

Inmate Classification and Placement Corrective Services NSW

Movement Holds

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Movement Holds

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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 NSW correctional centres.

Corrective Services NSW (CSNSW) supports the training and education of inmates to enhance their employment prospects upon release and reduce their potential for recidivism within the limitation of resources available to CSNSW. Where applicable, Holds are activated for a set time frame to allow for the training/education to occur.

The Inmate Classification and Placement Branch has a formal agreement with Corrective Services Industries (CSI) to assist industry requirements through the use of temporary 'work holds'.

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, including:

- [Management of Public Correctional Centres Services Specifications](#)
- [CSI Policy Manual Section 1 – Correctional Industry Philosophy](#)
- [Assistant Commissioner Custodial Corrections Memorandum No. 2013/10](#)
- [Inmate Classification and Placement - Reviews](#)

3 Procedures for Corrective Services Industries (CSI) and Work/Education Holds

The interaction between the Inmate Classification and Placement Branch and CSI is vital to the efficient operation of not only Industries but also the correctional centre. It is important that there is open communication between the two at all levels. Both Classification and CSI have regular reviews of their respective operations and representation at these reviews from both sides ensures the best possible outcomes.

At each subsequent Classification and Placement Team (CPT) review for a sentenced inmate, the CPT is to make note of whether the inmate is participating in the Work Readiness Program, and, if so, take into account the Work Readiness Assessment provided by the workplace supervisor. This assessment should be timed to occur before and in proximity to the date for the CPT review. The CPT should also note the inmate's employment status and participation.

3.1 Work Holds – General

The Inmate Classification and Placement Branch has a formal agreement with CSI to assist CSI industry requirements through the use of temporary 'work holds'. The work hold must be approved by the Manager/Deputy Manager, Classification and Placement (M/DMCP). This is to occur in exceptional circumstances as a temporary solution to industry needs only.

In exceptional circumstances, an inmate may have the decision for transfer to another correctional centre temporarily delayed for a period of up to 3 months by being placed on Work Hold as a core worker. The Work Hold is to be requested by the correctional centre's CSI Manager in a planned way and not at the 'last minute', necessitating interruption to an escort schedule.

Exceptional circumstances include:

- to ensure a critical correctional industry contractual/production commitment is met by continuing the temporary employment of an inmate with requisite qualifications/expertise;
- to provide the opportunity for an inmate to complete a vocational training program, not available in the new centre of placement, as part of the inmate's case plan;
- to enable an essential correctional centre identified project (e.g. a specific building construction/maintenance activity) to be completed by an inmate with requisite qualifications/expertise. This is not to include any domestic position or clerk position in that centre.

It is to be noted that:

- an inmate must not, in any circumstances, be taken off escort by being placed on a Work Hold;
- an inmate's participation in an External Leave Program (ELP) must not be delayed by approval of a Work Hold;
- an inmate managed by Serious Offenders Review Council (SORC) or its sub-committees must not be delayed from being transferred to another facility by placement onto a Work Hold after this transfer has been approved by the Commissioner.

3.2 Requesting a Work Hold

The Manager, Industries, is to make a written submission to the CPT for a Work Hold on a particular inmate, with that inmate's written agreement, before the scheduled Classification and Placement review of the inmate. The following must occur:

- the submission must contain reason/s for the request and strategies to ensure that the inmate is not retained in the correctional centre beyond a 3 month period;
- the CPT will include a recommendation on this submission and forwarded to the Governor for comment before consideration by the M/DMCP;
- if the request for a Work Hold is approved by the M/DMCP (the Official Member of the SORC for serious offenders), the Senior/Classification & Placement Officer is to monitor the inmate's situation to ensure that transfer occurs no later than 3 months from commencement of the Work Hold;

- the inmate on a Work Hold must be informed by the CPT that the Work Hold is not permanent, and the expiry date is to be given to the inmate;
- if the request for the Work Hold is not approved, the inmate is to be transferred as soon as practical according to the placement decision.

3.3 Transferring an Inmate with a Work Hold to another centre

The CPT is to discuss with relevant CSI stakeholders the intention of transferring an inmate on Work Hold to another centre, and make a record of this discussion in the Classification and Placement Review approval comments.

The M/DMCP is to seek comment on the proposed transfer from the local CSI Manager, before ratifying a decision to transfer an inmate on a Work Hold to another correctional centre. The date that this discussion occurred is to be recorded.

3.4 Transferring a core worker Regional Food Services with a Work Hold to another centre

An inmate designated as a core worker within the approved core profile number for a particular Food Services Unit may be transferred only after the M/DMCP consults with the Industries Manager of the Unit.

4 Traineeships, Intensive Learning Centre (ILC) students and Certificate III Library Information Services

CSNSW supports the training/education of selected inmates to enhance their employment prospects upon release and reduce their potential for recidivism within the limitation of resources available to CSNSW.

4.1 Requesting an Education Hold

4.1.1 *Traineeships*

The Education Services Coordinator is to enter an Education Hold alert after an inmate has been approved for a traineeship.

4.1.2 *Certificate III Library and Information Services*

The Manager, Library Services will refer the names of inmates endorsed for Certificate participation to the Assistant Director, Classification and Placement (ADCP). The relevant M/DMCP will be informed by the ADCP if approved, and the M/DMCP will then enter the alert.

4.1.3 *Transfer to another centre*

Inmates approved to participate in Traineeships, ILC or Certificate III Library and Information Services may not be transferred while participating in these programs to another correctional centre, where continued participation cannot occur, with the following exceptions:

- for the good order and discipline of the correctional centre;
- when progression down through the classification levels is being impeded to the long-term disadvantage of the inmate;
- when it is apparent that the inmate's participation is largely motivated by an intention to avoid transfer to another centre.

4.2 Removing Education Holds

The M/DMCP will remove the Education Hold alert against an inmate once he/she has graduated from the program or when the inmate is otherwise discharged from the program.

5 Abbreviations

ACRONYM	MEANING
ADCP	Assistant Director Classification and Placement
COPP	Custodial Operations Policy and Procedures
CPT	Classification and Placement Team
CSI	Corrective Services Industries
CSNSW	Corrective Services New South Wales
DMCP	Deputy Manager Classification and Placement
ELP	External Leave Programs
ILC	Intensive Learning Centre
MCP	Manager Classification and Placement
NSW	New South Wales
SORC	Serious Offenders Review Council

6 Document history

VERSION	DATE	REASON FOR AMENDMENT
1.0	25 October 2019	In line with Case Management Review outcomes
1.1	23 October 2020	General formatting update and improvements
2.0	2 February 2021	Full review conducted