first priority, staff are required to exercise direction and control when appropriate.

### Goals of case management

The general goal of case management in the Department of Juvenile Justice is the provision of comprehensive, continuing and co-ordinated services aimed at the reintegration of detainees into the community.

Specific case management goals are to:

- provide an accurate assessment of the detainee's individual needs;
- involve each detainee and, where appropriate, their family or carers or significant others in the development, implementation, and review of a case plan contract;
- ensure that case plan contracts are specific, realistic, achievable, measurable and time framed;
- identify resources required to meet the individual needs of detainees;
- advocate on behalf of detainees to obtain needed services;
- provide a continuum of service for juvenile offenders moving from the community into Juvenile Justice Centres and back into the community;
- ensure there is only one case plan contract for a young person;
- link detainees with needed services not provided by the department, especially the Department of Community Services in relation to State Wards, other young people with care orders and young people with developmental disability;
- provide a co-ordinated process for the development of the young person;

- co-ordinate the clinical services of the department;
- evaluate each detainee's progress through regular case plan contract reviews.

### Involvement of the detainee

All opportunities for a detainee's involvement in his or her own case management must be maximised. Staff must not forget that the case plan contract is with the detainee.

There is always potential for staff to control the casework process and determine outcomes and actions without consulting the detainee. To avoid this, in each of the ten case management stages (discussed below) staff should be able to demonstrate that the detainee has been actively involved (eg., through documentation, ability to explain the process, and case plan contracts). Such an approach is consistent with the model of programming, in which detainees are assisted in taking responsibility for their own actions and making personal choices.

### Roles and responsibilities of case management staff

All Juvenile Justice Centres have a Co-ordinator Casework. Centres with larger populations also have a number of Caseworkers. They have the following responsibilities:

#### Co-ordinator Casework

Depending on whether there are Caseworker positions allocated to a centre, the role of Co-ordinators Casework differ.

All Co-ordinators Casework are responsible for the co-ordination and provision of Case Management Services in their respective centres. This includes co-ordination of members of the Centre Support Team, but does not involve supervision of CST members.

In addition, all Co-ordinators Casework share responsibility for the overall management of the Juvenile Justice Centre with Co-ordinators Operations and Co-ordinators Programs / Staff Development, under the supervision of Centre Managers.

Co-ordinators Casework are responsible for ensuring all relevant parties (including the detainee, direct care staff, community staff, CST staff, family, carers, and significant others) remain informed about and involved in the case management process.

Co-ordinators Casework are responsible for appeal proceedings (including appeals in relation to Bail Applications, although they must liaise with Juvenile Justice Officers / Counsellors regularly. Staff must ensure that the young person, the family member or significant other, Juvenile Justice Officers / Counsellors, and the legal representative have been consulted before an appeal is lodged. Centre staff do not normally attend court or provide court reports and information for bail or appeal matters.

In centres where there are no Caseworkers, the Co-ordinator Casework, is responsible for casework intervention in addition to management responsibilities. He or she should also facilitate direct care staff to be involved in casework as much as possible.

In centres where there are Caseworkers, the Co-ordinator Casework supervises those staff who are responsible for casework intervention. The Co-ordinator Casework will do some casework as the need arises.

### Caseworker

This position is generally only allocated to centres with larger populations. In some centres, there may be identified Aboriginal and multicultural caseworker positions.

The Caseworker is responsible for co-ordinating services for his or her allocated detainees. He or she is required to adhere to the Case Management Policy of the Department, under the supervision and guidance of the Co-ordinator Casework.

The Caseworker is responsible for consulting and involving young people, unit staff and (where appropriate) families and significant others, community workers, and other key government and non-government employees in case management of detainees, both in custody and in preparation for discharge.

### Role and responsibilities of other departmental staff

In addition to identified Caseworker positions, other Juvenile Justice Centre staff not in casework-specific positions may assist with case management, in the following positions:

#### Primary Worker

The Primary Worker is a service and program provider for the detainee's case plan contract.

A Primary Worker is usually a counsellor who is working with a detainee on a regular, on-going basis. Generally, this is either a Juvenile Justice Counsellor (ie., Intensive Program Unit, Violent Offender Program, or Sex Offender Program) or a Centre Support Team staff member based at the centre (eg., AOD Counsellor, Psychologist). On occasion the Primary Worker may be from an outside agency.

A detainee may have a legal mandate with recommendations for counselling or programs. Alternatively, a detainee may be referred to these staff at the CST meeting, when needs have been identified in assessments.

In addition to working closely with a detainee, the Primary Worker acts as a consultant to other centre staff about work with the detainee while he or she is in custody. As a result, a close working relationship should be established between Co-ordinators Casework, Caseworkers and Primary Workers, for effective support and intervention with detainees.

#### Key Worker

A centre may have a Key Worker program to assist with case management services. Key workers are Senior Youth Workers (whose general duties include the care, security and supervision of detainees). They may either be allocated to detainees, or a volunteer-based program may operate, according to which Senior Youth Workers nominate to be the Key Worker for a particular detainee. The role of Key Worker varies between centres, depending to some extent on the population of the centre and the level of case management staffing.

Generally, a Key Worker acts as a liaison person for the Co-ordinator Casework, Caseworker and (where applicable) Primary Worker, to ensure that realistic case plans are developed, particularly as they relate to behaviour. Key Workers are advised on casework procedures and principles by the Co-ordinator Casework or Caseworker so they may provide the most suitable support to their allocated detainees.

#### Other

Most counselling staff develop a treatment plan for a detainee when they begin working with him or her. Those staff are required to inform the Co-ordinator Casework of the summary



content or framework of that plan while maintaining confidentiality of clinical information so that it can be included in the Service Delivery Plan and case plan contracts.

CST (ie. centre-based staff) and community staff must inform the Co-ordinator Casework of all contact they have with a detainee. Community staff and staff of other centres should also complete the Contact for Casework Purposes form (JJ-CW013) and inform the Co-ordinator Casework of issues and actions which they wish to have included in the case plan contract.

For the roles and responsibilities of non-departmental staff, details are outlined at the end of this section on case management.

### Stages in the case management process

In Juvenile Justice Centres there are ten stages in the casework process. Co-ordinators Casework and Caseworkers are required to implement these stages for detainees who are:

- either sentenced to detention (eg., control order);
- or on long-term remand (ie., a period of remand which is expected to be longer than two months).

Based on the number of detainees in these categories at a centre at any given time, Co-ordinators Casework and Caseworkers are permitted a level of flexibility in proceeding through the stages.

The ten stages of the case management process in Juvenile Justice Centres are:

1. Admission and Induction
2. Assessment
3. Case Conference
4. Service Delivery Plan
5. Develop Case Plan Contract
6. Implement and Monitor the Case Plan Contract
7. Review of the Case Plan Contract
8. Review of the Service Delivery Plan
9. Pre-Discharge Conference
10. Discharge – Community Reintegration.

Different case management occurs for detainees on short-term remand. Details of what occurs for detainees on short-term remand are discussed later.

#### *1. Admission and Induction*

Admission is immediate. It is the stage when the detainee is first admitted to the centre. Information is collected from the detainee, including personal details and court information (from legal mandates provided to the centre). Admission information is passed on to the Co-ordinator Casework and is the first source of information to prepare casework for the detainee.

Admission staff must fax the Notification of Admission & Short-Term Case Plan form (JJ-CW001) to the detainee's JJO or the JJCS intake officer to advise of admission, assist the bail process where applicable, and start off the case management process.

Upon receiving the Notification of Admission & Short Term Case Plan, the JJO will then provide to the centre within 48 hours the young person's background report (if existing) and initial case management information, such as a case plan contract and Service Delivery Plan (if existing).

A departmental delegate of the JJO / Counsellor such as the intake JJO may complete this task for a number of young people who are placed in custody at the same time, or where the detainee has not as yet been allocated an officer.

Induction begins immediately at the time of admission. Every detainee admitted to a Juvenile Justice Centre must participate in an induction program, where he or she is provided with information in an accessible manner about:

- the centre's rules and routines;
- his or her legal rights;
- his or her responsibilities;
- the meaning of the court outcomes;
- the centre's complaint procedures;
- the case management system;
- available programs provided for him or her.

Wherever possible case management staff assist with induction, so the detainee understands the operations of the centre and the casework process in which he or she may participate.

## 2. Assessment

Initial assessment of a detainee must be completed within 3 weeks of admission. This assessment includes the casework assessment, health assessment (conducted by the Registered Nurse), psychological appraisal and any other initial assessments conducted by staff arising from referrals.

The process of assessment must be conducted in the least intrusive and most sensitive manner to obtain the necessary information. Young people should not be expected repeatedly to provide the same information. Where a number of assessments take place within the department, information must be available for subsequent assessments to avoid duplication of information gathering. Each departmental officer who is conducting an assessment is responsible for finding out whether any previous assessment has been carried out, by whom, the nature of the assessment, and the outcomes of the assessment.

Detainees must be clearly informed of the purpose of the assessment, the scope of the assessment, and the staff member's legal responsibilities in relation to such issues as duty of care, confidentiality, etc. Assessments for detainees serving control orders must include a focus on offending behaviour.

The process of assessment must ensure that all of the systems within which a young person operates (social, cultural, educational, familial, psychological, etc.) are taken into account. There must be a co-ordinated and integrated approach to assessment. Within centres, the Co-ordinator Casework is responsible for co-ordinating assessments.

Responsibility for the transfer and sharing of casework information rests with both centre and community staff.

If the detainee has been a client of a JJCS, it is the responsibility of the assigned Juvenile Justice Officer / Counsellor to provide the Co-ordinator Casework with relevant documented information on the young person, including the Background Report, any previous or existing case plan contracts, the Service Delivery Plan (community) and specialist assessments. This should be done already at the Admission stage. If not, the Co-ordinator Casework should contact the JJO / Counsellor or their manager to get the information.

When a detainee is transferred from one centre to another, all documentation, including assessments and case plans must be transferred with the young person. It is the responsibility of the Co-ordinator Casework to ensure information is forwarded to staff from the receiving centre (see Section 2.4 – "Transfer of a detainee to another centre").

Information sharing between staff should always be done with the detainee's informed consent. This means the young person maintains some control over their privacy.

Some information, such as that recorded in the Allied Health File, is confidential and inaccessible to most staff. Health alert information is available at all times. Medication instructions and health information related to client care must be shared within the CST and with unit staff. In addition, written casework summaries of psychological and AOD assessments must be provided to the CST and unit staff. The policy on access to allied health files needs to be adhered to in after-hours emergency situations.

### 3. Case conference

The purpose of a case conference is to co-ordinate information obtained from admission, assessment, the detainee and his or her family or significant others for preparation of an overarching Service Delivery Plan (JJ-CW005). A case conference must be used to ensure the services recommended for a detainee are organised appropriately and that all stakeholders are aware of their proposed respective roles and responsibilities in the young person's service delivery plan.

A case conference should be held within 3 weeks of admission. An exception to this is where the young person is serving a control order of less than three months, and the Co-ordinator Casework in conjunction with CST members agrees to conduct the single case conference between 3 - 6 weeks of admission. The sole justification for this exception is to ensure that pre-discharge planning is effectively covered in the case conference.

The detainee, his or her family or significant others, Juvenile Justice staff, appropriate specialist staff and relevant government and non-government stakeholders attend the case conference.

Where there will be only one case conference for a detainee (due to the young person being detained for less than three months) there must be a focus on custodial and post-release issues, and these should be included in the case plan contract and community reintegration report.

For young persons who are on long-term custodial orders, the frequency of case conferences must be arranged according to individual need. Case conferences must occur at least once a year.

The case conference is centred on the detainee's needs and interests. Hence the young person must be encouraged to participate in the case conference. The case conference must be an empowering tool for the young person. All discussion should occur in a manner which is accessible to the young person and his or her family, and in a style which is sensitive to the individual needs of the young person and his or her family.

Where a detainee does not participate, the process must be referred to as a "case discussion".

Case conference arrangements must always take into account the special needs of the young person. Accredited interpreters or communication support persons may be required for people of non-English speaking background and for people with a communication or cognitive disability. For further information refer to the department's Language Services Policy (July 1998).

The Co-ordinator Casework or Caseworker must complete a Case Conference Summary (JJ-CW008) following the case conference, and distribute copies to all the people who attended. This should occur within a week of the case conference being conducted.

To prepare for a case conference, the Co-ordinator Casework or Caseworker should develop a summary of issues from the information gathered during the assessment stage. This will assist in preparing the agenda and co-ordinating discussions at the case conference.

Case conference agendas should be sent to participants as early as possible, to give them adequate notice. It is important, therefore, that Co-ordinators Casework / Caseworkers plan case conferences as soon as possible following the detainee's admission.

For young people on control orders, the case conference must be co-ordinated by the detainee's caseworker or the Co-ordinator Casework.

For young people on long-term remand, the case conference should be jointly organised by the JJO / Counsellor and the caseworker or Co-ordinator Casework.

Each person attending a conference must have a good and clear reason to be there. The number of participants needs to be monitored to ensure that the conference is not alienating for the detainee or his or her family and significant others.

Members of the family or the significant others may identify a person/friend they wish to bring along to the case conference for support. The Co-ordinator Casework or Caseworker must be notified before the conference, to seek approval for that person to attend the centre.

Some tips for organising and conducting case conferences are given below.

1. Participants – these people may attend a case conference in person or by teleconference:

- Co-ordinator Casework
- Caseworker (the Co-ordinator Casework is not required to attend where there are Caseworker staff, although he or she may do so as a part of supervision)
- Detainee (he or she must attend)
- Juvenile Justice Officer or Juvenile Justice Counsellor (IPU)
- Family or significant others (where appropriate)
- District Officer (if detainee is a Department of Community Services client he or she must attend)
- Primary Worker (where applicable)
- Key Worker (or unit staff representative if the detainee does not have a key worker)
- Program representative (if necessary)
- School/educational representative (if necessary)

- Community agency representative (where applicable)
- Support person (identified by the detainee, eg. Chaplain)
- Interpreter (where appropriate for the young person or his or her family and significant others).

2. Preparing the agenda – some points to assist with effective and efficient agenda development:

- use simple, clear and understandable (language, print and layout);
- no jargon (if this is necessary, ensure that a definition is included);
- include the date, time and venue of the case conference;
- include the names of the participants (the family or significant others may need to be contacted to explain the reasons for certain participants attending);
- explain each item on the agenda, and ensure that they are personalised to the detainee (eg., using assessment information gathered);
- allocate time frames for each agenda item, and include these on the agenda;
- allocate responsibilities to the participants, for information gathering and presentation, and include this on the agenda, against each item;
- note who the facilitator and minute taker will be for the case conference (if known); and
- indicate on the agenda who proposed participants can contact if they are unable to attend, as originally agreed.

3. Information – the Co-ordinator Casework / Caseworker should have this information at the case conference:

- Notification of Admission & Short Term Custody Case Plan
- Background report
- Casework Information
- Casework Information Sheet (both custody and community)
- Casework assessments (including legal issues, detainee, family or significant others, JJCS/IPU, information on other community agencies)
- Psychological appraisal
- Other relevant reports (if available, such as psychological, educational, AOD)
- Service Delivery Plan (community, if available)
- Case conference summary (to be completed).

4. Required tasks to prepare for a case conference – the following tasks must be undertaken:

- Explain the purpose and process of a case conference to the young person and his or her family or significant others.
- Facilitate the involvement of family and significant others.
- Facilitate the detainee's identification of broad goals for themselves.
- Gather as much information as possible from the detainee's JJO / Counsellor (if applicable) before the case conference.
- Liaise with all conference participants.
- Check to see if any conference participant requires language assistance or another form of support (communication support person).
- Identify relevant workers (JJO, CST or community) who cannot come to the case conference and request a report from them (as brief as possible).

5. Additional tasks to prepare for a case conference – these tasks should be undertaken:

- Build a rapport with the young person.
- List agenda items based on assessment information that has been gathered.
- Categorise issues and individual views on those issues (ie., summarise issues already contained in assessment information) to assist during the case conference.
- Identify relevant programs the detainee may want to attend.

#### *4. Service Delivery Plan*

The Service Delivery Plan (**JJ-CW005**) is designed to reflect the overall needs of the detainee, long-term desired outcomes and proposed strategies to address the detainee's offending behaviour and reintegration to the community. It may include focus areas the detainee is as yet unwilling to address.

The Service Delivery Plan must be completed by week 4 of the detainee's detention period.

If the detainee was previously a client of the Department, the case conference would have been spent reviewing the young person's community Service Delivery Plan. It might not be necessary to develop a new Service Delivery Plan. Rather the Co-ordinator Casework should:

- inform members of the CST of the Plan's existence and key issues at the next available meeting;
- inform the detainee's key and primary workers and unit staff of the Plan's existence and key issues;
- attach a copy of the existing Service Delivery Plan (with other documentation) to the detainee's D file;
- explain to the detainee the content of the community Service Delivery Plan, why it will be adopted by the centre and begin developing a case plan contract with the detainee.

The focus areas / desired long term outcomes must be broad and relate to the detainee's offending. They may refer to family, social, developmental, education, psychological, medical and employment issues. Some focus areas may become part of a later case plan contract. It should be possible for the strategies to be carried through the detention period and into the community.

Once the Service Delivery Plan is completed following the case conference, the Caseworker / Co-ordinator Casework must explain the proposed plan and its purpose to the young person. The detainee has the right to agree to the proposed strategies or not. Only those strategies which the young person agrees to will become part of his or her case plan contract and subsequent revised contracts. Not all agreed-upon strategies need to be in the first case plan contract.

A Service Delivery Plan must also be completed at the pre-discharge case conference with an emphasis on community reintegration.

A copy of the Service Delivery Plan developed at the pre-discharge case conference should be given to the JJO / Counsellor even where there are no supervision requirements after discharge. The Service Delivery Plan should be attached to the client's C and D files for future reference.

### 5. Case Plan Contract

The Case Plan Contract developed with the detainee is the central tool through which the overarching service delivery issues are worked towards. There must only be one case plan contract at any given time to ensure there is a single agenda for each young person, despite the possible existence of a number of concurrent service providers.

The case plan contract is based on the information and ideas developed at the case conference documented on the Service Delivery Plan. The case plan contract determines the type of casework undertaken.

The case plan contract should be "owned" by the detainee and it must be what is seen as desirable and achievable by the detainee in negotiation with the Co-ordinator Casework / Caseworker. Both the detainee and the Caseworker / Co-ordinator Casework must sign and agree to implement the case plan contract. The Primary Worker and Key worker assist with developing the case plan contract.

The focus of the case plan contract is on meeting immediate needs by setting small achievable tasks. These tasks may be limited in number to reflect the resources available and the detainee's emotional and physical situation.

The development and implementation of case plan contracts must acknowledge an intervention continuum from skills development to intensive counselling, and a clear rationale for the depth of intervention.

The case plan contract should be completed by week 4 of the detainee's detention period. A case plan contract should also be developed prior to discharge with a focus on community reintegration.

All staff working with the young person must be informed of the detainee's case plan contract and, where applicable, their agreed responsibilities in assisting the detainee to implement it.

The Co-ordinator Casework / Caseworker needs to provide a copy of the case plan contract to the detainee, case management staff, the key worker, primary worker, unit staff, CST staff and other stakeholders, such as a District Officer. The case plan contract must be placed on the detainee's D and C files for future reference.

Elements of the case plan contract include:

1. Outcomes – outcomes must be documented. In developing outcomes for the case plan contract, these points should be considered:

- The detainee must identify the outcome as being desirable.
- The outcome must relate to a strategy and focus area of the Service Delivery Plan.
- Outcomes should be focused on the detainee's offending.
- Restricting the number of outcome areas to two or three provides a clear focus, although some detainees may benefit from having more outcomes.
- Statements such as "enrol in school" are not outcomes (this would be an "action" that might help achieve a broader life-style goal).
- Outcomes must be realistic and achievable (that is, in developing them consider the resources of the detainee, those of the family or significant others and the community the detainee came from or will return to).
- Write the outcomes in the detainee's own words (and in the first person where possible, eg., "I will ...", "I am...", "My life will be..."), as this assists with the development of outcomes that the detainee can relate to and commit him or herself to.

2. Actions – these must be documented clearly:

- State what the detainee, the Co-ordinator Casework / Caseworker and any other people involved will do to move towards achieving the outcomes outlined in the case plan contract.
- Actions should be SMART:
  - Specific
  - Measurable
  - Achievable
  - Realistic
  - Time framed.
- Actions should be focused on successful community reintegration.

3. Responsibility – this must be documented for each action:

- Assign responsibility for specific actions which have been identified to different individuals involved with the detainee.
- These responsibilities must be agreed upon by the case plan contract stakeholders.
- Each contract must have clear responsibilities set out for the detainee.

4. Resources – these are to be considered in the context of developing the case plan contract. They need not be documented on the contract.

- Are those things which are present and which may be used or relied upon to help the detainee move towards achievement of the goals which he or she has defined.



- For example:
  - personal resources the detainee has to assist him or her to move towards achievement of the goals, such as, motivation, getting on well with others, sporting abilities, hobbies, or some skill-based interest, etc.;
  - social/external resources which the detainee can rely on to move towards achievement of the goals, such as, supportive people (within the centre, community, or family), facilities within the centre or his or her community which will assist, etc.

5. Restraints – these are to be considered in the context of developing the case plan contract. They need not be documented on the contract.

- Issues or policies which the Co-ordinator Casework or Caseworker, the detainee and any other people involved have identified which may be obstacles to the action plan, such as the legal status of the detainee (eg., remand, long sentence, serious indictable), financial costs associated with part of the action plan (eg., education or employment training student fees), etc.
- Local policies of the centre, or in a unit within the centre. For example, level/section status, restrictions on behaviour, restrictions on leave and outings based on the detainee's involvement in a counselling program (eg., the Sex Offender Program).
- All possible restraints need to be considered to ensure honesty in the casework process from the onset.
- Work through the problems associated with these restraints. With the detainee work out what strategies could be undertaken by the department to address the restraints or to minimise problems.

#### *6. Implementation and monitoring*

Once the case plan contract has been developed, it is the responsibility of the detainee to ensure it is effectively implemented. The Co-ordinator Casework (or the Caseworker) will monitor the implementation of the actions on an on-going basis.

Responsibilities for the different actions of the case plan contract should be delegated as much as possible, particularly to youth workers. Clear communication between case management and youth worker staff is vital for the success of case plan contracts.

It is the responsibility of Co-ordinators Casework / Caseworkers to act as a service broker for the centre's internal services, and for services available in the community. A core aspect of many case plan contracts will be maintaining family contact and the Co-ordinator Casework / Caseworker needs to facilitate this process.

One means of monitoring the young person's progress is for all visitors to the detainee who are not family or friends to record the details of their visit on a Contact for Casework Purposes form. This information will be passed to the Co-ordinator Casework so as to enable him or her to be informed of all key issues and actions.

#### *7. Review of the Case Plan Contract*

The Co-ordinator Casework / Caseworker and the detainee (and the Key Worker / JJO / counsellor if possible) review the actions and responsibilities detailed in the case plan contract.

Dates for review of the case plan contract are decided at the time of developing the case plan contract. Review periods must not be longer than four weeks apart. Some detainees may need

to have their case plan contract reviewed more frequently, and this will be decided by the Co-ordinator Casework or Caseworker.

Case plan contract reviews may be undertaken by the Co-ordinator Casework / Caseworker:

- individually with the detainee;
- in conjunction with the CST;
- in conjunction with individual key and primary workers.

This decision will need to be made in accordance with the requirements of the centre and the needs of the detainee. For instance, if the detainee is serving a 12-month control order, the monthly case plan contract review may be more informal than it may be for a detainee serving a control order of four months.

The detainee must be encouraged to participate in the case plan contract review. On very few occasions should reviews be done without the detainee. However, a new case plan contract cannot be developed without the agreement of the detainee.

If a review of the case plan contract occurs outside of the CST, the Co-ordinator Casework must inform the CST of the results of the review at the next available meeting.

If the CST decides to review a case plan contract, the CST can only agree on those areas that key workers are prepared to work on pending the detainee's consent. The Caseworker / Co-ordinator Casework must ask the detainee whether he or she agrees or disagrees with the CST's proposed actions. Only with the detainee's involvement and consent do the CST's proposed actions become a case plan contract.

Requests for reviews (by the detainee or staff working with the detainee) should be made to the relevant Caseworker or to the Co-ordinator Casework. The revised case plan must be communicated to all relevant staff, including direct care staff.

Elements of the Case Plan Contract Review include:

1. Outcomes:

- It is not common for outcomes developed for the custodial case plan contract to be changed during custody. It is generally better that the outcomes remain the same throughout.
- In later reviews new outcomes may be developed, ie., if the detainee achieves an outcome, or if there were only one or two outcomes developed in the initial case plan contract, and it is believed the detainee can work towards additional outcomes.

2. Achievements towards outcomes:

- Should be in positive terms.
- Actions should be reviewed with achievements noted in point form or numbered.
- There should be a description of events or actions which demonstrate achievements
- Outcomes of work that has been done should be documented.
- Program participation and completion should be documented.

### 3. Restraints encountered / issues of concern:

- Restraints which were anticipated should be documented.
- New restraints which were not anticipated and arose between reviews should be documented.
- These should be included in point form for easy reference.

### 4. Revised case plan contract:

- New outcomes or actions will need to be developed in conjunction with the detainee if the review of the case plan contract reveals that the attempted goal or actions are inappropriate or unachievable.
- The Service Delivery Plan must serve as the basis for developing any new goals.
- If everything is going according to plan, this will have similar or the same components as the actions in the previous case plan contract.
- Based on "restraints encountered", the case plan contract might change to accommodate the situation caused by the restraints or issues of concern.
- The detainee must agree to the revised case plan contract.
- If the detainee does not agree, further negotiation of actions and goals must occur with the detainee, the primary worker and key worker.
- If the detainee still disagrees with the proposed case plan contract, the Service Delivery Plan may need to be reviewed.

## *8. Review of the Service Delivery Plan*

Service Delivery Plans are reviewed:

- prior to discharge, or
- at least annually, if the young person is being detained for a long period of time.

Service Delivery Plans may also be reviewed:

- due to the success of several case plan contracts; or
- due to the individual's changing needs; or
- if the young person does not agree to a revised case plan contract.

Service Delivery Plan Reviews, unlike case plan contract reviews, must be done at a CST meeting, or ideally in a case conference.

A Service Delivery Plan Review is a review of all assessments, of the existing case plan contract, and of the major issues affecting the young person in the centre. It is also a review of those issues which may affect the young person's reintegration in the community and his or her offending behaviour. It concentrates on the overall service delivery to the young person.

### 9. Pre-discharge case conference

All clients on control orders who will be detained for more than three months must have both a case conference and a pre-discharge case conference.

All young people who have a significant cognitive disability (according to documented psychometric testing or the centre psychologist) should have a pre-discharge conference if they have been in detention longer than six weeks. The point of this requirement is to reinforce to the detainee what is required of him or her, to prepare the young person for reintegration in the community and to try to engage necessary post-release supports.

The pre-discharge case conference is to be conducted within the last month of the detainee's detention period. It is structured and attended as the initial case conference, although the focus is on discharge and community issues. Additional participants may include post-release support workers. The conference reviews the detainee's achievements during the custodial period and the Service Delivery Plan is revised with a focus on community reintegration. The new Service Delivery Plan is attached to the Community Reintegration Report (JJ-CW014).

The JJO / Counsellor must attend the pre-discharge conference if the young person has continuing supervision from the department (this attendance can be through a teleconference). The JJO / Counsellor should take a leading role in the conference.

If the young person does not have continuing departmental supervision, a JJO / Counsellor should still attend to provide local knowledge for the person's reintegration to their community. If he or she cannot attend the meeting or join a teleconference, he or she should provide information through a report to the Co-ordinator Casework.

If the young person does not have continuing departmental supervision, decisions need to be made at the conference as to who will (prior to the individual's release) arrange any necessary post-release supports (eg., accommodation, training) for the young person.

Issues which should be discussed at a pre-discharge case conference include the young person's:

- response to custody;
- program participation;
- participation in the school;
- response to counselling / intervention;
- family support and relationship issues;
- proposed accommodation;
- potential community support;
- employment prospects;
- education / training prospects;
- recreational issues;
- health issues, particularly any ongoing medication;
- strengths.

The Co-ordinator Casework or Caseworker is required to complete a case conference summary and distribute copies to the people who attended.

#### 10. Discharge – community reintegration

The Co-ordinator Casework will complete a Community Reintegration Report no later than 7 days prior to discharge.

The information from this report will be based upon the Service Delivery Plan which was revised in the pre-discharge case conference. The Co-ordinator Casework must liaise with a JJO / Counsellor or a Probation and Parole officer if there are requirements for supervision in the community.

The detainee must participate in the development of the report with the Co-ordinator Casework or Caseworker, including a case plan contract for when the detainee returns to the community.

This report together with the updated Service Delivery Plan, case plan contract, other reports and assessments as requested or deemed necessary by CST staff, will be forwarded to JJCS, IPU or the Probation and Parole Services, as appropriate.

Details of appointments for the young person with the Probation and Parole Services need to be documented and provided to the young person verbally and in writing.

#### Detainees on remand

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|--|---|
| <p><b>Short term remand</b></p> <p>A <u>short term remand</u> period is defined as "a period of remand which is expected to be <u>two months or less</u>."</p> | <ul style="list-style-type: none"> <li>• Young persons on short term remand must be <u>reviewed weekly until their immediate needs, safety, and security are established</u> at the Centre Support Team meeting.</li> <li>• The stages of the case management process discussed above do not apply to short term remandees.</li> <li>• <u>Juvenile Justice Officers / Counsellors have primary responsibility for case management for detainees on remand</u>. Assessments beyond admission and health needs may be undertaken on a needs basis.</li> <li>• The Co-ordinator Casework and the JJO / Counsellor need to have a close cooperative working relationship with short term remandees to ensure their immediate needs are met and that necessary assessments and casework are undertaken.</li> <li>• JJOs / Counsellors are also responsible for providing information to centre staff, for example, contributions to Short Term Custody Case Plan (JJ-CW001) and completion of Casework Information.</li> </ul> |
| <p><b>Bail matters for short term remandees</b></p>  | <ul style="list-style-type: none"> <li>• JJOs / Counsellors are responsible for managing bail matters for their allocated client.</li> <li>• Where the detainee is remanded in custody, Bail Applications should be lodged by centre staff. The relevant JJO / Counsellor and centre case management staff should liaise to confirm lodgment of Bail Application and to exchange information about work being done for and with the young person.</li> <li>• Centre case management staff also assist with accommodation placements where the JJO / Counsellor is less able to do so.</li> </ul>  |

- It is the responsibility of the staff lodging a Bail Application to inform the young person's parents or carers that the application has been lodged.
- Centre staff should follow up bail applications and reviews and must inform and update the JJO / Counsellor of the current situation.

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**The Notification of Admission & Short Term Custody Case Plan form**

- The Notification of Admission & Short Term Custody Case Plan form (JJ-CW001) is initiated at the Admission stage and is completed at the first CST meeting following the detainee's admission.
- The Short Term Custody Case Plan section of the form serves as the case plan for a detainee on a short remand period (ie., less than 2 months), and as the basis for the development of the Service Delivery Plan and Case Plan Contract for detainees who have been sentenced and who are on long remand periods.
- JJOs / Counsellors should be consulted as soon as possible to check whether the detainee's proposed visitors and phone calls are appropriate. This is included on the Notification of Admission/ Short Term Custody Case Plan form and JJOs / Counsellors should contact the centre as soon as possible to indicate their support or non support.
- The Short Term Custody Case Plan highlights the immediate issues which need to be addressed for the detainee.
- The Short Term Custody Case Plan is based on information arising from the detainee's admission and the casework information provided by the JJO/counsellors.
- It should be reviewed regularly at a CST meeting, or through discussions between the JJO/ counsellor, Co-ordinator Casework / Caseworker and the relevant CST staff members.
- Any difficulties experienced in completing the Short Term Custody Case Plan should be discussed at a CST meeting.
- When the Notification of Admission/ Short Term Custody Case Plan/ is complete it must be attached to the D File (in the casework section) and the C file.

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**Long term remand**

A long term remand period is defined as "a period of remand which is expected to be greater than two months."

- The stages of case management for detainees on long term remand are essentially the same as for a custodial order, where case plan reviews must occur at least monthly.
  - However, a separate pre-discharge case conference may not always occur pending sudden changes in the young person's legal status.
  - JJOs / Counsellors are responsible for case management, although Co-ordinators Casework usually play a role in arranging for the needs of the young person to be met within the centre.
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## Roles and responsibilities of non-departmental staff

### Department of Community Services

In the case of a detainee who is a Department of Community Services client because he or she:

- is a ward;
- is a protected person;
- has welfare issues;
- is a young person with a developmental disability;

there are joint responsibilities between DCS and the Department of Juvenile Justice in case management.

Admission officers must notify the manager of the appropriate DCS Office of the incarceration of a DCS client who is a ward, protected person, has welfare issues or is a young person with a developmental disability. The Co-ordinator Casework / Caseworker will invite the DCS worker to CST meetings and case conferences.

The District Officer must:

- participate in all case conferences;
- be involved in developing Service Delivery Plans and case plan contracts;
- implement actions which they are responsible for within case plan contracts;
- maintain contact with the detainee;
- participate in case plan contract reviews;
- be involved in pre discharge planning.

When a Department of Juvenile Justice staff member assesses a client who is under 16 as having welfare needs, it is the staff member's responsibility to make phone contact with the appropriate DCS office and prepare a report outlining the reasons for referral to the DCS. On receipt of a report outlining the reasons for the referral, DCS is responsible for making an application to the Children's Court for a care order on the basis of information provided by the departmental staff member. For further information refer to the Department of Community Services / DJJ Protocol.

### NSW Probation and Parole Service

Co-ordinators Casework / Caseworkers may request that the NSW Probation and Parole Service conduct a pre-release inquiry home visit if there are no JJOs within the local geographical area. Once the NSW Probation and Parole Service agrees to undertake the inquiry, the Probation and Parole Officer will provide the Co-ordinator Casework / Caseworker with the following information:

- Full Name, Date of Birth, Proposed Address upon release
- Names and Relationships of co-residents
- Employment or proposed source of income
- Current offence and criminal history

- Social history
- Issues of current concern (eg., drugs and alcohol)
- Conditions of release.

The terms and conditions of both Court-based and Offender Review Board parole orders will determine the supervising sentence and whether supervision can be transferred during the course of the order.

Once a young person has been granted release to Parole supervised by the NSW Probation Service, the Co-ordinator Casework / Caseworker should make an initial reporting arrangement for the young person to attend the District Office which will be supervising the order. The Co-ordinator Casework / Caseworker should ensure that the parolee is given written notice of this appointment prior to release and understands what is required of him or her.

Copies of relevant documentation, including the parole order and the Transfer of Information to NSW Probation and Parole Service Form should be forwarded to the supervising office.

A young person on a conditional discharge under section 24(1)(c) of the Children (Detention Centres) Act, 1987 remains the exclusive responsibility of the Department of Juvenile Justice. For more information refer to the Juvenile Justice Community Service and NSW Probation Service Protocols.

#### Department of Education and Training

School staff play a critical role in case management of detainees. Co-ordinators Casework will invite school staff to be members of the CST, and should ensure that other staff recognise school staff as members of the CST. School staff should have the same roles and responsibilities as other members of the CST. They must be encouraged to attend case conferences and reviews of case plan contracts, as required.

School staff are responsible for implementing their agreed responsibilities within the Case Plan Contract. School staff must share assessment information, with consent of the detainee, as per their departmental policies and protocols.

#### Funded services and community agencies

Staff of funded services and community agencies may be involved in case management, casework, case conferences and particularly pre-discharge planning. When staff from the community visit a detainee on an individual basis they must complete the Contact for Casework Purposes form (JJ-CW013). A copy of this form will be provided to the Co-ordinator Casework.

#### Procedures for information sharing

The flow of relevant information between departments and agencies is crucial to effective case management. Staff are to adhere to departmental policy regarding the release of information. Any transfer of information on a formal basis between departmental staff and workers from an external agency will occur only:

- with the written consent of the client;
- for lawful excuse;
- where additional material is generated by a third party, eg., independent reports.



Where the client refuses to provide consent to the transfer of information and there is a casework need for such information to be shared, the material can only be released with the consent of one of the following (in order of preference):

1. guardian, parent, or caregiver;
2. whichever Unit holds primary casework responsibility (eg., JJC Manager, Assistant Manager Community Services (DCS), District Manager, NSW Probation Service).

In circumstances where the wishes of the client have been overridden, the client is to be advised by their caseworker of this decision. For further information, please refer to relevant joint protocols and departmental policy.

### 3.4 Nursing and health services

#### Role of nursing staff

Nursing staff are employed to:

- coordinate and provide a high standard of nursing and allied health care to detainees;
- ensure that a holistic approach (ie., bio-psycho-social) is undertaken in nursing care;
- provide health education to prevent or reduce illness/disease and to promote a healthy lifestyle for both detainees and staff.

The role of a Registered Nurse in a Juvenile Justice Centre is diverse and includes work in the following areas:

- clinical
- administrative/managerial
- educational
- professional issues
- security.

#### Staffing

Juvenile Justice Centres provide a seven-day nursing service. The majority of the centres have one Registered Nurse on duty each day. Some centres have additional staff, based on the size of the detainee population.

Additionally, Reiby and Mount Penang Juvenile Justice Centres have either an enrolled nurse or chairside assistant, to assist with dental services provided each week.

#### Supervision of nursing staff

Nursing staff in Juvenile Justice Centres report to two supervisors:

- Centre Manager – provides administrative supervision for nursing staff, including monitoring the link with operations and other centre staff.

- Manager Nursing/Health Services – provides clinical supervision and professional development. Responsible also for rostering, performance management, recruitment, review and evaluation of health services, development of allied health policy, management of infection control and public health issues, overseeing of health budget.

## Responsibilities of Registered Nurses

In a Juvenile Justice Centre, some of the Registered Nurse's responsibilities are:

Admission nursing assessments – nursing assessment is conducted with every detainee admitted to a centre, within 48 hours of admission.

From this assessment nursing and allied health care are initiated, which may include continuing the management of a particular health issue or investigating a health complaint to determine the most suitable treatment intervention.

Triage and management of health emergencies – when acute illness or an accident occur, nursing staff determine what degree of intervention will be initiated at a centre, and when there is a need for a detainee to be escorted to the accident and emergency unit of a hospital.

On some occasions a detainee will remain at the centre and receive intensive observation through one-to-one nursing.

Dispensing and administration of medication – when nursing staff are on duty they dispense and administer all medications to detainees.

Because nursing services are not available in the evenings or overnight, nursing staff pre-dispense medications for detainees who require it after hours. This medication is then administered by staff who have participated in training for medication administration.

Maintenance of ongoing health care – undertaken by clinical assessment, client interviews and investigations, such as pathology collection, x-rays, etc.

Health promotion and illness prevention – nursing staff are committed to the concept of primary intervention, this being the promotion of healthy lifestyles and behaviours that reduce the risk of illness developing in future years.

From the time a detainee is admitted to the centre nursing staff assess his or her risk-taking behaviours that could contribute to health complaints. Nursing staff then address these with the detainee during his or her stay at the centre. This may include: one-to-one counselling, group programs, provision of educational information or referral to other services (eg. psychologist, AOD counsellor or the Aboriginal Medical Service).

Nursing staff also provide health promotion information to centre staff on a needs basis.

Liaison with community agencies – to ensure that a continuum of care is established and maintained, nursing staff liaise with community agencies for reasons such as pre-admission health information, discharge referral for ongoing health care, and seeking out relevant health promotion and services information for detainees.

Maintaining and documenting clinical records – for medico-legal reasons, nursing staff are required to document each time a service is provided to a detainee.

These records are confidential and are moved between centres when a detainee is transferred. Vital information about a detainee's health is kept in the Allied Health File for which nursing staff are responsible (ie., maintenance and security).

Nursing staff also prepare referral letters for detainees who are visiting specialist practitioners.

Nursing student placements – throughout the year nursing students, who are completing the Bachelor of Nursing at university, undertake placements in Juvenile Justice Centres. Juvenile Justice Centre nursing staff are responsible for their supervision.

Orientation for new nursing staff – new nursing staff, either permanent or casual, are provided with an orientation program.

This program is undertaken by nursing staff, the Manager Nursing/Health Services and Operations Managers. The orientation program addresses clinical issues, management and security.

Audiometry and pathology collection – the Registered Nurse is competent to undertake pathology collection (eg. venipuncture) and audiometry testing on detainees.

Centres have audiometry machines, to investigate whether detainees have hearing problems. In centres where young women are located, some nursing staff have received specialist training to undertake pap tests and cervical swab collection.

Casework and CST team meetings – nursing staff actively participate in casework-related and CST team meetings, where detainees' histories are discussed and case plans are formulated and reviewed.

The involvement of health professionals in detainees' care is coordinated and planned at these meetings. Nursing staff can receive referrals from case management, other CST staff, community and other centre staff.

Coordination of visiting medical officer – the department has contracted general practitioners who specialise in adolescent health to provide services to Juvenile Justice Centres.

Each detainee on remand for more than one month or who has been sentenced, receives a medical officer health assessment. Aboriginal detainees are offered the opportunity to see an Aboriginal Medical Service doctor if they prefer (where it is available).

Nursing staff are responsible for triaging and prioritising the schedule of detainee appointments, and work closely with the general practitioner, who also provides telephone consultation advice to nursing staff.

Dental services – Reiby and Mount Penang Juvenile Justice Centres have dental suites that provide services for detainees.

Other Juvenile Justice Centres access either private or public dental services. All centres attempt to refer Aboriginal detainees to the Aboriginal Medical Service for dental appointments. Nursing staff coordinate the provision of dental services in centres.

### Nursing services provided to staff

Although the primary responsibility for Juvenile Justice Centre nursing staff is the health care of detainees, the following services are provided for centre staff:

- emergency first aid treatment;
- hepatitis B vaccination;
- brief intervention at the time of occupational exposure, to ensure the staff member has had initial first aid treatment. The staff member is then referred to a public hospital or his or her own general practitioner;

- in-service education sessions on HIV/Hepatitis, universal infection control precautions, asthma, and first aid, including cardiopulmonary resuscitation.

Other health needs of staff must be met by their own general practitioner. Staff are unable to have prescriptions filled or be supplied with other pharmaceutical products from centre supplies.

### Other services / specialists

When a detainee is referred to a specialist, nursing staff are responsible for scheduling the necessary appointments. These specialist services are provided either by private consultants or by outpatient facilities located in public hospitals. Services include surgeons, physicians, dermatologists, optometrists, physiotherapists, ophthalmologists, orthopaedic surgeons and gynaecologists.

Escort personnel, assigned to taking detainees to outside appointments, must ensure that they have collected a referral letter from the registered nurse before they leave the centre. They must also ensure that they return any papers from the specialist/outside service to the registered nurse on their return to the centre.

### Access to nursing / allied medical services

Most Centres operate a daily clinic for detainees. Detainees can request to attend the clinical facility at other times during the day for extra-ordinary reasons. When accessing nursing and medical services staff should use the following guidelines:

- If a staff member believes a detainee needs to attend the clinic, he or she should contact the Team Leader who will liaise with the Registered Nurse for a suitable time for the detainee to attend.
- In an emergency, staff must contact the Team Leader who will immediately contact the Registered Nurse and request that he or she attend the area. The Team Leader should inform the Registered Nurse of where the injured or ill detainee or staff member is located.
- Nursing staff determine when a detainee requires referral to the Visiting Medical Officer or outside health agency. If it is out of hours, this decision can be made by the Team Leader, in consultation with other staff if necessary (eg., Operations Manager, Registered Nurse or Manager Nursing/Health Services).
- If a staff member wishes to see nursing staff, he or she should contact the clinic by telephone first, to determine a suitable time for both parties.

### After-hours medication

Medication pre-dispensed by nursing staff can only be administered by senior officers or Senior Youth Workers who have undertaken in-service training. All panadol, cough medicine, liniment, dressings, etc., must be noted on the "After Hours Medication" form. After hours medication must be kept in a safe place, i.e. locked office or locked cupboard.

### Management of injuries

Following assessment either by the Registered Nurse or a Medical Officer, when nursing staff restrict a detainee from participating in sport, camp activities or other activities for health reasons, this must be strictly adhered to and cannot be overruled by any other staff member.

The restriction will be for a specified period of time and staff must ensure that the detainee adheres to the restriction. If the detainee does not adhere to the restriction, staff must ensure that nursing

staff are informed. If these rules are not followed by staff, legal action could be taken against the department.

### Incidents / accidents

If a detainee is involved in an incident or accident out of nursing staff hours, nursing staff must be informed as soon as they arrive on duty the following morning. This will allow nursing staff to review the detainee and arrange ongoing treatment where necessary.

### Transfer of detainees

When transfers occur out of hours, it is essential that nursing staff are informed as soon as they arrive at the centre the next day. Nursing staff are responsible for ensuring that the Allied Health File is transferred to the receiving centre.

If the transfer occurs when the Co-ordinator Casework is on duty, he or she is responsible for informing the Registered Nurse (as soon as he or she is made aware of the transfer). If the Co-ordinator Casework is not on duty, it is the responsibility of the Team Leader on duty to inform the Registered Nurse that the detainee is being transferred.

Nursing staff must be given adequate notice to ensure they can prepare the Allied Health File and contact receiving nursing staff to inform them of any medical/health issues.

## 3.5 Psychological services

There are separate policy and procedure documents specifically for Psychologists, which cover all the procedures outlined in this sub-section. Psychologists must refer to those documents in conjunction with the information provided here.

### Services provided

- Psychologists in Juvenile Justice Centres provide a range of services for detainees including:
- assessment, treatment and consultancy service;
- appraisals of all detainees who have been sentenced to detention, to ensure they receive the mental health care they might need and to guide case management;
- specialist assessments when needed, for court proceedings or following significant incidents (e.g. those involving self-harm);
- special diagnostic assessments where needed, which involve psychometric evaluation using specially designed tests to evaluate cognitive abilities and personality;
- skills acquisition, counselling, or other specialist therapeutic intervention, based on needs and issues identified through assessments;
- crisis intervention is also provided for detainees at the centre, which may follow an incident or contact with others (eg., family, peers, staff) distressing for the detainee;
- Crisis Support Team, which operates out of normal working hours. Centre Psychologists work on special rosters made available to Centre Managers;
- Special assessment protocols for intellectually disabled and other special groups.

Intervention services (ie., following individual assessments) may be provided in both individual and groupwork settings. At times, the Psychologist may also work with the family or significant others of the detainee.

Psychologists also provide a consultative service to other centre staff who may seek information or clarification about psychological intervention and services. Their primary role is the provision of psychological services to detainees.

## Staffing

There is at least one Psychologist based at each Juvenile Justice Centre. These staff act as members of the Centre Support Team (CST), which operates on a case management model. Psychological services are provided as part of the department's duty of care to detainees.

All clinical services are clinically responsible via the Cluster Co-ordinator, Specialist Services to the Director, Psychological and Specialist Programs and Specialist Programs.

## Link to other centre staff

Given the nature of psychological services and the work staff undertake with detainees there are a number of areas or issues where Psychologists and other Juvenile Justice Centre staff overlap.

The Psychologist provides appropriate information via the Co-ordinator Casework to staff working directly with detainees on individual cases (eg. Senior Youth Workers and Caseworkers). The Psychologist also undertakes a consultative role for these staff and other operations staff on psychological and behavioural issues.

The primary Juvenile Justice Centre staff who should seek information on individual casework from Psychologists are:

### Co-ordinators Casework – relevant issues:

- Liaison with CST staff, including meetings, reviews and plans.
- Case conferences, case plans, reviews and discharge preparation.
- Advice and recommendations on appropriate casework and behaviour management strategies.
- Contact with family and significant others, who may be associated with the detainee's offending.
- CIS alerts relevant to psychological and physical health.

### CST staff – relevant issues:

- Health, alcohol and other drug, violent offender, and sex offender program issues.
- Collaboration in counselling and therapy.
- Co facilitators in interventions (eg., groupwork).

### Centre Managers / Co-ordinators Operations – relevant issues:

- Recommendations regarding transfers between centres and placement within centres (ie., Units).

- Contact with family or significant others (visits, telephone and mail) who may be associated with the detainee's offending.
- Management of behaviour of individual detainees in the centre (which will usually be carried out by Senior Youth Worker, unit-based staff).

#### Co-ordinators Programs and Staff Development – relevant issues:

- Recommendations for suitable types of supervised community activities (eg., location, level of community interaction, etc.).
- Recommended restrictions or access to supervised community activities from the centre, even though the detainee's critical dates indicate that he or she is eligible.
- Recommendations for consideration for internal centre programs (eg., vocational, recreational).

#### Specialist programs – relevant issues:

- Co-management arrangements with reference to established protocols.

#### Senior Youth Workers – relevant issues:

- Discussion and consultation on direct management issues.

### Psychological services – procedures

#### *Appraisals*

A request for an appraisal for a detainee who has been sentenced to detention (eg., control order) is referred to the Psychologist from the first CST meeting where that detainee is discussed. The Co-ordinator Casework must ensure that the Psychologist receives all referrals for sentenced detainees.

An appraisal will normally be completed within two weeks of the CST referral. A verbal report on the appraisal will be provided to the CST meeting when the detainee is first reviewed. The written report must be brought to the meeting.

A summary of the appraisal must be placed in the casework section of the detainee's D File, to assist with case planning and reviews. The appraisal must also be attached to the Allied Health File which is maintained by the Registered Nurse.

Copies of all appraisals completed by Psychologists must be forwarded to the Director, Psychological and Specialist Programs via the Co-ordinator, Specialist Services. Such reports will be randomly audited.

#### *Psychological Court Reports*

Psychological Court Reports are normally prepared by the Forensic Program, but in some circumstances centre Psychologists may be required to prepare such reports. In such instances, the following procedures should be followed:

- The Co-ordinator Operations must ensure that the Psychologist receives a copy of any legal mandate which requests a court report. The Co-ordinator Casework must also be informed of the request to ensure that the detainee can be informed of the process which will follow and the relevance of the court report to his or her casework and the court outcome.

- If a Psychologist experiences any difficulties or delays in the completion of a court report he or she should contact the clinical supervisor or the Director, Psychological and Specialist Programs. If a Psychologist in Training prepares a court report it must be reviewed with a supervisor.
- Court reports must be typed and presented with a standard cover sheet. The cover sheet must include a confidentiality note. The court report must be forwarded to the court in a timely manner, as soon as it is completed.
- Psychologists must ensure that a copy of the court report is:
  1. attached to the Allied Health File (which is maintained by the Registered Nurse);
  2. sent to the Central Registry via the Director, Psychological and Specialist Programs.
- In some cases, the preparation of court reports will be the responsibility of the Department of Community Services. Guidelines for such a referral are contained in the relevant inter-departmental protocol.
- If a detainee is granted bail and is subsequently released, the psychological court report will normally be prepared by a non-departmental Psychologist and paid for by local Courts Administration.

### *Parole reports*

A Submission for Consideration of Release on Parole must be provided to the Senior Children's Magistrate, no more than 60 days before the end date on the minimum term of the detainee's sentence (ie., date eligible for parole).

One of the required attachments of the submission is a psychological assessment report. When a Psychologist has completed the report and it has been checked by the clinical supervisor (where required) he or she must submit the report to the Co-ordinator Casework.

The Co-ordinator Casework is responsible for collating all parole-related information and completing the final submission from the centre.

If a Psychologist in Training prepares a parole psychological report it should be reviewed with the supervisor before being finalised and, where possible, countersigned.

### *Other reports*

Psychologists can be requested to prepare a variety of reports, which include:

- Detainee transfer reports, ie. from (s. 10) and to (s. 28) an adult correctional facility.
- Incident reports.

These reports are normally requested by the Co-ordinator Operations or the Co-ordinator Casework and are reviewed by the Clinical Supervisor.

### *Critical / serious incidents*

When an incident occurs in the Juvenile Justice Centre it may be considered necessary for one or more of the detainees involved in (or affected by) the incident to be assessed or counselled by a Psychologist.



Generally, this occurs as a result of an incident of self-harm / attempted suicide or assault (where the detainee was either the victim or a witness to the events). The Psychologist should be asked to speak to detainee if there are concerns about his or her emotional state as a result of an incident.

The Team Leader on duty at the time of the incident must assess the need for a Psychologist to speak with the detainee and notify the Psychologist. If the Team Leader has any doubts about the need for psychological intervention, he or she should contact the Psychologist and allow him or her to assess the situation. If the incident occurs out of Psychologist working hours, the Team Leader must inform the Co-ordinator Operations who may contact the Crisis Support Team.

Following an assessment of the detainee the Psychologist may undertake individual or group counselling with the detainees involved, or he or she may refer the detainees to another counsellor / agency.

If a Psychologist is called to a critical or serious incident with a detainee, he or she must report this to the clinical supervisor. When an incident occurs outside of hours and a Psychologist is called to the centre as a member of the Crisis Support Team, that Psychologist must complete a crisis support team incident form and forward it to the supervisor.

### *Psychologists' meetings*

Psychologists working in Juvenile Justice Centres are required to attend regular meetings, to review practices and service provision. Attendance at such meetings is compulsory.

### *Documentation*

In order to meet the assessment, intervention and referral needs of the detainee, accurate and current documentation must be kept by all Psychologists. This ensures, amongst other things, continuity of service within and between centres and centres and the community, meeting of professional accountability needs, and making of appropriate referrals.

An Allied Health File must be kept for each detainee. Nursing staff are responsible for the request, transfer and maintenance of files. All allied health staff are to maintain their own records.

### *D File*

The Psychologist must ensure that appropriate information is noted in the casework section of the D File, to ensure that it is available to other staff. The psychological appraisal must be attached to the D File (in the casework section).

Legal mandates are contained in the D File, therefore Psychologists should refer to this type of documentation via the D File, and not attach them or copies to the Allied Health File.

### *Allied Health File*

Psychologists are required to adhere to the following procedures when using the Allied Health File:

- Allied Health Files must be kept in a locked filing cabinet in the clinical facility of each Centre. Psychologists, nursing staff and AOD workers will have keys to enable access at all times.
- When removing an Allied Health File, a 'marker' or 'tracer' must be inserted in the place of the file. This will enable the file to be located at all times.
- Files must be returned to the cabinet before the close of business each day and the 'tracer' removed.
- Current clinical notations on the Database and Progress Notes pages are to be maintained.

- All medical or departmental allied health reports are to be attached to the file as soon as possible.
- CST staff are responsible for their own filing.
- All clinical allied health records (i.e. notes from AOD counsellor and Psychologist) must be filed prior to the transfer of any file from the Centre.
- Information from assessments should be summarised onto the Database forms.
- Information on any transaction with a client should be summarised on the blue Progress Note forms.
- Information should be recorded in an easy and understandable form, keeping the use of technical terms to a minimum.
- The date, source and content (summarised) of any relevant information received from a third party (eg., Juvenile Justice Officers / Counsellors, General Practitioners, schools etc.) should be documented.
- The date, agency or individual involved (eg., Juvenile Justice Officers / Counsellors, parents, etc.) and summarised content of any feedback given by a Psychologist to a third party should be documented.
- Psychological court reports are to be attached to the Allied Health File, and are to be made available to the Centre Manager if requested.
- All entries and notations must be signed and dated.
- Handwriting should be legible and neat and large blank spaces or lines are to be avoided.

### 3.6 Sex Offender Program

#### What is the Sex Offender Program?

The Sex Offender Program (SOP) is part of the range of professional services in Juvenile Justice Centres which are designed to link Centre Support Team interventions, via case management, to all aspects of the detainee's care.

The SOP is a specialist program which provides assessment and treatment to juveniles who have committed offences of a sexual nature. Such interventions occur both in the community and in custody (Juvenile Justice Centres).

#### Service delivery

When a juvenile has been charged and found guilty of an offence of a sexual nature, the SOP provides a Background (Pre-Sentence) Report to the court where the juvenile will be sentenced.

Such reports are based on an individual and family assessment and a risk assessment, to determine how the juvenile can receive treatment in the least restrictive environment, while ensuring the safety of the community.

In both the community and Juvenile Justice Centres, counsellors in the SOP provide:

- assessment;

- individual supervision;
- therapy, which is part of the therapy case plan developed from the time of assessment;
- court support / representation;
- advice to Juvenile Justice staff regarding the management and supervision of sex offenders.

As a supervisor, the SOP counsellor has the responsibility of ensuring that the juvenile / detainee is abiding by the court order. Part of this responsibility is to initiate breach or revocation procedures, in the same manner that Juvenile Justice Officers are expected to.

In addition to this, SOP counsellors (from both the community and Centres) may make recommendations regarding SOP clients who are in custody and their:

- participation in supervised community activities;
- participation in day and overnight leave;
- management in detention.

Juvenile Justice Centre staff are encouraged to use these recommendations wherever possible, as they often relate to safety and security issues, and lead to more effective management of sex offenders in custody.

As a therapist, the counsellor provides both individual therapy and group therapy. During the therapy process the counsellor and the juvenile address the following issues:

- facing up and taking responsibility for the offending;
- developing an understanding of offending patterns;
- learning to intervene in offending patterns;
- dealing with personal issues and past trauma;
- developing victim awareness and empathy where appropriate;
- developing a generally responsible non-offending lifestyle;
- knowledge of appropriate sexuality.

Counsellors also provide family therapy and interventions where appropriate.

### *Restrictions*

It is very important for Juvenile Justice Centre staff to understand that this program is not available to all detainees. It is only available to detainees who have been convicted of an offence of a sexual nature. There may be occasions when a detainee is observed by staff to be behaving in a manner which is believed to be sexually inappropriate. While it is important that this behaviour is limited and addressed, it is not the responsibility of the SOP to undertake this work.

### *Staffing*

Currently the SOP has nine staff. There are three types of SOP positions:

Clinical Coordinator – management and co-ordination of the Sex Offender Program and clinical supervision of the SOP counsellors.

Juvenile Justice Counsellors (SOP) – provide assessment, treatment and supervision of individual participants and (where appropriate) their families.

Research Psychologist – Develops and coordinates research projects to ensure that the SOP provides the best possible intervention to juvenile sex offenders.

#### *Location of staff*

There are currently seven counsellors in the SOP, located at:

- Blacktown Intensive Programs Unit;
- Liverpool Intensive Programs Unit;
- Stanmore Intensive Programs Unit;
- Queanbeyan Juvenile Justice Community Services;
- Mount Penang Juvenile Justice Centre, Kariong;
- Reiby Juvenile Justice Centre, Campbelltown;
- Worimi Juvenile Justice Centre, Newcastle.

#### *Rural SOP services*

These staff provide service to other Juvenile Justice Centres as required.

In addition to these designated SOP positions, community-based (non-departmental) counsellors are employed, on a fee-for-service basis across New South Wales. This ensures service provision to juveniles in rural areas. In these cases, departmental supervision is provided by the nearest Juvenile Justice Officer.

#### *Link to other centre staff*

Given the nature of the Sex Offender Program and the work staff undertake with detainees, there are a number of areas or issues where SOP staff and Juvenile Justice Centre staff overlap.

The Co-ordinator Operations, Co-ordinator Casework and Co-ordinator Programs/Staff Development must ensure that Juvenile Justice Centre staff consult with the relevant SOP staff regarding individual detainees on a regular basis.

Although there are a number of staff who need to gather information regarding individual detainees from the SOP on a regular basis, it is recommended that wherever possible consultation be channeled via the CST meeting, to ensure that all relevant staff are provided with information.

The Juvenile Justice Centre staff who should liaise with SOP staff regarding case management are:

Co-ordinator Casework – relevant issues:

- Liaison with CST staff, including meetings, reviews and plans.
- Case conferences, case plans, reviews and discharge preparation.

- Negotiate case management, case plans and reviews, including, advice and recommendations on appropriate casework and behaviour management strategies.
- Identify inappropriate contact with family and significant others, who may be associated with the juvenile's offending.

#### CST team – relevant issues:

- Health, mental health and alcohol and other drugs issues for individual SOP participants.
- Collaboration in counselling and therapy.
- Support and intervention that can be provided to participant detainees, where there are no on-site SOP counsellors.
- Co facilitation with interventions (eg., groupwork).

#### Co-ordinator Operations / Centre Manager – relevant issues:

- Recommendations for restrictions from supervised community activities and leave from the Centre.
- Recommendations regarding transfers between Centres and placement within Centres.
- Contact with family and significant others (visits, telephone and mail) who may be associated with the juvenile's offending.
- Management of behaviour of individual detainees in the centre (which will usually be carried out by Senior Youth Worker / unit-based staff).

#### Co-ordinator Programs / Staff Development – relevant issues:

- Suitable types of supervised community activities (eg. location, level of community interaction, etc.).
- Restrictions or access to supervised community activities from the Centre, even though the detainee's critical dates indicate that he or she is eligible.
- Restrictions or special consideration for internal programs (eg., vocational, recreational, etc.).

#### Specialist programs – relevant issues:

- Co-management arrangements with reference to protocols between specialist programs.

#### Senior Youth Workers – relevant issues:

- Discussion and consultation regarding direct management issues.

### Sex Offender Program – Procedures

#### *Referral*

As noted, only detainees who have been convicted of a sexual offence are eligible to participate in the SOP. As these juveniles have already had contact with the SOP prior to detention, SOP staff will be aware of their placement at the Centre. Therefore, there is no need for initial referrals to the SOP by Juvenile Justice Centre staff.

The only times Juvenile Justice Centre staff may refer to the SOP is where staff have concerns or are experiencing problems with detainees who are already participants in the SOP. Where there are concerns about the behaviour of detainees who are not SOP participants, staff should contact the Co-ordinator Casework, or in his or her absence the Centre Manager.

If there are any behavioural or interactional concerns with SOP participants in custody, the allocated SOP Counsellor or (if unknown) the Clinical Coordinator (SOP), must be notified IMMEDIATELY. For staff who are not CST staff, this referral should be made via the Co-ordinator Casework or the allocated Caseworker.

### *Supervised community activities and leave*

The Co-ordinator Casework and Co-ordinator Operations must ensure that the relevant SOP counsellor has been consulted prior to any detainee who is an SOP participant leaving the centre for a supervised community activity.

Wherever possible the SOP counsellor should give an indication of the types of supervised activities the detainee should be restricted from. If this is done, it will not be necessary for Juvenile Justice Centre staff to consult with the SOP every time the detainee is considered for an activity.

There will be occasions where consultation will have to occur every time a detainee is being considered. This must be discussed between the relevant SOP counsellor and the Co-ordinator Casework.

It is the Co-ordinator Casework's responsibility to ensure that all information regarding individual SOP participants is passed on to the relevant staff. In the case of supervised community activities, the Co-ordinator Programs / Staff Development must be informed of all recommendations and restrictions, and subsequent changes. In relation to both supervised community activities and leave, the Co-ordinator Operations must be informed of restrictions.

The following principles underpin the granting of leave and participation in supervised activities by SOP participants who are in custody:

- The dates on which SOP participants are eligible to apply for leave and supervised community activities are calculated as for any other detainee in a Juvenile Justice Centre, related to type of offence and time in custody (see Section 8.x – "Procedures for calculating critical dates for leave").

However, eligibility for leave does not mean that a detainee is automatically permitted to participate in any supervised community activity or leave.

- Staff must ensure that SOP participants do not have any contact with previous victims.
- During these activities the risk of further offending must be minimised (ie., no unsupervised contact with potential victims, including any vulnerable people, eg., children, old people, women).
- During these activities exposure to potentially arousing material must be minimised (eg., movies, beaches, magazines, etc.).
- From the start of individual work with sex offenders there must be consideration of the limitations which may be placed on the detainee in relation to supervised activities and leave from the centre (eg., casework, including possible limitations in case plans and reviews; counselling; behaviour management in the unit).

All supervisors of detainees who are SOP participants need to be willing to supervise an SOP participant at all times. This means that the detainee must be constantly within the vision of the supervisor, when on supervised community activities and leave.

Juvenile Justice Centre staff must be aware of the following to effectively supervise an SOP participant:

- the offences which the detainee has committed;
- what situations are considered as "risky" for the detainee.

When a parent or significant other is taking an SOP participant on leave, he or she must be interviewed by an SOP counsellor, to ensure that he or she is aware of responsibilities and the potential risk of the detainee reoffending. The parent or significant other must be aware of:

- the offences that have been committed in the past;
- potential risk factors;
- warning signs of a potential re-offence by the detainee;
- how to intervene to avoid the detainee reoffending.

Family or significant others need to be able, willing and motivated to carry out such interventions if necessary. This will be assessed by an SOP counsellor.

A risk assessment is conducted with every detainee who is an SOP participant before he or she attends supervised activities or leave. To be eligible for a supervised community activity or leave the detainee must have been assessed by an SOP counsellor as a low re-offence risk.

That is, the detainee needs to be:

- admitting and taking responsibility for previous offences;
- demonstrating motivation not to re-offend;
- aware of his or her offence cycle and demonstrating motivation and ability to intervene in the cycle;
- able and willing to implement strategies to avoid re-offending;
- demonstrating the ability and motivation to take other people into account (ie., developmentally appropriate);
- demonstrating generally responsible behaviour in the Sex Offender Program and in the centre.

The Clinical Coordinator, Sex Offender Program supports the risk assessment made by SOP counsellors.

### SOP – documentation

SOP staff in Juvenile Justice Centres are required to complete a range of documentation and records, to assist with service provision.

These include:

- Making entries in the Allied Health File, in the section "specialist".

- Making entries regarding general issues in the D File, in the "casework" section.
- Place court reports and legal mandates in the D File.

SOP staff also maintain an SOP File. All entries in any file are to be signed and dated.

### 3.7 Alcohol and Other Drug Program

#### What is the AOD program?

The AOD program is part of the range of professional services in Juvenile Justice Centres which are designed to link CST interventions, via case management, to all aspects of the detainee's care.

The AOD Program aims to reduce the harm associated with alcohol and other drug use to the benefit of both the individual and the community. This specialist counselling service forms part of the multi-disciplinary health service which provides for all aspects of the detainee's health, including personal growth and skill development opportunities, and at the same time fulfilling the sentencing conditions set by the Court.

#### Staff positions

Currently there are eleven positions in the AOD program. There are two types of positions:

Clinical Coordinator – responsible for the management and coordination of the AOD program and clinical supervision of the AOD Counsellors.

AOD Counsellors – responsible for the assessment and treatment of detainees (individual and groups) with AOD problems and (where appropriate) their families.

#### Supervision of AOD staff

AOD staff in Juvenile Justice Centres report to two supervisors:

Centre Manager – provides administrative supervision for AOD staff, including monitoring the link with operations and other centre staff.

Clinical Coordinator – provides clinical supervision and professional development to AOD Counsellors, and service-wide management of AOD services.

All leave applications and training development applications must be endorsed by the Centre Manager and approved by the AOD Coordinator and the Director, Psychological and Specialist Programs.

#### Service delivery

Services provided by AOD counsellors in centres include:

- Brief AOD assessment and intervention.
- Comprehensive AOD assessment to determine counselling needs.
- Individual counselling.
- Preparation of AOD assessments for reports requested by the Court.



- Group work programs, providing therapy and information on AOD-related issues for making healthy lifestyle changes.
- Family interventions.
- Referral to other centre services and referral to external agencies.
- Liaison, education and consultation to relevant staff in the Department of Juvenile Justice and externally (e.g. local Magistrates), as appropriate.

### Link to other centre staff

Given the nature of the AOD program and the work staff undertake with detainees there are a number of areas or issues where AOD staff and other Juvenile Justice Centre staff overlap.

The AOD Counsellor provides appropriate information via the Co-ordinator Casework to staff working directly with detainees on individual cases (eg., Senior Youth Workers and Caseworkers). The AOD Counsellor also undertakes a consultative role for those staff and other operations staff on AOD issues.

The primary Juvenile Justice Centre staff who should seek information on individual casework from AOD staff are:

#### Co-ordinators Casework – relevant issues:

- Liaison with CST staff, including meetings, reviews and plans.
- Case conferences, case plans, reviews and discharge preparation.
- Advice and recommendations on appropriate casework and behaviour management strategies.
- Contact with family and significant others, who may be associated with the detainee's offending.

#### CST staff – relevant issues:

- Health, mental health and Sex Offender program issues.
- Collaboration in counselling and therapy.
- Co-facilitators in interventions (eg., groupwork).

#### Centre Managers / Co-ordinators Operations – relevant issues:

- Recommendations regarding transfers between centres and placement within centres (ie., Units).
- Contact with family or significant others (visits, telephone and mail) who may be associated with the detainee's offending.
- Management of behaviour of individual detainees in the centre (which will usually be carried out by Senior Youth Worker, unit-based staff).

#### Co-ordinator Programs and Staff Development – relevant issues:

- Recommendations for suitable types of supervised community activities (eg., location, level of community interaction, etc.).

- Recommended restrictions or access to supervised community activities from the centre, even though the detainee critical dates indicate that he or she is eligible.
- Recommendations for considerations for internal centre programs (eg., vocational, recreational).

Specialist programs – relevant issues:

- Co-management arrangements with reference to established protocols.

Senior Youth Workers – relevant issues:

- Discussion and consultation on direct management issues.

## Alcohol and Other Drug Program – procedures

### *Admission and the AOD program*

It is a requirement that every detainee admitted to a Juvenile Justice Centre is assessed to determine Alcohol and Other Drug use as soon after arrival as is practical. Guidelines to be followed by AOD workers are:

- All new detainees on admission are asked five standard AOD related questions by the admitting officer.
- If a detainee is admitted after hours in an intoxicated state, and nursing staff are not in attendance, clearance must be obtained by the Duty Doctor or Local Hospital prior to admission.
- Detainees must be informed that there is an AOD Counsellor at the centre and his or her role.
- On admission nursing personnel assess for detoxification risk factors and take a recent three month history of drug use.
- The AOD Counsellor will administer the short form assessment to most new detainees within five to seven days of admission.
- Ongoing AOD interventions will be based on the outcome of the short form assessment and other (e.g. psychological) perceived need.
- If an interpreter is required, the Interpreter Service must be contacted.

Training must be given in drug effects to Admissions Officers and other staff who admit detainees.

### *Detainees on remand*

Rehabilitation begins voluntarily while the detainee is on remand and is continuous, regardless of whether the detainee returns to the community or is sentenced to detention.

The referral processes for detainees who are on remand can be:

- Referrals for AOD assessment can be made by the nurse, Psychologist, Co-ordinator Casework, caseworker, community staff, admissions, the court or the detainee can self-refer.

- Referrals can be made in person, or by telephone, or via the appropriate referral form.
- The Co-ordinator Casework or Admissions staff notify the AOD Counsellor if there is a court referral / recommendation. The Co-ordinator Operations must ensure that the AOD Counsellor receives a copy of the legal mandate, if there is a recommendation for AOD intervention.

The following guidelines outline who should be referred to the AOD program:

- Access to the AOD program is available to all detainees at the centre. Most will participate (at minimum service provision) in a brief AOD assessment and intervention.
- It is appropriate to refer a detainee suspected of having used drugs harmfully.
- It is appropriate to refer a detainee requiring medical monitoring for symptoms of chemical detoxification.

The following outcomes of assessment may occur:

- Administration of a short-form assessment and feedback to the detainee on the assessment.
- Education, information and referral.
- Motivational interviews.

AOD Counsellors ensure that consultation occurs:

- at CST team meetings;
- on a day-to-day basis with other centre staff;
- when making referrals to outside agencies.

#### *Detainees who have been sentenced*

AOD intervention occurs within a continuum of care model, and rehabilitation efforts continue pre- and post-discharge. Most detainees receive an AOD screening assessment.

The referral processes for detainees who have been sentenced can be:

- Community and Centre staff can make AOD referrals, although participation is voluntary. The detainee can also self-refer.
- When a detainee is transferred the AOD Counsellor at the transferring Centre makes the appropriate referrals to the AOD Counsellor at the receiving Centre, and to community staff for appropriate follow up.

To determine who should be referred to the AOD program, staff should refer to the guidelines for detainees on remand.

The following outcomes of assessment may occur:

- A case conference with the detainee is held within four weeks of admission. The case plan, which is developed following the case conference, may include AOD counselling, if relevant issues were identified in the assessment and at the case conference. The AOD Counsellor will then act as the primary worker for the detainee.

Throughout the detainee's time in custody the AOD counsellor and the Co-ordinator Casework (or the allocated Caseworker, where applicable) maintain regular, ongoing contact regarding support and intervention work with the detainee. If the AOD counsellor is the primary worker he or she should also participate in the development of the custodial and all case plan reviews conducted with the detainee.

- The AOD Counsellor is obliged to review the Allied Health File prior to the case conference, if the detainee has self-referred or has been referred by the CST team, centre staff or community staff.
- A comprehensive AOD assessment will be conducted by the AOD counsellor once he or she has been identified as the primary worker for the detainee. When the assessment is complete and a plan has been developed the AOD counsellor should report to the CST team meeting when the detainee is reviewed.
- Prior to discharge, the Co-ordinator Casework convenes a pre-discharge case conference with the relevant personnel again in attendance, e.g. AOD Counsellor.

AOD Counsellors ensure that consultation occurs:

- if a referral is made to an external AOD agency the AOD Counsellor should liaise with the agency to negotiate their attend at the case conference;
- on a day-to-day basis with other centre staff,
- at CST meetings.

### AOD documentation

In order to meet the assessment, intervention and referral needs of the detainee, accurate and current documentation must be kept by all AOD workers. This ensures, amongst other things, continuity of service within and between centres and centres and the community, the meeting of professional accountability needs, and the making of appropriate referrals.

An Allied Health File must be kept for each detainee. Nursing staff are responsible for the request and transfer of files. All allied health staff are to maintain their own records.

#### *Allied Health File*

AOD counsellors are required to adhere to the following procedures when using the Allied Health File:

- Allied Health Files must be kept in a locked filing cabinet in the clinical facility of each Centre. Psychologists, nursing staff and AOD workers will have keys to enable access at all times.
- When removing an Allied Health File, a 'marker' or 'tracer' must be inserted in the place of the file. This will enable the file to be located at all times.
- Files must be returned to the cabinet before the close of business each day and the 'tracer' removed.
- Current clinical notations on the Database and Progress Notes pages are to be maintained.
- All medical or departmental allied health reports are to be attached to the file as soon as possible.
- CST staff are responsible for their own filing.

- All clinical allied health records (i.e. notes from AOD counsellor and Psychologist) must be filed prior to the transfer of any file from the Centre.
- The section for Alcohol and Other Drug, on the Allied Health File front sheet, should be completed using the accompanying manuals.
- The therapy plan goals and strategies and anticipated completion date should be filled in, in the AOD section on the treatment plan sheet.
- Information from assessments should be summarised onto the Database forms.
- Information on any transaction with a client should be summarised on the blue Progress Note forms.
- Information should be recorded in an easy and understandable form, keeping the use of technical terms to a minimum.
- The date, source and content (summarised) of any relevant information received from a third party (eg., Juvenile Justice Officers / Counsellors, General Practitioners, schools etc.) should be documented.
- The date, agency or individual involved (eg., Juvenile Justice Officers / Counsellors, parents, etc.) and summarised content of any feedback given by an AOD Counsellor to a third party should be documented.
- AOD court reports are to be attached to the Allied Health File, and are to be made available to the Centre Manager if requested.
- All entries and notations must be signed and dated.
- Handwriting should be legible and neat and large blank spaces or lines are to be avoided.

#### *D File*

The AOD Counsellor must ensure that information on general AOD management must be noted in the casework section of the D File, to ensure that it is available to other staff.

Legal mandates are contained in the D File, therefore AOD Counsellors should refer to that documentation via the D File, and not attach it or copies to the Allied Health File.

#### Chemical detoxification procedures

There are occasions when detainees are admitted to Juvenile Justice Centres who are chemically detoxifying from alcohol or other drugs:

- These detainees will require a thorough assessment by the Registered Nurse and Alcohol and Other Drug Counsellor to determine the specific management plan in each case. Some detainees may require medical intervention by way of a prescribed withdrawal medication regime together with counselling provided by the Alcohol and Other Drug Counsellor.
- These detainees should be located in single or double room accommodation, rather than dormitories, for at least seven to ten days after admission. Ideally, they should not be located in an open facility as this does not meet the minimum standards of care. In view of this, consideration should be given as to which centre they are placed in during this acute withdrawal phase.

- Detainees chemically detoxifying should be excused from engaging in work parties where working with heavy or sharp instruments or machinery could occur, for at least seven to ten days after admission, as the risk of accidents is high.
- The management of a detainee chemically detoxifying requires a coordinated and well communicated approach to their care. All involved parties need to relay necessary information to each other on a regular basis until the detainee has completed the detoxification.

Further information on this subject can be obtained from the Nursing Procedure Manual and the Alcohol and Other Drugs Services Policy Manual.

### 3.8 Forensic Program

The Forensic Program is one of several specialist programs which operate within the Department of Juvenile Justice. Its primary aim is to provide psychological assessments of departmental clients, for use during court proceedings.

The program helps meet the need, identified in the Burdekin Report, to protect the rights of young people with mental illness, cognitive impairment or intellectual disability.

In addition to specialist reports requested by the court, Psychologists of the Forensic Program provide assessments and consultancy to departmental staff, including Juvenile Justice Officers / Counsellors working with clients in other specialist programs.

Activities of Forensic Program Psychologists are conducted according to the Forensic Program Psychological Procedures Manual. Details of the Forensic Program and referral procedures are given in the Specialist Programs Operations Manual.

#### Service delivery

The major responsibility of Psychologists in the Forensic Program is to provide psychological assessment reports concerning young persons in custody at juvenile justice centres. Children's Magistrates or Judges must request the reports, which are generally used at the sentencing stage of court proceedings.

It is intended that Forensic Program Psychologists assess and report on serious mental health issues that may be relevant to the young person's offending and which may affect the court proceedings. This is consistent with the department's attempts to maximise appropriate diversion from custody.

In keeping with this aim, Juvenile Justice Community Services staff are also able to make referrals for assessment. In the latter cases, the psychological assessment reports may be submitted along with court requested Background Reports, in the form of Integrated Background Reports.

Forensic Program Psychologists also provide consultation, particularly psychometric testing, to Counsellors of the Sex Offender and Violent Offender programs, and may facilitate or co-facilitate group interventions within Intensive Program Units. They may provide consultation and training to other departmental staff.

Referrals should be directed to the relevant Manager IPU / JJCS, or in Northern Cluster to the Specialist Services Co-ordinator. Advice about referrals can be sought from Cluster Specialist Services Co-ordinators.

## Staffing

Forensic Program Psychologists are located at:

- Blacktown, Liverpool and Stanmore Intensive Programs Units;
- Wagga Wagga Juvenile Justice District Office;
- Broadmeadow Juvenile Justice District Office;
- Minda Juvenile Justice Centre.

Minda's Forensic Program Psychologist has the role of locum Psychologist, that is a Psychologist who is able to relieve in Forensic Program or other Psychologist positions, as needed, by arrangement with the Cluster Director and Specialist Services Co-ordinator, Sydney West Cluster.

## Supervision

Forensic Program Psychologists are responsible administratively and for casework purposes to the relevant Manager IPU / JJCS or Centre Manager.

Professional supervision is provided by the Manager, Intensive Programs Unit, in cases where the Psychologist is based at an IPU, and the Manager IPU has appropriate qualifications, in collaboration with the Specialist Services Co-ordinator of the cluster. In other cases professional supervision is solely the responsibility of the Cluster Specialist Services Co-ordinator.

One cluster-based Specialist Services Co-ordinator also has responsibility for operation of the Forensic Program, particularly professional development aspects. The Director, Psychological and Specialist Programs has overall supervision of the program.

## Forensic Program – procedures

Forensic Program Psychologists should follow the guidelines in their procedures manual.

Referrals are made via the Manager, IPU / JJCS, both in the case of court-requested pre-sentence reports and where psychological assessments are sought by Juvenile Justice Officer / Counsellors.

In order to avoid unnecessary delay in the court proceedings it is important that referrals are passed on immediately to the Psychologist. Delays are minimised when court report requests are made on the standard form, widely used in the Children's Court, and forwarded immediately by court staff to the Manager, IPU, or Manager, Juvenile Justice Community Services, along with court papers and other documentation.

It is advisable that additional steps be taken by court staff or Juvenile Justice officers, such as telephoning the Forensic Program Psychologist, Centre Psychologist or Centre Casework Co-ordinator, to ensure that court requests are received in sufficient time to complete an assessment. Notations can be made by the court on the adjournment warrants which accompany a young person remanded to custody.

Where the young person is granted bail and returns to the community during the remand period, court staff should arrange for a Psychologist in private practice to undertake the assessment. In this case the cost incurred is the responsibility of the court. It is sometimes necessary to arrange an assessment by a Psychologist in private practice when a young person enters bail after an initial period in custody.

A protocol developed between the Department of Community Services and the Department of Juvenile Justice deals with young persons known to the Department of Community Services, and concerning whom the court has requested a Psychologist's report.

#### Links to other staff in centres / IPU

In addition to collaboration with Juvenile Justice Community Services and Intensive Program Unit staff, outlined above, the role of the Forensic Program Psychologist is likely to include links with the following:

- Centre managers / operations co-ordinators;
- Centre Psychologist and alcohol and other drug counsellor;
- Centre casework Co-ordinator (e.g. concerning case plans, CIS alerts and inter-unit transfers);
- Departmental consultant psychiatrist;
- Community mental health services;
- Other community agencies and groups;
- Medical practitioners;
- Department of School Education / Tafe.

#### Forensic Program – documentation

Forensic Program Psychologist reports are, where possible, comprehensive assessment reports completed according to standard protocols and in standard format.

Reports completed by Psychologists conditionally registered with the NSW Psychologists Registration Board should be supervised and sighted or signed by the cluster Specialist Services Co-ordinator, or Manager IPU where the latter possesses appropriate qualifications.

Reports are confidential and should be circulated or released strictly in accordance with procedures and policies of the Department and set out in the Forensic Program Psychological Procedures Manual.

Under present procedures, reports may be released to Juvenile Justice officers, counsellors and Centre Managers. Generally reports are released only to professionally qualified staff with legitimate involvement in a young person's case, who undertake in turn to maintain confidentiality of the document and its contents.

Psychologists place a copy of their report on the Allied Health File, along with any mental or other important records which may have been released to them in the course of the assessment. They also where appropriate make notations in the Allied Health File. Where the Allied Health File is unavailable, records should be sent to McCabe Cottage for inclusion on the file.

Copies of reports should also be forwarded to Central Support Office, where a registry of reports is maintained. All reports should thus carry the notation "c.c. Director, Psychological and Specialist Programs".

Forensic Program Psychologists' own files should generally include only copies of important reports or records (such as test protocols, psychological or psychiatric reports), whilst originals should be placed on the relevant departmental file.



### 3.9 Violent Offender Program

The Violent Offender Program (VOP) is part of the range of professional services in juvenile justice centres which are designed to link Centre Support Team interventions, via case management, to all aspects of the detainee's care.

The VOP is a specialist program which provides assessment and treatment to juveniles who have been convicted of a second (or more) serious indictable violent offence. Such interventions occur both in the community and in custody.

#### Service delivery

When a juvenile has been charged and found guilty of their second (or more) serious violent offence, the VOP provides a Background (pre-sentence) Report to the court where the juvenile will be sentenced. Such reports are based on individual and family assessment, and a risk assessment, to determine how the juvenile can receive treatment in the least restrictive environment, while ensuring the safety of the community.

In both the community and centres, VOP Counsellors provide:

- assessment;
- individual supervision;
- therapy, which is part of the therapy case plan developed from the time of assessment;
- court support / representation;
- advice to Juvenile Justice staff regarding the management and supervision of sex offenders.

As a supervisor, the counsellor has the responsibility of ensuring that the juvenile / detainee is abiding by the court order. Part of this responsibility is to initiate breach or revocation procedures, in the same manner that Juvenile Justice Officers are expected to.

In addition to this, VOP Counsellors may make recommendations regarding VOP clients who are in custody and their:

- participation in supervised community activities;
- participation in day and overnight leave;
- management in detention.

Juvenile Justice centre staff are encouraged to use these recommendations wherever possible, as they often relate to safety and security issues, and lead to more effective management of violent offenders in custody.

As a therapist, the counsellor provides both individual therapy and group therapy. During the therapy process the counsellor and the juvenile address the following issues:

- facing up to responsibility for the offending;
- developing an understanding of offending patterns;
- learning to intervene in offending patterns;
- dealing with personal issues and past trauma;

- developing victim awareness and empathy when appropriate;
- developing a generally responsible non-offending lifestyle;
- knowledge of appropriate expressions of self assertiveness.

Counsellors also provide family therapy.

## Restrictions

It is very important for juvenile justice centre staff to understand that this program is not available to all detainees. It is available only to detainees who have been convicted of a second serious violent offence. There may be occasions when a detainee is believed to be inappropriate for the program. While it is important that his or her behaviour is limited and addressed, it may not be the responsibility of the VOP to undertake this work.

## Staffing

Currently the VOP has seven staff. These are Violent Offender Counsellors who provide assessment, treatment and supervision of individual participants and (where appropriate) their families.

## Location of staff

There are currently seven counsellors located at:

- Liverpool Intensive Programs Unit;
- Stanmore Intensive Programs Unit;
- Blacktown Intensive Programs Unit;
- Mt Penang Juvenile Justice Centre, Kariong;
- Wollongong Juvenile Justice Community Service;
- Newcastle Juvenile Justice Community Service;
- Western Cluster.

These staff provide services to other juvenile justice centres as required.

## Rural VOP services

In addition to these designated VOP positions, community-based (non-departmental) counsellors are employed, on a fee-for-service basis across New South Wales. These ensure service provision to juveniles in rural areas. In these cases, departmental supervision is provided by the nearest Juvenile Justice Officer.

## Link to other staff in centres

Given the nature of the Violent Offender Program and the work of staff undertaken with detainees, there are a number of areas or issues where VOP staff and juvenile justice centre staff overlap. Co-ordinators Operations, Co-ordinators Casework and Co-ordinators Programs / Staff Development must ensure that the juvenile justice centre staff consult with the relevant VOP staff regarding individual detainees on a regular basis.

Although there are a number of staff who need to gather information regarding individual detainees from the VOP, it is recommended that wherever possible consultation should be channeled via the Centre Support Team meeting, to ensure that all relevant staff are provided with information. The juvenile justice centre staff who should liaise with VOP staff regarding management are:

Co-ordinator Casework – relevant issues:

- Liaison with CST staff, including meetings, reviews and plans.
- Case conferences, case plans, reviews and discharge preparation.
- Negotiate case management, case plans and reviews, including advice.
- Recommendations on appropriate case work and behaviour management strategies.
- Identify inappropriate contact with family and significant others who may be associated with the juvenile's offending.

Central Support Team – relevant issues:

- Health, mental health, alcohol and other drug issues for individual VOP participants.
- Collaboration in counselling and therapy.
- Support and intervention which can be provided to participant detainees, where there are no VOP counsellors readily available.
- Co-facilitation with interventions (eg. group work).

Co-ordinator Operations – relevant issues:

- Recommendations for restrictions from supervised community activities and leave from the Centre.
- Recommendations regarding transfers between Centres and placement within Centres.
- Contact with family and significant others (visits, telephone and mail) who may be associated with juvenile's offending.
- Management of behaviour of individual detainees in the centre (which will usually be carried out by youth worker / unit based staff).

Co-ordinator Programs/Staff Development – relevant issues:

- Co-management arrangements with reference to protocols between specialist programs.

Senior Youth Workers – relevant issues:

- Discussion and consultation regarding direct management issues.

## VOP procedures

### *Referral*

As noted, only detainees who have been convicted of their second (or more) serious offence are eligible to participate on the VOP. As this is a new program, referrals of such offenders who are

already in detention may come from Senior Youth Workers in the early stages. Such referrals are to be made through the Caseworker or Co-ordinator Casework to the VOP Counsellor.

### *Supervised community activities and leave*

Co-ordinators Casework and Co-ordinators Operations must ensure that the relevant counsellor from the VOP has been consulted prior to any detainee who is a VOP participant leaves the centre for a supervised community activity.

Where possible, the VOP Counsellor should give an indication of the types of supervised activities the detainee should be restricted from. If this is done it will not be necessary for the centre staff to consult with the VOP every time the detainee is considered for an activity.

However, there will be occasions where consultation will have to occur every time a detainee is being considered for such an activity. This must be discussed between the relevant VOP Counsellor and the Co-ordinator Casework.

It is the Co-ordinator Casework's responsibility to ensure that all information regarding individual VOP participants is passed on to the relevant staff. In the case of supervised community activities, the Co-ordinator Programs / Staff Development must be informed of all recommendations and restrictions, and subsequent changes. In relation to both supervised community activities and leave, the Co-ordinator Operations must be informed of restrictions.

The following principles underpin the granting of leave and participation in supervised activities by the VOP participants who are in custody:

- The dates on which VOP participants are eligible to apply for leave and supervised community activities are calculated as for any other detainee in a centre, related to type of offence and time in custody (see Section 8.5 – "Calculating leave and outing eligibility"). Though a detainee may be eligible for leave, he or she is not necessarily permitted to participate in any supervised community activity or leave.
- During these activities the risk of further offending must be minimised (ie, no unsupervised contact with potential victims including any vulnerable people). Staff must ensure that VOP participants do not have any contact with previous victims.
- During these activities exposure to potentially arousing material must be minimised.
- From the start of individual work with violent offenders, there must be consideration of the limitations which may be placed on the detainee in relation to supervised activities and leave from the centre (eg. casework, including possible limitations in case plans and reviews; counselling; behaviour management in the unit).

All supervisors of detainees who are VOP participants must be willing to supervise a VOP participant at all times. This means that the detainee must be constantly with the vision of the supervisor, when on supervised activities and leave.

Centre staff must be aware of the following to supervise a VOP participant effectively:

- The offences for which the detainee has committed.
- What situations are considered "risky" for the detainee.

When a parent or significant other is taking a VOP participant on leave, he or she must be interviewed by a VOP counsellor to ensure that he or she is aware of responsibilities and the potential risk of the detainee re-offending. The parent or significant other must be aware of:

- the offences that have been committed in the past;

- potential risk factors;
- warning signs of a potential re-offence by the detainee;
- how to intervene to avoid the detainee re-offending.

Family or significant others must be able, willing and motivated to carry out such interventions if necessary. This will be assessed by a VOP counsellor.

A risk assessment is conducted with every detainee who is a VOP participant before he or she attends supervised activities or leave. To be eligible for a supervised community activity or leave, the detainee must be assessed by a VOP counsellor as being a low re-offence risk. That is, the detainee needs to be:

- admitting and taking responsibility for previous offences;
- demonstrating motivation not to re-offend;
- aware of his or her pattern of offending and demonstrating motivation and ability to intervene in the cycle;
- able and willing to implement strategies to avoid re-offending;
- demonstrating the ability and motivation to take other people into account (as developmentally appropriate);
- demonstrating generally responsible behaviour in the Violent Offender Program and in the centre.

The Co-ordinator Specialist Services supports the risk assessment made by the VOP Counsellors.

### VOP documentation

VOP staff working in the Juvenile Justice Centres are required to complete a range of documentation and records, to assist with service provision. These include:

- Making entries in the Allied Health File, in the section "Specialist".
- Making entries regarding general issues in the "D" File, in the "casework" section.
- Placing court reports and legal mandates in the "D" Files.
- All entries in any file must be signed and dated.

## 3.10 Juvenile Justice Community Services

Juvenile Justice Community Services (JJCS) are the community-based services provided by the Department of Juvenile Justice, whose role is to ensure a continuum of service for juveniles who offend.

### Service delivery

Juvenile Justice Community Services provides services for juveniles who:

- are aged 10 to 21 years of age (if the offence was committed prior to the 18 years of age) who have been apprehended by the police and are to appear before the courts on a criminal charge;
- have been refused bail by the police on a criminal charge;
- have been remanded in custody or granted bail by a magistrate on a criminal charge;
- the magistrate is considering a sentence to a Juvenile Justice Centre;
- is being considered for court orders such as probation, community service order, fine default order, railway reparation orders or parole orders where the court has ordered supervision;
- has been discharged from a Juvenile Justice Centre;
- is on supervised or control orders and who require intensive counselling due to their offending behaviour.

## Services provided

Juvenile Justice Community Services have the following programs available:

Intensive Programs Units (IPU) – these units offer specialist services to juveniles and (where appropriate) their families. They are staffed by Juvenile Justice Counsellors who offer intensive supervision and a range of counselling services, on both individual and group basis.

The services are offered mainly to detainees in Juvenile Justice Centres. If assessed as suitable, a detainee may be granted conditional discharge from a Juvenile Justice Centre, to attend an IPU and be supervised for the remaining period of the sentence.

If the conditions are not followed the order may be revoked and the juvenile will be returned to a Juvenile Justice Centre, to serve the remainder of his or her sentence in custody.

Parole supervision service – this service provides supervision and support of juveniles who have been ordered by the court to receive supervision on parole following discharge from a Juvenile Justice Centre. If the conditions are not met, the parole order may be revoked and the juvenile will have to re-appear in court, and may be returned to a Juvenile Justice Centre.

Post-release support – a detainee discharged from a Juvenile Justice Centre can voluntarily self-refer to Juvenile Justice Community Services who will provide support and referral to agencies that will assist with reintegration into the community.

Fine Default Scheme – this allows the court to order a juvenile to perform a specified number of hours of community work for the non-payment of fines.

Railway Reparation Scheme – this scheme is offered in the Sydney metropolitan area. Under this scheme, the courts may order up to 30 hours unpaid work on State Rail Authority property for juveniles convicted of repeated vandalism or graffiti offences on State Rail Authority property, or for non-payment of fines in relation to State Rail offences.

## Staffing

There are two primary staff positions within Juvenile Justice Community Services who provide direct service to juveniles:

Juvenile Justice Officer (JJO) – responsible for:

- Providing support for juveniles who have been refused bail or remanded in custody. The JJO ensures that the juvenile has access to whatever welfare, social or legal services he or she may need.
- Providing reports to the court to assist the magistrate in making a final decision when the juvenile has been found guilty. The court reports outline the support networks and supervision options available for the juvenile.
- Supervising juveniles who have been placed on court orders by the magistrate with specific conditions of supervision. Juveniles may be supervised on recognizance or probation orders, community service orders, fine default orders, railway reparation orders and parole orders.
- Providing support and guidance to juveniles who have been discharged from a Juvenile Justice Centre.

Juvenile Justice Counsellors – responsible for:

- Providing intensive counselling to appropriate juveniles on supervised orders such as recognizance, probation and parole, and control orders.
- Assessing appropriateness of detainees in Juvenile Justice Centres for conditional discharge (prior to the sentence discharge date) under s. 24 (1)(c) of the Children (Detention Centres) Act 1987.
- Supervising juveniles who have been conditionally discharged from a Juvenile Justice Centre for the remainder of their sentences.

*Location of staff*

Staff are located in the following areas:

Juvenile Justice Officers

Sydney metropolitan area: Cabramatta, Rozelle, St Marys; and throughout New South Wales in non-metropolitan / rural areas.

Juvenile Justice Counsellors

Sydney metropolitan area: Liverpool, Stanmore, Blacktown. Also: Newcastle, Wollongong, and throughout New South Wales in non-metropolitan / rural areas.

Link with staff in Juvenile Justice Centres

*Bail*

Juvenile Justice Officers (JJO's) are responsible for managing bail matters related to their allocated juveniles. This may involve ensuring bail applications are lodged, and where the juvenile has been remanded to custody, bail refused. It may also involve locating an appropriate accommodation placement for a juvenile who has been granted bail, with a condition to live as directed by the department or the Juvenile Justice Officer.

Case management staff in Juvenile Justice Centres assist with bail matters, through liaising with the relevant JJO and ensuring that he or she is informed of centre work being undertaken with the detainee. Case management staff may also assist with bail accommodation placements if the JJO is having difficulties and the case management staff are aware of a suitable placement.

Juvenile Justice Centre staff usually follow up bail applications and reviews from the centre, although they ensure the JJO is aware of what is being done. Some Juvenile Justice Centres have JJO's rostered at their centre each day to manage bail matters. Case management staff do not attend court or provide court reports / information for bail matters.

### *Appeals*

Case management staff usually handle appeal proceedings, although they must liaise with the relevant JJO regularly. Case management staff must ensure that the detainee, family / significant other, JJO and legal representative have been consulted before an appeal is lodged. Case management staff do not attend court or provide court reports / information for appeal matters.

### *Background Reports*

Initial Background Report – JJOs / Counsellors are required to complete a Background / Court Report before a juvenile is sentenced, after being found guilty of an offence.

Once a juvenile is sentenced and admitted to a Juvenile Justice Centre a copy of the Background Report will be forwarded to the relevant centre. Case management staff use the Background Report information to initiate casework with the detainee. The report is used during the assessment and case conference stages of the casework process (for more information refer to the sub-section on case management services).

All Background Reports are attached to the detainee's D File for Juvenile Justice Centre staff to refer to. The most recent Background Report (written no more than six months ago) is also used as a Home Report for a detainee's application for leave, if the address is the same as the address on the leave application.

Offences in custody – in addition to the original Background Report (relating to the detainee's current control order), JJOs / Counsellors are required to provide a Background / Court Report regarding offences a detainee has committed in custody, for which he or she has been found guilty (eg., result of a centre incident).

Once a detainee has been charged by the police, operations staff are responsible for providing a "Report on an Alleged Offence in Custody" (JJ-A010) to the relevant JJO / Counsellor. This includes information on: circumstances of the offence, family contact, and community participation.

If the offence was escape from lawful custody the report also includes calculation of "street time". The JJO / Counsellor will use this information to prepare the Background Report, if the detainee is found guilty of the offence.

### *Conditional Discharge – s. 24(1)(c)*

Assessment – during the assessment stage a JJ Counsellor (IPU) will often require a series of written tasks from the detainee he or she is assessing (sometimes this is called "homework").

Case management staff and key workers are responsible for ensuring that the detainee completes these tasks and that the relevant JJ Counsellor receives the finished item (usually by facsimile). This written work forms part of the assessment process, with counselling conducted by the JJ Counsellor.

Recommendations – when a JJ Counsellor recommends a detainee for conditional discharge, he or she will request a progress / IPU report from the centre where the detainee is residing.

Case management staff are responsible for gathering and collating the requested information and preparing the final report. To do this, they must consult with staff who have been working directly with the detainee. The current case plan or case plan review should also be attached to the report.



Generally, centre staff also indicate if conditional discharge is supported by the centre in their report (which is co-signed by the Centre Manager).

### *Case conferences*

JJOs and JJ Counsellors are encouraged to attend all case conferences for their allocated detainees. Usually the JJO attends the initial case conference, as a means of passing on relevant information, and ensuring the continuum of service from the community to custody.

It would be very rare for a JJ Counsellor to attend an initial case conference, as he or she would not have had any contact with the detainee at this early stage.

Which officer attends the pre-discharge case conference depends on whether IPU are involved, for the purpose of conditional discharge, or if the detainee has an additional term on his or her order.

If there is an additional term, which means some type of supervision should be provided for the period of the additional term, either a JJO or JJ Counsellor will have responsibility for this. If there has not been any contact with IPU, or the detainee was assessed as unsuitable, the supervisor will be a JJO.

JJO / Counsellor attendance at the pre-discharge case conference is meant to ensure that a continuum of service is maintained, from custody to community. Case management staff pass on relevant and necessary information to community staff, to assist with successful community reintegration.

## Section 4

### Visits and Other Contacts

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## 4.1 Visits from family and significant others

### When to use this procedure

This procedure is used when a detainee's family or significant others visit him or her in a juvenile justice centre. Only visitors approved by the Manager or his or her delegate may visit a detainee.

A detainee may be visited by an approved family member or significant other:

- at least once immediately following his or her admission;
- at least twice per week, during the centre's published visiting times;
- any other time, with prior approval from the Manager or his or her delegate.

### Who uses this procedure

This procedure may be used by the following staff:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Program / Staff Development
- Program Co-ordinators (Operations) & (Clinical)
- Team Leaders
- Assistant Team Leaders (Programs)
- Team Supervisors
- Senior Youth Workers
- Programs staff (eg., recreation officers, vocational instructors, administration / clerical staff)
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers, specialist counsellors, etc.).

### Forms and records which may be used

The following forms and records may be used:

- JJ-A064: Record of Refusal / Termination of Visit
- JJ-A065: Refusal of Visit Return
- JJ-A063: Visitors Card
- JJ-A059: Record of Strip Search
- CIS Alert Register Report

- Unit Log Book.

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for Provision of a Protective Abuse-Free Environment</li> <li>• Policy for the Management and Prevention of Suicide and Self Harm Behaviour in Juvenile Justice Centres</li> <li>• Case Management Policy</li> <li>• Policy on the Design and Use of Incentive Schemes in Juvenile Justice Centres</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Objects of the Act – (1)(c) Family Relationships</li> <li>• 17 Private property</li> <li>• 37B Trafficking in alcohol, drugs or other things</li> <li>• 37C Unlawful entry into detention centre or communication with detainees</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 10 Property</li> <li>• 11 Books, newspapers, magazines, etc.</li> <li>• 12 Unauthorised possession of property</li> <li>• 13 Disposal of property</li> <li>• 14 Records to be kept concerning property</li> </ul> <p style="text-align: center;">PART 3 - VISITS AND COMMUNICATION:</p> <ul style="list-style-type: none"> <li>• 17 Visiting days and times</li> <li>• 18 Visits by relatives and friends</li> <li>• 23 Procedure for visits</li> <li>• 24 Articles not to be conveyed between visitors and detainees</li> <li>• 25 Refusal and termination of visits</li> </ul>

## Approval for visitors

A detainee's family and significant others may visit a juvenile justice centre only with the Manager's prior approval. In his or her absence the Co-ordinator Operations or Team Leader on duty may permit visitors access to the centre, but he or she must inform the Manager of that approval as soon as practicable following the visit.

There may be rare occasions where people request to visit a detainee out of hours. In these cases, the Team Leader on duty may approve the visit, if it is considered necessary and appropriate and does not affect the routines of the centre or the detainee. If this occurs, the Team Leader must inform the Manager or the Co-ordinator Operations as soon as possible following the visit.

A detainee should be consulted about the people he or she wishes and does not wish to receive visits from during detention.

Based on the detainee's age, and the reasons given by the detainee, the Manager must use his or her discretion in supporting the detainee's request. It must be noted that detainees who are 16 years old or over may refuse to receive any visitor: Children (Detention Centres) Regulation 1995, clause 25 (1).

There may be occasions when one or more close family members are not approved for visits. This may be due to such issues as violence in the home or child protection. It may be the case that the detainee is the perpetrator or presents a risk to a member of the family. Information about such issues should be treated sensitively, but may be used to determine approval and conditions of visits.

It should not be simply assumed that all close family members can be approved for visits (or even for telephone communication) without checking safety and legal issues within the family. For example, if an AVO has been issued to protect a close family member from the detainee, or vice versa, the conditions of the AVO should be checked by staff to prevent a breach.

Significant others who wish to visit a detainee must be interviewed by the Co-ordinator Operations or a Team Leader. Those senior officers should also consult with the Co-ordinator Casework, regarding any benefits and concerns about the visit. The proposed visitors must demonstrate a significant relationship with and knowledge of the detainee they have requested to visit. When considering approval for significant other people to visit a detainee consideration should always be made of cultural issues and the benefits of the contact in terms of community reintegration.

If approved, the initial visits by significant other visitors must be supervised closely by staff, and any concerns which staff might have must be reported to the Team Leader and discussed with the visitors by the Team Leader.

### Information for visitors

The family or significant others (acting in a parental role) of all detainees must be informed about visiting procedures in a variety of ways following a detainee's admission to the centre. It is the responsibility of Co-ordinators Operations to ensure those procedures occur. Family or significant others (acting in a parental role) must be informed about visits and procedures in the following ways:

- **Admission** When the parent / significant other is contacted by telephone at the time of admission, he or she must be informed of the visiting times of the centre and details of visiting procedures.
- **Admission letter** The letter to family or significant others, which is sent following a detainee's admission, must contain information about visits to the centre, including times and procedures.  
  
If accommodation for family or significant others is available at or near the centre, relevant information must also be included in this letter (including location of accommodation, cost, meals, procedures in accommodation facilities, etc.).

Information should also be given regarding financial assistance provided by the department for families to visit detainees in juvenile justice centres where they live a distance from the centre. This assistance can be organised by the Co-ordinator Casework or the detainee's Juvenile Justice Officer.

- **Visiting signs** There must be signs posted in the centre (in areas where visitors enter the centre) containing information about visiting times and procedures.

This information should also include an outline of the items which visitors are permitted and prohibited from taking into visiting areas or giving detainees during visits to the centre.

### Proof of identification

Visitors to a centre must present written proof of identification before they can visit. No visitor is permitted access to a centre without this type of identification. It is not sufficient for the visitor to provide information to staff about the detainee, which he or she believes proves his or her relationship with the detainee.

If a visitor cannot provide adequate written proof of identification, the Team Leader should be informed. The Team Leader must then refuse the visitor entry to the centre, in accordance with the procedures set out later in this Section on the refusal of visitors.

### Refusal and termination of visits

See clause 25 of the Children (Detention Centres) Regulation 1995.

The following staff may refuse or terminate a visit to a detainee:

- Centre Managers
- Co-ordinators Operations
- Team Leaders.

These staff can refuse a visit only if they believe the following may be adversely affected:

- the security, safety or good order of the centre;
- the health or well-being of the detainee.

A visit can be terminated if a visitor or detainee has committed a breach of:

- the Children (Detention Centres) Act or Regulation;
- a general routine of the centre;
- the visiting procedure of the centre.

If the visitor enters the property of the centre, refusals and terminations of visits must be recorded (using **JJ-A064**). For example, at some centres with perimeter fences visitors may be refused by staff at the fence point, before they enter the property. In these cases, unless considered necessary, recording the refusal is not required.

## Entry procedures for visitors

The entry procedures for visitors will vary between centres based on the level and type of security. The entry point for family or significant other visitors in low security centres must be at the most practical location, preferably closest to the entrance of the property. All other centres must designate a building, as close to the entrance of the centre as possible, for visitors to enter.

## Alerts register

Staff coordinating visitors' entry to the centre must have a current Alerts Register Report (extracted from the Client Information System – CIS). There will be times when a detainee has an alert which restricts or does not permit contact with certain people.

In addition to this, alerts which relate to behavioural issues (eg., management, self harm, etc.) may be relevant to supervision of visits. Staff responsible for monitoring and supervising the entry of visitors to the centre must refer to the Alerts Register Report for all detainees who receive visitors. The staff members supervising visits must be informed of any relevant information in CIS Alerts.

## Location of visiting areas

The location of visiting areas in centres will vary, depending on the level of security and size of the centre. In some centres there may be a number of visiting areas, with varying levels of restrictions on detainees and staff in each area.

Wherever possible, visiting areas should be as close as possible to the main entry point of the centre. This will restrict the movement of visitors in the general areas of the centre where other detainees are participating in routines and programs. It will also assist if there is a security problem or issue at the centre during visiting times, and visitors need to be escorted out of the centre as quickly and efficiently as possible.

The area where visits are conducted should be as secure as possible, allowing effective supervision by a range of staff working in the centre, in addition to those individual staff delegated direct responsibility for visiting procedures and supervision.

Where outside areas are designated for visiting, the area should be as small as possible, without not overly restricting the movement of detainees and visitors in that area. The size of the visiting area should be such to ensure that staff responsible for supervision and security of the area can undertake procedures in the most effective and least intrusive manner possible.

Where the normal visiting area is outdoors, there must be a designated internal, weather-proof and climate-controlled area. Co-ordinators Operations are responsible for ensuring that there are designated areas for this purpose, and that there are procedures (written and accessible to all staff) for the preparation and supervision of such areas.

## Supervision of visiting areas

There must be at least one staff member who has delegated direct responsibility to supervise any one visiting area.

When supervising visits, staff are responsible for the security of:

- the entire designated visiting area (physical surroundings);
- all detainees in the visiting area;
- all visitors in the visiting area;

- any other staff member in the visiting area;
- any items taken into the visiting area by staff, detainees or visitors.

No detainee is permitted to leave the visiting area without approval from staff who are supervising visits.

Co-ordinators Operations are responsible for ensuring that there are supervision procedures developed and provided to staff for outside visiting areas which ensure maximum security (eg., the supervisor positioned at a point which places visitors and detainees between him or her and the nearest buildings).

### Smoke-free visiting areas

Smoking is not permitted in any visiting area at any time. This applies to all people in visiting areas, including staff.

### Items permitted in visiting areas

There must be clearly defined restrictions on items which visitors are permitted to take into visiting areas. It is the responsibility of Co-ordinators Operations to determine items which are not permitted in visiting areas and not to be given to detainees. Visitors are not permitted to provide any detainee with an item which the centre defines as contraband.

Procedures and facilities must be in place at the centre for the security of visitors' personal items during the visiting period. This can be done in one of two ways:

- 1. Personal lockers for visitors**

All personal items must be placed in the locker and a key provided to the visitor, to retrieve his or her items at the completion of the visit.

During the visiting time, no visitor is permitted to attend the locker area to retrieve an item and then return to the visiting area.
- 2. Locked satchel bags (red)**

Personal items must be placed in a satchel bag and sealed by the staff responsible for the entry of visitors to the centre. A plastic seal must be placed on the satchel, sealing the items in the satchel.

The visitor is permitted to take the satchel into the visiting area with him or her, but the satchel must not be opened during the visiting time.

At the completion of the visit, staff who are supervising visitors leaving the centre must break the seals of all satchels and observe the visitors retrieving their personal items. If a seal is broken beforehand, the Team Leader must be informed and the visitor should not be permitted to leave until the Team Leader has attended.

Under no circumstances are visitors permitted to take mobile communication equipment (eg. telephones) into a visiting area. These must be switched off before the visit, and placed in the personal locker or satchel.

### Accommodation

Some juvenile justice centres have accommodation facilities for visitors on site. Family or significant others must be informed of the availability of accommodation. This must be done via the letter sent to family or significant others when detainees are admitted to the centre.



Information on centre accommodation must include:

- location of accommodation facilities;
- booking arrangements for accommodation – which must be done in advance of the visit;
- cost (if any) of accommodation;
- meals that can be provided to visitors, and cost (if any);
- procedures for the use of accommodation facilities and equipment in them, including security procedures.

Each centre must develop its own procedures for on-site accommodation facilities. Booking procedures must ensure adequate notice is provided to staff responsible for maintenance of the facility, and for ancillary staff, regarding meals, etc.

Centres must develop, and regularly update a register of accommodation facilities (eg., hostels, motels, hotels) in the local area where visitors can stay. The register must include the following for each accommodation facility:

- location;
- name, address and telephone number;
- cost (approximate);
- booking procedures;
- any other relevant information or procedures.

Information regarding financial assistance for families to visit should be readily available. Assistance for travel is organised by the local Juvenile Justice Officer and Co-ordinators Casework are responsible for accommodation assistance.

### Personal searches of detainees during and after visits

Centres must have clear procedures regarding searching after visits. The personal search after visits is a combined wand and clothed body search. A strip search may be conducted in exceptional circumstances based on the reasonable belief by staff that the detainee may possess an item of contraband (see Section 6.13 – “Personal searches of detainees”).

It is recommended that if a detainee leaves the visiting area during visits, and wishes or is permitted to return, he or she must be searched by staff. This should be a wand and clothed body search, unless directed otherwise by the Team Leader.

### Searches of visiting areas

Visiting areas must be thoroughly searched at the completion of visiting times. They must not be conducted until all visitors have left the centre and detainees have been returned to their respective Units or program areas. No detainee is permitted into a visiting area after visits until the area has been thoroughly searched by staff.

In centres where there is a security fence perimeter bordering the visiting area, a perimeter check must be completed by at least two staff, before any detainee is permitted in that area (see Section 6.10 – “Perimeter security”).

## Procedure for visits from family and significant others

*Before visits*

Responsible	Action Required
1 <b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> staff at the entry point for visitors have:               <ol style="list-style-type: none"> <li>1. a copy of the most recent Alert Register Report for your centre;</li> <li>2. all current detainees' Visitors Cards (JJ-A063);</li> <li>3. where it is centre procedure, an adequate number of red, sealable visitors bags.</li> </ol> </li> <li>• <b>Ensure</b> each of the staff responsible for supervising the visiting areas has an operational two-way radio.</li> <li>• <b>Ensure</b> staff are suitably clothed to supervise visiting areas.</li> </ul>
2 <b>Admissions staff / Operations Centre staff</b>  (staff responsible for entry of visitors)	<p><u>When a visitor arrives at the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Ask</b> the visitor who he or she wishes to visit.</li> <li>• <b>Check</b> the Alerts Register Report for any restrictions which may be placed on the detainee.</li> <li>• <b>Ask</b> the visitor to provide you with at least one form of <u>written</u> identification.</li> </ul> <p><u>If the visitor cannot produce written proof of identification, inform</u> him or her that written identification is a precondition for visiting. If the visitor insists on the visit, <b>contact</b> the Team Leader.</p> <ul style="list-style-type: none"> <li>• <b>Check</b> that the visitor's name is on the relevant detainee's Visitors Card, and that he or she is approved to visit. (JJ-A063)</li> <li>• <u>If the person is an approved visitor for that detainee, direct</u> the visitor to:           <ol style="list-style-type: none"> <li>1. sign the Visitors Card; (JJ-A063)</li> <li>2. enter the date of the visit on the Visitors Card.</li> </ol> </li> <li>• <b>Place</b> "active" Visitors Cards (ie., the cards for visitors who have entered the centre) separate from unused cards, to check visitors as they leave the centre.</li> <li>• <b>Contact</b> Unit staff and <b>request</b> that the detainee be escorted or directed to the visiting area.</li> <li>• <b>Inform</b> the visitor of the rules and expectations for visitors to the centre.</li> <li>• <b>Ask</b> the visitor if he or she has any personal items.</li> <li>• <u>If the visitor has personal items, inform</u> him or her the those items</li> </ul>

	<p>cannot be taken into the visiting area unless they are secured. <b>Direct</b> the visitor to:</p> <ol style="list-style-type: none"> <li>1. if lockers are available, place his or her personal items in one of the visitors lockers, and <b>provide</b> him or her with a key to that locker;</li> <li>2. if lockers are not available, place his or her personal items into a satchel bag and <b>seal</b> the satchel (plastic disposable seal). <b>Direct</b> the visitor to keep the satchel with him or her at all times and <u>not to break the seal</u> on the satchel until he or she returns to you, to leave the centre.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Direct</b> the visitor to the visiting area and <b>inform</b> him or her that visitors and detainees must remain there for the duration of the visit.</li> <li>• <b>Inform</b> the visitor that there will be at least one staff member supervising the visiting area and that he or she should direct any queries or concerns can be directed to that staff member.</li> <li>• <b>Contact</b> the staff member responsible for supervising the visiting area and <b>inform</b> him or her that visitors are attending the area, how many are attending, and the detainee they are visiting (<b>use</b> coded radio calls to identify detainees).</li> </ul>
3	<p><b>Unit staff</b></p> <p><u>When contacted by Admissions / Operations Centre staff:</u></p> <ul style="list-style-type: none"> <li>• Depending on the procedures of your centre: <ul style="list-style-type: none"> <li>• <u>either</u> <b>escort</b> the detainee to the visiting area;</li> <li>• <u>or</u> <b>send</b> the detainee to the visiting area and supervise his or her movement across the centre.</li> </ul> </li> <li>• <b>Ensure</b> an entry is made in the Unit Log Book, showing that the detainee has attended the visiting area, the approximate time, and adjust detainee numbers accordingly.</li> </ul>

### During visits

	Responsible	Action Required
4	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> you have a two-way radio. Before detainees and visitors enter the visiting area, <b>check</b> that the radio is operational, by contacting Admissions or the Operations Centre.</li> <li>• <u>When visitors arrive in the visiting area</u>, <b>ask</b> the name of the detainee he or she is visiting, and <b>direct</b> the visitor to a place in the visiting area where you can maintain adequate supervision.</li> <li>• <u>When the detainee arrives in the visiting area</u>, <b>direct</b> the detainee to their visitor and <b>ask</b> him or her to remain with that person for the duration of the visiting time (unless he or she needs to leave the visiting area for a valid reason, with your approval).</li> </ul>

	<p><u>While detainees are participating in visits:</u></p> <ul style="list-style-type: none"> <li>• <b>Position</b> yourself at a point in the visiting area where you can maintain supervision of all detainees and visitors in the area. If possible, <b>ensure</b> this is a position where you can be visible to other staff in the centre.</li> <li>• <b>Maintain close</b> supervision of all detainees and visitors in the area without being too intrusive.</li> <li>• <u>If there are any problems experienced with detainees or visitors,</u> <b>contact</b> the Team Leader immediately and <b>request</b> that he or she attend the visiting area.</li> <li>• When the Team Leader attends the visiting area, <b>inform</b> him or her of the problem and <b>follow</b> any directions given to you by the Team Leader.</li> </ul>
5	<p><b>Team Leader</b></p> <p><u>If the staff member supervising visits contacts you and requests that you attend the visiting area:</u></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the visiting area as soon as possible.</li> <li>• <b>Speak</b> to the staff member supervising visits about the problem.</li> <li>• <b>Speak</b> to the visitor and detainee and discuss the problem which was reported to you.</li> </ul> <p><u>If you believe the visit should be terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the visitor and detainee that the visitor is required to leave the centre.</li> <li>• <b>Contact</b> the Unit where the detainee resides and <b>inform</b> Unit staff that the visit has been terminated. Depending on the procedure at your centre, <b>direct</b> staff to: <ul style="list-style-type: none"> <li>• <u>either</u> collect the detainee from the visiting area;</li> <li>• <u>or</u> supervise the detainee on his or her return to the Unit.</li> </ul> </li> <li>• <b>Direct</b> two staff to search the detainee <u>before</u> he or she enters the Unit or program area.</li> <li>• <b>Escort</b> the visitor from the centre.</li> <li>• <u>If the visitor refuses to leave the centre,</u> <b>inform</b> him or her that you will contact the police if he or she continues to refuse to leave the centre.</li> <li>• <u>If the visitor continues to refuse to leave the centre,</u> <b>contact</b> the Co-ordinator Operations (if available), <b>discuss</b> the problem, and <b>determine</b> whether the police should be contacted to attend the centre.</li> </ul> <p>If the visitor is <u>actively threatening the security of the centre</u> physical force may be used – but only if physical force cannot be avoided.</p>

6	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <u>Before the published finishing time of visits</u>, <b>inform</b> detainees and visitors that they should begin to finish their visit.</li> <li>• <u>At the published finishing time for visits</u>, <b>direct</b> visitors to leave the visiting area and to collect their personal items at the exit (or other designated location) of the centre.</li> <li>• <b>Direct</b> the detainees in the visiting area to the location where they will be searched.</li> <li>• <b>Contact</b> the staff responsible for conducting the searches, and <b>inform</b> them that the detainee has completed his or her visit and is required to be searched.</li> <li>• <b>Contact</b> Unit staff where the detainee resides and <b>inform</b> them that the detainee has completed the visit and will be returned to his or her Unit / program area, following the personal search.</li> </ul>
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*After visits*

	<b>Responsible</b>	<b>Action Required</b>
7	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <u>When all detainees and visitors have left the visiting area</u>, <b>conduct a thorough</b> search of the visiting area, looking for items of contraband (ie., items not permitted in the centre and items which could be used as weapons).  This search must include:               <ol style="list-style-type: none"> <li>1. checking under all tables and chairs;</li> <li>2. checking in and under all rubbish bins, containers, etc.;</li> <li>3. checking in and around trees and shrubbery in the visiting area;</li> <li>4. checking in and around all toilet areas.</li> </ol> </li> <li>• <u>When you have searched the visiting area thoroughly</u>, <b>report</b> to the Team Leader and <b>inform</b> him or her:               <ol style="list-style-type: none"> <li>1. that the visiting session has finished;</li> <li>2. that a search has been completed;</li> <li>3. of any problems you experienced with detainees or staff, and the action taken;</li> <li>4. of any items found during the search of the visiting area.</li> </ol> </li> <li>• <u>If any contraband was found in the visiting area</u>, <b>give</b> it to the Team Leader, and <b>inform</b> him or her of the location in the visiting area where the items were found.</li> <li>• <b>Return</b> to the location / Unit where you are rostered (where applicable).</li> </ul>

8	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Assist</b> visiting area staff in supervising detainees' and visitors' movements out of the visiting area.</li> <li>• <u>If you are not present when the visiting area is vacated</u>, <b>ensure</b> the staff responsible for supervising the visiting area report to you when all detainees and visitors have left the visiting area.</li> <li>• <b>Ensure</b> staff supervising the visiting area conduct a <u>thorough</u> search of the entire visiting area. If inexperienced staff are responsible for this area, you must <b>attend</b> the area and <b>assist</b> and <b>instruct</b> them in correct search procedures.</li> <li>• <b>Ensure</b> all detainees who participated in visits are searched.</li> </ul>
9	<b>Admissions / Operations staff</b>	<ul style="list-style-type: none"> <li>• <u>When visitors return to your area to leave the centre</u>, <b>supervise</b> their collection of personal items: <ul style="list-style-type: none"> <li>• if the items were placed in lockers, <b>supervise</b> visitors retrieving their items and <b>collect</b> all locker keys;</li> <li>• if the items were placed in locked satchels, <b>cut</b> the seal on the satchel and allow the visitors to retrieve their personal items. <b>Ensure</b> empty satchel bags are secured for the next visiting time.</li> </ul> </li> <li>• <b>Check</b> that all the visitors who registered at the start of visiting time leave the centre by referring to the Visitors Cards. (JJ-A063)</li> <li>• <b>Return</b> the Visitors Cards to the designated storage or filing area or container. (JJ-A063)</li> </ul>
10	<b>Team Leader</b>	<p><u>If a visit was refused or terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Record of Refusal / Termination of Visit form (JJ-A064) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul> <p><u>If staff supervising the visiting area found any items of contraband:</u></p> <ul style="list-style-type: none"> <li>• <b>Collect</b> the items from those staff.</li> <li>• <u>If it is known which detainee is responsible for the contraband</u>, <b>attend</b> the Unit where the detainee resides as soon as possible, and <b>interview</b> him or her about the contraband.</li> <li>• Depending on the type of item found: <ul style="list-style-type: none"> <li>• <u>either follow</u> the procedure for managing minor misbehaviour (see Section 5.2);</li> <li>• <u>or follow</u> the procedure for managing incidents (see Section 7.12 – "Substance use / possession").</li> </ul> </li> </ul>
11	<b>Co-ordinator Operations</b>	<p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the Team Leader completes a Record of Refusal / Termination of Visit form (JJ-A064) and submits it to you.</li> <li>• <b>Check</b> the Record of Refusal / Termination of Visit form (JJ-A064), <b>sign</b> it and <b>submit</b> to the Manager.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the Record of Refusal / Termination form is entered on the Refusal of Visit Return (JJ-A065).</li> <li>• <b>Inform</b> the Co-ordinator Casework of the refusal / termination, and the reasons for this action.</li> <li>• <b>Ensure</b> the Refusal of Visit Return (JJ-A065) is completed and sent to the Cluster Director, within 10 days after the end of the month when the termination occurred.</li> </ul>
12	<p><b>Co-ordinator Casework</b></p> <p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• Where applicable, <b>inform</b> the relevant Caseworker or Key Worker of the action.</li> <li>• Where applicable, <b>contact</b> the relevant Juvenile Justice Officer or Counsellor and <b>inform</b> him or her of the action.</li> <li>• <b>Ensure</b> a <u>brief</u> entry is made in the detainee's Case File (D File attachment).</li> <li>• Where appropriate, <b>discuss</b> the refusal / termination with the detainee as soon as possible.</li> </ul>

## 4.2 Community groups and representatives

### When to use this procedure

This procedure is used when community groups or representatives visit a juvenile justice centre, for the purpose of:

- presenting programs (group or individual) to detainees;
- using centre facilities and resources (eg., conference facilities, sport or recreation facilities).

This excludes individuals from community groups who visit individual detainees (eg. for counselling).

Community groups or representatives who may visit a centre and use centre facilities include:

- welfare / youth agencies – to conduct detainee programs or attend meetings and conferences for their agency;
- sporting organisations or teams – either to present sport and recreation programs to detainees, or for sporting events or training sessions;
- other organisations whose services are relevant to detainee programming.

A community group or representative is not permitted to visit a juvenile justice centre without the Manager's prior approval, or in his or her absence that of the Co-ordinator Operations.

This procedure does not apply to Juvenile Justice Community Services, as Juvenile Justice Officers / Counsellors are departmental officers.

## Who uses this procedure

This procedure may be used by the following staff:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Program Co-ordinators (Operations) & (Clinical)
- Team Leaders
- Assistant Team Leaders (Programs)
- Assistant Team Leaders
- Team Supervisors
- Senior Youth Workers
- Programs staff (eg., recreation officers, vocational instructors, ancillary staff, administration / clerical staff)
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers, specialist counsellors, etc.).

## Forms and records which may be used

The following forms and records may be used:

- Official Visitors Book
- JJ-A064: Record of Refusal / Termination of Visit
- JJ-A065: Refusal of Visit Return
- JJ-A068: Request for community group / representative visit
- Unit Log Book
- Admissions Diary / Movements Sheet
- Operations Centre Diary (where applicable).

## Related policies and procedures

The following policies and procedures are relevant to this procedure:



In the:	Go to section or policy:
Juvenile Justice Centres Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> <li>• Policy on Community and Staff Use of Resources</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Objects of the Act</li> <li>• 37C Unlawful entry into detention centre or communication with detainees</li> <li>• 37D Disclosure of information obtained in the administration etc. of this Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 7 Health and medical attention</li> <li>• 8 Maintenance of physical well-being of detainees</li> <li>• 11 Books, newspapers, magazines, etc.</li> <li>• 21 Visits to Aborigines</li> <li>• 22 Other visits</li> <li>• 23 Procedure for visits</li> <li>• 24 Articles not to be conveyed between visitors and detainees</li> <li>• 15 Education and training</li> <li>• 16 Religious observance</li> <li>• 36 Order generally</li> </ul>

### Approval for visits from community groups / representatives

All visits to a juvenile justice centre by community groups or representatives must be approved by the Manager. In his or her absence the Co-ordinator Operations may approve access to the centre and inform the Manager as soon as practicable following that approval.

Wherever possible, requests for community groups or representatives to visit the centre must be submitted to the Manager at least two weeks in advance of the proposed visit / program. This will allow for consideration to be given to the request, security requirements and the possible need for police security checks to be conducted for the proposed visitors.

If the visitors will be attending the centre on more than one occasion over a period of time, as part of the one program or project, only one request prior to the start of the program or project is necessary. The initial approval will apply for the duration of the program / project, unless any problems are experienced. Problems or concerns must be reported to the Manager, and the continuation of the program must be reconsidered, in the light of the problem reported.

If the group or representative will be conducting a program with detainees, details of the program must be submitted in advance of the visit. In the first instance, the program should be submitted to the relevant Co-ordinator, as delegated by the Manager (eg., a groupwork program for

detainees should be submitted to the Co-ordinator Programs / Staff Development, who will consult with casework and Centre Support Team staff regarding its appropriateness).

Any program submission should be seen by the Co-ordinator Programs / Staff Development, for inclusion in the centres programming information.

## Security

Where detainees will be participating in a program conducted by a community group, and those detainees will not be supervised by centre staff, a police security check must be conducted prior to the program commencing. No member of the group is permitted to visit the centre, use centre facilities or participate in any programs until a police security check has been completed.

For this reason, it is very important that requests for community group visits to the centre are submitted as early as possible, to ensure other centre programs are not affected. Co-ordinators are responsible for informing staff under their supervision of this requirement, for program efficiency.

If, as a result of a police security check, the Director-General or his or her delegate does not give permission for an individual or group to attend the centre, under no circumstance is a person or group permitted access to the centre.

Every time the group or representative attends the centre they must sign the Official Visitors Book (ie., the book for outside visitors, not the "Official Visitor").

At the time of the initial visit (prior to that day is preferable) the Co-ordinator Operations (in his or her absence, the Team Leader on duty) must inform the community group or representative of security procedures they are required to follow during their visit. These include:

- areas into which they are and are not permitted;
- items which are permitted and prohibited in the centre;
- items which are permitted / prohibited to be given to detainees during the program / activity;
- the location of security equipment – for example, telephones and duress alarms;
- who to report problems with staff and detainees to during the program / activity;
- ways in which they should notify staff if they experience problems;
- the requirement for them to adhere to confidentiality guidelines, recognising the security needs of the centre;
- the nature of relationships they should establish and maintain with detainees.

The groups or representatives must be escorted by staff to the designated area for their program or activity. During this time they must be supervised closely, but in the least intrusive manner possible.

Detainees in contact with community groups or representatives must be supervised closely, and staff responsible for those detainees must ensure detainees conduct themselves in an appropriate manner. Programs or activities for which the Manager has approved no supervision by staff are, of course, exempted.

## Procedure for community group / representative visits

### Before visits

That is, either when the co-ordinator has approached a community group or representative to attend the centre for a program or activity; or when a community group or representative has approached a staff member (potential co-ordinator of the visit) about attending the centre.

Note: the title "co-ordinator of visit" in this context refers to the centre staff member responsible for co-ordinating the community visit and liaising with the community group or representative.

Responsible	Action Required
1 <b>Co-ordinator of visit</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Request for Community Group / Representative Visit form (JJ-A068). If additional information is required to complete the form, <b>contact</b> the community group or representative.</li> <li>• <b>Contact</b> the community group or representative. Where relevant, <b>inform</b> them that a police security check must be conducted for all representatives who will be visiting (see Section 4.1 on security for these procedures).</li> <li>• For the purpose of the security check, <b>ask</b> the community group or representative to provide the following information about all representatives of their agency who will be visiting the centre:               <ol style="list-style-type: none"> <li>1. full name (including any other names, and previous names they have used);</li> <li>2. date of birth;</li> <li>3. place of birth (town / city and country);</li> <li>4. current address (if they have changed address recently, they should also provide their previous address).</li> </ol> </li> <li>• <b>Submit</b> the Request for Community Group / Representative Visit form (JJ-A068) to the Manager. <u>This must be done at least two weeks (preferably more) prior to the proposed commencement time of the program or project.</u></li> </ul>
2 <b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> that all necessary details are included on the Request for Community Group / Representative Visit form. (JJ-A068)</li> <li>• <b>Discuss</b> the request with the relevant Co-ordinator (ie. Operations, Programs / Staff Development, Casework) <u>before completing the approval details section.</u></li> <li>• <b>Complete</b> the approval details and:               <ul style="list-style-type: none"> <li>• if you approve the visit – <b>include</b> specific instructions for staff and visitors to follow during the visit;</li> <li>• if you do not approve the visit – <b>include</b> reasons for the non-approval.</li> </ul> </li> <li>• <u>If you have approved the visit, pass</u> the Request for Community Group</li> </ul>

	<p>/ Representative Visit form (JJ-A068) to the Personnel / Payroll staff to initiate police security checks, where applicable.</p> <ul style="list-style-type: none"> <li>• <u>If you have not approved the visit</u>, <b>return</b> the Request form to the co-ordinating staff member, or the relevant Co-ordinator.</li> </ul>
3	<p><b>Co-ordinator Operations</b></p> <p><u>If the visit has been approved by the Manager and the program or activity involves detainee participation:</u></p> <ul style="list-style-type: none"> <li>• Where necessary, <b>liaise</b> with the Personnel / Payroll staff regarding police security checks.</li> <li>• <b>Ensure</b> you follow up the police security checks regularly, so the program can start on the planned date.</li> </ul> <p><u>When police security checks have been returned:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> relevant details and information are entered on the request for Community Group / Representative Visit form. (JJ-A068)</li> <li>• <b>Return</b> the completed request form to the co-ordinating staff member.</li> </ul> <p><u>If the visit was not approved by the Manager:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Record of Refusal / Termination of Visit form (JJ-A064) and <b>submit</b> it to the Manager.</li> <li>• <b>Ensure</b> the refusal is recorded on the Refusal of Visit Return (JJ-A065).</li> <li>• <b>Ensure</b> the completed (monthly) Refusal of Visit Return is submitted to the Cluster Director, no later than 10 days after the end of the month.</li> <li>• <b>Ensure</b> the co-ordinating staff member is informed.</li> </ul>
4	<p><b>Co-ordinator of visit</b></p> <ul style="list-style-type: none"> <li>• <b>Retrieve</b> the Request for Community Group / Representative Visit form. (JJ-A068)</li> <li>• <b>Make</b> copies of the form and <b>distribute</b>, as directed on the form.</li> <li>• <b>Submit</b> the original of the form to the Co-ordinator Programs / Staff Development, for attachment to the relevant Program File.</li> </ul> <p><u>If the request is NOT approved:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the community group or representative and <b>inform</b> him or her that the request has not been approved and <b>explain</b> the reasons for the decision.</li> </ul> <p><u>If the request is approved:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the community group or representative and <b>inform</b> him or her that the request has been approved. <b>Verify</b> the details of the program with the representative and <b>confirm</b> the dates and starting times of the program.</li> <li>• <b>Discuss</b> the program or activity with the Co-ordinator Programs / Staff Development, and <b>seek</b> direction from him or her regarding your role</li> </ul>

	<p>and responsibilities for the program.</p> <ul style="list-style-type: none"> <li>• <b>Discuss</b> security requirements with the Co-ordinator Operations.</li> <li>• <u>If other staff will be involved in the program or activity</u>, <b>inform</b> them of the approval, details of the program or activity and their roles and responsibilities.</li> <li>• <b>Arrange</b> all necessary resources and equipment <u>well in advance</u> of the starting day.</li> </ul>
5	<p><b>Co-ordinator Programs / Staff Development</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the request for Community Group / Representative Visit form (JJ-A068) is filed appropriately, for future reference.</li> <li>• <b>Ensure</b> the co-ordinating staff member has been informed of all requirements of him or her, and that all necessary resources and equipment are arranged in advance of the program or activity.</li> </ul>
6	<p><b>Co-ordinator of visit</b></p> <ul style="list-style-type: none"> <li>• <u>At the time of approval</u>, <b>contact</b> Admissions or Operations Centre staff (depending on the procedure of your centre), and <b>inform</b> them of: <ol style="list-style-type: none"> <li>1. the day, date and time the community group or representative will be visiting the centre;</li> <li>2. the names of <u>all</u> the people who will be visiting;</li> <li>3. the expected duration of the visit;</li> <li>4. your name, as the co-ordinator and contact person for the visit;</li> <li>5. the location where the visit will be taking place.</li> </ol> </li> <li>• <b>Request</b> that Admissions or Operations Centre staff (depending on the procedure of your centre) record the visit details in the Admissions diary.</li> </ul>
7	<p><b>Admissions staff OR Operations Centre staff</b></p> <ul style="list-style-type: none"> <li>• <b>Record</b> all relevant information regarding the visit in the diary.</li> </ul>

*During the visit*

	Responsible	Action Required
8	<b>Co-ordinator of visit</b>	<ul style="list-style-type: none"> <li>• On the day of the visit, <b>ensure</b> you are at the centre and available, prior to the agreed time of arrival of the community group or representative.</li> <li>• <b>Attend</b> the Admissions area / Operations Centre at the planned time of arrival.</li> <li>• <b>Assist</b> Admissions or Operations staff with visitor entry procedures.</li> </ul>

9	<b>Admissions staff OR Operations Centre staff</b>	<ul style="list-style-type: none"> <li>• <u>If the co-ordinating staff member is not present, contact him or her and request that he or she attend the area. Do not admit visitors until the co-ordinating staff member has attended.</u></li> <li>• <b>Check</b> the names of the visitors with the information provided by the co-ordinating staff member. Any additional visitors must be spoken to and approved by the Co-ordinator Operations or the Team Leader on duty.</li> <li>• If there are any concerns about the visitors, or there are people who have not been approved, <b>contact</b> the Team Leader on duty.</li> <li>• <b>Inform</b> visitors of the rules and expectations for visitors to the centre, including items which are not permitted unsecured in an area with detainees.</li> <li>• <b>Ask</b> visitors if they have any personal items. There may be items visitors require for the program or activity. They may be allowed to take those items into the centre after they have been searched.</li> <li>• <u>If the visitor has personal items, inform him or her that such items are not permitted unsecured into detainee areas. This includes mobile telephones</u> (regardless of the reasons given by the visitor for wishing to keep the phone in his or her possession).</li> <li>• <b>Direct</b> the visitor: <ul style="list-style-type: none"> <li>• <u>either</u> (if lockers are available) to place his or her personal items in one of the visitors' lockers, and <b>provide</b> him or her with a key to that locker;</li> <li>• <u>or</u> (if lockers are not available) to place his or her personal items into a satchel bag, and <b>seal</b> the satchel (plastic disposable seal). <b>Direct</b> the visitor to keep the satchel with him or her at all times and <u>not</u> to break the seal on the satchel.</li> </ul> <p>Alternative arrangements can occur, but only with the approval of the Co-ordinator Operations.</p> </li> <li>• <b>Ensure</b> the co-ordinating staff member directs all visitors to sign the Official Visitors Book.</li> </ul>
10	<b>Co-ordinator of visit</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all visitors sign the Official Visitors Book.</li> <li>• <b>Inform</b> the visitors of any special instructions or requirements, as directed by the Manager or other relevant Co-ordinator (these should be contained on the Request for Community Group / Representative Visit form – JJ-A068).</li> <li>• <u>If there are staff supervising detainees in the Unit or area where the program or activity will be conducted, contact those staff and inform them about the program.</u></li> <li>• <b>Maintain</b> close supervision of the visitors and any detainees in the area as you move to the designated Unit or area where the program or activity will be conducted.</li> </ul>

	<p><u>When you arrive at the designated area:</u></p> <ul style="list-style-type: none"> <li>• <u>If detainees are participating in the program or activity, conduct</u> a head count of all detainees, <b>check</b> numbers with any other staff in the area, and <b>continue</b> to conduct head counts during the program or activity.</li> <li>• <u>If there are other staff supervising or participating in the program or activity, discuss</u> supervision and security responsibilities that each staff member will undertake during the program or activity.</li> <li>• <b>Supervise</b> detainees, other staff and visitors in a manner which ensures safety and security for all people in the area and the centre, but in the least intrusive way.</li> <li>• <u>If any problems are experienced with detainees, visitors or security, contact</u> the Team Leader and <b>ask</b> him or her to attend the area. When the Team Leader attends the area <b>inform</b> him or her of the problem and <b>follow</b> any directions given to you by the Team Leader.</li> </ul>
11	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• Wherever possible, <b>attend</b> the designated program or activity area, <b>ensure</b> staff are supervising detainees and visitors effectively and security procedures are being followed.</li> <li>• <u>If the co-ordinating staff member reports any problems, attend</u> the area as soon as possible and <b>discuss</b> the problems with staff in the area. <b>Direct</b> staff to undertake procedures to effectively address the problem. These may include terminating the visit.</li> </ul> <p><u>If you decide to terminate the visit:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the co-ordinating staff member of your decision.</li> <li>• With the co-ordinating staff member's assistance, <b>approach</b> the visitors and <b>inform</b> him or her that the visit is terminated and the reasons for the decision.</li> <li>• <b>Ask</b> the visitors to leave the centre.</li> <li>• <b>Escort</b> the visitors to the exit point of the centre, <b>supervise</b> the collection of any personal items and <b>escort</b> the visitors out of the centre.</li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the termination and the reason for that decision.</li> <li>• <b>Follow</b> procedures below on what to do once a visit has been terminated.</li> </ul>

*After the visit*

Responsible	Action Required
12 Co-ordinator of visit	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the visit or program has been completed.</li> <li>• <b>Wait</b> with detainees until they have been collected from the area, to be</li> </ul>

	<p>searched. <u>Do not leave the area until all participating detainees have been escorted from the area.</u></p> <ul style="list-style-type: none"> <li>• <b>Escort</b> the visitors to the Admissions or Operations Centre (depending on the procedure at your centre) and <b>assist</b> them in retrieving any personal items that were secured at the time of arrival.</li> <li>• <u>If it is planned that the group or representative will return, confirm</u> the day, date and time of their next visit.</li> <li>• <b>Inform</b> Admissions or Operations Centre staff of the arrangements for the next visit <u>before</u> you leave the centre that day.</li> </ul>
13	<p><b>Team Leader</b></p> <p><u>When contacted by the co-ordinating staff member and informed the program or activity has finished:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> appropriate staff to collect the detainees who participated and to conduct personal searches of each detainee.</li> <li>• Where possible, attend the search area and supervise staff and detainees during the search procedure (for more information see Section 6.13 – “Personal searches of detainees”).</li> </ul>
14	<p><b>Admissions staff OR Operations centre staff</b></p> <ul style="list-style-type: none"> <li>• <u>When visitors return to your area, to leave the centre, supervise</u> their collection of personal items, where applicable: <ul style="list-style-type: none"> <li>• if the items were placed in lockers, <b>supervise</b> visitors retrieving their items and collect all locker keys;</li> <li>• if the items were placed in locked satchels, <b>cut</b> the seal on the satchel and <b>allow</b> the visitors to retrieve their personal items. <b>Ensure</b> empty satchel bags are secured for the next visiting time.</li> </ul> </li> <li>• <b>Check</b> that all the visitors who registered before the visit leave the centre, referring to the Official Visitors Book.</li> </ul>
15	<p><b>Team Leader</b></p> <p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Record of Refusal / Termination of Visit form (JJ-A064) and <b>submit</b> to the Co-ordinator Operations.</li> </ul> <p><u>If staff supervising the area found any items of contraband:</u></p> <ul style="list-style-type: none"> <li>• <b>Collect</b> the items from those staff.</li> <li>• If considered appropriate and necessary, <b>speak</b> to the detainees who participated in the visit, regarding the contraband.</li> <li>• Depending on the type of item found, and if a detainee admits to the contraband: <ul style="list-style-type: none"> <li>• <u>either follow</u> the procedure for managing minor misbehaviour (see Section 5.3);</li> <li>• <u>or follow</u> the procedure for managing incidents (see Section 7.12).</li> </ul> </li> <li>• <b>Report</b> any contraband found to the Co-ordinator Operations, when he or she next attends the centre. If the matter is being dealt with as an incident, report to the Co-ordinator Operations immediately.</li> </ul>



16	<b>Co-ordinator of visit</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> any reports as directed by the Team Leader <u>before you leave the centre on that day</u> (eg. if there was an incident or problems with detainee behaviour, you will be required to report on the events).</li> <li>• <b>Report</b> to your supervisor or the relevant Co-ordinator, and <b>inform</b> him or her about the program, how it was conducted and any problems you experienced.</li> <li>• <b>Complete</b> reports and evaluations of the program / activity as directed.</li> </ul>
17	<b>Co-ordinator Operations</b>	<p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the Team Leader completes a Record of Refusal / Termination of Visit form (JJ-A064) and submits the form to you.</li> <li>• <b>Check</b> the Record of Refusal / Termination of Visit form (JJ-A064), <b>sign</b> it and <b>submit</b> the form to the Manager.</li> <li>• <b>Ensure</b> the Record of Refusal / Termination form is entered on the Refusal of Visit Return (JJ-A065).</li> <li>• <b>Inform</b> the relevant Manager of the refusal / termination, and the reasons for this action.</li> <li>• <b>Ensure</b> that the Refusal of Visit Return (JJ-A065) is completed and submitted to the Cluster Director, no later than 10 days after the end of the month when the termination occurred.</li> </ul>
18	<b>Manager</b>	<p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the Record of Refusal / Termination form (JJ-A064) and <b>sign</b> it.</li> </ul>
19	<b>Co-ordinator Programs / Staff Development OR Co-ordinator Casework</b>  (depending on type of program and the service responsible)	<p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Discuss</b> the termination and the reasons for the decision with the Co-ordinator Operations.</li> <li>• With the Co-ordinator Operations, <b>determine</b> if the community group or representative should be permitted to return to the centre (considering any directions or policies of the Manager).</li> <li>• <b>Contact</b> the relevant community group or representative and:           <ol style="list-style-type: none"> <li>1. <b>discuss</b> the termination and reasons for the termination of the visit;</li> <li>2. <b>inform</b> him or her of the centre decision as to whether they are permitted to return to the centre.</li> </ol> </li> <li>• <b>Prepare</b> a letter from the Manager, documenting the reasons for the termination and the centre decision as to whether the community group or representative can return to the centre.</li> <li>• <u>When the Manager has signed the letter</u>, <b>forward</b> it to the agency and <b>ensure</b> a copy is appropriately filed for future reference.</li> <li>• <b>Inform</b> all other Co-ordinators (in a meeting forum), of the outcome of the visit and the termination, to ensure centre representatives receive and report consistent information.</li> </ul>

### 4.3 Official visitors

#### When to use this procedure

This procedure is used when an Official Visitor attends a juvenile justice centre. The specific purpose of the Official Visitors Scheme is to deal with detainee complaints and grievances.

Official Visitors are assigned responsibility for one or two juvenile justice centres, to visit on a regular basis. There will be times when one juvenile justice centre has two assigned Official Visitors (eg., larger centres, or centres with specialised programs).

#### Purpose of the scheme

Official Visitors are appointed by the Minister responsible for Juvenile Justice to provide independent monitoring of the operations of juvenile justice centres and advocacy services for detainees.

#### Aim of the scheme

To protect the rights of young people in juvenile justice centres and to assist these young people and their families to raise and resolve issues of concern to them.

#### Role of the Official Visitor

The role of the Official Visitor is to:

- advocate for the resolution of complaints made by or on behalf of young people in detention;
- provide a stable framework for the positive resolution of issues and difficulties;
- provide an independent mechanism for the review of administrative decisions and policies, as well as providing important information to young people in detention;
- report on incidents of assault or abuse and systemic issues;
- provide a fresh and independent perspective on the operations of the juvenile justice centre and identify possible improvements to general operations and service to groups or individuals.

#### Who uses this procedure

This procedure may be used by the following staff:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Program Co-ordinators (Operations) & (Clinical)
- Team Leaders
- Assistant Team Leaders (Programs)

- Assistant Team Leaders
- Team Supervisors
- Senior Youth Workers
- Programs staff (eg., recreation officers, vocational instructors, ancillary staff, administration / clerical staff)
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers, specialist counsellors, etc.).

### Forms and records which may be used

The following forms and records may be used:

- Official Visitors Book (sign in / out)
- Official Visitors – Visit Report
- Visitors Diary
- Unit Log Book
- Admissions Diary
- Operations Centre Diary (where applicable).

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for Provision of a Protective Abuse-Free Environment</li> <li>• Policy and Procedure on Client Complaints (September 1998)</li> <li>• Official Visitors for Juvenile Justice Centres – Visitor Manual</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Objects of the Act</li> <li>• 8A Official Visitors</li> <li>• 37D Disclosure of information obtained in the administration etc. of this Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 8 Maintenance of physical well-being of detainees</li> <li>• 22 Other visits</li> <li>• 23 Procedure for visits</li> <li>• 36 Order generally</li> </ul>

## Role of Manager in official visits

The role of the Manager is to:

- Ensure all young people in the centre are informed about the Official Visitor Scheme and are given the name of the Official Visitor.
- Give a new Official Visitor a thorough briefing on the operations of the centre.
- Provide all information and assistance necessary for the Official Visitor to properly carry out his or her duties.
- Notify all staff and juveniles in advance of the date and time the Official Visitor will be in attendance where advance notice has been given.
- Under normal circumstances, allow the Official Visitor unfettered access to inspect any part of the centre and make any inquiries he or she thinks fit.
- Provide a private place where residents can confidentially discuss matters with the Official Visitor.
- Give the Official Visitor a brief update on the operations of the centre on his or her arrival.
- Inform the Official Visitor on his or her next visit of action taken to resolve or reduce the problems brought to the Manager's attention on the previous visit.
- Inform the Official Visitor if a detainee requests to see him or her urgently.
- Make arrangements for a detainee to have a private telephone conversation with the Official Visitor at the latter's request.
- Only deny the Official Visitor access to the centre in exceptional circumstances, where access would threaten security or the welfare of the juveniles or staff.
- Notify the Director General immediately if access has been denied and note the denial of access in the unit log.
- Explain to the Official Visitor immediately why access was denied and prepare an urgent report for the Minister if the Official Visitor does not accept the explanation.
- Inform the Senior Official Visitor if the designated Official Visitor does not visit the juvenile justice centre as required.

## Contact person for Official Visitors

If the Manager wishes to discuss matters regarding Official Visitors or any part of the Visitors Scheme, he or she must contact the Senior Visitor.

## Access to centre records

Official Visitors must be given access to all centre records relevant to their role and the issues they are attempting to resolve. These must be provided to the extent necessary to allow them to effectively carry out the functions and duties of the office.

Access to detainee records can only occur following the approval of the detainee concerned, where that detainee is 12 years of age or above. However, in such cases, Managers have the

right to override a detainee's refusal, where the Manager is of the opinion that it is in the best interests of the detainee to do so.

### Access to detainees

Official Visitors must be given access to all detainees who have requested to see them, and any detainees the Official Visitor has requested to see.

### Procedure for visits from Official Visitors

#### *Before the visit*

Note: Official Visitors are not required to give notice of a visit and will occasionally visit without notice.

Responsible	Action Required
1 <b>Manager</b>	<p><u>When the Official Visitor contacts you and informs you of the day, date and time of his or her next visit:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Co-ordinator Operations.</li> <li>• <b>Direct</b> the Co-ordinator Operations to ensure staff and detainees are informed <u>in advance</u> of the day, date and time when the Official Visitor will be attending the centre.</li> <li>• <b>Ensure</b> all action required to be undertaken after the Official Visitor's last visit is complete or prepared for discussion.</li> <li>• If there is action which still needs to be taken, <b>ensure</b> relevant staff are informed and every effort is made to attend to the issue.</li> </ul> <p><u>If access is denied because it would threaten the security or welfare of the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Official Visitor.</li> <li>• <b>Discuss</b> and agree on an alternative day, date and time with the Official Visitor.</li> <li>• <b>Notify</b> the Director-General via the Cluster Director immediately that access was denied.</li> <li>• If the Official Visitor does not agree with the reasons for the denial of access, <b>prepare</b> an urgent report for the Minister (Briefing Note).</li> </ul>
2 <b>Co-ordinator Operations</b>	<p><u>When the Manager has informed you of the day, date and time that the Official Visitor will be attending the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b>, in turn, the following staff: <ol style="list-style-type: none"> <li>1. Co-ordinator Casework and Co-ordinator Programs / Staff Development;</li> <li>2. Unit staff;</li> <li>3. Admissions and Operations Centre staff.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> Admissions staff enter the visit details in the admissions diary.</li> <li>• <b>Ensure</b> that Unit staff enter the information in Unit Log Books.</li> </ul>
3	<p><u>When you have been informed of the day, date and time the Official Visitor will be attending the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> all detainees in your unit. It may be necessary for you to <b>explain</b> the purpose of the Official Visitor Scheme to new detainees. If you cannot provide adequate information you must <b>ask</b> another staff member to assist.</li> <li>• <b>Enter</b> the day, date and time of the proposed visit in the Unit Log Book, also <b>noting</b> you have informed detainees in the Unit.</li> </ul>
4	<p><u>When you have been informed of the day, date and time the Official Visitor will be attending the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Enter</b> the day, date and time of the proposed visit in the Admissions Diary, and <b>ensure</b> all Admissions staff (especially those who will be on duty on the proposed day) are aware of the details of the visit.</li> </ul>

#### During the visit

	Responsible	Action Required
5	Admissions staff OR Operations centre staff	<ul style="list-style-type: none"> <li>• When the Official Visitor arrives <b>direct</b> him or her to the Manager, or in his or her absence to one of the Co-ordinators of the centre.</li> </ul>
6	Manager	<ul style="list-style-type: none"> <li>• <b>Inform</b> the Official Visitor of the outcome of any action required after of his or her last visit to the centre.</li> <li>• <b>Provide</b> a brief update of the operations of the centre.</li> <li>• <b>Allow</b> the Official Visitor to have access to any records he or she requests, while ensuring the safety and security of detainees.</li> <li>• <b>Ensure</b> the Official Visitor is given access to all detainees who request to see him or her, and to any facilities he or she requires to conduct the visit.</li> </ul>
7	Unit / supervising staff	<ul style="list-style-type: none"> <li>• <b>Allow</b> any detainee under your supervision, who requests to speak with the Official Visitor, to do so.</li> <li>• <b>Ensure</b> an entry is made in the Unit Log Book, noting that the Official Visitor entered your Unit, but <b>do not keep</b> a record of the names of the detainees visited by the Official Visitor.</li> <li>• Wherever possible, <b>provide</b> the Official Visitor with a private area for discussions, for confidentiality.</li> <li>• <b>Ensure</b> that staff and detainees cannot hear any discussion the Official Visitor has with any detainee or staff member.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>If a detainee who has requested to speak to the Official Visitor is in another area of the centre</u>, <b>inform</b> the staff in that area and <b>ensure</b> the detainee has the opportunity to speak to the Official Visitor, by: <ul style="list-style-type: none"> <li>• <u>either arranging</u> for the detainee to be escorted to your area or unit;</li> <li>• <u>or directing</u> the Official Visitor to the area where the detainee is located.</li> </ul> </li> <li>• <b>Report</b> any difficulties regarding the Official Visitor, or detainees speaking with the Official Visitor, to the Manager or his or her representative.</li> </ul>
8	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the Official Visitor is allowed access to areas as requested, while maintaining the safety and security of detainees, staff and the Official Visitor.</li> <li>• <b>Ensure</b> Unit / supervising staff assist the Official Visitor wherever possible.</li> </ul>

#### After the visit

	Responsible	Action Required
9	<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Discuss</b> all matters raised by staff and detainees with the Official Visitor and <b>inform</b> him or her of what action has been taken to date by the centre to address those matters.</li> <li>• Through discussion with the Official Visitor, <b>discuss</b> and <b>agree</b> on action to be taken by you.</li> <li>• <b>Ensure</b> the Official Visitor is provided with all necessary records to assist him or her in resolving any matters, while maintaining the safety and security of the centre and individual detainees.</li> </ul> <p><u>Following discussions with the Official Visitor:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the relevant Co-ordinators of any action which needs to be taken by the centre and <b>direct</b> them to ensure that staff under their supervision undertake that action as soon as practicable.</li> </ul>
10	<b>Co-ordinators Operations, Casework, Programs / Staff Development</b>	<ul style="list-style-type: none"> <li>• <b>Undertake</b> action as directed by the Manager.</li> <li>• <b>Ensure</b> staff under your supervision take appropriate action, as directed.</li> </ul>

## 4.4 Police

### When to use this procedure

This procedure is used when police attend a juvenile justice centre, for the purpose of investigation, to:

- interview a detainee;

- interview a staff member;
- inspect an area of the centre where a criminal offence is alleged to have occurred.

Police interviews with a detainee or staff member will normally occur when:

- It is alleged that a criminal offence has been or may have been committed by a detainee, staff member or visitor at the centre. Following interviews with all people involved or witnesses to the events, police may consider criminal charges against one or more people at the centre.
- A detainee has been accused of an offence in the community prior to detention, but has not been charged. In these circumstances, police may interview the detainee to ascertain if there are grounds for the detainee to be charged.

### Who uses this procedure

This procedure may be used by the following staff:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Program Co-ordinators (Operations) & (Clinical)
- Team Leaders
- Assistant Team Leaders (Programs)
- Assistant Team Leaders
- Team Supervisors
- Senior Youth Workers
- Admissions staff
- Programs staff (eg., recreation officers, vocational instructors, ancillary staff, administration / clerical staff)
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers, specialist counsellors, etc.).

### Forms and records which may be used

The following forms and records may be used:

- Police Interview Book
- Admissions Diary
- JJ-A005: Incident Advice



- JJ-A009: Centre Incident Report (where applicable)
- Unit Log Book
- Admissions Diary / Movements Sheet
- Operations Centre Diary (where applicable).

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse Free Environment</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Objects of the Act</li> <li>• 23A Escorted absences</li> </ul> <p>PART 4: OFFENCES</p> <ul style="list-style-type: none"> <li>• 37D Disclosure of information obtained in the administration etc. of this Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 22 Other visits</li> <li>• 23 Procedure for visits</li> <li>• 24 Articles not to be conveyed between visitors and detainees</li> <li>• 36 Order generally</li> </ul>
Children (Criminal Proceedings) Act 1987	<ul style="list-style-type: none"> <li>• 13 Admissibility of certain statements etc.</li> </ul>

### Observers for police interviews

Juvenile justice centre staff are not permitted to act as observers for a detainee during a police interview. The observer for these interviews must be:

- either the detainee's parent or a significant other person (identified as undertaking parental responsibility for the detainee);
- or in the case of a detainee 16 years or over, a person independent of both the police service and this Department, selected by the detainee.

If a detainee is taken to a police station to be interviewed, he or she must be escorted by a staff member, but that staff member must not act as the observer.

Police who wish to interview a detainee must arrange the independent observer for their interviews. Police should have an updated list of possible independent observers for detainees, from the local area of the centre. It is the responsibility of the Co-ordinators Operations to ensure a list exists at the centre. The independent observer list must also include Aboriginal

people who can act as observers for Aboriginal detainees, in addition to people from a variety of cultural groups for detainees from non-English speaking background.

In certain circumstances, following a request from the detainee involved, a juvenile justice centre staff member may be permitted to act as the observer for a police interview. This can occur only where:

1. there is no direct conflict of interest with the department. For example, a conflict would arise where charges were being considered after an incident in the centre;
2. the staff member concerned has established a close bond with the particular detainee, so that the staff member is in a position to represent the interests of the detainee;
3. where the detainee nominates a staff member to act as the observer. This can occur only where the detainee is 16 years of age or over;
4. where the staff member has discussed attending the interview with a senior officer (preferably the Co-ordinator Operations or Manager).

### Staff details

If a staff member is interviewed by the police, where a detainee is the subject of an investigation, and is asked for his or her address, the staff member should provide the address of the juvenile justice centre where he or she is employed. Staff should never reveal their home address in these circumstances.

This does not apply to investigations where the staff member is the subject of police investigations and interviews.

### Firearms

When visiting juvenile justice centres for the purpose of conducting interviews or inspections, police are not permitted to carry firearms into the centre. Steps are contained in this procedure to secure firearms while police are at the centre.

The only time police are permitted to possess firearms in a juvenile justice centre is when an incident is occurring (eg., disturbance, hostage situation) and police are assisting with that incident. Under no other circumstances are police permitted to take firearms into a centre. If a senior officer (eg., Team Leader, Co-ordinator Operations) has difficulty implementing this procedure, he or she must contact the police station the officer is from and speak to his or her supervisor, before allowing the police into the centre.

### Procedure for visits from police

Responsible	Action Required
1 Admissions staff OR Operations centre staff	<p><u>When police arrive at the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>ask</b> that he or she attend your area. If using two-way radio equipment <b>do not inform</b> the Team Leader that police are at the centre. <b>Ask</b> the Team Leader to contact you by telephone and <b>inform</b> him or her at that time that the police have arrived.</li> <li>• <b>Inform</b> the police they are to remain in your area until the Team Leader arrives.</li> </ul>

2	<p><b>Team Leader</b></p> <p><u>When contacted by Admissions / Operations Centre staff:</u></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the area where the police are as soon as possible. <b>Remember</b> that police cannot enter the centre until you have made contact with them.</li> </ul> <p><u>When you arrive in the Admissions / Operations area:</u></p> <ul style="list-style-type: none"> <li>• <b>Ask</b> the police to inform you of the:       <ol style="list-style-type: none"> <li>1. purpose of their visit;</li> <li>2. detainee/s they wish to speak to;</li> <li>3. staff member/s they wish to speak to;</li> <li>4. area they are required to inspect for the purpose of an investigation.</li> </ol> </li> <li>• <b>Check</b> the dates of birth of the detainees identified by the police, to ensure the correct detainees are interviewed by them.</li> </ul> <p><u>If the police intend to interview a detainee:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> an <u>independent</u> observer is available to attend the interview.</li> <li>• <b>Inform</b> the police that the interview cannot proceed until an independent observer is available at the centre.</li> </ul> <p><u>While still in the Admissions / Operations area:</u></p> <ul style="list-style-type: none"> <li>• <u>If the police will be entering the centre</u>, ask them to leave their firearms in the Admissions / Operations area. One of two procedures should be followed, depending on the type of firearm:       <ol style="list-style-type: none"> <li>1. <u>If the firearm has a 6-bullet chamber barrel</u>, ask police to:           <ul style="list-style-type: none"> <li>• unload the firearm;</li> <li>• leave the chamber open;</li> <li>• keep all ammunition on their person throughout the visit;</li> <li>• place the unloaded firearm in the gun safe or designated secure space (you may need to <b>lead</b> the police to the secure space or room containing the safe, if it is not in the Admissions area);</li> <li>• retain the key to the gun safe or secure space until leaving the centre (that is, the police should retain the key).</li> </ul> </li> <li>2. <u>If the firearm has a magazine (that is, a case of cartridges)</u>, ask the police to:           <ul style="list-style-type: none"> <li>• unload the firearm;</li> <li>• place the unloaded firearm in the gun safe or designated secure space (you may need to <b>lead</b> the police to the secure</li> </ul> </li> </ol> </li> </ul>
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	<p>space or room containing the safe, if it is not in the Admissions area);</p> <ul style="list-style-type: none"> <li>• place the magazine and any spare ammunition into a locked cabinet or tin or other designated secure space that is different from the storage area containing the firearm;</li> <li>• retain the keys to the storage areas where the firearms and ammunition have been placed until leaving the centre (that is, the police should retain the keys).</li> </ul> <ul style="list-style-type: none"> <li>• In either case, <b>ensure</b> the Admissions or Operations Centre officer takes responsibility for supervision of the storage areas while the police are in the centre.</li> <li>• <u>If the police have requested to speak to a detainee:</u> <ol style="list-style-type: none"> <li>1. <b>contact</b> the Unit where the detainee resides and <b>direct</b> staff to escort the detainee to the area where the interview will take place;</li> <li>2. <b>escort</b> the police to the interview area or room.</li> </ol> </li> <li>• <u>If the police have requested to speak with a staff member:</u> <ol style="list-style-type: none"> <li>1. <u>if the staff member is supervising detainees</u>, <b>arrange</b> for another staff member to attend that area to relieve the staff member required by the officers;</li> <li>2. <b>contact</b> the Unit or area where the staff member is working and <b>ask</b> him or her to attend the designated interview area, <u>when relief staff have arrived in the area or Unit</u>.</li> </ol> </li> <li>• <u>If the police have requested to inspect an area of the centre:</u> <ol style="list-style-type: none"> <li>1. <u>if there are detainees in the area you are going to</u>, <b>contact</b> staff in that Unit or area, <b>inform</b> them you will be attending with "visitors", and <b>ask</b> them to maintain the security of the area and of the detainees for the duration of the visit;</li> <li>2. <b>escort</b> the police to the requested area;</li> <li>3. <b>remain</b> with the police during their inspection of the area, providing any relevant information they request.</li> </ol> </li> </ul>
3	<p><b>Supervising staff</b></p> <p><u>When contacted by the Team Leader:</u></p> <ul style="list-style-type: none"> <li>• <u>If a detainee is to be interviewed by the police:</u> <ol style="list-style-type: none"> <li>1. <b>inform</b> the detainee that he or she is required by the Team Leader, to be interviewed;</li> <li>2. <b>ensure</b> the detainee is escorted to the designated interview area as soon as possible;</li> <li>3. <b>record</b> the detainee's name and movement in the Log Book.</li> </ol> </li> <li>• <u>If you have been asked to attend an interview with the police:</u></li> </ul>

	<ol style="list-style-type: none"> <li>1. if you are supervising detainees, <b>wait</b> for relief staff to attend the area. If relief staff do not attend, <b>contact</b> the Team Leader and <b>inform</b> him or her of this, and <b>continue</b> to wait;</li> <li>2. <b>attend</b> the designated interview area as soon as possible, once you have been relieved of your supervision responsibilities.</li> </ol> <ul style="list-style-type: none"> <li>• <u>If the Team Leader is attending your Unit / area with the police:</u> <ol style="list-style-type: none"> <li>1. <b>conduct</b> a head count of all detainees in the Unit or area and note the location of all detainees;</li> <li>2. if possible, <b>move</b> the detainees to another location, either in the Unit or area where you are or out of that Unit or area;</li> <li>3. <b>report</b> any problems or difficulties to the Team Leader when he or she attends the Unit / area;</li> <li>4. <b>make</b> an entry in the Log Book of the police visit to the Unit.</li> </ol> </li> </ul>
4	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Provide</b> the police with information and documentation as requested.</li> <li>• If the police request to take any type of documentation away from the centre, <b>make</b> copies of the relevant documents and <b>provide</b> the copies to the police.</li> <li>• <b>Ensure</b> a list is made of the copies of the documentation given to the police (eg., in the police interview book, or in the incident follow-up reports).</li> <li>• <b>Ensure</b> the Police Interview Book is completed.</li> <li>• <b>Ensure</b> officers sign the Police Interview Book.</li> </ul> <p><u>When the police have completed their interviews or inspections:</u></p> <ul style="list-style-type: none"> <li>• <b>Escort</b> the police to the Admissions or Operations area (ie., the same point through which the officers entered the centre).</li> <li>• <b>Supervise</b> the police while the firearms are being removed from the safe or cabinet.</li> </ul> <p><u>If the police wish to take the detainee to a police station for charging:</u></p> <ul style="list-style-type: none"> <li>• <b>Arrange</b> for escort personnel to take the detainee to the police station (but not to act as observers).</li> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018);</li> <li>• <b>See</b> Section 2.7 – “Under escort – other services”, for procedures.</li> </ul> <p><u>If the police need to return to the centre, for further interviews or inspections:</u></p> <ul style="list-style-type: none"> <li>• <b>Discuss</b> and agree on a day and time for the next visit.</li> <li>• <b>Inform</b> Admissions and Operations staff of the details of the next visit and <b>direct</b> them to record the details in the diary.</li> </ul>

## 4.5 Legal representatives

### When to use this procedure

This procedure is used when a detainee is visited by his or her legal representative in a juvenile justice centre, to discuss or transact legal business in which the detainee has an interest. This includes both criminal and civil matters.

Legal representatives who are permitted to visit a detainee in a juvenile justice centre are:

- barristers;
- solicitors;
- solicitors' clerks (authorised in writing by the detainee's solicitor).

### Who uses this procedure

This procedure may be used by the following staff:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Program Co-ordinators (Operations) & (Clinical)
- Team Leaders
- Team Supervisors
- Assistant Team Leaders (Programs)
- Assistant Team Leaders
- Senior Youth Workers
- Admissions staff
- Programs staff (eg., recreation officers, vocational instructors, ancillary staff, administration / clerical staff)
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, caseworkers, specialist counsellors, etc.).

### Forms and records which may be used

The following forms and records may be used:

- JJ-A005: Incident Advice
- JJ-A009: Centre Incident Report (where applicable)

- Unit Log Book
- Admissions Diary / Movements Sheet
- Operations Centre Diary (where applicable)
- Case Notes
- Detainee D File.

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Objects of the Act</li> </ul> <p>PART 4 OFFENCES</p> <ul style="list-style-type: none"> <li>• 37D Disclosure of information obtained in the administration etc. of this Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 19 Visits by barristers, solicitors, etc.</li> <li>• 21 Visits to Aborigines</li> <li>• 22 Other visits</li> <li>• 23 Procedure for visits</li> <li>• 24 Articles not to be conveyed between visitors and detainees</li> <li>• 36 Order generally</li> </ul>

### Times and frequency

If a legal representative wishes to visit a detainee outside visiting hours, prior to that day or time he or she must contact the Co-ordinator Operations or the Team Leader on duty to arrange the visit.

The duration and number of visits by legal representatives must not be restricted by juvenile justice centre staff, unless the safety and efficient operation of the centre are affected.

### Access to detainees

If a detainee is at the centre and the legal representative has requested to visit that detainee, the visit must be permitted.

If a detainee is in confinement or undergoing in some other form of punishment at the time of his or her visit, the visit must nevertheless proceed, unless it is considered that the security, safety and good order of the centre will be affected.

It is the responsibility of the Team Leader on duty to determine whether the visit can proceed.

## Confidentiality

Visits by legal representatives to detainees may be conducted out of sight and hearing of staff members. However, security of the detainee and the legal representative must be monitored by staff in the vicinity of the visit.

Legal representatives and detainees are not required to provide any juvenile justice centre staff member with any details of the conversations which occurred during their visits.

## Procedure for visits from legal representatives

The procedure for legal representatives is the same for visits from family and significant others, excluding the supervision and monitoring of visits. As previously stated, legal representative visits can be conducted out of sight and hearing of centre staff.

## 4.6 Media

### When to use this procedure

This procedure is used when the Director-General has approved media representatives or groups to visit a juvenile justice centre. No media person or group is permitted into a juvenile justice centre without the prior approval of the Director General.

### Who uses this procedure

The following staff may use this procedure:

- Cluster Directors
- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Co-ordinator Administration
- Program Co-ordinators (Operations) & (Clinical)
- Team Leaders
- Assistant Team Leaders (Programs)
- Assistant Team Leaders
- Team Supervisors
- Unit staff
- Programs staff (eg., vocational instructors, recreation officers)
- Admissions staff



- Ancillary staff (eg., kitchen, laundry, maintenance)
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, specialist counsellors).

### Forms and records which may be used

The following forms and records may be used:

- JJ-A005: Incident Advice
- JJ-A067: Authorisation for Media Contact / Involvement
- Case Notes
- Unit Log Book
- Admissions Diary
- Operations Centre Diary (where applicable).

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Objects of the Act</li> <li>• 37C Unlawful entry into detention centre or communication with detainees</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 36 Order generally</li> <li>• 23 Procedure for visits</li> <li>• 24 Articles not to be conveyed between visitors and detainees</li> </ul>
Children (Criminal Proceedings) Act 1987	<ul style="list-style-type: none"> <li>• 11 Publication of names etc.</li> </ul>

### Approval

Requests from media organisations to visit a juvenile justice centre may be approved or refused only by the Director-General. In the first instance, Managers seeking approval or refusal for media visits should contact the Media Unit, who in turn will consult with the Director-General. Once a decision is made, it is the Manager's responsibility to co-ordinate contact with the media organisation. If the decision is to accept the visit, it is the responsibility of the Manager to prepare for the visit of the media organisation. Managers will normally be assisted and advised by staff of the Media Unit throughout the procedure.

## Responsibility for media visits

The primary responsibility for media visits remains with the Manager. Given the potentially sensitive nature of these projects, it is imperative that the Manager has first-hand knowledge of all procedures (ie., before, during and after the visit).

## Consent

Parental consent must be sought for "non-identifying" interviews, for detainees under 16 years of age. In the case of detainees 16 years and over, the parents should be notified in advance and invited to contact the centre if they wish to be provided with further information or to discuss the matter. Any detainee 16 years and over who is proposed to participate in a media project must give his or her written consent to participate, prior to the project starting.

## Control of media reports and presentations

In the case of printed media and television news and current affairs programs, once interviewed, filmed or photographed, the detainee or staff involved in the project have no control over the final content of the article or program. Media organisations justify this on the basis of public interest, namely, that news should not be subject to censorship.

Requests by media organisations must be given serious consideration prior to approval. Detainees and staff members must have these conditions clearly and comprehensively explained to them before they agree to participate in the project.

The department will insist on the right to view a film or documentary and make recommendations for change, where the content is considered potentially damaging to any of the detainees involved. This excludes printed media and news and current affairs programs, for the reasons previously stated.

## Identification of participants

Extreme caution must be taken when criminal proceedings have not been finalised for a detainee to ensure that the detainee is not prejudiced, or likely to be prejudiced in any way. Publications and broadcasts which risk affecting pending legal proceedings are subject to the law concerning criminal contempt and may be punishable as such.

Identification of detainees is restricted during and after legal proceedings. The department is responsible for ensuring the identity of detainees is protected. The media are not permitted to identify detainees by disclosing their names or producing film which shows their faces.

## Procedure for visits from media

### *Before the visit*

	Responsible	Action Required
1	All staff	<ul style="list-style-type: none"> <li>• <u>If you are approached by a media representative requesting a visit to the centre (or any other information), do not answer</u> any questions.</li> <li>• <b>Refer</b> the person to the Manager and state that you "have no further comment".</li> <li>• <b>Inform</b> the Manager about the conversation, repeating exactly what you said to the media representative.</li> </ul>

2	<b>Manager</b>	<p><u>If you are approached by a media representative requesting a visit to the centre:</u></p> <ul style="list-style-type: none"> <li>• <b><u>Do not answer any questions about the operation of the centre or any detainees or staff at the centre.</u></b> You must <b>gather</b> relevant information about the proposed program or project first, and <b>refer</b> the person to Media Unit personnel at Central Support Office.</li> <li>• <b>Ensure</b> you gather all relevant information about the requested visit, including:             <ol style="list-style-type: none"> <li>1. the name of the person and the media group he or she represents;</li> <li>2. the purpose of the visit;</li> <li>3. whether the person wishes to speak to detainees. If known, the specific names of the detainees he or she wishes to interview, or the particular group of detainees the program or project will target;</li> <li>4. the proposed day, date and time the person wishes to visit the centre.</li> </ol> </li> <li>• <b>Inform</b> the person that you are required to inform the department's Media Unit, and that you must seek approval from the Director-General, before the media representative will be permitted into the centre.</li> <li>• Where possible, <b>provide</b> the person with a time frame in which you, or the Media Unit, will respond to his or her request.</li> <li>• <b><u>Do not inform detainees or staff about the request, until a response has been received from the Director General.</u></b></li> <li>• <b><u>If requested by the Media Unit, initiate</u></b> the Authorisation for Media Contact / Involvement form (JJ-A067), completing the media group / person details on the authorisation.</li> <li>• <b>Contact</b> the Media Unit Officer and <b>inform</b> him or her of the request. <b>Provide</b> brief details of the program or project, as stated by the media person or group.</li> <li>• <b>Send</b> the Authorisation for Media Contact / Involvement form (JJ-A067) to the Media Unit, by facsimile. <b>Attach</b> any additional information provided by the requesting media person or group.</li> </ul>
3	<b>Media Unit</b>	<ul style="list-style-type: none"> <li>• <b>Assess</b> the proposed program or project, based on the information provided on the Authorisation for Media Contact / Involvement form (JJ-A067), and any additional information provided.</li> <li>• If necessary, <b>contact</b> the media group or person and <b>request</b> further information regarding the program or project he or she wishes to undertake.</li> <li>• <b>Consult</b> with other relevant departmental personnel. This may include:             <ul style="list-style-type: none"> <li>• <u>Director Operations</u> – to ascertain the impact the program or project may have on the centre's operations and detainees and staff at the centre. It may also impact on current procedures and protocols in centres.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Legal Officer</u> – to ensure the legal rights of detainees and staff and the legal obligations of the department can be upheld if the program or project were to proceed;</li> <li>• <u>Strategic Initiatives staff</u> – to ensure the program or project does not contravene current departmental policies or interfere with departmental research projects.</li> <li>• <b>Inform</b> the Director General, or his or her delegate of the request.</li> <li>• <u>If the Director-General SUPPORTS the project</u>, <b>contact</b> the centre Manager and:       <ol style="list-style-type: none"> <li>1. <b>inform</b> him or her that the Director-General supports the project;</li> <li>2. <b>request</b> that the centre Manager seek (depending on age) parental or detainee approval for participation in the project;</li> <li>3. <b>request</b> that the centre Manager speak to any proposed staff participants and seek the willingness to be involved.</li> </ol> </li> <li>• <u>If the Director-General does NOT SUPPORT the project</u>, <b>contact</b> the centre Manager and:       <ol style="list-style-type: none"> <li>1. <b>inform</b> him or her of the decision, and the reasons for the decision;</li> <li>2. <b>inform</b> the Manager that the Media Unit will be responsible for communication between the department and the media person or group, and that any issues or communication between the media and the Manager must be referred to the Media Unit.</li> </ol> </li> </ul>
4	<p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• <u>If requested by the Media Unit</u>, <b>discuss</b> the proposed project with the parent of each proposed detainee under 16 years of age and <b>seek</b> approval for their child to participate.</li> <li>• <b>Speak</b> to the proposed participant detainees who are 16 years of age or over and <b>ask</b> if they would be willing to participate.</li> <li>• <b>Speak</b> to the proposed participant staff and <b>ask</b> if they would be willing to participate.</li> <li>• <b>Ensure</b> the Authorisation for Media Contact / Involvement form (JJ-A067) is completed by the parents, detainees, staff who have accepted participation in the project.</li> <li>• <b>Contact</b> the Media Unit and <b>provide</b> information about the approvals. <b>Send</b> the Authorisation for Media Contact / Involvement (JJ-A067) approval details to the Media Unit.</li> <li>• If no detainees or staff are approved or willing to participate, <b>inform</b> the Media Unit.</li> </ul>
5	<p><b>Media Unit</b></p> <ul style="list-style-type: none"> <li>• <b>Present</b> the Authorisation for Media Contact / Involvement form (JJ-A067) to the Director-General for final consideration. <b>Fax</b> the form signed by the Director-General to the centre Manager.</li> </ul> <p><u>If the visit by the media group / person is APPROVED:</u></p>

	<ul style="list-style-type: none"> <li>• <b>Inform</b> the Manager that the Media Unit will be responsible for communication between the department and the media person or group, and that any issues or communication between the media and the Manager must be referred to the Media Unit.</li> <li>• <b>Inform</b> the Manager that a Media Unit representative will attend the centre on the day the program or project will be conducted.</li> </ul> <p><u>If the visit by the media group / person is NOT APPROVED:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> him or her of the decision, and the reasons for the decision;</li> <li>• <b>Inform</b> the Manager that the Media Unit will be responsible for communication between the department and the media person or group, and that any issues or communication between the media and the Manager must be referred to the Media Unit.</li> </ul>
6	<p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> you receive the completed Authorisation for Media Contact / Involvement form (<b>JJ-A067</b>) from the Media Unit.</li> <li>• <b>Ensure</b> the Authorisation form is filed or maintained appropriately.</li> </ul> <p><u>If the visit by the media group / person is APPROVED:</u></p> <ul style="list-style-type: none"> <li>• <u>If necessary</u>, <b>discuss</b> the requested program or project again with the relevant detainees, parents and staff. The following information must be clearly understood by all participants prior to the media visit: <ol style="list-style-type: none"> <li>1. the reason for the project and its stated motive;</li> <li>2. the method of distribution of the finished product;</li> <li>3. the time of distribution of the finished product;</li> <li>4. the duration of the distribution of the finished product;</li> <li>5. the amount and method of payment (if any);</li> <li>6. any provisions available to withdraw, or review consent prior to the release of the finished product;</li> <li>7. what type of involvement staff and detainees will have, eg., interviews, film shots which may possibly identify them;</li> <li>8. measures that will be taken to conceal the identity of the detainee.</li> </ol> </li> <li>• <b>Inform</b> the Co-ordinator Operations, Co-ordinator Casework and Co-ordinator Programs / Staff Development of: <ol style="list-style-type: none"> <li>1. the day, date and time of the approved media visit;</li> <li>2. the purpose of the visit;</li> <li>3. the detainees and staff involved in the project;</li> <li>4. procedures which staff are required to follow.</li> </ol> </li> </ul>

	<p><u>If the visit by the media group / person is NOT approved:</u></p> <p>If the media group or person contacts you again regarding the request, <b>refer</b> them directly to the Media Unit in Central Support Office. <b>Do not answer any questions about the operation of the centre, detainees or staff at the centre.</b></p>
7	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> relevant Unit and supervising staff of the details of the visit.</li> <li>• <b>Inform</b> admissions staff and (where applicable) operations centre staff of the details of the visit. <b>Ensure</b> these staff record the information in the relevant diaries, to be used on the day of the visit.</li> </ul>
8	<p><b>Co-ordinator Casework</b></p> <ul style="list-style-type: none"> <li>• Where applicable, <b>inform</b> the relevant Caseworkers and Key Workers of the details of the visit.</li> <li>• <b>Ensure</b> an entry is made on the case notes of all detainees involved in the project.</li> </ul>
9	<p><b>Co-ordinator Programs / Staff Development</b></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> programs staff of the details of the visit.</li> <li>• <b>Adjust</b> centre program schedules if they are likely to be affected by the visit.</li> </ul>
10	<p><b>Admissions staff OR Operations centre staff</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> all relevant information (for the entry of the media person or group into the centre) is entered in the Admissions or Operations diary.</li> </ul>

#### *During the visit*

	Responsible	Action Required
11	<b>Admissions staff OR Operations centre staff</b>	<ul style="list-style-type: none"> <li>• When the visitors arrive, <b>contact</b> the Manager and <b>inform</b> him or her. In the Manager's absence, <b>contact</b> the Co-ordinator Operations.</li> <li>• <b>Check</b> the names of the visitors with the information provided by the Co-ordinator Operations prior to the visit. Additional visitors are not permitted, as the Director-General has approved only certain visitors. <b>Contact</b> the Manager if problems arise.</li> <li>• <b>Ask</b> the visitors if they have any personal items. There may be items which the visitors require for the project. These should be permitted into the centre, after they have been searched. <b>Inform</b> the Manager when he or she arrives in your area, of the items which the visitors have.</li> <li>• <b>Inform</b> the visitors that the Manager will be attending to speak to them <u>or</u> (depending on the procedure at your centre or the direction given by the Manager) <b>direct</b> the visitors to the Manager.</li> <li>• <b>Direct</b> the visitors to sign the Official Visitors Book for the centre.</li> </ul>

12	<b>Manager</b>	<ul style="list-style-type: none"> <li>• A Media Unit staff member normally attends a visit by the media to a centre. <b>Ensure</b> he or she speaks to the staff and detainees who will be involved in the project, and that he or she explains what will be happening.</li> <li>• <b>Ensure</b> staff and detainee questions are answered.</li> </ul> <p><u>When contacted by Admissions or Operations Centre staff:</u></p> <ul style="list-style-type: none"> <li>• <u>Either</u> <b>attend</b> the entrance where the visitors are as soon as possible.</li> <li>• <u>Or</u> <b>direct</b> Admissions / Operations staff to direct the visitors to the area where you are (this must only be done where the safety and security of the visitors and detainees can be maintained).</li> </ul> <p><u>When the visitors are with you:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the visitors of the rules and expectations for visitors at the centre, and of security procedures that must be followed.</li> <li>• <b>Ensure</b> the visitors have signed the Official Visitors Book.</li> <li>• <b>Inform</b> the media person or group of any special instructions given by the Director-General or his or her delegates, which must be adhered to for the <u>duration</u> of their visit to the centre.</li> <li>• <b>Ensure</b> items the visitors have are secured appropriately, and that items they are taking into the centre are checked and approved, <u>before</u> the visit or contact with detainees begins.</li> </ul> <p><u>If you have delegated a staff member to assist and supervise the visit:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the staff member and <b>inform</b> him or her that the visitors have arrived and <b>ask</b> him or her to attend the area where you are, as soon as possible.</li> <li>• <b>Inform</b> the visitors that the delegated staff member will be responsible for them during the visit, and that they must follow any reasonable directions given by that staff member.</li> </ul>
13	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Attend</b> the area where the visitors are, when directed to do so by the Manager.</li> <li>• <b>Escort</b> the visitors to the designated area where the project will be conducted. <b>Maintain</b> close supervision of the visitors during this movement, especially if they have any contact with detainees.</li> <li>• <b>Maintain</b> close supervision of the visitors and detainees during their contact, while still ensuring appropriate freedom and movement of the detainees and visitors, to be able to complete the project as successfully as possible.</li> <li>• If any problems are experienced with the detainees or visitors during the visit, <b>contact</b> the Team Leader immediately and <b>request</b> that he or she attend the area. When the Team Leader attends the area <b>inform</b> him or her of the problem.</li> </ul>

14	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Wherever possible <b>attend</b> the area where the visit is being conducted, to ensure that safety and security procedures are being followed by staff, detainees and visitors.</li> </ul> <p><u>If called to the area by the supervising staff member:</u></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the area as soon as possible.</li> <li>• When you arrive in the area, <b>ask</b> the supervising staff member to explain the problem.</li> <li>• Based on the nature of the problem, take appropriate action. This may include:             <ul style="list-style-type: none"> <li>• <b>remove</b> one or more of the detainees;</li> <li>• <b>terminate</b> the visit.</li> </ul> </li> </ul>
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*After the visit*

	Responsible	Action Required
15	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>inform</b> him or her that the visit has finished.</li> <li>• As directed by the Team Leader:             <ul style="list-style-type: none"> <li>• <u>either</u> <b>escort</b> the detainees to the designated area for searching;</li> <li>• <u>or</u> <b>wait</b> with the detainees until staff collect them from the area where the visit was conducted. In this case, <u>do not</u> leave the detainees unsupervised at any time.</li> </ul> </li> <li>• Where applicable, <b>escort</b> the visitors to the Manager (or, in his or her absence, to the Co-ordinator Operations).</li> <li>• <b>Report</b> any problems or concerns about the visit to the Manager or to the Co-ordinator Operations.</li> <li>• <b>Complete</b> any reports, as directed by senior officers, <u>before you leave the centre on that day.</u></li> </ul>
16	<b>Manager</b>	<ul style="list-style-type: none"> <li>• Where appropriate and necessary, <b>discuss</b> the visit and any issues with the visitors.</li> <li>• <u>If the person / group intends to visit the centre again (for the same project),</u> <b>discuss</b> and <b>agree</b> on the day, date and time of their next visit.</li> <li>• <b>Ensure</b> the visitors collect all items belonging to them <u>before</u> leaving the centre. A media person or group must not be permitted to return to the centre at any other time than those which have been arranged and approved in advance.</li> <li>• <b>Escort</b> the visitors out of the centre.</li> </ul> <p><u>If the visit was terminated:</u></p>



	<ul style="list-style-type: none"> <li>• <b>Complete</b> an Incident Advice (JJ-A005) and <b>send</b> it to the Cluster Director, via facsimile, <u>immediately</u>.</li> <li>• <b>Ensure</b> the Team Leader or Manager who terminated the visit completes a Record of Refusal / Termination of Visit form (JJ-A064) and submits it to you.</li> </ul>
17	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff complete reports as directed, <u>before they leaves the centre on that day</u>.</li> <li>• <b>Ensure</b> a thorough search of the visit area is conducted, <u>before any detainees enter that area</u>.</li> </ul> <p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Record of Refusal / Termination of Visit form (JJ-A064) and <b>submit</b> it to the Manager.</li> </ul>
18	<p><b>Manager</b></p> <p><u>If the visit was terminated:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the Record of Refusal / Termination of Visit form (JJ-A064).</li> <li>• <b>Complete</b> the Comprehensive Report (incident) within 24 hours of the refusal (<b>using</b> the incident advice checklist as a guide for content).</li> <li>• <b>Send</b> the Comprehensive Report with the Refusal / Termination of Visit form to the Cluster Director.</li> <li>• <b>Ensure</b> the Record of Refusal / Termination of Visit form is entered on the Refusal of Visit Return (JJ-A065).</li> <li>• <b>Ensure</b> the Refusal of Visit Return is submitted to the Cluster Director, <u>no later than 10 days</u> after the end of the month in which the refusal occurred.</li> </ul>

## 4.7 Use of telephone and postal services

### When to use this procedure

This procedure relates to two types of detainee communication:

- mail – letters and parcels;
- telephone calls.

This procedure is used when a detainee:

- receives a letter or parcel;
- sends a letter or parcel;
- receives an incoming telephone call;
- makes an outgoing telephone call.

Detainees can communicate with:

- anyone outside of the centre. This excludes those persons on the CIS "Alerts System" who the detainee is not permitted to have contact with, or any person who has formally requested not to be contacted by the detainee;
- detainees in other juvenile justice centres, with the approval of the Managers of both centres;
- prisoners in adult correctional centres, with the approval of the Manager and the Governor of the adult centre.

### Who uses this procedure

This procedure may be used by:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Program Co-ordinators – Operations and Clinical
- Team Leaders
- Assistant Team Leader (Programs)
- Team Supervisors
- Senior Youth Workers
- Centre Support Team staff (ie., Registered Nurses, Psychologists, Alcohol and Other Drug Counsellors, Caseworkers, other counsellors)
- Admissions staff
- Escort personnel.

### Forms and records which may be used

- JJ-A049: Detainee to Detainee Communication (letters and parcels).

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Design and Use of Incentive Schemes at Juvenile Justice Centres</li> </ul>

Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 17 Private property</li> <li>• 37D Disclosure of information obtained in the administration, etc. of this Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 10 Property</li> <li>• 11 Books, newspapers, magazines, etc.</li> <li>• 12 Unauthorised possession of property</li> <li>• 26 Written communication with detainees</li> <li>• 27 Inspection of mail, etc.</li> <li>• 28 Special communications</li> <li>• 29 Communication with detainees in other detention centres</li> </ul>

## Telephone calls

Telephone calls to family or significant others must not be linked to detainee behaviour. Each detainee has the right to make a minimum of two calls per week, no matter what his or her behaviour has been. Incentive schemes must not use additional calls to close family or significant others as rewards earned for good behaviour. This is because one of the objectives of juvenile justice centres is to develop or maintain relationships (or contact) between detainees and their close families or significant others, not put obstacles in the way of such relationships.

Detainees are permitted to make and receive the following telephone calls:

- **Outgoing calls**

A detainee is permitted to make one telephone call when he or she is admitted to a juvenile justice centre, to his or her parents or significant others. This call is not included in the minimum of two calls per week.

A detainee has the right to make at least two telephone calls to family or significant others per week. The times allocated for telephone calls at the centre must be included in the routines for detainees, which are displayed at the centre.

It is expected that a detainee would be allowed more than two calls, depending on his or her needs. Routines and individual (residential) unit programs must include information about the availability of additional telephone calls.

Outgoing calls to casework staff and legal representatives are not included in the weekly limit.
- **Incoming calls**

As a general rule, a detainee is not permitted to accept an incoming call. In special circumstances these may be approved by the Manager or his or her delegate. For example, where the family or significant others do not have the telephone connected, or in emergency situations.

Reverse-charge calls: in certain situations these calls may be approved by the Manager or his or her delegate.

- **Casework calls** Telephone calls for casework purposes (eg., bail, discharge / community placement, etc.) are not included in a detainee's weekly telephone call allocation. Casework calls can be made at anytime and detainees are not restricted in the number of these calls they make but they must be made at a time which is convenient to supervising staff.  
  
Unit staff, the Co-ordinator Casework, Caseworkers and other Centre Support Team staff must use their discretion when assisting and supervising detainees with these telephone calls. There is potential for detainees to abuse this opportunity to make additional telephone calls.  
  
Telephone calls to legal representatives (ie., barristers, solicitors, etc.) are defined as casework calls.
- **Other calls** The Manager, or his or her delegate may approve any other telephone call, as appropriate.

### Procedure for telephone calls

When a detainee wishes to make a telephone call, staff must initiate the call. That is, the staff member arranging and supervising the telephone call must make first contact with the person being called.

The general procedure for outgoing detainee telephone calls should be:

1. The detainee informs the staff member of:
  - the telephone number he or she wishes to contact;
  - the name of the person he or she wishes to speak to.
2. The staff member dials the requested telephone number and asks to speak to the nominated person.
  - If the nominated person is not available, the staff member should inform the person he or she spoke to that the centre will call back. At this time, the staff member should ask when the most appropriate time would be to contact the nominated person.
  - If the nominated person is available, the staff member should inform that person that the detainee wishes to speak to him or her and ask if he or she will accept the call. If the nominated person does not wish to speak to the detainee, end the telephone call, and inform the detainee of the outcome.
3. When the detainee has spoken for the time period permitted (this may vary from centre to centre), the staff member should ask the detainee to end the conversation as soon as possible. The detainee should be permitted to end the conversation himself or herself. Staff must not terminate the call (ie., taking the receiver from the detainee or pressing the receiver button), unless absolutely necessary.

### Telephone contact during periods of punishment

Detainees are permitted to make and receive telephone calls during any period of punishment. If during routine telephone call times a detainee is in confinement as a result of minor misbehaviour, he or she can make his or her allocated telephone call, if staff consider it safe to do so. Where a detainee in confinement is unsettled, and considered a risk to himself or herself or others, he or she should remain in confinement and be permitted to make the telephone call at the completion of the confinement time.

## Supervision and monitoring of telephone calls

All detainees making telephone contact with other people, either outgoing or incoming, must be supervised by staff. No detainee is permitted to use telephone equipment without the strict supervision of a staff member.

Staff are to monitor calls, to safeguard the security of the centre and the safety of staff and other detainees, but this monitoring should be conducted in the least intrusive manner. Under no circumstances is a staff member to monitor a detainee's telephone call using another telephone connected to that telephone line.

Exceptions to the rule of close supervision and monitoring of detainee telephone calls (incoming and outgoing) are:

- calls with legal representatives (eg., solicitors, barristers, etc.);
- calls with Juvenile Justice Counsellors / Officers or with other community-based counsellors or agencies, as approved by the Co-ordinator Casework (as part of the case plan).

In these instances, staff are to maintain supervision of the detainee at a distance sufficient to ensure privacy for the detainee, while at the same time maintaining the security of the detainee and the surrounding area.

## Mail – letters and parcels

Detainees are permitted to send and receive letters and parcels to and from any person outside a juvenile justice centre (ie., to and from people who are not detainees of other centres or prisoners of adult correctional centres).

Exceptions to this rule are people outside a juvenile justice centre who:

- are on the CIS Alert System with restrictions on contact; or
- have made a request to the Centre Manager not to be contacted in any way by the detainee.

## Checking and opening letters and parcels

Juvenile justice centre staff are not permitted to open a letter or parcel, either from or to a detainee. Exceptions to this rule are where the Manager or his or her delegate has concerns about the contents of the letter or parcel. That is, where the security and safety of detainees or staff is considered to be at risk.

If a letter or parcel is opened on security grounds and items of contraband are found, the Manager may either:

- dispose of the items;
- store the items, with the detainee's other property, to be provided to the detainee at the time of discharge.

A Manager must inform a detainee if the Manager has disposed of or stored any item which was sent to the detainee. This must be done as soon as possible following the disposal or storage. A record of the disposal or storage must be made on the detainee's property record maintained by admissions staff.

## Communication with detainees in other centres

Detainees in separate centres may communicate with each other by telephone and mail with the approval of both centre Managers. If a detainee wishes to make telephone or mail contact with a detainee in another centre, he or she must make a request to the Manager.

It may be necessary for casework staff to discuss the relationship with the detainee prior to approval being given for the communication.

### *Mail – letters and parcels*

In the case of mail, the detainee can prepare the letter or parcel and seal it, then submit it to the Manager with his or her request to send it to another detainee.

The Manager must then attach a Detainee to Detainee Communication form (JJ-A049) to the letter or parcel and send it to the receiving Manager, seeking approval for the letter or parcel to be passed on to the other detainee. The Manager of the receiving centre will make the final decision as to whether the detainee will be provided with the letter or parcel. If he or she decides not to give it to the detainee, the detainee at the receiving centre must be informed that the letter or parcel was sent but was withheld.

If the Manager does not approve a letter received from another centre or from a prison, it must be placed in the detainee's property until such time as he or she is discharged from the centre. The Manager must ensure that the detainee has been informed of the letter's arrival. The person who sent the letter must also be informed that the letter has been received but not approved and placed in property. The form JJ-A049 is to be circled "Not Approved" and faxed back to the sending centre with a copy placed on the detainee's D File.

### *Telephone calls*

Telephone contact between detainees in different centres is only applicable to detainees who are family members, or where the detainees have a significant relationship which resembles supportive family contact. Telephone calls to other detainees must be subtracted from the weekly allocation of calls and are not additional.

For security reasons, all telephone calls between detainees in different centres must be strictly supervised and monitored by staff (refer to the previous information on supervision and monitoring of telephone calls).

If telephone contact is approved, arrangements for each contact must be made between the Team Leaders on duty at the two centres.

It may be necessary prior to this for the Co-ordinator Casework or Caseworker to discuss the detainee's request with him or her, to gather information regarding the relationship the detainees share. It is not the Co-ordinator Casework or Caseworkers' responsibility to execute the call between detainees.

Once the contact is approved, it is the responsibility of operations staff to arrange and supervise the call. All telephone calls of this nature must be conducted at the most practical time for staff on duty. A detainee must not be deprived of such a telephone call if it has been approved.

## Section 5

# Behaviour Management

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## 5.1 Introduction

Behaviour management in juvenile justice centres is comprised of a number of schemes and options for the support and encouragement of positive behaviour, and the management and control of negative behaviour.

They are:

- incentive schemes;
- punishment systems;
- other options for the management and control of detainees and situations.

The incentive scheme and the punishment system must operate separately in centres, ie. they must not overlap. For example, it is possible for a detainee to be dealt with for misbehaviour, yet be given incentives at the same time – but under separate procedures – for positive or desirable behaviour.

Incentive schemes – focus on positive behaviour and rewards.

Punishment systems – focus on negative behaviour or misbehaviour and associated punishments.

Other options – are alternative strategies available for staff to manage situations.

The Children (Detention Centres) Act 1987 and Regulation 1995 outline provisions for the management of misbehaviour ("Minor" and "Serious") and for the administration of punishments. However, the legislation does not provide guidelines or provisions for positive behaviour and rewards. Therefore, incentive schemes are developed by individual centres, within the framework of departmental policy and principles.

This section contains procedures for:

- Incentive schemes – no specific procedures are given here for the operation of incentive schemes, as they tend to be unique to each centre
- Minor misbehaviour
- Confinement (a form of punishment for minor misbehaviour)
- Serious misbehaviour
- Segregation
- Use of force.

## 5.2 Incentive schemes

Incentive schemes focus on positive behaviour and rewards. There is a departmental Policy on the Design and Use of Incentive Schemes at Juvenile Justice Centres (June 1998), which includes principles for the development and operation of incentive schemes.

There are legislative guidelines which are related to incentive schemes:



Children (Detention Centres) Act 1987

## s. 4, "Objects of the Act":

(1) *The objects of this Act are to ensure that:*

(a) *persons on remand or subject to control take their places in the community as soon as possible as persons who will observe the law;*

(b) *in the administration of this Act, sufficient resources are available to enable the object referred to in paragraph (a) to be achieved; and*

(c) *satisfactory relationships are preserved or developed between persons on remand or subject to control and their families.*

(2) *In the administration of this Act:*

(a) *the welfare and interests of persons on remand or subject to control shall be given paramount consideration; and*

(b) *it shall be recognised that the punishment for an offence imposed by a court is the only punishment for that offence.*

## s. 14, "Functions of the Director-General":

*The Director-General shall ensure that adequate arrangements exist:*

(a) *to maintain the physical, psychological and emotional well-being of detainees;*

(b) *to promote the social, cultural and educational development of detainees;*

(c) *to maintain discipline and good order among detainees; and*

(d) *to facilitate the proper control and management of detention centres.*

Children (Detention Centres) Regulation 1995

## cl. 36, "Order Generally":

(1) *Order must be maintained with firmness, but with no more restriction or force than is necessary for safe custody and well-ordered community life within the detention centre.*

(2) *Officers must seek to influence detainees through example and leadership and must seek to enlist their willing co-operation.*

(3) *At all times, the treatment of detainees must be such as to encourage their self-respect and sense of personal responsibility.*

The above legislation provides a framework in which incentive schemes should be developed, and outlines the reasons for incentive schemes.

When developing incentive schemes, both the legislation and the department's Policy on the Design and Use of Incentive Schemes at Juvenile Justice Centres should be considered.

### Procedures for developing incentive schemes

Incentive schemes in centres should be developed through consultation with a range of groups, including: detainees, staff, other juvenile justice staff with specialist knowledge and skills in

behaviour management, and community-based specialists with relevant knowledge. The use of surveys, focus groups and pilot projects is recommended.

Incentive schemes should not be developed by operational staff alone. Because of the nature of incentive schemes, and their therapeutic and skills development components, specialists must be consulted.

Each centre should establish and maintain a committee (with a relevant cross-section of members) to develop, oversee and evaluate incentive schemes.

Centre Managers are responsible for ensuring that an incentive scheme, which is separate to the punishment system, operates in the centre at all times.

Centre Managers are also responsible for ensuring that clear operational guidelines exist at centres, for the correct operation of incentive schemes. There should be separate guidelines written for staff and for detainees.

### Procedure for implementing incentive schemes

Staff and detainees should have adequate information and support available to them for the incentive scheme to operate efficiently and effectively. Such information and support should be included in the centre's documented guidelines.

The implementation procedure itself should include consultation with the groups outlined previously. Such consultation should be on-going and regular during the operation of the incentive scheme.

### Training

All incentive schemes should include appropriate staff training. This will assist with the successful implementation of the incentive scheme, and will broaden the skills of juvenile justice centre staff. A greater range of skills achieve better outcomes with detainees and broaden career opportunities for staff.

Training should be regular and on-going, and should be directed at increasing staff ability to implement incentive schemes and their management of the range of behaviours presented by detainees.

Coordinators Programs / Staff Development are responsible for ensuring that a comprehensive training program is available for staff, in areas related to the incentive scheme.

Coordinators Operations and other staff supervisors are responsible for informing Coordinators Programs / Staff Development of the need for related training, based on their observations of staff, individual and team appraisals, and work performance reviews.

### Key aspects of incentive schemes

The following should be evident in any centre's incentive scheme:

- The scheme is not used to punish negative behaviour or misbehaviour.
- Expectations of behaviour should be realistic and achievable for the detainee, based on his or her capacity, abilities and developmental stage.
- Detainees should have an active role in the management of their own behaviour, including personal choice, decision-making and the opportunity to control their own behaviour.

- Positive or desirable behaviour should receive positive reinforcement.
- Detainees must earn defined rewards through demonstrating agreed on positive or desirable behavioural outcomes. That is, do not reward behaviour which is not demonstrated, or which is not defined as positive or desirable for that detainee.
- Rewards which have been earned cannot be taken away, as a form of punishment, for another (separate) behaviour which is defined as misbehaviour or undesirable behaviour. It is possible to reward a detainee for one form of (positive/desirable) behaviour, while punishing him or her for another form of (negative/undesirable) behaviour. Both are dealt with in two separate schemes, one via the incentive scheme, and the other via the punishment scheme.
- There should be an emphasis on rewards that contribute to social, educational and vocational skill development. Such settings should also be viewed as opportunities to assess and change behaviour, as they provide a structured and focused context in which behaviour is learned and demonstrated.
- Positive and desirable behaviour expectations must be concrete and measurable. That is, a range of staff should be able to observe, assess and then comment on specifically defined behaviours, in a range of settings. The detainee must be able to *demonstrate* the behaviour, for it to be assessed and rewarded. Therefore, abstract definitions of behaviour are not acceptable (eg., "hygiene").
- Rewards should be valued and wanted by detainees.
- Detainee rights and entitlements must not be used to control behaviour (eg., family visits). There may be an extension of such rights (eg., extended family visit) if appropriate behaviour during the visit is maintained, but the basic right cannot be the actual reward.
- The scheme must be simple and understandable for detainees and staff.

Operational procedures for incentive schemes (developed by individual centres) must include these principles.

If a juvenile justice centre cannot demonstrate that its incentive scheme is consistent with all of these principles, the Manager must write to the Director-General as soon as possible to explain the reason for the inconsistency.

### 5.3 Minor misbehaviour

All juvenile justice centres operate the same punishment system, which is outlined in the *Children (Detention Centres) Act and Regulation*

The Minor Misbehaviour provisions are the most common punishment procedure used in juvenile justice centres. The existence of a punishment scheme, which is included in legislation does NOT MEAN the scheme has to be used EVERY time a detainee misbehaves. (See later in this section for alternatives to minor misbehaviour provisions.)

Incentive schemes must NEVER be used to respond to or to manage misbehaviour. For example, if a centre's incentive scheme employs points, points cannot be deducted for the misbehaviour. Points can only be given to detainees, for positive behaviour, not deducted.

## When to use this procedure

This procedure is used when a detainee behaves in a manner which is defined by the legislation as minor misbehaviour and:

1. staff have asked the detainee to stop the behaviour (more than once, if possible);
2. the detainee refuses staff directions to stop the behaviour;
3. there are no alternative, appropriate strategies to address the behaviour (note that appropriate strategies do not include use of the incentive scheme).

## Who uses this procedure

Staff who may use this procedure are:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development
- Program Co-ordinators – Operations and Clinical (Robinson)
- Team Leaders
- Assistant Team Leaders
- Assistant Team Leaders (Programs)
- Team Supervisors
- Senior Youth Workers.
- Centre Support Team staff
- Programs and staff development staff
- Admissions staff and escort personnel.

## Forms and records which may be used

- Unit Log Book
- JJ-A011: Report of Minor Misbehaviour
- JJ-A012: Record of Punishment – Minor Misbehaviour
- JJ-A-021: Use of Segregation Return
- JJ-A022: Punishment Return
- JJ-A055: Confinement Record Book
- JJ-A056: Segregation Record Book

- JJ-A057: Record of Segregation
- JJ-A058: Report on Use of Force.

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> <li>• Policy on the Design and Use of Incentive Schemes at Juvenile Justice Centres</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987  (Refer to the same sections in the Instrument of Delegation)	<ul style="list-style-type: none"> <li>• 4 Object of the Act</li> <li>• 20 Complaints of misbehaviour</li> <li>• 21 Punishments for misbehaviour</li> <li>• 22 Prohibited punishments</li> </ul>
Children (Detention Centres) Regulation 1995  (Refer to the same sections in the Instrument of Delegation)	<ul style="list-style-type: none"> <li>• 36 Order generally</li> </ul> <p>PART 6 – MISBEHAVIOUR</p> <ul style="list-style-type: none"> <li>• Division 2, Minor misbehaviour</li> </ul> <p>SCHEDULE 1 – MISBEHAVIOUR (definitions):</p> <ul style="list-style-type: none"> <li>• Part 1, Minor misbehaviour</li> </ul>

## Definitions

There are thirteen types of minor misbehaviour defined in the Children (Detention Centres) Regulation 1995 (Schedule 1, Part 1).

Minor misbehaviours are defined as:

- **Disobeying rules or instructions** A detainee must not breach any of the published rules of the detention centre or disobey any reasonable instruction given by a detention centre staff member.
- **Lying** A detainee must not tell lies which adversely affect the good order and discipline of the detention centre.
- **Unauthorised telephone calls** A detainee must not make telephone calls other than those authorised by a detention centre staff member.

- **Deliberate harassment or provocation** A detainee must not deliberately use either words or actions to harass or provoke other detainees, detention centre staff members or any other person.
- **Damage to Government or personal property** A detainee must not, unless by accident, cause damage to any Government property or to the personal property of another detainee, a detention centre staff member or any other person in the detention centre.
- **Abusive, indecent or threatening language** A detainee must not use abusive, indecent or threatening language when speaking to another person in the detention centre, or when corresponding or communicating with persons either in the detention centre or elsewhere.
- **Subversive behaviour** A detainee must not, by word or action, attempt to undermine the good order or discipline of a detention centre, or encourage other detainees to behave in such a way as to disrupt the good order or discipline of the detention centre.
- **Unauthorised entry into certain areas** A detainee must not, unless with the permission of a detention centre staff member, enter a room, office, storeroom or other area to which entry by detainees has been clearly prohibited.
- **Possession of unauthorised articles** A detainee must not receive, possess or pass on to others, any article which is not of a kind that has been authorised by the Superintendent.
- **Fighting** A detainee must not become involved, or entice others to become involved, in physical altercations with other detainees.
- **Unauthorised use of alarms or equipment** A detainee must not, unless authorised by a detention centre staff member or responding to a perceived emergency, use any alarm, fire fighting equipment or first aid supplies.
- **Petty stealing** A detainee must not steal.
- **Refusal to work or participate in activities** A detainee must not, except with reasonable excuse, refuse to perform properly allocated duties or to participate in authorised programme activities.

### Alternatives to minor misbehaviour provisions

Staff should attempt to use strategies other than the legislated punishments to respond to misbehaviour, which do not involve use of the incentive scheme (ie. the removal of earned rewards).

With the increase in structured activities and programs in juvenile justice centres, the opportunity to respond to negative behaviour in creative and often more constructive ways also increases. (However, any alternatives must still be within the parameters of the Children (Detention Centres) Act and Regulation).

For example, where a centre operates anger management or aggression control programs, a detainee who demonstrates negative behaviour resulting from difficulty to control anger-related behaviour, could be referred to one of those programs. The detainee should be informed that participation in the program is a response to the negative behaviour, as opposed to use of the minor misbehaviour provisions.

A record should be made of the referral and decision in response to the misbehaviour. This will demonstrate that staff are using alternatives to minor misbehaviour provisions (it may be a referral form to Centre Support Team or Programs staff, outlining the issue, on which they can enter an outcome and recommended action statement).

When the detainee has completed the program the facilitator or trainer of the group should inform other staff of what behaviour the detainee should be able to demonstrate, and recommendations for staff supervising the detainees (ie., future strategies, etc.).

It is accepted that the latter example is not applicable or acceptable in all situations. Alternative strategies should be a priority, and minor misbehaviour provisions should only be used when there is no other, appropriate alternative to respond to the misbehaviour.

## Authority to determine punishments

In the event that there are no appropriate alternative strategies to respond to misbehaviour, the legislative provisions should be used.

Under the Children (Detention Centres) Act 1987, only the Manager (referred to as "superintendent" in the Act and Regulation) has the authority to determine punishments. This function has been delegated by the Director-General to:

- Co-ordinators Operations
- Assistant Co-ordinators (Operations)
- Team Leaders
- Assistant Team Leaders.

"Senior officer" used in these procedures means the above staff.

Any final determination of punishment must result from consultation with the "reporting officer" (such as a Senior Youth Worker) and the detainee. Whenever possible their recommendations should be supported. Where such recommendations are considered unreasonable or not appropriate, this must be explained and the punishment re-negotiated before making the final decision.

## Recommendations for punishments

It is very important to note that Senior Youth Workers do not have the authority to make the final decision regarding punishments for any detainee.

Senior officers must ensure that Senior Youth Workers are provided with the opportunity to recommend punishments for detainees, based on their direct knowledge of and experience with detainees. Reporting officers must be active in recommending appropriate punishments selected from consistent with those available in the legislation (listed on the Record of Punishment form).

Senior Youth Workers and other supervising staff must clearly understand that their role is to recommend only, and that senior staff are not obliged to support their recommendations.

All staff including non-operational staff have a responsibility to report misbehaviour to the Team Leader on duty or the Co-ordinator Operations, and to make appropriate recommendations for punishment.

## Detainee consultation

When a detainee has been found guilty of minor misbehaviour, he or she should be consulted about the punishment before the final decision is made. It is more likely that the outcome, in terms of the response of the detainee (during and after the punishment), will be more positive and long-term, if the detainee is part of the process.

This consultation should occur with the senior officer (delegated to determine the final punishment) and the reporting officer present.

## Review of punishments

Punishment decisions should be reviewed, depending on the type and duration of the punishment.

Reviews can be an effective tool when a detainee is resistant to a punishment (at the time he or she is informed of the punishment decision). They are also effective when a fairly extreme or lengthy punishment has been determined. In this case, there is the possibility that the detainee will discontinue problematic or undesirable behaviour during the punishment period, before that period ends. When a review is included at the start of the process, the punishment period can be shortened, in view of the detainee's positive response.

Often it is not the time period of a punishment which has the most effect. It is often the punishment alone, which may be a very short period, that results in the desired response or change from the detainee.

The option of review can be included in negotiations with a detainee who is being placed in confinement. If he or she is resistant, and it is likely that physical force may be necessary, the staff member can offer reduced time in return for the detainee's willing movement to the confinement room. In this instance, the risk of physical and emotional injury to staff and detainees, which can occur during the use of physical force, will be avoided, and there will still be a punishment.

## Punishments for minor misbehaviour

There are standard punishments for minor misbehaviour, which are outlined in s. 21(1) of the Children (Detention Centres) Act 1987:

*(1) Subject to the regulations, the following punishments may be imposed on a detainee found guilty of misbehaviour:*

*(a) caution;*

*(b) restriction from participation in sport or leisure activities for a period not exceeding 4 days;*

*(c) additional duties for a period not exceeding 7 days, being duties of a constructive nature designed to promote the welfare of detainees;*

*(d) exclusion from, or confinement to, a place for a period not exceeding 3 hours, or in the case of a detainee of, or over the age of 16 years, not exceeding 12 hours.*



<b>Punishment:</b>	<b>For a period:</b>
Caution	Not applicable
Restriction from participation in sport activities	Not exceeding four (4) days
Restriction from participation in leisure activities	Not exceeding four (4) days
Additional duties (of a constructive nature designed to promote the welfare of detainees)	Not exceeding seven (7) days
Exclusion from a place	Under 16 years of age – not exceeding 3 hours Over 16 years of age – not exceeding 12 hours
Confinement to a place (the Department defines this as placement in a locked room, not as mere separation from others) – see Section 5.4.	Under 16 years of age – not exceeding 3 hours Over 16 years of age – not exceeding 12 hours

### Records for minor misbehaviour

Each time minor misbehaviour is reported / alleged the following forms and records must be completed:

Report of Minor Misbehaviour (including Detainee's Statement) (JJ-A011) is completed by the reporting officer (referred to as the "complainant" in the Act and Regulation) and contains:

1. Detainee's name and date of birth.
2. Date, time and location of alleged misbehaviour.
3. Name and position of the reporting officer.
4. Reporting officer's statement / report of events (for further information see the section on records, below).
5. Detainee's Statement about the events and allegation of misbehaviour. This must include the detainee's plea of guilty or not guilty.

There may be times when the reporting officer will need to ask another staff member to obtain the detainee's statement.

Record of Punishment – Minor Misbehaviour (JJ-A012) is completed by senior officers only and contains:

1. Detainee's name and date of birth.
2. Type of minor misbehaviour (as defined in the Children (Detention Centres) Regulation 1995, Schedule 1, Part 1).
3. Date, time and location of minor misbehaviour.

4. Date and time of the inquiry into the complaint of minor misbehaviour.
5. Name and position of the officer conducting the inquiry.
6. Particulars of the evidence given at the inquiry.
7. Reasons why the detainee was found guilty of misbehaviour.
8. Type of punishment imposed for the misbehaviour and the reasons for that particular punishment.

If the punishment imposed on a detainee is confinement, additional records are required (see Section 5.4 for further information).

If a detainee requests assistance to write his or her statement, a staff member other than the complainant (ie., the reporting officer) must assist.

### Minor misbehaviour in other centres

Managers and Co-ordinators Operations can transfer inquiries into minor misbehaviour to other centres. If a detainee is transferred between Centres, prior to relevant investigations or reports being finalised, procedures for managing minor misbehaviour can be applied by the Co-ordinator Operations of the receiving centre.

### How this procedure works

Responsible	Action Required
1 Supervising staff / Unit staff	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader or Assistant Team Leader and <b>inform</b> him or her about the detainee and the misbehaviour you have witnessed.</li> </ul> <p><u>If you believe the detainee is a risk to the safety of himself or herself or others:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee into <u>segregation</u> (for safety and protection reasons only).</li> <li>• <b>Inform</b> the Team Leader <u>immediately</u> that the detainee has been placed in segregation, and <b>ask</b> what time periods checks are to be conducted on the detainee while he or she is in segregation.</li> <li>• <b>Complete</b> the Record of Segregation form if this is the procedure at your centre – in some centres it may be the Team Leader's responsibility. (JJ-A057)</li> <li>• <b>Begin</b> documenting the segregation in the Segregation Record Book (JJ-A056), including:               <ol style="list-style-type: none"> <li>1. detainee's name, date of birth and age;</li> <li>2. time the detainee was placed in segregation;</li> <li>3. reason for segregation (safety of self or others);</li> <li>4. senior officer authorising the use of segregation.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular checks (as directed by the Team Leader) are conducted and recorded in the Segregation Record Book.</li> </ul>
2	<p><b>Team Leader OR other senior officer who was contacted</b></p> <p><u>When contacted by Unit staff:</u></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the Unit as soon as possible OR (where it is the procedure at your centre) <b>arrange</b> for the detainee to be escorted to the designated area for dealing with complaints of misbehaviour.</li> </ul> <p><u>If staff have placed the detainee in segregation, for safety and protection reasons:</u></p> <ul style="list-style-type: none"> <li>• <b>Determine</b> if the detainee should remain in segregation.</li> <li>• <u>If the detainee should remain in segregation, inform</u> supervising staff of the time check periods which must be conducted with the detainee (based on the information you have about the detainee's individual behaviour and previous responses to strategies such as segregation).</li> <li>• <b>Start</b> the Record of Segregation (if it is the procedure at your centre – at some centres this will be the responsibility of unit staff.) (JJ-A057)</li> <li>• <b>Direct</b> Unit staff (who witnessed or reported the misbehaviour) to complete a Report of Minor Misbehaviour (JJ-A011) and to obtain a Detainee's Statement from the detainee/s involved (separate report for each detainee).</li> <li>• If staff report that a detainee is unsettled, allow them to obtain his or her statement at a later time (but within 24 hours of the report). An inquiry cannot be conducted without the Detainee Statement.</li> </ul>
3	<p><b>Supervising staff / Unit staff (reporting officer)</b></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Report of Minor Misbehaviour. (JJ-A011)</li> <li>• When the detainee is settled, <b>ask</b> him or her to complete the "Detainee Statement" section of the Report of Minor Misbehaviour, including indicating a plea of "guilty" or "not guilty".</li> <li>• <u>If the detainee refuses to write a statement, ask</u> him or her to write a statement to the effect: "I do not wish to make a statement" or "no comment", and to sign that statement.</li> </ul> <p><u>If the detainee refuses to do that, note</u> in the "Detainee's Statement" section: "detainee refused to make a statement", and <u>ask another staff member</u>, who witnessed the refusal, to sign that entry.</p> <p><b>Do not enter</b> the detainee's plea of guilty or not guilty. This must be entered by the detainee. If he or she refuses, the plea section should remain incomplete.</p> <li>• <u>If the detainee requests assistance to write his or her statement, ensure</u> that a staff member, who was not the reporting officer, assists the detainee.</li> <p><u>When the Team Leader or other senior officer attends the Unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Speak</b> to the Team Leader and <b>report</b> all relevant information regarding the misbehaviour.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Provide</b> him or her with the Report of Minor Misbehaviour (including the Detainee's Statement). (JJ-A011)</li> <li>• <b>Follow</b> all directions given by the Team Leader or senior officer.</li> </ul>
4	<p><b>Team Leader OR other senior officer</b></p> <p><u>When you attend the Unit</u> (or when the detainee has been escorted to you in another area):</p> <ul style="list-style-type: none"> <li>• <u>If the detainee was placed in segregation prior to dealing with the report of minor misbehaviour</u>, <b>assess</b> the need for protection of the detainee or others, and:       <ol style="list-style-type: none"> <li>1. if you assess that there is <u>no further need for protection</u>, <b>direct</b> staff to remove the detainee from segregation, and to record the "time out" in the Segregation Record Book; (JJ-A056)</li> <li>2. if you assess that there is a <u>continuing need for protection</u>, <b>direct</b> the detainee to remain in segregation and <b>direct</b> Unit staff to maintain regular in-person checks and record relevant information in the Segregation Record Book. (JJ-A056)</li> </ol> </li> </ul> <p><u>Note:</u> the detainee may be kept in segregation for a maximum period of 3 hours with the approval of the Team Leader or Assistant Team Leader. A further maximum of 3 hours may be approved by the Manager.</p> <ul style="list-style-type: none"> <li>• <b>Ask</b> the supervising staff for a verbal report on the misbehaviour.</li> <li>• <b>Ask</b> the detainee who was reported to explain his or her accounts of the events which have been reported as misbehaviour.</li> <li>• <b>Check</b> the Report of Minor Misbehaviour and Detainee's Statement, which will be used as information or evidence to make a decision regarding punishment or non punishment. (JJ-A011)</li> <li>• <b>Ask</b> the detainee if he or she is pleading guilty or not guilty to the reported misbehaviour.</li> <li>• <u>When the detainee is released from segregation</u>, <b>complete</b> the Record of Segregation form, entering the time the detainee was removed, and <b>submit</b> it to the Manager. (JJ-A057)</li> </ul> <p><u>If the detainee pleads GUILTY to the minor misbehaviour and you are satisfied the plea is genuine:</u></p> <p>(<u>note:</u> there are occasions when a detainee pleads guilty when no other detainee was responsible for the misbehaviour; senior officers must always be aware of this, and be careful not to accept guilty pleas when there is doubt...)</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee of the recommended punishment (from the reporting officer). <b>Ask</b> the detainee what he or she believes is an appropriate and reasonable punishment for the misbehaviour:       <ol style="list-style-type: none"> <li>1. <b>negotiate</b> a punishment with the detainee, based on the recommendations of the reporting officer, the detainee and you.</li> </ol> </li> </ul>

	<p>2. <b>agree</b> on a punishment and, where appropriate, a review, with the detainee and the reporting officer.</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee of the punishment he or she has been given for the minor misbehaviour.</li> <li>• <b>Inform</b> Unit staff of the punishment and <b>direct</b> them to ensure that it is carried out, and that the detainee is supervised in undertaking the punishment.</li> <li>• <b>Direct</b> a Unit staff member to record the detainee's name and a brief summary of the minor misbehaviour and the punishment in the Unit Log Book.</li> <li>• <b>Inform</b> the detainee and Unit staff if the punishment will be reviewed and when this will occur (it is not compulsory to review every punishment).</li> </ul> <p><u>If the detainee pleads NOT GUILTY to the minor misbehaviour:</u></p> <ul style="list-style-type: none"> <li>• <b>Allow</b> the detainee to present further evidence (eg. from staff or other detainees) and to question the reporting officer.</li> <li>• <b>Question</b> the detainee and staff further, <b>using</b> the reports and statements submitted and any other information which other staff or detainees have provided. (JJ-A011, JJ-A012)</li> <li>• <b>Determine</b>, from the further information and questioning, if the detainee is guilty or not guilty: <ul style="list-style-type: none"> <li>• if the detainee is determined guilty, <b>follow</b> the previous procedure in this step;</li> <li>• if the detainee is determined not guilty, proceed to recording the outcome;</li> <li>• <u>if there is not enough evidence to determine guilt</u>, record details in the Inquiry Details and circle "no determination".</li> </ul> </li> </ul>
5 Supervising staff / Unit staff	<p><u>When the Team Leader or other senior officer attends the Unit:</u></p> <ul style="list-style-type: none"> <li>• <u>If the senior officer directs that the detainee is to be removed from segregation</u>, <b>remove</b> the detainee and record the "time out" in the Segregation Record Book. (JJ-A056)</li> <li>• <u>If the senior officer directs the detainee to remain in segregation</u>, <b>continue</b> to make regular in-person checks, as directed by the senior officer, and <b>record</b> all relevant information in the Segregation Record Book. (JJ-A056)</li> </ul> <p><u>If the Team Leader or other senior officer determines that the detainee is guilty of minor misbehaviour:</u></p> <p><b>Record</b> the detainee's name, a brief description of the minor misbehaviour, and the punishment (as determined by the senior officer) in the Unit Log Book.</p> <p><b>Ensure</b> the punishment is carried out and that the detainee is supervised</p>

	<p>as appropriate and, as directed by the senior officer.</p> <p><u>If the punishment given is confinement</u>, and the detainee was segregated before the punishment was determined, <b>complete</b> the Record of Segregation form and record necessary details in the Segregation Record Book and the "time out" (JJ-A057, JJ-A056) and go to Section 5.4.</p>
6	<p><b>Team Leader OR other senior officer</b></p> <p><u>When you have made a determination about the reported minor misbehaviour and the punishment:</u></p> <ul style="list-style-type: none"> <li>• <b>Enter</b> the required information on the Record of Punishment – Minor Misbehaviour. (JJ-A012)</li> <li>• <b>Submit</b> the Report of Minor Misbehaviour (including the Detainee's Statement) and the Record of Punishment – Minor Misbehaviour to the Co-ordinator Operations. (JJ-A012, JJ-A011)</li> <li>• <u>If you have decided that the punishment will be reviewed at some stage</u>, <b>ensure</b> that you record the outcome of the review on the Record of Punishment – Minor Misbehaviour when the review has been conducted.</li> </ul> <p><u>If you decided that the punishment will be reviewed:</u></p> <ul style="list-style-type: none"> <li>• <b>Return</b> to the detainee on the agreed day and <b>discuss</b> their response to the punishment.</li> <li>• <b>Inform</b> the detainee and Unit staff of your decision.</li> <li>• <b>Direct</b> Unit staff to record the decision in the Log Book.</li> <li>• <b>Record</b> the outcome of the review on the <u>original</u> Record of Punishment – Minor Misbehaviour form. (JJ-A012)</li> </ul> <p><u>If the punishment determined through this procedure is CONFINEMENT</u>, go to Section 5.4.</p>
7	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <u>If the detainee was segregated</u>, <b>ensure</b> the Manager receives the Record of Segregation form. (JJ-A057)</li> <li>• <b>Check</b> the Record of Punishment – Minor Misbehaviour and Report of Minor Misbehaviour (including the Detainee's Statement). (JJ-A012, JJ-A011)</li> <li>• <u>If the report is incomplete</u>, <b>return</b> the report to the relevant Team Leader or senior officer and <b>request</b> that it be completed and returned to you as soon as possible. (JJ-A011)</li> <li>• <u>If the report is in order</u>, <b>sign</b> the Record of Punishment – Minor Misbehaviour and the Report of Minor Misbehaviour. (JJ-A011, JJ-A012)</li> <li>• <b>Ensure</b> the detainee receives a copy of both reports. (JJ-A011, JJ-A012)</li> </ul>

8	<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>If the detainee was segregated, sign</b> the Record of Segregation and <b>ensure</b> it is faxed to the Cluster Director within 24 hours. (JJ-A057)</li> </ul>
9	<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the minor misbehaviour and punishment are recorded on the Punishment Return (this may be done during or at the end of the month). (JJ-A022)</li> <li>• <b>If the detainee was segregated, ensure</b> that an entry is made on the Use of Segregation Return (this may be done during or at the end of the month). (JJ-A021)</li> <li>• <b>Ensure</b> that the Punishment and Use of Segregation Returns are submitted to the Cluster Director, via the Manager, no later than 10 days after the end of each month. (JJ-A021, JJ-A022)</li> </ul>

## 5.4 Confinement (punishment)

### When to use this procedure

Confinement is a punishment for minor misbehaviour. This procedure can be used only when a detainee has been found guilty of minor misbehaviour.

### Who uses this procedure

The only juvenile justice centre staff who can approve the use of confinement for a detainee are:

- Centre Managers.

This function has been delegated to the following staff:

- Co-ordinators Operations
- Team Leaders
- Assistant Team Leaders (where applicable)
- Assistant Co-ordinators (Operations) (where applicable).

In this procedure, the above officers are referred to as "senior officers".

The following juvenile justice centre staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Team Leaders
- Assistant Team Leaders
- Assistant Team Leaders (Programs)
- Team Supervisors
- Unit or supervising staff

- Casework and Centre Support Team staff.

### Forms and records which may used

- Unit Log Book
- JJ-A011: Report of Minor Misbehaviour (including Detainee's Statement)
- JJ-A012: Record of Punishment – Minor Misbehaviour
- JJ-A055: Confinement Record Book
- JJ-A058: Report on use of Force
- JJ-A022: Punishment Return.

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Object of the Act</li> <li>• 20 Complaints of misbehaviour</li> <li>• 21 Punishments for misbehaviour</li> <li>• 22 Prohibited punishments</li> <li>• 22(2) Conditions for / of confinement</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 36 Order generally</li> </ul>

### Periods of confinement

The time period which an individual detainee will spend in confinement is determined by the Manager or his or her delegate, as previously outlined.

The maximum time period which a detainee may spend in confinement is based on age. That is:

- Under 16 years of age – no more than 3 hours.
- 16 years of age and over – no more than 12 hours.

Detainees do not have to spend this amount of time in confinement. They are only maximum time periods.



These time periods cannot be extended under any circumstances. The time in confinement must be continuous and cannot be interrupted or held up at any time during the specified confinement period.

For example, if a detainee is in confinement at the standard bed time for detainees he or she cannot be removed from confinement, placed in his or her room and then returned to complete the confinement time in the morning when detainees rise.

Under no circumstances should the above time periods to be extended.

It is also strongly recommended that "review" periods are placed on confinement. A detainee is more likely to be settled and responsive after a period of confinement if the time period is reviewed and he or she is permitted to do less time – the latter would be based on the detainee's conduct during confinement and his or her response in the first instance to being informed that he or she will be placed in confinement.

### Time check periods for detainees in confinement

Detainees must be physically checked by staff at intervals of no more than 20 minutes. The frequency of in-person checks can range from constant observation (where an individual staff member is directed to maintain constant supervision and observation of the detainee in confinement), to varying time check periods up to, but no more than, 20 minutes.

It is the responsibility of the Team Leader or other senior officer on duty to determine what are suitable time check periods for each detainee, based on the detainee's history and his or her behaviour at the time of being placed in confinement.

Where Team Leaders or other senior officers have failed to inform supervising staff of the time check periods for a detainee, the supervising staff member must contact the Team Leader / senior officer and seek direction as to the appropriate time check periods.

### Observation and checks of detainees in confinement

As stated, in-person checks of detainees in confinement must be conducted. Confinement rooms have camera surveillance. These cameras must not be relied on as the only means of checking detainees. Camera surveillance can deceive. Staff must attend the confinement area and visually check the detainee and speak to him or her.

In addition to this, detainees in confinement must have "human contact" during the period of confinement, to minimise the negative effects of total separation from other people.

Staff are not permitted to enter confinement rooms alone. There must be at least two staff members present when a confinement room is unlocked and opened.

When staff are going to enter or open a confinement room and the detainee is in the room, the detainee must be directed to stand at the rear of the room, facing the rear wall. Staff must not open a confinement room door if the detainee is standing at, or near the door.

### Provisions for detainees in confinement

Wherever possible the standard of confinement rooms should be equal to that of other rooms in the centre. There are times when a detainee is unsettled and volatile when placed in confinement, and to have standard room furniture (not fixed) would be unsafe.

Every detainee placed in confinement must be "provided with some means of usefully occupying himself or herself" – Children (Detention Centres) Act 1987: s. 22(2)(a). For example:

- Reading materials (books, magazines).
- Writing materials (writing pad / paper and pen / pencil).
- Radio (preferably built in to the confinement room).

There may be occasions where it is considered unsafe to provide a detainee with one or all of these items. For example, a detainee with a history of self-harm behaviour, or who is exhibiting potential for self-harm behaviour, should not be provided with writing material.

There may be times when these items are not provided to the detainee immediately. Detainees may be very unsettled and potentially violent when placed in confinement. In this case, the Team Leader must determine the most appropriate time to provide these items to the detainee. The Team Leader must ensure that at some time during the confinement period the detainee is offered reading (eg., books, magazines) or writing materials (eg., pen, pencils, chalk).

Bedding should be provided to a detainee in confinement at the standard bed time of the centre or unit the detainee resides in. At other times bedding may be provided on request if the detainee wishes to lie down or sleep, but staff must be aware that detainees in confinement frequently destroy bedding. In view of this, detainees should be informed that although bedding will be provided to them outside standard sleeping hours if they undertake to keep it in good condition, bedding will be immediately removed if they show signs of destroying it.

## Records for confinement

In addition to the Report of Minor Misbehaviour / Detainee's Statement (JJ-A011) and the Record of Punishment – Minor Misbehaviour (JJ-A012), records of the confinement period must be maintained in the Confinement Record Book (JJ-A055).

The Confinement Record Book must include:

- name, date of birth and age of the detainee;
- time the detainee was placed in confinement ("time in");
- reason for the confinement – ie., the minor misbehaviour, as defined in Children (Detention Centres) Regulation 1995, Schedule 1, Part 1;
- any alerts or critical information about the detainee (CIS Alerts must be entered);
- name of the Team Leader / senior officer authorising the confinement;
- time of all in-person checks by staff;
- description of actions and comments of the detainee during confinement and at times of in-person checks;
- times of meals, toilet calls and items provided to the detainee;
- name and signature initials of the officer who conducted each check.

Where there are similar or repeat record entries to be made during confinement, "dittos" are not acceptable. Full, repeated entries must be made each time.

It is also recommended that different officers conduct checks during the period of confinement. That is, the same officer should not conduct all checks during the same confinement period.

## How this procedure works

NOTE: this procedure may only be used after the procedure for managing minor misbehaviour has led to the imposition of a punishment of confinement.

Responsible	Action Required
1 <b>Team Leader OR other senior officer</b>	<p><u>When the detainee has been found guilty of minor misbehaviour and the punishment imposed is confinement:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee of the decision to <b>confine</b> him or her and the time which is to be served in confinement.</li> </ul> <p><u>If you have decided to review the confinement period at some stage:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee when the review will take place and on what conditions the confinement period will continue or cease (eg., settled behaviour, etc.).</li> <li>• <b>Inform</b> Unit / supervising staff of the decision to confine the detainee, and <b>inform</b> them of:               <ol style="list-style-type: none"> <li>1. the reason for confinement;</li> <li>2. the total period of time the detainee is to remain in confinement;</li> <li>3. the time periods at which in-person checks are to be conducted of the detainee in confinement;</li> <li>4. the times at which the punishment will be reviewed.</li> </ol> </li> <li>• <b>Direct</b> staff to record the confinement details in the Confinement Record Book and to ensure that the Record Book is updated regularly during the confinement period. (<b>JJ-A055</b>)</li> <li>• <b>Direct</b> staff <u>not to</u> remove the detainee from confinement until they have notified you.</li> </ul>
2 <b>Supervising staff / Unit staff</b>	<p><u>When the Team Leader or other senior officer has directed you to place the detainee in confinement:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee into the confinement room, and:               <ol style="list-style-type: none"> <li>1. <u>before the detainee is placed in confinement</u>, <b>conduct</b> a body search and <b>direct</b> the detainee to remove his or her shoes (see Section 6.13 for more information on body searches).</li> <li>2. <b>place</b> the detainee in the confinement room and <b>lock</b> the door.</li> </ol> </li> <li>• <u>If the detainee refuses to go into confinement</u>, <b>inform</b> him or her that you will use reasonable force if necessary.</li> <li>• <u>If the detainee continues to refuse</u>, <b>use</b> the least amount of force necessary to move the detainee into the confinement room and <b>lock</b> the door.</li> </ul>

**Supervising staff / Unit staff (cont.)**

- **Enter** the detainee's placement in confinement in the Confinement Record Book (JJ-A055), including:
  1. name, age and date of birth of the detainee;
  2. the time the detainee was placed in confinement ("time in");
  3. the reasons for the confinement (ie., minor misbehaviour);
  4. any current alerts or critical information about the detainee;
  5. the Team Leader / senior officer authorising the confinement.
- **Record** the minor misbehaviour and the punishment (confinement) in the Log Book, including the proposed period of confinement and name of the officer who authorised the confinement.
- If physical force was used to place the detainee in confinement, complete a report on Use of Force (JJ-A058) and submit to the Team Leader. Record the use of force in the Log Book.
- **Conduct** regular in-person checks of the detainee (as directed by the Team Leader) while he or she is in confinement.

At least two staff members must be present if the confinement room door is unlocked and opened. If there is an emergency you must call for assistance before entering the room.

- **Ensure** that the Confinement Record Book is kept up to date (JJ-A055), and that all in-person checks of the detainee in confinement are recorded, including:
  1. time each in-person check was conducted (as per the time check periods directed by the Team Leader);
  2. what the detainee was doing at the time of each in-person check;
  3. any comments the detainee made at the time of each check;
  4. the name and signature initials of the staff member who conducted the in-person check;
  5. a description of any items provided to the detainee while he or she is in confinement;
  6. any toilet calls or meals provided to or refused the detainee while he or she is in confinement.
- If there is no toilet in the confinement room, ensure that at least two staff are present (before releasing the detainee) to escort the detainee to the nearest toilet area.
- As directed by the Team Leader or other senior officer, ensure that the detainee is provided with items to usefully occupy himself or herself. That is, reading or writing material.

If there are any concerns about the physical safety of the detainee, by giving him or her these items, the Team Leader or other senior officer

	<p>should be consulted.</p> <ul style="list-style-type: none"> <li>• <b>Do not</b> remove the detainee from confinement unless directed to do so by the Team Leader or other senior officer.</li> </ul>
3	<p><b>Team Leader OR other senior officer</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that you maintain contact with the staff supervising the detainee in confinement.</li> <li>• <b>Direct</b> supervising staff in procedures to supervise and provide for the detainee appropriately.</li> </ul> <p><u>At the time when you have determined the detainee should be removed from confinement:</u></p> <ul style="list-style-type: none"> <li>• <b>Go to</b> the confinement area and supervise the removal; or <b>contact</b> the Unit responsible for the detainee and <b>direct</b> staff to remove the detainee and report to you when this is complete.</li> <li>• <b>Check</b> the entries in the Confinement Record Book (JJ-A055), ensuring that they are correct and have been kept up to date throughout the confinement period.</li> <li>• <b>Check</b> that staff have recorded an entry about the minor misbehaviour and punishment in the Log Book.</li> </ul> <p><u>If the detainee was removed earlier, as a result of a review:</u></p> <ul style="list-style-type: none"> <li>• <b>Adjust</b> the confinement period on the Record of Punishment – Minor Misbehaviour form (JJ-A012), in the review section, and <b>sign</b> the entry.</li> </ul>
4	<p><b>Supervising staff / Unit staff</b></p> <p><u>When directed to remove the detainee from confinement:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to leave the confinement room. <b>Ensure</b> that the detainee removes any rubbish and clothing from the room prior to leaving.</li> <li>• <u>If the room requires cleaning</u>, <b>ensure</b> the detainee cleans the area as soon as practicable (if it is late at night, the detainee can return in the morning).</li> <li>• <b>Complete</b> the Confinement Record Book (JJ-A055), entering the time the detainee was removed ("time out") and the names and signatures of the staff members supervising the removal.</li> <li>• <u>If the Team Leader or other senior officer is not present when the detainee is removed</u>, <b>inform</b> him or her immediately that the detainee has been removed and of any problems which were experienced.</li> </ul>
5	<p><b>Team Leader OR other senior officer</b></p> <p><u>When the detainee has been removed from confinement:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that he or she is supervised appropriately in the Unit to which he or she returns.</li> <li>• <b>Check</b> that the Confinement Record Book (JJ-A055) has been completed as required. If not, <b>direct</b> staff to complete the Confinement Record Book immediately.</li> </ul>

6 <b>Supervising staff / Unit staff</b>	<p><u>When the detainee has been removed from confinement:</u></p> <ul style="list-style-type: none"> <li>• <b>Maintain</b> close supervision of the detainee.</li> <li>• <b>Report</b> any problems or difficulties with the detainee to the Team Leader or other senior officer immediately and <b>record</b> the information in the Log Book.</li> </ul>
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## 5.5 Serious misbehaviour

### When to use this procedure

Serious misbehaviour is another part of the punishment system which operates in juvenile justice centres (of which minor misbehaviour is the other part). Serious misbehaviour is also outlined in the *Children (Detention Centres) Act and Regulation*. Serious misbehaviour provisions tend to be used less often than minor misbehaviour.

These provisions can be used when a detainee misbehaves in a manner which is defined in the Regulation as "serious misbehaviour", and:

- there is no alternative strategy available to respond to and manage that misbehaviour; or
- the behaviour is also defined as a criminal offence, the police have been notified and they will not be taking any criminal action.

Additional information about when this procedure can be used is included in this section, under "Guidelines for serious misbehaviour".

This procedure only applies to detainees who are serving a control order, when the serious misbehaviour is reported. This is because the penalty for serious misbehaviour is a maximum of seven days added to the detainee's control order.

### Who uses this procedure

Staff who may use this procedure are:

- Centre Managers
- Co-ordinators Operations
- Co-ordinators Programs (Operations)
- Team Leaders
- Assistant Team Leaders
- Assistant Team Leaders (Program)
- Team Supervisors
- Senior Youth Workers.
- Co-ordinators Casework
- Co-ordinators Programs / Staff Development

- Centre Support Team staff
- Programs and staff development staff
- Admissions staff
- Escort personnel.

Any of the above staff can report a detainee for serious misbehaviour. The Centre Manager makes the final decision about whether the matter will be referred to the court. In the absence of the Manager, the Co-ordinator Operations may make this decision, on behalf of the Manager.

#### Forms and records which may be used

- Unit Log Book
- JJ-A013: Report of Serious Misbehaviour
- JJ-A015: Notice of Children's Court Hearing - Serious Misbehaviour (to detainee)
- JJ-A021: Use of Segregation Return
- JJ-A030: Critical Dates Summary Sheet
- JJ-A056: Segregation Record Book
- JJ-A057: Record of Segregation
- JJ-A058: Report on use of Force.

#### Related policies and procedures

The following policies and procedures are relevant to this procedure:

<b>In the:</b>	<b>Go to the Section or Policy:</b>
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987 – refer to the same sections in the Instrument of Delegation	<ul style="list-style-type: none"> <li>• 20 Complaints of misbehaviour</li> <li>• 21 Punishments for misbehaviour</li> <li>• 22 Prohibited punishments</li> </ul>
Children (Detention Centres) Regulation 1995 – refer to the same sections in the Instrument of Delegation	<ul style="list-style-type: none"> <li>• 36 Order generally</li> <li>• PART 6 – MISBEHAVIOUR: Division 3 – Serious misbehaviour</li> <li>• SCHEDULE 1 – MISBEHAVIOUR (definitions): Part 2 – Serious misbehaviour</li> </ul>

## Definitions

There are six (6) types of serious misbehaviour defined in the Children (Detention Centres) Regulation 1995 (Schedule 1, Part 2). They are:

- **Assault** A detainee must not assault or attempt to assault any other person.
- **Concealment for the purpose of escape** A detainee must not hide, or assist another detainee to hide, in an attempt to escape.
- **Insubordination** A detainee must not defy the reasonable instructions of detention centre staff or refuse to comply with the established rules or routines of the detention centre.
- **Inciting misbehaviour** A detainee must not incite other detainees to engage in behaviour which seriously disrupts the good order or discipline of the detention centre.
- **Mistreatment of animals** A detainee must not maim, wound, beat or cruelly ill-treat any animal.
- **Unauthorised medication or substances** A detainee must not procure, possess or supply to other detainees unauthorised medications or substances likely to be injurious to health.

## Guidelines for serious misbehaviour

Serious misbehaviour, unlike minor misbehaviour, is not dealt with within the centre. Clauses 51 and 52 of the Regulation outline the procedure the Manager must follow when there has been a complaint of serious misbehaviour. A notice is to be made to a Children's Magistrate, for the detainee to appear in court in relation to serious misbehaviour.

Serious misbehaviour provisions can be used when the behaviour is also defined as a criminal offence, and no criminal prosecution is being taken by the police.

An example of this is an incident where a detainee has allegedly assaulted another person. Assault is defined as a serious misbehaviour (in the Regulation) and as a crime (in the Crimes Act). If the police are notified and they are not going to take any action (eg., they say there is not enough evidence, or the victim does not wish to proceed), the matter can be dealt with under serious misbehaviour provisions, but only if the detainee is currently serving a control order. In this example, the matter must first be referred to the police (because of its criminal nature and operational requirements for incidents of assault).

In the event that the behaviour is defined as serious misbehaviour, and does not constitute a crime (eg. "concealment for the purpose of escape" or "insubordination"), these procedures should only be used if there are no alternative strategies to address the behaviour (but note "alternative strategies" do not include use of the incentive scheme).

## Punishment for serious misbehaviour

There are no internal punishments for serious misbehaviour. The punishment available for serious misbehaviour is outlined in s. 21(1)(e), Children (Detention Centres) Act 1987:

*(1) Subject to the regulations, the following punishments may be imposed on a detainee found guilty of misbehaviour...*



*(e) in the case of misbehaviour declared by the regulations to be serious misbehaviour – extension by a period that does not exceed 7 days, of each minimum or fixed term (within the meaning of the Sentencing Act 1989) to which the detainee is subject (other than a term which is cumulative and which has not commenced).*

It is very important to note that these additional days go on the current control order, and are not a "new" Control Order. The extension may serve to extend the current fixed / minimum term and to adjust the commencement date of a cumulative order.

Therefore, a detainee's eligibility to apply for leave will only be slightly affected (if at all) by this court appearance and the extension of detention time. The Co-ordinator Operations must ensure that he or she recalculates the detainee's critical dates (ie., leave eligibility) following each court appearance for serious misbehaviour (for information on calculating critical dates, see Section 8.4).

Often the reason given for not using serious misbehaviour provisions is that the detainee would not be eligible for any outings or leave for the remainder of his or her committal. This is not the case.

Once a detainee has been before a Children's Magistrate in relation to serious misbehaviour, no further penalty can be imposed by centre staff, irrespective of the outcome before the Magistrate.

## Police investigation

Given the criminal nature of some serious misbehaviours, on most occasions the police would be called to the centre to investigate an alleged offence with the possibility of charging the detainee involved. If police choose to proceed with charging a detainee, he or she cannot be dealt with by the centre (ie., under serious misbehaviour provisions) until all criminal proceedings have been finalised. After this, the detainee can only be dealt with under serious misbehaviour guidelines if he or she was not convicted and did not receive a court-imposed penalty.

## How this procedure works

Responsible	Action Required
1 Supervising staff / Unit staff	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader or other senior officer and <b>inform</b> him or her about the misbehaviour you have witnessed.</li> </ul> <p><u>If you believe the detainee is a risk to the safety of himself or herself or others:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee into <u>segregation</u> (for safety and protection reasons).</li> <li>• <b>Inform</b> the senior officer <u>immediately</u> that the detainee has been placed in segregation, and <b>ask</b> at what time periods checks are to be conducted on the detainee while he or she is in segregation.</li> <li>• <b>Complete</b> a Record of Segregation form, if this is the procedure at your centre – in some centres this may be the Team Leader's responsibility. (JJ-A057)</li> <li>• <b>Start</b> documenting the segregation in the Segregation Record Book (JJ-A056), including:               <ol style="list-style-type: none"> <li>1. detainee's name, date of birth and age;</li> <li>2. time the detainee was placed in segregation;</li> </ol> </li> </ul>

	<p>3. reason for segregation (safety of self or others);</p> <p>4. senior officer authorising the use of segregation.</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> regular checks (as directed by the senior officer) are conducted and recorded in the Segregation Record Book. (JJ-A056)</li> </ul>
2	<p><b>Team Leader OR other senior officer</b></p> <p><u>When contacted by Unit staff:</u></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the Unit as soon as possible OR (where it is the procedure of your centre) <b>arrange</b> for the detainee to be escorted to the designated area for dealing with complaints of misbehaviour.</li> </ul> <p><u>If staff have placed the detainee in segregation, for safety and protection reasons:</u></p> <ul style="list-style-type: none"> <li>• <b>Determine</b> if the detainee should remain in segregation.</li> <li>• <b>Inform</b> supervising staff of the time check periods which must be conducted with the detainee (based on the information you have about the detainee's behaviour and previous responses to strategies such as segregation).</li> <li>• <b>Start</b> the Record of Segregation. (If it is procedure at your centre. At some centres this will be the responsibility of Unit staff.) (JJ-A057)</li> <li>• <b>Direct</b> Unit staff (who witnessed or reported the misbehaviour) to complete a Report of Serious Misbehaviour. (JJ-A013)</li> <li>• <b>Inform</b> the detainee that you have directed staff to complete a Report of Serious Misbehaviour, and <b>inform</b> him or her of the procedure which will occur, if the Manager decides to proceed.</li> </ul>
3	<p><b>Supervising staff / Unit staff</b></p> <ul style="list-style-type: none"> <li>• When directed by the senior officer, <b>complete</b> a Report of Serious Misbehaviour. (<b>Be aware</b> that this report may be used in court. Be clear and concise with information.) (JJ-A013)</li> <li>• <b>Inform</b> the detainee that you are completing a Report of Serious Misbehaviour.</li> </ul> <p><u>When the Team Leader or other senior officer attends the Unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Speak</b> to the senior officer and <b>report</b> all relevant information regarding the misbehaviour.</li> <li>• <b>Provide</b> him or her with the Report of Serious Misbehaviour. (JJ-A013)</li> <li>• <b>Follow</b> all directions given by the senior officer.</li> </ul>
4	<p><b>Team Leader OR other senior officer</b></p> <p><u>When you attend the Unit</u> (or when the detainee has been escorted to you in another area):</p> <ul style="list-style-type: none"> <li>• <u>If the detainee was placed in segregation prior to dealing with the staff report of serious misbehaviour</u>, <b>assess</b> the need for protection of the detainee or others, and: <ul style="list-style-type: none"> <li>• if you assess that there is no further need for protection, <b>direct</b></li> </ul> </li> </ul>

	<p>staff to remove the detainee from segregation, and to record the "time out" in the Segregation Record Book; (JJ-A056)</p> <ul style="list-style-type: none"> <li>• if you assess that there is a continuing need for protection, <b>direct</b> the detainee to remain in segregation and <b>direct</b> Unit staff to maintain regular in-person checks and record relevant information in the Segregation Record Book. (JJ-A056)</li> </ul> <p><u>Note:</u> the detainee can remain in segregation only for a maximum period of 3 hours with the approval of the Team Leader or other senior officer. A further maximum of 3 hours may be approved by the Manager.</p> <ul style="list-style-type: none"> <li>• <b>Ask</b> supervising staff for a verbal report on the misbehaviour.</li> <li>• <b>Ask</b> the detainee reported to give his or her account of the events which have been reported as misbehaviour.</li> <li>• <b>Check</b> the Report of Serious Misbehaviour prepared by staff and the detainee's statement (JJ-A013), to use as information or evidence to assist with further investigations and a possible hearing at the Children's Court.</li> <li>• <b>Direct</b> Unit / supervising staff to conduct procedures which ensure the security and safety of <u>all</u> detainees and staff.</li> <li>• <u>If the detainee is segregated, and it is necessary for him or her to remain in segregation, direct</u> staff to conduct regular checks and to record all relevant information in the Segregation Record Book.</li> <li>• If it is necessary for the detainee to remain in segregation for more than 3 hours (for safety and protection reasons), <b>inform</b> the Co-ordinator Operations (for more information on segregation, see Section 5.6).</li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the report of serious misbehaviour.</li> <li>• <b>Enter</b> comments, action and any additional information on the bottom section of the Report of Serious Misbehaviour (<b>be aware</b> that this report may be used in court proceedings). (JJ-A013)</li> <li>• <b>Ensure</b> the report is provided to the Co-ordinator Operations as soon as practicable.</li> </ul>
5	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> all the information provided on the report of serious misbehaviour. (JJ-A013)</li> <li>• <b>Sign</b> the report as noted and sighted, and date the entry.</li> <li>• <b>Conduct</b> a further investigation into the reports and alleged events, interviewing staff and detainees involved, if necessary.</li> </ul> <p><u>When you are satisfied that the behaviour is serious misbehaviour, as defined in the Regulation:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Manager of the serious misbehaviour, and <b>provide</b> him or her with all relevant reports and information.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ensure</b> Unit / supervising staff and the detainee are informed of the action which is being taken. <b>Ensure</b> that staff and the detainee are kept informed of the status of the investigation and action.</li> </ul> <p><u>If the detainee was segregated:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> the Record of Segregation form and <b>submit</b> it to the Manager. (JJ-A057)</li> <li>• <b>Ensure</b> that an entry is made on the Use of Segregation Return. (JJ-A056)</li> <li>• <u>If force was used by staff</u>, <b>check</b> and <b>sign</b> the Report on Use of Force. (JJ-A058)</li> </ul>
6	<p><b>Manager</b></p> <p><u>When you are satisfied from the reports that the behaviour is serious misbehaviour, as defined in the Regulation, ask the Co-ordinator Operations to:</u></p> <ul style="list-style-type: none"> <li>• Contact the Registrar of the closest Children's Court and <b>inform</b> him or her of the serious misbehaviour. The Co-ordinator Operations should request a hearing date at that court for the detainee to attend.</li> <li>• Forward all related reports to the Court.</li> <li>• Ensure that the detainee's parent or significant other is informed of the action being taken.</li> </ul>
7	<p><b>Co-ordinator Operations</b></p> <p><u>When you have contacted the Registrar, as directed by the Manager, and been provided with the hearing date:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee involved and his or her parent or significant other of the date of hearing and explain the court procedures for hearing serious misbehaviour.</li> <li>• <u>If the detainee requires legal representation</u>, <b>inform</b> and <b>liaise</b> with the Co-ordinator Casework to <b>ensure</b> that a staff member assists the detainee with an Application for Legal Aid (Appendix 21), where applicable.</li> <li>• <b>Provide</b> the detainee with the Notice of Hearing at Children's Court – Serious Misbehaviour form. (JJ-A015)</li> <li>• Make 2 copies (optional: 3 copies, to retain one at the centre) of the Notice and: (JJ-A015) <ol style="list-style-type: none"> <li>1. <b>attach</b> one copy to the detainee's D File;</li> <li>2. <b>send</b> 1 copy to the detainee's parent or significant other.</li> </ol> </li> <li>• <b>Provide</b> the original Notice to the Court.</li> <li>• <b>Inform</b> the reporting staff of the hearing date and whether they will be required at Court (eg., where the detainee has entered a plea of not guilty).</li> <li>• <b>Inform</b> the victim (if any) that the detainee will be appearing at Court.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Inform</b> Admissions staff of the hearing date.</li> <li>• <b>Ensure</b> the parent or significant other are contacted and informed of the hearing date.</li> </ul>
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*After the court appearance*

	Responsible	Action Required
1	Admissions staff	<p><u>When informed of the hearing date by the Co-ordinator Operations:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the date is recorded in the Admissions Log Book.</li> <li>• <b>Ensure</b> escort personnel are arranged for the date of hearing. If you are having difficulty with escort availability inform the Co-ordinator Operations.</li> <li>• <b>Update</b> the Client Information System (CIS) as required.</li> </ul>
2	Co-ordinator Operations	<p><u>When the detainee has returned from court:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the parent or significant other and inform him or her of the court outcome. <u>If the detainee received additional days on his or her current control order, inform</u> the parent or significant other of the change to the control order and leave eligibility dates (where applicable).</li> <li>• <b>Ensure</b> that Admissions staff are aware of the court outcome and have amended the Client Information System (CIS) as required.</li> <li>• Where possible and relevant, <b>inform</b> the victim of the court outcome.</li> </ul> <p><u>If the detainee received additional days on his or her current control order:</u></p> <ul style="list-style-type: none"> <li>• <b>Update</b> the Critical Dates Summary Sheet adjusting dates accordingly. <b>Ensure</b> the detainee is informed of his or her revised dates for leave from the centre. (JJ-A030)</li> <li>• <b>Inform</b> the Co-ordinator Casework of the court outcome and <b>provide</b> him or her with the revised critical dates.</li> <li>• <b>Ensure</b> the change in leave eligibility dates is recorded in the Case Notes and noted on any applications for leave.</li> </ul>
3	Admissions staff	<ul style="list-style-type: none"> <li>• <b>Ensure</b> the court outcome is recorded on the Client Information System (CIS).</li> </ul>

## 5.6 Segregation (for protection)

### When to use this procedure

Segregation is for safety and protection purposes. Segregation IS NOT A PUNISHMENT and, therefore, cannot be used in response to misbehaviour.

The only time this procedure can be used is when the personal safety of the detainee or other people (including staff and other detainees) is at risk.

Where it is considered necessary by staff on safety grounds, a detainee can be placed in segregation even if he or she does not agree that there is a risk to safety (eg. it may be a case of threats from other detainees that the detainee in question does not wish to "walk away" from, potential for the detainee to escape, etc.).

### Who uses this procedure

The only juvenile justice centre staff who can approve the use of segregation for a detainee are:

- Centre Managers
- Co-ordinators Operations
- Assistant Co-ordinators (Operations)
- Team Leaders
- Assistant Team Leaders.

There are maximum time periods these officers can approve.

The following staff may use this procedure:

- Team Supervisors
- Unit or supervising staff
- Centre Support Team staff
- Programs staff
- Admissions staff
- Escort personnel.

### Forms and records which may used

- Unit Log Book
- JJ-A056: Segregation Record Book
- JJ-A057: Record of Segregation
- JJ-A058: Report on Use of Force
- JJ-A021: Use of Segregation Return

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Object of the Act</li> <li>• 19 Segregation of detainees for protection</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 36 Order generally</li> <li>• 9 Segregation of detainees for protection – records</li> </ul>

### Limited authority to use segregation

Although only senior centre staff have the delegation to authorise segregation, in special circumstances Unit or supervising staff have permission to place a detainee in segregation (because it relates to protection).

To do so, there must be justified concerns about the safety of the detainee or others. A detainee cannot be placed in segregation by Unit or supervising staff to address misbehaviour, nor when there are no imminent safety issues. If this is the case, Unit or supervising staff must report the problem to the Team Leader immediately, without placing the detainee in segregation. The Team Leader will then investigate the problem reported.

The authorisation for Unit or supervising staff to place detainees in segregation for protective purposes must never be abused by staff.

### Periods of segregation

The time period which a detainee may spend in segregation is not based on age (which is the case for confinement). Periods of segregation for any detainee in any period of 24 hours are:

- **maximum 3 hours** – with the approval of delegated senior officers;
- **maximum 6 hours** – with the approval of the Manager (delegate of the Director-General).

Note: the absolute maximum period of time a detainee can spend in segregation within any 24-hour period is not 9 hours, it is 6 hours. The Manager, via the Co-ordinator Operations, should be consulted if more than 3 hours is considered necessary.

The time period which a detainee will spend in segregation is based on the level of risk to safety determined by the senior officer.

When a detainee is placed in segregation, a period of time cannot be determined (ie., “you will be in segregation for 3 hours”). Because segregation relates to safety and protection, the time spent in segregation should be until the safety risk no longer exists. This cannot be determined at the time of placing the detainee in segregation and requires constant review.

### Time check periods for detainees in segregation

The maximum time periods for in-person checks of detainees in segregation are the same as for confinement.

Detainees must be checked in person by staff at intervals of no more than 20 minutes. The frequency of in-person checks can range from constant observation (where an individual staff member is directed to maintain constant supervision and observation of the detainee in segregation), to varying time check periods up to, but no more than 20 minutes.

It is the responsibility of the Team Leader or other senior officer on duty to determine what are suitable time check periods for each detainee, based on the detainee's history and his or her behaviour at the time of being placed in segregation.

Where the senior officer has failed to inform supervising staff of the time check periods for a detainee, the supervising staff member must contact the senior officer and seek direction as to the appropriate time check periods.

### Observation and checks of detainees in segregation

As stated, in-person checks of detainees in segregation must be conducted. Segregation rooms have camera surveillance. These cameras must not be relied on as the only means of checking detainees. Camera surveillance can deceive. Staff must attend the segregation area, visually check the detainee and speak to him or her.

Staff are not permitted to enter segregation rooms alone. There must be at least two staff members present when a segregation room is unlocked and opened. If the detainee is in segregation for the safety of others, he or she should face the rear wall of the segregation room before staff open the door.

### Segregation areas

In the majority of cases, segregation occurs in a specified room in the centre, which is not the detainee's own room. A detainee can be segregated in his or her own room, but it is recommended that this occurs only where the reason for segregation is for the safety of the detainee (protection from others), and not where the detainee is considered a risk to others.

### Provisions for detainees in segregation

Every detainee placed in segregation must be "provided with some means of usefully occupying himself or herself" – Children (Detention Centres) Act 1987: s. 19(1)(c)". For example:

- reading materials;
- writing materials (writing pad / paper and pen / pencil);
- radio (preferably built into the segregation room).

There may be occasions where it is considered unsafe to provide a detainee with one or all of these items. For example, a detainee with a history of self-harm behaviour, or who is exhibiting potential for self-harm behaviour, should not be provided with a pen or pencil.

There may be times when the items in question are not provided to the detainee immediately. That is, a detainee may be very unsettled and violent when placed in segregation.

In such a case, the Team Leader must determine the most appropriate time to provide the items to the detainee. The Team Leader must ensure that at some time during the segregation period the detainee is offered reading (eg., books, magazines) or writing material (pens, pencils, chalk).



## Records for segregation

In addition to the Record of Segregation form (JJ-A057), records of the segregation must be maintained in the Segregation Record Book (JJ-A056).

The Segregation Record Book must include:

- name, date of birth and age of the detainee;
- time the detainee was placed in segregation ("time in");
- reason for the segregation (ie., for the safety for himself or herself or for the safety of others);
- any alerts or critical information about the detainee (CIS alerts must be entered);
- name of the Team Leader or other senior officer authorising the segregation;
- time of all in-person checks;
- description of actions and comments of the detainee during segregation;
- times of meals, toilet calls and provision of items;
- name and signature initials of the officer who conducted each check.

If a detainee is placed in segregation late in the evening, he or she should be asked to sign the relevant section of the Record of Segregation form, giving permission to be left in the segregation room if he or she is asleep at the end of the segregation time.

Where there are similar or repeat record entries to be made during confinement, "dittos" are not acceptable. Full, repeated entries must be made each time.

It is also recommended that different officers conduct checks during the period of segregation. That is, the same officer should not conduct all checks during the same segregation period.

### How this procedure works

Responsible	Action Required
1 Supervising staff / Unit staff	<p><u>If you are concerned about the safety of a detainee</u>, or a detainee is acting in a manner which you believe risks the safety of himself or herself or the safety of other detainees or staff:</p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee into the segregation room, and:               <ol style="list-style-type: none"> <li>1. before the detainee is placed in segregation, <b>conduct</b> a clothed body search and <b>direct</b> the detainee to remove his or her shoes (see Section 6.13 – "Personal searches of detainees");</li> <li>2. <b>place</b> the detainee in the segregation room and <b>lock</b> the door.</li> </ol> </li> <li>• <u>If the detainee refuses to go into segregation</u>, <b>inform</b> him or her that you will use reasonable force to move him or her if necessary.</li> <li>• <u>If the detainee still refuses to enter the segregation room</u>, <b>use</b> the least amount of force necessary to move the detainee into the</li> </ul>

	<p>segregation room and lock the door.</p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader or other senior officer <u>immediately</u> and <b>inform</b> him or her that the detainee has been placed in segregation for protection and safety reasons.</li> <li>• <b>Ask</b> the senior officer at what time periods in-person checks should be conducted on the detainee while he or she is in segregation.</li> <li>• <b>Complete</b> a Record of Segregation and <b>ensure</b> the senior officer signs the record, if this is the procedure at your centre – in some centres it is the responsibility of the Team Leader. (JJ-A057)</li> <li>• Enter the detainee's placement in segregation in the Segregation Record Book (JJ-A056), including: <ol style="list-style-type: none"> <li>1. name, age and date of birth of the detainee;</li> <li>2. the time the detainee was placed in segregation;</li> <li>3. the reasons for the segregation;</li> <li>4. any current alerts or critical information about the detainee;</li> <li>5. the Team Leader or other senior officer authorising the segregation.</li> </ol> </li> <li>• <b>Record</b> the segregation in the Log Book, and the name of the senior officer who authorised the segregation.</li> </ul>
2	<p><b>Team Leader OR other senior officer</b></p> <p><u>When contacted by supervising / Unit staff</u> (ie., before you have attended the Unit or area):</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the staff of the time periods which the detainee should be checked in person while he or she is in segregation.</li> <li>• <b>Direct</b> Unit staff to record the segregation details in the Segregation Record Book, and to ensure that the Record Book is updated regularly during the segregation period. (JJ-A056)</li> <li>• <b>Direct</b> staff <u>not to</u> remove the detainee from segregation until they have notified you.</li> <li>• <b>Complete</b> and <b>sign</b> a Record of Segregation, if this is the procedure at your centre – in some centres this is the responsibility of unit staff. (JJ-A057)</li> <li>• <b>Attend</b> the Unit or area as soon as possible to assess the situation and the risk to safety reported by staff.</li> </ul>
3	<p><b>Supervising staff / Unit staff</b></p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> regular in-person checks of the detainee (as directed by the Team Leader) while the he or she is in segregation.</li> </ul> <p><u>At least two staff members must be present if the segregation room door is unlocked and opened.</u> If there is an emergency you <u>must</u> call for assistance before entering the room.</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that the Segregation Record Book is kept up to date (JJ-</li> </ul>

	<p><b>A056</b>), and that all in-person checks of the detainee in segregation are recorded, including:</p> <ol style="list-style-type: none"> <li>1. time each in-person check was conducted (in accordance with the time check periods directed by the Team Leader);</li> <li>2. what the detainee was doing at the time of each check;</li> <li>3. any comments the detainee made at the time of each check;</li> <li>4. the name and signature initials of the staff member who conducted the in-person check;</li> <li>5. a description of any items provided to the detainee while he or she is in segregation;</li> <li>6. any toilet calls or meals provided to the detainee while he or she is in segregation.</li> </ol> <ul style="list-style-type: none"> <li>• If there is no toilet in the segregation room, <b>ensure</b> that at least 2 staff are present (before releasing the detainee) to escort the detainee to the <u>nearest</u> toilet area.</li> <li>• <u>As directed by the Team Leader</u>, <b>ensure</b> the detainee is provided with items to usefully occupy himself or herself, that is, reading or writing material.</li> <li>• If there are any concerns about the physical safety of the detainee, by giving him or her these items, the senior officer should be consulted.</li> <li>• <b>Do not remove</b> the detainee from segregation unless directed to do so by the Team Leader.</li> </ul>	
4	<p><b>Team Leader OR other senior officer</b></p>	<ul style="list-style-type: none"> <li>• <b>Attend</b> the Unit or segregation room immediately.</li> <li>• If safe to do so, <b>speak</b> to the detainee who is in segregation, and <b>determine</b> if he or she can be released from segregation.</li> <li>• <b>Inform</b> Unit staff of the time check periods which must be conducted with the detainee (based on information you have about the detainee's individual behaviour and previous responses to strategies such as segregation).</li> <li>• <b>Assess</b> the need for referral to Centre Support Team staff (eg., psychologist) or other support services. <b>Make</b> a referral if the detainee requests to see one of these staff, or if you believe it is necessary.</li> </ul>
5	<p><b>Supervising staff / Unit staff</b></p>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> procedures and regular in-person checks as directed by the Team Leader or other senior officer.</li> <li>• <b>Ensure</b> the Segregation Record Book is kept up to date. (JJ-A056)</li> <li>• <b>Contact</b> the senior officer when you believe the detainee no longer requires segregation.</li> </ul>

6	<b>Team Leader OR other senior officer</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> contact with the staff supervising the detainee in segregation and <b>attend</b> the segregation room when staff report that the detainee no longer requires segregation.</li> <li>• <b>Direct</b> supervising staff in procedures to supervise and provide for the detainee appropriately.</li> </ul> <p><u>When you have determined the detainee should be removed from segregation:</u></p> <ul style="list-style-type: none"> <li>• <b>Supervise</b> the removal of the detainee, or <b>direct</b> staff to remove the detainee and report to you when the removal is completed.</li> <li>• <b>Check</b> the entries in the Segregation Record Book, and <b>ensure</b> they are correct and have been kept up to date throughout the segregation period. (JJ-A056)</li> <li>• <b>Check</b> that staff have made an entry about the segregation in the Log Book.</li> </ul>
7	<b>Supervising staff / Unit staff</b>	<p><u>When directed to remove the detainee from segregation:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to leave the segregation room. <b>Ensure</b> that the detainee removes any rubbish and clothing from the room prior to leaving.</li> <li>• <u>If the room requires cleaning</u>, <b>ensure</b> that the detainee cleans the area as soon as practicable (if it is late at night, the detainee can return in the morning).</li> <li>• <b>Complete</b> the Segregation Record Book, <b>entering</b> the time the detainee was removed ("time out") and the names and signatures of the staff members supervising the removal. (JJ-A056)</li> </ul>
8	<b>Team Leader OR other senior officer</b>	<p><u>When the detainee has been removed from segregation:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that he or she is supervised appropriately in the Unit to which he or she is returned to.</li> <li>• <b>Check</b> that the Segregation Record Book has been completed as per procedures and requirements. If not, direct staff to complete the Segregation Record Book immediately. (JJ-A056)</li> <li>• <b>Complete</b> the Record of Segregation and submit to the Manager. (JJ-A057)</li> <li>• <b>Ensure</b> the segregation is entered on the Use of Segregation Return. (JJ-A021)</li> </ul>
9	<b>Supervising staff / Unit staff</b>	<p><u>When the detainee has been removed from segregation:</u></p> <ul style="list-style-type: none"> <li>• <b>Maintain</b> close supervision of the detainee.</li> <li>• <b>Report</b> any problems or difficulties with the detainee to the Team Leader or other senior officer immediately and <b>record</b> the information in the Log Book.</li> </ul>

10	<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Sign</b> the Record of Segregation and <b>ensure</b> it is faxed to the Cluster Director within 24 hours of the segregation. (JJ-A057)</li> </ul>
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## 5.7 Use of force

### When to use this procedure

There are circumstances where a reasonable amount of physical force may be used on a detainee. Force is used to restrict the movements of a detainee or to move him or her to a place where more safety can be ensured than existed prior to the use of force.

A staff member may use force for the purposes set out in clause 38 of the Children (Detention Centres) Regulation 1995:

- a) *to maintain control;*
- b) *to ensure the personal safety of officers and other persons;*
- c) *to search, where necessary, a detainee or to take possession of a dangerous or harmful article;*
- d) *to prevent the escape of a detainee;*
- e) *to prevent any unauthorised attempt to enter a detention centre by force or to free a detainee;*
- f) *to defend himself or herself if attacked or threatened with attack, if the officer cannot otherwise protect himself or herself from harm;*
- g) *to protect other persons from attack or harm, if there are no other immediate or apparent means available for their protection;*
- h) *to avoid an imminent attack on the officer or some other person;*
- i) *to prevent a detainee from injuring himself or herself;*
- j) *to ensure compliance with a proper order, or maintenance of discipline, if a detainee is failing to comply with a lawful requirement in a manner which cannot otherwise be adequately controlled;*
- k) *to move a detainee who declines or refuses to move from one location to another in accordance with a lawful order;*
- l) *to control a detainee who is acting in a defiant manner;*
- m) *to avoid imminent violent or destructive behaviour by a detainee;*
- n) *to restrain violence directed towards the officer or towards other persons by an uncontrollable or disturbed detainee;*
- o) *to prevent or quell a riot or other disturbance;*
- p) *for any other similar purpose or in any other similar circumstances.*

## Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Assistant Co-ordinator (Operations)
- Team Leaders
- Team Supervisors
- Unit or supervising staff (eg., Senior Youth Workers).

Although these are the primary staff who may use force on a detainee, any staff member of a juvenile justice centre may be required at some time to use force on a detainee to control behaviour or actions in order to ensure the safety of that detainee or surrounding people.

## Forms and records which may used

- Unit Log Book
- JJ-A005: Incident Advice
- JJ-A009: Centre Incident Report
- JJ-A058: Report on Use of Force
- JJ-A020: Use of Force Return
- Confinement records
- Segregation records.

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> <li>• Protocol and Procedures on Handcuffing Detainees</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4 Object of the Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 36 Order generally</li> <li>• 37 Use of force</li> <li>• 38 Reports on use of force</li> </ul>

## Guidelines for use of force

The use of force by staff members in juvenile justice centres, must always be a last resort of managing detainees and situations. Wherever possible, the detainee's movements and actions should be restrained through verbal directions from staff, rather than the use of physical force. When considering the option of physical force, staff should also (first) consider their own safety and their long-term working relationship with the detainee.

In all circumstances the amount of force used should only be that necessary to restrain or move the detainee, where such restraint or movement is absolutely necessary for the security and good order of the centre.

Detainees should be informed that staff intend to use physical force if needed. A detainee should be given further opportunity to follow staff instruction, with knowledge that force may be used if he or she does not follow those instructions.

In the case of force used to move a detainee to confinement (for misbehaviour) there can be negotiations that result in the detainee doing less time if force is not used. Of course, there are situations where negotiation about the use of force is not possible or appropriate.

## Definition

The easiest way to define use of force in juvenile justice centres is that it is a method of restraint, used to control the movements and actions of detainees.

It is not a striking action which would move the detainee away from the staff member. The objective in using force should be to hold the detainee and resist their attempts to move freely, as a means of increasing the level of safety in the surrounding area.

## Methods of use of force

There are no specific methods of use of force. This is always dependent on the individual detainee and the situation or behaviour staff are confronted with.

The method used must reduce the potential for physical harm to the detainee and staff involved. As a result, the procedure for restraining detainees cannot be as specific as staff would like. It should be a method which quickly restrains the detainee and limits the opportunity for him or her to move in a way which threatens self and others, with the aim not to cause physical harm to the detainee or staff.

Methods which involve restraining the detainee by the wrist or arms should be preferred, and are methods which make it much easier for staff to control the detainee's movements and minimise the risk of injury to the detainee and the staff involved in the use of force.

Wherever possible the detainee's body should not be lifted entirely off the ground. If this happens, it is very difficult to control the detainee's movements, and there is a higher risk of harm to staff and the detainee.

## Excessive use of force

If more force than was necessary was used to move or restrain a detainee, staff may be investigated and charged (departmentally or criminally) for "use of excessive force". For this reason, staff should carefully consider the use of force on a detainee and only use it when absolutely necessary.

While it is difficult to define what is reasonable and what is excessive use of force, at the time of using force staff should not increase that force once they have a detainee under adequate control.

### Records for use of force

Every time a staff member uses force, by taking hold of a detainee, and thus restricts the movement and actions of the detainee, a written Report on Use of Force (JJ-A058) must be completed. If there was more than one officer involved in the use of force, each officer must complete a separate Report on Use of Force form.

A Report on Use of Force must contain:

- the name of the detainee subjected to force;
- the name of the staff member who was involved in the use of force;
- the location where use of force occurred;
- the nature of the force used (including how it was applied to the detainee, eg., held by left wrist with left hand, etc.);
- the purpose or circumstances of the use of force;
- signature of the staff member;
- name, comments and signature of the Team Leader or other senior officer on duty when the use of force occurred.

### How this procedure works

Note: specific methods of restraining detainees are not outlined in this procedure.

Responsible	Action Required
1 <b>Supervising staff / Unit staff</b>	<p>If the detainee is, despite a direction from you, behaving <u>in a manner which is uncontrollable and may risk the safety of himself or herself or others</u>; or the detainee, despite a reasonable direction from you, <u>refuses to move from one location to another</u>:</p> <ul style="list-style-type: none"> <li>• <u>Where possible and appropriate</u>, <b>inform</b> the detainee that if he or she does not settle or follow your directions, you <u>may</u> have to use physical force (but <b>ensure</b> the detainee is given adequate opportunity throughout this procedure to conform <u>before</u> using force).</li> <li>• <u>Where possible</u>, <b>contact</b> the Team Leader and <b>inform</b> him or her that you are going to attempt to move or restrain the detainee with use of force.</li> <li>• <b>Ensure</b> that the surrounding area is safe for the use of force – <b>check</b> the detainees in the area and <b>ensure</b> they are appropriately supervised by other staff members.</li> <li>• <b>Ensure</b> that an adequate number of staff are available to use force to restrain the detainee. <u>Where time and numbers of staff allow, a minimum of 2 staff should be involved in the use of force.</u></li> <li>• <b>Direct</b> the detainee again to stop their behaviour or to move to the</li> </ul>



	<p>location directed by you, <b>reminding</b> them that force <u>may</u> be used.</p> <p><u>If the detainee fails to follow the direction given by you:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> other detainees in the area to remain at a distance from the detainee involved. <u>Where possible, direct the other detainees into a separate area, to ensure safety.</u></li> <li>• <b>Check</b> the surrounding area for obstacles, potential weapons, etc., and <b>remove</b> any of these items which may harm the detainee or staff.</li> <li>• <b>Inform</b> the detainee that you are going to use force to restrain or move him or her. If safe to do so, after this direction <b>give</b> the detainee another opportunity to stop or to move to the location to which you directed him or her.</li> <li>• <b>Move</b> towards the detainee, as quickly as possible, and <b>restrain</b> him or her <u>with the least degree of force necessary to minimise his or her movements.</u> If possible, take hold of the detainee's wrist or arm as a restraining method.</li> <li>• <b>Continue</b> to check the surrounding area and other detainees during the use of force. <b>Be aware</b> that other detainees may come to the assistance of the detainee and thereby increase the potential for harm to people in the area.</li> <li>• <u>While still restraining the detainee, move</u> as quickly as possible to an area where the detainee can be released, and where safety for that detainee and others can be ensured.</li> </ul> <p><u>The restraint must not be used for any longer than is necessary to control the detainee,</u> but must not be released until the detainee is secured at the destination.</p> <ul style="list-style-type: none"> <li>• <u>If you consider that a detainee is a risk to his or her own safety or the safety of others,</u> <b>place</b> the detainee in segregation and lock the door.</li> </ul> <p><u>Before placing the detainee in segregation,</u> if possible <b>conduct</b> a clothed body search and <b>direct</b> the detainee to remove his or her shoes.</p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader immediately and <b>inform</b> him or her that you have used force and where the detainee is at that time.</li> </ul>
2	<p><b>Team Leader OR other senior officer</b></p> <p><u>When contacted by supervising or Unit staff:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> staff in procedures which ensure the safety of all detainees and staff.</li> <li>• <b>Attend</b> the unit or area immediately.</li> </ul>
3	<p><b>Supervising staff / Unit staff</b></p> <p><u>If the detainee was placed in segregation:</u></p> <ul style="list-style-type: none"> <li>• <b>Document</b> the detainee's placement in segregation in the Segregation Record Book, and <b>ensure</b> that this document is kept up to date. (JJ-A056)</li> <li>• <b>Complete</b> a Record of Segregation and <b>ensure</b> the Team Leader or</li> </ul>

	<p>other senior officer signs the record, if this is the procedure at your centre – in some centres this is the responsibility of the Team Leader. (JJ-A057)</p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> regular <u>in-person</u> checks of the detainee (as directed by the senior officer) while the detainee is in segregation.</li> </ul> <p><u>At least two staff members must be present if the segregation door is unlocked and opened.</u> If there is an emergency you <u>must</u> call for assistance before entering the segregation room (for more information, refer to Section 5.6 – “Segregation”).</p> <p><u>When use of force has been used to restrain the detainee and the detainee is safely placed or supervised:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Report on Use of Force form (separate form for each staff member involved). (JJ-A058)</li> <li>• <u>When the senior officer attends the Unit, submit</u> the Reports on Use of Force to him or her.</li> </ul>
4	<p><b>Team Leader OR other senior officer</b></p> <p><u>When you attend the Unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that the detainee involved, other detainees and staff are safe and secure.</li> <li>• <b>Ensure</b> that staff and detainees have been checked and treated for injuries and that these have been reported and recorded appropriately.</li> <li>• <u>If the detainee was placed in segregation, check</u> on the detainee and <b>complete and sign</b> a Record of Segregation, if this is the procedure at your centre – in some centres this is the responsibility of Unit staff (for more information, refer to Section 5.6 – “Segregation”). (JJ-A056)</li> <li>• <b>Check</b> all records and forms completed by staff. (JJ-A057)</li> <li>• <b>Collect</b> the Report on Use of Force form from Unit staff, <b>ensuring</b> that all staff members involved in the use of force have signed the form. (JJ-A058)</li> <li>• <u>If you decide that the detainee is to remain in segregation, direct staff not to remove</u> the detainee until you are notified.</li> <li>• <b>Submit</b> the Report on Use of Force and any other related reports to the Co-ordinator Operations. (JJ-A058)</li> </ul>
5	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that all reports are completed correctly.</li> <li>• If necessary <b>conduct</b> further investigations into the use of force.</li> <li>• <b>Ensure</b> the use of force is recorded on the Use of Force Return (this may be done during or at the end of the month). (JJ-A020)</li> <li>• <b>Ensure</b> that the Use of Force Return is submitted to the Cluster Director, via the Manager, no later than 10 days after the end of the month.</li> </ul>

## Section 6

### Security

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## 6.1 Introduction

Most of this section does not contain specific procedures for maintaining security. Due to the different environments and facilities of juvenile justice centres, security procedures vary from centre to centre. This section provides principles and standards for the maintenance of security.

Co-ordinators Operations and staff under their supervision are responsible for the design, implementation and evaluation of security procedures unique to their centres, but they must incorporate the guidelines and information contained in this section.

### When to use these procedures

Security procedures must be used at all times in a juvenile justice centre. As a result, all juvenile justice centre staff have a responsibility to ensure a maximum level of security at all times.

### Who uses these procedures

Co-ordinators Operations are responsible for ensuring that these procedures are carried out in juvenile justice centres. Where procedures do not exist, Co-ordinators Operations are responsible for ensuring that the guidelines provided are applied to the development of local procedures for the centre at which they work. Co-ordinators Operations may extract relevant information from this section for local procedures.

All staff in juvenile justice centres are required to use one or more of these procedures at some time during their shift of duty at the centre. However, the primary staff who use, and have responsibility for these procedures are:

- Centre Managers
- Co-ordinators Operations
- Team Leaders
- Assistant Team Leader (Programs)
- Team Supervisors
- Senior Youth Workers and any other unit based staff
- Admissions staff.

Secondarily, the following staff use these procedures:

- Casework staff
- Centre Support Team staff (Psychologists, Alcohol and Other Drug Counsellors, Registered Nurses, etc.)
- Programs staff (eg., Vocational Instructors, Recreation Officers)
- Staff Development staff
- Clerical and Administrative Support staff.

### Forms and records which may be used

- JJ-A059: Searches Register

- Records of searches for contraband
- Log Book
- Equipment Register.

### Related policies and procedures

The following policies and procedures are relevant to these procedures:

In the:	Go to section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 4(2) Objects of the Act</li> <li>• 16 Separation of detainees</li> <li>• 17 Private property</li> <li>• 17A Detainees not to be supplied with or allowed alcohol, tobacco, adult films, etc.</li> <li>• 34 Helping person to escape</li> <li>• 35 Rescuing persons from lawful custody</li> <li>• 36 Permitting escapes</li> <li>• 37 Harboursing escapees</li> <li>• 37B Trafficking in alcohol, drugs or other things</li> <li>• 37D Disclosure of information obtained in the administration, etc. of this Act</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 36 Order generally</li> <li>• 4 General routines</li> <li>• 6 Classification of detainees (A &amp; B)</li> <li>• 7 Health and medical attention</li> <li>• 8 Maintenance of physical well-being of detainees</li> <li>• 9 Segregation of detainees for protection</li> <li>• 10 Property</li> <li>• 11 Books, newspapers, magazines, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• 12 Unauthorised possession of property</li> <li>• 13 Disposal of property</li> <li>• 14 Records to be kept concerning property</li> <li>• 26 Written communication with detainees</li> <li>• 27 Inspection of mail, etc.</li> <li>• 28 Special communications</li> <li>• 29 Communication with detainees in other centres</li> </ul>
Health Services Operational Manual	<ul style="list-style-type: none"> <li>• Clinic security</li> </ul>

## 6.2 General security procedures

### What is security

Security in juvenile justice centres does not relate only to physical security (ie., locked doors, no escapes, etc.). Security also relates to the physical and emotional well being of all individuals within the juvenile justice centre.

To effectively establish and maintain security, staff must monitor both:

- the physical surroundings and environment;
- the emotional and physical well being of individual detainees and other staff.

### Legislation

Children (Detention Centres) Act 1987, s. 4(2):

*In the administration of this Act—*

*(a) the welfare and interests of persons on remand and subject to control shall be given paramount consideration; and,*

*(b) it shall be recognised that the punishment for an offence imposed by a court is the only punishment for that offence.*

Children (Detention Centres) Regulation 1995, cl. 36:

*(1) Order shall be maintained with firmness, but with no more restriction or force than is necessary for safe custody and well-ordered community life with the detention centre.*

*(2) Officers shall seek to influence detainees through example and leadership and shall seek to enlist their willing co-operation.*

*(3) At all times, the treatment of detainees shall be such as to encourage self-respect and a sense of personal responsibility.*

## Agents of security

There are two agents of security:

- people (staff);
- environment.

To ensure a maximum and effective level of security anywhere in a juvenile justice centre, these two agents must be linked and act together. That is, security cannot be fully maintained without the two agents of staff and environment in action.

An example of this is where staff supervise at a point where there is a perimeter fence. Both the fence and the staff member act together in maintaining security, and one is able to continue with an adequate level of security, if the other breaks down or fails in some way.

Examples of how the two agents assist with security are:

### People (staff):

- written communication (security records, reports, memoranda, policies and procedures, etc.)
- verbal communication
- non-verbal communication (signals, active supervision, etc.)
- rules and routines
- interaction and relationships with detainees and other staff
- individual and group programs
- casework.

### The environment:

- perimeter fences
- buildings (walls, doors, grills, gates, etc.)
- locks
- radio / intercom systems
- alarms
- video surveillance equipment.

Any one of these methods can break down.

For example, staff should not rely on a perimeter fence alone to ensure security. There is potential for faults to occur in perimeter fences. If this occurred without people being active in security maintenance, security could not be fully maintained and could even break down totally, leading to a serious, potentially threatening security breach.

## Responsibilities in maintaining security

Every staff member working in a juvenile justice centre, regardless of his or her position, is responsible for security for the entire time he or she is on duty at the centre.

Although operations staff have primary responsibility in this area, all other staff at the centre have responsibility in establishing and maintaining security, and reporting and assisting in the management of breakdowns in security systems. That is, staff from the following areas:

- casework
- programs
- vocational
- clerical
- admissions
- clinical / nursing
- counselling
- ancillary
- school.

Any juvenile justice centre staff member can be held accountable and disciplined accordingly, for breaches which occur in the area of security.

To fully maintain security, the following three elements must be constantly monitored by all staff:

- physical surroundings;
- detainees;
- self and other staff.

Security cannot be fully maintained without monitoring all three elements simultaneously throughout a shift. If this is not done, security is not being maintained at the level expected.

## Handy hints for maintaining security

The following general points are provided to assist staff in the maintenance of security during duty at a juvenile justice centre.

Each centre must have local (ie., centre-based) procedures relating to security, reflecting the facilities available and the nature of the secure environment which is to be maintained. All centre staff must become aware of the requirements of his or her centre, and adhere to those at all times, where reasonable and safe.

Handy hints for individual staff:

- Always have keys attached to your person (and out of sight if possible) (for more information see "Keys" later in this section).



- Always lock doors behind you (unless in a unit where it is policy to have certain doors open. Even in this case you should double-check with other unit staff that the door can be left open).
- Always conduct a head count of detainees, both with you (eg., in a group) and near you (eg., inside or outside the unit you are working in).
- Make constant observations of detainees, their actions and locations.
- Wherever possible, face the detainees in the unit or area where you are working. Having your back to detainees is potentially dangerous. If there is a definite need to turn your back, ensure that there is at least one other staff member present, who is facing and watching the detainees.
- Report any problems with security and supervision immediately to your supervisor or the Team Leader on duty.
- Be aware of current security problems at the centre and in units (ie., through verbal information passed on from other staff and reading log books and other reports).
- Always check with other staff before entering units to which you are not designated.
- Always tell other staff where you are going when you leave the unit, centre or an area in the centre.
- Always inform other staff when you are in a unit.
- Always inform supervisors or management (eg., Team Leader on duty) when you are leaving the centre. You should never leave a centre without permission to do so.
- Do not go into isolated or remote areas of the centre with only one detainee after dark.

### 6.3 Supervision of detainees

Supervision and observation of detainees is extremely important in juvenile justice centres. All detainees must be supervised at all times by juvenile justice centre staff.

All juvenile justice centre staff have a responsibility to observe or supervise detainees in the centre, regardless of their position. That is, if Centre Support Team, casework and programs staff are in the vicinity of detainees, they must share supervisory responsibility for those detainees with other centre staff.

There are different methods of supervising detainees which will be outlined later in this section.

Staff are generally given responsibility for a particular group of detainees, usually in the following ways:

- **Unit-based staff** Responsibility for supervising all the detainees in the unit which they have been allocated to. That is, regardless of whether staff are present in the unit or area, unit-based staff have ultimate responsibility for security and supervision of detainees.

When detainees are not present in the unit or the area where the staff member is supervising, that staff member must still be aware of the location of all detainees who reside in the unit where he or she is working at that time.

- **Programs staff** Vocational instructors, recreation officers, living skills instructors, etc. These staff are expected to take supervisory responsibility for all detainees participating in their programs.
- **Casework / Centre Support Team staff** Share responsibility for supervising detainees in areas where they attend. These staff have supervisory responsibility for detainees they remove from units or areas and take to another area (eg., counselling room, Centre Support Team offices).
- **Ancillary staff** For example, kitchen, laundry and maintenance staff. These staff have supervisory responsibility for detainees working in their areas.

### Guidelines for supervision

Supervision requirements and strategies will vary from centre to centre. Once again, this is based on the level of security required in the centre, and the classification and characteristics of each detainee population.

Co-ordinators Operations are responsible for ensuring that appropriate supervision procedures are designed, implemented and reviewed regularly at their centres. In all centres active supervision must be promoted and expected from centre staff. In addition to this, supervision should occur in a manner which can, wherever possible, prevent problems or incidents from occurring. Preventative supervision is much better than reactive supervision.

As a result of effective supervision (active and preventative), staff should be able to anticipate problems and possible incidents and take action to stop these from occurring. Staff must never wait for an incident or problem to occur before they take action, if they are aware that the problem is going to occur.

Supervision is also much easier and more effective when detainees are occupied in activities and programs. It is very difficult to supervise detainees who have nothing to do and are bored.

Depending on the nature of the environment and the detainee population, procedures should reflect the following guidelines. Where appropriate to the centre, when supervising detainees staff should:

- be aware of the psychological, emotional, cultural and physical needs of detainees;
- have some knowledge or awareness of individual detainees' case and custodial history;
- be aware of the dynamics and interactions of the detainee group at the time, and potential problems;
- maintain constant and effective communication with staff and detainees while supervising. That is, both verbal (eg., person-to-person, two-way radio) and non-verbal (eg., signals);
- be aware, at all times, of the total number of detainees in the group;
- wherever possible, keep groups of detainees together;
- be familiar with the physical layout of units, areas and the general centre, and know the strengths and weaknesses of the environment;
- be aware of the emergency procedures of the centre;
- give clear and accurate directions. Avoid emotional, offensive and loud statements;

- wherever possible, avoid physical confrontation and contact with detainees (unless there is a necessary need for use of force – for more information refer to Section 5.6 "Use of force"). Always attempt to use alternative strategies to physical confrontation (eg., diversion, distracting detainees, etc.);
- listen to what detainees are saying, watch what they are doing and be aware of a change in the atmosphere of the group (eg., through body language, etc.);
- know the strengths and weaknesses within the detainee group;
- maintain a pro-active presentation. For example, do not sit down when supervising a group outdoors, do not stand with other staff in a large group but move through and between groups of detainees, appear alert, do not permit detainees to huddle or group together without being involved in a structured activity.

## Head counts

"Head count", or accounting, is a common term in juvenile justice centres. It refers to the technique used by a staff member to count the number of detainees under his or her supervision, or in his or her vicinity.

Staff should conduct head counts in a manner which is not obvious and which does not intrude on detainees. Head counts should not be conducted by the staff member using his or her hand or finger to count, or by counting aloud. As a head count is a security procedure, it is best conducted in way that detainees are not aware that it is occurring.

Staff should regularly check their head counts with other staff, to ensure that the number of detainees he or she is required to be supervising are present and that all staff have counted the same number of detainees.

Head counts must be conducted at the following times:

- At change of shift. Head counts must be a part of the routine hand over between staff, to check that the number of detainees recorded by the outgoing staff team is correct, and hence that all detainees are accounted for.

For example, when night duty staff begin their shift, they should walk around the unit checking every room or, in the case of a dormitory, walk around the dormitory area and count all detainees who are in bed.

- When supervising groups of detainees. During these times head counts should be conducted on an almost continual basis and the numbers checked with any other staff supervising the group.

This is particularly important in open or outside areas, where the potential for detainees to move around, or away from the group, or attempt to escape is much higher.

- When moving groups of detainees from one location to another.
- Checks of detainees in their rooms. Whenever detainees are in their rooms or the bed area in dormitories, staff must conduct regular head counts, to ensure that the detainees have not left those areas.
- Night checks of detainees in rooms or dormitories. Although night staff are not permitted to enter rooms or dormitories without at least one other staff member being present, staff can

still conduct head counts. When conducting head counts night staff must ensure that they can see the body, or part of the detainee's body.

If staff cannot see a detainee's body, the supervisor (eg., Team Leader on duty) must be contacted immediately to attend the unit / area, so that two staff can enter the room and check if the detainee is present.

Every head count conducted during night shift must be recorded in the Unit Log Book.

There will be additional times and procedures which include head counts, as directed by the Co-ordinator Operations and Team Leaders on duty.

## 6.4 Routines

Co-ordinators Operations are responsible for ensuring that routines are developed, implemented, published and displayed in their respective centres. In doing so, they must ensure that there are both:

- general routines for the entire centre;
- specific routines for individual residential units – which will be developed by those staff responsible for Unit Program (residential) development.

## Legislation

Children (Detention Centres) Regulation 1995, cl. 4:

*(1) The Director-General shall determine the general routine for each detention centre.*

*(2) When making a determination under subclause (1) with respect to a detention centre, the Director-General may determine different general routines for different parts of the centre.*

*(3) The superintendent [Manager] shall ensure that a notice setting out the general routine for the detention centre or each part of the detention centre, as the case may be, is exhibited at the centre in a conspicuous position where it may be read by persons in the centre or part of the centre to which it relates.*

*(4) The Director-General may require the general routine for a detention centre to be published in such a manner as the Director-General thinks fit, but a requirement made under this subclause does not affect the requirement made by subclause (3).*

*(5) The general routine for a detention centre or part of a detention centre does not operate so as to authorise any person to contravene any requirement relating to:*

*(a) security, safety and good order;*

*(b) special circumstances arising in any case, made of him or her by, or as a consequence of, any lawful order of an officer.*

## Types of routines

There are two types of routines in juvenile justice centres. They are:

- routines for detainees;
- routines for staff (ie., roles and responsibilities during duty).

For security reasons, staff routines are not publicly displayed at the centre, which is a requirement for detainee routines. But staff routines must be documented and provided to the relevant staff, with an additional copy in a central, accessible location.

Routines in centres, for individual units must be developed separately for the following times:

- weekdays – AM (during the same period as staff morning shift times)
- weekdays – PM (during the same period as staff afternoon shift times)
- weekends – AM (during the same period as staff morning shift times)
- weekends – PM (during the same period as staff afternoon shift times)
- night shift periods.

When displaying routines at the centre, staff must ensure that each of these time periods is clearly outlined with adequate information.

### Purpose of routines

Routines are a very important part of juvenile justice centre operations. Routines serve two purposes:

- **Security** Daily and weekly routines which are consistent, ensure that there is stability in the centre and its individual (residential) units.  
  
Where routines are displayed in the centre, and are adhered to by staff and detainees, there is a certainty for detainees and staff regarding the events of the day and the week.  
  
Routines generally outline where detainees and staff should be at any given time. In this regard, both staff in that area, other staff and senior staff can know the whereabouts and activities of groups and individual detainees.  
  
It is much easier to implement all other security procedures if specific routines are in place and are being followed.
- **Management** Of the centre, units, staff and detainees.  
  
Routines bring a sense of order to the operations of a centre. The majority of detainees in juvenile justice centres are of an age where they require a level of structure in their lives. That is, a clear picture of what they will be doing each day.  
  
In this sense, routines are a schedule for managing time and activities. The stability offered by routines, which should be as minimally restrictive as possible, encourages an effectively and efficiently managed centre.

Routines will vary between centres, and between units within centres. This is determined by the level of security of the centre, the environment and characteristics of the detainee population (eg., age, gender, legal status).

## Approval and publishing of routines for detainees

All routines developed for juvenile justice centres (including individual units within the centre) must be approved by the Cluster Director. Routines must not be implemented until this approval has been given.

Approval must be sought from the Cluster Director whenever:

- new routines are developed;
- routines, or parts of routines are changed or modified.

Routines for detainees must be published at the centre in:

- the "Detainee's Handbook" (which must be provided to every new detainee on admission);
- public display areas in the centre and individual units, to which detainees and staff have clear visual access at all times.

## Guidelines – routines for detainees

Co-ordinators Operations must ensure that routines for detainees include:

- **Wake up and rising times** Times when detainees are woken by staff in the mornings and informed that they are expected to begin the morning routines.  
  
This is followed by rising times, when detainees are expected to be out of bed and participating in the morning routines.
- **Meal times** This must include breakfast, morning tea, lunch, afternoon tea, dinner and supper times. These times may vary between weekdays and weekends, due to programs.
- **Shower / bathing times** All detainees must have at least one shower per day. It is recommended that routines include the option for detainees to have an additional shower, and also to include an opportunity for detainees to shower after sport and recreational activities.
- **Program times** That is, school, vocational and work-based programs, which are generally conducted during weekdays.  
  
This part of the routine must include titles of the programs and also, every starting and finishing time throughout the day (eg., school: 9.00 am start; 10.30 am finish / morning tea, etc.).
- **Recreation and leisure times** All routines must include scheduled times for these activities, to ensure contribution to the physical, emotional and social development of detainees in centres.
- **Procedures** All routines must outline the procedures detainees are required to follow to complete each separate routine (age appropriate).  
  
For example, in relation to meals, in addition to the type and time of the meal, the requirements of detainees must also be included, such as where to congregate or line up, hygiene procedures (eg., washing hands, attending the toilet), and how detainees should conduct themselves in the dining area.

Another example is routines for moving detainees out of their rooms or dormitories. The procedures and expectations of detainees for these movements must also be included, such as, lining up in certain areas, staff checks of bed or room areas, etc.

- **Housekeeping / cleaning** All routines must include times and procedures for detainees to clean the unit and other allocated areas. This should also include procedures for detainees to clean their rooms.

- **Bed times / lights out** All routines must include times when detainees are required to go to bed and when lights must be turned out at the end of the day.

In the majority of individual units there are a number of times when detainees go to bed, usually depending on their section or level. All times must be included.

- **Security procedures** Routines should inform detainees of the types of security procedures that can be conducted at the centre. These include, personal searches of detainees, searches of residential units, items which are not permitted in the centre or unit, etc.

While the majority of routines cannot state the actual time these procedures can occur, they can provide an outline of the reasons why these procedures may be conducted by staff.

- **Clinic times** All routines must include the times clinic services are open, including routine times for administering medications during the day. The Registered Nurse should be consulted to ensure that these parts of the routines are correct.

## Guidelines – routines for staff

Co-ordinators Operations are responsible for ensuring that routines for staff are developed, implemented and can be accessed by staff at any time.

Routines for staff should be almost identical to those provided to detainees. The times and events should be the same. Staff routines should include directions on how to conduct and supervise each routine. These routines must also include the times at which staff are required to conduct and supervise the various routines.

## 6.5 Security records

Written communication in juvenile justice centres is extremely important. It is a major means of ensuring security of the centre, detainees and staff.

For this reason, written information must be accurate. The Log Book, one of which must be located in every residential unit in a centre, is the main security record of a juvenile justice centre. There are other reports and records maintained in centres which assist with security, but the most important is the Log Book.

In the majority of centres, the log book (sometimes called diary) is carried by one officer in a unit. The notes from this log are then transcribed, daily, into a central log book (previously called the Superintendent's Log).

The Log Book is a legal document and can be called to Court at any time. Every entry in the Log Book should take account of this possibility. Entries should be written as neatly as possible. The last names of staff and detainees should always be used when referring to them. Names should be printed clearly and detainee's last names in CAPITAL letters. All entries must be accurate (eg., spelling of peoples' names, etc.).

All Unit staff must read Unit Log Books and available reports before starting their shift of duty at the centre.

Examples of other records which assist with security are:

- file entries (eg., detainee D File);
- record of punishment / reports of minor misbehaviour;
- segregation and confinement record books;
- use of force form;
- record of segregation;
- memoranda;
- casework notes;
- staff / incident reports;
- reports on searches for contraband.

## Confidentiality

All security records are confidential. At no time is a detainee permitted to have access to any security records. Staff are not permitted to provide information from security records to detainees, unless directed to do so by a senior officer (eg., Team Leader, Co-ordinator Operations, Manager).

## Guidelines for Log Books

All staff using Log Books must adhere to the following guidelines:

- Entries must be written in clear and legible form (printing – not capital letters – is preferred).
- Entries must be made in blue or black pen. Pencils must never be used.
- All pages must be numbered (consecutively).
- The day, date, unit and shift must be entered at the top of every page.
- Each set of notes (ie., for one shift) must be signed off by the staff member who had primary responsibility for completing the Log Book.
- A new page in the Log Book should be started at the start of every shift.
- Detainee's last name only should be entered in CAPITAL LETTERS, when recording incidents, situations and movements in the unit. Where there is more than one detainee with the same last name, initials should be entered.



- All incidents in the unit must be entered in the Log Book, regardless of their nature.

In the cases where a detainee has been reported and dealt with for minor misbehaviour, in addition to the relevant punishment forms, a brief description of the incident must be entered in the Log Book.

In the case of an incident, in addition to incident reports and an advice, a brief description of the incident must be included in the Log Book.

When completing entries such as these, the name of the Team Leader or the Manager who dealt with the situation or incident must also be included.

- Staff concerns about detainees in the unit must be entered in the Log Book, to ensure that all staff are provided with adequate information and can maintain appropriate supervision. Staff should not think that a concern is trivial or cannot assist with the security of the centre.
- In addition to issues and concerns, entries should also reflect positive aspects of the group or individuals and provide an accurate picture of the overall shift.
- The Log Book should not contain comments about other staff, management, etc.

## Content of Log Books

Information (shift notes) in Unit Log Books should include:

- day and date at the top of every page. This will help with future reference regarding the events of each shift or day;
- times – it is recommended that staff use approximate times, as near as possible to the actual time;
- names – of staff and detainees. Detainees last names should be in CAPITAL LETTERS. Staff last names do not have to be in capital letters but should be prefixed with an abbreviation of their position title (eg., SYW Smith);
- movements – both internal and external to the unit (eg., program and school attendance);
- incidents / situations – brief outline. That is, even if a report of misconduct or an incident report has been submitted;
- staff concerns, for detainees or other staff (ie., situations or actions in units or areas which may risk the safety of staff or detainees);
- locations of detainees and staff – for example, during the first movements of the day, the names of all detainees and where they are should be recorded.

This is very important at the change of shift, where often the group of detainees who reside in that unit are dispersed through the centre. Oncoming staff must have accurate information regarding the location of all detainees for whom they are responsible.

- any medical treatment provided to detainees and staff;
- appointments and visitors of detainees;

- visits to the unit by administrative / management, case, programs, etc. purposes; night shift notes in the Log Book must also include detainee visits to the toilet and staff visits during the shift (including supervisor of night shift).
- If there are other records at the centre which list the names of detainees and their locations, they can be used in conjunction with the Log Book.

For example, if there is an accurate school list, numbers can be recorded in the Log Book, with an entry "per school list". If this approach is used, those lists must be maintained in a central location, for which the Co-ordinator Operations is responsible.

## Central Log Book

This is a Log Book which contains all the notes from the Unit Log Books. In this sense, it is a central Log Book for the centre, which often makes reference to past events much easier. Smaller centres may have only one Log Book, which is therefore the central log book.

At the end of each day the notes from each individual Log Book are transcribed into the Central Log Book. This is usually completed by night duty staff.

The copying of the notes from Log Books must be exactly what was written in the Log Book. Under no circumstances are staff who transcribe Log Book notes permitted to leave information out, or to change information which is in each Log Book.

The Central Log Book should be maintained in a location where it is easily accessible. It is often helpful for staff who have been absent from the centre for an extended period of time. They can use the Central Log Book to gain all relevant information from the time they were absent, to assist with their work following their return.

Team Leaders, Co-ordinators and Managers at the centre should read the Central Log Book at the start of every shift of duty, to ensure that they are aware of all events which have occurred in their absence or between their shifts of duty.

## Communication Books

At times, centres or individual units in centres use a Communication Book. Communication Books are not official security records, but still may be subpoenaed and tendered at court. When making entries and comments in these books, staff should not include any comments they would not want read aloud in court.

Communication Books are for information relevant to the general day-to-day operation of the unit. For example, explanations as to why washing chores were not completed, if detainees have leave applications lodged which need to be followed up. It is relevant information to the operation of the unit, but which does not impact on the security of the unit.

There are times when staff become confused between the Log Book and the Communication Book, entering security information in the Communication Book. For example, if there is a crack in the ceiling of a unit, staff may record this in the Communication Book, requesting that the Maintenance Officer be contacted to repair the ceiling.

In most cases, a crack in the ceiling would be viewed as a security risk (for an escape attempt). In this regard, it is considered a security breach. It must be recorded in the Log Book. The problem must be reported to the Team Leader on duty and action taken to not only repair the damage, but to restrict access to the area by detainees, until it is fixed.

Documenting this example in the Log Book will ensure there is a record that a security breach has been identified and that action has been taken to address the problem.

## 6.6 Communication equipment

The following communication equipment or systems may exist in a juvenile justice centre for the purpose of security:

- two-way radios
- telephones
- intercoms or call systems
- duress alarms (personal or central).

Co-ordinators Operations and Team Leaders must conduct regular maintenance checks of all communication equipment and systems in the centre. As a result, the Co-ordinator Operations must ensure the following for effective maintenance of these systems:

1. A central register (eg., coded numbers) of all communication equipment and their location. This should be in a similar format to the key register, indicating the staff or unit / area that radios are allocated to.
2. Written, accessible procedures for all staff to follow, for the maintenance and operation of communication equipment and systems.
3. Regular and updated training and information on use, maintenance and security of communication equipment.
4. Inclusion of checks on systems in local centre-based procedures. For example, radio check calls at the start of each shift, checking of alarm systems at the start of each day, etc.

## 6.7 Surveillance cameras

Juvenile justice centres have surveillance cameras and monitor systems. Number and placement of cameras vary between centres, and are generally based on the level of security of the centre. Camera surveillance equipment is provided to assist staff to maintain security in the supervision of detainees, other staff and the centre environment.

Camera surveillance equipment must never be relied on as the only means of supervision.

### Location of surveillance cameras and monitors

Generally surveillance cameras are located:

- in confinement and segregation rooms;
- in double rooms;
- in observation rooms (eg., used for detainees who are not well or for whom there are self-harm concerns);
- on perimeter fences at critical points;
- at the entrance / exit or access points of the centre.

Surveillance camera monitors are generally located in one or two central areas in the centre, operated by an officer on duty. The areas where these monitors are placed differs from centre to centre.

## Guidelines

Co-ordinators Operations are responsible for ensuring that procedures are developed, and implemented by all juvenile justice centre staff on duty, using the following guidelines:

1. Surveillance cameras must never be relied on as the only source of supervision of detainees and perimeters. As stated earlier in this section, camera surveillance is part of the environment, only one agent of security. The other agent, staff, must continue to conduct security procedures to back-up the camera systems.
2. If a detainee is in confinement or segregation, where there is camera surveillance, staff must still attend the confinement / segregation area and conduct a check of that detainee (and record the check according to confinement or segregation procedures contained in this manual).
3. All faults in the system must be reported immediately to the Team Leader on duty (or in his or her absence the Co-ordinator Operations). Faults and the action taken by staff (reporting, etc.) must be recorded in the Unit Log Book closest to where the fault occurred.
4. When a detainee is placed in an area where there is camera surveillance, and he or she requires supervision, staff placing him or her must inform staff responsible for observing camera surveillance monitors immediately, via telephone or the two-way radio system.
5. Staff responsible for observing camera surveillance monitors must ensure that the monitors are functioning at all times, so that detainees can be seen at all times via the monitors.

If monitors are not operating fully this must be reported immediately to the Team Leader on duty (or in his or her absence the Co-ordinator Operations). When monitors and cameras have failed the detainee should be moved to another room where equipment is functioning.

6. Regular checks of monitors, regardless of whether detainees have been reported to be in those areas, must be conducted by staff who are responsible for camera surveillance monitors.
7. In unauthorised or external areas, all movements and sightings of people must be reported immediately to the Team Leader on duty or Co-ordinator Operations.
8. Regular perimeter checks, both inside and outside of the perimeter, must be conducted by operations / security staff on duty (for more information see Section 6.10 – "Perimeter security"). The presence of camera surveillance in these areas must never be relied on as an effective means of ensuring security of the centre's perimeter.
9. Provision of regular training and information to all juvenile justice centre staff on the use and maintenance of camera surveillance equipment and systems is essential.

## 6.8 Keys

Security keys are one of the most important items of security equipment in a juvenile justice centre. Most juvenile justice centres are secure centres, with locked units and perimeter fences. Even in those centres where there are no perimeter fences there are areas which must remain locked at times specified in local centre procedures.

## Guidelines

To ensure the security of keys and appropriate use of this equipment, the Co-ordinator Operations must ensure the following are in place at their centre:

1. Key safes or lockable cabinets to house all security keys for the centre. There should be separate cabinets for those keys which are allocated and used on a daily basis, and those which are not used daily.

Access to all key cabinets must be restricted to authorised staff, and this should be determined by the Co-ordinator Operations. Access to cabinets where external keys are housed must be restricted to Team Leaders and Co-ordinators only (ie., Operations, Casework, Programs / Staff Development and Administration).

2. Maintenance of a central written register of all keys which centre staff use.

If staff are going to leave the centre for an extended or indefinite period of time (eg., recreation leave, resignation, etc.) they must return all allocated keys to the Co-ordinator Operations. The Co-ordinator Operations must ensure that all keys initially allocated to staff (eg., when staff enter on duty) are returned and recorded in the central register as such.

3. A procedure to register and lock away external centre keys for staff (excluding management) at the end of every shift.
4. A procedure for security of selected internal keys. Some staff such as Centre Support Team staff have keys which secure confidential information, files, etc.

Procedures can include securing these keys in a place different from where the other keys are secured (eg., in a locked tin, which only those staff have access to); or permitting staff to take filing cabinet and cupboard keys home (in this case the register must clearly state those keys which these staff are permitted to take home).

5. All staff must be issued with and use a lanyard (usually a length of leather, used to attach keys to from a belt) throughout their shift at the centre. It is recommended that each set of security keys issued has a lanyard attached to them, for staff to use during their shift.
6. When staff are on shift at the centre and are required to leave the centre (eg., escorted movement, supervised community activities), they must return the keys they were provided with at the start of the shift to the Team Leader on duty or the Co-ordinator Operations.

No staff member (excluding management) may take centre keys out of the centre, even if they are rostered on shift at that time.

7. Keys must never be given to a detainee, or a detainee permitted to take keys from a staff member. A detainee must be reported for "possession of unauthorised articles" – Children (Detention Centres) Regulation 1995 – if he or she takes possession of keys, and may be punished accordingly – Children (Detention Centres) Act 1987, s. 21.
8. A procedure that ensures drugs keys and safes / cabinets can only be accessed and used by the Registered Nurse or the Manager.

## Individual responsibilities

The following guidelines for security and safety of keys must be followed by individual staff in juvenile justice centres:

1. Keys must never be left unattended by the staff member responsible for them.

2. Keys must always be firmly attached to the staff member who has been given responsibility for them. Keys must not be pinned to clothing or attached so that they may be easily removed by another person. They must not be attached in such a way that staff can be harmed with the keys (eg., placing or looping keys around the neck area).
3. Staff must never hand keys to another staff member, unless that staff member is taking responsibility for those keys, in line with a hand-over procedure. At those times, the staff member handing over the keys must ensure that an entry is made in the Key Register.

## 6.9 Alarms

Types of alarm systems differ from centre to centre. Co-ordinators Operations are responsible for ensuring that alarm systems are operational and are maintained by staff.

### Use of alarms by staff

The use of any alarm must be restricted to emergency situations only. That is, where other staff cannot be contacted via communication systems at the centre (such as telephone or two-way radios), or where the risk to safety of detainees and staff is considered high.

Where staff are seeking the assistance of other staff, and if the situation is not an emergency, communication equipment should be used. The over-use of alarm systems has the potential to reduce the level of security which must be maintained in juvenile justice centres.

### Use of alarms by detainees

No detainee is permitted to use an alarm, unless directed to do so by a juvenile justice centre staff member – Children (Detention Centres) Regulation 1995, Schedule 1, Part 1, paragraph 11.

If a detainee does use an alarm, and has not been authorised to do so, he or she should be punished according to the minor misbehaviour guidelines contained in this manual – Children (Detention Centres) Act 1987, ss. 20 and 21 – unless the use of the alarm was appropriate and necessary, for example, where staff were unable to activate the alarm.

### Resetting of alarms

After it is activated an alarm must be reset immediately following the staff response. It is the responsibility of the Team Leader on duty to ensure that staff reset alarms. Where an alarm was activated due to an emergency it must never be reset until staff have responded to the situation. If this does not occur staff may not be provided assistance when needed.

Depending on the system operating in the centre, alarms may be reset in one of two ways:

- manually by the person who activated the alarm;
- at a central point.

### Recording the use of alarms

When an alarm is activated, the staff member (or his or her supervisor) who was responsible for that area, must ensure that the alarm activation and the response to the situation is recorded in the Unit Log Book. This must also include the reason the alarm was activated and a description of the staff response to the situation.

This does not include those occasions where following investigation it has been found that the alarm was activated by mistake or as a result of a fault in the system. In these cases, it is important that the Team Leader on duty investigates the circumstances under which the alarm was activated, to ensure that there was no emergency or that equipment is not being misused.

## 6.10 Perimeter security

Regardless of the level of security of a juvenile justice centre (ie., low, medium or high), regular checks of the centre's perimeter (ie., the outer boundaries of the centre) must be carried out.

Centres have two perimeters or boundaries:

- external, or fence perimeters (where centres do not have a fence, the extreme points of the property occupied by the centre are the external perimeter);
- building perimeters, which in the majority of centres are inside the fence perimeter.

### Guidelines

1. All external perimeter checks must be conducted by at least two staff members. Internal perimeter checks can be conducted by one staff member, but he or she must be carrying a radio and remain in contact with the operations centre / admissions staff.
2. Perimeters (both fences and buildings) must be checked at least twice per day, by operations staff. The Team Leader on duty is responsible for ensuring that this occurs. All perimeter checks must be recorded, either in the Team Leaders' Log Book (Notes) or a nominated Unit Log Book.
3. External perimeters (with or without fences) must be checked following all scheduled visiting days for family or significant others at the centre. At these times detainees must not be permitted in areas near the perimeter until security checks of the perimeter are complete.
4. All damages and possible security breaches of the perimeter (both external fence and building) must be reported immediately to the Team Leader on duty.

If the Team Leader believes that the damage or breach is related to a planned escape attempt, he or she must report this to the Co-ordinator Operations immediately. In other cases, the Team Leader on duty must ensure the damage is repaired as soon as possible, and procedures are put in place to restrict the movement of detainees in that area.

### Procedure for perimeter security checks

Note: the term "check staff" refers to the staff who have been directed by the Team Leader on duty to conduct the perimeter check (this may include the Team Leader on duty, as one of the check staff, in addition to a Senior Youth Worker).

Perimeter checks should be conducted at least twice per day.

*To begin a perimeter check*

	Responsible	Action Required
1	Team Leader	<ul style="list-style-type: none"> <li>• <b>Nominate</b> staff to conduct the search, if you are unable to conduct the search yourself.</li> <li>• <b>Ensure</b> that the units from which you select staff to conduct the</li> </ul>

	<p>perimeter check will be adequately supervised in their absence (based on detainee numbers and number of staff remaining in the units).</p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the nominated staff to meet with you at an agreed location <u>inside the centre</u> prior to commencing the check (eg., admissions area, main entrance).</li> <li>• <b>Inform</b> the nominated staff that a perimeter check will be conducted and of the security procedures which must be adhered to during the check.</li> <li>• <b>Ensure</b> that the staff conducting the check have at least one two-way radio and that it is operational. A radio check with the central radio location must be conducted prior to starting the perimeter check.</li> <li>• <u>If check staff will be going outside the perimeter fence, ensure</u> that check staff have returned and registered their internal keys <u>before</u> the perimeter check is conducted.</li> <li>• <b>Ensure</b> that check staff have all necessary equipment. For example, <b>ensure</b> they have lighting / torch equipment at night, or appropriate clothing in wet weather.</li> <li>• <b>Inform</b> staff responsible for monitoring camera surveillance and electronic fence sensors that a perimeter check is about to be conducted, and to be aware of movements in those areas.</li> </ul>
2	<p><b>Check staff</b></p> <p><u>When contacted by the Team Leader to conduct a perimeter check:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> other staff in your unit / area that you are leaving the area and that you will be conducting a perimeter check. Wherever possible, <b>inform</b> staff in such a manner that detainees are not made aware that you will be absent from the unit / area.</li> <li>• <b>Ensure</b> that an entry is made in the Log Book, including the approximate time, that you are leaving the unit to conduct a perimeter check and the Team Leader who directed you to do so.</li> <li>• <b>Inform</b> other staff of an approximate time when you will return to the unit / area.</li> <li>• <u>If you will be going outside the centre, hand in</u> your keys to admissions or operations centre staff (depending on the procedure at your centre) <u>before</u> you start the perimeter check.</li> </ul>

*To conduct an external / fence perimeter check*

Responsible	Action Required
1	<p><b>Check staff</b></p> <ul style="list-style-type: none"> <li>• <u><b>Do not go into external areas of the centre unless there are at least two staff present.</b></u></li> <li>• <b>Begin</b> the check at one point on the perimeter (eg., main entrance) and <b>move</b> around the perimeter <b>checking</b> all points until you return to the starting point.</li> <li>• <u>To check the fence perimeter ensure that you:</u></li> </ul>



<p><b>Check staff (cont.)</b></p>	<ol style="list-style-type: none"> <li>1. <b>do not leave</b> other check staff member alone at any time during the perimeter check;</li> <li>2. physical contact is made with the perimeter fence, looking for any breakages or damages;</li> <li>3. <b>check</b> along the ground, either side of the perimeter fence, for dangerous items, contraband, broken items, or any other item which is considered to be a risk to the centre, staff and detainees;</li> <li>4. <b>collect</b> all items which should not be in the perimeter area and give them to the Team Leader on duty;</li> <li>5. <b>check</b> all gates, ensuring that they are locked and secure. If not, <b>ensure</b> that a gate is locked and secured before moving along the remaining perimeter. If a gate is open, <b>contact</b> the Team Leader (or another staff member inside the centre) and <b>inform</b> him or her of the open gates and the action taken;</li> <li>6. <b>check</b> the surrounding perimeter area for unauthorised vehicles, people and other items.</li> </ol> <p><u>If unauthorised people or vehicles are sighted:</u></p> <ul style="list-style-type: none"> <li>• <u>Before approaching</u>, <b>contact</b> staff at the central radio location (operations or admissions area), by two-way radio, and <b>inform</b> them of the sighting.</li> </ul> <p><u>Unauthorised people or vehicles must only be approached if check staff have assessed the situation, and believe that it is safe to do so.</u></p> <ul style="list-style-type: none"> <li>• <u>If it is considered UNSAFE to approach</u>, <b>return</b> to the internal area of the centre. <b>Report</b> to the Team Leader on duty immediately. If the Team Leader on duty is one of the check staff, he or she should report to the Co-ordinator Operations and <b>inform</b> him or her of the problem and <b>seek direction</b> for action (which may include contacting the police).</li> <li>• <u>If it is considered SAFE to approach an unauthorised vehicle</u>, <b>approach</b> with caution and: <ol style="list-style-type: none"> <li>1. <u>If the vehicle is not occupied</u>, <b>record</b> the make, model, colour and registration number of the vehicle. At the completion of the check, this must be submitted to the Team Leader on duty, with the possibility of providing the information to the police.</li> <li>2. <u>If the vehicle is occupied</u>, <b>ask</b> the occupants what their purpose is in being at the centre. At this time, one check staff member must contact the central radio location and <b>inform</b> those staff that the vehicle is occupied and the number of people in the vehicle. <p><u>If the occupants have no purpose in being at the centre</u>, <b>request</b> that they leave the property immediately. If necessary, <b>inform</b> the occupants that the police will be contacted if they refuse to leave.</p> </li> <li>3. <u>If the occupants of the vehicle refuse to leave the property</u>, <b>contact</b> the central radio location and <b>inform</b> staff of this refusal. If the</li> </ol> </li> </ul>
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	<p>Team Leader on duty <u>is not</u> one of the check staff, <b>request</b> that he or she attend the area where the vehicle is located. If the Team Leader <u>is</u> one of the check staff, and it is considered necessary, <b>direct</b> staff at the central radio location to contact the police.</p> <ul style="list-style-type: none"> <li>• <u>If it is considered safe to approach an unauthorised person</u>, <b>approach</b> with caution and:             <ol style="list-style-type: none"> <li>1. Ask the person what his or her purpose for being at the centre is.</li> <li>2. <u>If the person has no purpose in being at the centre</u>, <b>request</b> that he or she leave the centre. If necessary <b>inform</b> the person that the police will be contacted if he or she refuses to leave.</li> <li>3. <u>If the person refuses to leave the property</u>, <b>contact</b> the central radio location and <b>inform</b> staff of this refusal. If the Team Leader on duty <u>is not</u> one of the check staff, request that he or she attend the area where the person is located. If the Team Leader <u>is</u> one of the check staff, and it is considered necessary, <b>direct</b> staff at the central radio location to contact the police.</li> </ol> </li> <li>• <u>When unauthorised vehicles or people have been dealt with, and all dangerous and contraband items have been collected</u>, <b>continue</b> with the remainder of the perimeter check and <b>return</b> to the centre.</li> <li>• When the search and related duties are complete, <b>record</b> the status of the search in the log book. That is, all in order, any minor problems found, maintenance issues (eg. lights requiring replacement), incidents, unauthorised vehicles, items collected, etc..</li> </ul>
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*To conduct a building perimeter check*

Responsible	Action Required
1	<p><b>Check staff</b></p> <ul style="list-style-type: none"> <li>• <b>Begin</b> the check at one point of the building perimeter and <b>move</b> around the perimeter (including, where possible, the perimeter of each building) <b>checking</b> all points until you return to the starting point.</li> <li>• <b>Do not leave</b> the other check staff member alone at any time during the perimeter check.</li> <li>• <u>To check building perimeters ensure that you:</u> <ol style="list-style-type: none"> <li>1. <b>Make physical contact</b> with all walls, windows, doors, grills and gates, looking for breakages or damages in each building. Doors, gates and grills must be shaken, to ensure that they are securely in place. If doors and grills are not locked, <b>record</b> this, and <b>ensure</b> that you lock them before leaving that area.</li> <li>2. <b>Check</b> all locks on doors and grills, and <b>ensure</b> that nothing has been placed in the locks, which may stop staff from opening them. <b>Record</b> any details to report at the end of the check.</li> <li>3. <b>Check</b> the framework of all windows, ensuring that they are securely fitted. <b>Check</b> that all beading or rubber strips (which hold window glass in place) are still securely in windows.</li> </ol> </li> </ul>

	<p>4. <b>Check</b> thoroughly along the ground, for dangerous items, contraband, broken items, furniture or any other item which is considered to be a risk to the centre, staff and detainees. <u>Where items are found outside detainees rooms or dormitory areas, record the exact location where they were found (for possible future investigation).</u></p> <p>5. <b>Collect</b> all items found, which should not be in the building perimeter area. If they are items used at the centre, after the check <b>return</b> them to the area where they belong. If they are items which should not be in the centre, <b>submit</b> them to the Team Leader at the completion of the check.</p>
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*After a perimeter check*

	Responsible	Action Required
1	<b>Check staff</b>	<p><u>After you have returned inside the centre (eg., at the operations centre):</u></p> <ul style="list-style-type: none"> <li>• If the Team Leader on duty <u>did not</u> conduct the perimeter check, <b>contact</b> the Team Leader and <b>inform</b> him or her that the perimeter check has been completed.</li> <li>• <b>Inform</b> the Team Leader of:             <ol style="list-style-type: none"> <li>1. the outcome of the check</li> <li>2. any items found</li> <li>3. any unauthorised vehicles or people sighted and the final action taken.</li> </ol> </li> </ul> <p><u>When you return to your unit / area:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> other unit staff that you have returned to the unit.</li> <li>• <b>Ensure</b> that the approximate time of your return to the unit is recorded in the Log Book.</li> <li>• <b>Ensure</b> that the perimeter check and its outcome is recorded in the Log Book.</li> </ul>
2	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> staff responsible for monitoring camera surveillance and electronic fence sensors that check staff have returned from the perimeter and to continue with observations of perimeter areas.</li> <li>• <b>Ensure</b> that the perimeter check is recorded appropriately (eg., in Unit Log Books, Team Leader Book / Notes).</li> <li>• <u>If any problems were experienced during the perimeter check:</u> <ol style="list-style-type: none"> <li>1. <b>Inform</b> the Co-ordinator Operations.</li> <li>2. <b>Ensure</b> that they are recorded and <b>arrange</b> appropriate procedures for follow-up.</li> </ol> </li> <li>• <u>If outside services (eg., police) were called upon, this is will count as an</u></li> </ul>

incident, and incident procedures (contained in this manual) must be followed.

- Ensure that all equipment used by check staff is returned to the designated locations, recorded as such, and that it is operational.

## 6.11 Dangerous items

Any item in a juvenile justice centre is potentially dangerous. While this is accepted, there are a number of specific items that are prohibited from juvenile justice centres, or for which there must be specific procedures to restrict their use in the centres.

Dangerous items, which may be required in centres but which should be restricted, include:

- cutting implements – including; scissors, knives, etc.;
- needles – for use with syringes, or for sewing purposes;
- cutlery – eating and servery utensils (both plastic and stainless steel);
- medications / drug substances (prescribed or over-the-counter products) and medical supplies;
- loose or broken items of furniture – building fixtures, outdoor and perimeter areas (eg., glass, posts, chair/table legs);
- tools – from vocational programs and for staff use (eg., maintenance officers);
- ropes, electrical leads and wires;
- electrical equipment and machinery – vacuum cleaners, dishwashers, stereo systems, power tools, etc.;
- jewellery – necklaces, earrings, anklets, etc.;
- craft tools / implements – such as, knitting needles, hooks, etc.;
- inhalants – glues, aerosols, thinners, petrol, varnishes, markers, etc.;
- glass items – drink bottles and containers, windows, etc.;
- aluminium cans;
- gas bottles;
- school equipment – white-out, paper clips, markers, etc.;
- dressing equipment – bandages, etc.;
- cleaning equipment – bleach, disinfectant, etc.

### Guidelines for security of dangerous items

Whenever dangerous items are found, whether lost or suspected to be in the possession of a detainee, the Team Leader on duty must be contacted immediately. Detainees must not be

permitted to leave the area until the Team Leader has attended or given instructions to the supervising staff.

In these instances, personal searches of detainees may need to be conducted (for more information see Section 6.13 – "Personal searches of detainees").

### Disposal of damaged dangerous items

All damage of dangerous items must be reported and recorded. Staff responsible for the items must report all damages to the Team Leader on duty before that staff member leaves the centre AND before the item is disposed of.

If the item cannot be repaired, the Team Leader is responsible for ensuring the damaged item is disposed of correctly and not in an area where detainees can obtain the item. If the item can be repaired, the Team Leader must ensure that maintenance or vocational staff repair the item as soon as possible. Following the repair, a Team Leader must return the item to the relevant area and ensure that it is recorded appropriately.

### Cutlery and other cutting implements

Co-ordinators Operations are responsible for ensuring that procedures are developed and implemented to ensure maximum security of dangerous items. Procedures should be developed using the following guidelines:

1. A record of all standard cutting implements (ie., scissors, knives, etc.) must be maintained in Units, vocational areas, school, dining areas and camping or sports stores. For example, a record in the Unit Log Book, which is updated by staff at the start and end of each shift; or, a separate record book, specifically for cutting implements.
2. A record of all cutlery (including both eating and servery utensils) is to be maintained and updated, including each time any item of cutlery is removed or replaced. All cutlery must be counted and recorded at least twice per day. It is recommended that this occur at the start of every shift and that oncoming staff count and record the cutlery.
3. All cutlery is to be maintained in a locked cabinet or box. Every time that cabinet or box is opened, and an item is removed or replaced, this must be recorded. All cutlery must be counted at the start and end of each meal, before detainees leave the dining area.
4. If staff discover that cutlery or other cutting implements are missing, they must report this immediately to the Team Leader on duty, or in his or her absence the Co-ordinator Operations (for more information see Section 6.12 – "Searches of units and other areas").
5. All damaged items must be reported to, and given to, the Team Leader on duty.

### Craft supplies and tools, inhalants and school use equipment

Co-ordinators Operations and Co-ordinators Programs / Staff Development are responsible for ensuring that procedures are developed and implemented to ensure maximum security of program items which could be dangerous. Procedures should be developed using the following guidelines:

1. All craft supplies and tools, inhalants and school use equipment must be stored in lockable cabinets or rooms in the respective program or class areas.
2. A register of all these items must be kept and maintained in each area / room.

The instructors or other staff responsible for these areas must conduct a check of these items and equipment after every class and record them in the register. Any missing items must be reported immediately to the Team Leader on duty.

3. All damaged items must be reported to, and given to, the Team Leader on duty.
4. Staff must monitor closely those tools that can be taken apart (eg., cutting knives with removable blades). All parts of such tools must be accounted for, including small pieces that may have been broken off by detainees.

### Medications, other substances and medical supplies

Co-ordinators Operations and Registered Nurses are responsible for ensuring the adequate provision, maintenance and recording of medications, other substances and first aid supplies. For the security of these items, procedures should be developed using the following guidelines:

1. All units and areas in the centre, where detainees and staff may be located at some time, must have a locked first aid cabinet or box. This cabinet or box must remain locked at all times, except when staff are using first aid items or medical supplies. All staff allocated to units or areas must have a key to the first aid cabinet or box.
2. All first aid items, equipment and medical supplies given to units or areas must be contained in the locked first aid cabinet or box, including an inventory of first aid items contained within.
3. When staff use the last of any item from the first aid cabinet or box, the Registered Nurse must be contacted as soon as possible to ensure that a replacement item is provided to the unit or area. In addition to this, Registered Nurses must conduct a regular inventory check of all first aid boxes (at least weekly).
4. All prescribed medications must be kept in a storage box which is lockable or is kept in a lockable storage cupboard, until the prescribed time of administration. When staff administer prescribed medications they must sign the after hours medication sheet supplied with the medication.
5. If staff administer panadol, linament, ventolin, etc., to a detainee they must document this on the after hours medication sheet.
6. Unless permission is given by the Registered Nurse in consultation with the Co-ordinator Operations, all creams, lotions, inhalant treatments (eg., ventolin puffers) must be kept in a locked cabinet or box for use by detainees when required.
7. The only staff permitted to administer medication to detainees are senior staff (ie., Managers or Team Leaders) or Senior Youth Workers who have undertaken departmental training.
8. All clinical facilities will have medications stored in a locked cupboard. A register will be maintained for the contents of the cupboard and a daily check of schedule 4 and 8 drugs will be undertaken. These cupboards must be kept locked when not in use.

### Tools, electrical equipment and machinery

Co-ordinators Operations and Co-ordinators Administration are responsible for ensuring the adequate provision, maintenance and recording of tools and other equipment in the centre. Procedures should be developed using the following guidelines:

1. A central record (which is linked to the Assets Record of the centre) must be maintained of all tools and other equipment in the centre, and the areas where they are located.

Physical checks of this list and the tools and equipment in the designated areas must be conducted on a regular basis by the Co-ordinator Operations and the Co-ordinator Administration. Any discrepancies in the records, or missing tools or other equipment must be reported immediately to the Manager.

2. A daily record of tools and equipment in each designated area must be kept, in an Equipment Register (book). This must include all tools / equipment allocated to that area.

When tools or equipment are taken out at the start of the program for use by staff or detainees, and when they are returned, this must be recorded in the register. Each time tools or equipment are taken outside the program area, this must be recorded in the register, and recorded when returned. The register must include:

- date the item was taken;
  - officer taking responsibility for the equipment;
  - location / place item was taken to;
  - reason / purpose for taking the item;
  - projected date and time item will be returned;
  - date the item was returned.
3. Regular checks and accounting of tools and equipment in Equipment Registers must be conducted by staff responsible for those units or areas. This must be done at the start and end of each shift of duty at the centre.

Vocational areas and workshops should have a shadow board, accounting for all tools allocated to that area. This is an easy reference point for missing tools. All tools must be accounted for on the shadow board, before detainees leave the area (ie., each time detainees leave the area and are going in to another area, including break times).

4. All missing or damaged tools / equipment must be reported immediately to the Team Leader on duty.
5. In every unit or area where equipment has been allocated, locked cabinets or rooms must be provided for the storage of tools and other equipment. Whenever tools and equipment are not in use they must be locked in the designated cabinet or room.

## 6.12 Searches of units and other areas

### When to use this procedure

This procedure is used to detect and retrieve any dangerous, harmful or other contraband articles which may be in a unit or area of the centre. This procedure must never be used to harass detainees.

Unit or area searches may be conducted:

- on suspicion of detainees having items of contraband;
- as a formal centre routine;
- randomly.

Under no circumstances is a unit or area search to be conducted without the approval of the Team Leader on duty (or in his or her absence, a Co-ordinator of the centre). All rooms, lockers and personal items searched should be left in the manner they were found.

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinator Operations
- Co-ordinator Programs (Operations)
- Team Leaders
- Team Supervisors
- Supervising or unit staff (ie., staff directly supervising detainees at any given time).

### Forms and records which may be used

- JJ-A060: Contraband Record Book
- JJ-A005: Incident Advice
- JJ-A009: Centre Incident Report
- Comprehensive Report
- Unit Log Book.

### Equipment which may be used

The following equipment may be used:

- Puncture-resistant gloves
- Latex or protective gloves
- Ruler and pen
- Plastic, sealable bags with labels (for evidence)
- Puncture resistant container (sharps disposal).

### Related policies and procedures

In the:	Go to the section or policy:
Juvenile Justice Centre Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> </ul>



Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 37 Use of force</li> <li>• 26(1) Written communication with detainees</li> <li>• 14 Records concerning property</li> <li>• 13 Disposal of property</li> <li>• 12 Unauthorised possession of property</li> <li>• 5 Admission of detainees</li> </ul>
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### Witnesses to unit / area searches

All unit or area searches must be witnessed by at least one detainee. Due to the different styles of accommodation in juvenile justice centres, that is, single room or dormitory-style, searches of areas where detainees sleep vary:

Single room – the detainee who is residing in that room should be the witness to the search of his or her room.

Dormitory – wherever possible each detainee should witness the search of his or her bed and locker area. Alternatively, one or two detainees should be selected to witness the search of the unit / area, on behalf of the other detainees.

Staff must be careful not to permit witnessing detainees into areas which have been searched. It is possible for detainees who are witnessing searches to collect items of contraband while staff are searching, and move them into searched areas.

For this reason witnessing detainees should be directed to stand and remain in a central location in the area where they can witness, but not disrupt the search.

### Recording unit / area searches

Every unit area search must be recorded in the Contraband Record Book (JJ-A060). This regardless of whether any items of contraband were found.

The Contraband Record Book must contain:

- date and time of the search;
- location of the search (ie., name of the unit or area);
- names of staff conducting the search and their positions;
- Team Leader or Co-ordinator who authorised the search;
- detainees who witnessed the search;
- description of contraband items found (if any).

When planning to use an outside service for unit searches (such as drug dogs), approval must be obtained from the Cluster Director prior to calling the outside service. It is the responsibility of the Manager and Operations Coordinator to assess the need for such services.

The Cluster Director must then contact the Director, Operations within 24 hours following the use of outside services to inform of date, time used and outcome.

### Guidelines for unit / area searches

Co-ordinator Operations are responsible for ensuring that procedures are in place at their centre for unit / area searches. Where unit / area searches are a part of the routine of the centre, the Co-ordinator Operations must ensure that these are included in the routines which are published and displayed at the centre.

When searching units / areas staff must check:

- inside all lockers, cabinets, cupboards and bookcases;
- window sills and openings;
- behind doors;
- under tables, chairs, seats and lounges. Items can be placed in between the frame and cushions of these items. The items should also be turned upside down to check thoroughly;
- under mattresses and beds. All bed linen must be removed from beds and pillows when conducting searches;
- inside mattresses which have tears or rips in them. Do not place unprotected hands into mattresses;
- personal clothing items (for procedures see Section 6.13 – “Personal searches of detainees”);
- inside books and magazines. Staff should look through all pages, to ensure that items have not been taped or pasted to pages.

## 6.13 Personal searches of detainees

### Reasons for searching detainees

The department has a duty of care to its clients and its staff, and must uphold community expectations.

This duty of care may be jeopardised if dangerous or other illicit objects or substances are brought into Juvenile Justice Centres.

To minimise the entry of such objects or substances into centres, staff may be required to search detainees under certain circumstances and conditions.

### Who uses the personal search procedures

The following staff may use these procedures:

- Centre Managers
- Manager, Juvenile Placements / Transport
- Co-ordinators Operations

- Team Leaders
- Supervising or unit staff (ie., staff directly supervising detainees at any given time)
- Escort personnel.

### Forms and records that may be used

- JJ-A059: Searches Register
- JJ-A020: Use of Force
- JJ-A021: Use of Segregation
- JJ-A056: Segregation Record Book
- JJ-A055: Confinement Record Book
- JJ-A005: Incident Advice
- JJ-A009: Centre Incident Report.

### Related policies and procedures

In the:	Go to the section or policy:
Juvenile Justice Centre Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Policy on the Management of Suicide and Self-Harm Behaviour</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 37 Use of force</li> <li>• 26(1) Written communication with detainees</li> <li>• 14 Records concerning property</li> <li>• 5 Admission of detainees</li> <li>• 12 Unauthorised possession of property</li> <li>• 13 Disposal of property</li> </ul>

### Principles of searching

The department's searching procedures have been based on the following principles:

- Searches are generally perceived as intrusive, embarrassing, and uncomfortable by those being searched, and by those doing the searching.
- The suggestion that a search is considered necessary often results in an adverse emotional response from the person to be searched.
- Because many detainees have been sexually abused, the thought of a clothed body or strip search may result in emotional trauma and an understandably hostile reaction.
- No search procedures should place the health and safety of detainees or staff at risk.

Where "reasonable belief" is the justification for conducting a search, the basis of the belief should be recorded in the Searches Register.

## Conducting searches

Every search of a detainee must be recorded in the centre's Searches Register.

In the case of a strip search, a Team Leader, or a more senior staff member, must sign the appropriate authorisation in the Searches Register before the strip search is performed.

Whenever a search is performed, two staff members must be present, one performing the search, the other acting as observer of the searching staff member (not of the detainee).

Staff involved in a search should be trained in the relevant procedures and infection control guidelines. If two trained staff members are not available, the search procedure must be observed by a Team Leader or more senior staff member.

In exceptional circumstances, where security or personal safety are at risk, a Team Leader or a more senior staff member may verbally authorise an appropriate search by two untrained staff without supervision. The reason for such authorisation must then be noted in the Searches Register by the authorising staff member.

The staff member performing a clothed body search or a strip search must be of the same sex as the detainee being searched. The second staff member may be of the opposite sex. In the case of a strip search, if the second staff member is of the opposite sex, he or she should not be able to see the detainee being strip searched.

During strip searches, staff are not permitted to touch the body of the person being searched, and the detainee cannot be directed to raise his or her legs (unless to check the soles), squat, part his or her buttocks, or handle his or her genitalia, but can be directed to remove and hand over any illicit object or substance on their person.

## Safety procedures

The centre's Co-ordinator Operations is to ensure that latex and puncture-resistant gloves for use in searches are always available in the admissions office or other designated search area.

Gloves must be worn throughout any kind of search involving contact with the detainee's clothes.

Special care is needed to avoid injury from concealed sharp objects. Searching staff should never put their hands or fingers in areas that cannot be clearly seen. Mirrors, rulers and other objects should be used to search areas where visibility is limited. Torches or angled lighting should be used to properly illuminate dark places.

The pat-down technique must be used in preference to a sliding-hand motion, but patting down must be performed with extreme caution to avoid injury from concealed sharp objects.

A detainee subjected to a clothed body search or strip search should be asked to:

- empty out their pockets;
- remove shoes and socks, turn the socks inside out and shake out shoes;
- run their hands through their hair;
- turn down collars and cuffs;

- take off outer garments such as sloppy joes, jumpers, coats, laying them flat on a table.

When clothing is removed from a detainee being searched, it should be laid out on a flat surface and checked for hidden objects in seams and facings, using a pen or ruler.

If concealed items are detected on a detainee during a search, the detainee should be requested to remove them and surrender them to the searching staff member by placing them in an open area on a table or desk.

A special secure container should be available for the safe storage of any illicit objects or substances which may be found during the search, or later required as evidence.

Sharps should be placed in a puncture-proof plastic container with a screw top lid. The sharp end of the needle should never be touched by hand, and a syringe should be picked up with a gloved hand by the barrel end.

In the event of an injury, such as a needle-stick injury, abrasion, or laceration, infection control guidelines are to be followed, first aid applied and medical attention sought immediately.

### Searching detainees with medical / surgical dressings or plaster casts

If there is a reasonable belief that a detainee is concealing an illicit object or substance behind a medical or surgical dressing or plaster cast, the matter is to be discussed with the centre's Registered Nurse with a view to determining a procedure for searching and removing any such object or substance.

If there are any differences of opinion or doubts about medical or safety issues in searching or removing a medical or surgical dressing or plaster cast, further consultation with a medical practitioner must precede the performance of any search procedures. On such an occasion the detainee may have to be segregated or otherwise closely observed for the waiting period.

If, after any necessary medical consultation, it is decided to remove a medical, surgical dressing or plaster cast to facilitate a search, the procedure must be performed either by the Registered Nurse or a medical practitioner.

A replacement medical or surgical dressing or plaster cast (back slab) after completion of the search must be applied by either a Registered Nurse or a medical practitioner or at a Plaster Clinic. The original dressing must not be placed on the wound again.

### Refusal to be searched

There will be occasions when a detainee refuses to be searched.

In such cases, the detainee must be treated sensitively because the reasons for refusal may be of a very personal nature. Not every refusal to be searched will be a "rebellious" act or an attempt to avoid being caught with an illicit object or substance.

The reason for the search should be clearly explained or repeated by the staff member, or by another person thought to share a better working relationship with the detainee. Staff should actively seek out the assistance of another staff member who may have a different approach or relationship with the detainee.

The detainee may be asked to nominate an available adult or staff member to observe the search procedure. Alternatively, the detainee's parents or a significant other person may be requested to assist, either by phone or in person, in gaining the detainee's co-operation for the search.

If the refusal continues, the detainee should be regarded as a security risk and placed under very close supervision until it is considered the risk no longer exists. Very close supervision may involve continuous personal observation by an additional staff member. Use of segregation may also be necessary, but should be used as an absolute last resort, for safety and protection.

Only under the most extreme circumstances, when there is a high risk of personal injury or safety as determined by a Team Leader or more senior staff member, should minimum force be used to facilitate a search.

While limited use of force for the purpose of searching is authorised by the legislation – cl. 37(2)(c), Children (Detention Centres) Regulation 1995 – a detainee must never be forcibly strip searched. The risk of injury to staff or detainees is too high, while the forcible removal of a child's clothes and the inevitable contact with the naked body of the child is not a morally acceptable procedure. Other methods should be used by staff (eg., a "cooling off" period, close observation, segregation).

### Equipment which may be used

It is the responsibility of the Co-ordinator Operations to ensure that this equipment is at all times readily available and operational for search staff:

- puncture-resistant gloves;
- latex or protective gloves;
- ruler and pen;
- plastic, sealable bags with labels (for evidence);
- puncture-resistant container with lid / sharps disposal;
- wand metal detectors.

### Wand and clothed body search

A wand search must be conducted prior to a clothed body search. A wand search will not locate illicit substances which do not have metal content or wrapping.

It is the responsibility of Coordinators Operations to ensure the centre has an adequate number of wand metal detectors, and that these are located in areas where searches most commonly occur. Coordinators Operations must also ensure that a procedure is in place for the regular checking and maintenance of wand metal detectors.

Coordinators Operations are also responsible for ensuring that all staff who conduct searches are trained in the use of wand metal detectors, and that regular refresher training sessions are conducted. In most centres, it should be the responsibility of Team Leaders to conduct training and instruction sessions with supervising or searching staff.

#### *Before starting the wand and clothed body search*

Responsible	Action Required
1 Staff conducting search	<ul style="list-style-type: none"> <li>• <u>For a non-routine wand and clothed body search</u> (ie. a search based on "reasonable belief"), <b>contact</b> the Team Leader, and:               <ol style="list-style-type: none"> <li>1. <b>direct</b> approval to conduct the wand and clothed body search;</li> <li>2. <b>explain</b> the reasons for the search;</li> </ol> </li> </ul>

	<p>3. <b>direct</b> that a second trained staff member attend to observe or conduct the search.</p> <ul style="list-style-type: none"> <li>• <b>Do not conduct</b> any part of the search until there is a second trained officer present.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <u>If you determine that the reasons for the non-routine search are adequate and reasonable in relation to the department's searching guidelines, give approval</u> for conducting the search.</li> <li>• <b>Sign</b> the Searches Register (for non-routine wand and clothed body searches this may be done after the search has been completed; for non-routine strip searches this <u>must</u> be done before the search). The basis of "reasonable belief" must be declared in the Register.</li> </ul>
3	<p><b>Staff conducting search</b></p> <p><u>For both routine and non-routine searches:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> you are in an area where security and privacy can be maintained (this is not necessary when the search consists of a simple wand search).</li> <li>• <b>Ensure</b> the detainee to be searched is separated from other detainees in the area, to prevent any passing of contraband items.</li> <li>• <b>Explain</b> the wand and clothed body searching procedure to the detainee before commencing the search.</li> <li>• <b>Ask</b> the detainee if he or she has any items of contraband and <b>allow</b> him or her the opportunity to hand over the items or place them in an amnesty box before the search begins. <b>Inform</b> the detainee that he or she will not be punished if contraband is voluntarily declared and handed over at this stage.</li> </ul>

#### *Proceeding with the wand search*

Responsible	Action Required
4	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to remove all articles from his or her pockets and turn the pocket linings out.</li> <li>• <b>Direct</b> the detainee to face away from you.</li> <li>• <b>Direct</b> the detainee to raise his or her arms up and to the side, with the palms of his or her hands facing upwards.</li> <li>• <b>Direct</b> the detainee to place his or her legs and feet apart, feet flat on the ground. This should be at distance where the detainee is still comfortable and can maintain his or her balance.</li> <li>• <b>Move</b> the wand across and over the detainee's body: <ul style="list-style-type: none"> <li>1. <u>Right side of body:</u> <ul style="list-style-type: none"> <li>• <b>start</b> at the side of the detainee's right foot;</li> <li>• <b>move</b> the wand up the right side of the detainee's body, up to</li> </ul> </li> </ul> </li> </ul>

	<p>and including his or her right armpit;</p> <ul style="list-style-type: none"> <li>• <b>move</b> the wand along the underside of the detainee's right outstretched arm, around his or her right hand, then across the top of the right arm, to the neck.</li> </ul> <p>2. <u>Head area:</u></p> <ul style="list-style-type: none"> <li>• <b>move</b> the wand over the detainee's head, passing the right ear, over and around the head area, down past his or her left ear to the neck.</li> </ul> <p>3. <u>Left side of body:</u></p> <ul style="list-style-type: none"> <li>• <b>move</b> the wand along the top of the detainee's left arm, over the hand, then along the underside of his or her left arm;</li> <li>• <b>move</b> the wand down the left side of the detainee's body, to the side of his or her left foot.</li> </ul> <p>4. <u>Inside legs and crotch</u></p> <ul style="list-style-type: none"> <li>• <b>move</b> the wand from the inside of the detainee's right foot, up along the inside right leg, past the crotch area, and down the inside left leg to the left foot.</li> </ul> <p>5. <u>Back of body</u></p> <ul style="list-style-type: none"> <li>• <b>move</b> the wand (holding it lengthwise and flat across the detainee's body) up along the back of the detainee's body.</li> </ul> <p>6. <u>Front of body</u></p> <ul style="list-style-type: none"> <li>• <b>direct</b> the detainee to face you;</li> <li>• <b>move</b> the wand (holding it lengthwise and flat across the detainee's body) from the head down along the front of the detainee's body.</li> </ul> <ul style="list-style-type: none"> <li>• <u>The detainee must remain with arms outstretched and legs apart for the entire wand search.</u></li> </ul>
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### *Proceeding with the clothed body search*

Detainees are to remain dressed for a body search. Extra clothing such as jackets, jumpers, sloppy joes and shoes must be removed.

A wand search must be conducted before starting this procedure.

Responsible	Action Required
	<b>CLOTHING</b>
5 <b>Staff conducting search</b>	<ul style="list-style-type: none"> <li>• <b>Put on</b> a pair of puncture-resistant gloves.</li> <li>• <b>Ensure</b> that you are standing at a safe distance from the detainee.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to remove all articles from his or her pockets and turn the pocket linings out.</li> <li>• <b>Direct</b> the detainee to remove the following items, placing them on a table or other flat surface:             <ol style="list-style-type: none"> <li>1. shoes (to be shaken by detainee);</li> <li>2. socks – turned inside out;</li> <li>3. outer jacket or jumper;</li> <li>4. wrist watch and any jewellery.</li> </ol> </li> <li>• <b>Search</b> all the removed items of clothing in the presence of the detainee.</li> <li>• <b>Pay close attention to:</b> <ol style="list-style-type: none"> <li>1. collars, cuffs, facings, lapels, seams and linings of clothing;</li> <li>2. heels and linings of shoes.</li> </ol> </li> </ul>
<b>UPPER BODY</b>	
6 <b>Staff conducting search</b>	<p><u>To search hands:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to face you.</li> <li>• <b>Direct</b> the detainee to move his or her hands out to the side of his or her body with fingers spread apart.</li> <li>• <b>Check</b> the detainee's hands for contraband.</li> </ul> <p><u>To search the head area:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to bend his or her head forward.</li> <li>• <b>Direct</b> the detainee to run his or her hands through his or her hair – from the back to the front.</li> <li>• <b>Direct</b> the detainee to raise his or her head, open his or her mouth and remove any false teeth.</li> <li>• <b>Look</b> into the mouth cavity then <b>direct</b> the detainee to run his or her fingers around between the teeth and gums.</li> <li>• <b>Direct</b> the detainee to turn his or her head to each side and to pull his or her ears forward.</li> </ul> <p><u>To search the neck and torso:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to stand <u>facing away</u> from you, with his or her feet apart and arms raised from his or her sides.</li> <li>• Carefully <b>pat down</b> the detainee, starting at the back of the head. <b>Follow</b> a direct course around the collar, ensuring that nothing is hidden inside or under the collar of his or her shirt.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Place</b> both hands on the base of the detainee's neck, covering the shoulders with palms open and pressing firmly.</li> <li>• <b>Pat down</b> the back and side of the belt line.</li> </ul> <p><u>To search the arms:</u></p> <ul style="list-style-type: none"> <li>• The detainee should still be facing away from you.</li> <li>• <b>Place</b> one hand under the detainee's armpit and the other hand on top of his or her shoulder.</li> <li>• Carefully <b>pat down</b> the entire length of both sleeves to the cuff or end of the shirt.</li> <li>• <b>Repeat</b> the procedure with the other arm.</li> </ul>
	<b>LOWER BODY</b>
7	<p><b>Staff conducting search</b></p> <p><u>To search waist and legs:</u></p> <ul style="list-style-type: none"> <li>• The detainee should still be facing away from you.</li> <li>• <b>Direct</b> the detainee to release the belt line and turn it out.</li> <li>• <b>Search</b> the belt line.</li> <li>• From the back of the waistline, carefully <b>pat down</b> the back over the buttocks and sides of the hips and legs.</li> <li>• <u>If the detainee is wearing long trousers</u>, starting at either leg, <b>place</b> both hands around the leg and carefully <b>pat down</b> from the top down. <b>Search</b> any trouser turn ups or cuffs.</li> </ul> <p><u>To search feet:</u></p> <ul style="list-style-type: none"> <li>• The detainee should still be facing away from you.</li> <li>• <b>Direct</b> the detainee to lift one leg at a time to display the soles of his or her feet and toes.</li> <li>• <b>Direct</b> the detainee to wiggle his or her toes to release any contraband.</li> <li>• <b>Direct</b> the detainee to replace any items of clothing or jewellery that were removed (if such items are permitted in the unit).</li> <li>• <b>Ensure</b> that the detainee is returned to his or her unit.</li> </ul>

*Items found*

8	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <u>If items of contraband are found</u>, <b>direct</b> the detainee to place them in the sharps or secure container.</li> <li>• <b>Seal</b> the container and <b>label</b> it with:</li> </ul>
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	<ol style="list-style-type: none"> <li>1. the detainee's name and date of birth;</li> <li>2. the item of contraband found (if unknown, a description, eg. green vegetable matter, white powdery substance);</li> <li>3. the day, date and time of the search;</li> <li>4. your name, as the searching officer.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Go to the procedures below on "After a search".</b></li> </ul>
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## Strip search

Strip searches are conducted with the detainee partially clothed. A strip search should never be conducted where the detainee has all clothing removed.

A partially clothed strip search must be conducted in the following order:

1. top half of clothing removed and searched;
2. top half of body checked for contraband;
3. top half of clothing (one layer) returned and shirt put on by the detainee;
4. bottom half of clothing removed and searched;
5. bottom half of body checked for contraband;
6. bottom half of clothing returned and put on by the detainee.

Staff conducting strip searches must maintain a high level of sensitivity throughout the search procedure. Due regard must be given to privacy, decency, sexual assault histories, cultural differences and the maintenance of self-respect of the detainee.

The searching staff member must never touch the detainee at any time during a strip search procedure.

The searching staff member must remain in sight of the second officer at all times during the search procedure. The second officer is a witness to the searching procedure, ensuring that it is conducted correctly, but should not be able to see the detainee.

In most instances, Team Leaders will be responsible for training staff in strip search procedures and providing updated information to senior youth workers.

### *Before starting the strip search*

	Responsible	Action Required
1	<b>Staff conducting search</b>	<ul style="list-style-type: none"> <li>• <u>For a non-routine strip search</u> (ie. a search based on "reasonable belief"), <b>contact</b> the Team Leader, and:               <ol style="list-style-type: none"> <li>1. <b>direct</b> approval to conduct the strip search;</li> <li>2. <b>explain</b> the reasons for the search;</li> <li>3. <b>direct</b> that a second trained staff member attend to observe or conduct the search.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Do not conduct</b> any part of the search until there is a second trained officer present.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <u>If you determine that the reasons for the non-routine search are adequate and reasonable in relation to the department's searching guidelines, give approval</u> for conducting the search.</li> <li>• <b>Sign</b> the Searches Register before the search commences. The basis of "reasonable belief" must be declared in the Register.</li> </ul>
3	<p><b>Staff conducting search</b></p> <p><u>For both routine and non-routine searches:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that you are in an area where security and privacy can be maintained.</li> <li>• <b>Ensure</b> that the detainee to be searched is separated from other detainees in the area, to prevent any passing of contraband items.</li> <li>• <b>Explain</b> the strip searching procedure to the detainee before commencing the search.</li> <li>• <b>Ask</b> the detainee if he or she has any items of contraband and <b>allow</b> him or her the opportunity to hand over the items or place them in an amnesty box before the search begins. <b>Inform</b> the detainee that he or she will not be punished if contraband is voluntarily declared and handed over at this stage.</li> </ul>

#### *Proceeding with the strip search*

Responsible	Action Required
	<b>POCKETS, FOOTWEAR, ETC.</b>
4	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <b>Put on</b> a pair of puncture-resistant gloves.</li> <li>• <b>Ensure</b> that you are standing at a safe distance from the detainee. <b>Do not touch</b> the detainee at any time during this search.</li> <li>• <b>Direct</b> the detainee to remove all articles from his or her pockets and turn the pocket linings out.</li> <li>• <b>Direct</b> the detainee to remove the following items, placing them on a table or other flat surface: <ol style="list-style-type: none"> <li>1. shoes (to be shaken by detainee);</li> <li>2. socks – turned inside out;</li> <li>3. outer jacket or jumper;</li> <li>4. wrist watch and any jewellery.</li> </ol> </li> <li>• <b>Search</b> all the removed items of clothing in the presence of the detainee.</li> <li>• <b>Pay close attention to:</b></li> </ul>

	<ol style="list-style-type: none"> <li>1. collars, cuffs, facings, lapels, seams and linings of clothing;</li> <li>2. heels and linings of shoes.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Footwear should not be returned to the detainee until the entire search is completed.</u></li> </ul>
<b>UPPER CLOTHING</b>	
5	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to remove his or her upper layer of clothing.</li> <li>• <b>Direct</b> the detainee to place the upper layer of clothing on the table.</li> <li>• <b>Direct</b> the detainee to move away from the table.</li> <li>• <b>Search</b> all the removed items of clothing in the presence of the detainee.</li> <li>• <b>Pay particular attention</b> to collars, cuffs, facings, lapels, seams and linings of clothing.</li> </ul>
<b>UPPER BODY</b>	
6	<p><b>Staff conducting search</b></p> <p><u>To search hands:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to face you.</li> <li>• <b>Direct</b> the detainee to move his or her hands out to the side of his or her body, with fingers spread, to see if he or she has anything in his or her hands.</li> </ul> <p><u>To search the head area:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to bend his or her head forward.</li> <li>• <b>Direct</b> the detainee to run his or her hands through his or her hair – from the back to the front.</li> <li>• <b>Direct</b> the detainee to raise his or her head, open his or her mouth and remove any false teeth.</li> <li>• <b>Look</b> into the mouth cavity then <b>direct</b> the detainee to run his or her fingers around between the teeth and gums.</li> <li>• <b>Direct</b> the detainee to turn his or her head to each side and to pull his or her ears forward.</li> <li>• <b>Direct</b> the detainee to raise his or her arms so that it is possible to check the armpits.</li> <li>• <b>Visually inspect</b> the top half of the detainee's body.</li> <li>• <b>Direct</b> the detainee to put on his or her upper clothing (one layer only).</li> </ul>

<b>LOWER CLOTHING</b>	
7	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to remove his or her lower layer of clothing (including underwear).</li> <li>• <b>Direct</b> the detainee to place the clothing on the table.</li> <li>• <b>Direct</b> the detainee to move away from the table.</li> <li>• <u>Tell the detainee that he or she can turn away from you, for privacy.</u></li> <li>• <b>Search</b> all the removed items of clothing, in the presence of the detainee.</li> <li>• <b>Attend</b> in particular to pockets, linings, seams and facings in the clothing.</li> <li>• <b>Conduct</b> the search of clothing in this step as quickly as possible (still ensuring a thorough search), so that the detainee can be searched and have the clothing returned as soon as possible.</li> </ul>
<b>LOWER BODY</b>	
8	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <b>Visually inspect</b> the lower half of the detainee's body, including:             <ol style="list-style-type: none"> <li>1. between the toes (refer to the procedure for clothed body searches);</li> <li>2. soles of the feet (refer to procedure for clothed body searches);</li> <li>3. inner parts of the legs and the pubic area.</li> </ol> </li> <li>• <b>Do not direct</b> the detainee to lift genitalia, squat or part buttocks.</li> <li>• <b>Direct</b> the detainee to put on his or her lower layer of clothing.</li> <li>• <b>Allow</b> the detainee to place all remaining clothing on, and <b>return</b> his or her shoes and socks and any items which the detainee may have had in his or her pockets and is allowed to keep.</li> </ul>

#### *Items found*

9	<p><b>Staff conducting search</b></p> <ul style="list-style-type: none"> <li>• <u>If items of contraband are found</u>, <b>direct</b> the detainee to place them in the sharps or secure container.</li> <li>• <b>Seal</b> the container and <b>label</b> it with:             <ol style="list-style-type: none"> <li>1. the detainee's name and date of birth;</li> <li>2. the item of contraband found (if unknown, a description, eg. green vegetable matter, white powdery substance);</li> <li>3. the day, date and time of the search;</li> <li>4. your name, as the searching officer.</li> </ol> </li> <li>• <b>Go to</b> the procedures below on "After a search".</li> </ul>
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## After a search

	Responsible	Action Required
1	Staff conducting search	<p><u>If items of contraband have been found:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the Team Leader of the result of the search.</li> <li>• <b>Ensure</b> the Team Leader receives the sealed container with contraband intact.</li> <li>• <b>Ensure</b> sharps (syringes and needles) are placed in a puncture-resistant container.</li> </ul>
2	Team Leader	<ul style="list-style-type: none"> <li>• <b>Report</b> any items of contraband found to the Co-ordinator Operations.</li> <li>• <b>Ensure</b> search staff have placed sharps (syringes and needles) in a puncture-resistant container.</li> <li>• <u>If directed by the Co-ordinator Operations, complete</u> an Incident Advice and fax it to the Cluster Director (JJ-A005) (for more information see Section 7.12 – "Substance use / possession").</li> <li>• <u>Except in the case where an illicit drug, an item which may used for drug administration, a weapon, centre property, or a perishable item are found, ensure</u> the contraband is placed in the detainee's property and recorded accurately by Admissions staff (for more information see Section 1.13 – "Personal property").</li> </ul>
3	Staff conducting search	<ul style="list-style-type: none"> <li>• <b>Complete</b> the necessary details in the Searches Register.</li> <li>• <b>Ensure</b> the Team Leader sees and signs the Searches Register.</li> </ul>
4	Team Leader	<ul style="list-style-type: none"> <li>• <b>Check</b> that searching staff have completed the Searches Register correctly.</li> <li>• If there is more information needed, <b>return</b> the Searches Register to the searching staff before signing.</li> <li>• <u>When the Searches Register is accurately completed, sign</u> the appropriate section <b>confirming</b> the search has been conducted in accordance with departmental procedures.</li> </ul>



## 6.14 Handcuffing detainees

### When to use this procedure

This procedure is used when it has been determined that a detainee should be handcuffed for security or safety reasons, either during movements / absences from a centre or as a temporary restraint method in a centre.

All "A" Classification detainees must be routinely handcuffed during movements / absences from a centre. Only where exceptional circumstances exist can an "A" Classification detainee leave the centre without handcuffs being applied. Where exceptional circumstances exist, approval

not to apply handcuffs must be gained from the Director Operations prior to the movement / absence from the centre.

This procedure defines the roles of various juvenile justice centre staff in the use of handcuffs with detainees and also describes accurate application methods and safety precautions when using handcuffs.

### Who uses this procedure

The following staff may use this procedure:

- Centre Managers
- Co-ordinators Operations
- Team Leaders
- Admissions staff
- Nursing staff
- JJC Escort personnel.

### What forms and records are needed

- JJ-A018: Authority to Move a Detainee
- JJ-A019: Record of Use of Handcuffs – Monthly Return (completed by all centres except Kariong JJC)
- JJ-A020: Use of Force
- Handcuff and Keys Register.

### Related policies and procedures

In the:	Go to the section or policy:
DJJ Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 22(2) Prohibited punishments</li> </ul>
Prohibited Weapons Act 1989	<ul style="list-style-type: none"> <li>• ss. 3 &amp; 6</li> </ul>
Prohibited Weapons Regulation 1990	<ul style="list-style-type: none"> <li>• s. 10</li> <li>• Schedule 1, s. 3(d)</li> </ul>

### Which detainees need to be handcuffed

There are three categories of detainees who may be handcuffed. It must be noted that these are not compulsory categories for the use of handcuffs. Some detainees who meet the criteria may have been in custody for a lengthy period of time, enabling centre staff to assess them as suitable not to be handcuffed. Similarly, if a detainee on remand is handcuffed to attend court and has bail granted at court, handcuffs should not be used for the return journey to the centre, unless exceptional circumstances exist.



All "A" Classification detainees must be routinely handcuffed during movements / absences from a centre. An exception to this rule may only be made with the prior approval of the Director Operations.

Serious offender	Previous escapee	Considered a risk to self or others
In particular, detainees charged with murder, assault, or serious offences of a sexual nature, and "A" Classification detainees.	The existence of one or more escapes in the detainee's history should not be the only determinant for use of handcuffs. The length of time since the last escape from custody should also be considered, unless they are an "A" Classification detainee.	Based on assessments of the detainee's behaviour whilst in custody, as reported by all groups of staff – operational, casework and programs areas.

### Safety and security procedures

Staff should be aware of the following principles:

1. Handcuffing is most dangerous when applying or removing handcuffs.
2. Never place handcuffs over clothing or bandages.
3. Always double-lock handcuffs to prevent tightening and possible injury.
4. At regular intervals check the security of the handcuffs and the condition of the detainee's hands, for any circulation or physical damage and to ensure comfort for the detainee, especially before leaving buildings and vehicles.
5. During application and removal of handcuffs, always maintain a grip on the central linking chain as an added security measure.
6. Never handcuff a detainee to any part of a vehicle.

With handcuffs always remember:			
Not too tight	Not too loose	Barrels face up (Saf-Lok)	Double-lock (Saf-Lok)

### Methods of handcuffing

There are five different methods of applying handcuffs.

For movements out of the centre:		
<b>1. Hands to the front</b>	<b>2. Handcuffing to a staff member</b>	<b>3. Double handcuffing</b>
<ul style="list-style-type: none"> <li>• Most commonly used method of handcuffing.</li> <li>• For compliant detainees who do not present a</li> </ul>	<ul style="list-style-type: none"> <li>• Detainee is either handcuffed with hands-to-the-front method with another set of handcuffs attaching him or her to the</li> </ul>	<ul style="list-style-type: none"> <li>• Using three sets of handcuffs to secure two detainees. Used particularly in transport situations when added</li> </ul>

<p>greater degree of danger to themselves or others than was the reason for the use of handcuffs.</p> <ul style="list-style-type: none"> <li>• Must always be used when there is only one escort.</li> </ul>	<p>staff member, or, one set of handcuffs attaching the detainee and staff member.</p> <ul style="list-style-type: none"> <li>• Precautions must be taken when using this method to ensure that the staff member or detainee are not put at risk due to the other's movements (eg., near moving vehicles, etc.).</li> </ul>	<p>security is a major requirement.</p> <ul style="list-style-type: none"> <li>• Detainees are either handcuffed with the hands-in-front method, with the third set of handcuffs used to secure their inside arms, or, using two sets of handcuffs with the hands-in-front method with the detainees' arms inter-linked.</li> </ul>
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<b>For restraint purposes only:</b>	
<b>4. Hands to the rear</b>	<b>5. Handcuffing to restraining belt</b>
APPROVAL: Manager, Co-ordinator Operations, Team Leader	APPROVAL: Manager, Juvenile Placements / Transport ONLY
<ul style="list-style-type: none"> <li>• Used for restraint when the detainee is behaving extremely violently towards himself or herself or others and where arms in front may be used as a weapon. <u>Handcuffs must be removed from this position as soon as practicable.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Used in the most extreme of situations only, with direct approval from the Manager, Juvenile Placements / Transport. Generally used as a more comfortable alternative to "hands at the rear" for long distance transport.</li> </ul>

### How to apply handcuffs

Responsible	Action Required
1 Escort personnel	<ol style="list-style-type: none"> <li>1. <b>Adjust</b> the handcuff locking barrel to the "SET" position – when the dot on the barrel is next to the dot under the "SET" position on the body of the handcuff.</li> <li>2. <u>When handcuffing with hands at the front:</u> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to put his or her arms straight out in front of his or her body.</li> <li>• <b>Ensure</b> that the detainee's thumbs are up, <u>never down</u>.</li> </ul> </li> <li>2. <u>When handcuffing with hands to the rear:</u> <ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to intertwine his or her fingers with thumbs facing forwards behind the back.</li> </ul> </li> <li>3. <b>Place</b> the handcuff over one wrist.</li> <li>4. <b>Place</b> one finger between the locking arm and the wrist bone. This will allow sufficient clearance for comfort and security.</li> <li>5. <b>Close</b> the locking arm on to the wrist. The spring loaded pawl prevents retraction of the locking arm.</li> </ol>

	<p>6. <b>Double-lock</b> the handcuff on to the wrist by turning the barrel anti-clockwise 1/4 turn with the finger and thumb when the dot on the barrel is next to the dot under "LOCK" on the body of the handcuff. You do not need the key for this.</p> <p>7. <b>Repeat</b> steps 3 to 6 with the other wrist.</p> <p>8. <u>When double handcuffing:</u></p> <ul style="list-style-type: none"> <li>• <b>Attach</b> the third set of handcuffs to the inside arms of the two detainees.</li> </ul>
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### How to remove handcuffs

	Responsible	Action Required
1	<b>Escort personnel</b>	<p><b>Insert</b> the key in to the handcuff barrel and turn anti-clockwise 1/2 turn – when the dot on the barrel is next to the "LOCK" dot on the body of the handcuff. This will disengage the pawl from the locking arm.</p> <p><b>Remove</b> the detainee's wrist from the handcuff.</p>

### How to reset handcuffs

	Responsible	Action Required
1	<b>Escort personnel</b>	<p><b>Remove</b> the key from the handcuff barrel.</p> <p><b>Turn</b> the barrel anti-clockwise 1/4 turn until the dot on the barrel is next to the dot under the "SET" position on the body of the handcuff.</p>

### Approval – special circumstances

Generally, when the use of handcuffs is approved, it is expected they will remain on for the duration of the journey, excluding those periods when the detainee is in a secure area (eg., a building or a vehicle which is constantly moving).

Special circumstances may arise when there are security concerns or casework issues relating to the detainee being escorted. It may be considered necessary to either leave the handcuffs on for the entire journey (security issue) or to remove the handcuffs at particular times during the journey (health / casework issue).

	Responsible	Action Required	
1	<b>Manager / Co-ordinator Operations</b>	<b>If handcuffs are to:</b>	<b>Then:</b>
		<p>remain on for the duration of the absence (for high-risk security reasons)</p>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> clear instructions are entered on the "Authority to Move a Detainee" form (JJ-A018).</li> <li>• <u>For health and casework appointments or hospitalisation</u>, <b>contact</b> the service / agency and <b>inform</b> them of the requirement for handcuffs to remain on during the treatment period.</li> </ul>

		<p><b>Advise</b> them of appropriate precautions and security measures.</p> <p><b>Consult</b> with medical personnel about the most appropriate place to apply handcuffs, based on the medical problem.</p> <ul style="list-style-type: none"> <li>• <u>For funerals or visiting a sick relative</u>, <b>contact</b> the parents or caregivers and <b>inform</b> them that their child will be handcuffed for the duration of their absence from the centre and <b>explain</b> the reasons for this.</li> </ul> <p><b>Direct</b> the Team Leader to give verbal instructions to escort personnel, with reference to step 10 of the procedure below.</p>
	be removed at specific stages during the absence (for casework or health reasons)	<ul style="list-style-type: none"> <li>• <b>Ensure</b> clear instructions are entered on the "Authority to Move a Detainee" form (JJ-A018).</li> <li>• <b>Direct</b> the Team Leader to give verbal instructions to escort personnel, with reference to step 10 of the procedure below.</li> </ul>

### Procedure for movements / absences with handcuffs

#### *Before you begin*

	Responsible	Action Required
1	<b>Admissions</b>	<ul style="list-style-type: none"> <li>• <b>Prepare</b> "Authority to Move a Detainee" form. (JJ-A018)</li> <li>• <b>Ensure</b> the documentation is in order – attention should be paid to the type of movement being conducted.</li> <li>• <b>Contact</b> Operations / unit to have detainee attend Admissions area.</li> </ul>
2	<b>Team Leader / Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Check and sign</b> the "Authority to Move a Detainee" form (JJ-A018): <ol style="list-style-type: none"> <li>1. <b>circle</b> either "approved" or "not approved";</li> <li>2. <b>indicate</b> the reason for use of handcuffs and under which category the approval was given (ie. A, B or C);</li> <li>3. clearly <b>write</b> any special instructions for escort personnel. These instructions will include an authority <u>not</u> to re-apply handcuffs to a detainee who has bail granted at court, unless exceptional circumstances exist.</li> </ol> </li> </ul>
3	<b>Admissions</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> escort personnel sign "Authority to Move a Detainee" form.</li> <li>• <b>Provide</b> escort personnel with handcuffs and keys and <b>ensure</b> the Handcuffs and Keys Register is signed.</li> </ul>

4	<b>Escort Personnel</b>	<ul style="list-style-type: none"> <li>• Sign the "Authority to Move a Detainee" form (JJ-A018) – 2 signatures:             <ol style="list-style-type: none"> <li>1. acceptance of supervision of detainee and understanding of escorting requirements;</li> <li>2. acknowledgment of handcuffs requirement and special instructions.</li> </ol> </li> <li>• Clarify any instructions, to ensure there is no misunderstanding (eg., should the handcuffs be left on if the detainee requests to use the toilet?, etc.).</li> <li>• Receive handcuffs and keys from Admissions, check that they are operational, and sign the Handcuffs and Keys Register as received.</li> </ul>
5	<b>Admissions</b>	<ul style="list-style-type: none"> <li>• Make and retain a copy of the "Authority to Move a Detainee" form, giving the original to the escort personnel. (JJ-A018)</li> </ul>
6	<b>Escort Personnel</b>	<ul style="list-style-type: none"> <li>• Keep the "Authority to Move a Detainee" form on you throughout the movement. (JJ-A018)</li> <li>• Conduct a clothed body search of the detainee before placing handcuffs on him or her.</li> <li>• Record the search in the Searches Register and sign.</li> <li>• Place handcuffs on detainee whilst in a secure area.</li> <li>• If an escort is handcuffed to the detainee, the escort who is not handcuffed to the detainee must retain the handcuffs key.</li> </ul>
7	<b>Team Leader</b>	Check the Searches Register and sign as approving a body search.

*In the vehicle*

	Responsible	Action Required						
8	<b>Escort Personnel</b>	<ul style="list-style-type: none"> <li>• Ensure that childproof locks on the rear doors (if any) are applied before the journey begins.</li> <li>• Ensure that vehicle windows are all wound up or at a safe level for the detainee and escorts.</li> </ul>						
		<table border="1"> <thead> <tr> <th>If in a:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Car</td> <td> <ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul> </td> </tr> <tr> <td>Bus with more than two escorts</td> <td> <ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul> </td> </tr> </tbody> </table>	If in a:	Then:	Car	<ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>	Bus with more than two escorts	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>
If in a:	Then:							
Car	<ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>							
Bus with more than two escorts	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>							

*During the journey*

Responsible	Action Required
9 Escort Personnel	<ul style="list-style-type: none"> <li>• <u>If there is only one escort, ensure</u> handcuffs remain on for the duration of the journey.</li> <li>• When the detainee is secured in the vehicle and the journey has begun <b>you may remove</b> the handcuffs.</li> <li>• <b>Re-apply</b> handcuffs in heavy traffic areas where the vehicle is required to constantly start and stop.</li> <li>• <b>Re-apply</b> handcuffs, before the vehicle stops, when approaching locations where you are required to leave the vehicle (eg., comfort stops, emergency stops, and the destination).</li> </ul>

*At the destination*

10 Stage	Destination: COURT
Immediate Arrival	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination checking security for the detainee and staff.</li> </ul>
Entering Site	<ul style="list-style-type: none"> <li>• <b>Enter</b> the building with the detainee handcuffed.</li> <li>• Handcuffs should be concealed when in public areas.</li> </ul>
Arrival	<ul style="list-style-type: none"> <li>• <b>Remove</b> handcuffs when detainee is placed in court precinct holding room.</li> </ul>
During Procedure	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close supervision of detainee at all times.</li> <li>• <b>Do not leave</b> detainee unattended by juvenile justice centre or Transport personnel under any circumstances.</li> <li>• <u>If it is necessary to replace handcuffs on detainee in the court room, due to safety concerns</u> – <b>make</b> a request to the Judge or Magistrate via the Court Officer.</li> <li>• If the detainee requests to attend the toilet, <b>check</b> the toilet area thoroughly and <b>maintain</b> close, appropriate supervision – do not leave the toilet area.</li> </ul>

10 Stage	Destination: HEALTH & CASEWORK APPOINTMENTS
Immediate Arrival	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination checking security for the detainee and staff.</li> <li>• <b>Check</b> how appointments are proceeding. if there will be a wait, <b>remain</b> in the vehicle until called.</li> </ul>
Entering Site	<ul style="list-style-type: none"> <li>• <b>Enter</b> the building with the detainee handcuffed.</li> <li>• Handcuffs should be concealed when in public areas.</li> </ul>

<b>Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Remove</b> handcuffs when in closed office area.</li> </ul>
<b>During Procedure</b>	<ul style="list-style-type: none"> <li>• Unless instructed otherwise, <b>leave</b> the office.</li> <li>• <u>If the detainee is required to have handcuffs on for the duration of the absence</u>, to ensure confidentiality, <b>cuff</b> the detainee to a piece of furniture (eg., chair) then <b>leave</b> the office.</li> <li>• <b>Position yourself</b> strategically outside the room, eg. one staff member outside the door, the other outside the ground level window of the office.</li> <li>• <u>If the detainee requests to attend the toilet</u>, <b>check</b> the toilet area thoroughly and <b>maintain</b> close, appropriate supervision – <b>do not leave</b> the toilet area.</li> </ul>

10	<b>Stage</b>	<b>Destination: HOSPITALISATION</b>
	<b>Immediate Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination checking security for the detainee and staff.</li> <li>• <b>Check</b> if the hospital is able to admit the detainee immediately. If there will be a wait, <b>remain</b> in the vehicle until called.</li> </ul>
	<b>Entering Site</b>	<ul style="list-style-type: none"> <li>• <b>Enter</b> the building with the detainee handcuffed.</li> <li>• Handcuffs should be concealed when in public areas.</li> </ul>
	<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Unless directed otherwise, <b>remove</b> handcuffs once detainee is admitted to hospital.</li> </ul>
	<b>During Procedure</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close and active supervision of detainee at all times.</li> <li>• Where there is only one escort and there is an urgent need to leave the room, <b>re-apply</b> handcuffs attached to the bed or chair, and <b>remove</b> them immediately following return.</li> <li>• <u>Where the detainee must be handcuffed for the entire hospitalisation period</u>, <b>remove</b> handcuffs when the detainee is anaesthetised and <b>re-apply</b> them during the recovery period.</li> <li>• <b>Ensure</b> handcuffs are concealed during the hospitalisation period (eg., covered with bed clothes).</li> <li>• <u>If the detainee requests to attend the toilet</u>, <b>check</b> the toilet area thoroughly and <b>maintain</b> close, appropriate supervision – do not leave the toilet area.</li> </ul>

10	<b>Stage</b>	<b>Destination: FUNERAL / VISITING A SICK RELATIVE</b>
	<b>Immediate Arrival</b>	<ul style="list-style-type: none"> <li>• <b>Observe</b> the surroundings of the vehicle and the destination checking security for the detainee and staff.</li> <li>• <u>In the case of a funeral</u>, if there is a delay, <b>allow</b> the detainee to speak with family members, maintaining close supervision.</li> </ul>

<b>Entering Site</b>	<ul style="list-style-type: none"> <li>• <b>Enter</b> the building with the detainee handcuffed.</li> <li>• Handcuffs should be concealed when in public areas.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Handcuffs should remain on the detainee at all times, unless otherwise instructed on the "Authority to Move a Detainee" form (JJ-A018).</li> </ul>
<b>During Procedure</b>	<ul style="list-style-type: none"> <li>• <b>Maintain</b> close supervision of detainee at all times.</li> <li>• <u>In the case of a funeral</u>, directions may be given to remove handcuffs at particular stages during the function. <b>Remove</b> them at those times but <b>re-apply</b> immediately afterwards in a manner which is sensitive to the detainee and his or her family.</li> <li>• <u>If the detainee requests to attend the toilet</u>, <b>check</b> the toilet area thoroughly and <b>maintain</b> close, appropriate supervision – do not leave the toilet area.</li> </ul>

#### *Leaving destination and return journey*

Responsible	Action Required						
11 <b>Escort Personnel</b>	<ul style="list-style-type: none"> <li>• <b>Replace</b> handcuffs in a secure area or building. This action is <u>not</u> required if the detainee has been granted bail, unless exceptional circumstances exist.</li> <li>• <b>Ensure</b> that childproof locks on the rear doors (if any) are applied before the journey begins.</li> <li>• <b>Ensure</b> that vehicle windows are all wound up or at a safe level for the detainee and escorts.</li> </ul>						
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If in a:	Then:						
Car	<ul style="list-style-type: none"> <li>• The detainee is to be seated behind the front passenger seat, next to the escort who is not driving.</li> </ul>						
Bus <u>with more than two escorts</u>	<ul style="list-style-type: none"> <li>• One escort should be seated behind the driver. The other escort should be at the rear of the bus and the detainee should be seated between these two escorts.</li> </ul>						

#### *On your return*

Responsible	Action Required
12 <b>Admissions</b>	<ul style="list-style-type: none"> <li>• <b>Receive</b> any related documentation – for CIS, D File entry and relevant staff notification.</li> <li>• <b>Notify</b> Operations staff of detainee's return.</li> </ul>



13	<b>Escort Personnel</b>	<ul style="list-style-type: none"> <li>• <b>Remove</b> handcuffs when detainee is in a secure area.</li> <li>• <b>Return</b> handcuffs and keys to Admissions staff, and <b>sign</b> Register as returned.</li> <li>• <b>Return</b> original of the "Authority to Move a Detainee" form to Admissions staff. (JJ-A018)</li> <li>• <b>Report</b> to Team Leader – <b>provide</b> relevant information to them about the detainee and the movement.</li> </ul>
14	<b>Admissions</b>	<ul style="list-style-type: none"> <li>• <b>Receive</b> handcuffs and keys and <b>ensure</b> Register is signed.</li> <li>• <b>Retrieve</b> the "Authority to Move a Detainee" form from escort personnel, for file entry. (JJ-A018)</li> <li>• <b>Ensure</b> an accurate entry is made on the "Report of Use of Handcuffs Device" form. (JJ-A019)</li> </ul>

### Handcuffing for restraint purposes

Handcuffing for the purpose of restraint is only to be used with direct approval from the Manager, Co-ordinator Operations or Team Leader. The control of behaviour dangerous to self or others can also be effected through segregation – see Section 5.6.

In the case of a restraining belt (which is generally held by Juvenile Placements / Transport Services), approval can be given only by the Manager, Juvenile Placement / Transport.

	<b>Responsible</b>	<b>Action Required</b>
1	<b>Supervising staff</b>	<p><u>When all other attempts to physically restrain the detainee have failed:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader and <b>request</b> that he or she attend the unit immediately.</li> <li>• <b>Stand</b> at a safe distance to <b>restrict</b> the detainee's ability to move out of the area.</li> <li>• <b>Continue talking</b> to the detainee in a calm manner.</li> <li>• Where possible <b>isolate</b> all other detainees from that area, by <b>locking</b> the door of the area where those detainees are or by <b>directing</b> the other detainees to move to an area away from the detainee involved.</li> </ul>
2	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• When called <b>attend</b> the unit <u>immediately</u>.</li> <li>• <b>Call</b> for additional staff to assist.</li> <li>• <b>Go to</b> step 3.</li> </ul>
3	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Allow</b> the Team leader to take control of the situation. <b>Follow</b> all directions to assist in the management of the situation.</li> </ul>
4	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> the detainee to move from the area.</li> <li>• With the assistance of other staff <b>attempt</b> to physically restrain the detainee without the use of handcuffs.</li> </ul>

	<p><u>Where the detainee's violent behaviour continues:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> staff to position themselves strategically around the detainee, to minimise his or her movement.</li> <li>• <b>Apply</b> the handcuffs to the detainee as quickly as possible to restrain his or her movements.</li> <li>• <b>Remove</b> the handcuffs as soon as the detainee has calmed down.</li> </ul>
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*After using handcuffs to restrain a detainee*

	Responsible	Action Required
5	Supervising staff	<ul style="list-style-type: none"> <li>• <b>Ensure</b> that all detainees are settled.</li> <li>• <b>Complete</b> "Use of Force" form, for any physical restraint prior to use of handcuffs. (JJ-A020)</li> <li>• <b>Submit</b> "Use of Force" form to the Team Leader.</li> <li>• <b>Complete</b> other reports and forms as directed by the Team Leader.</li> </ul>
6	Team Leader	<ul style="list-style-type: none"> <li>• <b>Complete</b> "Use of Force" form, for restraint which involved use of handcuffs. (JJ-A020)</li> <li>• <b>Ensure</b> the Registered Nurse is informed that handcuffs have been used for restraint and <b>request</b> that he or she assess the detainee for any injuries which may have resulted.</li> <li>• <b>Update</b> the Handcuff &amp; Keys Register.</li> <li>• <b>Complete</b> a report containing relevant information about the incident and the use of handcuffs and <b>submit</b> it to the Co-ordinator Operations.</li> <li>• <b>Ensure</b> an entry is made on "Return on Use of Handcuffs Device" form. (JJ-A019)</li> </ul>
7	Co-ordinator Operations	<ul style="list-style-type: none"> <li>• <b>Conduct</b> necessary investigation into the use of handcuffs for restraint.</li> <li>• <b>See and sign</b> Team Leader's report, and <b>note</b> need for follow up or further action.</li> <li>• <b>Forward</b> Team Leader's final report to the Cluster Director via the Manager within 24 hours of the event.</li> </ul>
8	Registered Nurse	<ul style="list-style-type: none"> <li>• <b>Conduct</b> an assessment of the detainee as soon as possible, as requested by the Team Leader.</li> <li>• <b>Follow up</b> necessary medical treatment and <b>inform</b> the Team Leader of any injuries and action taken.</li> <li>• <b>Complete</b> reports and records as required.</li> </ul>

## 6.15 Emergency procedures

Emergency situations include:

- fire
- disturbance
- hostage
- bomb threat
- power failure ("blackout")
- attempted suicide (which is generally dealt with by incident procedures, contained in Section 7 of this manual).

Each juvenile justice centre must have local (centre-based) emergency procedures. These differ between centres due to the different environments, levels of security and facilities available for the purpose of maintaining security. Staff should be fully aware of the emergency procedures of their centre.

Co-ordinators Operations are responsible for ensuring that emergency procedures exist at their centres. These must be in written form and accessible to all staff. They must also ensure that drills or practice sessions for emergency procedures are conducted on a regular basis, and that relevant information is provided in staff induction programs.

### Guidelines for emergency procedures manuals

Every centre must have an emergency procedures manual containing all relevant procedures and information. These manuals must be located in critical areas throughout the centre and be easily accessible to all staff.

Emergency procedures must not be displayed or located in areas where detainees have access.

Local emergency procedure manuals must contain the following:

#### 1. Emergency numbers, including:

- Police (local)
- Fire Brigade (local)
- Ambulance (local).

Local emergency services numbers must be included in addition to the "000" number, although, the "000" number must be used first.

- Manager (mobile and pager)
- Director Operations – phone (Central Support Office and mobile)
- Crisis Support Team
- Co-ordinator Nursing / Health Services (mobile and pager)
- Staff counselling service (ie., for staff).

## 2. Introduction, including:

- specific centre information – including: maximum capacity; style of accommodation; number and location of units; staff, etc.;
- definitions of emergency situations;
- outline of any unique features of the centre which may impact on the management of emergency situations;
- reference to the Operational Procedures Manual, for further information and procedures for incidents or situations which may arise as a result of an emergency.

3. Staff roles and responsibilities – outline of all positions in the centre relevant to emergency procedures and their roles and responsibilities in the management of emergencies at the centre.

4. Evacuation procedures – specific to every unit and area in the centre, where staff and detainees would be located at the time of an emergency. This section must include:

- every entry and exit point (doorways) of each unit or area;
- procedures for evacuation from units or areas within the centre;
- procedures for total evacuation – including: nearest juvenile justice centres and secure locations; file retrieval and storage; vehicle allocation and use; etc.;
- labelled maps of the respective areas.

## 5. First aid / medical equipment, including:

- location in the centre and each unit;
- reference to the map of each unit or area, showing the location of equipment.

6. Emergency equipment (eg., fire hoses and reels, smoke / fire detectors, telephones, alarms), including:

- where this equipment is located (with map references);
- in the case of fire extinguishers, the type of each extinguisher and in what conditions it can be used;
- exact location of each piece of equipment.

7. Emergency assembly areas – should be designated for the purpose of gathering groups of detainees and staff, to evacuate or to move them from an unsafe area.

Each assembly area, its location and entry and access points must be outlined in the manual (with map references).

8. Communication centre and command post – must be designated and outlined in the manual, including the location. This should also be marked on the map of the centre (within the manual).

9. Transport available in the event of evacuation – provide a list of all vehicles available at the centre (and possibly surrounding agencies) to assist with evacuation. The list must include:

- make and model of all vehicles;

- colour of vehicles;
- registration numbers;
- seating capacities;
- location of vehicle keys.

The list should be completed by totalling the seating capacity of all available vehicles.

10. Night shift emergency procedures – additional procedures and information must be provided for night duty staff, as availability of resources, facilities and staff can be difficult during these times. These procedures must include:

- procedures for notifying the Co-ordinator Operations and Manager;
- procedures for contacting additional (off-duty) staff to attend the centre;
- movements of detainees at night;
- emergency lighting equipment.

11. Maps – outlining all relevant locations in the centre where emergency procedures would be undertaken. There should be one map of the entire centre, in addition to a series of maps of each individual unit and area. Maps must include:

- floor plans of units and areas;
- location and type of emergency equipment (ie., fire hoses, reels and extinguishers, and alarms);
- all entrances and exits of buildings, also indicating emergency exits;
- location of the unit or area in relation to emergency assembly areas and the entry and exit points of the centre.

## Section 7

### Incidents

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## 7.1 Introduction

### When to use this procedure

This procedure defines the responsibilities of juvenile justice centre staff in the management of incidents which occur in or outside a centre, involving staff or detainees.

Included in these procedures are:

- Managing reports of alleged incidents, either in or outside the centre.
- Immediate management of an incident – where the incident is actually occurring in or outside the centre.
- Reporting responsibilities for various staff during and following incidents.
- Referral and liaison with other services.
- Completion of documentation for effective management and follow up of incidents.

### Who uses this procedure?

The following staff may use this procedure:

- Centre Manager
- Co-ordinator Operations
- Co-ordinator Casework
- Co-ordinator Programs / Staff Development
- Team Leaders
- Supervising staff (JJC staff directly responsible for supervision of detainees at any given time, eg., Senior Youth Workers)
- Programs staff (eg., vocational instructors, recreation officers)
- Centre Support Team staff (Registered Nurses, Alcohol and Other Drug Counsellors, Psychologists, Caseworkers)
- Crisis Support Team
- Admissions staff.

### Forms or records which may be used

You will need the following forms and records in order to complete this procedure:

- JJ-A005: Incident Advice
- JJ-A006: Apprehension of Escapee Advice
- JJ-A007: Incident Follow-Up Advice
- JJ-A008: Incident Advice to JJCS

- JJ-A009: Centre Incident Report
- JJ-A010: Report on an Alleged Offence in Custody
- JJ-A017: Detainee Details (police)
- JJ-A020: Use of Force
- JJ-A021: Record of Segregation
- JJ-M004: Incident / Accident (medical)
- Comprehensive Report
- Log Books
- Segregation Record Book
- Police Interview Book
- Appendix 23: General Information (Hearing at a local court), s. 33 Children (Detention Centres) Act 1987
- Appendix 24: General Information (Hearing at a local court), s. 37A(1)(a) Children (Detention Centres) Act 1987
- Appendix 25: Common Law Misdemeanour.

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to the Section or Procedure:
Juvenile Justice Policy Manual	<ul style="list-style-type: none"> <li>• Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres</li> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Searching detainees in a Juvenile Justice Centre</li> <li>• Procedures for applying street time on an escape from a Juvenile Justice Centre</li> </ul>

### General information for managing incidents

This section of the manual contains procedures for dealing with some of the more common incidents in juvenile justice centres. There will be times where an incident occurs which is not presented in this section. Managers, Co-ordinators Operations and Team Leaders should use the information presented in this section to determine the most appropriate and effective action to deal with and report on a different type of incident.

*Always remember...*

When dealing with any type of incident staff should adhere to procedures that ensure:



1. the physical safety of all detainees and staff involved in an incident (offenders and victims);
2. there is adequate staff assistance to deal with an incident wherever possible;
3. appropriate medical treatment is provided to detainees and staff involved in an incident;
4. the physical security of the centre, units and surrounding environment, both during and following an incident;
5. detainees and staff are provided with emotional and physical support during and following an incident;
6. the events and procedures during and following an incident are recorded appropriately and accurately.

## 7.2 Focus areas for managing incidents

There are four key focus areas, for the effective management of an incident. Each of these areas should be looked at and acted upon before, during and after an incident. At the end of each incident procedure in this section, focus areas for "after an incident" are included.

The focus areas are:

SECURITY	MEDICAL TREATMENT	DETAINEE SUPPORT	STAFF SUPPORT
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The stages of incident management are:

STAGE:	BEFORE	DURING	AFTER
RESPONSE:	Preventative	Reactive	Reactive & Preventative

In addition to reacting to incidents when and after they occur, centre staff should implement procedures and act in a manner to prevent incidents.

There are a range of reactive and preventative strategies which staff can apply, to any type of incident. This sub-section contains some ideas, which were developed by Team Leaders and Assistant Team Leaders, at their NSW Conferences in 1998. These ideas are a guide. Not all of the strategies will be applicable to all types of incidents, and there may be other ideas which are not included in this list. It is hoped that these lists can be extended over time, to provide adequate information for staff to effectively manage a range of incidents and related matters.

### Principles of incident management

#### *General*

<p><b>Before</b></p> <p><u>Preventative</u></p>	<ul style="list-style-type: none"> <li>• Placement, allocation and balanced competencies of staff and knowledge of strengths and weaknesses.</li> <li>• Establish and follow routines, procedures and policies, and ensure their cyclical evaluation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Observation, alertness and awareness. Environmental awareness and security.</li> <li>• Communication of critical and relevant information – verbal and written.</li> <li>• Verbal communication – staff/staff and staff/detainee.</li> <li>• Establish appropriate, professional and ethical relationships – with detainees and other staff.</li> <li>• Encourage staff to be alert and monitor situations which are potential incidents.</li> <li>• Comprehensive range and provision of detainee programs and activities.</li> <li>• Knowledge of location of security equipment and procedures for use.</li> <li>• Pre-planning and organisation communicated to all staff.</li> <li>• High levels of staff skill and knowledge – staff training.</li> <li>• Thorough knowledge of composition of the detainee group – including individual issues and needs. Knowledge of previous conflicts.</li> <li>• Prioritise areas or individuals who may contribute to an incident occurring.</li> <li>• CIS Alerts – actively seeking alert information and having a working knowledge of all alerts.</li> <li>• Adequate resources and in working order (eg., radios).</li> </ul>
<p><b>During</b></p> <p><u>Reactive</u></p>	<ul style="list-style-type: none"> <li>• Follow relevant procedures and protocols (departmental and local).</li> <li>• Call for assistance.</li> <li>• Stay calm.</li> <li>• Secure the area.</li> <li>• Isolate or separate detainees (including those not involved).</li> <li>• Stabilise, contain and isolate the incident.</li> <li>• Confinement or segregation where necessary and legally permitted.</li> <li>• Constant verbal communication – staff/staff and staff/detainee.</li> <li>• Defuse situations as soon as possible.</li> <li>• Appropriate, ethical and calm conduct.</li> <li>• Use duress alarms and other available communication systems.</li> <li>• Use physical force or restraint where needed and legally permitted</li> <li>• Talk people down (have a calming influence).</li> <li>• Utilise other staff (in addition to operational).</li> </ul>
<p><b>After</b></p> <p><u>Reactive &amp; Preventative</u></p>	<ul style="list-style-type: none"> <li>• Follow up medical treatment and injuries.</li> <li>• Resume normal routines and programs as soon as possible.</li> <li>• Debrief. Gather reports.</li> <li>• Assess how the incident occurred.</li> <li>• Check equipment.</li> <li>• Staff input, focused on improvement in the future. Develop future</li> </ul>

	<p>preventative strategies.</p> <ul style="list-style-type: none"> <li>• Support staff and detainees.</li> <li>• Referrals to other staff or services.</li> <li>• Be clear about consequences.</li> <li>• Transfer a detainee (when needed and assessed as appropriate).</li> <li>• Log Book entries and other notations.</li> </ul>
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### *Medical treatment*

<p><b>Before</b></p> <p><u>Preventative</u></p>	<ul style="list-style-type: none"> <li>• Knowledge of medical CIS alerts, information obtained at time of admission and assessment information provided by Centre Support Team.</li> <li>• System and procedure in place which ensures all staff have access to medical alert information.</li> <li>• Availability of first aid and infection control equipment, regularly checked.</li> <li>• Establish and maintain first aid contingency plans.</li> <li>• Staff training, with priority on first aid, infection control and administration of after hours medication.</li> <li>• Administer after hours medication per nursing staff instructions.</li> <li>• Clear and concise service delivery and treatment plans.</li> <li>• Knowledge of detainees' histories (where possible).</li> <li>• Use of double and camera surveillance rooms.</li> <li>• Health Assessments conducted and other staff provided with relevant information.</li> <li>• Monitor activities, in terms of potential injuries and health issues.</li> <li>• Report changes noticed in detainees.</li> <li>• Abide by directions for detainees to be restricted from particular activities (due to medical issues).</li> <li>• Ensure detainees are aware of their obligations and responsibilities to look after their own health.</li> </ul>
<p><b>During</b></p> <p><u>Reactive</u></p>	<ul style="list-style-type: none"> <li>• Follow departmental procedures for managing the incident.</li> <li>• Ensure no further injuries. Remove dangerous items.</li> <li>• Notify nursing/medical staff.</li> <li>• Check everyone for injuries (even those not involved in the incident).</li> <li>• Utilise staff who have successfully completed first aid training.</li> <li>• Adhere to infection control principles and practices when administering medical treatment or first aid.</li> <li>• Maintain close supervision.</li> </ul>

<p><b>After</b></p> <p><u>Reactive &amp; Preventative</u></p>	<ul style="list-style-type: none"> <li>• Check everyone for injuries (even those not involved in the incident).</li> <li>• Consult with nursing staff or medical officer.</li> <li>• Counselling and debriefing of staff and detainees.</li> <li>• Incident evaluations and assessments.</li> <li>• Modify/change procedures to improve future situations and responses.</li> <li>• Complete or comment on relevant nursing/medical forms.</li> <li>• Pass on information to nursing staff.</li> <li>• Use of double and camera surveillance rooms.</li> </ul>
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### *Detainee support*

<p><b>Before</b></p> <p><u>Preventative</u></p>	<ul style="list-style-type: none"> <li>• Appropriate and active supervision.</li> <li>• Be aware and alert at all times.</li> <li>• Recognise tension and danger signs.</li> <li>• Consistency between staff.</li> <li>• Provide a broad range of appropriate programs and activities all the time.</li> <li>• Attend to detainee needs and follow up as necessary.</li> <li>• Do what you said you would do – follow through on requests.</li> <li>• Knowledge of “who is who”, their issues and characteristics.</li> <li>• Knowledge of services available for detainees and how to access them.</li> <li>• Follow ethical principles and practices.</li> <li>• Be aware of all CIS alerts.</li> <li>• Find out what action the detainee wants to occur.</li> <li>• Offer options and outcomes to detainees (in day-to-day interactions).</li> <li>• Use conflict resolution and mediation skills.</li> </ul>
<p><b>During</b></p> <p><u>Reactive</u></p>	<ul style="list-style-type: none"> <li>• Remain calm.</li> <li>• Maintain security and supervision.</li> <li>• Mediate and aim to resolve further conflict.</li> <li>• Create a safe and secure environment.</li> <li>• Listen and show empathy.</li> <li>• Do not make promises you cannot keep.</li> <li>• Senior Youth Worker involvement in support.</li> <li>• Removal of staff or detainees from the area.</li> <li>• Utilise other staff (eg., specialists).</li> <li>• Peer support (utilise other detainees <u>appropriately</u>, to support the detainee and assist in resolving the situation).</li> </ul>

<p><b>After</b></p> <p><u>Reactive &amp; Preventative</u></p>	<ul style="list-style-type: none"> <li>• Counselling and debriefing.</li> <li>• Notifications and referrals.</li> <li>• Contact appropriate support people.</li> <li>• Define clear consequences, and be clear when informing the detainee of these.</li> <li>• Be honest – do what you said you would do.</li> <li>• Pass on information to oncoming shift (all staff).</li> <li>• Approve extra visits.</li> <li>• Arrange mentors, etc. (ie., additional support people).</li> <li>• Segregation (where appropriate and when there is a need for protection).</li> <li>• Use of double and camera surveillance rooms.</li> </ul>
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### Staff support

<p><b>Before</b></p> <p><u>Preventative</u></p>	<ul style="list-style-type: none"> <li>• Verbal and written communication – constantly provide and receive information. Updating and sharing of information.</li> <li>• Allocation, placement, levels and balanced competencies of staff.</li> <li>• Staff training – including, procedures, routines, stress management, knowledge of client issues, conflict resolution, behaviour management, etc.</li> <li>• Induction training (comprehensive) for all new staff.</li> <li>• Awareness and working knowledge of the environment.</li> <li>• Shift and program planning.</li> <li>• Visibility and availability. Continual support. Accountability.</li> <li>• Detainee assessment – history, behaviour management – and sharing of assessment information.</li> <li>• Available resources and support programs (within and outside the centre).</li> <li>• Meetings (eg., teams, general staff, different service areas).</li> <li>• Informative shift hand-overs and debriefing – adequate time allocated.</li> <li>• Respect for other peoples' safety.</li> <li>• Identify strengths and weaknesses of staff and teams – utilise strengths and work to address weaknesses.</li> <li>• Positive relationships with detainees and other staff.</li> </ul>
<p><b>During</b></p> <p><u>Reactive</u></p>	<ul style="list-style-type: none"> <li>• Clearly define what type of incident it is.</li> <li>• Apply security principles and procedures.</li> <li>• Assistance for staff involved (eg., additional staff). Other staff (non-operational) attend immediately.</li> <li>• Defuse and stabilise the situation.</li> <li>• Mediation and conflict resolution.</li> </ul>

	<ul style="list-style-type: none"> <li>• Clear instructions and delegation.</li> <li>• Prioritise issues and needs.</li> <li>• Remove staff from the incident (if necessary).</li> </ul>
<b>After</b>  <u>Reactive &amp; Preventative</u>	<ul style="list-style-type: none"> <li>• Medical treatment and follow up.</li> <li>• Evaluation of the incident – involving staff.</li> <li>• Reassurances, positive feedback and praise for jobs well done.</li> <li>• Increase staffing levels.</li> <li>• Appropriate placement of staff and detainees.</li> <li>• Investigation – identify reasons for the incident.</li> <li>• Recommendations for change – from supervisors and staff.</li> <li>• Ongoing support (the type required should be defined by the staff being supported).</li> <li>• Access outside agencies for support and training.</li> <li>• Consult with staff involved for ideas on improvements for the future.</li> </ul>

### After an incident – additional information

When determining management strategies after an incident, centre management should also consider the following:

#### 1. Referral to Youth Justice Conferencing:

Offences allegedly committed in custody can be referred by Police for a Youth Justice Conference. This depends on the nature of the alleged offence (as defined in the Young Offenders Act), and will be determined by the investigating police officers.

Although this is a decision for the police, Team Leaders and Co-ordinators Operations should discuss this option with the officers each time they attend to investigate an incident. Centre staff should actively promote strategies which divert young people from the court system and further Custodial Orders, where this is appropriate and possible.

#### 2. Use of Serious Misbehaviour Provisions

Where an offence has allegedly been committed, and the detainee is serving a sentence (subject to a Control Order), consideration should be given to the use of Serious Misbehaviour Provisions. This option is obviously limited by the nature of the alleged offence, the seriousness of the incident and the detainees involved (eg., history of such incidents, individual needs, appropriate consequences consistent with a detainee's behaviour management plan, etc.).

Team Leaders should make recommendations to Co-ordinators Operations, who in turn, will discuss this with Managers. The Manager will make the final decision. In any event, if the incident was an alleged assault, the police must still be notified. If the matter will be dealt with under Serious Misbehaviour provisions, police should make a record of the notification, with no further police action required. (For more information see Section 5.5.)

### 7.3 Reports and allegations of previous incidents

Often staff or detainees report that incidents have occurred, or allege they have occurred, "after the fact". When this happens, notification should be made to the following staff:

For incidents of assault of a detainee (either by a staff member, another detainee, or a person outside the centre):

Staff who receive a report of this type must report directly to the Manager. Nursing staff must also report to the Director, Nursing / Health Services.

The person receiving such a report or allegation must not discuss the incident further with the staff member or detainee who provided the information. This will be managed following referrals to external agencies (see also next sub-section, below).

For all other types of incidents

Staff who receive allegations of any other type must report to their direct supervisor, who must then report to the Co-ordinator Operations.

### 7.4 Assaults on detainees – special information

Allegations of, or actual assaults of detainees in juvenile justice centres, are not restricted to physical assaults. They include all types of assault and abuse, including:

- physical abuse
- neglect
- emotional neglect
- emotional abuse
- sexual assault.

Assault procedures in juvenile justice centres are governed by the Policy for the Provision of a Protective Abuse-Free Environment. When dealing with incidents of assault, staff must adhere to the following procedures:

1. If a detainee discloses to a staff member that he or she has been assaulted or abused by another detainee, or by a staff member or a person outside of the centre, the staff member receiving the allegation must report it only to the Manager, or a Co-ordinator nominated by the Manager for these types of incidents (eg., Co-ordinator Casework).
2. When a staff member receives an allegation from a detainee, no further questioning should be undertaken by that staff member. The detainee must be provided with appropriate support, including guidance on the procedures to follow.

Under no circumstances is that staff member to repeat the information given to him or her to any person other than the Manager or his or her delegate, or to refer the detainee to any other staff member to discuss the allegation.

3. Following an allegation or actual incident of any type of assault or abuse, no immediate investigation or questioning regarding the incident is to be conducted by any centre staff.

Where events are not clear, only the Manager or a delegated Co-ordinator can question staff and detainees. Such investigations should only involve basic fact-finding questions to validate the need for external agency referrals.

4. All incidents of this nature must be referred to the Department of Community Services and the police by the Manager or his or her nominated delegate. Referrals must be made regardless of whether the detainee wishes to pursue the matter or provide information to another person.

The initial follow up management of such incidents is the responsibility of the Department of Community Services and the police. Referrals to DCS are only necessary where the alleged victim is under the age of 16 years.

5. Necessary centre-based and departmental investigations can be undertaken when all Department of Community Services and police investigations are completed and reported as such to or by the Cluster Director.

At the time when an officer from the local Department of Community Services conducts the initial interview, the Manager should seek approval for centre-based Centre Support Team staff to initiate counselling, beyond the support already being offered. Without this approval, no centre-based counselling relating to the incident should occur, although general support should continue.

## 7.5 Time-frames for written reports

The following time frames must be adhered to when completing and submitting written reports regarding incidents:

### Centre Incident Report: JJ-A009

This report must be completed and submitted before the reporting staff member leaves the centre on the day of the incident. It must be completed (separately) by all staff who were present in the area or unit when the incident occurred. It must also be completed by staff who receive an allegation of an incident which occurred prior to the day he or she received that information.

### Incident Advice: JJ-A005

The Team Leader must forward this form to the Cluster Director, via facsimile, before the end of his or her shift on the day of the incident. This form does not require the Manager's comment or signature. It acts as immediate notification of an incident and should only contain a brief outline of the circumstances and events which occurred. This form should not be faxed until the Cluster Director has been verbally notified by the Manager.

### Comprehensive Report

This report is only required if requested by the Cluster Director or Manager. The Co-ordinator Operations must submit it no later than 48 hours after the incident. If an incident occurred on a Friday, Saturday or Sunday, the submission time for this report is extended to 9.00 am on the Tuesday following the incident. The Manager must see the report and check that all areas and issues have been addressed. Responsibility for completing the report can be delegated by the Co-ordinator Operations when absolutely necessary and appropriate (eg. as a professional development task for a Team Leader), but on most occasions it remains the responsibility of Co-ordinators Operations.



## 7.6 Filing and record keeping

It is very important to maintain accurate records of every incident which occurs either in or outside a juvenile justice centre. Information regarding incidents may be required for evidence years after the event. Therefore, every centre must establish and maintain an effective record keeping and filing system for incidents. Co-ordinators Operations are responsible for incident record maintenance.

### Originals of all documentation relating to incidents

Originals (excluding the Comprehensive Report ) must be attached to the D File of the detainee involved. Where there is more than one detainee involved the original should be placed on the D File of the detainee whom the Co-ordinator Operations determines as the primary focus of the incident.

Copies should be placed on the D Files of all other detainees involved. Originals of any additional or follow up documentation written or received after the incident must also be placed on the relevant D Files attached to the rear of the initial reports for that incident.

### Copies of all documentation relating to incidents

The Comprehensive Report and copies of other reports must be maintained in an Incident File at the centre. All Incident Files must be clearly marked with the time period of the incidents contained in the file.

Copies of incident documentation will be forwarded to the Director Operations (in CSO) by the Cluster Director, to assist with ministerial briefings and investigations.

## 7.7 Reporting checklist

The full procedures for the following six types of incidents appear in the remainder of this section.

	1. Staff or detainee assault on detainee	2. Detainee assault on staff member	3. Substance use / possession
Responsible	Action required	Action required	Action required
<b>Team Leader</b>  Crisis support and staff counselling referrals only after consultation with Co-ordinator Operations (unless noted as compulsory)	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>• Co-ordinator Operations</li> <li>• Department of Community Services (if under 16)</li> <li>• Police</li> <li>• Parents / Guardian</li> <li>• Crisis support and staff counselling</li> <li>• Centre CST referral (compulsory)</li> </ul>	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>• Co-ordinator Operations</li> <li>• Police</li> <li>• Parents / Guardian</li> <li>• Crisis support</li> <li>• Staff counselling (compulsory)</li> <li>• Centre CST referral (compulsory)</li> </ul>	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>• Co-ordinator Operations</li> <li>• Police</li> <li>• Parents / Guardian</li> <li>• Crisis support and staff counselling</li> <li>• Centre AOD Counsellor (compulsory)</li> </ul>

	<b>JJ-A005 to:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>	<b>JJ-A005 to:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>	<b>JJ-A005 to:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>
<b>Co-ordinator Operations</b> (in consultation with the Manager)  <u>If requested by Cluster Director:</u>	<b>JJ-A005 or JJ-A008 (optional) to:</b> <ul style="list-style-type: none"> <li>Juvenile Justice Officer / Counsellor</li> </ul> <b>Comprehensive Report:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>	<b>JJ-A005 or JJ-A008 (optional) &amp; JJ-A010 to:</b> <ul style="list-style-type: none"> <li>Juvenile Justice Officer / Counsellor</li> </ul> <b>Comprehensive Report:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>	<b>JJ-A005 or JJ-A008 (optional) &amp; JJ-A010 to:</b> <ul style="list-style-type: none"> <li>Juvenile Justice Officer / Counsellor</li> </ul> <b>Comprehensive Report:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>
<b>Registered Nurse</b> (where injuries were sustained or the Registered Nurse was involved)	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>Team Leader</li> <li>Co-ordinator Nursing / Health Services</li> </ul> <b>JJ-M004 to:</b> <ul style="list-style-type: none"> <li>Team Leader</li> <li>Co-ordinator Nursing / Health Services</li> </ul>	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>Team Leader</li> <li>Co-ordinator Nursing / Health Services</li> </ul> <b>JJ-M004 to:</b> <ul style="list-style-type: none"> <li>Team Leader</li> <li>Co-ordinator Nursing / Health Services</li> </ul>	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>Team Leader</li> <li>Co-ordinator Nursing / Health Services</li> </ul> <b>JJ-M004 to:</b> <ul style="list-style-type: none"> <li>Team Leader</li> <li>Co-ordinator Nursing / Health Services</li> </ul>

	<b>4. Self Harm / suicide</b>	<b>5. Injuries / accidents</b>	<b>6. Escape</b>
<b>Responsible</b>	<b>Action required</b>	<b>Action required</b>	<b>Action required</b>
<b>Team Leader</b>  Crisis support and staff counselling referrals only after consultation with Co-ordinator Operations (unless noted as compulsory)	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>Co-ordinator Operations</li> <li>Police (suicide only)</li> <li>Parents / Guardian</li> <li>Crisis Support (suicide – compulsory)</li> <li>Staff counselling (suicide – compulsory)</li> <li>Centre Psychologist (self harm - compulsory)</li> </ul> <b>JJ-A005 to:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>Co-ordinator Operations</li> <li>Parents / Guardian</li> <li>Crisis support and staff counselling</li> </ul> <b>JJ-A005 to:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> </ul>	<u>Verbal contact</u> <ul style="list-style-type: none"> <li>Co-ordinator Operations</li> <li>Relevant JJCS</li> <li>Police</li> <li>Parents / Guardian</li> <li>Crisis support</li> <li>Staff counselling (compulsory)</li> </ul> <b>JJ-A005 to:</b> <ul style="list-style-type: none"> <li>Cluster Director</li> <li>JJO</li> <li>McCabe Cottage</li> </ul>

Co-ordinator Operations (in consultation with the Manager)  <u>If requested by Cluster Director:</u>	JJ-A005 or JJ-A008 (optional) to: <ul style="list-style-type: none"><li>Juvenile Justice Officer / Counsellor</li></ul> <b>Comprehensive Report:</b> <ul style="list-style-type: none"><li>Cluster Director</li></ul>	JJ-A005 or JJ-A008 (optional) to: <ul style="list-style-type: none"><li>Juvenile Justice Officer / Counsellor</li></ul> <b>Comprehensive Report:</b> <ul style="list-style-type: none"><li>Cluster Director</li></ul>	JJ-A010 to: <ul style="list-style-type: none"><li>Juvenile Justice Officer / Counsellor</li></ul> <b>Comprehensive Report:</b> <ul style="list-style-type: none"><li>Cluster Director</li></ul>
Registered Nurse (where injuries were sustained or the Registered Nurse was involved)	<u>Verbal contact</u> <ul style="list-style-type: none"><li>Team Leader</li><li>Co-ordinator Nursing / Health Services</li></ul> <b>JJ-M004 to:</b> <ul style="list-style-type: none"><li>Team Leader</li><li>Co-ordinator Nursing / Health Services</li></ul>	<u>Verbal contact</u> <ul style="list-style-type: none"><li>Team Leader</li><li>Co-ordinator Nursing / Health Services</li></ul> <b>JJ-M004 to:</b> <ul style="list-style-type: none"><li>Team Leader</li><li>Co-ordinator Nursing / Health Services</li></ul>	<u>Verbal contact</u> <ul style="list-style-type: none"><li>Team Leader</li><li>Co-ordinator Nursing / Health Services</li></ul> <b>JJ-M004 to:</b> <ul style="list-style-type: none"><li>Team Leader</li><li>Co-ordinator Nursing / Health Services</li></ul>

For incidents not included in this checklist, Team Leaders, Co-ordinators Operations and Registered Nurses should use their discretion in relation to reporting, and seek advice from the Manager if unsure.

## 7.8 Incident reports and forms – information and responsibilities

Responsible	Form or Report	Action Required
Supervising staff	Log Book	<ul style="list-style-type: none"> <li><b>Enter</b> a brief summary of the incident.</li> <li><b>Include</b> names of detainees and staff involved, approximate times and location.</li> <li><b>Record</b> security procedures undertaken following the incident.</li> <li><b>Record</b> names of staff who attended the unit and any procedures undertaken by them.</li> </ul>
	Centre Incident Report <b>JJ-A009</b>	<p><u>Incident Reports must be completed by staff independent of each other.</u> Any staff member who was present in the unit or area when the incident occurred must complete a Centre Incident Report:</p> <ul style="list-style-type: none"> <li><b>Provide</b> detailed report on incident using checklist provided.</li> <li><b>Submit</b> report to Team Leader before you leave the centre on the day of the incident.</li> </ul>

<b>Team Leader</b>	Log Book	<ul style="list-style-type: none"> <li>• <b>Check</b> that staff have made correct/adequate entries.</li> <li>• <b>Ensure</b> staff make further entries if information is missing.</li> <li>• <b>Initial</b> log entry as sighted.</li> </ul>
	Centre Incident Report <b>JJ-A009</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> that all necessary information is contained in each report submitted.</li> <li>• <b>Return</b> to the reporting officer if further information is required.</li> <li>• <b>Enter</b> action and comments on report and <b>sign</b>.</li> <li>• <b>Attach</b> to Incident Advice form (<b>JJ-A005</b>).</li> <li>• <b>Submit</b> package of advice and reports to the Co-ordinator Operations.</li> </ul>
	Incident Advice <b>JJ-A005</b>	<ul style="list-style-type: none"> <li>• <b>Provide</b> a summary of the incident (per checklist on the rear of the form).</li> <li>• <b>Ensure</b> all notifications made are recorded on this.</li> <li>• <b>Fax</b> to Cluster Director. In the case of an <u>escape incident</u>, also <b>fax</b> to McCabe Cottage and the relevant Juvenile Justice Officer / Counsellor.</li> </ul>
	Report on Alleged Offence in Custody <b>JJ-A010</b>	<p><u>To be completed where an incident involved an offence by a detainee where court proceedings will occur:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> necessary information (excluding calculation of "street time"). <b>Do not enter</b> any additional information to that requested on the form.</li> <li>• <b>Submit</b> it to the Co-ordinator Operations.</li> </ul>
	Incident Follow Up Advice <b>JJ-A007</b>	<ul style="list-style-type: none"> <li>• When any additional information is obtained after the incident, <b>complete</b> this form and <b>submit</b> it to the Co-ordinator Operations.</li> <li>• <u>In the event that you are not on duty when new information is obtained</u>, the Co-ordinator Operations will complete this Advice.</li> </ul>
	Apprehension of Escapee Advice <b>JJ-A006</b>  (completed by centre where the detainee is first returned)	<ul style="list-style-type: none"> <li>• <b>Complete</b> necessary information (separate form for each escapee).</li> <li>• <b>Forward</b> to Cluster Director, McCabe Cottage and the juvenile justice centre from which the detainee escaped.</li> <li>• <b>Submit</b> to Co-ordinator Operations after faxing to above.</li> </ul>

Co-ordinator Operations	Comprehensive Report	<ul style="list-style-type: none"> <li>• <b>Complete</b> if directed by Manager or Cluster Director.</li> <li>• <b>Provide</b> comprehensive details of the incident and further investigation undertaken (using Incident Advice checklist for sections).  <u>In the case of an alleged assault of a detainee</u>, the report should only include the known status of external investigations, and any centre action which has been taken to address operational issues.</li> <li>• <b>Forward</b> the report to the Cluster Director after showing it to the Manager.</li> </ul>
	Incident Advice to JJCS  JJ-A008  (alternatively, a copy of JJ-A005 may be submitted to the JJO)	<p><u>Compulsory for escapes and other significant incidents</u> (such as serious self-harm); optional for other incidents.</p> <ul style="list-style-type: none"> <li>• <b>Provide</b> a summary of the incident (ie., necessary details). <b>Include</b> any action which could be taken by JJCS to assist with the management of the incident or the detainee involved.</li> <li>• <b>Fax</b> to the relevant Juvenile Justice Officer / Counsellor.</li> </ul>
	Report on Alleged Offence in Custody  JJ-A010	<p><u>Only required when a detainee is charged with a criminal offence</u>. This report assists the Juvenile Justice Officer prepare a background report.</p> <ul style="list-style-type: none"> <li>• <b>Check</b> details entered by Team Leader. <b>Return</b> for further details (if necessary).</li> <li>• <u>In the case of apprehension of an escapee</u>, <b>complete</b> the final section which relates to "street time" (s. 447A of the Crimes Act).</li> <li>• <b>Fax</b> it to the relevant Juvenile Justice Officer / Counsellor.</li> </ul>
	Incident Follow-Up Advice  JJ-A007	<ul style="list-style-type: none"> <li>• If the Team Leader who managed the incident is not on duty when new information is obtained, <b>complete</b> and <b>submit</b> to the Cluster Director via the Manager.</li> </ul>
Registered Nurse	Incident / Accident  JJ-M004	<ul style="list-style-type: none"> <li>• <b>Complete</b> necessary information, noting bruising, cuts, etc. clearly.</li> <li>• <b>Document</b> all treatment required.</li> <li>• <b>Submit</b> copy to the Team Leader on the day of the report.</li> <li>• <b>Fax</b> to Manager, Nursing / Health Services.</li> <li>• <b>Attach</b> original to Allied Health File.</li> </ul>

## 7.9 Staff assault on a detainee

The following procedures begin with immediate management of this type of incident. That is, where an incident has occurred, or is occurring, directly witnessed by staff or detainees. There are immediate steps which must be taken to stop the incident from continuing and to address the needs of staff and detainees. Directions not to question any staff or detainees during this procedure are explained in Section 7.4, above.

### How this procedure works

Responsible	Action Required
1 Supervising staff	<ul style="list-style-type: none"> <li>• <b>Direct</b> the offending staff member away from the detainee.</li> <li>• <b>Do not question</b> any staff or detainees about the incident. <b>Attend</b> to immediate medical and security issues only.</li> <li>• <b>Contact</b> the Team Leader by radio or telephone and <b>ask</b> him or her to attend the unit or area immediately. If necessary, but not over the radio, also <b>inform</b> him or her of:               <ol style="list-style-type: none"> <li>1. any injuries sustained by detainees or staff;</li> <li>2. any concerns for the safety of the staff or detainees involved.</li> </ol> </li> <li>• Wherever possible <b>separate</b> those detainees who are not involved from the area of the incident.</li> <li>• If injuries were sustained, <b>contact</b> the Registered Nurse and <b>attend</b> to staff and detainees involved with basic immediate first aid until the Registered Nurse arrives or the detainee is taken to the clinic. <b>Ensure</b> that safety precautions are taken when applying first aid.</li> <li>• <u>If the Registered Nurse is not on duty</u>, and the detainee has collapsed and appears unconscious or there are serious injuries, <b>call</b> an ambulance immediately.</li> </ul>
2 Team Leader	<ul style="list-style-type: none"> <li>• If necessary, <b>organise</b> for additional staff to attend the unit immediately to replace the staff members involved. This will also address any possible risk to safety of the staff directly involved.</li> <li>• If injuries have been reported and the Registered Nurse is not on duty <b>organise</b> for an ambulance to attend (if the Registered Nurse is on duty, Unit staff will have contacted him or her – see above).</li> <li>• <u>If safety concerns for the detainee have been reported:</u> <ul style="list-style-type: none"> <li>• <u>either</u> <b>organise</b> for the detainee to be taken to another unit at the centre;</li> <li>• <u>or</u> if absolutely necessary, <b>direct</b> the supervising staff to place the detainee in segregation for his or her own safety, and <b>inform</b> them of the time check periods required whilst the detainee is in segregation.</li> </ul> </li> <li>• <b>Attend</b> the unit immediately.</li> </ul>

3	<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <u>Either attend</u> the unit as soon as possible <u>or</u> request that the detainee be escorted to the clinic</li> <li>• <b>Provide</b> appropriate medical treatment to detainees and staff involved. <b>Do not question</b> staff or detainees about the incident.</li> <li>• <b>Report</b> any need for further medical treatment to the Team Leader.</li> <li>• <b>Organise</b> necessary medical follow up treatment.</li> </ul>
4	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <u>If directed to place the detainee in segregation:</u> <ol style="list-style-type: none"> <li>1. <b>conduct</b> a clothed body search of the detainee;</li> <li>2. <b>inform</b> the detainee that segregation is not a punishment, and that this placement is for his or her protection;</li> <li>3. <b>direct</b> the detainee to the segregation area and <b>lock</b> the room where he or she is placed;</li> <li>4. <b>contact</b> staff in the area where camera surveillance monitors are and <b>inform</b> them that the detainee is in segregation;</li> <li>5. <b>ensure</b> reading and writing materials are available for the detainee, if safe to do so;</li> <li>6. <b>ensure</b> regular in-person checks are conducted on the detainee.</li> </ol> </li> <li>• <b>Assist</b> the Registered Nurse in first aid procedures as directed. When there are medical issues, unit staff must <b>follow</b> the medical directions of the Registered Nurse.</li> <li>• <b>Provide</b> information to the Team Leader as directed.</li> </ul>
5	<b>Team Leader</b>	<p><u>On attending the unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Do not question</b> any staff or detainees about the incident. <b>Attend</b> to immediate first aid and security issues only.</li> <li>• Where injuries have been reported, <b>ensure</b> the Registered Nurse has attended the unit <u>or</u> the detainee has been escorted to the clinic and all necessary equipment and assistance is available.</li> <li>• If the Registered Nurse reports that further medical treatment is required, <b>ensure</b> that escort personnel are organised or an ambulance is called.</li> <li>• <b>Ensure</b> the detainee and staff member involved are in separate areas.</li> <li>• If the staff member involved has not already left the unit or area, <b>direct</b> him or her to do so. That staff member must not leave the centre until he or she has spoken to you or the Co-ordinator Operations.</li> <li>• <u>If a detainee was placed in segregation</u>, <b>determine</b> if he or she should remain there. If:</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Yes – direct</b> staff to continue in-person checks of the detainee, and if he or she is settled, ensure there materials available to usefully occupy him or her.</li> <li>• <b>No – direct</b> staff to remove the detainee from the room, to inform staff viewing the camera surveillance monitors of the removal, and to then maintain close observation of the detainee in the unit (if the staff member involved has left, the detainee must be removed from segregation, unless other protection issues exist).</li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her about the incident.</li> <li>• If the detainee is under 16 years of age, <b>contact</b> the Department of Community Services local office and refer the incident for investigation.</li> <li>• <b>Contact</b> the local police service and refer the incident for investigation. <b>Inform</b> the police if DCS have been notified.</li> <li>• <b>Ensure</b> all necessary forms or reports are completed and submitted before staff involved leave the centre.</li> </ul>
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The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

*Staff assault on detainee – security after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> security of the unit or area and surroundings.</li> <li>• <b>Report</b> any security breaches or issues to the Team Leader.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• <b>Ensure</b> the staff and detainees directly involved in the incident are separated, or have been removed from the unit or area.</li> <li>• <b>Organise</b> additional staff if necessary.</li> </ul>

*Staff assault on detainee – medical treatment after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<p><u>If a detainee or staff member have any injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>• During hours: <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend to the injured person.</li> <li>• Out of hours: <b>inform</b> the Team Leader.</li> </ul>



<b>Team Leader</b>	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• a detainee requires medical treatment: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• a staff member requires medical treatment: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker’s form.</li> </ul> </li> <li>• As soon as possible after the incident, <b>complete</b> an Employer’s Report of Injury (for worker’s compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>treat</b> the injured detainee or staff member as soon as possible. <b>Document</b> accordingly.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>

*Staff assault on detainee – detainee support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking that they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible.</li> </ul>
<b>Team Leader</b>	<p><u>If the group is reported to be unsettled:</u></p> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>

<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li><b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling (where permitted), as found necessary.</li> <li>If the Department of Community Services has been notified, Centre Support Team staff should be instructed not to discuss particulars of the incident, but to provide general support.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling (where permitted), as found necessary.</li> </ul>

*Staff assault on detainee – staff support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / Unit staff</b>	<ul style="list-style-type: none"> <li><b>Continue</b> to check other staff in the unit or area.</li> <li>If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li><b>Ensure</b> all remaining staff are able to complete their shift of duty.</li> <li>If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li><b>Remain</b> in that unit as much as possible or <b>maintain</b> verbal contact with staff to support them for the remainder of the shift.</li> </ul>
<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>If you believe that one or more staff members involved in or present during the incident require support or counselling, <b>inform</b> them that it is compulsory for you to refer them for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li><b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li><b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li><b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in the incident. This is a compulsory procedure for serious incidents.</li> <li><b>Provide</b> support to all staff involved.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li><b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Staff assault on detainee – liaison and referral with the DCS (if the victim is under the age of 16 years) and the police*

Responsible	Action Required
Team Leader	<ul style="list-style-type: none"> <li>• <b>Refer</b> the incident to the <u>local DCS office</u>, as an alleged assault / abuse case for investigation.</li> <li>• At the time of making the referral, <b>ask</b> if an officer will be either attending the centre to conduct interviews, or making a note of the incident and referral without attending the centre. If an officer will not be attending the centre a comprehensive investigation can be undertaken by the centre and department.</li> <li>• <b>Record</b> the initial contact / referral in the relevant section of the Incident Advice (JJ-A005).</li> <li>• <u>If an officer will be attending the centre to investigate</u>, <b>inform</b> the Co-ordinator Casework that a detainee will be interviewed and <b>request</b> that he or she organises for the detainee to be prepared for the interview.</li> <li>• When the Department of Community Services officer attends the centre:             <ol style="list-style-type: none"> <li>1. <b>record</b> the name of the officer attending;</li> <li>2. <b>ensure</b> the detainee involved is available to be interviewed;</li> <li>3. <b>ensure</b> the visiting officer has access to all relevant information regarding the incident and the detainee and staff involved;</li> <li>4. <b>seek</b> approval for Centre Support Team staff to initiate counselling with the detainee following the initial investigation interview.</li> </ol> </li> <li>• <b>Refer</b> the incident to the <u>local police station</u>, as an alleged assault / abuse case for investigation.</li> <li>• <b>Record</b> the initial contact / referral on the Incident Advice (JJ-A005).</li> <li>• When police officers attend the centre:             <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. <b>ensure</b> the detainee involved is available to be interviewed;</li> <li>3. <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</li> <li>4. <b>ensure</b> the officers have access to all relevant information regarding the incident and the detainees and staff involved.</li> </ol> </li> </ul> <p><u>If the police wish to interview the detainee at the local police station:</u></p> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 4 above.</li> <li>• <b>Arrange</b> escort personnel to take the detainee to the police station (not</li> </ul>

	<p>to act as observers).</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018).</li> </ul>
<b>Co-ordinator Casework</b>	<p><u>If informed by the Team Leader that a detainee will be interviewed by the Department of Community Services:</u></p> <ul style="list-style-type: none"> <li>• <u>Either speak</u> to the detainee yourself, <u>or allocate</u> a Centre Support Team member to undertake this task. This session with the detainee must not involve discussion about the actual incident but should inform the detainee about the processes involved in the interview, so that he or she is prepared when the DCS officer attends the centre.</li> <li>• <b>Record</b> this action in the detainee's Case Notes.</li> </ul>

### *Staff assault on detainee – reporting*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / unit staff</b> (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> the Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice to the Cluster Director: <ul style="list-style-type: none"> <li>• during hours to the Cluster Office;</li> <li>• out of hours to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident / Accident form and <b>submit</b> it to the Team Leader. (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul>

## 7.10 Detainee assault on a detainee

The following procedure begins with immediate management of this type of incident. That is, where an incident has occurred, or is occurring, directly witnessed by staff or detainees. There are immediate steps which must be taken to stop the incident from continuing and to address the needs of staff and detainees.

Directions not to question any staff or detainees during this procedure are explained in Section 7.4, above.

### How this procedure works

Responsible	Action Required
1 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Separate</b> detainees who are involved in the incident.</li> <li>• <b>Remove</b> the offending detainee from the area of the incident.</li> <li>• <b>Do not question</b> detainees or staff about the incident. <b>Attend</b> to immediate medical and security issues only.</li> <li>• A minimum amount of physical force to move or restrain detainees can be used, but only where absolutely necessary. <b>Ensure</b> there is an adequate number of staff present to use force, so that further assaults do not occur. (For more information, see Section 5.7 – “Use of force”).</li> <li>• <b>Contact</b> the Team Leader by radio or telephone and <b>request</b> that he or she attends the unit immediately. If necessary, but not on the radio, <b>inform</b> him or her of:               <ol style="list-style-type: none"> <li>1. any injuries sustained by detainees or staff;</li> <li>2. any concerns for the safety of detainees or staff from the offending detainees.</li> </ol> </li> <li>• Wherever possible <b>separate</b> other detainees from the area of the incident.</li> <li>• If injuries were sustained, <b>contact</b> the Registered Nurse and <b>attend</b> to the detainee with basic immediate first aid until the Registered Nurse arrives or the detainee is escorted to the clinic. <b>Ensure</b> that safety precautions are taken when conducting first aid.</li> <li>• <u>If the Registered Nurse is not on duty</u>, and the detainee has collapsed and appears unconscious or there are serious injuries, <b>call</b> an ambulance immediately.</li> </ul>
2 <b>Team Leader</b>	<ul style="list-style-type: none"> <li>• If serious injuries have been reported and the Registered Nurse is not on duty, <b>check</b> that an ambulance has been called.</li> <li>• If safety concerns have been reported, <b>direct</b> the supervising staff to:               <ul style="list-style-type: none"> <li>• <u>either place</u> the offending detainee in segregation – for the safety of others;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>or place</b> the assaulted detainee in segregation for his or her own safety, if absolutely necessary.</li> <li>• <b>Inform</b> staff of the time check periods required whilst the detainee is in segregation.</li> <li>• <b>Attend</b> the unit immediately.</li> </ul>
3	<p><b>Registered Nurse</b></p> <ul style="list-style-type: none"> <li>• <u>Either attend</u> the unit as soon as possible <u>or request</u> that the detainee be escorted to the clinic</li> <li>• <b>Provide</b> appropriate medical treatment to the detainees involved. <b>Do not question</b> staff or detainees about the incident.</li> <li>• <b>Report</b> any need for further medical treatment to the Team Leader.</li> <li>• <b>Organise</b> necessary medical follow-up treatment.</li> </ul>
4	<p><b>Supervising staff</b></p> <ul style="list-style-type: none"> <li>• <u>If directed to place the detainee in segregation:</u> <ol style="list-style-type: none"> <li>1. <b>conduct</b> a clothed body search of the detainee;</li> <li>2. <b>inform</b> the detainee that segregation is not a punishment, and that this placement is for his or her protection;</li> <li>3. <b>direct</b> the detainee to the segregation area and <b>lock</b> the room where he or she is placed;</li> <li>4. <b>contact</b> staff in the area where camera surveillance monitors are and <b>inform</b> them that the detainee is in segregation;</li> <li>5. <b>ensure</b> reading and writing materials are available for the detainee, if safe to do so;</li> <li>6. <b>ensure</b> regular in-person checks are conducted on the detainee.</li> </ol> </li> <li>• <b>Assist</b> the Registered Nurse in first aid procedures as directed. When there are medical issues, unit staff must <b>follow</b> the medical directions of the Registered Nurse.</li> <li>• <b>Provide</b> information to the Team Leader as directed.</li> </ul>
5	<p><b>Team Leader</b></p> <p><u>On attending the unit or area:</u></p> <ul style="list-style-type: none"> <li>• <b>Do not question</b> any staff or detainees about the incident. <b>Attend</b> to immediate first aid and security issues only.</li> <li>• Where injuries have been reported, <b>ensure</b> the Registered Nurse has attended the unit or the detainee has been escorted to the clinic and that all necessary equipment and assistance is available.</li> <li>• If the Registered Nurse reports that further medical treatment is required, <b>ensure</b> escort personnel are organised or an ambulance is called.</li> <li>• <b>Ensure</b> the detainees involved are separated.</li> <li>• <u>If a detainee was placed in segregation</u>, <b>determine</b> if he or she</li> </ul>

	<p>should remain there. If:</p> <ul style="list-style-type: none"> <li>• <b>Yes – direct</b> staff to continue in-person checks of the detainee, and if he or she is settled, ensure he or she has materials to usefully occupy himself or herself.</li> <li>• <b>No – direct</b> staff to remove the detainee from the room, to inform staff viewing the camera surveillance monitors of the removal, and to then maintain close observation of the detainee in the unit.</li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the incident. <b>Make a recommendation</b> as to whether criminal charge proceedings should commence, or whether serious misbehaviour provisions should be applied (the Co-ordinator Operations will discuss this with the Manager and will inform you of the final decision).</li> </ul>
6	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Manager and inform him or her of the incident. <b>Discuss</b> the options of criminal charge proceedings or use of serious misbehaviour provisions. <b>Inform</b> the Manager of your recommendation.</li> <li>• <b>Contact</b> the Team Leader and inform him or her of the decision.</li> <li>• In the event serious misbehaviour provisions are selected, <b>ensure</b> the Team Leader notifies the police of the centre's intended action.</li> </ul>
7	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Follow</b> directions from the Co-ordinator Operations regarding action (criminal charge proceedings or serious misbehaviour).</li> <li>• <u>If serious misbehaviour provisions will be applied, notify police about this and go to Section 5.5 – "Serious misbehaviour".</u></li> <li>• If criminal charge proceedings will be commenced, <b>complete</b> the procedure outlined below.</li> </ul>

The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

*Detainee assault on detainee – security after the incident*

Responsible	Action Required
Supervising staff	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> security of the unit or area and surroundings.</li> <li>• <b>Report</b> any security breaches or issues to the Team Leader.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• <b>Ensure</b> the staff members and detainees directly involved in the incident are separated, or have been removed from the unit or area.</li> <li>• <b>Organise</b> additional staff if necessary.</li> </ul>
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*Detainee assault on detainee – medical treatment after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<p><u>If a detainee or staff member have any injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>• During hours: <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend to the injured person.</li> <li>• Out of hours: <b>inform</b> the Team Leader.</li> </ul>
<b>Team Leader</b>	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• a detainee requires medical treatment: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• a staff member requires medical treatment: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker’s form.</li> </ul> </li> <li>• As soon as possible after the incident, <b>complete</b> an Employer’s Report of Injury (for worker’s compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>attend</b> the unit as soon as possible and <b>administer</b> necessary medical treatment. <b>Document</b> accordingly.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>



*Detainee assault on detainee – detainee support after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking that they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible.</li> </ul>
<b>Team Leader</b>	<p><u>If the group is reported to be unsettled:</u></p> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling (where permitted), as found necessary.</li> <li>• If the Department of Community Services has been notified, Centre Support Team staff should be instructed not to discuss particulars of the incident, but to provide general support.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling (where permitted), as found necessary.</li> </ul>

*Detainee assault on detainee – staff support after the incident*

Responsible	Action Required
<b>Supervising / Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area.</li> <li>• If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all remaining staff are able to complete their shift of duty.</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Remain</b> in that unit as much as possible or <b>maintain</b> verbal contact with staff for support during the remainder of the shift.</li> </ul>

<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>• If you believe that one or more staff members involved in or present during the incident require support or counselling, <b>inform</b> them that it is compulsory for you to refer them for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in the incident. This is a compulsory procedure for serious incidents.</li> <li>• <b>Provide</b> support to all staff involved.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Detainee assault on detainee – liaison and referral with the DCS (if the victim is under the age of 16 years) and the police (if not using serious misbehaviour provisions)*

Responsible	Action Required
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Refer</b> the incident to the <u>local DCS office</u>, as an alleged assault / abuse case for investigation.</li> <li>• At the time of making the referral, <b>ensure</b> that you ask if an officer will be either attending the centre to conduct interviews, or making a note of the incident and referral without attending the centre. If an officer will not be attending the centre a comprehensive investigation can be undertaken by the centre and department.</li> <li>• <b>Record</b> the initial contact / referral in the relevant section of the Incident Advice (JJ-A005).</li> <li>• <u>If an officer will be attending the centre to investigate</u>, <b>inform</b> the Co-ordinator Casework that a detainee will be interviewed and request that he or she organises for the detainee to be prepared for the interview.</li> <li>• When the Department of Community Services officer attends the centre: <ol style="list-style-type: none"> <li>1. <b>record</b> the name of the officer attending;</li> <li>2. <b>ensure</b> the detainee involved is available to be interviewed;</li> <li>3. <b>ensure</b> the visiting officer has access to all relevant information regarding the incident and the detainee and staff involved;</li> <li>4. <b>seek</b> approval for Centre Support Team staff to initiate counselling with the detainee following the initial investigation interview.</li> </ol> </li> </ul>

<b>Team Leader (cont.)</b>	<ul style="list-style-type: none"> <li>• Refer the incident to the <u>local police station</u>, as an alleged assault / abuse case for investigation.</li> <li>• <b>Record</b> the initial contact / referral on the Incident Advice (JJ-A005).</li> <li>• <u>When police officers attend the centre:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. <b>ensure</b> the detainee involved is available to be interviewed;</li> <li>3. <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</li> <li>4. <b>ensure</b> the officers have access to all relevant information regarding the incident and the detainees and staff involved.</li> </ol> </li> </ul> <p><u>If the police wish to interview the detainee at the local police station:</u></p> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 4 above.</li> <li>• <b>Arrange</b> escort personnel to take the detainee to the police station (not to act as observers).</li> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018).</li> </ul>
<b>Co-ordinator Casework</b>	<p><u>If informed by the Team Leader that a detainee will be interviewed by the Department of Community Services:</u></p> <ul style="list-style-type: none"> <li>• <u>Either speak</u> to the detainee yourself, <u>or allocate</u> a Centre Support Team member to undertake this task. This session with the detainee must not involve discussion about the actual incident but should inform the detainee about the processes involved in the interview, so that he or she is prepared when the DCS officer attends the centre.</li> <li>• <b>Record</b> this action in the detainee's Case Notes.</li> </ul>

#### *Detainee assault on detainee – reporting*

Responsible	Action Required
<b>Supervising / unit staff</b> (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> the Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice to the Cluster Director: <ul style="list-style-type: none"> <li>• during hours to the Cluster Office;</li> <li>• out of hours to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> <li>• <u>If the detainee was charged</u>, <b>complete</b> a Report on Alleged Offence in Custody (excluding "street time") and <b>submit</b> it to the Co-ordinator Operations. (JJ-A010)</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident / Accident form and <b>submit</b> it to the Team Leader (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> Incident Advice to Juvenile Justice Community Services (JJ-A008) and <b>fax</b> it to the relevant JJO; <u>or fax</u> the Incident Advice (JJ-A005) to the JJO.</li> <li>• <u>If the detainee was charged</u>, <b>check</b> the Report on Alleged Offence in Custody (completed by the Team Leader) and <b>fax</b> it to the relevant JJO (to assist with the Background Report). (JJ-A010)</li> </ul>

### 7.11 Detainee assault on a staff member

The following procedure begins with immediate management of this type of incident. That is, where an incident has occurred, or is occurring, directly witnessed by staff or detainees. There are immediate steps which must be taken to stop the incident from continuing and to address the needs of staff and detainees.

#### How this procedure works

Responsible	Action Required
1 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> the offending detainee to move away from the assaulted staff member.</li> <li>• A minimum amount of physical force may be used to move or restrain the detainee, but only where absolutely necessary. <b>Ensure</b></li> </ul>

	<p>there is an adequate number of staff to use force, so that further assaults do not occur. (For more information, see Section 5.7 – “Use of force”.)</p> <ul style="list-style-type: none"> <li>• <b>Do not question</b> detainees or staff about the incident. <b>Attend</b> to immediate medical and security issues only.</li> <li>• <b>Contact</b> the Team Leader by radio or telephone and <b>request</b> that he or she attends the unit immediately. If necessary, but not on the radio, <b>inform</b> him or her of: <ol style="list-style-type: none"> <li>1. any injuries sustained by detainees or staff;</li> <li>2. any concerns for the safety of detainees or staff from the offending detainees.</li> </ol> </li> <li>• Wherever possible, <b>separate</b> other detainees from the area of the incident.</li> <li>• If injuries were sustained, <b>contact</b> the Registered Nurse and <b>attend</b> to the staff member with basic immediate first aid until the Registered Nurse arrives or the detainee is escorted to the clinic. <b>Ensure</b> that safety precautions are taken when conducting first aid.</li> <li>• <u>If the Registered Nurse is not on duty</u>, and the staff member has collapsed and appears unconscious or there are serious injuries, <b>call</b> an ambulance immediately.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Organise</b> for additional staff to attend the unit or area immediately to replace the assaulted staff member.</li> <li>• If <u>serious</u> injuries have been reported and the Registered Nurse is not on duty, <b>check</b> if an ambulance has been called.</li> <li>• If safety concerns have been reported, <b>direct</b> the supervising staff to place the offending detainee in segregation for the safety of others, and <b>inform</b> them of the time check periods required whilst the detainee is in segregation.</li> <li>• <b>Attend</b> the unit immediately.</li> </ul>
3	<p><b>Registered Nurse</b></p> <ul style="list-style-type: none"> <li>• <u>Either attend</u> the unit as soon as possible <u>or request</u> that the detainee be escorted to the clinic.</li> <li>• <b>Provide</b> appropriate medical treatment to the staff and detainees involved. <b>Do not question</b> staff or detainees about the incident.</li> <li>• <b>Report</b> any need for further medical treatment to the Team Leader.</li> <li>• <b>Organise</b> necessary medical follow-up treatment.</li> </ul>
4	<p><b>Supervising staff</b></p> <ul style="list-style-type: none"> <li>• <u>If directed to place the detainee in segregation:</u> <ol style="list-style-type: none"> <li>1. <b>conduct</b> a clothed body search of the detainee;</li> <li>2. <b>inform</b> the detainee that segregation is not a punishment, and that this placement is for his or her protection;</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>3. <b>direct</b> the detainee to the segregation area and <b>lock</b> the room where he or she is placed;</li> <li>4. <b>contact</b> staff in the area where camera surveillance monitors are and <b>inform</b> them that the detainee is in segregation;</li> <li>5. <b>ensure</b> reading and writing materials are available for the detainee, if safe to do so;</li> <li>6. <b>ensure</b> regular in-person checks are conducted on the detainee.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Assist</b> the Registered Nurse in first aid procedures as directed. When there are medical issues, unit staff must <b>follow</b> the medical directions of the Registered Nurse.</li> <li>• <b>Provide</b> information to the Team Leader as directed.</li> </ul>
5	<p><b>Team Leader</b></p> <p><u>On attending the unit / area:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> that the detainee and staff member involved are in separate areas.</li> <li>• If the staff member involved has not already left the unit, <b>direct</b> him or her to do so.</li> <li>• If the Registered Nurse reports that further medical treatment is required, <b>ensure</b> escort personnel are organised or an ambulance is called.</li> <li>• <b>Ensure</b> the detainees involved are separated.</li> <li>• <u>If a detainee was placed in segregation, determine</u> if he or she should remain there. If: <ul style="list-style-type: none"> <li>• <u>Yes</u> – <b>direct</b> staff to continue in-person checks of the detainee, and if he or she is settled, ensure materials are available to usefully occupy him or her.</li> <li>• <u>No</u> – <b>direct</b> staff to remove the detainee from the room, to inform staff viewing the camera surveillance monitors of the removal, and to then maintain close observation of the detainee in the unit (if the staff member involved has left, the detainee must be removed from segregation, unless other protection issues exist).</li> </ul> </li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the incident. <b>Make a recommendation</b> as to whether criminal charge proceedings should commence, or whether serious misbehaviour provisions should be applied (the Co-ordinator Operations will discuss this with the Manager and will inform you of the final decision).</li> </ul>
6	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Manager and inform him or her of the incident. <b>Discuss</b> the options of criminal charge proceedings or use of serious misbehaviour provisions. <b>Inform</b> the Manager of your recommendation.</li> <li>• <b>Contact</b> the Team Leader and inform him or her of the decision.</li> </ul>

	<ul style="list-style-type: none"> <li>In the event serious misbehaviour provisions are selected, <b>ensure</b> the Team Leader notifies the police of the centre's intended action.</li> </ul>
7	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li><b>Follow</b> directions from the Co-ordinator Operations regarding action (criminal charge proceedings or serious misbehaviour).</li> <li><u>If serious misbehaviour provisions will be applied, notify</u> police about this and <b>go to</b> Section 5.5 – "Serious misbehaviour".</li> <li>If criminal charge proceedings will be commenced, <b>complete</b> the procedure outlined below.</li> </ul>

The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

*Assault on staff – security after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li><b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li><b>Check</b> security of the unit or area and surroundings.</li> <li><b>Report</b> any security breaches or issues to the Team Leader.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li><b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li><b>Ensure</b> staff and detainees directly involved in the incident are separated, or have been removed from the unit or area.</li> <li><b>Organise</b> additional staff if necessary.</li> </ul>

*Assault on staff – medical treatment after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<p><u>If a detainee or staff member have any injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>During hours: <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend the unit or area.</li> <li>Out of hours: <b>inform</b> the Team Leader.</li> </ul>
<b>Team Leader</b>	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>a detainee requires medical treatment: <ul style="list-style-type: none"> <li><b>contact</b> the Registered Nurse on call; or</li> <li><b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – "Under escort – other services".)</li> </ul> </li> <li>If a staff member requires medical treatment:</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker's form.</li> <li>• As soon as possible after the incident, <b>complete</b> an Employer's Report of Injury (for worker's compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>treat</b> the injured person as soon as possible and <b>document</b> accordingly.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>

*Assault on staff – detainee support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking that they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If the group is reported to be unsettled:</u> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> </ul> </li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling, as found necessary.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling, as found necessary.</li> </ul>



*Assault on staff – staff support after the incident*

Responsible	Action Required
Supervising / Unit staff	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area. If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all remaining staff are able to complete their shift of duty.</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Remain</b> in that unit as much as possible or <b>maintain</b> verbal contact with staff, as support for the remainder of the shift.</li> </ul>
Co-ordinator Operations / Team Leader	<ul style="list-style-type: none"> <li>• <b>Inform</b> the staff member involved in this incident, and any other staff who you believe may require support/counselling, that it is compulsory for you to refer them for counselling, and: <ol style="list-style-type: none"> <li>1. <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>2. <b>check</b> with staff regarding preferred contact numbers and times.</li> </ol> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in and present during the incident. This is a compulsory procedure for serious incidents.</li> <li>• <b>Provide</b> support to all staff involved and present.</li> </ul>
Manager	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Assault on staff – liaison and referral with the police (if not using serious misbehaviour provisions)*

Responsible	Action Required
Team Leader	<ul style="list-style-type: none"> <li>• <b>Refer</b> the incident to the local police station, as an alleged assault for investigation.</li> <li>• <b>Record</b> the initial contact / referral on the Incident Advice (JJ-A005).</li> <li>• <u>When police officers attend the centre:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. <b>ensure</b> the detainee involved is available to be interviewed;</li> <li>3. <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not</u></li> </ol> </li> </ul>

	<p><u>permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</p> <p>4. <b>ensure</b> the officers have access to all relevant information regarding the incident and the detainees and staff involved.</p> <ul style="list-style-type: none"> <li>• <u>If the police wish to interview the detainee at the local police station:</u> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 4 above.</li> <li>• <b>Arrange</b> escort personnel to take the detainee to the police station (not to act as observers).</li> </ul> </li> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018).</li> </ul>
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#### *Assault on staff – reporting*

Responsible	Action Required
<b>Supervising / unit staff</b> (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> a Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> <li>• <u>If you are the victim of the assault</u>, and believe that you cannot complete a report immediately, <b>inform</b> the Team Leader and seek approval to complete the report at a later time.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> </ul> <p>The staff member who was the victim of the assault may not be able to complete his or her report immediately. This should be done as soon as possible, once the staff member is able.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice to the Cluster Director:           <ul style="list-style-type: none"> <li>• during hours to the Cluster Office;</li> <li>• out of hours to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> <li>• <u>If the detainee was charged</u>, <b>complete</b> a Report on Alleged Offence in Custody (excluding "street time") and <b>submit</b> it to the Co-ordinator Operations. (JJ-A010)</li> </ul>

<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident / Accident form and <b>submit</b> it to the Team Leader (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> Incident Advice to Juvenile Justice Community Services (JJ-A008) and <b>fax</b> it to the relevant JJO; <u>or fax</u> the Incident Advice (JJ-A005) to the JJO.</li> <li>• <u>If the detainee was charged</u>, <b>check</b> the Report on Alleged Offence in Custody (completed by the Team Leader) and <b>fax</b> it to the relevant JJO (to assist with the Background Report). (JJ-A010)</li> </ul>

## 7.12 Substance use / possession

How this procedure works

<b>Responsible</b>	<b>Action Required</b>
1 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <u>If a detainee has collapsed and appears unconscious (medical emergency)</u>:               <ol style="list-style-type: none"> <li>1. <b>call</b> the Registered Nurse and the Team Leader immediately;</li> <li>2. <b>observe</b> for signs of life – airway, breathing, circulation;</li> <li>3. if the detainee is not breathing, <b>commence</b> external airway resuscitation, using a one-way resuscitation mask;</li> <li>4. if pulse and breathing are absent, <b>commence</b> cardiopulmonary resuscitation.</li> </ol> </li> <li>• If steps 3 and 4 above are necessary, during these steps another staff member should dial 000 for an ambulance.</li> <li>• When the Registered Nurse arrives <b>allow</b> him or her to take control of first aid procedures.</li> <li>• <u>If the detainee has not collapsed</u>:               <ol style="list-style-type: none"> <li>1. <b>contact</b> the Team Leader by radio or telephone and <b>request</b> that he or she attend the unit immediately;</li> <li>2. <b>direct</b> the detainee to give you any remaining substance or items which they have used to administer the substance – <b>keep</b> this to give to the Team Leader when he or she attends the unit;</li> <li>3. <b>do not allow</b> any detainee involved in the incident to leave the area until the Team Leader arrives, unless there is an immediate security risk;</li> <li>4. <b>do not allow</b> any other detainee in the unit to enter the area.</li> </ol> </li> </ul>

2	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> staff to keep the detainee involved separate from the rest of the group.</li> <li>• <u>Where the Registered Nurse has not already been contacted for an emergency, contact</u> the Registered Nurse and <b>request</b> that he or she see the detainee for possible medical treatment.</li> <li>• <b>Attend</b> the unit immediately.</li> </ul>
3	<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If called to the unit by staff for an emergency situation, <b>attend</b> the unit immediately.</li> <li>• If called to the unit by the Team Leader for possible medical treatment, <b>treat</b> the detainee as soon as possible.</li> </ul>
4	<b>Team Leader</b>	<p><u>On attending the unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> detainees involved are kept separate from other detainees.</li> </ul> <p><u>In the case of a medical emergency, ensure that:</u></p> <ol style="list-style-type: none"> <li>1. the Registered Nurse has all necessary equipment and assistance;</li> <li>2. an ambulance has been called;</li> <li>3. a staff member is available at the perimeter to escort the ambulance to the unit;</li> <li>4. all other detainees are away from the area where medical procedures are occurring.</li> </ol> <p><u>In the case where immediate medical attention is not required:</u></p> <ul style="list-style-type: none"> <li>• <b>Question</b> the detainees involved, asking if there is any more of the substance in the unit or area.</li> <li>• At this stage <b>do not question</b> the detainees further until security procedures have been undertaken.</li> </ul> <p><u>If the detainees involved indicate that there is more substance:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> them to give those to you or to indicate where they are.</li> <li>• <b>Direct</b> a staff member to retrieve any items identified by the detainees.</li> </ul> <p><u>Before allowing detainees to move around the unit:</u></p> <ul style="list-style-type: none"> <li>• With the assistance of another staff member, <b>conduct</b> a personal search of each detainee involved in the incident – in a closed area and out of view of others. (For more information see Section 6.13 – “Personal searches of detainees”.)</li> <li>• <b>Do not dispose</b> of any items or substances found as a result of the personal search. They may be used as evidence.</li> <li>• Immediately <b>place</b> items found in sealed bags and clearly <b>label</b></li> </ul>

		<p>them with the detainee's name, the day and date, and the location where they were found.</p> <p><u>Before allowing detainees to move around the unit:</u></p> <ul style="list-style-type: none"> <li>• <b>Direct</b> staff to conduct a search of the area where the detainees or the substance was found for further evidence and security.</li> <li>• <b>Check</b> that all necessary medical treatment has been administered by the Registered Nurse.</li> <li>• <b>Direct</b> staff to resume regular routines and programs after the search has been conducted.</li> </ul>
5	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a search of the unit or area as directed by the Team Leader.</li> <li>• <b>Place</b> items found in sealed bags immediately and clearly <b>label</b> them with the day and date, and the location where they were found.</li> <li>• <b>Resume</b> regular routines as soon as possible.</li> </ul>
6	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the incident.</li> <li>• <b>Make a recommendation</b> as to whether criminal charge proceedings should commence, or whether serious misbehaviour provisions should be applied (the Co-ordinator Operations will discuss this with the Manager and will inform you of the final decision).</li> </ul>
7	<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Manager and inform him or her of the incident. <b>Discuss</b> the options of criminal charge proceedings or use of serious misbehaviour provisions. <b>Inform</b> the Manager of your recommendation.</li> <li>• <b>Contact</b> the Team Leader and inform him or her of the decision.</li> <li>• <u>In the event serious misbehaviour provisions are selected, ensure the Team Leader notifies the police of the centre's intended action.</u></li> </ul>
8	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Follow</b> directions from the Co-ordinator Operations regarding action (criminal charge proceedings or serious misbehaviour).</li> <li>• <u>If serious misbehaviour provisions will be applied, notify police about this and go to Section 5.5 – "Serious misbehaviour".</u></li> <li>• If criminal charge proceedings will be commenced, <b>complete</b> the procedure outlined below.</li> </ul>

The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

*Substance use / possession – security after the incident*

Responsible	Action Required
Supervising staff	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> security of the unit or area and surroundings.</li> <li>• <b>Report</b> any security breaches or issues to the Team Leader.</li> <li>• <b>Conduct</b> personal searches and searches of areas thoroughly.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• <b>Organise</b> additional staff if necessary.</li> <li>• As soon as possible, <b>organise</b> a thorough search of detainee areas and rooms, to locate any other substances.</li> <li>• <b>Discuss</b> searching procedures with the Co-ordinator Operations and <b>decide</b> if random strip searches will be conducted. <b>Identify</b> those detainees who should participate in such searches and <b>define</b> a time period during which random strip searches will be conducted.</li> <li>• <b>Inform</b> each identified detainee that random strip searches will be conducted with him or her and <b>inform</b> him or her of the time period during which this will occur.</li> </ul>

*Substance use / possession – medical treatment after the incident*

Responsible	Action Required
Supervising staff	<p><u>If a detainee or staff member have any injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>• During hours: <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend the unit or area.</li> <li>• Out of hours: <b>inform</b> the Team Leader.</li> </ul>
Team Leader	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• a detainee requires medical treatment: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• a staff member requires medical treatment: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to</li> </ul> </li> </ul>

	<p>complete an injured worker's form.</p> <ul style="list-style-type: none"> <li>As soon as possible after the incident, <b>complete</b> an Employer's Report of Injury (for worker's compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>If contacted by the Team Leader after the incident, <b>treat</b> the injured person as soon as possible and <b>document</b> accordingly.</li> <li>Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li><b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>

*Substance use / possession – detainee support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li><b>Speak</b> to all detainees, checking that they are settled and not distressed.</li> <li><b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li><b>Resume</b> regular routines and programs as soon as possible.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li><u>If the group is reported to be unsettled:</u> <ul style="list-style-type: none"> <li>During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> </ul> </li> <li><b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li><b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling, as found necessary.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling, as found necessary.</li> </ul>

*Substance use / possession – staff support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / Unit staff</b>	<ul style="list-style-type: none"> <li><b>Continue</b> to check other staff in the unit or area.</li> <li>If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> on duty staff are able to complete their shift of duty.</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Remain</b> in that unit as much as possible or <b>maintain</b> verbal contact with staff, as support for the remainder of the shift.</li> </ul>
<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>• If you believe that one or more staff members involved in or present during the incident require support or counselling, <b>inform</b> them that it is compulsory for you to refer them for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in and present during the incident. This is a compulsory procedure for serious incidents.</li> <li>• <b>Provide</b> support to all staff involved and present.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Substance use / possession – liaison and referral with the police*

<b>Responsible</b>	<b>Action Required</b>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• If directed by the Co-ordinator Operations, <b>refer</b> the incident to the local police station.</li> <li>• <b>Record</b> the initial contact / referral on the Incident Advice (JJ-A005).</li> <li>• <u>When police officers attend the centre:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. <b>ensure</b> the detainee involved is available to be interviewed;</li> <li>3. <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</li> <li>4. <b>ensure</b> the officers have access to all relevant information regarding the incident and the detainees and staff involved.</li> </ol> </li> </ul>



	<p>5. <b>ensure</b> the officers are provided with all substances and items found during and following the incident, in sealed and labelled bags.</p> <ul style="list-style-type: none"> <li>• <u>If the police wish to interview the detainee at the local police station:</u> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 5 above.</li> <li>• <b>Arrange</b> escort personnel to take the detainee to the police station (not to act as observers).</li> </ul> </li> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018).</li> </ul>
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*Substance use / possession – reporting*

Responsible	Action Required
<b>Supervising / unit staff</b> (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> a Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice to the Cluster Director: <ul style="list-style-type: none"> <li>• during hours to the Cluster Office;</li> <li>• out of hours to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> <li>• <u>If the detainee was charged</u>, <b>complete</b> a Report on Alleged Offence in Custody (excluding "street time") and <b>submit</b> it to the Co-ordinator Operations. (JJ-A010)</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident / Accident form and <b>submit</b> it to the Team Leader (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul>

<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> Incident Advice to Juvenile Justice Community Services (JJ-A008) and <b>fax</b> it to the relevant JJO; <u>or fax</u> the Incident Advice (JJ-A005) to the JJO.</li> <li>• <u>If the detainee was charged</u>, <b>check</b> the Report on Alleged Offence in Custody (completed by the Team Leader) and <b>fax</b> it to the relevant JJO (to assist with the Background Report). (JJ-A010)</li> </ul>
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## 7.13 Injuries / Accidents

### How this procedure works

Responsible	Action Required
1 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Call</b> other staff in the area for assistance.</li> <li>• <b>Contact</b> the Registered Nurse immediately and <b>request</b> that he or she attend the injured detainee/staff member as soon as possible.</li> <li>• <u>If the Registered Nurse is not on duty</u>, and the detainee or staff member has collapsed and appears unconscious or there are serious injuries, <b>call</b> an ambulance immediately.</li> <li>• <b>Contact</b> the Team Leader by radio or telephone and request that he or she attend the unit or area.</li> </ul> <p><u>If the detainee or staff member involved has collapsed and appears unconscious:</u></p> <ul style="list-style-type: none"> <li>• <b>Begin</b> first aid procedures: <ol style="list-style-type: none"> <li>1. <b>observe</b> for signs of life – airway, breathing, circulation;</li> <li>2. if the detainee is not breathing, <b>commence</b> external airway resuscitation, using a one-way resuscitation mask;</li> <li>3. if pulse and breathing are absent, <b>commence</b> cardiopulmonary resuscitation.</li> </ol> </li> <li>• If steps 2 and 3 above are necessary, during these steps another staff member should dial 000 for an ambulance.</li> <li>• When the Registered Nurse arrives, <b>allow</b> him or her to take control of first aid procedures.</li> </ul> <p><u>If the detainee or staff member has not collapsed:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Registered Nurse immediately and <b>request</b> that he or she attend to the detainee.</li> <li>• <b>Apply</b> immediate first aid. Where there is body fluid (eg. blood), use gloves.</li> </ul>

2	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> staff to keep other detainees separate from the area of the incident.</li> <li>• <b>Contact</b> the Registered Nurse and <b>check</b> that he or she is attending or of the detainee or staff member is being taken to the clinic.</li> <li>• <b>Attend</b> the unit immediately.</li> </ul>
3	<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <u>Either</u> <b>attend</b> the unit immediately or <b>request</b> that the detainee be escorted to the clinic.</li> <li>• <b>Provide</b> medical treatment as necessary.</li> </ul>
4	<b>Team Leader</b>	<p><u>On attending the unit:</u></p> <ul style="list-style-type: none"> <li>• Where necessary, <b>ensure</b> other detainees have been separated from the area of the incident and the detainee or staff involved.</li> <li>• <b>Ensure</b> the Registered Nurse has all necessary equipment.</li> <li>• In the case of a medical emergency, <b>ensure</b> that:             <ol style="list-style-type: none"> <li>1. an ambulance has been called;</li> <li>2. a staff member is available at the perimeter to escort the ambulance to the unit;</li> <li>3. all other detainees are away from the area where medical procedures are occurring.</li> </ol> </li> <li>• If there is not a medical emergency but the detainee requires hospital treatment, <b>ensure</b> escort personnel are organised. (For more information see Section 2.7 – “Under escort – other services” and, if necessary, Section 6.14 – “Handcuffing detainees”).</li> </ul>
5	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• If necessary, <b>ensure</b> the area where the incident occurred is cleaned (in accordance with infection control guidelines) for the safety of other staff and detainees.</li> <li>• <b>Report</b> any safety concerns to the Team Leader for follow up.</li> </ul>

The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

*Injury / accident – security after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> security of the unit or area and surroundings.</li> <li>• <b>Report</b> any security breaches or issues to the Team Leader.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• <b>Check</b> the area where the incident occurred. If repairs are required to stop any further incidents occurring, <b>arrange</b> for the repairs to be completed as soon as possible.</li> <li>• <b>Organise</b> additional staff if necessary.</li> </ul>
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*Injury / accident – medical treatment after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<p><u>If another detainee or staff member have any injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>• During hours: <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend the unit or area.</li> <li>• Out of hours: <b>inform</b> the Team Leader.</li> </ul>
<b>Team Leader</b>	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• If a detainee requires medical treatment after the incident: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• If a staff member requires medical treatment after the incident: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker's form.</li> </ul> </li> <li>• As soon as possible after the incident, <b>complete</b> an Employer's Report of Injury (for worker's compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>treat</b> the injured person as soon as possible and <b>document</b> accordingly.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>

*Injury / accident – detainee support after the incident*

Responsible	Action Required
Supervising staff	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <u>If the group is reported to be unsettled:</u> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> </ul> </li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
Co-ordinator Operations	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
Co-ordinator Casework	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support and counselling (where permitted), as found necessary.</li> </ul>
Crisis Support Team	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling (where permitted), as found necessary.</li> </ul>

*Injury / accident – staff support after the incident*

Responsible	Action Required
Supervising / Unit staff	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area.</li> <li>• If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>Ensure</b> staff on duty are able to complete their shift of duty.</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Remain</b> in that unit as much as possible or <b>maintain</b> verbal contact with staff, as support for the remainder of the shift.</li> </ul>

<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>• If you believe that one or more staff members involved in or present during the incident require support or counselling, <b>inform</b> them that it is compulsory for you to refer them for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in the incident. This is a compulsory procedure for serious incidents.</li> <li>• <b>Provide</b> support to all staff involved.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Injury / accident – reporting*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / unit staff</b> (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> a Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <b>Ensure</b> the Registered Nurse has completed an Incident / Accident form. (JJ-M004)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>ensure</b> that all notifications to external agencies are recorded. (JJ-A005, JJ-M004)</li> <li>• <b>Fax</b> the Incident Advice, with the Registered Nurse's Incident / Accident form attached, to the Cluster Director: <ul style="list-style-type: none"> <li>• during hours to the Cluster Office;</li> <li>• out of hours to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, with the Registered Nurse's Incident / Accident form attached, to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> </ul>

<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident / Accident form and <b>submit</b> a copy to the Team Leader (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul> <p><u>Note:</u> the Incident / Accident form will be faxed to the Cluster Director by the Team Leader.</p>
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## 7.14 Attempted escape

### Attempted escape outside the centre

	Responsible	Action Required
1	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader from the nearest telephone (if isolated, one staff member should leave the group to make this call) and <b>inform</b> the Team Leader of:               <ol style="list-style-type: none"> <li>1. the nature of the incident;</li> <li>2. your location and the number of detainees and staff with you;</li> <li>3. any injuries sustained by detainees or staff;</li> <li>4. any concerns about further escape attempts.</li> </ol> </li> <li>• <b>Secure</b> the group and the area wherever possible.</li> <li>• <b>Follow</b> any directions given by the Team Leader.</li> </ul>
2	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Based on the information given to you by the supervising staff, <b>determine</b> whether the group should:               <ul style="list-style-type: none"> <li>• continue with the outing or program; or</li> <li>• return to the centre directly; or</li> <li>• stop and secure the group at the nearest police station.</li> </ul> </li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the nature of the incident and the action you have directed supervising staff to take.</li> </ul> <p><u>If it is decided that staff should:</u></p> <ol style="list-style-type: none"> <li>1. continue with the outing / program:               <ul style="list-style-type: none"> <li>• <b>direct</b> staff to maintain close supervision of the group for the remaining time of the outing;</li> <li>• <b>direct</b> staff to contact the centre immediately if there are further</li> </ul> </li> </ol>

	<p>problems.</p> <p>2. return to the centre directly:</p> <ul style="list-style-type: none"> <li>• <b>ensure</b> supervising staff provide accurate details of their travel route for the return journey and <b>direct</b> them to remain on that route;</li> <li>• if possible <b>organise</b> for staff from the centre to travel towards the group to offer assistance (ie., if the group is reasonably close to the centre).</li> </ul> <p>3. go to the nearest police station:</p> <ul style="list-style-type: none"> <li>• <b>contact</b> the police station where the group will be going and <b>inform</b> them of the incident and the need for assistance;</li> <li>• <b>direct</b> the supervising staff to contact you as soon as they arrive at the police station;</li> <li>• <b>arrange</b> for other staff to go to the police station to assist the supervising staff return the group to the centre.</li> </ul>
3	<p><b>Supervising staff</b></p> <p><u>If you are directed to:</u></p> <p>1. continue with the outing / program:</p> <ul style="list-style-type: none"> <li>• <b>maintain</b> close supervision of the detainee group for the remaining time of the outing;</li> <li>• if there are further problems experienced, <b>contact</b> the Team leader again <b>seek directions</b> from him or her.</li> </ul> <p>2. return to the centre directly:</p> <ul style="list-style-type: none"> <li>• <b>inform</b> the centre of your planned travel route. <b>Remain</b> on that route during the return journey;</li> <li>• if there are further problems, <b>contact</b> the centre immediately from the nearest available telephone;</li> <li>• in case of an emergency, and a telephone cannot be located, <b>go to</b> the nearest police station, <b>secure</b> the detainees there and <b>contact</b> the Team Leader.</li> </ul> <p>3. go to the nearest police station:</p> <ul style="list-style-type: none"> <li>• <b>contact</b> the centre when you arrive at the police station;</li> <li>• <b>follow</b> all requests and directions made by police officers;</li> <li>• <b>wait</b> for other staff to arrive to assist you returning the group to the centre.</li> </ul>
4	<p><b>All staff</b></p> <ul style="list-style-type: none"> <li>• <b>Go to</b> the procedures on "After the incident..." (below).</li> </ul>



## Attempted escape from within the centre

Responsible	Action Required
1 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Remove</b> the offending detainee from the area of the incident.</li> <li>• If absolutely necessary, <b>use</b> a minimum amount of force to remove or restrain the detainee.</li> <li>• <b>Contact</b> the Team Leader by radio or telephone immediately and <b>inform</b> him or her of:               <ol style="list-style-type: none"> <li>1. any injuries sustained by detainees or staff;</li> <li>2. any concerns for the safety of staff or detainees.</li> </ol> </li> <li>• <b>Ensure</b> all other detainees remain separate from the detainee who attempted to escape.</li> </ul>
2 <b>Team Leader</b>	<ul style="list-style-type: none"> <li>• If injuries have been reported, <b>contact</b> the Registered Nurse immediately and <b>request</b> that he or she attend to the injured person as soon as possible.</li> <li>• If safety concerns have been reported, <b>direct</b> the supervising staff to place the detainee who attempted to escape in segregation, for his or her own safety, and <b>inform</b> supervising staff of the time check periods required whilst the detainee is in segregation.</li> <li>• If necessary, <b>organise</b> for additional staff to attend the unit or area where the incident occurred to assist.</li> <li>• <b>Attend</b> the unit or area immediately.</li> </ul>
3 <b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If injuries were reported to you, <u>either attend</u> the area as soon as possible <u>or request</u> that the detainee be escorted to the clinic.</li> <li>• <b>Provide</b> appropriate medical treatment to detainees and staff involved.</li> <li>• <b>Report</b> any need for further medical treatment to the Team Leader.</li> <li>• <b>Organise</b> necessary medical follow up.</li> </ul>
4 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <u>If directed to place the detainee in segregation:</u> <ol style="list-style-type: none"> <li>1. <b>conduct</b> a clothed body search of the detainee;</li> <li>2. <b>inform</b> the detainee that segregation is not a punishment, and that this placement is for his or her protection;</li> <li>3. <b>direct</b> the detainee to the segregation area and <b>lock</b> the room where he or she is placed;</li> <li>4. <b>contact</b> staff in the area where camera surveillance monitors are and <b>inform</b> them that the detainee is in segregation;</li> <li>5. <b>ensure</b> reading and writing materials are available for the</li> </ol> </li> </ul>

	<p>detainee, if safe to do so;</p> <p>6. <b>ensure</b> regular in-person checks are conducted on the detainee.</p> <ul style="list-style-type: none"> <li>• If necessary, <b>assist</b> the Registered Nurse in first aid procedures as directed. When there are medical issues, unit staff must <b>follow</b> the medical directions of the Registered Nurse.</li> <li>• <b>Provide</b> information to the Team Leader as directed.</li> </ul>
5	<p><b>Team Leader</b></p> <p><u>On attending the unit area:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee involved is separate from other detainees.</li> <li>• Where injuries have been reported, <b>ensure</b> the Registered Nurse has attended the area or the detainee has been escorted to the clinic and that all necessary equipment and assistance is available.</li> <li>• If hospital treatment is required, ensure escort personnel are organised or an ambulance is called. (For more information see Section 2.7 – “Under escort – other services” and, if necessary, Section 6.14 – “Handcuffing detainees”).</li> <li>• <u>If a detainee was placed in segregation, determine</u> if he or she should remain there. If: <ul style="list-style-type: none"> <li>• <u>Yes</u> – <b>direct</b> staff to continue in-person checks of the detainee, and if he or she is settled ensure materials are available to usefully occupy him or her.</li> <li>• <u>No</u> – <b>direct</b> staff to remove the detainee from the room, to inform staff viewing the camera surveillance monitors of the removal, and to maintain close observation of the detainee in the unit.</li> </ul> </li> <li>• Direct staff to maintain close supervision of the detainee until further action is decided.</li> <li>• <u>If the serious misbehaviour provisions are applicable to this incident</u> (“concealment for the purpose of escape”), it may be considered appropriate to apply these provisions.</li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the incident.</li> <li>• <b>Make a recommendation</b> as to whether criminal charge proceedings should commence, or whether serious misbehaviour proceedings should be applied (the Co-ordinator Operations will discuss this with the Manager and will inform you of the decision.</li> </ul>
6	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Manager and inform him or her of the incident. <b>Discuss</b> the options of criminal charge proceedings or use of serious misbehaviour provisions. <b>Inform</b> the Manager of your recommendation.</li> <li>• <b>Contact</b> the Team Leader and inform him or her of the decision.</li> <li>• In the event serious misbehaviour provisions are selected, <b>ensure</b> the Team Leader notifies the police of the centre's intended action.</li> </ul>

7	<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Follow</b> directions from the Co-ordinator Operations regarding action (criminal charge proceedings or serious misbehaviour).</li> <li>• <u>If serious misbehaviour provisions will be applied, notify</u> police about this and <b>go to</b> Section 5.5 – “Serious misbehaviour”.</li> <li>• If criminal charge proceedings will be commenced, <b>complete</b> the procedure outlined below.</li> </ul>
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The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

*Attempted escape – security after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> security of the unit or area and surroundings.</li> <li>• <b>Report</b> any security breaches to the Team Leader.</li> <li>• <b>Conduct</b> searches as directed by the Team Leader.</li> <li>• <b>Supervise</b> all detainees very closely.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• <b>Direct</b> staff to conduct searches of the unit and surrounding area, for items of contraband and signs of further attempts.</li> <li>• <b>Direct</b> staff and detainees out of areas where there is damage to the environment and further attempts could be made.</li> <li>• <b>Ensure</b> the detainee who attempted to escape is separated from the other detainees until a decision has been made on further action.</li> <li>• <b>Organise</b> additional staff if necessary.</li> <li>• <u>If there is any damage to the environment as a result of the attempted escape, contact</u> maintenance staff or an outside service and <b>direct</b> that the matter be fixed as a matter of urgency.</li> <li>• <b>Enter</b> an alert on the CIS, outlining the details of the attempted escape and supervision requirements for that detainee. There should not be an “end date” entered, until the detainee has been monitored for a period of time (to assess likelihood of further escape attempts).</li> </ul>

*Attempted escape – medical treatment after the incident*

Responsible	Action Required
Supervising staff	<p><u>If a detainee or staff member have any injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>• During hours: <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend the unit or area.</li> <li>• Out of hours – <b>inform</b> the Team Leader.</li> </ul>
Team Leader	<p><u>If the registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• If a detainee requires medical treatment after the incident: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• If a staff member requires medical treatment after the incident: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker’s form.</li> </ul> </li> <li>• As soon as possible after the incident, <b>complete</b> an Employer’s Report of Injury (for worker’s compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
Registered Nurse	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>treat</b> the injured person as soon as possible and <b>document</b> accordingly.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>

*Attempted escape – detainee support after the incident*

Responsible	Action Required
Supervising staff	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If the group is reported to be unsettled:</u> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> </ul> </li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling, as found necessary.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling, as found necessary.</li> </ul>

*Attempted escape – staff support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area.</li> <li>• If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> on duty staff are able to complete their shift of duty.</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Remain</b> that unit as much as possible, or <b>maintain</b> verbal contact with staff, as support for the remainder of the shift.</li> </ul>
<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>• If you believe that one or more staff members involved in or present during the incident require support or counselling, <b>inform</b> them that it is compulsory for you to refer them for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved</li> </ul>

	<p>in and present during the incident. This is a compulsory procedure for serious incidents.</p> <ul style="list-style-type: none"> <li>• <b>Provide</b> support to all staff involved and present.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Attempted escape – liaison and referral with the police (if not using serious misbehaviour provisions)*

Responsible	Action Required
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• If directed by the Co-ordinator Operations, <b>refer</b> the incident to the local police station.</li> <li>• <b>Record</b> the initial contact / referral on the Incident Advice (JJ-A005).</li> <li>• <u>When police officers attend the centre:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. <b>ensure</b> the detainee involved and witnesses are available to be interviewed;</li> <li>3. <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</li> <li>4. <b>ensure</b> the officers have access to all relevant information regarding the incident, the detainees and staff involved, and the area in which the attempt was made.</li> </ol> </li> <li>• <u>If the police wish to interview the detainee at the local police station:</u> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 4 above.</li> <li>• <b>Arrange</b> escort personnel to take the detainee to the police station (not to act as observers).</li> </ul> </li> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018).</li> </ul>

*Attempted escape – reporting*

Responsible	Action Required
<b>Supervising / unit staff</b> (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> a Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice to the Cluster Director: <ul style="list-style-type: none"> <li>• during hours to the Cluster Office;</li> <li>• out of hours to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> <li>• <u>If the detainee was charged</u>, <b>complete</b> a Report on Alleged Offence in Custody (excluding "street time") and <b>submit</b> it to the Co-ordinator Operations. (JJ-A010)</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <u>If an injury was sustained</u>, <b>complete</b> the Incident / Accident form and <b>submit</b> it to the Team Leader (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> Incident Advice to Juvenile Justice Community Services (JJ-A008) and <b>fax</b> it to the relevant JJO; <u>or</u> <b>fax</b> the Incident Advice (JJ-A005) to the JJO.</li> <li>• <u>If the detainee was charged</u>, <b>check</b> the Report on Alleged Offence in Custody (completed by the Team Leader) and <b>fax</b> it to the relevant JJO (to assist with the Background Report). (JJ-A010)</li> </ul>

## 7.15 Escape

### Escape from outside the centre

Responsible	Action Required
1 <b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader from the nearest telephone (if isolated, one staff member should leave the group to make this call <u>or</u> take the group with you) and <b>inform</b> him or her of: <ol style="list-style-type: none"> <li>1. the nature of the incident;</li> <li>2. the number of detainees who escaped and what they were wearing;</li> <li>3. the circumstances of the escape and the direction the detainees</li> </ol> </li> </ul>

	<p>went in;</p> <ol style="list-style-type: none"> <li>4. your location and the number of detainees and staff with you;</li> <li>5. any injuries sustained by detainees or staff;</li> <li>6. any concerns about further escapes or attempts.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Secure</b> the group and the area wherever possible.</li> <li>• <b>Follow</b> all directions given by the Team Leader.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• Based on the information given to you by the supervising staff, <b>determine</b> whether the group should: <ul style="list-style-type: none"> <li>• continue with the outing or program; or</li> <li>• return to the centre directly; or</li> <li>• stop and secure the group at the nearest police station (ie., where there are concerns for further escape attempts).</li> </ul> </li> <li>• <b>Contact</b> the Co-ordinator Operations or Manager and <b>inform</b> him or her there has been an escape, the circumstances of the escape, and the action you have directed supervising staff to take.</li> </ul> <p><u>If it is decided that staff should:</u></p> <ol style="list-style-type: none"> <li>1. continue with the outing / program: <ul style="list-style-type: none"> <li>• <b>direct</b> staff to maintain close supervision of the group for the remaining time of the outing;</li> <li>• <b>direct</b> staff to contact the centre immediately if there are further problems.</li> </ul> </li> <li>2. return to the centre directly: <ul style="list-style-type: none"> <li>• <b>ensure</b> supervising staff provide accurate details of their travel route for the return journey;</li> <li>• <b>organise</b> for staff from the centre to travel towards the group to offer assistance (ie., if the group is reasonably close to the centre).</li> </ul> </li> <li>3. go to the nearest police station: <ul style="list-style-type: none"> <li>• <b>contact</b> the police station where the group will be going and <b>inform</b> them of the incident and the need for assistance;</li> <li>• <b>direct</b> the supervising staff to contact you as soon as they arrive at the police station;</li> <li>• <b>arrange</b> for additional staff to go to the police station to assist with the return movement.</li> </ul> </li> </ol>



3	<b>Supervising staff</b>	<p><u>If you are directed to:</u></p> <ol style="list-style-type: none"> <li>1. continue with the outing / program: <ul style="list-style-type: none"> <li>• <b>maintain</b> close supervision of the detainee group for the remaining time of the outing;</li> <li>• if there are further problems experienced, <b>contact</b> the centre as soon as possible, and <b>seek directions</b> from the Team Leader.</li> </ul> </li> <li>2. return to the centre directly: <ul style="list-style-type: none"> <li>• <b>inform</b> the centre of your planned travel route. <b>Do not change</b> those plans and remain on that route for the return journey.</li> <li>• if there are further problems, <b>contact</b> the Team Leader immediately from the nearest available telephone.</li> <li>• in case of an emergency, and a telephone cannot be located, <b>go to</b> the nearest police station, <b>secure</b> the detainees there and <b>contact</b> the centre.</li> </ul> </li> <li>3. go to the nearest police station: <ul style="list-style-type: none"> <li>• <b>contact</b> the centre when you arrive at the police station;</li> <li>• <b>follow</b> all requests and directions made by police officers</li> <li>• <b>wait</b> for additional staff to arrive to assist you with the return movement.</li> </ul> </li> </ol>
4	<b>All staff</b>	<ul style="list-style-type: none"> <li>• <b>Go to the procedures on "After the incident..." (below).</b></li> </ul>

## Escape from within the centre

Responsible	Action Required		
1	<table border="1"> <tr> <td data-bbox="268 1391 491 1444"><b>Supervising staff</b></td> <td data-bbox="497 1391 1348 1973"> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader by radio or telephone immediately and <b>inform</b> them of: <ol style="list-style-type: none"> <li>1. your location;</li> <li>2. the number of detainees who have escaped and what they were wearing;</li> <li>3. the direction that the escapees went;</li> <li>4. any need for additional staff.</li> </ol> </li> <li>• <b>Conduct</b> a head count of remaining detainees. <b>Contact</b> the Team Leader and <b>inform</b> him or her of detainee numbers and if any other detainees are missing.</li> <li>• <b>Record</b> the names of the detainees who escaped and clothing they were wearing.</li> </ul> </td> </tr> </table>	<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader by radio or telephone immediately and <b>inform</b> them of: <ol style="list-style-type: none"> <li>1. your location;</li> <li>2. the number of detainees who have escaped and what they were wearing;</li> <li>3. the direction that the escapees went;</li> <li>4. any need for additional staff.</li> </ol> </li> <li>• <b>Conduct</b> a head count of remaining detainees. <b>Contact</b> the Team Leader and <b>inform</b> him or her of detainee numbers and if any other detainees are missing.</li> <li>• <b>Record</b> the names of the detainees who escaped and clothing they were wearing.</li> </ul>
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> the Team Leader by radio or telephone immediately and <b>inform</b> them of: <ol style="list-style-type: none"> <li>1. your location;</li> <li>2. the number of detainees who have escaped and what they were wearing;</li> <li>3. the direction that the escapees went;</li> <li>4. any need for additional staff.</li> </ol> </li> <li>• <b>Conduct</b> a head count of remaining detainees. <b>Contact</b> the Team Leader and <b>inform</b> him or her of detainee numbers and if any other detainees are missing.</li> <li>• <b>Record</b> the names of the detainees who escaped and clothing they were wearing.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Wherever possible <b>ensure</b> the remaining detainees are placed in a secure area. If this is not possible, <b>ensure</b> the group <u>remains together</u> and does not move around.</li> <li>• <b>Remain</b> with the group until other staff arrive to assist.</li> <li>• When other staff arrive, <b>move</b> the remaining group into a secure area as soon as possible. <b>Conduct</b> another head count after this.</li> </ul>
2	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the centre is secure before staff pursue the escapees. This must be the priority. If there are any security concerns they must be addressed first.</li> <li>• You must <b>remain at the centre</b> and <b>act</b> as the co-ordinator of the search for the escapees. If the Manager or Co-ordinator Operations is at the centre, either of them may take on this role, allowing you to assist staff.</li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the incident and action being taken.</li> <li>• <b>Contact</b> other staff and <b>direct</b> them to locations where the escapees may be captured. This will depend on the direction the escapees went, whether they have a vehicle, and the number of detainees in the escaping group.</li> <li>• <b>Ensure</b> all staff leaving the centre to follow the escapees can communicate with each other by radio or mobile telephone communication and have sets of handcuffs (where available). <b>Maintain communication</b> with the staff throughout their absence.</li> <li>• <b>Direct</b> staff to take security and safety precautions at all times, and <b>inform</b> them if any or all the escapees are potentially dangerous.</li> <li>• If staff in the area where the incident occurred have requested additional staff, <b>organise</b> a staff member from another unit or area of the centre to attend and assist them.</li> <li>• <b>Contact</b> local police, <b>inform</b> them of the escape and <b>request</b> that they provide support. <b>Provide</b> them with descriptions and other details of the escapees.</li> </ul>
3	<p><b>Team Leader / Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• Searches for escapees should only continue if there are definite sightings reported in the surrounding community.</li> <li>• <u>Where the search for escapees is unsuccessful (with no reported sightings)</u>, <b>direct</b> staff to stop the search and return to the centre.</li> <li>• <u>Where escapees have been located</u>, <b>direct</b> staff to: <ol style="list-style-type: none"> <li>1. <b>Approach</b> the escapees with caution at all times. This is crucial when the detainees are located in a public area, where staff have responsibility for the safety and security of the detainees and the community.</li> <li>2. <b>Give clear directions</b> to the detainees to surrender. Detainees must be given the opportunity to surrender themselves.</li> </ol> </li> </ul>

	<p>3. If the detainees refuse to come willingly, <b>use</b> a minimum amount of force to restrain and move the detainees into a vehicle. (For more information see Section 5.7 – “Use of force”.)</p> <p>4. If necessary, <b>handcuff</b> the detainees for restraint purposes until returned to the centre. (For more information see Section 6.14 – “Handcuffing detainees”.)</p> <ul style="list-style-type: none"> <li>• <b>Return</b> to the centre as soon as possible.</li> </ul>
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The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:

#### *Escape – security after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> security of the unit or area and surroundings.</li> <li>• <b>Report</b> any security breaches to the Team Leader.</li> <li>• <b>Conduct</b> searches as directed by the Team Leader.</li> <li>• <b>Inform</b> the Team Leader if additional staff are required.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• <b>Direct</b> staff to conduct searches of the unit and surrounding area, for items of contraband and signs of further escapes.</li> <li>• <b>Direct</b> staff and detainees out of areas where there is damage to the environment and further escapes could be made.</li> <li>• <b>Organise</b> additional staff if necessary.</li> <li>• <u>If there is any damage to the environment as a result of the escape,</u> <b>contact</b> maintenance staff or an outside service and <b>direct</b> that the matter be fixed as a matter of urgency.</li> <li>• Once the escapees are re-arrested, <b>enter</b> an alert on the CIS, outlining the details of the escape and supervision requirements for those detainees. “End dates” should not be entered until the detainees have been monitored for a period of time (to assess likelihood of further escape attempts).</li> </ul>

*Escape – medical treatment after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<p><u>If a detainee or staff member has injuries after the incident:</u></p> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend to the injured person.</li> <li>• Out of hours – <b>inform</b> the Team Leader.</li> </ul>
<b>Team Leader</b>	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• a detainee requires medical treatment: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• staff member requires medical treatment: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker’s form.</li> </ul> </li> <li>• As soon as possible after the incident, <b>complete</b> an Employer’s Report of Injury (for worker’s compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>treat</b> the injured person as soon as possible and <b>document</b> accordingly.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> documentation in accordance with departmental Health Services requirements.</li> </ul>

*Escape – detainee support after the incident*

Responsible	Action Required
<b>Supervising staff</b>	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible while maintaining very close supervision, to stop any further escape attempts.</li> </ul>

<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If the group is reported to be unsettled:</u> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> </ul> </li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling, as found necessary.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling, as found necessary.</li> </ul>

*Escape – staff support after the incident*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area. Pay particular attention to those staff who have worked more closely with the detainee (eg. key worker).</li> <li>• If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> on duty staff are able to complete their shift of duty. Pay particular attention to those staff who have worked more closely with the detainee (eg. key worker).</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either</u> <b>exchange</b> the staff in the unit where the incident occurred with other staff at the centre, <u>or</u> <b>organise</b> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Remain</b> in that unit as much as possible or <b>maintain</b> verbal contact with staff, as support for the remainder of the shift.</li> </ul>
<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> staff that it is compulsory for you to refer all staff involved in this incident for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and</li> </ul>

	<p><b>provide</b> them with the names and contact numbers of all staff involved in and present during the incident. This is compulsory for escape incidents.</p> <ul style="list-style-type: none"> <li>• <b>Provide</b> support to all staff involved and present.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul>

*Escape – issue of warrant for the arrest of the escapee*

<b>Responsible</b>	<b>Action Required</b>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the following forms: <ol style="list-style-type: none"> <li>1. "Information – general purposes" (for hearing at a local court) – s. 33 Children (Detention Centres) Act 1987; (<b>Appendix 23</b>)</li> <li>2. "Warrant in the first instance to apprehend a person charged with an offence"; (<b>Appendix 26</b>)</li> <li>3. "Detainee Details (police)" form; (<b>JJ-A017</b>)</li> <li>4. "Warrant Request Form"; (<b>Appendix 27</b>)</li> <li>5. If the escapee is over the age of 18 years, "Common Law Misdemeanour". (<b>Appendix 25</b>)</li> </ol> </li> <li>• <b>Attend</b> the local court and <b>provide</b> the court officer with the following forms: <ol style="list-style-type: none"> <li>1. "Information – general purposes" (for hearing at a local court) – s. 33 Children (Detention Centres) Act 1987; (<b>Appendix 23</b>)</li> <li>2. "Warrant in the first instance to apprehend a person charged with an offence"; (<b>Appendix 26</b>)</li> <li>3. If the escapee is over the age of 18 years, "Common Law Misdemeanour". (<b>Appendix 25</b>)</li> </ol> </li> <li>• <b>Record</b> the First Instance Warrant number (provided by the court) in the Warrants Register.</li> </ul>

*Escape – liaison and referral with the police*

<b>Responsible</b>	<b>Action Required</b>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> or <b>attend</b> the local police station, <b>inform</b> officers of the incident, and <b>provide</b> them with the following forms: <ol style="list-style-type: none"> <li>1. "Warrant Request Form"; (<b>Appendix 27</b>)</li> <li>2. "Detainee Details (police)" form. (<b>JJ-A017</b>) This form may have already been faxed at the time of the escape.</li> </ol> </li> <li>• <b>Record</b> the initial contact or referral on the Incident Advice. (<b>JJ-A005</b>)</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>When police officers attend the centre:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. if the escapees were apprehended, <b>ensure</b> they are available to be interviewed;</li> <li>3. <b>ensure</b> witnesses are available to be interviewed;</li> <li>4. if the escapees were apprehended, <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</li> <li>5. <b>ensure</b> the officers have access to all relevant information regarding the incident, the area from which the escape was made, and the detainees and staff involved.</li> </ol> </li> <li>• <u>If the police wish to interview detainees at the local police station:</u> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 5 above.</li> <li>• <b>Arrange</b> escort personnel to take detainees to the police station (not to act as observers).</li> <li>• <b>Complete</b> an Authority to Move a Detainee form (JJ-A018).</li> </ul> </li> <li>• On the following day, or no later than two days after the incident, <b>ensure</b> the local police station is contacted and the Warrant Index Number is recorded.</li> <li>• <b>Maintain contact</b> with police and <b>ensure</b> all information about the escapees received by the centre is passed on.</li> </ul>
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### Escape – reporting

Responsible	Action Required
Supervising / unit staff (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Enter</b> brief details of the incident in the Log Book.</li> <li>• <b>Complete</b> and <b>submit</b> a Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising / unit staff have made an entry about the incident in the Log Book.</li> <li>• <b>Check</b> that all supervising / unit staff have completed a Centre Incident Report, completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Fax</b> the Incident Advice to: <ul style="list-style-type: none"> <li>• the Cluster Director – during hours to the Cluster Office, out of hours to his or her home;</li> <li>• McCabe Cottage.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all Centre Incident Reports and any other relevant documentation, to the Co-ordinator Operations.</li> <li>• <u>If the detainee was charged</u>, <b>complete</b> a Report on Alleged Offence in Custody (excluding "street time") and <b>submit</b> it to the Co-ordinator Operations. (JJ-A010)</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <u>If an injury was sustained</u>, <b>complete</b> the Incident / Accident form and <b>submit</b> it to the Team Leader (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to the Manager, Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> Incident Advice to Juvenile Justice Community Services (JJ-A008) and <b>fax</b> it to the relevant JJO; <u>or</u> <b>fax</b> the Incident Advice (JJ-A005) to the JJO.</li> <li>• <b>Check</b> the Report on Alleged Offence in Custody (completed by the Team Leader). When the detainee has been apprehended, <b>complete</b> the "street time" section and <b>fax</b> the Report to the relevant JJO (to assist with the Background Report). (JJ-A010)</li> </ul>

*Escape – securing the detainee's property*

<b>Responsible</b>	<b>Action Required</b>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Direct</b> unit staff to collect all property belonging to an escapee, to place it in bags, and to hand the bags to the Admissions staff.</li> <li>• <b>Ensure</b> that Admissions staff record the escapee's property accurately and secure it in accordance with departmental procedures.</li> </ul>
<b>Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all property belonging to an escapee is collected from the unit and any program areas in which he or she participated. Where more than one detainee escaped, <b>ensure</b> that property is collected separately.</li> <li>• <b>Do not permit</b> any other detainee to take any property which belongs to an escapee.</li> <li>• Where Admissions staff report that an item of an escapee's property is missing, <b>conduct</b> a thorough search of the unit area for those items.</li> </ul>



<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> all items collected and <b>record</b> them on the CIS Property Record.</li> <li>• <b>Place</b> all the detainee's personal property (excluding perishables) in sealed bags and <b>record</b> the tag number.</li> <li>• <b>Ensure</b> the property is stored securely and all Admissions staff are aware of its location.</li> </ul>
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## 7.16 Failure to return from leave

When a detainee does not return to the centre after he or she has been absent on day or overnight leave (ie., not supervised by a departmental officer), this should be managed as an incident of failure to return from leave. The Team Leader is responsible for ensuring that the following procedures are carried out for such an incident.

### How this procedure works

	Responsible	Action Required
1	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• When the detainee has not returned to the centre at the agreed expiry time on the Order for Leave, <b>contact</b> the Team Leader immediately and <b>inform</b> him or her of this incident. (<b>JJ-A025</b>)</li> <li>• <b>Follow</b> any directions given by the Team Leader.</li> </ul>
2	<b>Team Leader</b>	<p><u>When Admissions staff inform you that the detainee has not returned from leave at the agreed time:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the detainee's parent, or the leave supervisor, and: <ol style="list-style-type: none"> <li>1. <b>inform</b> him or her that the detainee has not returned at the agreed time. If the detainee is with him or her, <b>direct</b> the detainee to return to the centre;</li> <li>2. if the detainee is not with him or her, <b>ask</b> if he or she knows the whereabouts of the detainee;</li> <li>3. <b>request</b> that he or she contact you at the centre immediately if the detainee returns to his or her home or makes contact by telephone;</li> <li>4. <b>inform</b> him or her that a warrant will be taken out for the detainee's arrest, as he or she has failed to return from leave. <b>Explain</b> to him or her that this is a legal requirement on the centre.</li> </ol> </li> <li>• <b>Contact</b> the Co-ordinator Operations and <b>inform</b> him or her of the incident, and of the discussion you have had with the parent or leave supervisor.</li> </ul>
3	<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Give</b> any necessary further instructions to the Team Leader.</li> <li>• <b>Contact</b> the Manager and <b>inform</b> him or her that the detainee has failed to return from leave.</li> </ul>

4	<p><b>Team Leader</b></p>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice to:             <ul style="list-style-type: none"> <li>• the Cluster Director – during hours to the Cluster Office, out of hours to his or her home;</li> <li>• McCabe Cottage.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice (JJ-A005) and a copy of the Order for Leave (JJ-A025) to the Co-ordinator Operations.</li> <li>• <u>If the detainee was charged</u>, <b>complete</b> a Report on Alleged Offence in Custody (excluding "street time") and <b>submit</b> it to the Co-ordinator Operations. (JJ-A010)</li> <li>• <b>Complete</b> the following forms:             <ol style="list-style-type: none"> <li>1. "Information – general purposes" (for hearing at a local court) – s. 37A(1)(a) Children (Detention Centres) Act 1987; (<b>Appendix 24</b>)</li> <li>2. "Warrant in the first instance to apprehend a person charged with an offence"; (<b>Appendix 26</b>)</li> <li>3. "Detainee Details (police)" form; (JJ-A017)</li> <li>4. "Warrant Request Form"; (<b>Appendix 27</b>)</li> <li>5. If the detainee is over the age of 18 years, "Common Law Misdemeanour". (<b>Appendix 25</b>)</li> </ol> </li> <li>• <b>Attend</b> the local court and <b>provide</b> the court officer with the following forms:             <ol style="list-style-type: none"> <li>1. "Information – general purposes" (for hearing at a local court) – s. 37A(1)(a) Children (Detention Centres) Act 1987; (<b>Appendix 23</b>)</li> <li>2. "Warrant in the first instance to apprehend a person charged with an offence"; (<b>Appendix 26</b>)</li> <li>3. If the escapee is over the age of 18 years, "Common Law Misdemeanour". (<b>Appendix 25</b>)</li> </ol> </li> <li>• <b>Record</b> the First Instance Warrant number (provided by the court) in the Warrants Register.</li> </ul>
5	<p><b>Co-ordinator Operations</b></p>	<ul style="list-style-type: none"> <li>• <b>Complete</b> Incident Advice to Juvenile Justice Community Services (JJ-A008) and <b>fax</b> it to the relevant JJO; <u>or fax</u> the Incident Advice (JJ-A005) to the JJO.</li> <li>• <b>Check</b> the Report on Alleged Offence in Custody (completed by the Team Leader) and <b>fax</b> it to the relevant Juvenile Justice Officer / Counsellor. <b>Do not complete</b> the section on calculation of "street time" (this is not applicable to failure to return from leave).</li> </ul>

*Failure to return from leave – detainee support after the incident*

Responsible	Action Required
Supervising staff	<ul style="list-style-type: none"> <li>• <b>Speak</b> to all detainees, checking they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible while maintaining very close supervision, to stop any further escape attempts.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>If the group is reported to be unsettled:</b> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to seek approval from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> </ul> </li> <li>• <b>Ensure</b> staff resume regular routines and programs wherever possible.</li> </ul>
Co-ordinator Operations	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> </ul>
Co-ordinator Casework	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support or counselling, as found necessary.</li> </ul>
Crisis Support Team	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations, <b>attend</b> the centre as soon as possible and <b>provide</b> support or counselling, as found necessary.</li> </ul>

*Failure to return from leave – staff support after the incident*

Responsible	Action Required
Supervising / Unit staff	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area. Pay particular attention to those staff who have worked more closely with the detainee (eg. key worker).</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>Ensure</b> on duty staff are able to complete their shift of duty. Pay particular attention to those staff who have worked more closely with the detainee (eg. key worker).</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> </ul>
Co-ordinator Operations / Team Leader	<ul style="list-style-type: none"> <li>• If you believe that one or more staff members involved in or present during the incident require support or counselling, <b>inform</b> them that it is compulsory for you to refer them for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at</li> </ul> </li> </ul>

	<p>that time the staff member can decide if he or she wishes to proceed with counselling;</p> <ul style="list-style-type: none"> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in and present during the incident. This is compulsory for serious incidents.</li> <li>• <b>Provide</b> support to all staff.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff, especially from centre management.</li> </ul>

*Failure to return from leave – liaison and referral with the police*

<b>Responsible</b>	<b>Action Required</b>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Contact</b> or <b>attend</b> the local police station, <b>inform</b> officers of the incident, and <b>provide</b> them with the following forms: <ol style="list-style-type: none"> <li>1. "Warrant Request Form"; (<b>Appendix 27</b>)</li> <li>2. "Detainee Details (police)" form. (<b>JJ-A017</b>)</li> </ol> </li> <li>• <b>Record</b> the initial contact or referral on the Incident Advice. (<b>JJ-A005</b>)</li> <li>• <u>If police officers attend the centre:</u> <ol style="list-style-type: none"> <li>1. <b>ensure</b> they complete the Police Interview Book;</li> <li>2. if the detainee has since returned to the centre, <b>ensure</b> he or she is available to be interviewed;</li> <li>3. <b>organise</b> an independent observer, or the detainee's parents to be present at the interview. <u>Juvenile Justice personnel are not permitted to act as observers for police interviews with detainees</u> (for more information see Section 4.4 – "Police").</li> <li>4. <b>ensure</b> the officers have access to all relevant information.</li> </ol> </li> <li>• <u>If the detainee has since returned and the police wish to interview him or her at the local police station:</u> <ul style="list-style-type: none"> <li>• <b>Follow</b> steps 1 - 4 above.</li> <li>• <b>Arrange</b> escort personnel to take the detainee to the police station.</li> <li>• <b>Complete</b> an Authority to Move a Detainee form (<b>JJ-A018</b>).</li> </ul> </li> <li>• On the following day, or no later than two days after the incident, <b>ensure</b> the local police station is contacted and the Warrant Index Number is recorded.</li> <li>• <b>Maintain contact</b> with police and <b>ensure</b> all information about the absent detainee received by the centre is passed on.</li> </ul>

*Failure to return from leave – securing the detainee's property*

Responsible	Action Required
Team Leader	<ul style="list-style-type: none"> <li>• <b>Direct</b> unit staff to collect all property belonging to an escapee, to place it in bags, and to hand the bags to the Admissions staff.</li> <li>• <b>Ensure</b> that Admissions staff record the escapee's property accurately and secure it in accordance with departmental procedures.</li> </ul>
Unit staff	<ul style="list-style-type: none"> <li>• <b>Ensure</b> all property belonging to an escapee is collected from the unit and any program areas in which he or she participated. Where more than one detainee failed to return from leave, <b>ensure</b> property is collected separately.</li> <li>• <b>Do not permit</b> any other detainee to take any property which belongs to the detainee who failed to return from leave.</li> <li>• Where Admissions staff report that an item of a detainee's property is missing, <b>conduct</b> a thorough search of the unit area for those items.</li> </ul>
Admissions staff	<ul style="list-style-type: none"> <li>• <b>Check</b> all items collected and <b>record</b> them on the CIS Property Record.</li> <li>• <b>Place</b> all the detainee's personal property (excluding perishables) in sealed bags and <b>record</b> the tag number.</li> <li>• <b>Ensure</b> the property is stored securely and all Admissions staff are aware of its location.</li> </ul>

**7.17 Attempted Suicide / Self Harm**

## Principles of management of suicide and self harm

All operational procedures must be consistent with the Department's Policy on the Management of Suicide and Self-Harm Behaviour in Juvenile Justice Centres (July 1998).

When developing and implementing operational procedures for managing incidents of suicide or self harm, the following must be applied:

- All acts of self harm, including suicidal threats and gestures must be taken seriously.
- Centre staff are responsible for reporting any incident of self harm they observe, or about which they are informed.
- All acts of self harm require an immediate and appropriate response.
- The Centre Support Team (CST) must be involved as soon as practicable and as appropriate.
- Supervision, security, management procedures and case co-ordination must pro-actively work towards the prevention of suicide and self harm tendencies.
- Identified suicidal and self-harming clients should be provided with closer supervision, additional support services and special accommodation arrangements as necessary.

- Recording of suicidal and self harm histories/tendencies and "at risk" behaviours on a client's electronic and paper files is compulsory.
- There must be constant monitoring and review of the physical environment of juvenile justice centres to assist in the prevention of suicide and self harm.
- All incidents involving self harm or suicide must be appropriately investigated by the Manager (or delegate) of the centre concerned.
- The family or significant others and key workers associated with the young person must be advised of any incident of self harm or suicidal behaviour as soon as possible after the incident.
- Appropriate counselling or medical or psychiatric services will be provided to persons involved in a suicide or self harm incident, including staff and other detainees, where necessary.

The above list does not include all principles contained in the policy. Only those related to operational procedures for incident management have been extracted.

### How this procedure works

Responsible	Action Required
1 Supervising staff	<ul style="list-style-type: none"> <li>• <b>Call</b> for assistance and <b>ask</b> that the Team Leader be called to the unit or area.</li> <li>• <b>Contact</b> the Registered Nurse immediately and <b>request</b> that he or she attends the unit or area immediately.</li> <li>• <b>Activate</b> the alarm (if available).</li> <li>• <b>Do not enter</b> the room alone, unless failure to do so immediately would result in the death or serious injury of the detainee.</li> </ul> <p>If the above risk does not exist, <b>do not enter</b> the room until you have called for assistance, and the other staff member has responded and stated he or she is attending.</p> <ul style="list-style-type: none"> <li>• <b>Direct</b> any other detainees to keep away from the area and the detainee involved, and to follow the directions of any other staff who attend. You may need one of the other detainees to assist you. If so, <b>give</b> a clear direction to that detainee.</li> <li>• <b>Ensure</b> any other detainees are removed from the area as soon as possible (other staff in the area, or those who attend are responsible for this action).</li> </ul> <p><u>If the detainee has collapsed and appears unconscious:</u></p> <ul style="list-style-type: none"> <li>• <u>If the Registered Nurse is not on duty</u>, <b>contact</b> other staff and <b>tell</b> them to call an ambulance immediately.</li> <li>• Where there is body fluid (eg., blood) <b>use</b> gloves.</li> <li>• <b>Begin</b> first aid procedures:</li> </ul>

	<ol style="list-style-type: none"> <li>1. <b>observe</b> for signs of life – airway, breathing, circulation;</li> <li>2. if the detainee is not breathing, <b>commence</b> external airway resuscitation, using a one-way resuscitation mask;</li> <li>3. if pulse and breathing are absent, <b>commence</b> cardiopulmonary resuscitation.</li> </ol> <ul style="list-style-type: none"> <li>• If steps 2 and 3 above are necessary, during these steps another staff member should dial 000 for an ambulance, if one has not been called already.</li> <li>• When the Registered Nurse arrives, <b>allow</b> him or her to take control of first aid procedures.</li> </ul> <p><u>If the detainee has not collapsed:</u></p> <ul style="list-style-type: none"> <li>• <b>Apply</b> immediate first aid. Where there is body fluid (eg., blood), <b>use</b> gloves.</li> <li>• If there are serious injuries, and the Registered Nurse is not on duty, an ambulance should be called immediately.</li> </ul> <p><u>If the detainee is found hanging:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> staff and <b>request</b> that an ambulance be called immediately.</li> <li>• <b>Remove</b> the detainee immediately from the hanging point and: <ol style="list-style-type: none"> <li>1. <b>free</b> any obstruction from the throat and neck;</li> <li>2. <b>begin</b> first aid procedures, as outlined above.</li> </ol> </li> <li>• Where there is body fluid (eg., blood), <b>use</b> gloves.</li> <li>• The item used for hanging should (wherever possible) be cut at the side of the knot (in the event of a suicide, this is used as forensic evidence).</li> </ul>
2	<p><b>Registered Nurse</b></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the unit or area immediately.</li> <li>• <b>Provide</b> medical treatment as necessary.</li> <li>• <b>Direct</b> staff in first aid procedures and in assisting you with treatment of the detainee.</li> <li>• <u>If an ambulance is required</u>, and one has not already been called, <b>direct</b> a staff member to dial 000 immediately and <b>arrange</b> for an ambulance to attend the centre as soon as possible.</li> </ul>
3	<p><b>Team Leader</b></p> <ul style="list-style-type: none"> <li>• <b>Attend</b> the unit or area immediately.</li> <li>• <b>Check</b> that the Registered Nurse has been contacted and that he or she is attending.</li> <li>• <u>If the Registered Nurse is not on duty</u>, <b>check</b> if the detainee has collapsed and appears unconscious or there are serious injuries. If</li> </ul>

	<p>this is the case, <b>check</b> that an ambulance has been called.</p> <p><u>On attending the unit/area:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> any other detainees in the area are removed.</li> <li>• <b>Ensure</b> the Registered Nurse has all necessary equipment and assistance.</li> </ul> <p><u>In the case of a medical emergency, ensure that:</u></p> <ol style="list-style-type: none"> <li>1. all directions of the Registered Nurse are followed;</li> <li>2. an ambulance has been called;</li> <li>3. a staff member is available at the perimeter to escort ambulance officers to the area;</li> <li>4. all other detainees are away from (out of sight) the area where medical procedures are occurring.</li> </ol> <p><u>In the case of a suicide, ensure that:</u></p> <ol style="list-style-type: none"> <li>1. the area is <u>not disturbed and that no items in the area and surrounds are moved or removed</u>;</li> <li>2. the Police are contacted immediately and asked to attend as soon as possible.</li> </ol> <ul style="list-style-type: none"> <li>• <u>If there is no medical emergency</u>, but the detainee requires hospital treatment, <b>ensure</b> escort personnel are organised. (For more information see Section 2.7 – “Under escort – other services” and, if necessary, Section 6.14 – “Handcuffing detainees”).</li> <li>• <b>Contact</b> the Co-ordinator Operations immediately and <b>inform</b> him or her about the incident.</li> </ul>
4	<p><b>Supervising staff</b></p> <ul style="list-style-type: none"> <li>• If necessary, <b>ensure</b> the area where the incident occurred is cleaned (in accordance with infection control guidelines), <u>except if the incident was a suicide</u>, in which case the area should not be disturbed.</li> <li>• <b>Report</b> any safety concerns to the Team Leader for follow up.</li> </ul>
5	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <u>In the case of suicide</u>, <b>contact</b> the Manager immediately, inform him or her of the incident, and <b>attend</b> the centre as soon as possible.</li> <li>• <u>In the case of self-harm</u>, <b>contact</b> the Manager and inform him or her about the incident.</li> </ul>

The following procedures have been arranged thematically (security, medical treatment, detainee support, staff support, etc.), not in chronological sequence. They must all be implemented following an incident:



*After the incident – to ensure security*

Responsible	Action Required
Supervising / Unit staff	<ul style="list-style-type: none"> <li>• <b>Conduct</b> a head count of all staff and detainees and <b>report</b> numbers to the Team Leader.</li> <li>• <b>Check</b> that the detainee group is settled.</li> <li>• If detainee is unsettled, maintain close supervision of the detainee, and <b>inform</b> the Team Leader.</li> <li>• <b>Report</b> any security issues or breaches to the Team Leader.</li> <li>• If necessary, <b>clean</b> the area where the incident occurred (in accordance with infection control guidelines), <u>except</u> where the incident was a suicide.</li> <li>• <u>In case of suicide</u>, where possible <b>lock</b> the area in which the incident occurred and <b>do not allow</b> detainees to enter that area under any circumstances. If the area cannot be locked, <b>ensure</b> it is cordoned off.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• <b>Ensure</b> supervising staff have conducted a head count and reported detainee numbers and locations.</li> <li>• Where necessary, <b>ensure</b> detainees are separated.</li> <li>• <u>In case of suicide</u>, <b>ensure</b> the area where the incident occurred is not disturbed, and that it is locked or cordoned off, and that no detainees are permitted access to the area.</li> <li>• <b>Check</b> that the area where the incident occurred has been cleaned (in accordance with infection control guidelines), <u>except</u> where the incident was a suicide.</li> <li>• <b>Organise</b> additional staff if necessary.</li> <li>• Except in the case of a suicide, if there is any damage to the room or area where the incident occurred, <b>contact</b> maintenance staff or an outside service, and <b>direct</b> that the problem is fixed as a matter of urgency or as soon as possible (depending on the damage and the need to use the room or area again).</li> <li>• Except in the case of a suicide, <b>ensure</b> a CIS Alert is entered on the detainee's records, outlining details of the incident: <ul style="list-style-type: none"> <li>• during hours – <b>inform</b> the Co-ordinator Casework who will consult with the Psychologist and enter the alert;</li> <li>• out of hours – <b>enter</b> the alert and <b>submit</b> a copy for the psychologist's information, for him or her to review the alert upon return to duty;</li> <li>• if a self harm alert already exists for that detainee, <b>enter</b> an "end date" on that alert, then <b>enter</b> a new self harm alert.</li> </ul> </li> <li>• <b>Arrange</b> for the detainee involved in the incident to be placed in a double or camera surveillance room, until the Centre Support Team</li> </ul>

	assesses this to be no longer necessary.
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Consult</b> with the Psychologist and in accordance with his or her advice, <b>enter</b> a self-harm alert.</li> </ul>

*After an incident – to ensure appropriate medical treatment*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising / Unit staff</b>	<p><u>If another detainee or staff member has injuries:</u></p> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Registered Nurse and <b>request</b> that he or she attend to the injured person.</li> <li>• Out of hours – <b>inform</b> the Team Leader.</li> <li>• <b>Apply</b> basic first aid treatment until the Nurse arrives or the detainee is escorted to the clinic.</li> <li>• <u>If the Registered Nurse is not on duty</u>, <b>apply</b> basic first aid treatment.</li> <li>• If the injuries require further medical treatment, <b>contact</b> and <b>inform</b> the Team Leader.</li> </ul> <p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• Ambulance personnel will manage the situation.</li> <li>• The body will be removed from the centre when police investigation of the scene is complete.</li> </ul>
<b>Team Leader</b>	<p><u>If the Registered Nurse is not on duty and:</u></p> <ul style="list-style-type: none"> <li>• a detainee requires medical treatment: <ul style="list-style-type: none"> <li>• <b>contact</b> the Registered Nurse on call; or</li> <li>• <b>organise</b> escort personnel to take the detainee to the local hospital. (For information on escorting detainees, see Section 2.7 – “Under escort – other services”.)</li> </ul> </li> <li>• staff member requires medical treatment: <ul style="list-style-type: none"> <li>• <b>organise</b> for another staff member to accompany that staff member to the local hospital; and</li> <li>• <b>direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker’s form.</li> </ul> </li> <li>• <b>Direct</b> the staff member to attend an independent medical service as soon as possible following his or her duty at the centre, and to complete an injured worker’s form.</li> <li>• As soon as possible after the incident, <b>complete</b> an Employer’s Report of Injury (for worker’s compensation purposes) and <b>submit</b> it to the Co-ordinator Operations.</li> </ul>

	<p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• Ambulance personnel will manage the situation.</li> <li>• The body will be removed from the centre when police investigation of the scene is complete.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader after the incident, <b>treat</b> the injured person as soon as possible.</li> <li>• Where a detainee or staff member should attend hospital, <b>inform</b> the Team Leader.</li> <li>• <b>Complete</b> necessary documentation in accordance with departmental health service requirements.</li> </ul>

*After the incident – to ensure detainee support*

<b>Responsible</b>	<b>Action Required</b>
<b>Supervising/ Unit staff</b>	<ul style="list-style-type: none"> <li>• If the detainee involved in the incident remains in the unit, <b>ensure</b> all staff maintain very close supervision of him or her.</li> <li>• If Crisis or Centre Support Team staff are talking to detainee, <b>ensure</b> those staff are provided with anything they request to assist the detainee, and <b>ensure</b> they not interrupted when talking to detainees about the incident.</li> <li>• <b>Speak</b> to all other detainees, <b>checking</b> that they are settled and not distressed.</li> <li>• <b>Contact</b> the Team Leader if one or more of the detainees are unsettled and may require more intensive support or counselling.</li> <li>• <b>Resume</b> regular routines and programs as soon as possible.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• If it is considered beneficial for the detainee involved, <b>arrange</b> for the detainee's parents or significant others to attend the centre to provide support.</li> </ul> <p>In cases where the parents or significant others do not live in the local area, they should still be informed of this option, and be permitted to speak to the detainee involved (this should not be done if there is any indication that the act of self harm is in some way related to, or perceived by the detainee to be related to the parents or significant others, until further information is obtained by Crisis or Centre Support Team staff).</p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> other detainees are informed of the incident, in a sensitive manner.</li> </ul> <p><u>If the group is reported to be unsettled:</u></p> <ul style="list-style-type: none"> <li>• During hours – <b>contact</b> the Co-ordinator Casework and <b>inform</b> him or her of the incident.</li> </ul>

	<ul style="list-style-type: none"> <li>• Out of hours – <b>contact</b> the Co-ordinator Operations to <b>seek approval</b> from the Manager to contact centre or departmental counselling staff (eg., Crisis Support Team).</li> <li>• <b>Ensure</b> staff resume regular routines and programs as soon as possible (where appropriate).</li> <li>• If Crisis or Centre Support Team staff are speaking with detainees about the incident, <b>ensure</b> they are provided with all items and assistance required to support the detainees. <b>Ensure</b> other staff and detainees do not interrupt those staff when they are speaking to detainees.</li> </ul> <p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• During and after hours – <b>contact</b> the Co-ordinator Operations immediately and <b>request</b> that the Crisis Support Team be contacted.</li> <li>• <b>Arrange</b> a sufficient number of additional staff to attend the centre as soon as possible (wherever possible contact those staff who live at a short distance from the centre).</li> <li>• <b>Ensure</b> all staff provide the highest level of support to all detainees, talking to them and reassuring them. No detainee should be left unsupervised or alone, until approved by the Manager in consultation with Crisis Support Team staff.</li> </ul>
<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader in relation to more support for detainees, <b>seek approval</b> from the Manager for appropriate referrals to be made by the Team Leader.</li> <li>• <u>In the case of a suicide</u>, <b>contact</b> the manager and <b>request</b> immediate attendance of the Crisis Support team.</li> </ul>
<b>Manager</b>	<p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Co-ordinator of the Crisis Support Team immediately and <b>inform</b> him or her about the incident, and <b>request</b> that a sufficient number of Crisis and Centre Support Team staff attend the centre as soon as possible.</li> </ul>
<b>Co-ordinator Casework</b>	<ul style="list-style-type: none"> <li>• <b>Organise</b> for Centre Support Team staff to attend the unit, to provide support and counselling, as determined necessary. <u>In the case of a suicide</u>, this will be done by the Manager and Co-ordinator of the Crisis Support Team.</li> </ul>
<b>Crisis Support Team</b>	<ul style="list-style-type: none"> <li>• If contacted by the Team Leader or Co-ordinator Operations <b>attend</b> the unit, to provide support and counselling, as determined necessary.</li> <li>• <u>In the case of a suicide</u>, <b>ensure</b> appropriate individual and group debriefing is conducted with detainees.</li> </ul>

*After the incident – to ensure staff support*

Responsible	Action Required
<b>Supervising / Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Continue</b> to check other staff in the unit or area.</li> <li>• If necessary, <b>rotate</b> duties between team members allowing time away from the group.</li> <li>• <u>In the case of suicide</u>, <b>ensure</b> no staff member is left alone.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> staff on duty are able to complete their shift of duty.</li> <li>• If staff are unable to complete their shift, <b>organise</b> for additional staff to be called on duty to the centre as replacements.</li> <li>• If possible, <u>either exchange</u> the staff in the unit where the incident occurred with other staff at the centre, <u>or organise</u> for a staff member from another unit to provide additional support in that unit.</li> <li>• <b>Ensure</b> you remain in that unit as much as possible, or <b>maintain</b> verbal contact, to offer support to the remainder of the shift.</li> </ul> <p><u>In the case of suicide:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the independent staff counselling service immediately, <b>inform</b> them of the incident, and <b>request</b> that they attend the centre as soon as possible to provide trauma counselling.</li> <li>• <b>Arrange</b> a sufficient number of additional staff to attend the centre as soon as possible (wherever possible contact those staff who live at a short distance from the centre).</li> <li>• <b>Ensure</b> all staff provide the highest level of support for each other (talking to and reassuring each other).</li> <li>• <b>Ensure</b> no staff member is left alone at any time.</li> </ul>
<b>Co-ordinator Operations / Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Inform</b> staff that it is compulsory for you to refer all staff involved in this incident for counselling, and that you will be making that referral, and: <ul style="list-style-type: none"> <li>• <b>inform</b> them that the counselling service will contact them, and at that time the staff member can decide if he or she wishes to proceed with counselling;</li> <li>• <b>check</b> with staff regarding preferred contact numbers and times.</li> </ul> </li> <li>• <b>Contact</b> the counselling service (designated by the department) and <b>provide</b> them with the names and contact numbers of all staff involved in the incident who may require support or counselling.</li> </ul> <p><u>In the case of a suicide</u>, <b>contact</b> the counselling service and <b>request</b> trauma counselling. <b>Request</b> that they attend the centre as soon as possible to counsel staff before they complete their shift of duty.</p> <ul style="list-style-type: none"> <li>• <b>Provide</b> support to all staff involved.</li> </ul>

<b>Manager</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> regular feedback and support is available to all staff involved in the incident, especially from centre management.</li> </ul> <p><u>In the case of suicide:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> debriefing sessions are conducted after every shift, with every team, during the weeks following the incident, for a period considered necessary.</li> </ul>
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**SUICIDE ONLY**

*After the incident – to ensure appropriate liaison and referral with the police*

Responsible	Action Required
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• When you contact the police to inform them of the suicide incident, <b>ask</b> that the nature of the incident not be broadcasted on the police radio, to reduce media attention in the initial stages of managing the incident (this may be requested, but there is no guarantee it will be met).</li> <li>• <b>Record</b> the initial notification to police on the Incident Advice (JJ-A005).</li> <li>• <b>Provide</b> all requested information to the police.</li> <li>• <b>Follow</b> all instructions given by police in relation to management and supervision of the scene of the incident.</li> <li>• When additional information is obtained about the incident, <b>ensure</b> that it is provided to police immediately.</li> </ul> <p><u>When police officers attend the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> they complete the Police Interview Book.</li> <li>• <b>Ensure</b> any witnesses or the staff members who found the detainee are available.</li> <li>• <b>Ensure</b> the officers have access to all relevant information, detainees and staff who were present at the time, and the area where the incident occurred.</li> <li>• If officers are entering the general area of the centre, their firearms must be removed and secured in the designated safe or cabinet.</li> <li>• <b>Follow</b> any directions given by police regarding management and supervision of the scene of the incident.</li> </ul> <p><u>If police officers take items away from the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Record</b> the items taken, <b>ensure</b> the police officers sign your record, and attach the record to other documentation for the incident.</li> <li>• If any of the items are the detainee's personal property, <b>ensure</b> they are recorded on the detainee's CIS Property Sheet, as "stored", with a notation on the sheet that those items are with the police.</li> </ul>

*After an incident – reporting*

Responsible	Action Required
<b>Supervising / Unit staff</b>  (who were present when the incident occurred)	<ul style="list-style-type: none"> <li>• <b>Complete</b> and <b>submit</b> a Centre Incident Report, before leaving the centre on the day of the incident. (JJ-A009)</li> <li>• <b>Complete</b> all other relevant documentation as directed by the Team Leader, before leaving the centre on the day of the incident.</li> </ul> <p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• If you do not believe you can complete the report to a satisfactory standard, <b>contact</b> the Team Leader and <b>inform</b> him or her of this.</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> that all supervising staff have completed a Centre Incident Report completely and accurately, and <b>collect</b> all reports from staff before they leave the centre. (JJ-A009)</li> <li>• <u>In the case of a suicide</u>, some staff may not be able to complete their reports immediately. <b>Arrange</b> for those reports to be completed as soon as possible.</li> <li>• Where applicable, <b>ensure</b> the Registered Nurse completes the Incident / Accident form. (JJ-M004)</li> <li>• <b>Complete</b> the Incident Advice (using the checklist on the rear of the form) and <b>record</b> all notifications to external agencies. (JJ-A005)</li> <li>• <b>Fax</b> the Incident Advice (JJ-A005), with (where applicable) the Nurse's Incident / Accident form attached (JJ-M004), to the Cluster Director:               <ul style="list-style-type: none"> <li>• during hours – to the Cluster Office</li> <li>• out of hours – to his or her home.</li> </ul> </li> <li>• <b>Submit</b> the Incident Advice, attached to all other relevant documentation to the Co-ordinator Operations.</li> </ul> <p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• <b>Fax</b> the Incident Advice and Incident / Accident form (where applicable) to the Director Operations. (JJ-A005, JJ-M004)</li> <li>• <b>Provide</b> the Incident Advice and other relevant documentation to Police.</li> </ul>
<b>Registered Nurse</b>	<ul style="list-style-type: none"> <li>• <b>Complete</b> the Incident / Accident form and submit a copy to the Team Leader. (JJ-M004)</li> <li>• <b>Fax</b> the Incident / Accident form to the Co-ordinator Nursing / Health Services before leaving the centre on the day of the incident.</li> <li>• <b>Attach</b> the Incident / Accident form to the Allied Health File.</li> </ul> <p><u>Note:</u> the Incident / Accident form will be faxed to the Cluster Director by the Team Leader.</p>

<b>Co-ordinator Operations</b>	<p><u>In the case of a suicide:</u></p> <ul style="list-style-type: none"> <li>• <b>Complete</b> a Comprehensive Report as soon as possible and <b>submit</b> it to the Cluster Director via the Manager.</li> </ul>
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**SUICIDE ONLY**

*After the incident – to ensure the detainee's property is secured*

Responsible	Action Required
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• <u>If the incident occurred in the detainee's room or sleeping area, ensure</u> his or her personal property remains in that area until police report they no longer require it to remain.</li> <li>• <u>If police took items of the detainee's personal property, inform</u> admissions staff and <b>ensure</b> they record this on the Property Record.</li> </ul> <p><u>When the area can be disturbed:</u></p> <ul style="list-style-type: none"> <li>• <b>Collect</b> the detainee's belongings, <b>place</b> them in a bag and <b>give</b> them to Admissions staff.</li> <li>• <b>Ensure</b> admissions staff record and seal the detainee's personal property accurately.</li> <li>• When recorded and sealed, <b>provide</b> the property bags to the Manager.</li> </ul>
<b>Unit staff</b>	<ul style="list-style-type: none"> <li>• <b>Do not permit</b> any other detainee to take any of the detainee's property.</li> <li>• If Admissions staff report that an item of the detainee's property is missing, <b>conduct</b> a thorough search of the unit area for those items.</li> </ul>
<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> all items collected and <b>record</b> them on the CIS Property Record.</li> <li>• <b>Place</b> all the detainee's personal property (excluding perishables) in sealed bags and <b>record</b> the tag number.</li> <li>• <u>If police took any items of the detainee's personal property, record</u> them as "stored" on the CIS Property Record, and <b>enter</b> a notation that they are with the police.</li> <li>• When the property is recorded and sealed, <b>give</b> it to the Team Leader (who will in turn give it to the Manager).</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• When the detainee's personal property has been recorded, stored and given to you, <b>arrange</b> for the property to be delivered personally to the parents or significant others of the detainee.</li> <li>• Wherever possible you should deliver the property (this may not be possible, based on the parents'/significant others' views about the centre and its staff after the death in custody of their child).</li> </ul>



## Section 8

### Legal Matters

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## 8.1 Bail

### When to use this procedure

This procedure is used when:

- a detainee who is on remand wishes to apply for bail to be released from custody until his or her next court appearance;
- a detainee has been granted conditional bail but is unable to meet one or more of the bail conditions;
- a detainee who is on a control order has lodged an appeal and wishes to apply for bail to be released from custody until his or her appeal hearing.

For these purposes the following bail procedures have been included for juvenile justice centre staff:

- applying for bail (while on remand)
- review of bail
- variation of bail conditions
- bail on appeal
- breach of bail.

Within some of these procedures primary responsibility lies with Juvenile Justice Community Services staff (ie., Juvenile Justice Officers). Information has been provided in this manual to promote a continuum of services between custody and the community for detainees.

### Who uses this procedure

This procedure may be used by the following staff:

- Centre Managers
- Co-ordinator Operations
- Co-ordinator Casework
- Assistant Co-ordinator Operations (where applicable)
- Caseworkers (where applicable)
- Juvenile Justice Community Services staff (ie., Juvenile Justice Officers, Juvenile Justice Counsellors, etc.)
- Admissions staff.

### Forms and records which may be used

The following forms and records may be used:

- Appendix 8: Bail Undertaking – Form 5A

- Appendix 10: Bail Acknowledgment – Form 6
- Appendix 11: Acceptable Person Application
- Appendix 12: Application for Bail
- Appendix 13: Request for Review of Bail Decision – Form 11
- Appendix 14: Notice by Custodian Concerning Person in Custody after Grant of Bail – Form 13
- Appendix 15: Application to the Supreme Court or the Court of Criminal Appeal for Bail or Review of Bail or Variation of Existing Bail Conditions
- Appendix 18: Notice of Continuation of Bail – Form 12
- JJ-A030: Critical Dates Summary Sheet
- JJ-A032: Admission Notification to Juvenile Justice Community Services
- Admissions Diary / Movements Sheet
- Case Notes
- Client Information System (CIS)
- Unit Log Book.

#### Related policies and procedures

In the:	Go to section or policy:
Juvenile Justice Centres Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> </ul>
JJCS Policy and Procedures Manual	<ul style="list-style-type: none"> <li>• Bail</li> </ul>
Bail Act 1978	<ul style="list-style-type: none"> <li>• 18 Determination as to bail to be made after charge laid</li> <li>• 19 Procedure following determination as to bail</li> <li>• 20 Procedure when no release on bail</li> <li>• 21 Facilities to be provided</li> <li>• 23 Power of magistrates and justices to grant bail</li> </ul> <p>REVIEW:</p> <ul style="list-style-type: none"> <li>• 44 Power of justices, magistrates and certain courts to review</li> <li>• 45 Power of Supreme Court to review</li> <li>• 46 Power of Court of Criminal Appeal to review</li> </ul>

	<ul style="list-style-type: none"> <li>• 47 General limitation on power to review</li> <li>• 48 Provisions respecting review of bail decisions</li> <li>• 49 Applications for bail not limited by this Part</li> </ul>
Client Information System (CIS) User Guide	<ul style="list-style-type: none"> <li>• Remand in custody entry</li> </ul>

## Guidelines

To ensure that bail matters are dealt with appropriately and that the best interests of the detainee are represented, the following guidelines must be followed by juvenile justice centre staff:

1. Juvenile justice centres must notify Juvenile Justice Community Services immediately by facsimile when a detainee is admitted. Following this, the relevant Juvenile Justice Officer / Counsellor must contact the juvenile justice centre to seek information on the detainee's situation and community ties.
2. Juvenile Justice Community Services staff must maintain regular contact with centre staff, especially case management and admissions staff, whenever a detainee is involved in bail matters.
3. No detainee should be discouraged from submitting an application for bail or bail review if they have requested to do so. He or she must be encouraged to seek legal advice and to discuss his or her intentions with the family or significant other.
4. If a detainee does not have community ties, this does not mean that applications for bail or bail reviews should not be lodged. It is the responsibility of the relevant Juvenile Justice Officer (or the District Officer if the detainee is a state ward) to assist the detainee to increase his or her chances of a successful application / review.

Case management and admissions staff should assist Juvenile Justice Officers and District Officers with this task when needed.

5. A detainee who has been granted conditional bail, but who cannot enter into the conditions, cannot be held in custody longer than 8 days without a bail review being lodged.
6. There is no limit to the number of applications a detainee can make in relation to bail, although frivolous applications may not be considered by the court.
7. All detainees making an application for bail or bail review are entitled to apply for Legal Aid. Unemployed detainees will not be subject to a means / merit test by Legal Aid.

## What is bail?

Bail is an agreement to attend court to answer a criminal charge. It may be conditional or unconditional. Whether or not bail will be granted, and upon what conditions, is decided soon after arrest by a police officer and later by a court. On entering the bail agreement a detainee can be released, if he or she does not have any other detention orders.

If bail is dispensed with, the court is allowing the person to go free without the need to enter a bail undertaking.

## When is bail granted?

Bail may be granted at any stage of criminal proceedings, usually at the following times:

- After charge and before the first court appearance.
- During any adjournments before or after the start of the hearing of the case.
- Between committal for trial or sentence and appearance in the Supreme or District Court.
- Between date of conviction and date of sentence.
- During any period of the stay of execution of a conviction or while waiting for the hearing of an appeal.

If the case is adjourned the court may continue with an earlier grant of bail, whether the defendant has appeared or not. The court should give or send the defendant a Notice of Continuation of Bail (**Appendix 18**), setting out the date to which the case is adjourned.

## Who can grant bail?

The following people have the authority to grant bail:

- Judges
- Justices of the Peace / Clerks of the Court
- Magistrates
- Police Officers (of or above the rank of Sergeant or an officer acting in charge of a police station).

Justices of the Peace who are Clerks of the Court sit on weekends, public holidays and when the Children's Court is not sitting, for the purpose of bail hearings.

When a detainee has been admitted to a juvenile justice centre after police have refused bail, centre staff are not empowered to release that detainee until he or she has appeared before a court.

In such cases, the detainee must be brought before the first available court. Special bail courts, which operate on weekends and during public holidays are available.

## Criteria for granting bail

In deciding whether or not to grant bail, the court or the police officer must consider the following matters only:

1. Likelihood of the defendant appearing in court:
  - the person's background and community ties (including details of residence, employment, family situation, prior criminal record);
  - any previous failure to appear on bail;
  - the circumstances, nature and seriousness of the offence;
  - the strength of the prosecution case;

- the severity of the likely penalty if found guilty;
  - any specific indications as to the likelihood of the person appearing in court (eg., defendant came voluntarily to police, defendant was arrested when about to go overseas).
2. Interests of the defendant:
- the length of time the person would have to remain in custody before the case is heard;
  - the conditions of that custody (eg., transport is unavailable and the defendant would be kept in inadequate, overcrowded police cells);
  - the need to obtain legal advice and prepare for the court appearance;
  - the need to be free for other lawful purposes (employment, education, care of dependents);
  - whether the defendant is incapacitated by injury, drugs or is otherwise in danger or in need of physical protection.
3. Protection of the victim of other persons:
- protection of the victim;
  - protection of close relatives of the victim;
  - protection of any other person considered to be in need of protection because of the circumstances of the case.
4. Protection of the community:
- the seriousness of the offence, in particular whether the offence involved an assault of a physical or sexual nature;
  - the likelihood that the person will or will not commit a further offence while at liberty;
  - the likelihood of the person interfering with evidence, witnesses or jurors;
  - any previous conduct of the accused affecting the likelihood of him or her committing a further offence (often applied in domestic violence cases).

### Refusal of bail: irrelevant criteria

This is an area where welfare and justice issues overlap in practice. Common reasons given for not granting bail, which are in fact irrelevant to bail, are:

- further charges will be brought against the defendant;
- the defendant is wanted for questioning in another state;
- police need further time to investigate the offence;
- the defendant did not apply for bail;
- psychiatric or other health-related assessments and reports must be completed;

- lack of suitable accommodation; or other welfare related matters, eg., detainee not able to return home.

## Staff roles and responsibilities

Juvenile Justice Community Services (generally, Juvenile Justice Officers) have primary responsibility for bail matters. However, when a juvenile is in custody at a juvenile justice centre, it is expected that Juvenile Justice Community Services and Juvenile Justice Centres will work jointly in representing the best interests of the detainee. Some centres have Juvenile Justice Community Services staff rostered on to follow up bail and other court matters.

### *Juvenile Justice Officer / Counsellor*

A Juvenile Justice Officer / Counsellor must assist the Court in a bail determination by providing information in relation to the detainee's needs and circumstances. This can be either during a bail review or when the detainee is before the Court. The role of this officer is:

- to assist the Court to ascertain the detainee's community ties;
- prior to the Court hearing, to assist the defendant to establish community ties, if none appear to exist.

A Juvenile Justice Officer / Counsellor has a responsibility to keep his or her manager informed of the bail matter and of issues such as:

- age of the detainee
- media attention
- welfare issues
- possible bail variation
- severity of offence
- lack of antecedent.

Where conditional bail is set, but the detainee is unable to meet the bail conditions, the role of the Juvenile Justice Officer / Counsellor is to assist the detainee to meet these conditions (eg., finding an "acceptable person", placement in medium-term housing, entry to a drug rehabilitation program), or to assist the detainee to apply for a variation of conditions.

Where there are conditions relating to accommodation, the Juvenile Justice Officer / Counsellor is responsible for co-ordinating and finding bail placements for detainees. There may be times when a Juvenile Justice Officer / Counsellor is having difficulty finding a placement and juvenile justice centre casework staff can assist.

The Juvenile Justice Officer / Counsellor still ultimate responsibility for the accommodation placement, except where the detainee is a State Ward. In this case, the Department of Community Services has responsibility for the detainee, and the District Officer must approve of the accommodation placement, through liaison with the Juvenile Justice Officer / Counsellor.

### *Juvenile Justice Centre staff*

In juvenile justice centres the primary staff involved in bail matters are Admissions staff (who are accountable to the Co-ordinator Operations). There may be rare occasions when centre casework staff are involved. Bail is not the responsibility of casework staff.

Every time a detainee is admitted to a juvenile justice centre, the relevant Juvenile Justice Officer / Counsellor must be informed via facsimile using the "Admission Notification to Juvenile Justice Community Services" form (JJ-A032).

From this information the Juvenile Justice Officer / Counsellor may initiate bail proceedings on behalf of the detainee. If the Juvenile Justice Officer / Counsellor is not known, the notification form must be sent to the Manager in the area of the detainee's address (given at the time of admission).

Admissions staff should ensure that contact is made with the relevant Juvenile Justice Officer / Counsellor before bail proceedings are initiated for a detainee. If no contact is made, Admissions staff must ensure that the Juvenile Justice Officer / Counsellor is contacted as soon as possible following the action, and that relevant documentation is provided as requested.

Every time bail proceedings are initiated or adjourned the relevant Juvenile Justice Officer / Counsellor must be informed.

To ensure bail matters are dealt with as quickly and efficiently as possible, admissions staff initiate bail proceedings through the completion of relevant forms. Admissions staff must contact the relevant Juvenile Justice Officer / Counsellor and inform him or her of the action which is being taken by the centre.

The Co-ordinator Operations must be aware of all bail matters which detainees are involved in, to ensure that absences and movements in and out of the centre are arranged and managed as required.

Where Juvenile Justice Community Services staff are rostered to the centre for these matters, centre staff must ensure that they have all relevant information and documents available for community staff.

## Bail outcomes

When a court considers bail matters the following action can be taken:

Decision by court:	Which means:	Action required:
<b>Bail dispensed with</b>	<ul style="list-style-type: none"> <li>the detainee can return to the community until the next court appearance. Bail is not entered into.</li> </ul>	<ul style="list-style-type: none"> <li>none.</li> </ul>
<b>Unconditional bail</b>	<ul style="list-style-type: none"> <li>the detainee enters into bail, not subject to conditions, except to attend court on the specified date.</li> </ul>	<ul style="list-style-type: none"> <li>the detainee completes a Bail Undertaking.</li> </ul>
<b>Conditional Bail</b>	<ul style="list-style-type: none"> <li>the detainee is required to enter into bail on one or more conditions (eg. curfews, reporting to the police);</li> <li>the detainee may require an "acceptable person" (someone who knows the detainee and is willing to state that the detainee is likely to appear before the</li> </ul>	<ul style="list-style-type: none"> <li>the juvenile is required to sign a Bail Undertaking to appear before the court on the specified date;</li> <li>set questions will be asked of the proposed acceptable person, and these will be attached to a signed Bail Undertaking. The court and the acceptable person complete an</li> </ul>



	<p>court) to enter into an agreement for conditional bail;</p> <ul style="list-style-type: none"> <li>a condition may be that an amount of cash or other surety will be forfeited if the detainee fails to comply with bail. This requirement may be without a deposit. If a deposit is required it is lodged with the Clerk of the Court. If the detainee has returned to the centre before the security has been deposited, then the security may be accepted by the centre, and lodged with the Clerk of the Court.</li> </ul>	<p>acknowledgment of bail conditions or undertaking;</p> <ul style="list-style-type: none"> <li>a receipt must be given for any security deposited.</li> </ul>
<b>Bail refused</b>	<ul style="list-style-type: none"> <li>the detainee cannot return to community.</li> </ul>	<ul style="list-style-type: none"> <li>query bail review or bail decision – consider: <ul style="list-style-type: none"> <li>offences</li> <li>time already spent in custody</li> <li>number of times in custody previously;</li> </ul> </li> <li>consult with legal representative.</li> </ul>

## State Wards

The Minister responsible for the Department of Community Services is the legal guardian of a State Ward, therefore the ultimate responsibility for bail placement (accommodation) of State Wards lies with the Department of Community Services.

Juvenile justice centre staff must immediately notify the relevant Department of Community Services office when a State Ward is admitted to custody.

A State Ward is generally represented by a District Officer, an employee of the Department of Community Services. A District Officer must approve any bail placement for a detainee who is a State Ward. To assist with this, bail conditions are needed from the courts which acknowledge the authority of the Department of Community Services (eg., " ... to reside as approved by an officer of the Department of Community Services").

Juvenile Justice Officers / Counsellors and Co-ordinators Casework working with detainees who are State Wards must liaise regularly with the relevant District Officer, to ensure that the detainee can meet bail conditions and be placed appropriately. Documentation must be forwarded to the relevant District Officer as requested.

## Procedure for applying for bail – on remand

(This procedure does not apply to applications for bail or appeal, which are dealt with later.)

Responsible	Action Required
1 Co-ordinator Casework / Caseworker	<p>When a detainee requests to apply for bail:</p> <ul style="list-style-type: none"> <li><b>Contact</b> admissions staff and <b>request</b> that they initiate bail</li> </ul>

	<p>proceedings.</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee that staff are following up his or her request and that they will assist him or her to complete an application for bail.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes outlining the request and action taken.</li> </ul>
2	<p><b>Admissions staff</b></p> <p><u>When there has been a request for bail proceedings to be initiated:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Unit where the detainee resides and <b>arrange</b> a time to meet with him or her to complete the Application for Bail.</li> <li>• <b>Contact</b> the relevant Juvenile Justice Officer / Counsellor and <b>inform</b> him or her of the bail proceedings you are undertaking.</li> <li>• <b>Ensure</b> you have the necessary forms, that is:             <ol style="list-style-type: none"> <li>1. Depending on the court the application has to go to, Application for Bail (<b>Appendix 12</b>) or Application to the Supreme Court or the Court of Criminal Appeal for Bail or Review of Bail or Variation of Existing Bail Conditions (<b>Appendix 15</b>);</li> <li>2. Application for Legal Aid (<b>Appendix 21</b>) (where the detainee does not already have a legal representative).</li> </ol> </li> <li>• <u>Together with the detainee complete</u> the Application for Bail form and the Application for Legal Aid. If there is information which the detainee cannot supply, <b>contact</b> the Co-ordinator Casework / Caseworker or the relevant Juvenile Justice Officer to ensure that these forms are fully completed.</li> <li>• <b>Ensure</b> the Co-ordinator Operations is kept up to date on bail matters for detainees.</li> </ul> <p><u>When the Application for Bail is complete:</u></p> <ul style="list-style-type: none"> <li>• <b>Fax</b> the Application for Bail form to the relevant court.</li> <li>• <b>Copy</b> the application and:             <ol style="list-style-type: none"> <li>1. <b>send</b> the original to the court;</li> <li>2. <b>attach</b> the copy to the detainee's D File (in the "legal mandates" section).</li> </ol> </li> <li>• <b>Fax</b> the Application for Legal Aid to the nearest Legal Aid Commission office.</li> <li>• <b>Copy</b> the Application for Legal Aid and:             <ol style="list-style-type: none"> <li>1. <b>send</b> the original to the same Legal Aid Commission office;</li> <li>2. <b>attach</b> the copy to the detainee's D File (in the legal mandates section).</li> </ol> </li> <li>• <b>Ensure</b> that an entry is made in the Admissions Diary, of the application and the action taken.</li> </ul>

*After court has received the application*

	Responsible	Action Required
3	Admissions staff	<ul style="list-style-type: none"> <li>• The court will contact the centre with details of the bail application hearing. When this occurs, <b>remind</b> the court that a Section 42 – Order for Production of Person Before a Court (<b>Appendix 7</b>) is required for these appearances, and <b>request</b> that it be forwarded to the centre.</li> <li>• <b>Record</b> the bail application hearing date in the Admissions Diary.</li> <li>• <b>Update</b> the Client Information System (CIS) with all relevant court information.</li> <li>• <b>Inform</b> the Co-ordinator Casework / Caseworker of the bail application hearing date and <b>request</b> that he or she inform the detainee.</li> <li>• <b>Contact</b> the relevant Juvenile Justice Officer / Counsellor and <b>inform</b> him or her of the hearing date, and <b>provide</b> copies of papers if requested.</li> <li>• If the Section 42 Order is not received prior to the day of the court appearance, <b>contact</b> the court where the application will be heard and <b>request</b> it again.</li> </ul>
4	Co-ordinator Casework / Caseworker	<p><u>When admissions staff inform you of the bail application hearing date:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee of the hearing date and <b>request</b> that he or she inform his or her parent or significant other during his or her next telephone call.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes of the hearing date and the action taken.</li> </ul>
5	Co-ordinator Operations	<ul style="list-style-type: none"> <li>• <b>Ensure</b> that admissions staff have: <ol style="list-style-type: none"> <li>1. requested a Section 42 Order from the court where the bail application will be heard;</li> <li>2. recorded the hearing date in the Admissions Diary and other relevant records.</li> </ol> </li> </ul>
6	Admissions staff	<p><u>When the Section 42 Order has been received:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that the hearing date is the same as that first provided by the court to the centre and recorded in the Admissions Diary.</li> <li>• <b>Submit</b> the Section 42 Order for the Co-ordinator Operations' attention, to be followed by attachment to the D File ("legal mandates" section).</li> </ul>
7	Co-ordinator Operations	<ul style="list-style-type: none"> <li>• <b>Ensure</b> that all legal mandates and paperwork relating to the application for bail are attached to the "D" File ("legal mandates" section).</li> </ul>

## Review of bail

A review of bail can be requested when:

- a detainee was granted bail at his or her last court appearance, and is unable to enter into the bail conditions;
- a detainee was refused bail and his or her circumstances have changed, in that conditional bail could be entered into (if the requested conditions are set by the court).

If the detainee was bail refused prior to the bail review, suitable options must be arranged before lodging the bail review.

If the detainee was granted bail, a bail review must be lodged if the detainee cannot enter into the bail after 8 days.

A bail review can occur at the request of the:

- detainee;
- informant (ie., a police officer);
- Attorney-General;
- complainant (domestic violence matters only);
- Office of the Director of Public Prosecutions.

Every detainee has the right to request a review of bail, but this department has a responsibility to ensure that the court's time is not wasted. The detainee must also be advised of the possible outcomes of the review and the considerations that the court will make, to ensure that he or she makes an informed decision about the review application.

The following must be considered before lodging a bail review:

- whether the department actively supports the granting of bail;
- whether it is considered that bail is inappropriate or unachievable.

The following should be considered about the detainee's situation before lodging a bail review:

- number of times the detainee has been in custody previously (either on remand or control);
- the length of time the detainee has been in custody during the remand period in question;
- the type of offences related to the bail;
- previous failures to appear in court on this or other matters.

The following officers and Courts have the power to review a bail decision:

- Justice of the Peace – can only review decisions made by himself or herself (Bail Act 1978 ss. 23, 44);
- Magistrate – can review any bail decision made by a Justice of the Peace, police officer or a Magistrate (including himself or herself);

- Judge of the District Court – can review the bail decisions of any District Court Judge (including himself or herself);
- Supreme Court – can review decisions of any lower court as well as its own decisions;
- Court of Criminal Appeal – can review decisions of any lower court as well as its own decisions.

The Juvenile Justice Officer / Counsellor provides support and advice to the detainee during these procedures. The officer also provides the court with information which may assist the court in determining appropriateness of bail for the detainee.

The following information must be provided to the court by the prosecution (generally) prior to the bail review hearing:

- Details of the existing bail determination and the reasons stated for that determination.
- Details of the charges to which the application relates.
- Details of criminal antecedents (if any) of the detainee, including information as to any allegation that the applicant has failed to appear in court on a previous occasion to answer bail (ie., former breaches of bail).
- Information relevant to the alleged circumstances of the commission of the offences charged.
- Any information that was not mentioned previously which would assist in bail being granted (it is the role of this department and the detainee's legal representative to provide this information).

#### *Procedure for review of bail*

Responsible	Action Required
1 Co-ordinator Casework / Caseworker	<p><u>When a detainee is unable to meet the bail conditions set by the court:</u></p> <ul style="list-style-type: none"> <li>• Following discussions with the detainee and the relevant Juvenile Justice Officer / Counsellor, and agreement that a review should be requested:</li> </ul> <p><u>Either:</u></p> <ol style="list-style-type: none"> <li>1. <b>request</b> that admissions staff initiate bail review proceedings;</li> <li>2. <b>inform</b> the Co-ordinator Operations of your request to admissions staff;</li> <li>3. <b>contact</b> the relevant Juvenile Justice Officer / Counsellor and <b>inform</b> him or her of the action being taken and <b>request</b> that he or she seek suitable alternatives to the conditions which the detainee cannot meet.</li> </ol> <p><u>Or</u> (where the Juvenile Justice Officer is going to complete the review):</p> <ol style="list-style-type: none"> <li>1. <b>provide</b> the Juvenile Justice Officer / Counsellor with any relevant information about the detainee and attempts made to assist the detainee to meet the conditions;</li> </ol>

	<p>2. <b>assist</b> the Juvenile Justice Officer / Counsellor (if needed) to find suitable alternatives to the conditions which the detainee could not meet.</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee that staff are following up his or her request and that they will assist him or her to complete an application for bail.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes outlining the request and action taken.</li> </ul>
2	<p><b>Admissions staff</b></p> <p><u>When the Co-ordinator Casework / Caseworker has requested review of bail proceedings, and the Juvenile Justice Officer will not be completing the relevant forms:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Unit where the detainee resides and <b>arrange</b> a time to meet with him or her to complete the Request for Review of Bail Decision – Form 11 (<b>Appendix 13</b>).</li> <li>• <u>With the detainee, complete</u> the Request for Review of Bail Decision. If there is information which the detainee does not know, <b>contact</b> the Co-ordinator Casework / Caseworker or the relevant Juvenile Justice Officer to ensure that forms are fully completed.</li> </ul> <p><u>When the relevant forms are complete:</u></p> <ul style="list-style-type: none"> <li>• <b>Fax</b> the Request for Review of Bail Decision form to the relevant court. (<b>Appendix 13</b>)</li> <li>• <b>Copy</b> the request and: <ul style="list-style-type: none"> <li>• <b>send</b> the original to the court;</li> <li>• <b>attach</b> the copy to the detainee's D File (in the "legal mandates" section).</li> </ul> </li> <li>• <b>Inform</b> the Co-ordinator Operations and the Co-ordinator Casework that the request has been lodged at court.</li> <li>• <b>Ensure</b> that an entry is made in the Admissions Diary of the application and the action taken.</li> </ul>

*After the court has received the request*

Responsible	Action Required
3	<p><b>Admissions staff</b></p> <ul style="list-style-type: none"> <li>• If the detainee is required at court, <b>contact</b> the court where the review will be heard and <b>request</b> a Section 42 Order (<b>Appendix 7</b>), if one was not forwarded by the court.</li> <li>• <b>Record</b> the review hearing date in the Admissions Diary.</li> <li>• <b>Update</b> the Client Information System (CIS) with all relevant court information.</li> <li>• Where provided, <b>submit</b> the court notice of the hearing date for the Co-ordinator Operations' attention, to be followed by attachment to</li> </ul>

	<p>the D File ("legal mandates" section).</p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the relevant Juvenile Justice Officer / Counsellor and <b>inform</b> him or her of the hearing date.</li> <li>• <b>Inform</b> the Co-ordinator Casework / Caseworker of the review hearing date and <b>request</b> that he or she inform the detainee.</li> </ul>
4	<p><b>Co-ordinator Casework / Caseworker</b></p> <p><u>When admissions staff inform you of the bail review hearing date:</u></p> <ul style="list-style-type: none"> <li>• <b>Inform</b> the detainee of the hearing date and <b>request</b> that he or she inform his or her parent or significant other during his or her next telephone call.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes of the hearing date and the action taken.</li> </ul>
5	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> admissions staff have: <ol style="list-style-type: none"> <li>1. where the detainee is required at court, requested a Section 42 Order from the court where the bail review will be heard;</li> <li>2. recorded the hearing date in the Admissions Diary and other relevant records.</li> </ol> </li> </ul>
6	<p><b>Admissions staff</b></p> <p><u>When the Section 42 Order has been received:</u></p> <ul style="list-style-type: none"> <li>• <b>Check</b> that the hearing date is the same as that provided by the court when the centre was first notified.</li> <li>• <b>Submit</b> the Section 42 Order for the Co-ordinator Operations' attention, to be followed by attachment to the D File ("legal mandates" section).</li> </ul>

### *Court of Criminal Appeal and Supreme Court bail review applications*

These bail review applications are made when:

- a detainee makes an application to the Supreme Court or the Court of Criminal Appeal, seeking a Review of Bail which was previously set by a lower court;
- a detainee is to appear before a higher court regarding appeal, and bail has been refused by a lower court.

Where an appeal is pending, the Court of Criminal Appeal cannot grant bail, unless it is established that there are special or exceptional circumstances – Bail Act 1978, section 30(2); or where serious drug charges are involved – Drug Misuse and Trafficking Act, ss. 23(2) - 28.

### Variation of bail conditions

A detainee can apply for a variation of bail conditions when:

- his or her situation has changed and he or she is not in compliance with the bail conditions;
- conditional bail has been granted and he or she cannot meet one or more of the conditions.

A detainee's situation may change as a result of one or more of the following:

- Accommodation / family ties
- Education
- Employment
- Health
- Recreational situation
- Financial situation.

In both situations it is the responsibility of the Juvenile Justice Officer / Counsellor to assist the detainee in making an application to the court which imposed the existing bail conditions, to vary those conditions.

Juvenile justice centre staff (ie., admissions staff) can assist the Juvenile Justice Officer / Counsellor by assisting the detainee in completing the relevant forms. If this occurs, centre staff member must inform the Juvenile Justice Officer / Counsellor (if an admissions staff member completed this task he or she must also inform the Co-ordinator Casework).

#### *Procedure for variation of bail*

The procedures for Review of bail should be followed (above).

#### **Bail on appeal**

If a detainee lodges an appeal (following receipt of a control order), the court immediately makes a bail determination pending the hearing of the appeal. A detainee is required to submit an application for bail to that court, at the same time that the notice of appeal is lodged.

It is the responsibility of Co-ordinators Casework or Caseworkers (where applicable) to lodge the initial Application for Bail on an appeal.

Any subsequent bail matters which follow this (eg., bail refused, a need for review of the bail decision) are the responsibility of admissions staff. Consultation must occur with the relevant Juvenile Justice Officer / Counsellor throughout the process.

#### *Procedure for bail on appeal*

Note: refer also to the appeals procedure later in this section.

Responsible	Action Required
1 Co-ordinator Casework / Caseworker	<ul style="list-style-type: none"> <li>• Before proceeding with the appeal and the bail matters, <b>ensure</b> the detainee has spoken to his or her parent or significant other <u>and</u> legal representative (ie., solicitor or barrister).</li> <li>• Depending on the court where the application is required to be submitted, <u>with the detainee, complete</u>:               <ul style="list-style-type: none"> <li>• <u>either</u> the Application for Bail (Appendix 12) – for Children's or District Courts;</li> <li>• <u>or</u> the Application to the Supreme Court or the Court of Criminal Appeal for Bail or Review of Bail or Variation of Existing Bail</li> </ul> </li> </ul>



	<p>Conditions (<b>Appendix 15</b>) – for courts as defined (do not send a Children's Court application to these courts).</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> all necessary appeal forms and documentation (for procedures see "appeals", below).</li> <li>• <b>Before sending the application, check</b> with relevant people to ensure that the information is accurate (eg., detainee, Juvenile Justice Officer / Counsellor). <b>If you are a Caseworker</b>, also <b>consult</b> with the Co-ordinator Casework before sending any forms or documentation.</li> <li>• <b>Fax</b> the Application for Bail and the Notice of Appeal (in addition to the extension of time application where applicable) to the Court where the detainee's control order was imposed (it will be passed on to the District Court). (For more information see "appeals", below).</li> <li>• <b>Ensure</b> the Application for Bail and the Notice of Appeal are attached to the detainee's D File ("legal mandates" section).</li> <li>• <b>Inform</b> the Co-ordinator Operations of the action which has been taken.</li> <li>• <b>Inform</b> admissions staff that an Application for Bail and a Notice of Appeal have been lodged.</li> <li>• <b>Inform</b> the detainee that the Application for Bail and the appeal have been lodged.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes on the applications and the action taken.</li> </ul>
2	<p><b>Co-ordinator Operations</b></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> the detainee's legal status is changed and recorded by admissions staff.</li> <li>• <b>Ensure</b> an entry is made on the detainee's Critical Dates Summary Sheet (<b>JJ-A030</b>) noting that he or she has lodged an appeal and is not permitted out of the centre until a determination on bail has been made.</li> <li>• <b>Ensure</b> that Unit staff are informed of the detainee's bail application and appeal, and that they adjust records accordingly.</li> </ul>
3	<p><b>Admissions staff</b></p> <p><b>Ensure</b> the detainee's application for bail and appeal are recorded as required.</p> <p><b>Ensure</b> an entry is made on the Client Information System as required.</p>

### Breach of bail

All procedures relating to breach of bail (excluding if a juvenile is placed in custody as a result) are the responsibility of Juvenile Justice Community Services. The following information has been provided to enable juvenile justice centre staff to have knowledge in this area and to inform detainees, thereby promoting a continuum of service.

Breach of bail and the arrest of a juvenile can occur when:

- the juvenile has failed to comply to one or more of the bail conditions set;

- there are reasonable grounds to believe that the juvenile is about to breach a condition of bail;
- the juvenile has failed to appear in court as specified at the time of granting bail and setting bail conditions.

Police are empowered to arrest juveniles in these circumstances without a warrant, but the juvenile must then appear at the next available court.

If a Juvenile Justice Officer / Counsellor becomes aware that a juvenile has failed to comply with bail conditions, after informing his or her supervisor he or she must notify local police both orally and in writing. Police will then process the information and determine whether breach of bail action will proceed. If so, police will initiate breach of bail proceedings.

When a juvenile is apprehended he or she will be placed in custody to appear at the next and nearest available court. In these cases there is often no legal paperwork accompanying the juvenile. Police should provide a letter regarding breach of bail to the centre, which will be the documentation to hold the detainee.

## 8.2 Appeals

Some of the information contained here has been extracted from The Law Handbook, 5th edition (1995), Redfern Legal Centre Publishing.

### When to use this procedure

This procedure is used when a detainee, who was convicted and sentenced to detention for a specified period, wishes to appeal the decision of the court, with regard to the finding of guilt or the severity of the sentence.

Any detainee has the right to appeal a sentence or conviction, but legal advice must always be sought and provided to ensure an informed decision is made. Each detainee must be informed of the risks associated with appeals (ie., change in outcome, possibly more severe).

The Crown (prosecution) can also appeal against the sentence a detainee receives, usually based on the ground that the sentence was not severe enough for the offence.

### Who uses this procedure

This procedure may be used by the following staff:

- Centre Manager
- Co-ordinator Operations
- Co-ordinator Casework
- Assistant Co-ordinator Operations (where applicable)
- Team Leaders
- Admissions staff
- Caseworkers (where applicable).

## Forms and records which may be used

The following forms and records may be used:

- Appendix 12: Application for Bail
- Appendix 15: Application to the Supreme Court or the Court of Criminal Appeal for Bail or Review of Bail or Variation of Existing Bail Conditions
- Appendix 19: Notice of Appeal to District Court
- Appendix 20: Application for Leave to Appeal to the District Court
- Appendix 21: Application for Legal Aid
- JJ-A030: Critical Dates Summary Sheet
- JJ-A076: Notice to Withdraw Appeal
- JJ-A031: Trials and Appeals Return
- Admissions Diary / Movements Sheet
- Client Information System (CIS)
- CIS User's Guide
- Case Notes
- Unit Log Book.

## Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
Juvenile Justice Centres Policy Manual	<ul style="list-style-type: none"> <li>• Policy for the Provision of a Protective Abuse-Free Environment</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 39 Expediting trials and appeals</li> </ul>
Justices Act	Part V <ul style="list-style-type: none"> <li>• 122 Appeal allowed in every case of conviction or order made by Justices</li> <li>• 123 Conditions on which execution of conviction or order stayed</li> <li>• 125 Powers of Court appealed to</li> </ul>
Criminal Appeal Act 1912	<ul style="list-style-type: none"> <li>• 5 Right of appeal in criminal cases</li> <li>• 10 Time for appealing</li> </ul>

	<ul style="list-style-type: none"> <li>• 18 Release of appellant on bail and custody when attending court</li> </ul>
Criminal Procedure Act 1986	<ul style="list-style-type: none"> <li>• 24 Court may reopen proceedings to correct sentencing errors</li> </ul>

## Staff roles and responsibilities

Co-ordinators Casework and Caseworkers (where applicable) are responsible for co-ordinating appeal procedures, in consultation with the relevant Juvenile Justice Officer / Counsellor, on behalf of detainees.

The Co-ordinator Casework must ensure that he or she maintains regular contact with community and centre operations staff so that all relevant staff are aware of the legal proceedings in which the detainee is involved.

In relation to bail on appeal, the Co-ordinator Casework / Caseworker is responsible for assisting the detainee to complete and submit the first Application for Bail, which is lodged with the Notice of Appeal. Any bail applications or matters which follow (related to that appeal) are the responsibility of admissions staff or the Juvenile Justice Officer / Counsellor. In such cases, casework staff must provide admissions staff with assistance and information relevant to the matter of bail.

## Reasons for appeal

The grounds on which sentences are appealed are different, depending on the court to which the detainee is appealing (which in turn depends on the kind of court the detainee was sentenced at – eg., if sentenced at a Children's Court and given a control order, the detainee would appeal to the District Court).

### District Court

A detainee can appeal to the District Court on the following grounds:

1. that the evidence does not disclose an offence;
2. that the sentence is wrong in law;
3. against the severity of the sentence – where he or she believes that the sentence was too harsh;
4. against conviction, ie. that he or she is not guilty;
5. on all four above grounds.

If the detainee appeals against severity only there will be no need to call all the witnesses again. If the detainee appeals on conviction the matter may be completely reheard, possibly with all witnesses being called again.

### Supreme Court (Court of Criminal Appeal)

A detainee who has been convicted by a jury, or has pleaded guilty and been sentenced by a Supreme Court or District Court Judge, has the right of appeal against the conviction or against the severity of the sentence to the Court of Criminal Appeal. Appeals to this court are restricted to points of law. There is no common law right of appeal.

If appealing against the conviction, the detainee is not able to have the case completely reheard (as is the case for District Court). The detainee must convince the court that:

- the jury's verdict should be set aside as unreasonable or unable to be supported; or
- there was a wrong decision on a question of law; or,
- there was a miscarriage of justice on any ground.

### Time frame for appeals

The time allowed for notices of appeal depends on the court to which the appeal is directed. A detainee must lodge his or her notice of appeal within the following time frames:

District Court – within 21 days of the date of the conviction and sentence;

Supreme Court (Court of Criminal Appeal) – within 10 days of the date of conviction and sentence.

With both of these courts, if a detainee does not lodge his or her notice of appeal within the required time, he or she must apply to the relevant court for an "extension of time" to appeal (there is a standard form for this procedure). For appeals to the District Court, applications for extension of time can be submitted only within three months of the date of conviction and sentence.

### Disadvantages of appeals

While all sentenced detainees have the right to appeal, there are some disadvantages or risks in the appeal process, including:

- the detainee may be ordered to pay some costs if he or she loses the appeal;
- the court has the power to increase the sentence (although it cannot impose a sentence higher than the maximum available to the court which imposed the original sentence);
- the time spent in custody waiting for the appeal may not count towards the sentence, unless a special order is made.

### Withdrawal of appeals

A detainee who lodges an appeal can apply to withdraw that appeal if he or she wishes. Before centre staff submit such a request they must ensure that the detainee discusses his or her wish with his or her parent or significant other and his or her legal representative.

If the detainee wishes to continue with the withdrawal, the Co-ordinator Casework must ensure that a "Notice to Withdraw Appeal" form / letter (JJ-A076) is submitted to the court where the appeal was to be heard, as soon as possible. Approval to withdraw appeal can only be made by a Judge, and may be refused (ie., the Judge can proceed with re-sentencing on the matter).

Generally it is not necessary for people to appear in court once they have requested to withdraw their appeal, but in the case of juveniles, a lot of courts expect the juvenile to attend to inform the court in person of his or her wish to withdraw the appeal. This is to ensure that the juvenile has not been encouraged to withdraw the appeal against his or her wishes.

### Expediting appeals

Each month Managers are required to submit a return outlining the details of detainees currently on appeal. This is forwarded to the relevant courts. If there is an extended period between the date of the return and the date of the appeal hearing, the Judge or Magistrate of the relevant court may direct an earlier hearing date.

Procedure for appeals – to the District Court

Responsible	Action Required
1 Co-ordinator Casework / Caseworker	<p><u>When the detainee informs you that he or she wishes to appeal:</u></p> <ul style="list-style-type: none"> <li>• <b>Ensure</b> he or she has spoken to his or her parent or significant other and his or her legal representative (ie., solicitor, barrister).</li> </ul> <p>If he or she has not done this, <b>ensure</b> that staff in the Unit where the detainee resides are informed of the need for the detainee to make the necessary telephone calls (which are considered casework calls, additional to standard weekly calls).</p> <p><u>When the detainee has spoken to his or her parent or significant other and it is agreed that he or she will lodge an appeal:</u></p> <ul style="list-style-type: none"> <li>• <u>If it is still within 21 days of the date of conviction and sentence, along with the detainee complete:</u> <ol style="list-style-type: none"> <li>1. Notice of Appeal to the District Court (<b>Appendix 19</b>);</li> <li>2. Application for Bail (<b>Appendix 12</b>).</li> </ol> </li> <li>• <u>If the 21-day period has passed, with the detainee complete:</u> <ol style="list-style-type: none"> <li>1. Notice of Appeal to the District Court (<b>Appendix 19</b>);</li> <li>2. Application for Leave to Appeal to the District Court (<b>Appendix 20</b>);</li> <li>3. Application for Bail (<b>Appendix 12</b>).</li> </ol> </li> <li>• <u>Where the detainee does not already have legal representation, complete an Application for Legal Aid (<b>Appendix 21</b>)</u> (if the detainee appeared in an inter-state court, <b>contact</b> that court and request the appropriate legal aid forms).                     <p>Do not complete an Application for Legal Aid for an <u>Aboriginal</u> detainee. Contact the Aboriginal Legal Service and inform them of the detainee's intention to appeal.</p> </li> <li>• When all forms have been completed, <b>check</b> the contents with the detainee and other relevant people (eg., parent or significant other, Juvenile Justice Officer / Counsellor, legal representative).</li> <li>• <u>Before sending the Notice of Appeal and Application for Bail, contact</u> the Co-ordinator Operations and <b>inform</b> him or her that the detainee is lodging an appeal. If requested, <b>show</b> the documentation to the Co-ordinator Operations.</li> </ul>
2 Co-ordinator Operations	<ul style="list-style-type: none"> <li>• If necessary, <b>check</b> the appeal and bail documentation.</li> <li>• <b>Check</b> the current legal status of the detainee and other orders which may affect the appeal or application for bail. <b>Inform</b> the Co-ordinator Casework or relevant Caseworker if there are issues of concern.</li> </ul>

3	<b>Co-ordinator Casework / Caseworker</b>	<ul style="list-style-type: none"> <li>• <b>Fax</b> the Notice of Appeal and the Application for Bail (and the Notice of Application for Extension of time, where applicable) to the District Court.</li> <li>• Where applicable, <b>copy</b> the Application for Legal Aid and:             <ol style="list-style-type: none"> <li>1. <b>fax</b> the application to the nearest Legal Aid Commission Office (in NSW);</li> <li>2. <b>send</b> the original application to the same office.</li> </ol> </li> <li>• <b>Provide</b> the Notice of Appeal, Application for Bail and the copy of the Application for Legal Aid (where applicable) to admissions staff, and <b>request</b> that they record the detainee's change in legal status as required.</li> <li>• <b>Contact</b> the relevant Juvenile Justice Officer / Counsellor and <b>inform</b> him or her that the appeal and bail application have been lodged. <b>Send</b> documentation if requested.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes of the Notice of Appeal and Application for Bail and other actions taken.</li> </ul>
4	<b>Admissions staff</b>	<ul style="list-style-type: none"> <li>• <b>Record</b> the detainee's Notice of Appeal and Application for Bail in the Admissions Diary and CIS Diary.</li> <li>• <b>Adjust</b> any other admissions records which relate to the detainee's legal status.</li> <li>• <b>Update</b> the Client Information System (CIS) as required.</li> <li>• <b>Submit</b> all paperwork for the Co-ordinator Operations' attention, to be placed on the detainee's D File.</li> </ul>
5	<b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Ensure</b> admissions staff record the Notice of Appeal and Application for Bail as required.</li> <li>• <b>Ensure</b> admissions staff follow up any other bail matters which result from the initial Application for Bail (ie., if bail is refused, or if the detainee cannot meet the conditions set).</li> <li>• <b>Check</b> and initial all paperwork and <b>ensure</b> the Notice of Appeal and Application for Bail are attached to the detainee's D File (in the "legal mandates" section).</li> <li>• <b>Ensure</b> the legal status of the detainee is adjusted on all relevant records.</li> </ul>

*After the court has been notified*

Responsible	Action Required
6 <b>Admissions staff</b>	<p><u>When the Notice of Appeal to the District Court (Appendix 19) for the hearing arrives at the centre:</u></p> <ul style="list-style-type: none"> <li>• <b>Contact</b> the Co-ordinator Casework or relevant Caseworker and <b>inform</b> him or her of the date for the appeal hearing and <b>request</b> that he or she collect the Notice of Appeal from you (for the detainee to sign).</li> <li>• <b>Enter</b> the court details in the Admissions Diary.</li> <li>• <b>Update</b> the Client Information System (CIS) with court information as required.</li> <li>• <b>Contact</b> the court where the appeal will be heard and <b>request</b> that a Section 42 – Order for Production of Person Before a Court (Appendix 7) be sent to the centre.</li> </ul>
7 <b>Co-ordinator Casework / Caseworker</b>	<ul style="list-style-type: none"> <li>• <b>Collect</b> the Notice of Appeal to the District Court (Appendix 19) from admissions staff.</li> <li>• <b>Inform</b> the detainee of the date and location for the appeal hearing and <b>ensure</b> that he or she signs the Notice of Appeal, acknowledging the appeal and the court appearance.</li> <li>• <b>Ask</b> the detainee to <b>inform</b> his or her parent or significant other of the court information at the time of his or her next telephone call.</li> <li>• <b>Fax</b> the signed Notice of Appeal to the court where the appeal will be heard.</li> <li>• <b>Submit</b> the Notice of Appeal for the Co-ordinator Operations' attention, to be checked, recorded then attached to the detainee's D File.</li> <li>• <b>Contact</b> the detainee's legal representative and <b>inform</b> him or her of the date and location of the hearing for the appeal and other information he or she requests.</li> <li>• <b>Contact</b> the relevant Juvenile Justice Officer / Counsellor and <b>inform</b> him or her of the appeal hearing date and <b>provide</b> documentation as requested.</li> <li>• <b>Ensure</b> that an entry is made in the Case Notes of the appeal date and other action taken.</li> </ul>
8 <b>Co-ordinator Operations</b>	<ul style="list-style-type: none"> <li>• <b>Check</b> and <b>initial</b> the Notice of Appeal.</li> <li>• <b>Ensure</b> that the appeal hearing date is entered on the detainee's Critical Dates Summary Sheet. <b>Note</b> the bail status.</li> <li>• <b>Ensure</b> that admissions staff have recorded the appeal details as required.</li> </ul>



### 8.3 Parole

Some of the information contained here has been extracted from The Law Handbook, 5th edition (1995), Redfern Legal Centre Publishing.

#### When to use this procedure

This procedure is used when a detainee is sentenced to a minimum and additional term (ie., as opposed to a fixed-term sentence, where parole is not applicable). The additional term is the part of the sentence the detainee may spend in the community on parole.

#### Who uses this procedure

This procedure may be used by the following staff:

- Centre Manager
- Co-ordinator Operations
- Co-ordinator Casework
- Co-ordinator Programs / Staff Development
- Assistant Co-ordinator Operations (where applicable)
- Team Leaders
- Admissions staff
- Caseworkers (where applicable).

#### Forms and records which may be used

The following forms and records may be used:

- JJ-A077: Submission for Consideration of Release on Parole (format)
- Appendix 4: Particulars of Parole Order Made by Court (Supervision Ordered) – Form 2
- Admissions Diary / Movements Sheet
- Client Information System (CIS)
- CIS User's Guide (Client Information System)
- Case Plan and Reviews
- Case Notes.

#### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
Juvenile Justice Centres Policy Manual	<ul style="list-style-type: none"> <li>• Case Management Policy</li> </ul>
Sentencing Act 1989	<ul style="list-style-type: none"> <li>• 15 Parole order necessary for release</li> <li>• 17 General duty of the Board</li> <li>• 18 Consideration by the Board</li> <li>• 19 Decision of the Board about release on parole</li> <li>• 20 Notice of refusal of parole</li> <li>• 22 Decision after review</li> <li>• 23 Application to Court of Criminal Appeal</li> <li>• 24 Making of parole orders by court</li> <li>• 25 Making of parole orders by Board</li> <li>• 25A Parole orders in exceptional circumstances</li> <li>• 34 Revocation of parole</li> <li>• 35 Revocation of parole order made by court</li> <li>• 38 Notice of revocation</li> <li>• 43 Application of this Act to children</li> <li>• 49 Security of certain information</li> </ul>
Sentencing (Children) Regulation 1989	<ul style="list-style-type: none"> <li>• 6 Parole order</li> <li>• 8(1) Detainee on review of parole refusal: s. 22</li> </ul>

### Staff roles and responsibilities

The co-ordination of documentation in relation to parole is the responsibility of the Co-ordinator Casework AND Co-ordinator Operations.

During initial processing and checking of all control orders, the Co-ordinator Operations must ensure that additional terms / parole are noted and appropriate follow-up of legal mandates occurs.

Due to the community issues and the areas which are considered in parole reviews (for sentences which are three years or more in total, minimum and additional), the Co-ordinator Casework must ensure that casework strategies, from the time of admission, are aimed at the submission for the detainee's release on parole.

Co-ordinator Casework and Co-ordinator Operations must continually consult with each other during the detainee's period of custody, to ensure that the interests of the detainee are represented appropriately and efficiently.

## What is parole?

Parole is where a detainee is released, subject to conditions (which may include supervision) prior to completion of his or her sentence. That is, a detainee is eligible to be released where his or her sentence consists of a minimum term and an additional term and he or she has served the minimum term.

## Sentences of three years or less with a minimum term

When a detainee is sentenced for three years or less, the court may specify that he or she is to be released at the end of a certain minimum term. If this is done, the detainee can be released automatically at the end of that minimum term, unless he or she is serving another detention order (ie., control order, remand in custody, etc.). For this to occur the control order must state the release date as the end of the minimum term.

Co-ordinators Operations, when checking control orders, must ensure that a release date is specified on the orders, and an order for release on parole (Form 1) has been provided. If this is not the case, the court that provided the order must be contacted immediately, and a request made for an amended order or a parole order to be sent to the centre.

## Sentences of three years or more with a minimum term

A detainee who has been sentenced for this period of time can be released if a parole order is made by the Children's Court in its Parole Jurisdiction. The juvenile justice centre where the detainee is located must prepare a Submission for Consideration of Release on Parole (JJ-A077) and submit it to the Senior Children's Magistrate 60 days prior to the date of the end of the minimum term on the order.

When processing admission documents, Co-ordinators Operations are responsible for ensuring that transcript of the sentencing comments are ordered from the court and forwarded to the centre as soon as possible. This transcript is a required inclusion in the Parole Submission, and should be arranged well in advance of the parole review hearing.

## Review of parole (sentences of three years or more with a minimum term)

The Children's Court must consider the submission for release on Parole 60 days from the minimum term release date. In considering parole the Children's Court must consider:

1. that the release of the detainee is appropriate, having regard to the principle that the public interest is of primary importance;
2. that it has sufficient reason to believe that the detainee will be able to adapt to normal lawful community life.

In doing this, the Children's Court will consider:

1. any comments made by the court when the detainee was sentenced;
2. juvenile justice centre records and reports regarding the detainee (ie., Submission for Consideration for Release on Parole);
3. the detainee's criminal record.

After considering the parole submission material the Children's Court will either:

<u>support parole</u>	that is, it will make an order directing the release of the detainee on parole on the day he or she becomes eligible (ie., the end-date on the minimum term). If that date has already passed, it will make an order specifying a time of release within 7 days of when the order was made; or,
<u>refuse parole</u>	there will be a hearing which the detainee can attend and be legally represented. The detainee will be informed in writing of the date of the hearing. At the review the Board may support, refuse or defer the decision (with a review date set).

A detainee has no right of appeal if his or her submission for parole is refused. The detainee may apply to the Court of Criminal Appeal, which will only consider the application if it is satisfied that there is no abuse of the court process and there appears to be a case.

### Parole submissions (sentences of three years or more with a minimum term)

Co-ordinators Casework and Co-ordinators Operations share responsibility for the Submission for Consideration of Release on Parole (**JJ-A077**) and consultation with all relevant staff. Both Co-ordinators must ensure that all relevant information is gathered for the submission, from the time of admission and throughout the detainee's period of custody.

Casework, programming and behaviour management must clearly show consideration of, and work in, the areas outlined in the parole submission format.

The Co-ordinator Casework is responsible for collating all the information and completing the final documented submission. All other Co-ordinators must be provided with the opportunity to comment on and add to the submission prior to it being sent from the centre.

The submission should be bound and must contain:

- Cover sheet
- Pre-Discharge Report
- Attachments (additional information).

The Pre-Discharge Report must contain the following information:

Court details – offences, court, sentence (minimum term, additional term), earliest release date.

Details of response whilst in custody – program involvement, co-operation with peers and staff, attitude to authority, self control / willingness to abide by rules, motivation for self improvement, reliability, self awareness, willingness to seek / accept advice.

Details of program involvement whilst in custody – educational, recreational, living skills, sporting, counselling, work, community involvement.

Details of community support which will assist reintegration – significant relationships, accommodation, employment skills / opportunities, special interests, sporting / club affiliations.

Details of proposed parole supervision – name and address of proposed supervisor, detainee's contact with proposed supervisor during detention, how the parole plan was developed, proposed contact with supervisor following discharge, rationale behind the supervision plan.

Attachments to the parole submission should include:

- psychological assessment
- psychiatric assessment
- current court orders
- copy of court's comments at sentencing
- any other relevant documents.

## 8.4 Calculating leave and outing eligibility

### When to use this procedure

This procedure is used when a detainee:

- is admitted to a juvenile justice centre from court after receiving a control order; or
- receives a new control order during his or her period in detention (ie., when a remand court appearance results in a control order).

All detainees on control orders must have their leave and outing eligibility dates calculated. This calculation should still be completed when a detainee has remand matters in addition to his or her control order. In this case, a notation is to be entered on the Critical Dates Summary Sheet (JJ-A030) informing staff that the detainee has a further court appearance (FCA).

### Who uses this procedure

This procedure may be used by the following staff:

- Centre Manager
- Co-ordinator Operations
- Co-ordinator Casework
- Co-ordinator Programs / Staff Development
- Assistant Co-ordinator Operations (where applicable)
- Team Leaders
- Caseworkers (where applicable).

### Forms and records which may be used

The following forms and records may be used:

- JJ-A030: Critical Dates Summary Sheet
- JJ-A078: Serious Indictable Offences
- Admissions Diary / Movements Sheet
- Client Information System (CIS)

- CIS User's Guide (Client Information System)
- Detainee D File
- Case Notes
- Calendars.

### Related policies and procedures

The following policies and procedures are relevant to this procedure:

In the:	Go to section or policy:
Juvenile Justice Centres Policy Manual	<ul style="list-style-type: none"> <li>• Policy and Procedures for Granting Leave from a Juvenile Justice Centre</li> <li>• Policy and Procedures for Conducting Camps and Supervised Activities from a Juvenile Justice Centre</li> <li>• Case Management Policy</li> </ul>
Children (Detention Centres) Act 1987	<ul style="list-style-type: none"> <li>• 10 Transfers from prisons to detention centres</li> <li>• 24 Persons subject to control may be granted leave, discharged, etc.</li> <li>• 23A Escorted absences</li> </ul>
Children (Detention Centres) Regulation 1995	<ul style="list-style-type: none"> <li>• 33 Matters to be taken into account before leave granted</li> <li>• 34 Day leave</li> <li>• 35 Overnight leave</li> </ul>
Children (Criminal Proceedings) Act 1987	<ul style="list-style-type: none"> <li>• 19 Court may direct imprisonment to be served in a detention centre</li> </ul>

### Staff responsibilities

Co-ordinators Operations are responsible for calculating critical dates for supervised activities and leave. They must ensure that detainees and staff are provided with information regarding a detainee's critical dates and that these people are informed when changes occur.

Co-ordinators Operations must ensure that critical dates are attached to detainees' D Files and are updated each time a detainee receives a control order. Co-ordinators Operations must also ensure that a detainee's critical dates are checked every time he or she applies for leave from the centre, before the detainee's application for leave is approved.

### Critical dates summary sheet (JJ-A030)

Every detainee who is serving a control order must have a Critical Dates Summary Sheet (JJ-A030) attached to his or her D File. This sheet must be maintained in the "authorised absences" section and must remain on top of that section at all times.

The same sheet for one detainee should be used by all centres, thereby providing a summary of orders and critical dates. Separate periods of custody can be entered on the same sheet (ruled off under each separate period), to provide an overall summary.

Other information which may impact on the detainee's eligibility should also be included on this sheet. Remember, that eligibility dates are only one determining factor for participation in supervised activities and leave. The other information may be:

- further court appearance (FCA), including bail status;
- Class A (detainees not permitted out of the centre on supervised activities or leave);
- SOP (Sex Offender Programme detainees often have restrictions placed on them, eg., contact with particular people, locations, etc.);
- SI / special approval (serious indictable offenders require initial approval from the Director, Operations for the first supervised activity, day leave and overnight leave);
- Alerts (there may be alerts that place restrictions on the type and location of supervised activities and leave).

### Recording critical dates

Critical dates must be calculated for every order the detainee receives, and recorded on the Critical Dates Summary Sheet (JJ-A030). Where the detainee has a number of orders with the same time period and the same type of offence, only one entry needs to be made.

Eligibility dates for leave are determined by the Children (Detention Centres) Regulation 1995. Eligibility for supervised activities is calculated from the date of admission. This often causes the leave dates to be before the supervised activities date. The leave dates must then be adjusted to fall after the supervised activities date.

The original leave eligibility dates must still be shown on the Critical Dates Summary Sheet, with a line through them and the amended / new date shown.

It is important to show that the calculations were made on the legal basis and then adjusted according to the departmental policy on supervised activities (as a detainee must participate in at least one supervised activity before proceeding on leave. This differs between centres, and detainees may be required to participate in more than one supervised activity).

### Classified persons

In addition to the kinds of offence for which a detainee was given a control order, whether he or she is "non-classified" or "classified" will determine the dates he or she is eligible to apply for leave. The definitions of these terms are:

<u>Non-classified</u> (indictable / summary offence)	– a detainee who received a control order and <u>is not</u> subject to an order under s. 10 of the Children (Detention Centres) Act 1987 (ie., transferred from prison) or s. 19 of the Children (Criminal Proceedings) Act 1987 (ie., ordered to serve part or whole of the sentence in a juvenile justice centre).
<u>Classified</u> (indictable / serious indictable offence)	– a detainee who was sentenced to imprisonment and <u>is</u> subject to an order under s. 10 of the Children (Detention Centres) Act 1987 (ie., transferred from prison) or s. 19 of the Children (Criminal Proceedings) Act 1987 (ie., ordered to serve part or whole of the sentence in a juvenile justice centre).

## Revocation of Parole

When detainees are returned to custody after revocation of parole they are servicing a control order (ie., the original control order which was revoked). When calculating critical dates, the total sentence (minimum and additional) is calculated, using the same formula.

There may be a reviewed discharge date, which should also be considered. The original orders and the letter verifying revocation of parole should be referred to prior to calculating dates.

## Types of offences

The period of time a detainee is required to spend in custody before he or she is eligible to apply for leave and supervised community activities is determined by the type of offence for which he or she received a control order. There are three categories of offence used for the calculations:

If the detainee is:	the offence category is:	the category number is:
<ul style="list-style-type: none"> <li>• serving a control order for an offence which is not defined as serious indictable (JJ-A078)</li> </ul>	<p style="text-align: center;"><b>Indictable or Summary</b> (non-classified)</p>	<p style="text-align: center;">1</p>
<ul style="list-style-type: none"> <li>• serving a control order for an offence which is <u>not</u> defined as serious indictable (JJ-A078) <u>and</u>:               <ul style="list-style-type: none"> <li>• has been transferred from prison under s. 10 of the Children (Detention Centres) Act 1987 (<b>check</b> the D File – transfers section); or</li> <li>• was sentenced at District or Supreme Court under s. 19 of the Children (Criminal Proceedings) Act 1987, to serve part or the whole of the sentence in a juvenile justice centre (<b>check</b> the control order for conditions or directions)</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Indictable</b> (classified)</p>	<p style="text-align: center;">2</p>
<ul style="list-style-type: none"> <li>• sentenced to detention for an offence which is defined as serious indictable (JJ-A078) <u>and</u>:               <ul style="list-style-type: none"> <li>• was transferred from prison under s. 10 of the Children (Detention Centres) Act 1987 (<b>check</b> the D File – transfers section); or</li> <li>• was sentenced at District or Supreme Court under s. 19 of the Children (Criminal Proceedings) Act 1987, to serve part or the whole of the sentence in a juvenile justice centre (<b>check</b> the control order for conditions or directions)</li> </ul> </li> </ul>	<p style="text-align: center;"><b>Serious Indictable</b> (classified)</p>	<p style="text-align: center;">3</p>

## Time in custody

In addition to the kind of offence for which the detainee is serving a control order, and the detainee's classification, the amount of time he or she has spent in custody will also determine when he or she is eligible to apply for leave and supervised community activities. A detainee must complete the following time in custody to be eligible:



Offence category	the detainee is eligible for:		
	Supervised community activities	Day Leave	Overnight Leave
<b>1. Indictable or Summary</b> (non-classified)	6 weeks from date of admission (Mt Penang, Reiby, Yasmar) 4 weeks from date of admission (all other centres)	After serving 1/4 of committal  calculated from commencement date of order	After serving 1/2 of committal  calculated from commencement date of order
<b>2. Indictable</b> (classified)	After serving 1/4 of committal  calculated from commencement date of order	After 1/3 of committal  calculated from commencement date of order	After serving 2/3 of committal  calculated from commencement date of order
<b>3. Serious indictable</b> (classified)	After serving 1/3 of committal  calculated from commencement date of order	After 1/2 of committal  calculated from commencement date of order	After serving 2/3 of committal  calculated from commencement date of order

Note: a detainee who fits category 3 must seek approval from the Director, Operations to participate in supervised community activities and leave prior to participating in these activities for the FIRST time (ie., initial applications / approval must be sought from the Director, Operations).

### More than one order

When a detainee has more than one order, leave eligibility dates must be calculated on each order. The order that results in the last dates to elapse (ie., those furthest from the commencement date of the order) will be his or her critical dates for leave.

### Cumulative orders

When a detainee has cumulative orders (ie., when the second order cannot start until the first order has been completed) the "prescribed portions" of the total number of sentences can be served in one continuous period.

For example, a person is sentenced by the Children's Court to 12 months minimum term and 4 months additional term. One week after admission the detainee attempts to escape, is charged, and is sentenced to 4 weeks (fixed), to be served cumulatively on the 12-month minimum term. The detainee would be eligible for day leave after serving 3 months and one week in detention (ie. one quarter of twelve months plus one quarter of 4 weeks).

Under the previous method of calculating – before amendments to the Children (Detention Centres) Regulation 1995 that took effect from 1 July 1996 – the detainee would not be eligible

for day leave until he or she had served all of the 12 month minimum term plus one week of the fixed term.

### Examples of calculating critical dates

(Critical dates are in **bold**.)

#### Where there are two or more orders commencing on the same date:

##### Example 1:

4/6/95 12 month sentence for **indictable offence (non-classified)**

Eligible for day leave: 3/9/95  
Eligible for overnight leave: 3/12/95

4/6/95 12 month sentence for **indictable offence (classified)**

Eligible for day leave: **4/10/95**  
Eligible for overnight leave: **2/2/96**

##### Example 2:

4/6/95 12 month sentence for **indictable offence (non-classified)**

Eligible for day leave: 3/9/95  
Eligible for overnight leave: 3/12/95

4/6/95 12 month sentence for **serious indictable offence (classified)**

Eligible for day leave: **3/12/95**  
Eligible for overnight leave: **2/2/96**

(Critical dates are in **bold**.)

#### Where there are two or more orders commencing on different dates:

4/6/95 12 month sentence for **indictable offence (non-classified)**

Eligible for day leave: 3/9/95  
Eligible for overnight leave: 3/12/95

6/7/95 12 month sentence for **serious indictable offence (classified)**

Eligible for day leave: **4/1/96**  
Eligible for overnight leave: 6/3/96

6/8/95 12 month sentence for **indictable offence (classified)**

Eligible for day leave: 6/12/95  
Eligible for overnight leave: **6/4/96**

(Critical dates are in **bold**.)

**Where a sentence is to commence on the expiration of a previous sentence:**

Example 1:

4/6/95 12 month sentence for **indictable offence (classified)**

Eligible for day leave: 4/10/95  
Eligible for overnight leave: 2/2/96

12 month sentence for **indictable offence (classified)** to commence on expiration of previous sentence

Eligible for day leave: 3/10/96  
Eligible for overnight leave: 1/2/97

Example 2:

4/6/95 12 month sentence for **serious indictable offence (classified)**

Eligible for day leave: 3/12/95  
Eligible for overnight leave: 3/2/96

12 month sentence for **indictable offence (non-classified)** to commence on expiration of previous sentence

Eligible for day leave: 2/9/96  
Eligible for overnight leave: 2/12/96

## Serious Indictable Offences

### Effects of charge of serious indictable offence:

- tried before a higher court;
- if found guilty, sentenced according to law (ie., adult penalties);
- can serve sentence in juvenile justice centre, only under s. 19 order, Children (Criminal Proceedings) Act 1987; or transfer order under s. 10, Children (Detention Centres) Act 1987;
- cannot be conditionally discharged under s. 24(1)(c) of the Children (Detention Centres) Act 1987;
- must serve longer proportion of sentence before being eligible for day or overnight leave.

Listed below are some of the most commonly charged serious indictable offences. To confirm whether a matter is a serious indictable offence, check s. 3 of the Children (Criminal Proceedings) Act 1987 and Regulation 4 of that Act.

Offence category	Section of the Crimes Act 1900	Offence Title
Offences against the Sovereign	s.12	Compassing, imagining, inventing, devising or intending to deprive Our Most Gracious Lady the Queen, etc. – putting any force or constraint upon, or intimidating or overawing Parliament.
Homicide	s.19A	Murder
	s.24	Manslaughter
Conspiracy to Murder	s.26	Conspiracy to commit a murder
Attempts to Murder	s.27	Acts done to the person with intention to murder
	s.28	Acts done to property with intent to murder
	s.29	Certain other attempts to murder
	s.30	Attempts to murder by other means
Acts causing danger to life or bodily harm	s.32	Impeding attempts to escape shipwreck
	s.33	Wounding with intent to cause grievous bodily harm or to resist arrest
	s.36	Causing or attempting to cause grievous bodily disease
	s.37	Attempting to choke, strangle, etc. in order to commit an indictable offence
	s.38	Using chloroform, etc. to commit an indictable offence
Sexual offences	s.61F	Any attempted aggravated sexual assault or assault with intent to have sexual intercourse
	s.61J	Aggravated sexual assault (circumstances of aggravation: inflicts or threatens to grievous bodily harm, offender in company, victim under the offender's authority, victim has serious physical or intellectual disability)
	s.61K	Assault with the intent to have sexual intercourse
	s.66A	Sexual intercourse with child under 10 years
	s.66B	Attempt, or assault with intent, to have sexual intercourse with child under 10 years
	s.78H	Homosexual intercourse with child under 10 years
	s.78I	Attempt, or assault with intent, to have homosexual intercourse with child under 10 years
Robbery	s.96	Robbery with wounding
	s.98	Armed robbery with wounding
House breaking	s.110	Break, enter and assault with intent to murder or inflict grievous bodily harm
Offences relating to transport services	s.204	Destruction, or damage to, an aircraft or vessel with intent or reckless indifference
	s.208(3)	Making a demand together with a threat to destroy an aircraft, vessel or vehicle, etc.

## Abettors and Accessories

The person actually committing a crime is defined as the "principal in the first degree". Persons who assist or abet the principal in the first degree, are defined according to their presence at the time of commission of the offence. A person who is present and who, by his or her presence, serves to encourage or assist the commission of the offence is a "principal in the second degree".

Accessories are persons who are not present at the commission of the offence. An accessory before the fact counsels, advises or procures another person to commit the offence. An accessory after the fact receives, comforts, maintains or assists the principal who has committed a felony.

Crimes Act s. 345	requires that a principal in the second degree is liable to the same punishment as the principal in the first degree;
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Crimes Act s. 346	requires that an accessory before the fact to a felony is liable to the same punishment as the principal felon.
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This means that a juvenile who is charged with being either a principal in the second degree or an accessory before the fact to an offence that is a "serious indictable offence" as regards to the Children (Criminal Proceedings) Act 1987, must be dealt with according to law.

s.349 (1)	accessories after the fact to murder.
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An accessory after the fact to murder is liable to penal servitude for 25 years, so a charge under this section automatically comes within the definition of "serious indictable offence".

## Operational Forms

### Casework forms

### primary use

JJ-CW001	Notification of Admission & Short Term Custody Case Plan	cust.
JJ-CW002	Casework Information – Community	comm.
JJ-CW003	Intake Form	comm.*
JJ-CW004	Casework Information – Custody	cust.
JJ-CW005	Service Delivery Plan	cust./comm.
JJ-CW006	Case Plan Contract & Supervision Agreement	comm.*
JJ-CW007	Case Plan Contract	cust.
JJ-CW008	Case Conference Summary	cust./comm.
JJ-CW009	Service Delivery Plan Review – Community	comm.*
JJ-CW010	<i>[Custodial version of 009]</i>	cust.*
JJ-CW011	Revised Case Plan Contract/Supervision Agreement	comm.*
JJ-CW012	Case Plan Contract Review	cust.
JJ-CW013	Contact for Casework Purposes	cust./comm.
JJ-CW014	Community Reintegration Report	cust./comm.
JJ-CW015	Case Notes	cust./comm.
JJ-CW016	Psychological Appraisal Summary	cust.

\* = not included

### Other forms

JJ-A001	Order for transfer of a detainee
JJ-A002	Recommendation for a detainee to be determined Class A (Part A & B)
JJ-A003	Recommendation for a detainee to be determined Class B
JJ-A004	<i>[There is no form for this number]</i>
JJ-A005	Incident Advice (Part A & B)
JJ-A006	Apprehension of Escapee Advice (Part A & B)
JJ-A007	Incident Follow-Up Advice
JJ-A008	<i>[There is no form for this number]</i>
JJ-A009	Centre Incident Report (Part A & B)
JJ-A010	Report on Alleged Offence in Custody
JJ-A011	Report of Minor Misbehaviour
JJ-A012	Record of Punishment – Minor Misbehaviour
JJ-A013	Report of Serious Misbehaviour
JJ-A014	Alleged Assault of Young Person in Police Custody (Part A & B)
JJ-A015	Notice of Children's Court Hearing – Serious Misbehaviour
JJ-A016	<i>[There is no form for this number]</i>
JJ-A017	Detainee details (for police)
JJ-A018	Authority to Move a Detainee
JJ-A019	Handcuff Return
JJ-A020	Use of Force Return
JJ-A021	Use of Segregation Return
JJ-A022	Punishment Return
JJ-A023	Application for Leave (Part A & B)
JJ-A024	Pre-Leave Interview Form
JJ-A025	Order for Leave
JJ-A026	Leave Undertaking
JJ-A027	Detainee's Leave Evaluation
JJ-A028	Request for JJCS Home Report
JJ-A029	Supervised Community Activity Proposal
JJ-A030	Critical Dates Summary Sheet
JJ-A031	Trials and Appeals Return
JJ-A032	Admissions Notification to Juvenile Justice Community Services
JJ-A033	Admission Checklist <i>[to be developed]</i>
JJ-A034	Request for Escorted Absence – Individual (Part A & B)

JJ-A035	Order for Escorted Absence
JJ-A036	Order for Medical Treatment Absence
JJ-A037	Order for Escorted Absence – group absences
JJ-A038	<i>[There is no form for this number]</i>
JJ-A039	Resident Risk Form
JJ-A040	Referral Form – Robinson Unit (Part A & B)
JJ-A041	Reason for non acceptance – Robinson Unit
JJ-A042	Request for further information – Robinson Unit
JJ-A043	Centre Manager Referral Report – Robinson Unit (3 pages)
JJ-A044	Centre Psychologist Referral Report – Robinson Unit (3 pages)
JJ-A045	Registered Nurse Referral Report – Robinson Unit (2 pages)
JJ-A046	School Counsellor Referral Information & Specialist Counsellor Referral Report – Robinson Unit (4 pages)
JJ-A047	AOD Counsellor Referral Report – Robinson Unit (2 pages)
JJ-A048	<i>[There is no form for this number]</i>
JJ-A049	Detainee to Detainee Communication
JJ-A050	Transfer Checklist
JJ-A051	Order under section 10(1) of the Children (Detention Centres) Act 1987 for the transfer of a person under 21 years of age from a correctional institution to a detention centre controlled by the Minister for Community Services
JJ-A052	Order for the transfer of a classified person to prison
JJ-A053	Order for the remand of a person to prison
JJ-A054	Notice of transfer from a Juvenile Justice Centre to Adult Corrections
JJ-A055	Confinement Record Book
JJ-A056	Segregation Record Book
JJ-A057	Record of Segregation
JJ-A058	Report on use of Force
JJ-A059	Searches Register <i>[to be developed]</i>
JJ-A060-62	<i>[There are no forms for these numbers]</i>
JJ-A063	Visitors' Card <i>[to be developed]</i>
JJ-A064	Record of Refusal/Termination of Visit
JJ-A065	Refusal of Visit Return
JJ-A066	<i>[There is no form for this number]</i>
JJ-A067	Authorisation for Media Contact/Involvement
JJ-A068	Request for Community Group/Representative Visit
JJ-A069	<i>[There is no form for this number]</i>
JJ-A070	Application to Call in Outstanding Warrants
JJ-A071	<i>[There is no form for this number]</i>
JJ-A072	Pro-Rata Payment of Fine
JJ-A073	Receipt for Satisfaction of Warrant of Commitment
JJ-A074	Receipt for Satisfaction of Multiple Warrants of Commitment
JJ-A075	<i>[There is no form for this number]</i>
JJ-A076	Intention to Withdraw Notice of Appeal
JJ-A077	Submission for Consideration of Release on Parole (format)
JJ-A078	Serious Indictable Offences
JJ-A079-89	<i>[There are no forms for these numbers]</i>
JJ-A090	Quarterly Progress Report
JJ-A091	Unit Operational Plan

Juvenile Justice  
**NOTIFICATION OF ADMISSION & SHORT TERM CUSTODY CASE PLAN**

*The purpose of this form is to exchange information between community and custody to ensure immediate and ongoing issues can be identified and attended to as soon as possible after admission to the centre. The JJO/JJ Counsellor should check the information gathered by the centre and provide additional information and action recommendations. The Coordinator Casework/Caseworker and CST staff should use this information to expand the short term case plan if needed (page 2 of this form).*

**ATTENTION:** \_\_\_\_\_ (JJO/JJ Counsellor) **Location:** \_\_\_\_\_

**DETAINEE DETAILS:** \*\* These details should be read in conjunction with the attached admission form/s

<b>Name:</b>	<b>DOB:</b>	<b>Admitted on:</b>
For additional personal, offence and court details, refer to the attached admission form/s.	<b>Next court:</b> (date & location or N/A)	<b>Status:</b> [ ] Remand [ ] Control [ ] Ct/Rem [ ] Appeal [ ] Intox. Person
<b>Bail review required:</b> Yes / No <u>If yes:</u> Date submitted: ___ / ___ / ___	<b>Significant community contact person:</b> (eg., mentor, support worker/DO)  Contact No.:	<b>Other information:</b> (ward, disability, interpreter required, etc.)
<b>Is the parent/significant other prepared to attend court?</b> Y / N <b>Contact Ph:</b>		
If no, will they offer support/accommodation if bail is granted? Y / N		
<u>Details:</u> _____		
If no, can they recommend another person/place where they would approve the young person to seek accommodation? Y / N		
<u>Details:</u> _____		
<b>Does the young person have an allocated DOCS Officer?</b> Y / N		
If yes, name & office: _____		

**REQUEST FOR VISITORS/PHONE CALLS:** (ie., significant others, who are not immediate family or partner)  
 \*\* the JJO/Counsellor should contact the centre and report support/non support for these requests

Name & Relationship	Phone No.	Supported (Y/N)		Authorising Officer
		JJO	Carer	

**SHORT TERM CUSTODY CASE PLAN:** \*\* initiated by admitting officer, then extended (where needed) by Casework/CST staff

Areas requiring attention (eg., health/medical (inc., pregnancy); accommodation; financial; legal; religious; etc.)	Responsibility	Action Taken

**Prepared By:** \_\_\_\_\_ **Sighted:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Coordinator Casework** \_\_\_ / \_\_\_ / \_\_\_  
**Original:** "D" Case File - via Coordinator Casework **Fax to:** JJCS (with mandate & relevant admission forms)



Juvenile Justice  
**NOTIFICATION OF ADMISSION & SHORT TERM CUSTODY CASE PLAN**  
 (continued)

<b>Detainee:</b>	<b>DOB:</b>
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**SHORT TERM CUSTODY CASE PLAN - continued:**

*\*\* Coordinator Casework: complete if there are additional areas requiring attention, to the initial short term case plan*

Areas requiring attention (eg., health/medical (inc. pregnancy); accommodation; financial; legal; religious; etc.)	Responsibility	Action Taken

**OTHER CASEWORK/CST COMMENTS:**

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**Coordinator Casework**

\_\_\_ / \_\_\_ / \_\_\_

**SIGHTED:**

**Juvenile Justice Officer**

\_\_\_ / \_\_\_ / \_\_\_

ATTACHED TO PAGE 1

Original: "D" Case File - via Coordinator Casework

Fax to: JJCS (with mandate & relevant admission forms)

Juvenile Justice  
**CASEWORK INFORMATION**  
 Community

The purpose of this form is to provide additional information to centre staff, to assist custodial CST Meeting discussions and completion of the Short Term Custody Case Plan. It should be completed by the allocated JJO/JJ Counsellor (or Intake Worker if not allocated) and faxed to the juvenile justice centre, within 24 hours of the detainee's admission.

<b>NAME:</b> Info. current at:    ___ / ___ / ___	<b>DOB:</b> JJO/JJC:	
<b>Contact which is not supported and brief details of reason:</b>		
Name: _____ Reasons - _____	<u>Type of contact not supported:</u> [ ] Phone [ ] Visits [ ] Mail	
Name: _____ Reasons - _____	[ ] Phone [ ] Visits [ ] Mail	
<b>Immediate and ongoing casework issues/risk factors &amp; recommended referrals:</b>		
Background Report attached:    Y / N                      Most recent Service Delivery Plan attached:    Y / N / NA		
<u>Immediate Issues:</u> _____ _____		
<u>Ongoing Issues:</u> _____ _____		
<u>Recommended Referrals:</u> _____ _____		
<b>Follow up by Juvenile Justice Community Services is required in the following areas:</b>		
DOCS notification required:    Y / N <u>If yes</u> , notification made:    Y / N		
Other: _____ _____		
<b>Planned bail advocacy/diversion strategies by JJO in consultation with centre Casework staff:</b>		
CIS Entries & Update:                      Y / N		
_____ _____ _____		
<b>JJO / JJ Counsellor:</b> Signed: Office: Cluster: Date:    ___ / ___ / ___	<b>Manager:</b> Signed: Date:    ___ / ___ / ___	<b>SIGHTED - Coord. Casework:</b> Signed: Date:    ___ / ___ / ___

Juvenile Justice  
**CASEWORK INFORMATION**  
 Custody

*The purpose of this form is to ensure custodial and community case management staff have current details about the detainee's status and supports. It should be completed by the Coordinator Casework or Caseworker, provided to JJCS staff and updated when new information is obtained.*

<b>Name:</b>		<b>DOB:</b>	
<b>Info. current at:</b> ___ / ___ / ___		<b>Coordinator Casework/Caseworker:</b>	
<b>Current Location:</b>			
<b>Legal Status:</b>		Classified: Yes / No	
<b>Further Court Details:</b>			
<b>Current offences:</b>			
<b>Sentence:</b>		Start Date: ___ / ___ / ___	Min. Term:
		Fixed Term:	Add. Term:
		<u>Recommendations:</u>	
<b>Earliest Release Date:</b>		Parole jurisdiction:    Yes / No	
<b>s24(1)(c) Recommendation:</b>		Yes / No <u>Details:</u>	
<b>JJ Officer:</b>		Location:	
<b>JJ Counsellor:</b>		Location:	
<b>Primary Worker:</b>			
<b>Key Worker:</b>			
<b>Earliest Date for - Outings:</b>		Dir Ops approval required:    Yes / No	
<b>Day Leave:</b>		Dir Ops approval required:    Yes / No	
<b>Overnight Leave:</b>		Dir Ops approval required:    Yes / No	
<b>Family/Significant Others: &amp; Contact details:</b>			
<b>Community Support Person/Agency: &amp; Contact Details:</b>			
<b>Other Information:</b>		[ ] Ward [ ] Disability    [ ] Ethnicity [ ] Interpreter required	
<b>Details:</b>			
<b>Existing External Case Plans:</b>		[ ] Yes [ ] No    Details:	

Juvenile Justice  
**SERVICE DELIVERY PLAN**

<b>Name:</b>	<b>DOB:</b>	<b>Type of Order:</b>
<b>Plan developed by:</b> (office/centre)	<b>Juvenile Justice Officer/Counsellor:</b>	Commencement date:
<b>Date plan developed:</b>	<b>Coordinator Casework/Caseworker:</b>	End/ERD date:

Focus Area & Desired Outcome/s (for each area)	Recommended strategies, interventions, programs	Responsibility &/or possible provider	Recommended Time Frame

<p>I have shown this Service Delivery Plan to the young person, and its contents have been explained in detail.</p> <p><b>JJO / JJ Counsellor:</b>      ___ / ___ / ___</p> <p><u>OR</u></p> <p><b>Coord. Casework/ Caseworker:</b>      ___ / ___ / ___</p>	<p>I understand the Service Delivery Plan and agree / do not agree with it</p> <p><b>Young person:</b>      ___ / ___ / ___</p> <p><u>Comments:</u></p>
<p><b>Review Date:</b>      ___ / ___ / ___</p> <p><b>MANAGER:</b></p> <p><b>Sighted -</b>      ___ / ___ / ___</p>	
<p><b>COMMENTS / POSSIBLE BARRIERS / ETC.:</b></p>	

Juvenile Justice  
**CASE PLAN CONTRACT**  
 Custody

*The Case Plan Contract is developed by the detainee in conjunction with the Coordinator Casework/Caseworker and other support people (where appropriate). It is linked to the focus areas and recommendations in the Service Delivery Plan to which the detainee has agreed. The detainee should define his or her own goals and participate in the discussion to agree on actions to achieve those goals.*

<b>Name:</b>	<b>DOB:</b>
<b>Coordinator Casework:</b>	<b>Date of Contract:</b> ___ / ___ / ___
<b>Caseworker:</b>	<b>Primary Worker:</b>
<b>Key Worker:</b>	<b>Other JJ or external Support Person:</b>

**CASE PLAN & OUTCOMES:**    *\*\* the detainee must be actively involved in the development of this contract*

Desired outcomes	Action (eg., strategies, tasks, programs)	Responsibility & Time Frame

<p><b>I agree to participate in this case plan</b></p> <p><b>Signed:</b> _____                  Detainee</p> <p><b>Date:</b>    ___ / ___ / ___</p>	<p><b>The detainee was actively involved in developing this case plan contract and each part of the contract has been explained in detail.</b></p> <p><b>Signed:</b> _____                  Coordinator Casework / Caseworker</p> <p><b>Date:</b>    ___ / ___ / ___</p>
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Juvenile Justice  
**CASE CONFERENCE SUMMARY**  
Custody

*The purpose of this Summary is to provide information about the process and information obtained at the Case Conference and the outcomes which were agreed on. A copy of the Case Conference Summary is provided to the detainee's family or significant other to keep them up to date on case management with the detainee. A copy is also provided to centre and community staff working with the detainee.*

<b>Name:</b>	<b>DOB:</b>
<b>Location:</b> <small>(centre/office)</small>	<b>Date of Conference:</b> ___ / ___ / ___

<b>Case Conference Participants:</b>
<b>Sources of additional information provided by:</b>

**Case Conference Outcomes:**

Agenda Item	Outcomes	Responsible / Time Frame

<b>Caseworker / JJO / JJC</b> ___ / ___ / ___	<b>Coordinator Casework</b> ___ / ___ / ___	<b>Manager</b> ___ / ___ / ___
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Juvenile Justice  
**CASE PLAN CONTRACT REVIEW**  
 Custody

*The purpose of the Case Plan Contract Review is to discuss and highlight achievements and issues in the detainee's work on his or her case plan contract and to agree on (where necessary) new goals and action. The review should be conducted by the detainee in conjunction with the Coordinator Casework/Caseworker and other support people (where appropriate). The detainee should be actively involved in all case plan contract reviews.*

<b>Name:</b>	<b>DOB:</b>
<b>Date of Initial Contract:</b> ___ / ___ / ___	<b>Date of this Review:</b> ___ / ___ / ___
	<b>Review Number:</b> _____

<b>Outcomes achieved</b>
<b>Achievements towards outcomes:</b> (eg., completion of action, program participation)
<b>Restraints encountered / Issues of concern:</b>

**REVISED CASE PLAN (where appropriate):**

Action (eg., strategies, tasks, programs) & new outcomes (where applicable)	Responsibility & Time Frame

<p><b>ACTION REQUIRED:</b></p> <p><input type="checkbox"/> Referral                      <input type="checkbox"/> Case Conference</p> <p><input type="checkbox"/> Parole Report                  <input type="checkbox"/> Transfer</p> <p><input type="checkbox"/> Community Reintegration Report for _____</p> <p><b>Comments:</b></p>	<p><b>NEXT REVIEW DATE:</b>      ___ / ___ / ___</p> <p>_____      ___ / ___ / ___</p> <p>Detainee</p> <p>_____</p> <p>Coord. Casework / Caseworker/Key Worker</p> <p style="text-align: right;">___ / ___ / ___</p>
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Juvenile Justice  
**CONTACT FOR CASEWORK PURPOSES**

*The purpose of this form is to enable other staff and community workers who have contact with a detainee to inform case management staff about their contact and outcomes. Information contained in this form can be used for ongoing case management, reviews of case plan contracts and service delivery plans. It is a tool to strengthen the links between people working with the same individual client. This form can be completed by a range of people, eg. JJO's, JJ Counsellors, other Counsellors, Solicitors, District Officers, Post Release Support Workers.*

<b>Client:</b>	<b>DOB:</b>
<b>Location visited:</b> <small>(JJ centre / JJCS office)</small>	<b>Date of Contact:</b> ___ / ___ / ___
	<b>Worker / Visitor:</b>
<b>Intended return date:</b> ___ / ___ / ___	<b>Agency:</b>
<b>Purpose:</b>	Contact details:

<b>Reason for contact / visit:</b>

<b>Issues identified:</b>

<b>Further Action Required:</b>	<b>Responsibility:</b>

<b>Signature of visitor / contact:</b> _____	<b>Noted:</b> Coord. Casework / Caseworker / JJO / JJC _____
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Juvenile Justice  
**COMMUNITY REINTEGRATION REPORT**  
 Custodial Information

This form should be completed when a detainee is:

- preparing for discharge from the centre;
- being recommended for conditional discharge (s24(1)(c) Children (Detention Centres) Act 1987); or,
- required to be supervised in the community after discharge (eg., probation)

This form should be completed no later than seven (7) days prior to discharge.

Provided by: \_\_\_\_\_ JJC

Date: \_\_\_ / \_\_\_ / \_\_\_

Coordinator Casework: \_\_\_\_\_

Caseworker: \_\_\_\_\_

Detainee: \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_

**The following information is attached:**

Required attachments:

Other attachments:

[ ] Service Delivery Plan

[ ] \_\_\_\_\_

[ ] Current Case Plan Contract

[ ] \_\_\_\_\_

[ ] Service Delivery Plan Review/s  
 (no. of reviews attached: \_\_\_\_\_)

[ ] \_\_\_\_\_

The Service Delivery Plan outlines the identified focus areas and needs of this young person, and strategies/programs which have been recommended during the period of custody. Update assessment and intervention information is contained in the Service Delivery Plan Review/s.

**Program involvement - Additional Comments:**

(this section should be read in conjunction with the documents listed above)

**Overview of behaviour & successful behaviour management strategies:**

(ie., in addition to the attached behaviour management information/documentation)

**Additional information relevant to community reintegration:**

(can be provided by a range of centre staff & other support people)

*[Centre Case Management staff: If this information relates to a s24(1)(c) recommendation, complete the second part of this form]*  
**If JJCS/IPU staff require additional information, please contact Casework Staff at this centre. If this information has been requested for a section 24(1)(c) recommendation, please refer to the next page.**

Caseworker: \_\_\_\_\_

Coordinator Casework: \_\_\_\_\_

Original: "D" Case File

Copy: relevant JJCS/IPU staff - Community File

**COMMUNITY REINTEGRATION REPORT**  
Custodial Information

*for the purpose of recommendation under section 24 (1)(c), Children (Detention Centres) Act 1987*

**CONDITIONAL DISCHARGE COMMENTS & RECOMMENDATIONS:**

This section only applies when a section 24(1)(c) recommendation is being prepared

**1. The consensus of the Centre Support Team is to:**

**SUPPORT      NOT SUPPORT      conditional discharge under s 24(1)(c)**

Reasons for non-support are:

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**2. Centre Management Recommendation:**

**SUPPORTED      NOT SUPPORTED      SUPPORTED      NOT SUPPORTED**

**Coordinator Casework**

\_\_\_ / \_\_\_ / \_\_\_

**Centre Manager**

\_\_\_ / \_\_\_ / \_\_\_

Comments:

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Juvenile Justice  
**PSYCHOLOGICAL APPRAISAL SUMMARY**

*The purpose of this form is to provide case management staff with an overview of the more comprehensive psychological assessment. Information from the appraisal is used to develop the Service Delivery Plan from which the young person develops his or her own Case Plan Contract. This appraisal is linked to other assessments conducted by specialist staff.*

<b>Name:</b>	<b>DOB:</b>
<b>Location of client:</b> <small>(JJ Centre / JJCS Office)</small>	<b>Date conducted:</b> __ / __ / __
<b>Conducted by:</b> <small>Name, Position &amp; Location</small>	<b>Date appraisal submitted:</b> __ / __ / __

This young person has had a psychological appraisal conducted by a departmental psychologist. Information from this assessment will be discussed at the Centre Support Team (CST) Meeting. If there are any issues or concerns that you wish to discuss, please direct them to the psychologist who completed the appraisal.

Focus Area	Appraisal Information
Presenting problems	
Past / Current Mental Health Problems <small>(inc. Medication / treatment details)</small>	
Key Family / Social Problems	
Behaviour / Developmental Issues <small>(inc. Disabilities)</small>	
School / Ability / Occupational	
Significant Personality / Emotional Issues <small>(inc. Risk)</small>	
Intervention Plan	

<b>PSYCHOLOGIST - Signature</b>  _____ __ / __ / __	<b>COORDINATOR CASEWORK:</b>  _____ __ / __ / __
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Juvenile Justice  
**ORDER FOR TRANSFER OF A DETAINEE**  
*Children (Detention Centres) Act 1987*  
*section 11(1)(a) and/or section 13(1)*

Order to determine the Juvenile Justice Centre in which a person is to be detained  
and/or  
direct the transfer of a person from one Juvenile Justice Centre to another.

(a) I \_\_\_\_\_  
a delegate of the Director General, determine that  
\_\_\_\_\_ born \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
is a Class A / Class B detainee.

(b) I hereby direct that the said person be transferred  
from \_\_\_\_\_ Juvenile Justice Centre  
to \_\_\_\_\_ Juvenile Justice Centre  
at \_\_\_\_\_.

OR

(c) I hereby direct that the said person be detained  
at \_\_\_\_\_ Juvenile Justice Centre  
at \_\_\_\_\_.

Endorsed: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

If completing (a) and (b):                      Send to Manager, receiving centre

If completing (a) and (c):                      Place on detainee's "D" File

**NOTE:**            Order for section 11(1)(a) and/or section 13(1) for Class A  
detainees can only be made by the Director, Operations or  
the Director General.

Original: "D" File ("transfers" section)

Department of Juvenile Justice

**RECOMMENDATION FOR A DETAINEE TO BE DETERMINED CLASS A**

**1. RECOMMENDATION FROM:**

Juvenile Justice Centre:

Date:

Report completed by:

Designation:

**2. DETAILS OF DETAINEE:**

Name:

D.O.B.:

Home Address:

**3. DETAILS OF CURRENT COURT ORDERS:**

	Date	Court	Offences	Orders	Future Court Dates
Control Order					
Remand					
Appeal					

**4. RECOMMENDED PLACEMENT:**

Kariong Juvenile Justice Centre

Minda Juvenile Justice Centre

**5. DETAILED REASONS FOR TRANSFER RECOMMENDATION:  
(Including full history of prior management problems)**

**6. STRATEGIES ATTEMPTED TO MANAGE BEHAVIOUR:**

**7. SIGNIFICANT INFORMATION ABOUT DETAINEE:**

**8. SUPPORTING INFORMATION:**

Where available, copies of the following supporting documentation should be attached:

Psychological Reports		School Reports	
Psychiatric Reports		Previous Incident Reports	
Medical Reports		Incentive System Cards	
Case Plan			

**9. DECISION**

Approved / Not Approved for Class A determination.

Transfer to \_\_\_\_\_ Juvenile Justice Centre

Comments:

Signed:

Date:

Director Operations

**CHILDREN (DETENTION CENTRES) ACT, 1987**

**SECTION 11(1)(a) AND / OR SECTION 13 (1) ORDER**

ORDER TO DETERMINE THE DETENTION CENTRE IN WHICH A PERSON IS TO BE DETAINED AND / OR DIRECT THE TRANSFER OF A PERSON FROM ONE JUVENILE JUSTICE CENTRE TO ANOTHER

I, \_\_\_\_\_, a delegate of the Director General, determine that

\_\_\_\_\_ born \_\_\_\_\_ is a Class A detainee.

I direct that the said person be transferred from \_\_\_\_\_ Juvenile Justice Centre

to \_\_\_\_\_ Juvenile Justice Centre at \_\_\_\_\_

Endorsed:

Date:

Director Operations

**RECOMMENDATION FOR A CLASS A DETAINEE  
TO BE DETERMINED CLASS B**

**1. RECOMMENDATION FROM:**

Juvenile Justice Centre:

Date:

Report completed by:

Designation:

**2. DETAILS OF DETAINEE:**

Name:

DOB:

Home address:

Legal status:

Date admitted to centre:

Discharge date:

Recommended placement:

**3. DECISION:**

Approved / Not approved for Class B determination

Transfer to \_\_\_\_\_ Juvenile Justice Centre

Comments:

Signed:

Date:

Designation:

**CHILDREN (DETENTION CENTRES) ACT, 1987  
SECTION 11(1)(A) AND / OR SECTION 13(1) ORDER**

ORDER TO DETERMINE THE DETENTION CENTRE IN WHICH A PERSON IS TO BE  
DETAINED AND / OR DIRECT THE TRANSFER OF A PERSON FROM ONE  
JUVENILE JUSTICE CENTRE TO ANOTHER

I \_\_\_\_\_ a delegate of the Director General, determine that  
\_\_\_\_\_ born \_\_\_\_\_ is a Class B detainee.

I direct that the said person be transferred from \_\_\_\_\_ Juvenile  
Justice Centre to \_\_\_\_\_ Juvenile Justice Centre at  
\_\_\_\_\_.

Endorsed:

Designation:

Date:



Juvenile Justice Centres  
**INCIDENT ADVICE**

Type of incident: \_\_\_\_\_

Centre: \_\_\_\_\_ Date of incident: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_ am / pm

Supervising officer: \_\_\_\_\_

**DETAINEE DETAILS:** (include name, DOB, offences, legal status, next court date or ERD, sentence, admissions date for each detainee)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STAFF DETAILS:** (include name, position, status, length of service for each staff member) \_\_\_\_\_

\_\_\_\_\_

**CIRCUMSTANCES OF INCIDENT:**

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Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Notification	Time	Date	To whom	By whom
Police	am/pm			
DCS	am/pm			
Centre Manager	am/pm			
Cluster Director	am/pm			
Parents/Guardian	am/pm			
Crisis Support	am/pm			

Cluster Director	Office: _____	After hours: _____	Tick when faxed: [ <input type="checkbox"/> ]
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For escapes only:

McCabe Cottage	Office: _____	Tick when faxed: [ <input type="checkbox"/> ] for escapes only
Relevant JJO/JJC	Time: _____ am / pm      Date: ___ / ___ / ___	for escapes only

Juvenile Justice Centres  
**INCIDENT ADVICE**

**Report Writing Checklist**

completing the Incident Advice and the Comprehensive Report, please ensure the following are addressed:

**Staff assault on detainee**

- circumstances leading up to the incident
- concise and accurate details of the incident
- witnesses
- injuries/medical treatment - copy of medical report
- counselling provided
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations
- roster of staff member for next 3 days

Notifications: Cluster Director, DCS, Police, parent/guardian

**Self harm/attempted suicide**

- circumstances leading up to the incident
- concise and accurate details of the incident, including how he/she obtained the instrument/s of self harm
- witnesses
- level of supervision (no. of supervisors & whether considered satisfactory)
- injuries/medical treatment - copy of medical report
- counselling provided
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations
- current level of supervision of the detainee
- further action intended

Notifications: Cluster Director, DCS, Police, parent/guardian, crisis support

**Detainee assault on staff member**

- circumstances leading up to the incident
- concise and accurate details of the incident
- witnesses
- level of supervision (no. of supervisors & whether considered satisfactory)
- injuries/medical treatment - copy of medical report
- counselling provided
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations

Notifications: Cluster Director, Police, parent/guardian

**Injuries/accidents**

- circumstances leading up to the incident
- concise and accurate details of the incident
- witnesses
- level of supervision (no. of supervisors & whether considered satisfactory)
- injuries/medical treatment - copy of medical report
- counselling provided
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations

Notifications: Cluster Director, DCS, Police, parent/guardian

**Detainee assault on detainee**

Use detainee section for both victim and perpetrator. If more than one perpetrator complete a separate advice for each.

- circumstances leading up to the incident
- concise and accurate details of the incident
- witnesses
- level of supervision (no. of supervisors & whether considered satisfactory)
- injuries/medical treatment - copy of medical report
- counselling provided
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations

Notifications: Cluster Director, DCS, Police, parent/guardian

**Escapes**

- circumstances leading up to the escape
- concise and accurate details of the escape
- witnesses
- level of supervision (no. of supervisors & whether considered satisfactory)
- injuries/medical treatment - copy of medical report
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations
- roster of staff member/s for next 3 days

Notifications: Cluster Director, McCabe, Police, JJO, parent/guardian

**Substance use/possession**

- circumstances leading up to the incident
- concise and accurate details of the incident
- witnesses
- level of supervision (no. of supervisors & whether considered satisfactory)
- injuries/medical treatment - copy of medical report
- counselling provided
- adherence to policy/legislation
- assessment of staff action
- action taken/recommendations

Notifications: Cluster Director, Police, parent/guardian

**Comprehensive Report**

- forwarded to the Cluster Director, **if requested**, as soon as possible and within 24 hours of the incident, unless notified otherwise
- include copies of statements and incident/accident report form (JJ-M004) where applicable
- place original on incident file (do not include copy on detainee's "D" File, although originals of related reports should be attached)

Juvenile Justice Centres  
**APPREHENSION OF ESCAPEE ADVICE**

\*\* To be completed by the centre where the escapee is first returned.

(This form must also be completed for detainees who failed to return from leave and were apprehended)

Detainee: _____	D.O.B: ___ / ___ / ___
Centre: _____ (apprehending)	Date: ___ / ___ / ___
Time reported: _____ am / pm	Reported by: _____
Date of escape: ___ / ___ / ___	Centre (escaped from): _____

**DETAILS OF APPREHENSION:**

Date apprehended: \_\_\_ / \_\_\_ / \_\_\_ By whom: \_\_\_\_\_

Where apprehended: \_\_\_\_\_

Circumstances of apprehension: \_\_\_\_\_

\_\_\_\_\_

Current location: \_\_\_\_\_

Offences allegedly committed during absence: \_\_\_\_\_

Details: \_\_\_\_\_

To appear at \_\_\_\_\_ Court on \_\_\_ / \_\_\_ / \_\_\_

**FURTHER DETAILS/RECOMMENDATIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Cluster Director	Office: _____ After Hours: _____	Tick when faxed: [    ]
McCabe Cottage	Office: _____	Tick when faxed: [    ]
Unit escaped from	_____ JJC	Tick when faxed: [    ]

(Refer to checklist on reverse side of form)

Juvenile Justice Centres  
**APPREHENSION OF ESCAPEE ADVICE**  
**CHECKLIST**

- complete a separate form for each apprehension
- fax copies to:
  - Cluster Director
  - McCabe Cottage
  - Centre where detainee escaped from (where applicable)
- verbally advise:
  - Cluster Director
  - Unit where detainee escaped from
- complete offences alleged to have been committed while the escapee was in the community
- circumstances of apprehension
- where charged, receiving centre to:
  - complete Report on Alleged Offence in Custody (JJ-A010); and,
  - fax to relevant JJO/JJC within 24 hours of receipt of "D" File

Juvenile Justice  
**INCIDENT FOLLOW-UP ADVICE**

Type of incident: \_\_\_\_\_

Centre: \_\_\_\_\_ Date of incident: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_ am / pm

Date comprehensive report sent: \_\_\_ / \_\_\_ / \_\_\_

Juvenile/s involved in incident: \_\_\_\_\_

**OUTSTANDING ISSUES:** (eg., results of police or DCS investigation; medical results; counselling/treatment intervention; investigations into staff response/supervision, etc.)

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**OUTCOME:** (eg., police charges, dealt with under serious/minor misbehaviour, etc.)

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**OTHER ISSUES:**

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Signed: \_\_\_\_\_  
Co-ordinator, Operations

Date: \_\_\_ / \_\_\_ / \_\_\_

Signed: \_\_\_\_\_  
Centre Manager

Date: \_\_\_ / \_\_\_ / \_\_\_

Notification:		
Cluster Director	Fax:	Tick when faxed [    ]

Attach to: Original of comprehensive report (in incident file)





**Juvenile Justice**  
**REPORT ON ALLEGED OFFENCE IN CUSTODY**

Case of: \_\_\_\_\_ D.O.B.: \_\_\_\_/\_\_\_\_/\_\_\_\_

Remanded to: \_\_\_\_\_ Court Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present discharge date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*(where applicable)*

Date of escape: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of apprehension: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CIRCUMSTANCES RELATING TO THE OFFENCE:** (do not mention staff or other detainees by name)

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**INFORMATION RELEVANT TO THE PERIOD IN CUSTODY:**

1. **Family Contact -** \_\_\_\_\_

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2. **Any employment or education undertaken -** \_\_\_\_\_

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3. **Participation in the community -** \_\_\_\_\_

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*(In relation to offence of escape)*

**NOTE:** The above mentioned young person was absent from custody for a period of ..... days on his / her original control order. Section 447A Crimes Act makes provision for this for this period to be served irrespective of any other penalty imposed.

**REVISED DISCHARGE DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
 Centre Manager  
 Juvenile Justice Centre

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To:** Juvenile Justice Officer / Counsellor at \_\_\_\_\_

Please furnish a copy of your background report to this centre for the "D" File



Juvenile Justice  
REPORT OF MINOR MISBEHAVIOUR

Centre: \_\_\_\_\_

Detainee: \_\_\_\_\_

D.O.B: \_\_\_ / \_\_\_ / \_\_\_

REPORTING OFFICER STATEMENT:

Date: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_\_\_ am / pm Location: \_\_\_\_\_

Reporting Officer: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

If determined guilty, recommendation for punishment: \_\_\_\_\_

Signed: \_\_\_\_\_

DETAINEE STATEMENT:

Plea:           not guilty                   guilty                                   Date of statement: \_\_\_ / \_\_\_ / \_\_\_

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\_\_\_\_\_

Signed: \_\_\_\_\_

SIGHTED:		
Team Leader	Co-ordinator, Operations	Manager

**Juvenile Justice**  
**RECORD OF PUNISHMENT - MINOR MISBEHAVIOUR**

To be completed by Team Leader

Detainee: \_\_\_\_\_

D.O.B.: \_\_\_ / \_\_\_ / \_\_\_

Type of misbehaviour <small>(Regulation 1988: Schedule 1, Part 1)</small>	Details of inquiry		
<input type="checkbox"/> Disobeying rules or instructions <input type="checkbox"/> Lying <input type="checkbox"/> Abusive, indecent or threatening language <input type="checkbox"/> Deliberate harassment or provocation <input type="checkbox"/> Damage to Government or personal property <input type="checkbox"/> Possession of unauthorised articles <input type="checkbox"/> Subversive behaviour <input type="checkbox"/> Unauthorised entry to certain areas <input type="checkbox"/> Petty stealing <input type="checkbox"/> Fighting <input type="checkbox"/> Unauthorised use of alarms or equipment <input type="checkbox"/> Refusal to work or participate in activities <input type="checkbox"/> Unauthorised telephone calls	Date of inquiry: ___ / ___ / ___ Time of inquiry: _____ am / pm Determination after inquiry: Guilty / Not guilty / No determination Evidence and reasons for determination: _____ _____ _____ _____		
Punishment	For a period of:	To be reviewed after:	Review result & date:
<input type="checkbox"/> Caution	N/A	N/A	N/A
<input type="checkbox"/> Restriction from sport activities (not exceeding 4 days) Specify activity/ies - _____ _____			
<input type="checkbox"/> Restriction from leisure activities (not exceeding 4 days) Specify activity/ies - _____ _____			
<input type="checkbox"/> Additional duties (not exceeding 7 days)			
<input type="checkbox"/> Exclusion from (a place): _____ (under 16 yrs - not exceeding 3 hrs; over 16 yrs - not exceeding 12 hours)			
<input type="checkbox"/> Confinement (under 16 yrs - not exceeding 3 hrs; over 16 yrs - not exceeding 12 hours)			
<b>Additional comments:</b> _____ _____ _____ (Team Leader) signed: _____			
<b>SIGHTED:</b> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <span>Co-ordinator, Operations</span> <span>Manager</span> </div>			



Juvenile Justice

# ALLEGED ASSAULT OF YOUNG PERSON IN POLICE CUSTODY

Young person's name: \_\_\_\_\_ D.O.B.: \_\_\_/\_\_\_/\_\_\_  
Home address: \_\_\_\_\_  
Earliest possible release date: \_\_\_/\_\_\_/\_\_\_ Legal status: \_\_\_\_\_  
Next court appearance: At: \_\_\_\_\_ Court on \_\_\_/\_\_\_/\_\_\_

Date of alleged assault: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ am / pm  
Injury occurred at: \_\_\_\_\_  
Police involved: (name/s or police station) \_\_\_\_\_

Witnesses to the assault: YES NO  
Witness name/s: \_\_\_\_\_

Date alleged assault reported to DJJ staff: \_\_\_/\_\_\_/\_\_\_ Centre/IPU/JCS: \_\_\_\_\_

**Brief particulars of injury:**  
[attach copies of Incident Advice (JJ-A005) and Incident/Accident Report (JJ-M004). Photographs to be retained by the Centre]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injury sighted by DJJ staff: YES NO Staff member: \_\_\_\_\_  
Position: \_\_\_\_\_ Contact number: ( ) \_\_\_\_\_  
Date/time this form completed \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ am / pm

**SIGNATURES:**  
Staff member: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Complainant/Young person: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\* If the young person does not wish to sign the form, give brief reasons in the young person's own words:  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** Assistant Commissioner (Professional Responsibility)  
Level 15 Police Headquarters (Avery Building)  
14 - 24 College Street  
DARLINGHURST NSW 2010  
Fax (02) 9339 5273

DEPARTMENT OF JUVENILE JUSTICE

Juvenile Justice Centre: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

DATE:     /     /    

Assistant Commissioner (Professional Responsibility)  
Level 15  
Police Headquarters (Avery Building)  
14 - 24 College Street  
DARLINGHURST NSW 2010

**By fax: (02) 339 5273**

**Re: Alleged assault by police upon \_\_\_\_\_, a young person  
in custody at \_\_\_\_\_ Juvenile Justice Centre**

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Attached please find a written complaint concerning an alleged assault upon a juvenile detainee while in police custody.

This information has been referred by this Department on behalf of the above named complainant/young person, however the Department does not wish to be regarded as the complainant in this matter.

The earliest expected release date for the young person is \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Forwarded for appropriate attention in terms of Part 8A of the *Police Service Act 1990* (as amended).

Yours sincerely

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

\_\_\_\_\_ Juvenile Justice Centre

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ATTENTION:**

Detainee: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTICE FOR CHILDREN'S COURT HEARING**

**SERIOUS MISBEHAVIOUR**

*Children (Detention Centres) Act 1987, section 21(1)(e)*

*Children (Detention Centres) Regulation 1995, Division 3, clauses 51 & 52 & Schedule 1, Part 2*

This notice is to inform you that you are required to attend the Children's Court, as a result of being reported for serious misbehaviour, as defined in the Children (Detention Centres) Regulation 1995.

Date of hearing: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time of hearing: \_\_\_\_\_ am / pm

Court: \_\_\_\_\_

Reporting Officer: \_\_\_\_\_

**You were reported for the following alleged misbehaviour:**

(as defined in Schedule 1, Part 2 Children (Detention Centres) Regulation 1995)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are required to report to me, no later than 8 hours before your appearance, to admit or deny that you behaved as reported/alleged.

You are entitled to legal representation for this hearing.

You are entitled to give evidence before the Children's Magistrate in respect of this alleged serious misbehaviour.

\_\_\_\_\_  
**CENTRE MANAGER**

Juvenile Justice  
**DETAINEE DETAILS**  
 Police Information

To be completed when a detainee has escaped or failed to return from leave.

Centre: _____		Contact Officer: Team Leader on duty			
Address: _____ _____					
Phone: (    ) _____		Fax (    ) _____			
<b>DETAINEE DETAILS:</b>					
Name: _____		DOB: ___ / ___ / ___			
Offences: _____ _____					
Legal status:		Control Order	Remand	C/R	Appeal
Next Court date: ___ / ___ / ___		Court: _____			
Weight	Height	Hair	Eyes	Distinguishing features	Complexion
<b>CRITICAL INFORMATION ABOUT THE DETAINEE:</b> (potential for violence, self harm, etc.)					
<b>PARENT/SIGNIFICANT OTHER DETAILS:</b>					
Father's Name: _____					
Address: _____ _____					
Phone:		H - (    ) _____	W - (    ) _____		
Mother's Name: _____					
Address: _____ _____					
Phone:		H - (    ) _____	W - (    ) _____		
Sign. Other's Name: _____					
(leave supervisor)					
Address: _____ _____					
Phone:		H - (    ) _____	W - (    ) _____		

When complete: provide to the relevant police station/s.













# APPLICATION FOR LEAVE

Section 24(1)(a) & (1A) Children (Detention Centres) Act 1987 & Part 4 Children (Detention Centres) Regulation 1995

Name: \_\_\_\_\_ D.O.B.: \_\_\_ / \_\_\_ / \_\_\_ Unit \_\_\_\_\_  
 Level/section: \_\_\_\_\_ Eligible for - Day \_\_\_ / \_\_\_ / \_\_\_ Overnight \_\_\_ / \_\_\_ / \_\_\_  
 Current program/s: \_\_\_\_\_

LEAVE REQUEST: [ ] DAY LEAVE [ ] OVERNIGHT LEAVE  
 From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_  
 Address\*: \_\_\_\_\_ \* address of leave should be where the detainee will live after discharge

Person supervising: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Telephone: H - ( ) \_\_\_\_\_ W - ( ) \_\_\_\_\_  
 Reason for leave: \_\_\_\_\_

TRAVEL ARRANGEMENTS: Depart: \_\_\_\_\_ am / pm Return: \_\_\_\_\_ am / pm  
 Transport details: \_\_\_\_\_

CASEWORK / CST COMMENTS: \_\_\_\_\_ Is the application supported? YES NO  
 How will leave assist in the achievement of case plan goals?  
 \_\_\_\_\_  
 \_\_\_\_\_

OPERATIONS/UNIT COMMENTS: \_\_\_\_\_ Is the application supported? YES NO  
 Have any issues (eg., behaviour, program participation) been reported by operations/unit staff? (please outline)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PROPOSED SUPERVISOR CONTACT DETAILS: Interview form completed: YES NO  
 Is the proposed supervisor willing to supervise leave, and able to provide an adequate level of supervision? YES NO  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMUNITY CONTACT DETAILS:  
 Does the JJO/JJ Counsellor support leave and the proposed address? YES NO  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_  
 APPROVAL DETAILS OVERLEAF ...

Juvenile Justice  
**APPLICATION FOR LEAVE  
 APPROVAL DETAILS**

Detainee: \_\_\_\_\_

D.O.B: \_\_\_ / \_\_\_ / \_\_\_

<b>COORDINATOR CASEWORK:</b>	<b>SUPPORTED</b>	<b>NOT SUPPORTED</b>
Comments: _____ _____ _____		
Signed: _____	Date: ___ / ___ / ___	
<b>COORDINATOR OPERATIONS:</b>	<b>SUPPORTED</b>	<b>NOT SUPPORTED</b>
Comments: _____ _____ _____		
Signed: _____	Date: ___ / ___ / ___	

<b>CENTRE MANAGER:</b>	<b>APPROVED</b>	<b>NOT APPROVED</b>
Reason for non approval:	N/A or _____ _____	
Details of approved leave:	N/A or _____ _____ _____	
Special conditions of leave:	_____ _____ _____	
Signed: _____	Date: ___ / ___ / ___	

Order for Leave completed:    **YES**    **NO**                      By: \_\_\_\_\_

**ELIGIBLE TO APPLY FOR LEAVE:**

Offence type	Day Leave	Overnight Leave
<i>Indictable / Summary (Non Classified)</i>	<i>1/4 of committal</i>	<i>1/2 of committal</i>
<i>Indictable (Classified)</i>	<i>1/3 of committal</i>	<i>2/3 of committal</i>
<i>Serious Indictable (Classified)</i>	<i>1/2 of committal - initial approval of Director, Operations</i>	<i>2/3 of committal initial approval of Director, Operations</i>

Original: Detainee (during leave) - then - "D" File ("authorised absences" section) on return                      \* retain copy during detainee's absence

Juvenile Justice  
**PRE LEAVE INTERVIEW FORM**  
 (supervisor - parent or significant other)

Detainee: \_\_\_\_\_

Date of interview: ____ / ____ / ____	Conducted by: _____	Position: _____
Person interviewed: _____	Relationship: _____	
Address: _____		
Telephone: _____	W - (    ) _____	H - (    ) _____

**PROPOSED SUPERVISOR'S QUESTIONS:**

- |  |     |    |
|--|-----|----|
| Do you understand that you must supervise _____ all the time while he/she is on leave?       | YES | NO |
| Will you sign a form saying you will take responsibility for _____ while he/she is on leave? | YES | NO |
| Will you fill out an evaluation form at the end of the leave?                                | YES | NO |
| Will you help _____ fill out his/her evaluation form at the end of leave?                    | YES | NO |
| Have _____'s case plan goals been explained to you, and how leave can help with these?       | YES | NO |
| Can you supervise _____ on leave during weekdays?  | YES | NO |

*(COORDINATOR, CASEWORK/CASEWORKER PLEASE NOTE: explain case plan goals if the parent/significant other is not aware of them)*

**Further comments/information:**

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**SPECIAL ARRANGEMENTS:**

Has the proposed supervisor requested any special arrangements to assist them? YES    NO

If yes, please outline:

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**COORDINATOR, CASEWORK/CASEWORKER COMMENTS:**

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Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





Juvenile Justice  
**LEAVE UNDERTAKING**  
 SUPERVISOR

Detainee's name: \_\_\_\_\_ Supervisor's name: \_\_\_\_\_

**UNDERTAKING:** DATE/S OF LEAVE: From \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_

As the supervisor of \_\_\_\_\_ while on leave I agree to:

1. supervise him/her at all times
2. contact the Juvenile Justice Centre if he/she leaves my care (Ph: \_\_\_\_\_)
3. contact the Juvenile Justice Centre if I have any problems with him/her during the leave
4. complete and return an evaluation form to the Juvenile Justice Centre

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

**LEAVE SUPERVISOR'S EVALUATION:**

1. Did you supervise \_\_\_\_\_ the whole time during the leave?  
 \_\_\_\_\_
2. Did \_\_\_\_\_ leave your care at any time?  
 \_\_\_\_\_
3. How did \_\_\_\_\_ behave?  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Did you have any problems with \_\_\_\_\_ during leave?  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Did you have to phone the centre about any problems? If yes, what were they?  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Did \_\_\_\_\_ make any plans for school, work or accommodation during leave?  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Will you be the supervisor for \_\_\_\_\_ again?  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Any other comments? (please feel free to use the other side of this form if you have more information)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Juvenile Justice  
**DETAINEE'S LEAVE EVALUATION**

Name: \_\_\_\_\_ Date/s of leave: \_\_\_\_\_

1. What did you do while you were on leave and what did you enjoy the most?  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you have any hassles with anyone or anything?  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you look for a job or training course? Where and what type?  
\_\_\_\_\_  
\_\_\_\_\_

4. Did the Coordinator, Casework or your caseworker ask you to do anything special while you were on leave? What was that and how did you go?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is there anything else you would like to say about your leave?  
\_\_\_\_\_  
\_\_\_\_\_

6. How did you feel about being on leave, particularly knowing that you had to come back?  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you happy to have \_\_\_\_\_ supervise your next leave?  
\_\_\_\_\_

Signed: \_\_\_\_\_

CASEWORK/CST COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Checked & Discussed) COORDINATOR, CASEWORK/CASEWORKER: \_\_\_\_\_

Juvenile Justice  
**REQUEST FOR JCS HOME REPORT**

**TO:** Please return to: Coordinator, Casework, \_\_\_\_\_ JJC

Juvenile Justice Officer: \_\_\_\_\_ OR  
 Juvenile Justice Counsellor: \_\_\_\_\_

Following admission of the detainee to this centre advice was faxed to:  
 Officer: \_\_\_\_\_ Location : \_\_\_\_\_ On: \_\_\_ / \_\_\_ / \_\_\_

Detainee: \_\_\_\_\_ Date of birth: \_\_\_ / \_\_\_ / \_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

**CUSTODY/OFFENCE INFORMATION:**

Committed for -  
 Admission date: \_\_\_ / \_\_\_ / \_\_\_  
<sup>1</sup>Fixed term: \_\_\_\_\_ <sup>2a</sup>Minimum: \_\_\_\_\_ <sup>2b</sup>Additional: \_\_\_\_\_

Offence/s: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LEAVE ELIGIBILITY:**

Subject to satisfactory performance and no subsequent matters leave is available on the following dates:  
 Day Leave: \_\_\_ / \_\_\_ / \_\_\_ Overnight Leave: \_\_\_ / \_\_\_ / \_\_\_  
 Special comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**JCS COMMENTS:**

Overnight leave, when practicable, should be during the week to allow both family contact and opportunities for a detainee to seek employment or training. Could you please make comments on parents' ability to supervise during the week or weekend, whichever is more appropriate.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_

From time to time you may be requested to provide some supervision and feedback on home leave, when parental supervision may be questionable.

**COORDINATOR, CASEWORK** (signed): \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## SUPERVISED COMMUNITY ACTIVITY PROPOSAL

**ACTIVITY DETAILS -**

Type of activity:                      EDUCATIONAL                      RECREATIONAL

Location/address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone:                      (    ) \_\_\_\_\_ (where available)

What program/s and/or activities will be conducted:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Resources/equipment & funding required:                      Total cost: \$ \_\_\_\_\_

Vehicle booked:      YES      NO

**STAFF DETAILS -**

Name	Status
------	--------

**DETAINEE DETAILS - (proposed participants)**

Total number: \_\_\_\_\_

Name	Unit	Status	Level/section
------	------	--------	---------------

**ADDITIONAL INFORMATION TO ASSIST THE PROPOSAL:**

(In the case of a **camp** a separate, a detailed outline program must be attached to this form and submitted no later than 7 days prior to the proposed activity)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

APPROVAL DETAILS:                      Approved                      Not approved

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_





Juvenile Justice  
**ADMISSION NOTIFICATION**  
**TO JUVENILE JUSTICE COMMUNITY SERVICES**  
ADMISSION TO A JUVENILE JUSTICE CENTRE

**ATTENTION:** \_\_\_\_\_ Juvenile Justice Community Services  
**FROM:** \_\_\_\_\_ Juvenile Justice Centre at \_\_\_\_\_

**DETAINEE DETAILS:**

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Address: \_\_\_\_\_  
 Date of admission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Charge/s: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATUS:**

Bail Refused                       Control Order                       Warrants  
 Appeal                                       Admission under the Intoxicated Persons Act 1979

**UNABLE TO MEET:**

Conditional Police Bail                       Conditional Court Bail

Next court appearance date (if applicable): \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 To appear before: \_\_\_\_\_ Court

**ALL BACKGROUND REPORTS ARE TO BE SENT TO McCABE COTTAGE**

During admission notification with parent / guardian of young person admitted on police charges, ascertain the following information:

1. Are parents prepared to attend court? Y / N  
 (Contact phone number: \_\_\_\_\_)
2. If no, will they offer support / accommodation if bail is granted? Y / N  
 Comments: \_\_\_\_\_
3. If no, can they recommend another person / place where they would approve for the young person to seek support / accommodation? Y / N  
 Comments: \_\_\_\_\_
4. Does the young person have an allocated DOCS District Officer? Y / N
5. If yes, name and office: \_\_\_\_\_

PREPARED BY (please print): \_\_\_\_\_  
 DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Juvenile Justice  
**REQUEST FOR ESCORTED ABSENCE - INDIVIDUAL**

(eg., funeral, family illness, wedding, etc.)  
Section 23A Children (Detention Centres) Act 1987

Detainee: \_\_\_\_\_

D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

COORDINATOR, CASEWORK/CASEWORKER COMMENTS:

Supported / Not Supported

\_\_\_\_\_  
\_\_\_\_\_  
Signed: \_\_\_\_\_

COORDINATOR, OPERATIONS COMMENTS:

Supported / Not Supported

Escorts to be provided by: [ ] Centre [ ] JTS [ ] JJCS staff

\_\_\_\_\_  
\_\_\_\_\_  
Signed: \_\_\_\_\_

CENTRE MANAGER COMMENTS:

Control Order/Indictable offences:

Approved / Not Approved

Remand/Serious indictable offences:

Supported / Not Supported

\_\_\_\_\_  
\_\_\_\_\_  
Signed: \_\_\_\_\_

***The following section is to be completed ONLY for detainees who are:***

(1) on remand (2) class A (3) charged with serious indictable offences

DIRECTOR, OPERATIONS (OR DELEGATE) COMMENTS:

Escorted absence:

Approved / Not Approved

JTS escort personnel:

Approved / Not Approved

\_\_\_\_\_  
\_\_\_\_\_  
Signed: \_\_\_\_\_

**ESCORT DETAILS:**

Time of departure: \_\_\_\_\_ am / pm Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ From: \_\_\_\_\_ JJC

Estimated time of arrival at venue: \_\_\_\_\_ am / pm

Other destinations during journey (include times and purpose):

\_\_\_\_\_  
\_\_\_\_\_

Estimated time of return to centre: \_\_\_\_\_ am / pm

**SPECIAL INSTRUCTIONS** (including specific instructions on the use of handcuffs during the journey):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

Sighted:

COORDINATOR, OPERATIONS \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CENTRE MANAGER \_\_\_\_ / \_\_\_\_ / \_\_\_\_



Juvenile Justice  
**REQUEST FOR ESCORTED ABSENCE - INDIVIDUAL**

(eg., funeral, family illness, wedding, etc.)  
Section 23A Children (Detention Centres) Act 1987

JUVENILE JUSTICE CENTRE: \_\_\_\_\_

**Detainee:** \_\_\_\_\_ **D.O.B.:** \_\_\_ / \_\_\_ / \_\_\_

**Legal status:** (please circle)    **CONTROL**    **REMAND**    **C/R**    **APPEAL**    **s10**    **s19**

**D.O.A.:** \_\_\_ / \_\_\_ / \_\_\_    **D.O.D.:** \_\_\_ / \_\_\_ / \_\_\_    **Next court date:** \_\_\_ / \_\_\_ / \_\_\_

**CRITICAL DATES:**    **Day Leave -** \_\_\_ / \_\_\_ / \_\_\_    **Overnight Leave -** \_\_\_ / \_\_\_ / \_\_\_

**OFFENCES:** (indicate separate Orders, noting those which have section 19 recommendation/s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Area/s where offences were committed:** \_\_\_\_\_

\_\_\_\_\_

**ESCORTED ABSENCE DETAILS:**

**Date/s of absence:**    \_\_\_ / \_\_\_ / \_\_\_    \_\_\_ / \_\_\_ / \_\_\_    \_\_\_ / \_\_\_ / \_\_\_

**Purpose of absence:** (including relationship to person visiting or deceased)

\_\_\_\_\_

\_\_\_\_\_

**Address of absence:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** (    ) \_\_\_\_\_

**JUVENILE JUSTICE OFFICER/COUNSELLOR INFORMATION:**    **Contacted:**    **YES**    **NO**

**Name & location:** \_\_\_\_\_

**Comments:** (including possible impact of attendance/contact with community, eg., media, police, victims, community)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FAMILY/SIGNIFICANT OTHER CONTACT & INFORMATION:**    **Contacted:**    **YES**    **NO**

(where significant other or extended family, provide additional information, eg., length of relationship, family/cultural links, etc.)

**Name:** \_\_\_\_\_    **Relationship:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIKELIHOOD OF CONTACT WITH VICTIM AND/OR VICTIM'S FAMILY/SIGNIFICANT OTHERS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Juvenile Justice  
**ORDER FOR ESCORTED ABSENCE**  
Children (Detention Centres) Act 1987 Section 23A

The detainee whose name appears below is permitted to be absent from the juvenile justice centre specified, for the period specified, and under the supervision of the departmental staff member noted.

Name of detainee: \_\_\_\_\_ D.O.B.: \_\_\_ / \_\_\_ / \_\_\_

Juvenile Justice Centre: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of absence: \_\_\_ / \_\_\_ / \_\_\_

Permitted absence commences: (time) \_\_\_\_\_ Ends: \_\_\_\_\_ (time)

Purpose of absence: \_\_\_\_\_ (Children (Detention Centres) Act 1987 Section 23A)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORITY TO USE HANDCUFF DEVICE:** \*\* this section must be completed, regardless of whether handcuffs are approved or not.

Use of handcuffs:  APPROVED  NOT APPROVED [a-serious offender b-previous escapee c-risk to self &/or others]

Reason for use of handcuffs (written): \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORISING OFFICER - Delegate of the Director-General**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

The officer/s whose name appears below is directed to take charge of the detainee during the period of permitted absence, and to adhere to the conditions and instructions specified on this order

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Juvenile Justice  
**ORDER FOR MEDICAL TREATMENT ABSENCE**  
 Children (Detention Centres) Act 1987 Section 25

The detainee whose name appears below may be removed from the juvenile justice centre specified, to a hospital or to some other place specified for medical treatment for the period, and under the supervision of the departmental staff member noted below.

Name of detainee: \_\_\_\_\_ D.O.B: \_\_\_ / \_\_\_ / \_\_\_

Juvenile Justice Centre: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of absence: \_\_\_ / \_\_\_ / \_\_\_

Permitted absence commences: (time) \_\_\_\_\_ Ends: \_\_\_\_\_ (time)

Purpose of absence: \_\_\_\_\_ (Children (Detention Centres) Act 1987 Section 25)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORITY TO USE HANDCUFF DEVICE:** \*\* this section must be completed, regardless of whether handcuffs are approved or not.

Use of handcuffs:      **APPROVED**      **NOT APPROVED**      [a-serious offender b-previous escapee c-risk to self &/or others]

Reason for use of handcuffs (written): \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORISING OFFICER - Delegate of the Director-General**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

The officer/s whose name appears below is directed to take charge of the detainee during the period of permitted absence, and to adhere to the conditions and instructions specified on this Order:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_



Juvenile Justice  
**ADMISSION FORM (Resident Risk) QUESTIONNAIRE**  
 Custody

Name:	DOB:		
Admitting Officer:	Date admitted:    ___ / ___ / ___	Time: _____ am pm	
<b>POLICE / ESCORTS:</b>	<b>YES</b>	<b>NO</b>	
Does the escort or police officer know of any medical problems, suicide risk, drug dependence or other problem affecting the young person?			
Are there warnings on the warrant or did the escort or police officer warn of any issues or problems?			
<b>INFORMATION &amp; OBSERVATIONS - ADMITTING OFFICER:</b>			
Is the young person Aboriginal or Torres Strait Islander?			
Does the young person show any obvious signs of pain, injury or illness?			
Does the young person show severe agitation or aggressiveness?			
Does the young person show signs of being under the influence of alcohol or other drugs?			
Was the young person carrying or in possess of any medication or "street drugs"?			
Does the young person seem excessively despondent or guilty?			
Does the young person have scarring which suggest previous self injury or suicide attempt?			
Does the young person appear mentally ill or to have an intellectual disability?			
Are reports, eg. psychological or psychiatric needed for a coming Court appearance?			
Are there any current alerts on the CIS?			
<b>QUESTIONS FOR THE YOUNG PERSON:</b>			
Is this your first time in custody?			
Are taking tablets or medication, or being treated by a doctor or psychiatrist?			
Have you ever been treated for asthma / diabetes / epilepsy / or had a serious illness?			
Have you ever been at a special school or in a special class?			
Have you ever been stressed to the point you have thought of killing yourself?			
Have you ever made hints or threats of self harm?			
Have you been drinking heavily lately or using drugs a lot?			
Apart from the charges you went to court for today, do you have to go back to court for any other charges?			

**ADDITIONAL INFORMATION:**

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IF THERE IS A "YES" ANSWER TO ANY OF THE QUESTIONS,  
 A REFERRAL MUST BE MADE FOR FOLLOW UP.

Tick relevant staff for action:

- |  |   |   |                                      |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Psychologist    | <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> AOD Counsellor | <input type="checkbox"/> Team Leader |
| <input type="checkbox"/> Coord. Casework | <input type="checkbox"/> Medical Officer  | <input type="checkbox"/> Psychiatrist   |                                      |

Juvenile Justice  
ROBINSON UNIT  
**REFERRAL FORM**

This form must be attached as a cover sheet for the reports package

Detainee: \_\_\_\_\_ D.O.B.: \_\_\_ / \_\_\_ / \_\_\_ "D" File No.: \_\_\_\_\_  
Centre: \_\_\_\_\_ Referral date: \_\_\_ / \_\_\_ / \_\_\_  
Home address: \_\_\_\_\_

**FAMILY/SIGNIFICANT OTHER DETAILS -**

\_\_\_\_\_ R'ship: \_\_\_\_\_ H - ( ) \_\_\_\_\_ W - ( ) \_\_\_\_\_  
\_\_\_\_\_ R'ship: \_\_\_\_\_ H - ( ) \_\_\_\_\_ W - ( ) \_\_\_\_\_  
\_\_\_\_\_ R'ship: \_\_\_\_\_ H - ( ) \_\_\_\_\_ W - ( ) \_\_\_\_\_

Referring Co-ordinator, Casework: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**REFERRAL PRIORITY:** (refer to second page for definitions)

[ ] Emergency [ ] Planned

**REFERRAL CHECKLIST:**

[ ] Centre Manager Report [ ] School Counsellor Report  
[ ] Psychologist Report [ ] AOD Counsellor Report  
[ ] Registered Nurse Report [ ] Current Case Plan

Details of current alerts: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**Robinson Referral Committee use only:**

Referral Committee decision: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

1. ACCEPTED 2. NOT ACCEPTED 3. FURTHER INFORMATION REQUIRED

Program Coordinator (Operations)

Program Coordinator (Clinical)

(1): Transfer date \_\_\_ / \_\_\_ / \_\_\_ [ ] Class A form completed  
[ ] Referring Centre notified [ ] JJ Transport notified

(2): [ ] Reason for non acceptance form completed

(3): [ ] Request for further information form completed

Juvenile Justice  
ROBINSON UNIT  
**REFERRAL FORM**

**REFERRAL PRIORITY DEFINITIONS:**

**Emergency:** Where there is a high level of risk (security and/or physical) for the detainee and/or others at the referring centre, as determined by the Manager of that centre and the Cluster Director.

**Planned:** Where the referring centre notifies Robinson management in advance of a referral, where assessments and behaviour management strategies from the referring centre are considered, as part of the detainee's case plan, prior to the detainee being accepted into the Robinson Program.

**REFERRAL DESTINATIONS:**

**Emergency** referrals should be faxed to the Cluster Director, Southern, with the Centre Manager's Report completed.

**Planned** referrals should be faxed to the Robinson Referral Committee with all supporting documents indicated in the Referral Checklist.

**ORDER FOR TRANSFER AND RECLASSIFICATION:**

**Children (Detention Centres) Act 1987**  
Section 11(1)(a) and/or section 13(1) Order

ORDER TO DETERMINE THE DETENTION CENTRE IN WHICH A PERSON IS TO BE  
DETAINED AND/OR DIRECT A TRANSFER OF A PERSON  
FROM ONE DETENTION CENTRE TO ANOTHER

I \_\_\_\_\_ a delegate of the Director General, determine that \_\_\_\_\_ born \_\_\_\_ / \_\_\_\_ / \_\_\_\_ is a Class A detainee.

I direct that the said person be transferred from \_\_\_\_\_ Juvenile Justice Centre to Reiby Juvenile Justice Centre - Robinson Unit at Campbelltown.

**Endorsed:****Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_**Designation:**

Juvenile Justice  
ROBINSON UNIT  
REASON FOR NON ACCEPTANCE

TO: **Manager**

\_\_\_\_\_ JJC

DATE: \_\_\_ / \_\_\_ / \_\_\_

RE: **Detainee:** \_\_\_\_\_ **D.O.B.:** \_\_\_ / \_\_\_ / \_\_\_

The Robinson Referral Committee met on \_\_\_ / \_\_\_ / \_\_\_ to consider the referral of the above detainee to the Robinson Program. The Committee was unable to recommend the detainee's inclusion in the Robinson Program for the following reason/s:

- Did not meet program admission criteria
- No places in program currently available
- Other: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

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\_\_\_\_\_  
Program Coordinator (Operations)

\_\_\_\_\_  
Program Coordinator (Clinical)





Juvenile Justice  
ROBINSON UNIT  
**CENTRE MANAGER REFERRAL REPORT**

Detainee: \_\_\_\_\_

D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Centre: \_\_\_\_\_ JJC

Status: \_\_\_\_\_

'D' File No.: \_\_\_\_\_

D.O.A.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

E.R.D.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Offences/alleged offences: \_\_\_\_\_

\_\_\_\_\_

Court date/s: \_\_\_\_\_

\_\_\_\_\_

What is the reason/s you are referring this detainee to the Robinson Program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What behaviours has the detainee been displaying at your centre? (eg., anger, self harm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long has the detainee been displaying this behaviour/s?

- (i) \_\_\_\_\_ hours \_\_\_\_\_ days \_\_\_\_\_ weeks
- (ii) \_\_\_\_\_ hours \_\_\_\_\_ days \_\_\_\_\_ weeks
- (iii) \_\_\_\_\_ hours \_\_\_\_\_ days \_\_\_\_\_ weeks

In the last fourteen (14) days, how often has this/these behaviour/s occurred?

Each time, how long has this/these behaviour/s lasted for?

- (i) \_\_\_\_\_ minutes \_\_\_\_\_ hours \_\_\_\_\_ days
- (ii) \_\_\_\_\_ minutes \_\_\_\_\_ hours \_\_\_\_\_ days

Were there particular events that led up to this/these behaviour/s?

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Has a pattern been noted in the detainee's behaviour? (eg., is it worse after a visit from a particular person, interaction with another detainee, or after counselling/intervention contact with multidisciplinary staff)

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Current relationship with family members, any significant issues occurring in the family?  
(eg., death/separation)

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Is the behaviour directed towards staff, detainees, himself or property? Please explain.

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What management strategies have you used to deal with this detainee? And, over what time period?

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How do staff feel at this time toward this detainee?

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What do you hope the detainee will gain by going through the Robinson Program?

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How will your centre contribute to the reintegration of this detainee from the Robinson Program to your centre?

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Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Print name: \_\_\_\_\_

THE COMPLETION OF THIS FORM MAY BE DELEGATED TO:  
THE CO-ORDINATOR, CASEWORK OR CO-ORDINATOR, OPERATIONS

Juvenile Justice  
ROBINSON UNIT  
CENTRE PSYCHOLOGIST REFERRAL REPORT

Detainee: \_\_\_\_\_ D.O.B: \_\_\_ / \_\_\_ / \_\_\_

Centre: \_\_\_\_\_ JJC

'D' File No.: \_\_\_\_\_

- Alerts:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

Date first seen: \_\_\_ / \_\_\_ / \_\_\_

Psychological Appraisal summary:

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ESTIMATION OF PRIORITY FOR ADMISSION

Problem description:

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1. Frequency

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2. Intensity

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3. Duration

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4. Summary of priority rating

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Strategies attempted/outcomes:

1. 

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2. 

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3. 

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Psychiatric history:

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Family issues:

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**Psychometric testing:**

Completed by you:

[    ] WISC-R

[    ] WAIS-R

[    ] WRAT-R

[    ] MMPI-2

[    ] MMPI-A

[    ] ACHENBACH/YSR:

Other (please state):

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**Additional information:**

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Psychologist: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Juvenile Justice  
ROBINSON UNIT  
**REGISTERED NURSE REFERRAL REPORT**

Detainee: \_\_\_\_\_ D.O.B: \_\_\_ / \_\_\_ / \_\_\_

Centre: \_\_\_\_\_ JJC

'D' File No.: \_\_\_\_\_

**Health alerts:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Current health issues:**

Comment on any health issue that is/has required nursing or medical intervention whilst at the centre. Include medications, dressings, incident reports, etc. that may have been required.

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**Past health issues:**

Comment on any remarkable health issues that have occurred in the past, not only in other juvenile justice centres, but also in the community. Include medications, treatments, etc. received.

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**Current medications:**

Include date of commencement, reason for commencement, any adverse side effects, etc.

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**Assessments/investigations undertaken:**

Note date of assessments and investigations, including findings. Investigations include x-rays, pathology, EEG's, CT scans, Ba Meal, etc..

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**Strategies implemented by nursing and/or medical staff:**

Comment on management plans implemented to assist the centre in managing this detainee. Include positives and negatives of strategies.

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**Additional information:**

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Registered Nurse: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Signed: \_\_\_\_\_

Juvenile Justice  
ROBINSON UNIT  
**SCHOOL COUNSELLOR REFERRAL INFORMATION**

Student: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Referring school: \_\_\_\_\_ at \_\_\_\_\_ JJC

Date first seen: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**BEHAVIOUR SCREEN:**

	Pre-intervention		Post-intervention		Follow-up	
<b>Physical violence to:</b>						
1. Peers	YES	NO	YES	NO	YES	NO
2. Family	YES	NO	YES	NO	YES	NO
3. Teachers	YES	NO	YES	NO	YES	NO
<b>Verbal abuse to:</b>						
4. Peers	YES	NO	YES	NO	YES	NO
5. Family	YES	NO	YES	NO	YES	NO
6. Teachers	YES	NO	YES	NO	YES	NO
7. Education/learning problems	YES	NO	YES	NO	YES	NO
8. Property damage/vandalism	YES	NO	YES	NO	YES	NO
9. Stealing	YES	NO	YES	NO	YES	NO
10. Inappropriate sexual behaviour	YES	NO	YES	NO	YES	NO
11. Enuresis encopresis	YES	NO	YES	NO	YES	NO
12. Self mutilating	YES	NO	YES	NO	YES	NO
13. Anxiety	YES	NO	YES	NO	YES	NO
14. Impulsivity	YES	NO	YES	NO	YES	NO
15. Risk taking	YES	NO	YES	NO	YES	NO
16. Withdrawn behaviour	YES	NO	YES	NO	YES	NO
17. Poor peer relationships	YES	NO	YES	NO	YES	NO
18. Other: _____ _____	YES	NO	YES	NO	YES	NO

**SCHOOL HISTORY:**

Current school: \_\_\_\_\_

Number of schools attended: \_\_\_\_\_

Special placements/programs:

_____	Grade	_____
_____	Grade	_____
_____	Grade	_____

Reasons for not attending school:

- ] Truancy
- ] Suspension
- ] Exclusion
- ] Expulsion

Problems at school:

- ] Learning
- ] Behaviour
- ] Attendance
- ] Other: \_\_\_\_\_

Involvement with other agencies while at school:      YES    NO

- ] Health
- ] Department of Community Services
- ] Private practitioners
- ] Community agencies
- ] Other: \_\_\_\_\_

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**CURRENT ASSESSMENT INFORMATION**

**A. Cognitive ability**

Test	Date	Level of general ability
		<input type="checkbox"/> Normal <input type="checkbox"/> Mild <input type="checkbox"/> Moderate <input type="checkbox"/> Severe

**B. Reading**

Test	Reading age	Percentile (rate only)
Neale Accuracy Comprehension		
Other		

Percentiles: 1. < 10% 2. 10 - 16% 3. 16 - 24% 4. 25 - 75% 5. Above 75%

**C. Behavioural information**

Achenbach Teacher Report	PRE-INTERVENTION DATE:		POST-INTERVENTION DATE:		FOLLOW-UP DATE:	
	Score	Clinical Y/N	Score	Clinical Y/N	Score	Clinical Y/N
Position: _____ Withdrawn Somatic Anxious/depressed Social problems Thought problems Attention problems Delinquent behaviour Aggressive behaviour Internalising Externalising Total problems						

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# SPECIALIST COUNSELLOR REFERRAL REPORT

(additional to school counsellor referral information)

Name of student: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Interview date/s: \_\_\_\_\_

Assessments used:

eg, [ ] 'Career Mate'

[ ] Norwicki Strickland Control Scale

Results:

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Recommendations:

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Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Juvenile Justice  
ROBINSON UNIT  
**AOD COUNSELLOR REFERRAL REPORT**

Detainee: \_\_\_\_\_ D.O.B: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Centre: \_\_\_\_\_ JJC

'D' File No.: \_\_\_\_\_

Date first seen: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Reason for referral:**

eg., if and how presenting behaviour relates to AOD issues.

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**AOD problem identification:**

eg., alcohol abuse, polydrug abuse, psycho-stimulant dependence in remission.

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**Pattern of drug use:**

eg., drug of choice, frequency of use, amounts used, etc..

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**Relationship between offending behaviour and alcohol and other drug use:**

eg., to procur alcohol and other drugs, while intoxicated, etc..

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**AOD assessment undertaken:**

eg., short and/or long term.

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**Past AOD interventions:**

eg., rehabilitation, community alcohol and other drug counselling, etc..

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**Current AOD interventions:**

eg., motivational interviewing, therapy plan being implemented, etc..

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**Current therapy plan:**

eg., assertiveness training, anger management, not applicable, etc..

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**Importance of further AOD interventions and/or interventions indicated:**

Specify - eg., CT scan, long-form assessment.

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AOD Counsellor: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

Signed: \_\_\_\_\_

Juvenile Justice  
**DETAINEE TO DETAINEE COMMUNICATION**  
(letters and parcels)  
Children (Detention Centres) Regulation 1988, clause 28(a)

**ATTENTION:** \_\_\_\_\_  
*Manager*

JJC

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please find enclosed a letter addressed to a detainee currently residing at your Centre:

**NAME:** \_\_\_\_\_

from -

**NAME:** \_\_\_\_\_

As required under the Children (Detention Centres) Act and Regulation, your approval is sought before detainees from separate Centres can communicate with each other.

If your approval is granted, could you please forward on the enclosed correspondence.

Yours sincerely

**MANAGER**

\_\_\_\_\_ JJC

**DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*\*\*\*\*

**APPROVED**      /      **NOT APPROVED**

**Manager**  
(receiving centre)

**Date :** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*\* When complete - (receiving centre) attach to Detainee "D" File - "correspondence" section



Juvenile Justice  
TRANSFER CHECKLIST

DETAINEE: \_\_\_\_\_

D.O.B: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TRANSFER FROM: \_\_\_\_\_ JJC TO: \_\_\_\_\_ JJC

\*\* Not applicable for detainees in transit  
(excluding where the detainee is on medication)

DATE OF TRANSFER: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Responsible	Action	Date/Signature	Comments
Team Leader	[    ] (where applicable) Complete section 11(1)(a) and section 13(1) Order (JJ-A001) and provide to Manager (in his/her absence - Co-ordinator, Operations) <b>OR</b> [    ] (where applicable) Complete Recommendation for detainee to be determined Class A (JJ-A002) or Class B (JJ-A003) and provide to Manager - when signed fax to the Director, Operations (mail original)		
	Inform detainee he/she will be transferred, the date and approximate time of the transfer, the centre where he/she will be placed and the reason for transfer		
	Notify parent/significant other of the transfer, including date and approximate time, the centre where the detainee will be placed and the reason for the transfer		
	Complete Authority to Move a Detainee form (JJ-A018) (including approval details & instructions for handcuffs)		
	Ensure relevant files and packages are complete and taken with detainee: (note reason for absence of any file or package)  [    ] Detainee "D" File (in locked blue satchel) [    ] Allied Health File (in locked white satchel) [    ] Education/Program package (if applicable)		
	Notify Juvenile Transport Service		
Co-ordinator, Casework  (if absent - OM or TL)	Finalise all case management documentation and place in "D" File		
	<b>Inform the following staff of the date and approximate time of the transfer and the receiving centre (also, record time of each notification):</b>		
	Registered Nurse		
	School Principal (where the detainee is a student)		
	Co-ordinator, Programs/Staff Development		
	Relevant Centre Support Team (CST) staff		
Admissions staff/ Operations	Provide files and packages to escort personnel		
	Property, monies taken		
	Client Information System (CIS) updated		

Juvenile Justice

**ORDER UNDER SECTION 10(1) OF THE CHILDREN (DETENTION CENTRES) ACT 1987 FOR THE TRANSFER OF A PERSON UNDER 21 YEARS OF AGE FROM A CORRECTIONAL INSTITUTION TO A DETENTION CENTRE CONTROLLED BY THE MINISTER FOR COMMUNITY SERVICES**

Children (Detention Centres) Act 1987 Section 10(1)

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The above named person was remanded / sentenced to an adult correctional centre operated by the Department of Corrective Services on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

The charges were:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, \_\_\_\_\_ the Minister for Corrective Services direct that \_\_\_\_\_ be transferred to a Juvenile Justice Centre controlled by the Minister for Community Services, under section 10(1) of the Children (Detention Centres) Act 1987.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Minister for Corrective Services and Minister for Emergency Services

**CONSENT OF THE MINISTER FOR COMMUNITY SERVICES**

I, \_\_\_\_\_, the Minister for Community Services, Minister for Aged Services and Minister for Disability Services, consent to the within order that \_\_\_\_\_ be detained in a Juvenile Justice Centre under my control.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Minister for Community Services, Minister for Aged Services and Minister for Disability Services

Juvenile Justice  
**ORDER FOR TRANSFER OF A CLASSIFIED PERSON TO PRISON**  
 Children (Detention Centres) Act 1987 Section 28(1)

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The above named person appeared in and was sentenced to  
 \_\_\_\_\_ imprisonment for the offence/s of  
 \_\_\_\_\_

and was directed to serve that sentence in a Juvenile Justice Centre, under  
 section 19 of the Children (Criminal Proceedings) Act 1987.

Therefore, I, \_\_\_\_\_ (Minister)  
 being satisfied that \_\_\_\_\_ is a person  
 not suitable for detention in a Juvenile Justice Centre direct that he/she be  
 transferred to a prison, under the provisions of section 28(1) of the Children  
 (Detention Centres) Act 1987.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Minister for Corrective Services and Emergency Services

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Minister for Community Services, Minister for Aged Services  
 and Minister for Disability Service

Original: "D" File Copy: Department of Corrective Services

Juvenile Justice  
**ORDER FOR REMAND OF A PERSON TO PRISON**  
 Children (Detention Centres) Act 1987 Section 28A

- of or above 16 years of age -

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

On application, the Children's Court on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ remanded the above named person to prison, as specified in the Remand Order attached to this request.

**CONSENT OF MINISTER FOR CORRECTIVE SERVICES**

I, \_\_\_\_\_, the Minister for Corrective Services and the Minister for Emergency Services consent to the operation of the order made under section 28A of the Children (Detention Centres) Act 1987 by \_\_\_\_\_ Court on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, remanding \_\_\_\_\_ to a prison pending the commencement of the hearing of proceedings against him/her.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Minister for Corrective Services  
 Minister for Emergency Services

Juvenile Justice  
**NOTICE OF TRANSFER FROM A JUVENILE JUSTICE CENTRE  
TO ADULT CORRECTIONS**  
Pursuant to Order by a Court

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Herewith Order for the above named person who appeared before the  
\_\_\_\_\_ Court at \_\_\_\_\_  
on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, in respect to the offence/s of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Court at the time of imposing the sentence directed that  
\_\_\_\_\_ undertake part of his/her sentence in a  
Juvenile Justice Centre until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

Attached is a copy of the Order/s.

Signed: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TO: PRISON OPERATIONS





# RECORD OF SEGREGATION

s.19 Children (Detention Centres) Act 1987  
cl.9 Children (Detention Centres) Regulation 1995

Detainee: \_\_\_\_\_

Centre: \_\_\_\_\_

D.O.B: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PLACED IN SEGREGATION:	Date: ____ / ____ / ____	Time: _____ am / pm
REMOVED FROM SEGREGATION:	Date: ____ / ____ / ____	Time: _____ am / pm

### REASONS FOR SEGREGATION:

[ ] for safety of self                      [ ] for safety of others                      [ ] for safety of self & others

Brief specific details of reason:

\_\_\_\_\_  
\_\_\_\_\_

### Description of place where detainee kept in segregation:

(s.19(1)(d): the physical place where the detainee is kept segregated shall, unless otherwise appropriate be no less than the physical environment of other places occupied by detainees in the detention centre)

The detainee was segregated in - \_\_\_\_\_

### Particulars of means provided to the detainee to enable him/her to be occupied:

(s.19(1)(c): the detainee shall be provided with some means of usefully occupying himself or herself)

The detainee was provided with - \_\_\_\_\_

( If it is late in the evening the detainee must be given the opportunity to sign this section before being segregated or when safe)

**DETAINEE'S CONSENT TO REMAIN IN ROOM IF ASLEEP AT EXPIRATION OF SEGREGATION:**

Signature: \_\_\_\_\_

**SEGREGATION RECORD BOOK**(checks, etc.):

Completed:	Yes	No
Authorising Officer signed:	Yes	No

### AUTHORISING OFFICER (delegate of the Centre Manager):

Name: \_\_\_\_\_

Additional comments (where applicable/necessary)

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CENTRE MANAGER APPROVAL:** (under section 19(1)(b) of the Act)  
(Maximum 6 hours in any period of 24 hours)

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To be forwarded, by facsimile, to the Cluster Director within 24 hours of the segregation.

Original: "D" File                      Copy: Remains in book



**REPORT ON USE OF FORCE**

Children (Detention Centres) Regulation 1995, clause 38

Centre: \_\_\_\_\_

Detainee: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Location: \_\_\_\_\_ (Unit, area, etc.)

STAFF MEMBER: Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Status: Permanent s38 Casual Length of service: \_\_\_\_\_

**Force was used for the following reason/s:** (more than one (1) box may be ticked)

<input type="checkbox"/> To maintain control	<input type="checkbox"/> To ensure the personal safety of officers and other persons
<input type="checkbox"/> To search where necessary	<input type="checkbox"/> To defend him/herself [an officer] if attacked or threatened with attack
<input type="checkbox"/> To prevent any unauthorised attempt to enter a juvenile justice centre by force to free a detainee	<input type="checkbox"/> To prevent a detainee from injuring him/herself
<input type="checkbox"/> To prevent the escape of a detainee	<input type="checkbox"/> To avoid an imminent attack on an officer or some other person
<input type="checkbox"/> To ensure compliance with a proper order, or maintenance of discipline	<input type="checkbox"/> To protect other persons from attack or harm
<input type="checkbox"/> To move a detainee who declines to move from one location to another in accordance with a lawful order	<input type="checkbox"/> To control a detainee who is acting in a defiant manner
<input type="checkbox"/> To restrain violence directed towards the officer, towards other persons by an uncontrollable or disturbed detainee	<input type="checkbox"/> To avert imminent violent or destructive behaviour by a detainee
	<input type="checkbox"/> To prevent or quell a riot or other disturbances

OTHER REASON (please outline):  
 \_\_\_\_\_

**Misbehaviour prior to use of force** (where applicable):  
 NOTE: this section is only applicable if there is a *written* Report of Minor Misbehaviour, which has been dealt with by the Team Leader  
 \_\_\_\_\_

**Punishment imposed for the misbehaviour:** (this is only applicable if there was minor misbehaviour, as above)  
 Caution  Restriction from sport  Restriction from leisure  Additional Duties  Confinement  Exclusion

**Specific location/s where the use of force occurred:**  
 \_\_\_\_\_  
 Describe the nature of the force used and the purpose for which, or the circumstances in which force was used:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNATURE OF STAFF MEMBER: \_\_\_\_\_

Team Leader - comments/action:  
 \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Coordinator Operations - comments/action:  
 \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Juvenile Justice  
**RECORD OF REFUSAL/TERMINATION OF VISIT**  
Clause 24 Children (Detention Centres) Regulation 1995

Juvenile Justice Centre: \_\_\_\_\_

The visit was (please circle):        **REFUSED / TERMINATED**

Date of refusal/termination:    \_\_\_ / \_\_\_ / \_\_\_

Detainee: \_\_\_\_\_ D.O.B.: \_\_\_ / \_\_\_ / \_\_\_

Name of visitor: \_\_\_\_\_

Relationship: \_\_\_\_\_

**REASON FOR REFUSAL/TERMINATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of officer who refused/terminated the visit: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**SIGHTED:**

Coordinator, Operations: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**SIGHTED:**

Centre Manager: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Refusal of Visit Return (JJ-A065) entry:    **YES / NO** By: \_\_\_\_\_



Juvenile Justice  
**AUTHORISATION FOR MEDIA CONTACT/INVOLVEMENT**

Centre: \_\_\_\_\_ Date of submission: \_\_\_ / \_\_\_ / \_\_\_

DETAINEE:

Name - \_\_\_\_\_

D.O.B. - \_\_\_ / \_\_\_ / \_\_\_      16 yrs & over - YES    NO

Status -      Control Remand      C/R    Appeal

**MEDIA GROUP / PERSON DETAILS:**

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Purpose of project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed date & time (including duration) of attending the centre:

Date - \_\_\_ / \_\_\_ / \_\_\_      Estimated time (duration) \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

**DIRECTOR-GENERAL/MINISTER APPROVAL DETAILS:**

Proposed visit -                      APPROVED                      NOT APPROVED

Comments / instructions / conditions:

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**DETAINEE CONSENT:** *(only applicable to detainees 16 years and over)*

I \_\_\_\_\_ (D.O.B \_\_\_ / \_\_\_ / \_\_\_ ) consent to be filmed/interviewed and/or photographed, for the purpose of a media report or presentation. I understand that if this is printed media or a current affairs program, I have no control on the content of the presentation at the completion of the interview and/or filming. I have had legal matters explained to me . I am over 16 years of age.

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_      Witness: \_\_\_\_\_

**PARENT/SIGNIFICANT OTHER CONSENT:** *(only applicable for detainees under 16 years of age)*

Relationship: \_\_\_\_\_

I \_\_\_\_\_ consent to my child/significant other \_\_\_\_\_ being filmed/interviewed and/or photographed, for the purpose of a media report or presentation. I understand that if this is printed media or a current affairs program, neither I or my child have any control on the content of the presentation at the completion of the interview and/or filming. I have had legal matters explained to me .

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_      Witness: \_\_\_\_\_

**Juvenile Justice**  
**REQUEST FOR COMMUNITY GROUP/REPRESENTATIVE VISIT**

Part 3, Division 1, Children (Detention Centres) Regulation 1995

*This form is to be completed by the centre staff member responsible for the coordination of the program/project for which the community group or representative is visiting the centre.*

Security checks are only applicable where participating detainees will **not** be supervised by a centre staff member, or where it is considered necessary by a senior officer.

Centre: \_\_\_\_\_ Date of request: \_\_\_ / \_\_\_ / \_\_\_

**COORDINATING CENTRE STAFF MEMBER -**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

**COMMUNITY GROUP/REPRESENTATIVE** (\* where applicable - ensure details are obtained for security check/s)

Name/s: \_\_\_\_\_

Type of agency: \_\_\_\_\_

**PROGRAM/PROJECT -**

Type/title: \_\_\_\_\_

Description/purpose of program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Duration of program:

Date/s - \_\_\_\_\_

Time/s (per session): \_\_\_\_\_

**MANAGER (or delegate) APPROVAL DETAILS:** Name: \_\_\_\_\_

(please circle) **APPROVED**      **NOT APPROVED**      (pending security checks, where applicable)

Comments: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**ADMINISTRATION USE ONLY (where applicable):**

Police security check/s requested:      Date: \_\_\_ / \_\_\_ / \_\_\_      By: \_\_\_\_\_

Police security check/s returned:      Date: \_\_\_ / \_\_\_ / \_\_\_      By: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

(where payment/s will be made):

Personnel File established:      YES      NO      By: \_\_\_\_\_

## Juvenile Justice

**APPLICATION TO CALL IN OUTSTANDING WARRANTS**

Juvenile Justice Centre:

Address:

Phone:

Fax:

I the undersigned, a juvenile at the above juvenile justice centre, desire to have served upon me during my present period of detention, all outstanding warrants that are recorded on the New South Wales Police Warrant Computer System.

I am aware that it is my responsibility to communicate with the courts for the issue of any further warrants.

I am also aware that parking and traffic offences may have been referred to the Roads and Traffic Authority (RTA) for licence cancellation. And, as such cannot be converted to warrants and have to be paid at the RTA.

SURNAME: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ALIAS NAME/S: \_\_\_\_\_

EARLIEST DATE OF RELEASE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NEXT COURT DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

**JUVENILE'S SIGNATURE**

Forwarded for attention please.

DATE SUBMITTED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

**for the Manager**

JJC instruction -

Complete: (1) at time of admission  
 Fax to: Police Warrant Index

(2) 6 weeks before discharge  
 Original: "D" File - warrants of commitment

Juvenile Justice  
**PRO-RATA PAYMENT OF FINE**  
 Schedule of Payment of Warrant of Commitment

**WARRANTS EXPRESSED IN HOURS:**

Total fine (including court costs):	\$	
Enforcement costs:	\$	
<b>TOTAL:</b>	<b>\$</b>	

**METHOD:** Divide the total amount of Fine/Court Costs by the number of hours specified on the Warrant  
 ie., Fine/Costs \$ \_\_\_\_\_ divided by \_\_\_\_\_ hours  
 = \$ \_\_\_\_\_ (hourly rate) of number of hours served.

Multiply hourly rate of hours remaining to be served to provide **pro-rata payment**

Hourly Rate \$ \_\_\_\_\_ Multiplied by \_\_\_\_\_ hours remaining  
 = \$ \_\_\_\_\_ plus Enforcement Costs \$ \_\_\_\_\_

Therefore, **pro-rata payment of fine** = \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

**WARRANTS EXPRESSED IN DAYS:**

Total fine (including Court Costs):	\$	
Enforcement Costs:	\$	

Each day shown on Warrant = \$ 100.00

FINE: Multiply days shown on warrant by \$100 = \$ \_\_\_\_\_

Total fine:	\$	
-------------	----	--

Less days served at \$100 per day	= \$	
-----------------------------------	------	--

<b>TOTAL:</b>	<b>\$</b>	
---------------	-----------	--

Therefore: Balance of Fine	= \$	
----------------------------	------	--

Plus Enforcement Costs	= \$	
------------------------	------	--

**Total pro-rata Payment** \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Juvenile Justice

**RECEIPT FOR SATISFACTION OF WARRANT OF COMMITMENT**

TO: The Clerk of the Court

FROM: \_\_\_\_\_ Juvenile Justice Centre

Juvenile's name: \_\_\_\_\_

Address: \_\_\_\_\_ D.O.B: \_\_\_ / \_\_\_ / \_\_\_

Warrant of Commitment Police No.: \_\_\_\_\_

Warrant of Commitment Court Case No.: \_\_\_\_\_

Court of Issue: \_\_\_\_\_ Date of Issue: \_\_\_ / \_\_\_ / \_\_\_

Penalty: \_\_\_\_\_

**SATISFACTION OF WARRANT:**

Date and time warrant executed: \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ am / pm

Date and time warrant satisfied: \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_ am / pm

This document will serve to inform the Court that the above named juvenile, satisfied the requirements of the aforesaid Warrant of Commitment by way of detention at the juvenile justice centre specified above.

\_\_\_\_\_ for the Manager

\_\_\_ / \_\_\_ / \_\_\_

*(Pro-Rata Payment of Fines, attached or on reverse of this form)*

JJC instruction - To be completed with: JJ-A072

Original: Relevant court Copy: Detainee "D" File - warrants of commitment



Juvenile Justice  
**RECEIPT FOR SATISFACTION OF  
 MULTIPLE WARRANTS OF COMMITMENT**

TO:           The Clerk of the Court, _____ Court FROM: _____ Juvenile Justice Centre	
Juvenile's name: _____ D.O.B.: ___ / ___ / ___ Address: _____	
Warrant No.: Offence: Court of Issue:	Case No.: Date of offence: Penalty:
Warrant No.: Offence: Court of Issue:	Case No.: Date of offence: Penalty:
Warrant No.: Offence: Court of Issue:	Case No.: Date of offence: Penalty:
Warrant No.: Offence: Court of Issue:	Case No.: Date of offence: Penalty:
Warrant No.: Offence: Court of Issue:	Case No.: Date of offence: Penalty:
Date & time warrants executed:           ___:___ am / pm ___ / ___ / ___ Date & time detainee discharged:       ___:___ am / pm ___ / ___ / ___	
_____ for the Manager ___ / ___ / ___	



Juvenile Justice

**SUBMISSION FOR CONSIDERATION OF RELEASE ON PAROLE**

Juvenile Justice Centre:

Address:

Detainee:

Date of birth:

Sentencing Court:

Date of sentencing:

Offence/s:

**DETAILS OF SENTENCE -**

Sentence to date from:

Minimum term:

Additional term:

Completion date:

Completion date:

**ATTACHED DOCUMENTATION -**

- Pre-Discharge Report
- Psychological assessment
- Psychiatric assessment
- Current Court Orders
- Copy of Court's comments at sentencing
- Other relevant documents

Specify:

Submission prepared by:

Date:

Designation:

Contact Phone number:

Juvenile Justice: Submission for release on parole

## PRE DISCHARGE REPORT

Name of detainee:

Date of birth:

Address:

### COURT DETAILS -

Offence/s:

Court:

Sentence: Minimum term:

Additional term:

Earliest parole date:

### PAROLE SUPERVISOR -

Name:

Position:

Address:

### DETAILS OF RESPONSE WHILST IN CUSTODY

Program involvement  
Cooperation with peers/staff  
Attitude to authority  
Self control/willingness to abide by rules  
Motivation for self improvement  
Reliability  
Self awareness  
Willingness to seek/accept advice

### DETAILS OF PROGRAM INVOLVEMENT WHILST IN CUSTODY

Educational  
Recreational  
Living skills  
Sporting  
Counselling  
Work  
Community involvement

**DETAILS OF COMMUNITY SUPPORT WHICH WILL ASSIST REINTEGRATION**

Significant relationships  
Accommodation  
Employment skills/opportunities  
Special interests  
Sporting/club affiliations

**DETAILS OF PROPOSED PAROLE SUPERVISION**

Name and address of proposed supervisor  
Detainee's contact with proposed supervisor during detention  
How parole plan was devised  
Proposed contact with supervisor following discharge  
Rationale behind the supervision plan

Any additional information which may be of assistance in deciding the detainee's suitability for parole.

**Author:**

**Designation:**

**Date:**

Copies to: "D" File  
Proposed Parole Supervisor  
Co-ordinator, Casework

### Serious Indictable Offences

Offence Category	Section of the Crimes Act 1900	Offence Title
Offences against the Sovereign	s.12	Compassing, imagining, inventing, devising or intending to deprive Our Most Gracious Lady the Queen, etc - putting any force or constraint upon, or intimidating or overawing Parliament
Homicide	s.19A	Murder
	s.24	Manslaughter
Conspiracy to Murder	s.26	Conspiracy to commit a murder
Attempts to Murder	s.27	Acts done to the person with intent to murder
	s.28	Acts done to property with intent to murder
	s.29	Certain other attempts to murder
	s.30	Attempts to murder by other means
Acts causing danger to life or bodily danger	s.32	Impeding attempts to escape shipwreck
	s.33	Wounding with intent to cause grievous bodily harm or to resist arrest
	s.36	Causing or attempting to cause grievous bodily harm
	s.37	Attempting to choke, strangle, etc, in order to commit an indictable offence
	s.38	Using chloroform, etc, to commit an indictable offence
Sexual Offences	s.61F	Any attempted aggravated sexual assault or assault with intent to have sexual intercourse
	s.61J	Aggravated sexual assault (circumstances of aggravation: inflicts or threatens to grievous bodily harm, offender in company, victim under the offender's authority, victim has serious physical or intellectual disability)
	s.61K	Assault with intent to have sexual intercourse
	s.66A	Sexual intercourse with child under 10 years
	s.66B	Attempt, or assault with intent, to have sexual intercourse with child under 10 years
	s.78H	Homosexual intercourse with child under 10 years
	s.78I	Attempt, or assault with intent, to have homosexual intercourse with child under 10 years
Robbery	s.96	Robbery with wounding
	s.98	Armed robbery with wounding
House breaking	s.110	Break, enter and assault with intent to murder or inflict grievous bodily harm
Offences relating to transport services	s.204	Destruction, or damage to, an aircraft or vessel with intent or reckless indifference
	s.208(3)	Making a demand together with a threat to destroy an aircraft, vessel or vehicle, etc

**NSW DEPARTMENT OF JUVENILE JUSTICE**

<b>UNIT OPERATIONAL PLAN</b>
------------------------------

**DEPARTMENT UNIT:**

--

**PERIOD OF PLAN:**

<b>From:</b>	<b>To:</b>
--------------	------------

**INDEX OF PLAN STRATEGIES:**

Strategy Number	Strategy Title	Page Number

**UNIT OPERATIONAL PLAN**

**Page:**

**Strategy title:**

**Project No:**

**Strategy outline:**

**Expected measurable outcomes:**

**Resource implications:**

<b>Key tasks:</b>	<b>Performance indicator:</b>	<b>Responsibility:</b>	<b>Target date:</b>



NSW DEPARTMENT OF JUVENILE JUSTICE

QUARTERLY PROGRESS REPORT

DEPARTMENT UNIT:

PERIOD OF PLAN:

FOR QUARTER:

INDEX OF PLAN STRATEGIES:

Strategy Number	Strategy Title	Page Number

Strategy: Strategy Number:

Key tasks	Achievements to date/ significant outcomes	Barriers	Proposed action

## Appendices

- Appendix 1 NSW Police Prisoner / Intoxicated Persons Transfer Note
- Appendix 2 Record of Reception of Intoxicated Person at Proclaimed Place
- Appendix 3 Particulars of Parole Order Made by Court (No Supervision Ordered)  
– Form 1
- Appendix 4 Particulars of Parole Order Made by Court (Supervision Ordered)  
– Form 2
- Appendix 5 Warrant on an Adjournment Remanding a Person to a Detention Centre
- Appendix 6 Police Charge Sheet
- Appendix 7 Section 42 – Order for Production of Person Before a Court
- Appendix 8 Bail Undertaking – Form 5a
- [There is no Appendix 9]*
- Appendix 10 Bail Acknowledgement – Form 6
- Appendix 11 Acceptable Person Application
- Appendix 12 Application for Bail
- Appendix 13 Request for Review of Bail Decision – Form 11
- Appendix 14 Notice by Custodian Concerning Person in Custody After Grant of Bail
- Appendix 15 Application to the Supreme Court or the Court of Criminal Appeal for Bail or Review of Bail or Variation of Existing Bail Conditions
- Appendix 16 Control Order
- [There is no Appendix 17]*
- Appendix 18 Notice of Continuation of Bail – Form 12
- Appendix 19 Notice of Appeal to the District Court
- Appendix 20 Application for Leave to Appeal to the District Court
- Appendix 21 Application for Legal Aid
- Appendix 22 Warrant of Commitment
- Appendix 23 General Information (Hearing at Local Court) – s. 33 Children (Detention Centres) Act 1987
- Appendix 24 General Information (Hearing at Local Court) – s. 37(1)(a) Children (Detention Centres) Act 1987
- Appendix 25 Common Law Misdemeanour
- Appendix 26 Warrant in the First Instance to Apprehend a Person Charged with an Offence
- Appendix 27 Warrant Request Form

NSW Police Service  
**PRISONERS/INTOXICATED PERSONS TRANSFER NOTE**

TRANSFER NOTE No.

..... POLICE STATION  
 ..... 19 .....

**ADVICE COPY**

(Receiving Station or Gaol to retain)

The following detained persons and their property, as detailed on the attached Prisoner's/Intoxicated Persons' Property Dockets, are transferred herewith.  
 Please acknowledge receipt on the "Acknowledgment Copy".

N.B. - Prisoners'/Intoxicated Persons' Property Dockets are invalidated by any alteration, erasure or deletion.

NAME/OFFENCE	HEIGHT	D.O.B	TIME AND DATE INTO CELLS	BAIL	PROPERTY DOCKET NO.	O.I.C. NUMBER	CASH	CRT WAR	HABE YES/NO
<b>TOTALS</b>									

THIS PRISONER/INTOXICATED PERSON HAS COMMITMENT WARRANTS

FORWARDING OFFICER:

TO:

Name: .....

.....

Rank: .....



Form 1

**PARTICULARS OF PAROLE ORDER MADE BY COURT  
(NO SUPERVISION ORDERED)  
Sentencing Act 1989**

## 1 Sentencing Details

Case No: .....  
 Conviction Date: .....  
 \*Local/\*District Court at:.....  
 Offender: .....  
 Date of Birth: .....  
 Offence:.....

## Particulars of Imprisonment imposed by Court

Minimum term of: .....  
 to commence on: .....

AND

\*\*Additional term of:.....  
 to commence at the expiration of minimum term and to  
 expire on:.....  
 Earliest day eligible for release is: .....  
 \*The above term of imprisonment is to be served  
 cumulatively on  
 \*Fixed/\*Minimum terms of: .....  
 that commenced on:.....

## 2 Release details

Pursuant to the provisions of the Sentencing Act 1989, the Court directed that the offender be released on parole at the expiration of the minimum term of imprisonment. The order is to be in force for the period commencing on the date of release and termination on \_\_\_\_\_ unless it is revoked.

## 3 Prescribed terms and conditions

This order is subject to the following prescribed terms and conditions:

- a) the offender is to be of good behaviour and must not, during the term of the order, commit any offence;  
and
- b) the order may be revoked if the offender contravenes any of the terms and conditions of the order; and
- c) the order may be revoked if the Court that made the order (however constituted) or the Board determines that it has sufficient reason to believe that the offender, having been released from custody, has not adapted to normal lawful community life.

## 4 Other conditions

The order is also subject to the following terms and conditions:

---

I certify that the above are particulars of a parole order made by:

on:

Dated:

Registrar / Justice of the Peace

---

I ..... acknowledge that I understand the terms and conditions on which I am released on parole.

Signed: ..... (Offender)

Witness: .....

Name:

Address:

---

The offender was released from custody on \_\_\_\_\_ (date)

Signed: ..... (Governor)

Date:

---

\* delete if not applicable

\*\* delete if fixed term of imprisonment imposed

Form 2

**PARTICULARS OF PAROLE ORDER MADE BY COURT  
(SUPERVISION ORDERED)  
Sentencing Act 1989**

## 1 Sentencing details

Case No: .....  
 Conviction Date: .....  
 \*Local/\*District Court at: .....  
 Offender: .....  
 Date of Birth: .....  
 Offence: .....  
 Minimum term of: .....  
 to commence on: .....  
 \*\*Additional term of: .....  
 to commence at the expiration of the minimum term and  
 to expire on:.....  
 Earliest day eligible for release is:.....  
 \*The above term of imprisonment is to be served  
 cumulatively on  
 \*Fixed/\*Minimum term of: .....  
 that commenced on: .....

## 2 Release details

Pursuant to the provisions of the Sentencing Act 1989, the Court directed that the offender be released on parole at the expiration of the minimum term of imprisonment. The order is to be in force for the period commencing on the date of release and terminating on \_\_\_\_\_ unless it is revoked.

## 3 Prescribed terms and conditions

This order is subject to the following prescribed terms and conditions:

- a) the offender is to be of good behaviour and must not, during the term of the order, commit any offence; and
- b) the order may be revoked if the offender contravenes any of the terms and conditions of the order; and
- c) the order may be revoked if the Court that made the order (however constituted) or the Board determines that it had sufficient reason to believe that the offender, having been released from custody, has not adapted to normal lawful community life.

## 4 Supervision conditions

The offender must:

- until the order ceases to have effect or for a period of three (3) years from the date of release (whichever is the lesser); or
- until supervision ceases in accordance with condition 5(e),

submit to the supervision and guidance of the probation and parole officer assigned for the supervision of the offender for the time being and obey all reasonable directions of the officer and, in particular, the offender:

- a) is to report to the probation and parole officer or another person nominated by that officer in the manner and at the times directed and be available for interview at such times and places as that officer or nominee may from time to time direct; and
- b) is to reside at an address agreed on by the probation and parole officer and receive visits as the probation and parole officer considers necessary; and
- c) is not to travel outside the boundaries of the State without the express approval of the District Manager of the district office of the New South Wales Probation and Parole Service in the Department of Corrective Services to which the probation and parole officer is attached; and
- d) is not to leave Australia without the permission of the Offenders Review Board.

5 Further supervision conditions

The offender, being subject to supervision, is also subject to the following conditions:

- a) the offender is to enter into employment arranged or agreed on by the probation and parole officer or make him / herself available for employment as instructed by that officer; and
- b) the offender is to notify the probation and parole officer of any intention to change his / her employment:
  - i) if practicable, before the change occurs; or
  - ii) otherwise, at his / her next interview with the probation and parole officer; and
- c) the offender is not to associate with any person or persons specified by the probation and parole officer; and
- d) the offender is not to frequent or visit any place or district designated by the probation and parole officer; and
- e) the terms and conditions of the order relating to supervision by the probation and parole officer cease to have effect if the probation and parole officer has notified the person in writing, with the concurrence of the District Manager of the district office of the New South Wales Probation and Parole Service in the Department of Corrective Services to which the probation and parole officer is attached, that the offender is not required to be subject to supervision.

6 Other conditions

The order is also subject to the following terms and conditions:

---

I certify that the above are particulars of a parole order made

by:

on:

Dated:

Registrar / Justice of the Peace

---

I ..... acknowledge that I understand the terms and conditions on which I am released on parole.

Signed: ..... (Offender)

Witness: .....

Name:

Address:

---

The offender was released from custody on ..... (date)

Signed: ..... (Governor)

Date:

---

\* delete if not applicable



G. 468

WARRANT ON AN ADJOURNMENT REMANDING A PERSON TO A  
DETENTION CENTRE

*Children (Detention Centres) Act 1987*

*TO the Senior Officer of Police at \_\_\_\_\_ in the State of  
New South Wales and to all other Constables of the Police Force in the said State, and to  
Officers of the Department of Youth and Community Services and to the Superintendent of  
the \_\_\_\_\_ Detention Centre at \_\_\_\_\_ in  
the said State.*

*WHEREAS a person named \_\_\_\_\_ (born on \_\_\_\_\_ )  
this day appeared before the Children's Court of New South Wales or an authorised  
Magistrate exercising the jurisdiction of the Court at \_\_\_\_\_ on a  
charge of \_\_\_\_\_*

and it was considered necessary to adjourn the hearing of the said charge;

*THESE ARE THEREFORE TO COMMAND YOU the said Officer of Police; or your  
assistants, and the said Officers of the Department of Youth and Community Services in Her  
Majesty's name, forthwith to convey the person to the said Detention Centre and there deliver to the  
said person to the Superintendent thereof, together with this precept: AND I HEREBY  
COMMAND YOU the said Superintendent to receive the said person into your custody and to safely  
keep him until the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_, when I hereby command you to have him  
at the Children's Court of New South Wales or before an authorised Magistrate exercising the  
jurisdiction of the Court at \_\_\_\_\_ in the said State at ten o'clock in the forenoon  
to answer further to the said charge and to be dealt with according to the law, unless you shall be  
otherwise ordered in the meantime.*

*BAIL has been (refused) or (granted in terms endorsed on the reverse hereof).*

*GIVEN under my Hand and Seal this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_,  
at \_\_\_\_\_ in the said State.*

Justice of the Peace

*(See over)*

BAIL has been granted subject to one or more of the following conditions: — (†)

- (a) that the accused person enter into an agreement to observe requirements as to his or her conduct while at liberty on bail, namely: .....
- (b) that one (or ) acceptable person(s) acknowledge in writing that he or she is (they are) acquainted with the accused person and he or she (they) regard(s) the accused person as a responsible person who is likely to comply with his or her bail undertaking;
- (c) that the accused person enter into an agreement without security to forfeit an amount of money, namely \$..... if the accused person fails to comply with his or her bail undertaking;
- (d) that one (or ) acceptable person(s) enter into an agreement or agreements, without security, to forfeit an amount or amounts of money, namely \$..... (each) if the accused person fails to comply with his or her bail undertaking;
- (e) that the accused person enter into an agreement and deposit security, to forfeit an amount of money namely \$..... if the accused person fails to comply with his or her bail undertaking;
- (f) that one (or ) acceptable person(s) enter into an agreement and deposit security, to forfeit an amount or amounts of money, namely \$ ..... (each) if the accused person fails to comply with his or her bail undertaking;
- (g) that the accused person deposit the sum of \$ ..... in cash and enter into an agreement to forfeit such amount if the accused person fails to comply with his or her bail undertaking;
- (h) that one (or ) acceptable person(s) deposit the sum(s) of \$..... (each) in cash and enter into an agreement or agreements to forfeit such amount(s) if the accused person fails to comply with his or her bail undertaking;

† Rule out conditions which do not apply.

---

PARTICULARS OF ANY DETERMINATION MADE PURSUANT TO  
SECTION 36(3) OF THE ACT ARE:—

.....  
.....

# CHARGE CASE No.

Hearing at the  
Police Station at

COURT on the (date)

<b>NAME OF DEFENDANT</b>  Occupation  Address	Sex:  Date of Birth:
Date/Time apprehended  Apprehending Officer  Division/Squad/Section	Rank:  District/Branch:
Name of Informant  Address	Charge Book signed  yes/no
Division and section under which charge laid	

**DEFENCE** (typing to be double spaced)

NAME OF COURT			
Appearance - Informant			
Representative			
Appearance - Defendant			
Representative			
RETURNED TO (date)			
Location by			
(if not here)			
(if not 10am)			
Mention & c			
Hearing (time & c)			
- Dispensed with			
- Unconditional			
- Continued			
- Refused (see form)			
- Conditional (see form)			
Signature of Magistrate			
DEFENCE ACTION			

For hearing at the  
From the Police Station at

COURT on the (date)

<b>NAME OF DEFENDANT</b>	
Occupation	Sex:
Address	Date of Birth:
Date/Hour apprehended	
Apprehending Officer	Rank:
Station/Squad/Section	District/Branch:
Name of Informant	Charge Book signed
Address	yes/no
Act and section under which charge laid	

**OFFENCE**(typing to be double spaced)

log. forfeited	Forfeiture reversed
evidence offered	Withdrawn
DISMISSED	DISMISSED S. 556A & c
MMITTAL - Sentence	BAIL - Dispensed with
- Trial	- Unconditional
Court at	- Refused (see form)
ie	- Conditional (see form)
PRISONMENT & c	Non parole period
iodic Detention at	To commence on
COGNIZANCE - Sect	CONDITIONS
m of Recog.	P & P Supervision drug/alcohol clinic at
LF in	
rety in	
o Sureties in	
VENILE	CONDITIONS
monished & discharged	To be of good behaviour
period	
obation	Supervision of Dist. Off.
mitted to care	To attend school regularly
;	Obtain & remain in empl't
83 (3) Recog.	Not to associate with:
mitted to Inst'n	Self \$ Surety (s) \$
suspended Committal	
VE/PENALTY/FORFEITURE & c	COMPENSATION (Loss) \$
ount \$	(Injury) \$
	To Clerk of Local Court
itnesses expenses \$	S. 437/554 Crimes Act
efault (days)	Default (days)
pay	to pay
etails of witnesses expenses, Compensation & c W.E. or	
ame	Address \$ comp
otor Traffic Act/Transport Act - Licences	
isqualified for	Suspended for
ecommendation	
OTHER ORDERS	

ORDER FOR PRODUCTION OF PERSON BEFORE A COURT

Children (Detention Centres) Act 1987  
Section 42

*TO the Superintendent of  
other persons concerned.*

*Detention Centre and all*

*\*Judge,  
Magistrate,  
Coroner, etc.*

I,  
presiding at the\*\*

a\*

*\*\*Insert title  
of Court*

at  
it is desirable that

in the State of New South Wales, being satisfied that

a person detained in a detention centre should be in attendance before the said Court, by this Order made pursuant to section 42 of the Children (Detention Centres) Act 1987, direct you the said Superintendent to produce or cause to be produced such person in the said Court on the

day of 19, at

o'clock in the -noon and so from day to day until his attendance is no longer required by the Court.

The purpose for which the attendance of the person is required is:

GIVEN under my Hand

at

in the State of New South Wales

this

day of 19



### BAIL UNDERTAKING

NAME OF ACCUSED: .....

ADDRESS OF ACCUSED: .....

OFFENCE(S): .....

.....

.....

.....

NAME OF SURETY (SURETIES) (if any).....

..... and .....

ADDRESS OF SURETY (SURETIES) (if any).....

.....

#### UNDERTAKING

- (1) I undertake to appear in respect of the above offence or offences at the—
  - \* Local Court
  - \* District Court
  - \* Supreme Court
  - \* Court of Criminal Appeal
 at \_\_\_\_\_  
 on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
 at 10 a.m. (and before such court on such day and at such time and place as is from time to time specified in a notice to be given or sent to me).
- (2) This undertaking includes an undertaking pursuant to section 34 (3) of the Bail Act 1978, that if bail is continued I shall appear at any time and place to which the proceedings in respect of the offence or offences may be continued whether upon an adjournment or otherwise.
- (3) \*I further undertake pursuant to section 123 (3) or 125A (2B) of the Justices Act 1902, to appear before the District Court as referred to in paragraph (1) and prosecute my appeal, to abide the judgment of the Court on the appeal and pay such costs as may be awarded by the Court.

#### BAIL CONDITIONS

- (4) \*The grant of bail is subject to the following conditions:
  - (a) that I enter into an agreement to observe specified requirements as to my conduct while at liberty on bail as set out hereunder;
  - (b) that one (or \_\_\_\_\_) acceptable person(s) acknowledge that he or she is (they are) acquainted with me and regard(s) me as a responsible person who is likely to comply with my bail undertaking;
  - (c) that I enter into an agreement, without security, to forfeit an amount of money, as specified herein, if I fail to comply with my bail undertaking;
  - (d) that one (or \_\_\_\_\_) acceptable person(s) enter into an agreement or agreements, without security, to forfeit an amount or amounts of money, as specified herein, if I fail to comply with my bail undertaking;
  - (e) that I enter into an agreement, and deposit acceptable security, to forfeit an amount of money, as specified herein, if I fail to comply with my bail undertaking;
  - (f) that one (or \_\_\_\_\_) acceptable person(s) enter into an agreement or agreements, and deposit acceptable security, to forfeit an amount or amounts of money, as specified herein, if I fail to comply with my bail undertaking;
  - (g) that I deposit an amount of money in cash, as specified herein, and enter into an agreement to forfeit the amount if I fail to comply with my bail undertaking;
  - (h) that one (or \_\_\_\_\_) acceptable person(s) deposit an amount or amounts of money in cash, as specified herein, and enter into an agreement or agreements, to forfeit the amount(s) if I fail to comply with my bail undertaking.







**ACCEPTABLE PERSON - APPLICATION**  
(BAIL ACT 1978)

**ACCUSED NAME:**

AMOUNT OF SECURITY/CASH REQUIRED \$

**APPLICANT:**

ADDRESS:

OCCUPATION:

SOURCE OF INFORMATION:

1. How long have you known the accused?  
What is your relationship to the accused?
2. Have you had any criminal convictions? \* Yes/No
3. Do you have any criminal charges outstanding? \* Yes/No
4. Do you have any Bankruptcy proceedings pending/in progress? \* Yes/No  
\*If Yes provide details:
5. Are you currently Surety in any other matter? \* Yes/No  
\*If Yes provide details:
6. **BAIL CONDITION 4(d) - ENTER AGREEMENT WITHOUT SECURITY TO FORFEIT AN AMOUNT OF MONEY** - Provide full details of your financial resources to pay the amount required, should the accused fail to comply with the bail undertaking. (eg Bank accounts, furniture, car etc).
7. **BAIL CONDITION 4(f) - DEPOSIT ACCEPTABLE SECURITY.**  
What security are you providing & is it subject to any existing claim or encumbrance?
8. **BAIL CONDITION 4(h) - DEPOSIT CASH.**  
Is this your money? \*Yes/No  
Provide details of where you obtained the money.

I hereby apply to be considered as an acceptable person under the provisions of the Bail Act, 1978, and I understand that should any answer that I have given be untrue or wilfully misleading I may be charged with a Criminal Offence. I further understand that if the accused person fails to comply with any conditions of his/her Bail undertaking then the money/security that I am lodging, may be forfeited to the Crown, and, should I desire to be discharged from my obligation under the Bail Act 1978, I must make application to the Court whilst the accused person is present before the Court.

I the Applicant, do solemnly and sincerely declare and affirm that the answers I have given in this application, are true and correct and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

DECLARED on  
before me

at

\_\_\_\_\_  
Applicant

Justice of the Peace.

## BAIL ACT 1978

APPLICATION TO THE SUPREME COURT OR THE COURT OF CRIMINAL APPEAL  
FOR BAIL OR REVIEW OF BAIL OR VARIATION OF EXISTING BAIL CONDITIONS.

1. I, .....(full name)  
of .....  
.....(address)( .....Phone No) (..... MIN if known)  
make application for -  bail  
 review of bail determination  
 variation of existing bail conditions only

## NOTE

(a) You must nominate only ONE of the above choices.

(b) If you -

(i) remain in custody because any bail condition has not been complied with; and

(ii) want only bail conditions varied,

you should choose "variation of existing bail conditions only" above. If the bail condition you want varied was imposed by a court other than the Supreme Court and you remain in custody because that bail condition has not been complied with, you must make your application to that other court, not to the Supreme Court.

2. What is your date of birth? .....
3. Do you need an interpreter?  Yes  No  
If Yes, what language? .....
4. If you are an Aborigine or Torres Strait Islander -  
(a) Do you want the Aboriginal Legal Service to represent you in your application?  Yes  No  
(b) If Yes, do not answer Question 5.
5. Do you want the Legal Aid Commission to represent you in your application?  Yes  No  
If No, who will represent you at the hearing of your application? .....  
.....  
..... (name of solicitor and firm and, if known, fax no)
6. To what charges does your application apply? .....

*Juvenile Justice Centre*

Clause 25

BAIL ACT 1978

NOTICE BY CUSTODIAN CONCERNING PERSON IN  
CUSTODY AFTER GRANT OF BAIL

To: THE REGISTRAR,

..... COURT AT .....

TAKE NOTICE THAT .....  
(NAME)

OF .....  
(ADDRESS)

WHO WAS GRANTED BAIL BY THE COURT ON .....  
(DATE)

REMAINS IN CUSTODY, STATING THAT HE/SHE CANNOT COMPLY WITH THE  
FOLLOWING CONDITION(S) OF BAIL, NAMELY:

.....  
.....  
.....

FOR THE FOLLOWING REASON(S) :

.....  
.....

.....  
FOR EXECUTIVE MANAGER  
JUVENILE JUSTICE CENTRE

DATE: / /

COPY TO: D FILE (LEGAL MANDATE SECTION)  
JJO / CYC

### REQUEST FOR REVIEW OF BAIL DECISION

NAME OF ACCUSED:.....  
(date of birth)

OFFENCE(S):.....

(1) Request is made pursuant to Part VI of the Bail Act, 1978, to the

.....

at.....  
(place)

for a review of a bail determination made by.....  
(name of court or authorised officer)

at.....

(2) Bail was on the .....day

of ..... 19 , \*\*refused/ dispensed with/granted

with the following conditions:—

.....  
.....  
.....  
.....

(3) The accused person \*\*is in custody at .....prison

OR \*\*has been released and resides at .....

.....

.....  
Applicant

Date / /

(\*Insert either Court of Criminal Appeal, Supreme Court, District Court or Local Court).  
(\*\*Strike out whichever is not applicable).

State whether assistance and representation by the Public Solicitor (if available) is required at the hearing of this application: [ ] Yes [ ] No

Any other matter considered relevant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARTICULARS TO BE COMPLETED WHERE APPLICANT IS IN CUSTODY AT A PRISON:

Name in full: \_\_\_\_\_

Establishment wherein detained: \_\_\_\_\_

The applicant is at present:

- \* on appeal to the Court of Criminal Appeal/District Court;
- \* under committal for trial/committal for sentence to the Supreme Court/District Court;
- \* on remand to appear at a Court of Petty Sessions

the particulars of which are as follows:

COURT	AT	CHARGES	DATE

In my opinion an Interpreter in the \_\_\_\_\_ language will not be/will be required at the hearing.

The information set out within has been supplied by the applicant and so far as it relates to his/her detention is correct.

Particulars of charges on which he is being held have been extracted from the prison records at \_\_\_\_\_

Records indicate that a prior application for (reduction of) bail was heard by the \_\_\_\_\_  
(name of court)

at \_\_\_\_\_ on \_\_\_\_\_  
(place) (date)

Referred for favour of consideration please.

\_\_\_\_\_  
(signed) For Superintendent  
\_\_\_\_\_ Prison

Details of family ties in New South Wales at time of arrest:

- (1) State whether:  married,  married but separated,  single,  
 living in a de facto relationship
- (2) Number of dependent children (if any): \_\_\_\_\_  
Ages of such children: \_\_\_\_\_
- (3) Other dependants (if any): \_\_\_\_\_  
\_\_\_\_\_

Details of property ties in New South Wales (or elsewhere) at time of arrest:

- (1) Real Property: \_\_\_\_\_
- (2) Personal Property: \_\_\_\_\_

Details of occupational ties in New South Wales (or elsewhere) at time of arrest:

- (1) If in employment at time of arrest, name and address of employer and period of employment:  
\_\_\_\_\_  
\_\_\_\_\_
- (2) If not employed at time of arrest, period of unemployment and name and address of last employer and period of employment: \_\_\_\_\_  
\_\_\_\_\_

Financial commitments (if considered necessary): \_\_\_\_\_  
\_\_\_\_\_

GENERAL:

State whether you have made a previous application for bail on the charges the subject of your present application:  Yes  No

- If so, state: (1) Where last application was heard: \_\_\_\_\_
- (2) Result of that application: \_\_\_\_\_  
\_\_\_\_\_

Particulars of charges on which bail is sought:

Court	Charges	Date to Appear
_____	_____	_____
_____	_____	_____

State whether services of an Interpreter are required:  Yes  No

If so, what language: \_\_\_\_\_

State whether represented by a solicitor:  Yes  No

If so, name of solicitor, address: \_\_\_\_\_  
\_\_\_\_\_ Telephone: \_\_\_\_\_





.....  
.....  
7. (a) What is the date of your next appearance in court on these charges? .....

(b) In which court are you appearing next?

- Court of Criminal Appeal       Supreme Court       District Court       Local Court  
at .....

8. Have you had a committal hearing at the Local Court?       Yes       No

(a) If Yes -

(i) What was the date? .....

(ii) Which Local Court? .....

(b) If No, has a date been set for the committal hearing at the Local Court?       Yes       No

If Yes -

(i) What was the date? .....

(ii) Which Local Court? .....

(c) Have you been committed for trial or sentence?       Yes       No

If Yes -

(i) was it for       trial       sentence

(ii) which court       Supreme Court       District Court

at .....

(d) Are you presently on appeal after trial or sentence?       Yes       No

If Yes, which court?       Court of Criminal Appeal       District Court

9. Are there any co-accused (or co-defendants) in this matter?       Yes       No

If Yes, who? .....

10. Are you presently in custody?       Yes       No

If Yes, please answer the following -

(a) What date were you taken into custody of these charges? .....

(b) Are you presently serving a sentence?       Yes       No

If Yes, when are you due for release? .....

(c) Which gaol are you presently in? .....

(d) If released on bail, where do you intend to live? .....

.....  
.....(address) (.....Phone No)

11. Who is the police officer in charge of your case? .....

ANSWER QUESTIONS 12 TO 15 ONLY IF YOU REPLIED "VARIATION OF EXISTING BAIL CONDITIONS ONLY" TO THE CHOICE IN PARAGRAPH 1.

12. If you are you in custody, is it only because you have not complied with a condition of the bail which you are seeking to have varied?  Yes  No

13. What court granted the bail, a condition of which you seek to have varied?

Court of Criminal Appeal  Supreme Court  District Court  Local Court

*NB If the bail condition you want varied was imposed by a court other than the Supreme Court and you remain in custody because that bail condition has not been complied with, you must make your application to that other court, not to the Supreme Court.*

14. What variation are you asking for? .....

.....

.....

.....

15. On the previous grant of bail, was there any surety involved?  Yes  No

If Yes, please state the name and address of each surety .....

.....

.....

.....

**NOTE**

*If a surety was involved, unless the surety appears in person at the hearing of this application and consents to it, you will be required to produce at court at the hearing of this application -*

- (a) evidence of notification of the surety of the date of listing of this application and of the nature of the variation sought; AND*
- (b) the written consent of the surety to that variation.*

16. If this application is to the Supreme Court -

(a) Is this your  1st  2nd  3rd  4th  More application of any kind to Supreme Court in relation to bail?

(b) If the answer to (a) is not "1st", please state the special facts or special circumstances which justify making of this further application.

**IF THIS APPLICATION IS TO THE SUPREME COURT, YOUR APPLICATION WILL NOT BE ENTERTAINED UNTIL A SATISFACTORY ANSWER IS GIVEN TO THIS QUESTION.**

**REPRESENTATIVES OF THE LEGAL AID COMMISSION (OR, WHERE APPLICABLE, THE ABORIGINAL LEGAL SERVICE) WILL ASSIST APPLICANTS WITH THIS QUESTION IF REQUIRED**

.....

.....

.....

.....

.....  
.....  
.....  
17 If this form is completed by a solicitor on behalf of the applicant, what approximate time is it anticipated that the hearing of the application will take? .....

18 Any other comments you wish to make .....

**VOTE**

- a) *This note applies only if-*
  - (i) *this application is to the Supreme Court and will be heard in Sydney;*
  - (ii) *you are a male; and*
  - (iii) *at the time this application is filed in the Court, you are in custody but are NOT in-*
    - (A) *a detention centre within the meaning of the Children (Detention Centres) Act 1987; or*
    - (B) *the Parramatta Correctional Centre, the John Morony Correctional Centre, the Parklea Correctional Centre or the Silverwater Correctional Complex.*
- b) *Subject to paragraph (c), the hearing of this application will be conducted by means of video link facilities without your personal attendance at court. Video link facilities allow two-way audio and visual communication of television standard between the Court and the Long Bay Correctional Complex, including private communication between you and your legal representative. If you are in a country correctional centre, you will be sent to the Long Bay Correctional Complex for the hearing.*
- c) *The Court may, if it is in the interests of justice to do so, order that the hearing of this application is not to be conducted by video link. An application for such an order -*
  - (i) *must be in the prescribed form, which is available on request;*
  - (ii) *must be filed with this application, together with any supporting documents;*
  - (iii) *will be dealt with before this application is placed in the list for hearing; and*
  - (iv) *may be dealt with by the Court in the absence of the public and without any attendance by or on behalf of yourself.*

Signed ..... Date .....199 ...

CONTROL ORDER

Children (Criminal Proceedings) Act 1987, s.33(1)(g)  
 Children (Detention Centres) Act 1987, ss.11 & 12  
 Sentencing Act 1989

Name of offender to whom order relates :  
 Date of Birth of offender :  
 Name and address of persons responsible for offender :  
 Order made by : Childrens Magistrate (or authorised Magistrate)

The abovenamed offender appeared before the Childrens Court, this day for the offence(s) listed below.

The Court made an order committing the person to the control of the Minister in the following terms:

C.C. No.	Offence (include Act and Section)	Minimum term	: to : commence : on	Additional term	Fixed term	: to : commence : on
			:			:
			:			:
			:			:
			:			:
			:			:
			:			:
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			:			:

+ This/these offence/s attract the Victims Compensation Levy of \$20.00 per offence.

The day on which the offender will be eligible to be released from detention or on parole is:

The Court directed the release of the offender on parole as soon as the offender becomes eligible, subject to the conditions prescribed by the Regulations, (\*and specified the following conditions):

\* The Court stated the following reason for its decision to set:  
 \*\* An additional term that exceeds one-third of the minimum term. (seal)  
 \*\*\*A fixed term instead of minimum and additional terms.

Dated the day of 19

(\*Delete if inapplicable) Registrar (

NAME OF INFORMANT: .....

ADDRESS OF INFORMANT: ..... TEL. NO.: .....

Form 12.

Bail Act 1978.

Clause 20.

**NOTICE OF CONTINUANCE OF BAIL**

NAME OF ACCUSED PERSON: .....

ADDRESS OF ACCUSED: .....

DATE OF UNDERTAKING: / /

TAKE NOTICE that the proceedings in respect of which you gave a bail undertaking have been adjourned—

\* to the ..... at .....  
*(name of court)*

on the ..... day of .....

19 , at 10 a.m. OR

\* to such time and place as will be notified to you in a notice to be given or sent to you.

\* The conditions of the bail have been varied in the following manner:

.....  
.....  
.....

**CERTIFICATE**

\* I certify that this document is a copy of the notice given to the accused for the purposes of section 34 (1) of the Bail Act 1978, and that I did give notice to the accused person by delivering it to the person personally.

*(\*Strike out if not applicable)*

.....  
Prescribed Officer

DATED / /

Appeal No: \_\_\_\_\_ Case Nos: \_\_\_\_\_

# NOTICE OF APPEAL TO THE DISTRICT COURT

(Criminal and Special Jurisdiction)

Name of Appellant:	D.O.B.:
Address of Appellant:	Lic. No.:
Place of Conviction/Order:	Date of Conviction/Order:
Name of Magistrate:	
Offences:	

**TAKE NOTICE** that the abovenamed appellant intends to appeal to the District Court against the abovementioned convictions or orders on the following grounds:

Penalty is too severe;                      I am not guilty;                      Inadequate penalty

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

Appellant's solicitor is: \_\_\_\_\_ Ph: \_\_\_\_\_  
of: \_\_\_\_\_

### NOTIFICATION OF APPEAL

This notice of Appeal was lodged at the \_\_\_\_\_ at \_\_\_\_\_  
on \_\_\_\_\_ See schedule for details of the recognizance or Bail to prosecute the appeal.

At this time the appellant is:                      In custody;                      on bail,                      at large

The Appeal: is listed at \_\_\_\_\_ District Court on: \_\_\_\_\_  
(CR) : will be listed at a later date and the parties will be notified.

A transcript has been ordered from the Transcription Centre at:

**INQUIRIES RELATING TO THIS APPEAL MAY BE MADE TO THE DISTRICT COURT CRIMINAL REGISTRY AT:** \_\_\_\_\_ PH: \_\_\_\_\_

Dated: \_\_\_\_\_  
Clerk of the Local Court at: \_\_\_\_\_

Original Notice with Court papers to abovenamed Criminal Registry on:		Copies distributed as follows:
<input type="checkbox"/> The Director, Criminal Listing Directorate, at _____	<input type="checkbox"/> The Chief Executive Roads & Traffic Authority GPO Box 29 Sydney Please forward a certified copy of the appellant's traffic record to the District Criminal Registry,	<input type="checkbox"/> The Governor of the Gasi at _____ This confirms my telephone advice this date. The appeal is against a Periodic Detention Order.
<input type="checkbox"/> The Solicitor for Public Prosecutions at _____	<input type="checkbox"/> The Director General Dept. Family & Community Services	<input type="checkbox"/> Dept. Corrective Services, Roden Cutler House, Campbell St., Sydney
<input type="checkbox"/> Commonwealth Director of Public Prosecutions	<input type="checkbox"/> The Director, Bureau of Crime Statistics & Research, GPO Box 6, SYDNEY. A statistical report has been submitted in this matter.	<input type="checkbox"/> The Respondent,

\*Delete whichever is not applicable

Annexure "6A"

APPLICATION FOR LEAVE TO APPEAL TO THE DISTRICT COURT.

I, the undersigned, hereby apply to the District Court sitting

at

for leave to appeal against a conviction/order made at the Local Court

at \_\_\_\_\_ on

for

Notice of intention to appeal stating the grounds of the appeal is attached.

The reasons for the failure to give notice of intention to appeal and the grounds

of appeal within the prescribed period of 21 days are:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_ .

Applicant/Appellant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Legal Aid Commission of NSW

# Application for Legal Aid

## (Duty Lawyer)

To be used for Local Court Criminal Matters, Children's Court Matters, Local Court Family Matters, Supreme Court Bail Applications and Mental Health 'Duty' Matters.

Client number : : : : :  
 Duty record number : : : : :  
 Office (CT51) : Activity(CT62) :  
 File number : : : : : : : :

### PLEASE COMPLETE ALL QUESTIONS FROM 1 TO 16

1 Your name? Mr  Mrs  Miss  Ms

Given names  
  
 Surname or family name  
  
 Alias or other name

2 Sex (CT5)  
 Male  Female  Not applicable (eg. group, organisation)

3 Your age?  
 Date of birth / / Age (years)

4 Your address?  
  
 Postcode

5 Your telephone number?  
 Home ( )  Work ( )

6 Where were you born?  
 In which country were you born? (CT1)   
 Year you arrived in Australia?   
 What language do you speak at home? (CT60)   
 Do you need an interpreter? No  Yes   
 Which language? (CT60)

7 Are you an Aborigine or Torres Strait Islander?  
 No  Yes

8 Are you a member or ex-member of the Australian Defence Services or a dependant of one?  
 No  Yes

9 Your occupation?

10 How do you earn your income? (CT6)  
 Employed (E)  Sickness (S)  
 Self employed (F)  Disability Support (I)  
 'Unemployment' benefit (U)  Age (A)  
 Sole Parents Pension (P)  Austudy/Abstudy (T)  
 Widow/er (W)  
 Other, please specify (O)   
 Employer's name

### 11 Your income details?

Means test calculations  
 Your weekly income (less tax) \$  per week  
 Your spouse's/partner's weekly income (less tax) \$  per week  
 How much, if any, total child maintenance do you get per week? \$  total per week  
 TOTAL INCOME \$  per week  
 How much money do you have in banks, building societies etc.? \$   
 Details of any debts you have, including fines \$

### 12 Your housing?

Board  Rent  Mortgage  None  
 How much do you pay for housing each week?  
 per week

### 13 Your marital status? (CT2)

Single (S)  De facto (F)  Separated (P)  
 Married (M)  Divorced (D)  Widowed (W)  
 Length of time in your current relationship?

### 14 Do you have any dependants?

No Go to question 16  
 Yes • How many dependants do you have?   
 • Is your spouse/partner dependant?  No  Yes  
 • How many dependent children do you have?   
 • Age of your dependent children   
 • Other dependents - what is their relationship to you?

### 15 Your child maintenance

How much child maintenance do you pay per child per week? \$  per child per week  
 TOTAL PAID \$  per week

### 16 Your declaration

Make sure the information you have given is true and correct. Under the Legal Aid Commission Act, 1979 you may be fined up to \$1,000 or sent to gaol for six months if you are convicted of giving us information which you know is false. I declare to the best of my knowledge and belief that the information I have given is true and correct.

Signature   
 Date









Card No.:

Case No.: on

WARRANT OF COMMITMENT FOR A PENALTY

Justices Act 1902
Children (Criminal Proceedings) Act 1987
Children (Detention Centres) Act 1987

TO all Police Constables in the State of New South Wales and to the Superintendent of the Detention Centre at in the said State.

BY VIRTUE OF AND FOLLOWING a finding against

(born on )

(hereinafter called the Offender) for \*

State offence shortly

the sum of \*\*

\* Total outstanding including costs

dollars due for payment by the said Offender remains unpaid;

THIS WARRANT commands you the said Constables of Police or any of you to take and safely convey the said Offender to the said Detention Centre and there deliver him to the Superintendent thereof together with this warrant; and I do hereby command you the said Superintendent to receive the said Offender into your Detention Centre and there to detain him and keep him for the space of

DAYS unless the amount mentioned and the sum of

DOLLARS for costs of enforcing the finding including the costs and charges of conveying the said Offender to the Detention Centre shall be sooner paid but subject to the provisions of section 94 of the Justices Act 1902, and for so doing this shall be your sufficient warrant.

DATED this day of 19 , at the Children's Court (or) Local Court at in the said State.

Justice of the Peace

Penalty \$ ( )
Court costs \$ (Revenue fees)
Enforcement costs \$ (Revenue fees)
\$

Address of Offender





FOR HEARING AT THE  
ON

LOCAL COURT

*INFORMATION* — GENERAL PURPOSES

Act No. 57 of 1987, section 37A(1)(a),

(Regulation .)

BE IT REMEMBERED THAT on this \_\_\_\_\_ day  
of \_\_\_\_\_, in the year of Our Lord one thousand nine  
hundred and \_\_\_\_\_ at \_\_\_\_\_  
in the State of New South Wales,

(hereinafter called the Informant)

of \_\_\_\_\_ Juvenile Justice Centre appears before me, the  
undersigned, one of Her Majesty's Justices duly assigned to keep the Peace  
of Our Sovereign Lady the Queen in and for the said State, and

Fee: \$

informs me that on the \_\_\_\_\_ day of \_\_\_\_\_ in the  
year of Our Lord one thousand nine hundred and \_\_\_\_\_  
at \_\_\_\_\_ in the said State, one

born \_\_\_\_\_ (hereinafter called the Defendant)

being a detainee and being in the lawful custody of the  
Manager, \_\_\_\_\_ Juvenile Justice Centre, did fail  
to return from leave, and whose whereabouts are unknown.

- \*Summons
- \*Warrant Issued

contrary to the Act or regulation in such case made and provided;  
whereupon the said Informant prays that I, the said Justice will proceed in  
the premises according to law. \_\_\_\_\_ and issue my warrant for the  
apprehension of the said person.

.....  
EXHIBITED AT  
in the said State on the  
day first above written,  
before me,

Justice of the Peace.

\*Delete whichever is not applicable

COMMON LAW MISDEMEANOUR

At                    in the State of New South Wales  
being a person in the lawful custody of the Superintendent of  
the                    Juvenile Justice Centre on the  
did escape therefrom to the evil example of others in like  
circumstances offending against the dignity of the Queen, her  
heirs and successors.

Superintendent  
    Juvenile Justice Centre

*Warrant in the First Instance to Apprehend a  
Person Charged with an Offence*

(JUSTICES ACT, 1902.)

To all Police Constables in the State of New South Wales.

WHEREAS on the \_\_\_\_\_ day  
of \_\_\_\_\_, in the year of Our Lord one thousand nine  
hundred and \_\_\_\_\_ at \_\_\_\_\_  
in the State of New South Wales,  
(hereinafter called the Informant)  
of \_\_\_\_\_ Juvenile Justice Centre appeared before me, the  
undersigned, one of Her Majesty's Justices duly assigned to keep the Peace  
of Our Lady the Queen in and for the said State and on oath  
informed me that on the \_\_\_\_\_ day of \_\_\_\_\_ in the  
year of Our Lord one thousand nine hundred and \_\_\_\_\_  
at \_\_\_\_\_ in the said State, one  
born \_\_\_\_\_ (hereinafter called the Defendant)  
being a detainee and being in the lawful custody of the Manager,  
\_\_\_\_\_ Juvenile Justice Centre, did \*escape therefrom  
/ \* fail to return from leave, and whose whereabouts are unknown.

and oath being now made before me, substantiating the matter of the said  
Information: These are therefore to command you, in Her Majesty's name,  
forthwith to apprehend and bring the said Defendant before a Magistrate or  
some one or more of Her Majesty's Justices of the Peace in and for the said  
State, to answer to the said Information and to be further dealt with according  
to law, and issue my warrant for the apprehension of the said  
child. Given under my Hand and Seal the day and year first above-written,

at,  
in the said State.

A Justice of the Peace.





WARRANT REQUEST FORM

THIS FORM IS ONLY TO BE COMPLETED AND HANDED TO THE CLERK OF PETTY SESSIONS WHERE A WARRANT IS RECEIVED DIRECT BY POLICE FROM THE COURT.

The Officer in Charge of Police,  
CENTRAL WARRANT INDEX.

A warrant, details of which are set out below, has been issued to Police

at \_\_\_\_\_  
A receipt for the warrant is required from the Central Warrant Index.

Court Reference Number. \_\_\_\_\_

Clerk of Petty Sessions \_\_\_\_\_

Date \_\_\_\_\_

POLICE REQUESTING A WARRANT DIRECT FROM A COURT WILL FURNISH, WHERE POSSIBLE, THE DESCRIPTION DETAILS OF THE OFFENDER AS REQUIRED BELOW.

NAME \_\_\_\_\_  
Surname Christian names

ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ TYPE OF WARRANT \_\_\_\_\_

OFFENCE \_\_\_\_\_

DATE OF ISSUE OF WARRANT \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

WARRANT RETAINED BY \_\_\_\_\_

STATION \_\_\_\_\_ DATE \_\_\_\_\_

CAR NUMBER \_\_\_\_\_ LICENCE NUMBER \_\_\_\_\_

FURTHER DESCRIPTION FOR FIRST INSTANCE WARRANTS ONLY

SEX -- MALE/FEMALE HEIGHT \_\_\_\_\_ METRES

RACIAL APPEARANCE \_\_\_\_\_

WHERE BORN \_\_\_\_\_ BUILD \_\_\_\_\_

HAIR \_\_\_\_\_ \*  EYES \_\_\_\_\_ \*

MARKS (Include all tattoos, scars, amputations and deformities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4

PHOTO NUMBER \_\_\_\_\_

POLICE IN CHARGE AND STATION \_\_\_\_\_

\* Boxes are for office use only

\*\*\*\*\*

OFFICE USE ONLY

SHORT TITLE OF OFFENCE \_\_\_\_\_

DESTINATION POLICE STATION \_\_\_\_\_