

Inmate Classification and Placement Corrective Services NSW

Change of Placements (COPs)

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1 Overview

The policy and procedures within this document must be utilised in conjunction with the [OVERARCHING POLICY – Policy for Inmate Classification and Placement](#).

All staff must be familiar with the overarching policy prior to utilising this document.

The overarching policy and the instructions and procedures within this document apply to all staff involved in the inmate classification and placement processes within New South Wales (NSW) correctional centres.

Inmate classification and placement assessments include the option of a Change of Placement (COP) only. The COP is utilised to allocate an alternate placement only; it does not affect the security rating of a classification.

The COP is only utilised for sentenced inmates.

2 Related documents

The policy and procedures within this document are to be implemented in conjunction with the relevant sections of the Custodial Operations Policy and Procedures (COPP) and other related policy and procedures.

- [Management of Public Correctional Centres Services Specifications](#)
- [Custodial Operations Policy and Procedures \(COPP\) 1. Reception](#)
- [Custodial Case Management](#)
- [PR1 – Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates \(CM in CC\)](#)
- [Assessment tool - Inmates under threat](#)

3 Circumstances for COP

COP's are conducted for a number of reasons throughout correctional centres in NSW; note this list is not exhaustive:

3.1 Program participation

A COP may be utilised to allow placement of an inmate/s to a specific correctional centre to participate in therapeutic programs. Appropriate documentation indicating acceptance/enrolment into the program must be included in the COP package.

3.2 Program completion

A COP may be utilised in the case of an inmate/s completing a therapeutic program and no longer requiring placement at the current GOC.

3.3 Change in Care in Placement (CIP) status

A COP may be utilised in the case of an inmate having a change in CIP status that cannot be managed at the current GOC.

3.4 Inmate no longer suitable for GOC placement

A COP may be utilised in the event an inmate is no longer suitable for the current GOC due to a change in circumstances. Examples include, but are not limited to:

- Non-association/s now exist at the current GOC
- Placement alert now active excluding placement at the current GOC

3.5 Inmate request for COP

An inmate may request a COP on compassionate grounds. The inmate must make a written request on an Inmate Application Form detailing reasons for a change in placement. Serious illness in the immediate family (including de-facto), substantiated with appropriate documentation is an example which may be considered for a COP.

4 COP – considerations

As with all classification and placement assessments, the Classification and Placement Team (CPT) must consider any previous case plans, CPT and M/DMCP decisions relating to the inmate in this episode in custody before commencing the COP.

4.1 Review date

When recording a COP on the Offender Information Management System (OIMS), the inmate's original classification review date (that is the review date of the previous classification and placement assessment) is to remain unchanged, the review date does not reset to 12 months.

The review date does not self-populate and must be manually entered in the OIMS.

4.2 Sign off or vary CIP status

When a change in placement is utilised to enable an inmate to 'sign off' or vary a CIP regime (i.e. SMAP or PRNA management), this must only be completed in collaboration with centre management and in accordance with the [COPP 3 - Management of Specific Inmates](#).

Where it is determined removal or variation of a CIP order is appropriate under the provisions of COPP [3.2](#) and [3.3](#), the inmate is to be reviewed by the CPT and an appropriate placement recommended.

In the case of an inmate being managed on a CIP regime as a result of an isolated incident and/or a local issue only, and where centre management have determined the CIP regime will be removed or varied to facilitate placement at a new GOC. The COP can be utilised without the need for an [Assessment tool - Inmates under threat](#).

In the case of a pattern being displayed where an inmate has been managed on a CIP order, or where a clear threat exists if the inmates CIP regime was to be removed or varied to facilitate placement at a new GOC. The COP must not progress without an [Assessment tool - Inmates under threat](#) being conducted.

Discretion lies with the M/DMCP in these cases.

5 Change of Placements (COPs) exclusions

The following exclusions apply for COPs:

5.1 Must not be utilised for disciplinary purposes

The COP process must not be utilised for the purpose of addressing an inmates poor custodial behaviour or security issues within the centre. Such scenarios must result in a full Classification and Placement Review Assessment see [Inmate Classification and Placement – Reviews](#).

5.2 Must not be utilised whilst inmate is in transit

An inmate, while in transit to their goal of classification and placement (GOC), must not be subject to a COP, or request a COP unless exceptional circumstances are agreed to by the Manager/Deputy Manager, Classification and Placement (M/DMCP).

6 COP quorum

A COP quorum must consist of:

CPT quorum of two which consists of:

- Functional Manager (FM) Case Management (CM), and the
- Senior/Classification and Placement Officer (S/CAPO).

The CPT must complete the relevant sections of the OIMS questionnaire, and include a recommendation and submit to the M/DMCP for ratification.

The inmate is to be involved in the process. Placement options, where applicable are to be presented to the inmate.

7 COP procedures

The CPT is to assess the request and make a recommendation to the M/DMCP.

When determined that the COP is appropriate, the following steps must then occur:

- The S/CAPO must compile a COP package. Correctional centre needs will vary, suggested documents include, but may not be limited to:
 - Inmate application/request for COP
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- The S/CAPO must enter the COP in OIMS:
 - Case Management – Offender Assessment screen
 - Enter a new assessment – Change of Placement (COP1)
 - Authority – Change of Placement only
 - Location – enter location where COP is conducted (should be at inmates GOC)
 - Assessor – should self-populate the S/CAPO OIMS username
 - Assessment Date – will self-populate date assessment commenced
 - Re-assessment Date – this needs to be manually entered. This must be the review date of the most recent assessment – Initial or Review
- Convene CPT, the S/CAPO must ensure the following are available:
 - Case Management File (CMF)
 - COP package
 - Any other relevant documentation
- Completion of the OIMS Assessment Questionnaire:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- The CPT must then finalise the narrative summary which must include the justification for a COP. All members of the CPT as well as the inmate must be present for this section.

- CPT to complete Assessment Recommendation. All members of the CPT as well as the inmate must be present for this section and given the opportunity to sign the printed COP recommendation.
- *S4 – Completed by Manager Offender Services & Programs/Employment* – Note this stakeholder is no longer included in the CPT process. The FM CM or S/CAPO should select “No” with a “N/A” comment.
- *S5- Completed by Manager Security* – Manager of Security must enter support or otherwise of CPT recommendations, including comments.
- *S6 – Completed by General Manager* – Applicable for Serious Offender Review Council (SORC), High Security Inmate Management Committee (HSIMC) inmates only. Governor must enter support or otherwise of CPT recommendations, including comments. For all other cohort of inmates, comments not required by the Governor (GM), the S/CAPO should reflect this in the comments.
- *S7- Completed by Manager/Deputy Manager Classification & Placement* – M/DMCP to complete all questions and complete the questionnaire.
- Approval screen completed and COP is ratified by the M/DMCP (for all inmates other than SORC or HSIMC).
- SORC and HSIMC inmates – M/DMCP makes additional comments with recommendation/s on the OIMS Questionnaire narrative summary.
- The M/DMCP, in forming an opinion on appropriate placement, including consideration of matters in [Clause 20](#), is to review the recommendation of the CPT. Where the outcome is either varied or rejected, this must be detailed in the approval comments. This decision of the M/DMCP is final, with no further COP permitted without additional significant and substantiated information.
- S/CAPO is to ensure the FM CM receives the ratified COP decision.
- The FM CM is to notify the inmate of the ratified COP decision and give the inmate the opportunity to sign the final assessment page.
- In the event the inmate refuses to sign the S/CAPO is to record this.
- The S/CAPO is to ensure the complete COP package, including signed ratified decision is placed on the inmates CMF and local record management processes are followed.
- The S/CAPO is to raise a Section 23 movement order request to GOC, where appropriate.

7.1 COP procedures - checklist

PROCEDURE	RESPONSIBILITY
1 Confirm appropriateness of COP	S/CAPO in consultation with M/DMCP
Compile COP package: <ul style="list-style-type: none"> • Inmate application/request for COP ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 2 <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 	S/CAPO
Enter COP assessment in OIMS: <ul style="list-style-type: none"> • Case Management – Offender Assessment screen • Enter a new assessment – Change of Placement (COP1) • Authority – Change of Placement only • Location – enter location where COP is conducted (should be at inmates GOC) • Assessor – should self-populate the S/CAPO OIMS username • Assessment Date – will self-populate date assessment commenced • Re-assessment Date – this needs to be manually entered. This must be the review date of the most recent Initial or Review assessment 3	S/CAPO
Convene CPT, ensure the following are available: <ul style="list-style-type: none"> • Case Management File (CMF) • COP package • Any other relevant documentation 4	S/CAPO
Complete OIMS COP Questionnaire: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] 5	S/CAPO CPT/FM CM CPT/FM CM
6 Finalise COP narrative summary.	CPT/FM CM
7 Assessment recommendation. Provide inmate opportunity to sign assessment classification.	CPT/FM CM
8 [REDACTED]	[REDACTED]
9 [REDACTED]	[REDACTED]

PROCEDURE		RESPONSIBILITY
10	[REDACTED]	[REDACTED]
11	[REDACTED]	[REDACTED]
12	Approve/Ratify COP (for all inmates other than SORC or HSIMC). Recommendations for SORC and HSIMC inmates.	M/DMCP
13	Forward decision to FM CM for inmate to sign as acknowledgement of the decision.	S/CAPO
	Ensure inmate is given the opportunity to sign the acknowledgement	FM CM
14	In the event the inmate declines to sign, enter a comment recording such.	S/CAPO
15	Ensure hard copy CPT package, including signed questionnaire is filed on the inmates CMF. Ensure local record management processes are followed.	S/CAPO
16	Raise S23 escort request to GOC.	S/CAPO
17	Recording of statistics in accordance with ADCP direction.	S/CAPO
<p>Note: OIMS Questionnaire references may be out of date as a result of the recent change in processes (CMT to CPT). This is currently under review with the OIMS team; this resource will be updated when the review is complete.</p>		

Any staff member acting in the roles within this document adopts the responsibilities as prescribed in this process.

If variation to the above procedure is required, written application outlining the rationale for request is to be made to the Director, Inmate Classification and Placement (DCP).

8 Abbreviations

ACRONYM	MEANING
CAPO	Classification and Placement Officer
CIP	Care in Placement
COP	Change of Placement
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
CPT	Classification and Placement Team
DCP	Director Classification and Placement
DMCP	Deputy Manager Classification and Placement
FM CM	Functional Manager Case Management
GOC	Gaol of Classification
HSIMC	High Security Inmate Management Committee
MCP	Manager Classification and Placement
MOS	Manager of Security
OIMS	Offender Information Management System
PRNA	Protection Non-Association
SCAPO	Senior Classification and Placement Officer
SMAP	Special Management Area Placement
SORC	Serious Offender Review Council

9 Document history

VERSION	DATE	REASON FOR AMENDMENT
1.0	25 October 2019	In line with Case Management Review outcomes
1.1	11 December 2019	Operational deficiency
1.2	23 October 2020	General formatting update and improvements
2.0	1 February 2021	Full review conducted