



Commissioner's Instruction

No: 1/2006

**TO: Commanders
General Managers
Superintendents
Managers of Security**

For the information of all staff

SUBJECT: Handcuffing of Inmates under Escort

Preamble

This Instruction is issued in accordance with the provisions of Section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's instructions amount to lawful orders. Any staff member who intentionally disobeys or disregards this instruction may be liable to disciplinary action under the *Public Sector Employment and Management Act 2002*.


Instruction

Some officers conducting inmate escort duties are not following department policy and procedure for controlling handcuffed inmates.

Any correctional officer of the Department may be called upon to escort inmates to hospitals, funerals, dentists and other locations. For the escort to be carried out correctly, effectively, and safely, officers must be aware of the correct procedure relating to escorting inmates.

Officers conducting escorts must know and implement correct procedures to avoid any possible breach of security or safety. Managers of security or the officer in charge must ensure all staff nominated to conduct an escort are proficient in close escort and handcuff control.

An instruction on 'Handcuffing Inmates for Escorts' is attached.



Handcuffing Inmates for Escorts

Handcuffs and restraining belts are instruments of restraint to assist officers in the custody and control of prisoners, both within and outside a correctional environment.

As a general rule, the following categories will be handcuffed whilst under escort:

- ❖ A
- ❖ B
- ❖ Escape
- ❖ Remand
- ❖ Trial
- ❖ Appellant
- ❖ Category 3 & 4 Female Inmates.

The only exceptions to this procedure will be where an inmate has an injury such that handcuffs cannot be secured, eg injury to arm/s or wrist etc. Officers will seek instructions from the manager of security OIC who give specific instructions based on their own assessment.

The most common method of handcuffing in the Department is with the inmate's hands in front of the body. This method allows the inmate restricted movement of the hands and arms to the front of the body permitting the inmate a means of self-protection and self-control whilst being transported in a vehicle. When moving an inmate wearing handcuffs, the escorting officer is to place their arm under and ~~between the inmates' arms and take a firm, secure overhand grip of the chain between~~ the cuffs which will maintain control of the inmate.

The method of handcuffing an inmate to an officer should be used when attending functions such as hospitals, funerals or functions where security has been considered to require discretion. The inmate is secured with a set of handcuffs as per normal for hands in front of the body. A second set of handcuffs are placed on the inmates' wrist and secured to the escorting officers' wrist.

To handcuff an inmate to a bed or other fixed object, whilst on a medical escort allowing the inmate privacy to be examined by medical staff or in a toilet. Two sets of handcuffs are used, the original set of handcuffs remain on the inmate until the second set of handcuffs are fixed to the object and the inmate, then the original set can be removed.

~~Consider your stance in the handcuffing process because the most dangerous times, when using handcuffs are when they are being applied and removed.~~



Commissioner's Instruction

No: 02/2006

To: Commanders
General Managers
Superintendents
Managers of Security

For the information of all staff

SUBJECT: SECURITY COMPLIANCE SQUAD

Preamble

This Instruction is issued in accordance with the provisions of Section 235B of the Crimes (Administration of Sentences) Act 1999. Commissioner's instructions amount to lawful orders. Any staff member who intentionally disobeys or disregards this instruction may be liable to disciplinary action under the Public Sector Employment and Management Act 2002.

Instruction

A Security Compliance Squad will commence operation immediately and report direct to the General Manager Security D. Tawhara. The squad's operations will be directed by the Assistant Commissioner Security and Intelligence.

The squad will initially deploy and review operations of secure correctional centres within the metropolitan area and later expand to state wide operations.

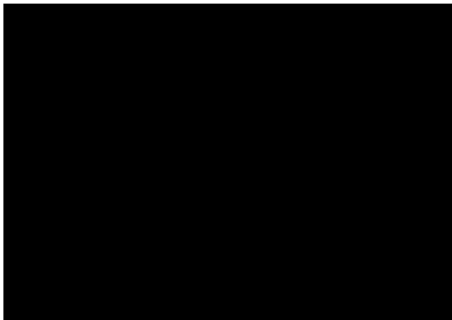
The squad will inspect centres unannounced at any time of the day/night. A summary of findings will be provided to the General Manager Security each day. However, the squad will ensure all issues identified are addressed in the field at the time of discovery where possible.

The squad will be led by A/SAS [REDACTED] and will draw staff from the K9 unit, Security Units and Technical Support Unit as required.

Security inspections will include:

- Ensuring all staff are alert, attentive to duties conducting appropriate and regular security checks.
- Ensuring all security infrastructure is in sound condition and is operational
- Ensuring that all security related procedures are implemented e.g. equipment/ tools secured, bars, locks and windows checked and not covered, etc.
- Inspecting the security of external escorts including hospital admissions

I direct that [REDACTED] and the Security Compliance Squad are given immediate and unfettered access to all areas of correctional centres.





Commissioner's Instruction

No: 07/2006

To: Board of Management
Commanders
Executive Directors, Community Offender Services

For the information of all staff

Subject: **Inmate Escapes**

PREAMBLE

This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

Commanders and General Managers are to bring to the attention of all relevant staff the following instruction.

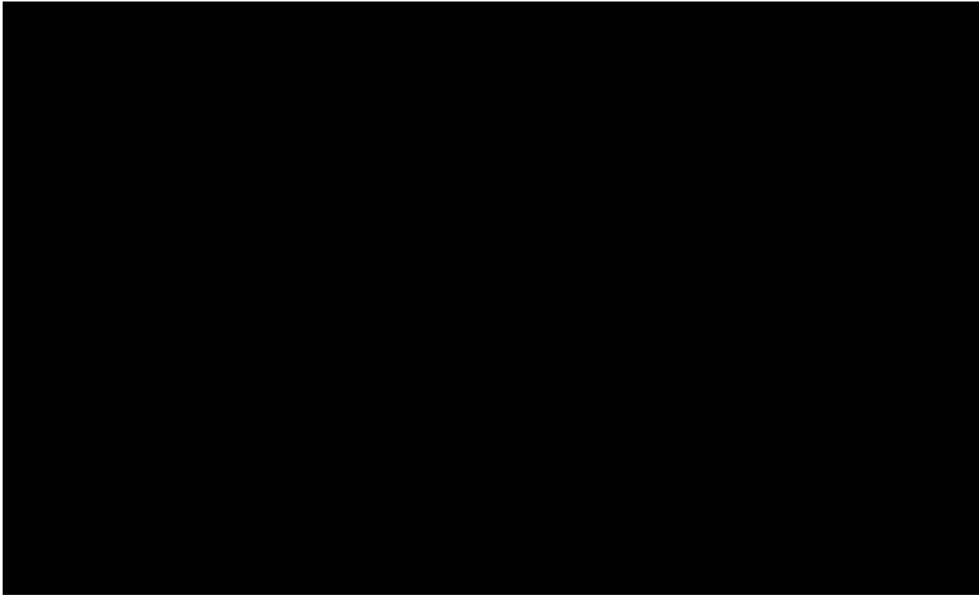
It has come to my attention following recent escapes, that certain procedures are not being followed. I therefore direct that, effective immediately:

Administration/Records staff in addition to entering charges and conviction information on OIMS, must immediately create an alert on OIMS when information is received that may impact on an inmate's classification and/or placement, and that these staff must communicate this information to the Classification and Case Management Review Coordinator using the appropriate 'Urgent Advice from Inmate Records Staff' form.

All Welfare, AOD and Services and Programs Officers must discontinue the use of any personal inmate files. All information is to be recorded in the case notes screen on OIMS or filed on the case management file, these being the principal storage record locations for all inmates.

In the event of cases where a Classification Consultative Group is not held, all Managers, Offender Services and Programs/Employment must consult the case management file and the Manager Security must consult the Warrant File in their consideration of CMT recommendations.

Reception Committees must thoroughly examine the contents of both the case management file and the Warrant file prior to interviewing the incoming inmate and pay particular attention to previous CMT recommendations as well as any security issues.





Commissioner's Instruction

No: 08/2006

To: Board of Management
Commanders
Executive Directors, Community Offender Services

For the information of all staff

Subject: Delivery of 'Take-Away' food to correctional centres

PREAMBLE

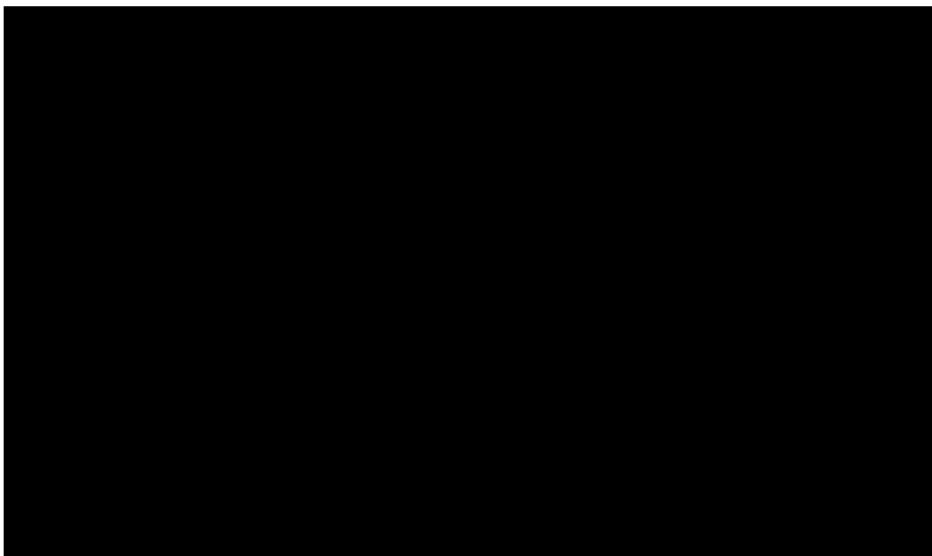
This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

BACKGROUND

Occasionally, commercially prepared food otherwise known as 'take-away' is delivered to correctional centres for consumption by staff. This is occurring throughout the day but more so after hours during the 'C' and 'B' watches. This practice is dangerous because it provides an opportunity for a motivated person or group of people to gain unlawful entry to a correctional centre at a particularly vulnerable time for the security of the correctional centre.

INSTRUCTION

Except for official functions at a correctional centre approved by the General Manager, no member of a correctional centre's uniformed or non-uniformed staff is to order commercially prepared food for delivery to a correctional centre, periodic detention centre or police/court cells.





Commissioner's Instruction

No: 09/2006

To: Board of Management
Commanders
Executive Directors, Community Offender Services

For the information of all staff

Subject: Security Compliance – Armoury Procedures

PREAMBLE

This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

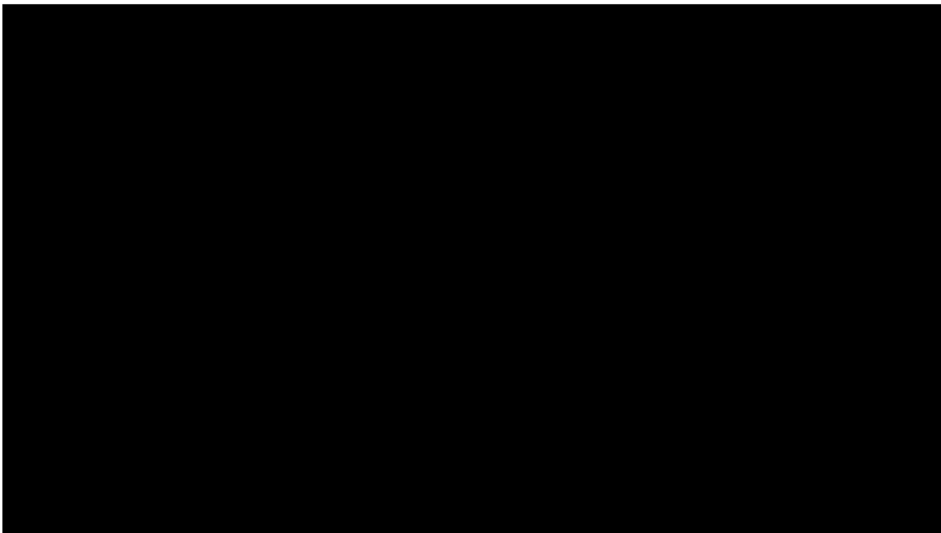
INSTRUCTION

Under the direction of the Assistant Commissioner Security and Intelligence the Security Compliance Squad commenced operation in January 2006. The Squad has completed its review of secure correctional centres and has identified areas where improvements are required. In this regard the following security protocols are to be reviewed and action taken (where required) by local management to ensure that consistent security standards are being maintained across all correctional centres.

Armoury Procedures

- 1) The officer with delegated responsibility for the armoury will ensure that all weapons and equipment in daily use are kept separate from the ammunition and all other supplementary weapons and equipment within the armoury consistent with the intentions of the Firearms Act.
NB: Storage techniques will be dictated by local conditions;
- 2) Ammunition will be secured separately from firearms in the original metal or wooden containers and kept, where possible;
- 3) All ammunition must be accounted for;
- 4) When collecting equipment from the armoury, only one staff member at a time is allowed to approach the armoury officer who will issue equipment in the following manner:-

- a) The receiving officer must check the weapon and ammunition for serviceability in the presence of the armoury officer;
 - b) If the weapon and ammunition are acceptable the weapon is to be loaded safely in the presence of the armoury officer. If unacceptable the weapon or ammunition is to be returned and replaced by the armoury officer who will submit a report to the Manager Security;
 - c) The armoury registers are to be signed off, with appropriate comments where necessary.
- 5) When returning firearms & equipment to the armoury only one staff member at a time is allowed to approach the armoury officer and will hand in the equipment in the following manner:
- a) The weapon will be unloaded safely and checked for serviceability by the armoury officer in the presence of the returning officer;
 - b) Ammunition will be checked for serviceability and if acceptable returned to the supplementary equipment area and secured. Where the weapon or ammunition is found to be unacceptable the returning officer must provide a formal written report;
 - c) The armoury registers are to be signed off, with appropriate comments where necessary.
- 6) No firearm will be secured in the armoury in a loaded condition.
- 7) The day-to-day cleaning and serviceability check of weapons and equipment is the responsibility of the Officer in Charge of the Armoury.
- 8) The Manager Security together with the local OIC Armoury shall physically inspect all weapons, ammunition and equipment for identification and serviceability at least fortnightly. Following the inspection both officers are to sign the *Firearms and Equipment Register* and the *Firearms and Ammunitions Check Register* and record any discrepancies.





Commissioner's Instruction

No: 10/2006

To: Board of Management
Commanders
Executive Directors, Community Offender Services

For the information of all staff

Subject: Security Compliance – Key Accountability

PREAMBLE

This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

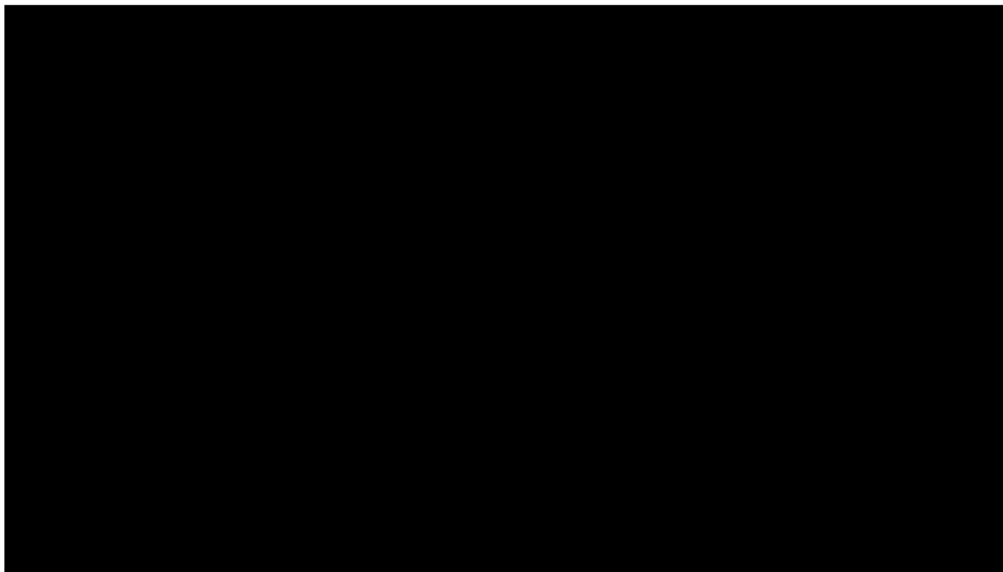
Under the direction of the Assistant Commissioner Security and Intelligence the Security Compliance Squad commenced operation in January 2006. The Squad has completed its review of secure correctional centres and has identified areas where improvements are required. In this regard the following security protocols are to be reviewed and action taken (where required) by local management to ensure that consistent security standards are being maintained across all correctional centres.

Key Accountability

The following system for key accountability is to be employed at all correctional centres to ensure greater consistency and accountability in the issue and return of security keys. The OIC gate must have a reliable system that identifies which officer has been issued the keys to each post. The General Manager/Manager Security will review their system to ensure the following accountabilities are in place:

- A system (electronic or manual) must be in place that accurately identifies all staff issued with keys and the post these keys belong to. In larger centres where electronic systems create unacceptable time delay factors a manual system that is based on an identification tag or card of the officer issued the keys, is to replace the post keys;
- The key control system will remain in the gate area under the control of the OIC gate or other designated area, in the case of some minimum security centres;

- The executive officer on parade will ensure a copy of the daily roster is provided to the gatekeeper who will ensure the accurate identification of officer to post keys;
- This procedure will be consistently followed at the commencement of each 'Watch';
- At the end of each shift each 'Post' change will be communicated to the gatekeeper or the keys returned to the gate and the identification system updated to account for the location of the keys;
- The OIC gate must be advised if any officer is removed or replaced from a 'Post' for any reason to ensure the accurate update of the key identification system;
- The Manager Security or delegated officer will check during the 'Watch' to ensure the key identification system is up-to-date.





Commissioner's Instruction

No: 11/2006

To: Board of Management
Commanders
Executive Directors, Community Offender Services

For the information of all staff

Subject: Security Compliance – Perimeter Patrols & Searching

PREAMBLE

This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

Under the direction of the Assistant Commissioner Security and Intelligence the Security Compliance Squad commenced operation in January 2006. The Squad has completed its review of secure correctional centres and has identified areas where improvements are required. In this regard the following security protocols are to be reviewed and action taken (where required) by local management to ensure that consistent security standards are being maintained across all correctional centres.

External Perimeter Patrols

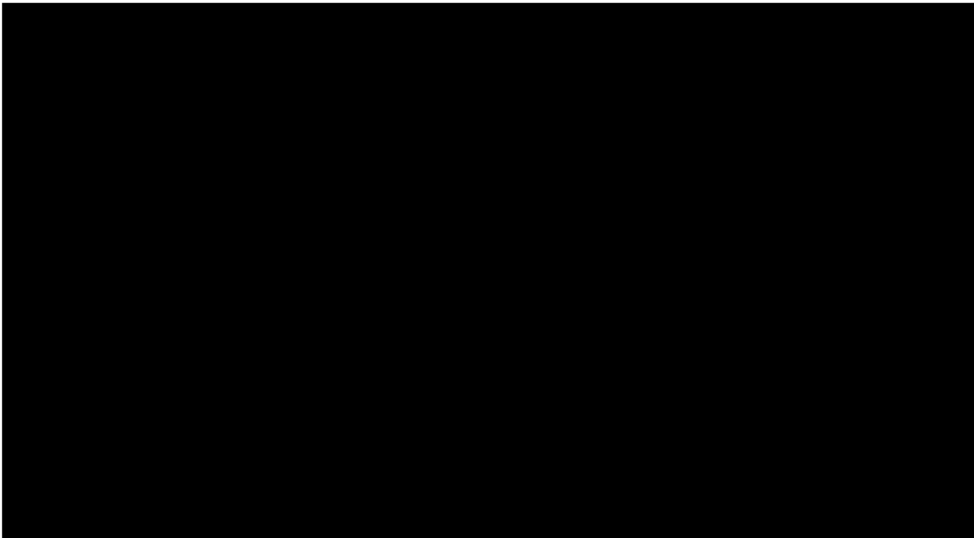
Security breaches and the detection of contraband on or around a correctional facility are not always detected by electronic security surveillance systems. Accordingly, the conduct of perimeter patrols and searching, before and after inmates are admitted to or removed from areas or programs, is essential to the security of each and every correctional centre.

Accordingly the following protocols are to be adopted at all maximum and medium security correctional centres: -

- Random patrols of the perimeter areas are to be conducted on a daily basis by designated staff;
- Internal perimeter patrols and searches are to be undertaken by correctional staff as part of their daily routine;

- All internal perimeter and inmate exercise areas are to be searched prior to any inmate access;
- At the completion of the daily security checks, the Area Manager/OIC will note the daily security logbooks that perimeter checks have been undertaken in accordance with this protocol.

The Manager Security will personally conduct random checks to ensure that external patrols are taking place in a professional manner and note the daily security logbooks accordingly.





Commissioner's Instruction

No: 12 / 2006

To: Board of Management
Commanders
Executive Directors, Community Offender Services

For the information of all staff

Subject: Security Compliance – Searching of Inmates

PREAMBLE

This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

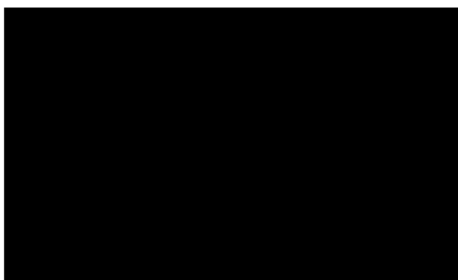
INSTRUCTION

Under the direction of the Assistant Commissioner Security and Intelligence the Security Compliance Squad commenced operation in January 2006. The Squad has completed its review of secure correctional centres and has identified areas where improvements are required. In this regard the following security protocols are to be reviewed and action taken (where required) by local management to ensure that consistent security standards are being maintained across all correctional centres.

Searching of Inmates in Industries

The searching of inmates and correctional facilities is a core responsibility of correctional centre management and must be undertaken with unfailing rigour.

The Managers Security and/or the Manager Centre Services & Employment will personally conduct random checks to ensure that searches of inmates attending and leaving industries are taking place and that these searches are being carried out thoroughly and professionally.







No: 13/2006

Commissioner's Instruction

To: All Managers and Staff

SUBJECT: Inmates of Interest to Immigration

PREAMBLE

This Instruction is issued under section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's instructions amount to lawful orders and, any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment and Management Act 2002*.

INSTRUCTION

1. Effective immediately all matters relating to inmates of interest to the Department of Immigration and Multicultural Affairs (DIMA) are to be co-ordinated centrally by the Sentence Administration Branch.
2. The Director, Sentence Administration is the designated authority for this purpose.
3. All enquiries in relation to Immigration matters are to be directed to the Director, Sentence Administration in the first instance.

Phone: [REDACTED]

Facsimile: [REDACTED]

Address: [REDACTED]

4. The Director, Sentence Administration, on a monthly basis, will provide DIMA with a list of all inmates, who have nominated a country of birth other than Australia, who have been received and are in DCS custody as at the end of each month. The report will include the inmate's name, date of birth, country of birth (including those listed as unknown), citizenship, year of arrival, imprisonment status, most serious offence, court schedule date, and or date of release.

Additionally, on a quarterly basis the Director, Sentence Administration will provide a listing of all inmates in DCS custody who have indicated that their country of birth (including those listed as 'unknown') is other than Australia.

This information will be provided to DIMA electronically and a printed copy held on file in the Sentence Administration Branch.

The country of birth information is provided by the inmate and is not verified by DCS.

5. The Director, Sentence Administration will hold a central register of all inmates in custody who are of interest to DIMA. A monthly report will be provided to the Commissioner on the current status of each of these inmates, including classification of inmate, centre of classification, DIMA's interest and earliest possible release date.
6. As it is imperative that 'country of birth' information is available for the administration of this Instruction, correctional centre staff are to ensure that 'unknown' country of birth is updated as a matter of priority upon the reception of an inmate. This will be closely monitored by the Sentence Administration Branch and non compliance reported to the Director, Sentence Administration.
7. It should be noted that DIMA will advise the Director, Sentence Administration of persons of interest.
8. The Sentence Administration Branch, upon receipt of information from DIMA, will be responsible for entering an "Alert" on the OIMS and forward the written advice to the relevant correctional centre. A copy of the advice is to be placed on the inmate's Warrant File and Case File.

The Director, Sentence Administration will advise DIMA of a "Person of Interest" in DCS custody one (1) month prior to the inmate's anticipated release, to assist in DIMA's determination.

DIMA is to advise the Director, Sentence Administration of issues and updates relating to the issue of a Criminal Justice Stay Visa or Bridging Visa status and/or cancellation of Visas.

DIMA is to also advise the Director, Sentence Administration of all "Transfer of Custody" or "Request to Hold" orders relating to inmates.

Upon receipt of advice from DIMA, the Director, Sentence Administration will inform relevant Department of Corrective Services' officers.

9. Nothing in this Instruction replaces the policy stated in Commissioner's Memorandum 2006/38 except to the extent that all entries in the alert screen relating to inmates of interest to DIMA are only to be made by officers of the Sentence Administration Branch.



Commissioner's Instruction

No:15/2006

To: Board of Management
Assistant Commissioners
Commanders
General Managers
Executive Directors, Community Offender Services

For the information of all staff

Subject: Escape of Inmates – Use of Restraints

PREAMBLE

This instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

Background

A Working Party was established under the direction of the Assistant Commissioner Security and Intelligence to review the incidence of escapes by inmates under hospital guard and/or medical escort. The main focus of the Working Party was the review of escape incidents and attempts with the development of protocols to prevent the escape of inmates whilst under guard or on escort outside a correctional centre.

A review of escape statistics identified clear areas of concern. These are summarised below:

- Trips to hospitals are clearly a flash-point with regard to escape attempts;
- Toilet use is a high-risk area of escort operations;
- The use of restraints and their application is central to managing escape risks;
- The use of violence is likely to accompany escape attempts;
- Remand inmates represent a high-risk group in terms of escape attempts;
- The proper application of standard operating procedures by staff is crucial.

INSTRUCTION

This Commissioner's Instruction replaces Commissioner's Instruction 14/2006.

Please note the following changes have been made with respect to the original instruction: -

- Ankle cuffs are to be used on male inmates only; and
- Category 2 female inmates are not to be handcuffed on external escorts.

The Manager of Security, Night Senior or OIC of a cell complex will assess the risk factors associated with an outside escort or guarding of an inmate and apply adequate resources in terms of the selection of experienced, capable staff and associated planning, including the use of firearms and restraints.

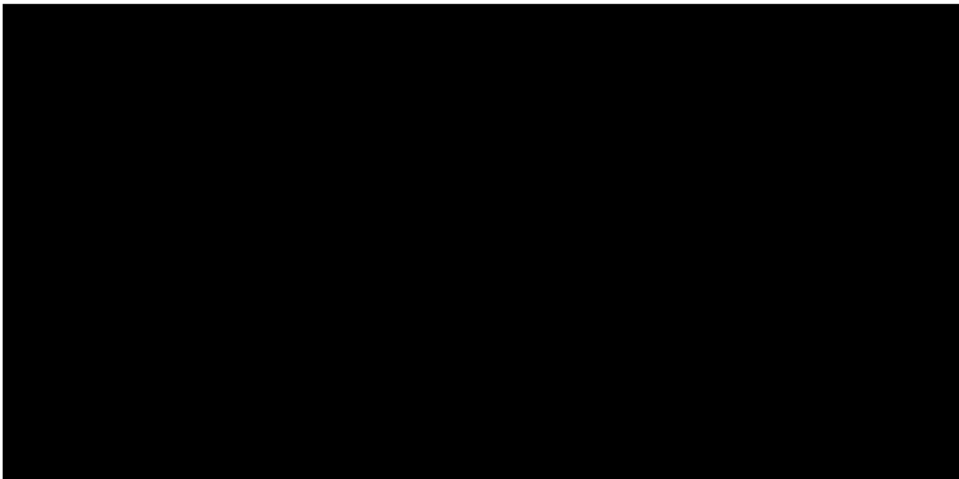
The main risk factors to be taken into consideration when planning an escort or guarding of an inmate are as follows:

- Classification and Alerts;
- Offence and length of sentence;
- History of escapes or absconds;
- History of violence (both inside and outside correctional system);
- History of correctional misconducts;
- The offender's physical capabilities;
- Other relevant factors i.e. criminal associations, impulsive behaviours, relationship breakdowns etc.

Use of Restraints

- 1) Ankle cuffs and handcuffs are to be used on all B, E2, E1, A, AA and EHR male inmates physically capable of an escape on medical/hospital escorts. Where practicable one form of restraint should remain in place at all times. Should medical treatment require both forms of restraint to be removed eg. MIR Scans, surgery etc, the OIC of the escort must ensure adequate security measures are in place prior to the removal of the restraints.
- 2) All male C1 classification inmates are to be handcuffed when on medical/hospital escorts.
- 3) Handcuffs to be used on all category 3, 4, & 5 female inmates capable of escape, with the exception of pregnant females. NB: Category 1 & 2 inmates do not require restraints when on outside escorts.
- 4) Inmates with physical disabilities are to be assessed individually with respect to the risk they represent of escape or violence to staff or the public and advice from medical professionals must be considered.
- 5) When escorting staff are not certain which restraints are appropriate, the Manager Security is to make that determination.

- 6) The handcuffing of inmates behind the back is an acceptable risk reduction strategy for all high risk inmates. However, no inmate is to be transported in a vehicle whilst handcuffed in this manner. NB: Restraining belts will continue to be used on all AA, Cat 5, extreme high risk, medium risk inmates and inmates that are assessed as an escape risk.
- 7) All court escort staff and those officers normally called upon at the correctional centre level are to be trained and accredited in the new escort training protocols.





Commissioner's Instruction

No: 17/2006

To: *Board of Management
Regional Executive Directors
General Managers/Superintendents
Area/District Managers, Community Offender Services
Director Offender Policy
Director Corporate Strategy*

For the information of all staff

Subject: Employee Alcohol and Other Drugs Policy

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

The following amendments will be made to the Employee Alcohol and Other Drugs Policy and will take effect immediately.

- **13.3 Target Testing**

Para 13.3.1: Where reasonable suspicion exists that an employee may be using a prohibited drug, the employee may be directed by the Assistant Commissioner Security to provide a urine sample for testing.

- **14 Authorisation For Testing**

Para 14.4: The Assistant Commissioner Security may direct an employee in any workplace to provide a urine sample in circumstances where he has reasonable suspicion that the employee may be engaged in the use of prohibited drugs.

- **15 Procedures for Breath Tests**

Para 15.3: An employee who refuses to undergo a breath test when directed by an authorised person will be immediately suspended from duty and will be subject to disciplinary action which, unless exceptional circumstances exist, is likely to result in dismissal.

- **16 Procedures for Urine Samples**

Para 16.6: One container must, as soon as reasonably practicable thereafter, be transported to an approved laboratory for analysis. The employee must be asked if they wish to take possession of a container of their own urine for analysis.

Para 16.7: An employee who refuses to provide a urine sample when directed by an authorised person will be immediately suspended from duty and will be subject to disciplinary action which, unless exceptional circumstances exist, is likely to result in dismissal.

A copy of the amended Policy is available on the Intranet under Probity & Performance Management Division.

Any questions concerning the effect of these changes may be directed to Executive Director, Probity & Performance Management Division.



Commissioner's Instruction

No: 18/2006

To: *Board of Management
Regional Executive Directors
General Managers/Superintendents
Area/District Managers, Community Offender Services
Director Offender Policy
Director Corporate Strategy*

For the information of all staff

Subject: Employee Alcohol and Other Drugs Policy

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

The Government recently introduced the *Crimes (Administration of Sentences) Amendment Regulation 2006*.

The object of this Regulation is to amend the *Crimes (Administration of Sentences) Regulation 2001* to enable correctional staff who are required to undergo breath tests or to submit to breath analyses to request that a sample of their blood be taken by a pathology specimen collector. Currently, correctional staff may only request that a sample of their blood be taken by a medical practitioner.

Paragraph 15.6 of the Employee Alcohol and Other Drugs Policy August 2004 (revised August 2006) has been amended accordingly to reflect the recent change in legislation.

- **15 Procedures for Breath Tests**

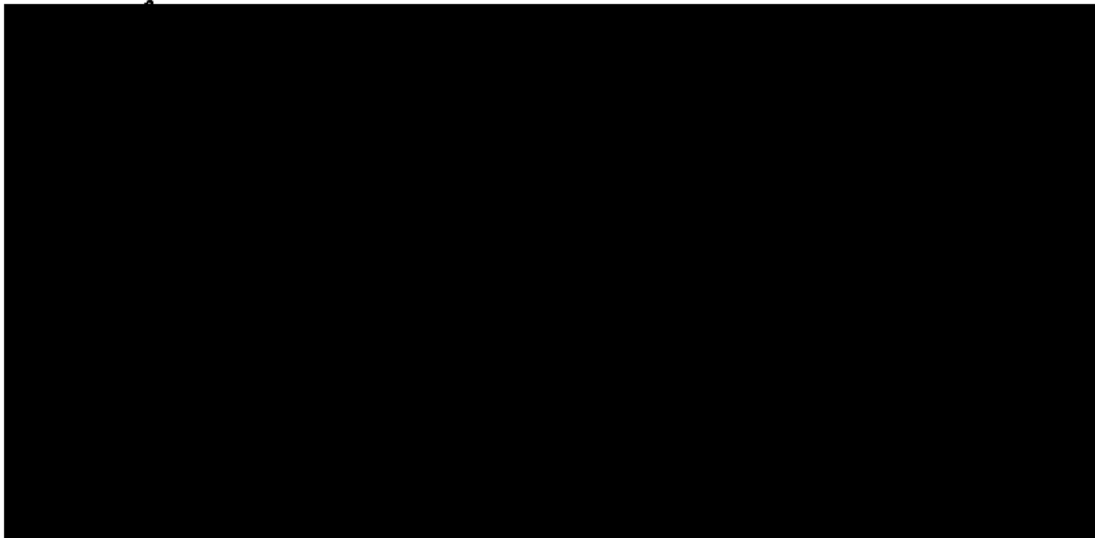
Add paragraphs:

Para 15.6: (c) a pathology specimen collector at a collection centre nominated by the staff member, or

(d) a pathology specimen collector at a collection centre nominated by the authorised person at the staff member's request.

A revised copy of the Policy is available on the Intranet under Probitry & Performance Management Division, Policies.

For further information or advice on the effect of this change, please contact [REDACTED] [REDACTED] Acting Assistant Commissioner, Probitry & Staff Development Division or [REDACTED] [REDACTED] Manager, Staff Support Programs, Human Resources Division on telephone [REDACTED]





Commissioner's Instruction

No: 22/2006

To: *Board of Management
Regional Executive Directors
General Managers/Superintendents
Area/District Managers, Community Offender Services
Director Offender Policy
Director Corporate Strategy*

For the information of all staff

Subject: Classification Progression from Maximum Security to Minimum Security

PREAMBLE

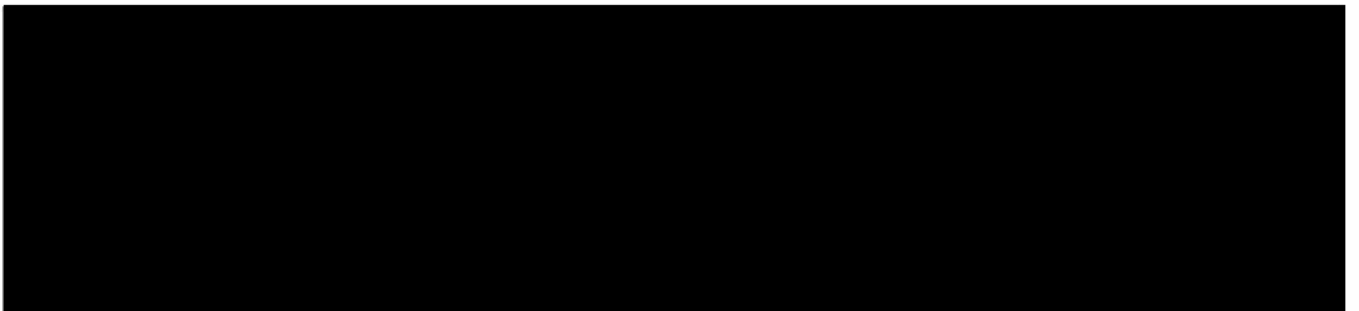
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INSTRUCTION

When a male inmate who is classified to a maximum security classification is being recommended for progression to a minimum security classification bypassing medium security, such a recommendation is to be forwarded to the Director, Classification & Case Management by the Manager/Deputy Manager, Classification & Placement prior to ratification. The Director will then seek the approval of the Commissioner for such a progression to be made.

In making such a recommendation, special circumstances should be detailed in documentation forwarded to the Director, Classification & Case Management.

It should be noted that this instruction applies only to sentenced male inmates who are clear of Court. It does not apply to inmates who have been reclassified to maximum security pending further Court nor does it apply to unsentenced inmates who are classified to a maximum security classification prior to Court matters being finalised.





Commissioner's Instruction

No: 21/2006

To: *Board of Management
Regional Executive Directors
General Managers/Superintendents
Area/District Managers, Community Offender Services
Director Offender Policy
Director Corporate Strategy*

For the information of all staff

Subject: Amendment to Employee Alcohol and Other Drug Policy

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

The Crimes (Administration of Sentences) Amendment Act 2006 extends the circumstances under which drug and alcohol testing may be conducted. Target Testing may now be conducted on the basis of the results of previous testing.

The Employee Alcohol and Other Drug Policy has been amended accordingly to reflect the changes.

Part 6 Definitions

'targeted test' means a test carried out on the basis of reasonable suspicion that an employee has used a prohibited drug or on the basis of the results of previous testing for drugs or alcohol.

13.3 Target Testing

13.3.1 Where reasonable suspicion exists that an employee has used a prohibited drug, the employee may be directed by the Assistant Commissioner Security to provide a urine sample for testing.

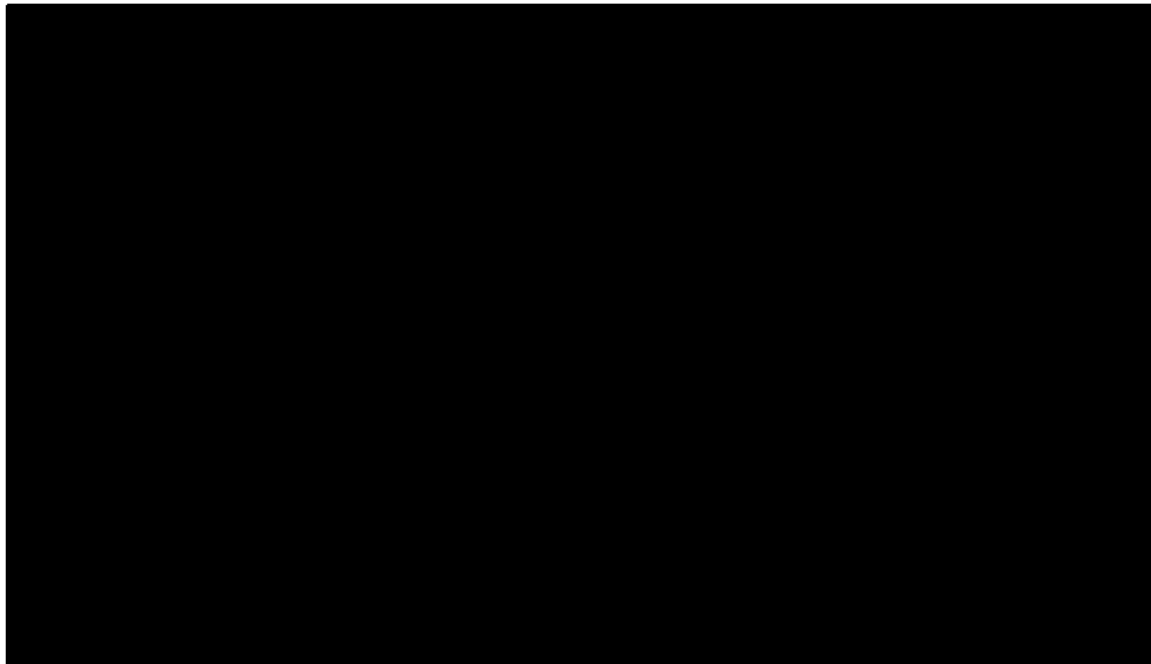
13.3.2 Where an employee has returned a positive test under this policy for a prohibited drug or for anabolic steroids, the employee may be directed by an authorised person to provide a urine sample in accordance with part 16 of this policy at any time in the workplace.

13.3.3 Where an employee has returned a positive test under this policy for alcohol, in addition to the powers provided at 13.2.1 above, the employee may be directed by an authorised person to submit to a breath test at any time in the workplace.

14 AUTHORISATION FOR TESTING

14.4 The Assistant Commissioner Security may direct an employee in any workplace to provide a urine sample in circumstances where he has reasonable suspicion that the employee has used a prohibited drug.

The revised policy (Revised November 2006) and the Annexure "Authority to Test for Alcohol and/or Prohibited Drugs", have been posted on the Intranet at Policies and Procedures, Probity & Staff Development.





Commissioner's Instruction

No: 22/2006

To: *Board of Management
Regional Executive Directors
General Managers/Superintendents
Area/District Managers, Community Offender Services
Director Offender Policy
Director Corporate Strategy*

For the information of all staff

Subject: Classification Progression from Maximum Security to Minimum Security

PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Public Sector Employment & Management Act 2002*.

INSTRUCTION

When a male inmate who is classified to a maximum security classification is being recommended for progression to a minimum security classification bypassing medium security, such a recommendation is to be forwarded to the Director, Classification & Case Management by the Manager/Deputy Manager, Classification & Placement prior to ratification. The Director will then seek the approval of the Commissioner for such a progression to be made.

In making such a recommendation, special circumstances should be detailed in documentation forwarded to the Director, Classification & Case Management.

It should be noted that this instruction applies only to sentenced male inmates who are clear of Court. It does not apply to inmates who have been reclassified to maximum security pending further Court nor does it apply to unsentenced inmates who are classified to a maximum security classification prior to Court matters being finalised.

