

Inmate Classification and Placement Corrective Services NSW

Initial Classification and Placement

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Initial Classification and Placement

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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 correctional centres.

Inmate Classification and Placement is a collaborative process whereby inmates are designated a security rating that determines the custodial location in which they are to be managed. It is one of the most important processes for ensuring the security of the correctional system. It is conducted as soon as practicable after an inmate is first received into a correctional centre, in accordance with clause 11 of the [Crimes \(Administration of Sentences\) \(CAS\) Regulation 2014](#).

The [CAS Regulation](#) includes the Commissioner's powers to vary or revoke a classification.

2 Related documents

The policy and procedures within this document apply when an inmate (sentenced and unsentenced) is received into custody in correctional centres in NSW.

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](#)
- [PR1 - Procedures for the Reception, Screening, Induction and Orientation of CSNSW Inmates](#)
- [Custodial Case Management](#)
- [SOP Referrals](#)

This procedure must be followed for every Initial Classification and Placement Assessment. In addition, the following procedures must also be utilised where applicable:

- [Inmate Classification and Placement - Category AA and Category 5 Inmates](#)
- [Inmate Classification and Placement - Return to Custody of HSIMC Inmates](#)
- [Inmate Classification and Placement - Classification and Placement of Transgender and Intersex Inmates](#)
- [Inmate Classification and Placement - Escape-risk Classifications](#)
- [Inmate Classification and Placement - MHRT, FPs and CPs](#)
- [Inmate Classification and Placement - Identifying HIPU Candidates](#)
- [Inmate Classification and Placement - SORC and Subcommittee Managed Inmates](#)
- [Inmate Classification and Placement - Immigration Matters](#)
- [Inmate Classification and Placement - CSNSW Placement Guide](#)

3 Overview of Initial Classification and Placement Assessments

The initial classification and placement process involves the assessment and designation of a security rating as well as a custodial location in which the inmate is to be managed. The Initial Classification and Placement Assessment builds on, and is a continuation of the reception, screening and induction process.

The inmate must be present for the initial classification and placement assessment. Unless exceptional circumstances exist, e.g. absent at a medical appointment. Such circumstances must be noted in the classification narrative summary.

There are two separate classification models – for male and female inmates. All inmates will be classified into one of the categories as detailed in the overarching policy.

The letter 'U' is used by CSNSW to signify an unsentenced inmate (of any gender) who has not been sentenced. It is not a classification.

The initial classification and placement recommendation for each inmate received into custody must be completed and entered in the Corrective Services New South Wales (CSNSW) Offender Integrated Management System (OIMS) within 7 days of reception and be available to the State for approval in accordance with the Regulation and policy.

The following inmates are to be identified as a Serious Offender and are subject to management by the Serious Offender Review Council (SORC):

- convicted of murder, or
- sentenced to life imprisonment, or
- is sentenced to serve a fixed or non-parole period of 12 years or more.

Such inmates would in most cases initially be classified A2 for males and Cat4 for females by the M/DMCP and referred to the SORC.

4 Determining classification and placement

In determining the classification and placement of inmates within NSW correctional centres the Commissioner must have regard to the factors in accordance with Clause 20 of the [CAS Regulation](#).

Every inmate is to be designated an appropriate classification level under Clause 12, 13, 14 or 14 (A) of the [CAS Regulation](#) as detailed in the overarching policy.

As a guide, consideration is to be given to an inmate's custodial history when assessing for classification and placement, noting that poor custodial history does not, in itself, restrict classification progression.

Further consideration must also be given to any advice received from the NSW Police Force or from any other public authority (whether of this or any other State or Territory or of the Commonwealth) established for law enforcement, security or anti-terrorist purposes, and whether or not the inmate is likely to be removed from Australia, in accordance with Clause 19 of the [CAS Regulation](#).

There are additional factors that must be considered during the inmate classification and placement process. These are listed below and then summarised in the table [Considerations Guide](#).

4.1 Severity of offence

In determining an appropriate security classification for a sentenced inmate the Classification and Placement Team (CPT) (formerly CMT), Manager/Deputy Manager Classification and Placement (M/DMCP) must bear in mind that the severity of an offence/s are indicated by the length of the minimum term/s imposed by the court/s.

4.2 Sentenced with outstanding court matters

Where an inmate is sentenced with outstanding alleged offences in the court/s, the CPT, MCP and DMCP must bear in mind that the severity of the offence is indicated by the length of the sentence that may be imposed by the court/s on the outstanding matters.

Outstanding charges of a serious nature, including but not limited to murder, armed robbery, serious assault, sexual offences and major drug offences should be viewed cautiously. In such cases a maximum/medium security rating may be an appropriate recommendation/determination pending finalisation of all court matters.

4.3 Revocation of parole

The reason/s for a decision by the State Parole Authority (SPA) to revoke an order resulting in an inmate being returned to full-time custody is to be carefully considered before determining a classification, placement for the inmate.

Any sex offender who has returned to custody due to a breach of parole is to be referred to the Director, Therapeutic Programs.

4.4 Previous custodial history/behaviour

Where applicable, attention is also to be paid to an inmate's security level and related behaviour when last released from custody. Special considerations and leniency is applied to female inmates.

The CPT must consider any previous case plans, CPT, MCP and DMCP recommendations, comments and outcomes. With special attention paid to regressions in classification.

4.5 Custodial/criminal history – other jurisdictions

When an inmate is sentenced to full term custody on the first occasion in NSW and declares a criminal history, including active matters in front of the court/s in another states jurisdiction, an Intel check must be completed before the initial classification and placement assessment is finalised.

Note: procedures for this process are currently under development and will be published in the S/CAPO Handbook.

4.6 Escape history and/or escape risk

Where applicable, any escape history and/or risk of escape (as an adult or juvenile, in NSW and other jurisdictions) must be referred to the MCP or DMCP for determination on which clause of the CAS Regulation is appropriate.

This must be in accordance with the [Inmate Classification and Placement - Escape-risk Classifications](#).

4.7 Age

Appropriate classification and placement options for young adult offenders, aged and/ or frail inmates must be considered, where available. See Placement Guide for placement options.

4.8 Aboriginal

For Aboriginal inmates in crisis and/or first time in custody, advice/support can be sought from Aboriginal Strategy and Policy Unit (ASPU) and/or the Indigenous MCP or DMCP. The results of a cultural assessment may be of assistance where available in determining suitable placement options including cultural programs.

4.9 Disabilities

Inmates with an active disability alert on the OIMS, which indicate in the “Status Reason” or “comment” sections “Contact SDS for ASU placement” must be referred to the Statewide Disability Services Unit (SDS) for advice before the assessment is finalised. Where this is not clear, advice can also be made at anytime via SDS.

4.10 Immigration matters

When the nationality or the visa status of an inmate is unclear, the Department of Home Affairs (DHA), the National Character Considerations Centre (NCCC) must be contacted for written confirmation of the inmate’s nationality or visa status before a classification decision can be finalised.

Information requested from NCCC can include:

- the current visa status of the inmate, e.g. are they a lawful or unlawful non-citizen, i.e. – an Australian Permanent resident or not, respectively,
- whether a Notice of Intention to Cancel has been issued by NCCC,
- whether a decision has been made to cancel an inmate’s visa,
- which section of the Migration Act 1958 was used to cancel their visa.

Note: procedures for this process are currently under development and will be published in the S/CAPO Handbook.

4.11 Mental health, including Forensic Patients (FP)

All forensic patients (FP), which are inmates jointly managed by CSNSW and the Mental Health Review Tribunal (MHRT), are to be classified in accordance with the [CAS Regulation](#) Clause 12, 13, 14 or 14(A), whichever is appropriate.

Inmates under the management of the MHRT are to be classified, with consideration given to any advice from the MHRT and the treating Mental Health Team and should be recorded in the classification and placement assessment comments.

See [Inmate Classification and Placement - MHRT, FPs and CPs](#) for further information.

4.12 Sex offences – current and historical

Nature of offences (historical and current) must be checked. Any offences of a sexual nature (adult and child offences) must be considered when determining placement options. All inmates convicted of a sexual offence must be assessed for Sex Offender Programs (SOP) in accordance with the [SOP Referrals](#).

Inmates with child-related offences should be managed in accordance with:

- [Custodial Operations Policy and Procedures – 1.1 Reception procedures](#)
- [Custodial Operations Policy and Procedures – 2.1 Alerts](#)
- [Custodial Operations Policy and Procedures – 10.11 Managing child visitors.](#)

4.13 Civil inmates

Civil inmates are to be classified in accordance with Clause 12, 13, 14 or 14(A) of the [CAS Regulation](#) whichever is appropriate.

Placement of [CAS Regulation](#) civil inmates must take into account that they are a separate class of inmate and are in custody for non-criminal offences.

A civil inmate may be referred to the Director, Offender Classification and Placement (DCP) for consideration for designation as a Public Interest Inmate, should circumstance appear to warrant such consideration.

4.14 Placement of Australian Capital Territory (ACT) inmates

Inmates convicted under ACT legislation who originally resided in the ACT or their families reside in the ACT, as far as possible and when appropriate, are to be held in correctional centres that are in close proximity to the ACT. CPTs are to recommend that this category of inmate, unless special circumstances exist, be placed only at the following correctional centres:

Male Inmates:

- Goulburn – Maximum, medium and minimum security inmates
- Junee – Medium and minimum security inmates
- Mannus – Minimum security inmates (C2 and C3 only)

Female Inmates:

- Silverwater Women's – Maximum security inmates
- Dillwynia – Maximum, medium and minimum security inmates
- Emu Plains – Minimum security inmates

CPTs and M/DMCP should whenever possible favourably consider requests by ACT inmates to be held at alternative correctional centres, providing they meet the criteria for placement at the nominated centre and vacancies exist.

4.15 Interstate transfer of inmates

The [Prisoners \(Interstate Transfer\) Act 1982](#) makes provision for inmates from NSW to be transferred to other states and for inmates in other states to be transferred to NSW. The grounds for such a transfer can be for welfare purposes or to face criminal trial. In the latter case, if an inmate transferred to NSW receives a longer sentence in NSW than the one being served in another state, the inmate will serve the longer sentence in NSW. Similarly, when an inmate from NSW is transferred to another state to face criminal trial and receives a sentence longer than the one being served in NSW, the inmate will remain in the other state to serve the longer sentence. It is to be noted that legislation determining the meaning of 'life sentence', 'serious offender', parole matters varies from state to state.

The Policy and Procedures surrounding the interstate transfer of inmates can be located within the Sentence Administration Manual located at [Sentence Administration Policy and Procedures](#).

Regardless of what classification an inmate held in the transferring State, they must be classified according to NSW policies and designated according to NSW criteria, e.g. public interest, when applicable.

Ratification of an inmate's initial classification and placement (non-serious offenders) after transfer into NSW must not occur until documentation relating to the transfer is received from the Inmate Classification and Placement Branch, Newington House. Sentence Administration Branch must forward all relevant transfer documentation to the DCP and to the Statewide Manager Programs, Offender Management and Policy where the transfer was on welfare grounds. Where the transfer was on trial/law grounds, all relevant transfer documentation will be forwarded by Justice Legal.

In the case of a Serious Offender the relevant documentation must be reviewed by the DCP or their delegate who must provide advice to the M/DMCP before the initial classification and placement determination is made.

4.16 Extradition from another State

When advice is received that an inmate will be extradited from another state to NSW the Sentence Administration Unit must:

- ensure that relevant document, i.e. Legal Detainers, conviction and sentence history, classification and placement, history, relevant self-harm/suicidal and security information is available before the inmate is transferred from custody in another state into NSW,
- provide all the relevant details for all inmates being transferred/extradited into the custody of CSNSW to the A/DCP for distribution to the relevant M/DMCP to enable classification and placement decisions to be made and for lodgement onto the inmate's Case Management File (CMF).

The M/DMCP will request the S/CAPO in the receiving correctional centre to schedule a classification and placement assessment of the inmate to determine the appropriate classification and placement in a NSW facility.

Inmates are not to be classified below a B (male) Cat3 (female) security classification until all relevant documentation is received and assessed by the CPT and M/DMCP. When the inmate is a Serious Offender under NSW legislation, they must not have an initial classification determined until the M/DMCP receives advice from the A/DCP.

4.17 International transfer of inmates

The International Transfer of Prisoners Scheme in Australia is administered by the Federal Attorney Generals Department in Canberra via email at itp@ag.gov.au.

In NSW the scheme is administered by the CSNSW, Sentence Administration Branch the Policies and Procedures are detailed within the [Sentence Administration Manual](#).

Further information pertaining to the escort of international transfer of inmates can be located at the [Custodial Operations Policies & Procedures \(COPP\) - 19.4 Air Escorts](#).

4.18 Considerations guide

| FACTORS | CONSIDERATION | RESPONSIBILITY |
|--------------------------------------|---|------------------------------------|
| Previous custody | Where applicable, the inmate's security level and related behaviour when last released from custody. | S/CAPO obtain prior to CPT meeting |
| Nationality / Visa status is unclear | <ul style="list-style-type: none"> Clarification is to be obtained prior to classification decision being made. Department of Immigration and Border Protection (NCCC) can be contacted to clarify: The current visa status of the inmate, e.g. are they a lawful or unlawful non-citizen, i.e. – an Australian Permanent resident or not, respectively. Whether a Notice of Intention to Cancel has been issued by NCCC Whether a decision has been made to cancel an inmate's visa Which section of the Migration Act 1958 was used to cancel their visa | S/CAPO obtain prior to CPT meeting |
| Criminality / sentence length | <ul style="list-style-type: none"> First time in custody – if the inmate declares a history in another jurisdiction, an intel/police check should be conducted before the initial classification decision is made. Severity of offence Length of sentence imposed by the court Previous Criminal History Behaviour in custody Advice from other agencies such as NSW Police or other public authority, Commonwealth, other state or territory established for law enforcement, security or anti-terrorist purposes(refer CAS Regulation) Ascertain whether an inmate is clear of court (no further charges) | CPT D/MCP |
| Female inmate | Initial classification is to be at a minimum security level unless there is strong evidence that there is significant reason to support a more restrictive environment | CPT D/MCP |
| Forensic Patient | Any inmate that is jointly managed by CSNSW and the Mental Health Tribunal is to be given an appropriate security classification | CPT D/MCP |

5 Initial Classification and Placement Assessment quorums

To meet the needs of the organisation, different classification and placement quorum options exist.

In each option the inmate is to be involved in the process, with placement options where applicable to be presented:

5.1 Option 1

Consists of the:

- Senior/Classification and Placement Officer (S/CAPO) who completes the relevant sections of the OIMS questionnaire, including a recommendation and submit to the M/DMCP for ratification.

Note: this applies only for Initial Classification and Placement (all genders) – Unsented Assessments in correctional centres who have previously received approval by the DCP.

5.2 Option 2

CPT quorum of 2, consisting of:

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

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

If variation to either of the above options is required, written application outlining the rationale for request is to be made to the DCP.

Any staff members acting in the roles within this document adopt the responsibilities as prescribed in this process.

6 CPT - Initial Classification and Placement Assessment (male and female) – unsentenced

When it is identified that an initial classification and placement assessment for an unsentenced inmate is required, the following steps must then occur:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Convene CPT, the S/CAPO must ensure the following are available:
 - Warrant File
 - CMF
 - Initial package
 - Any other relevant documentation

Completion of the OIMS Assessment Questionnaire:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Approval screen completed and the Initial Classification and Placement Assessment is ratified by the M/DMCP.
- S/CAPO is to ensure the FM CM receives the ratified initial assessment decision.
- The FM CM is to notify the inmate of the ratified initial assessment 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 initial assessment package, including signed ratified decision, is placed on the inmate's CMF and local record management processes are followed.
- The S/CAPO is to raise a Section 23 movement order request to the GOC, where appropriate.

7 Factors determining the classification result - male and female - unsentenced

When determining the initial classification and placement for unsentenced inmates, the CPT and/or D/MCP must explain to the inmate the factors which determined the classification result. These may include:

- unsentenced – alleged offence/s still in the court/s;
- legal orders - nature and severity of alleged offences, including in other jurisdictions;
- escape history or escape risk;
- previous episodes and conduct/behaviour in custody;
- immigration matters – flight risk;
- high media coverage.

7.1 Checklist - Initial Classification and Placement (male and female) – unsentenced

| PROCEDURE | RESPONSIBILITY |
|---|----------------|
| 1 Identify inmate newly received to the centre and requiring Initial Classification and Placement assessment. | S/CAPO |
| 2 Via the Offender Assessments [REDACTED] screen in the OIMS ensure the Intake Screening Questionnaire and Checking Officer – Intake Screening Assessment have been completed and entered, and documents filed in the CMF. | S/CAPO |
| 3 Ensure alerts have been entered on the OIMS, where applicable. Refer any concerns to the MOS or FM as nominated by the Governor in accordance with COPP 2.1 Alerts. | S/CAPO |
| 4 Assess escape history, and/or outstanding alleged escape offences, or escape risk. Where applicable refer to Sentence Administration Corporate for clarification and/or D/MCP for determination. | S/CAPO |
| 5 Compile hard copy classification and placement package. Note correctional centre needs will vary. Suggested OIMS reports and documents include, but may not be limited to: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] | S/CAPO |
| 6 Commence Initial Classification and Placement Assessment in the OIMS: <ul style="list-style-type: none"> • Case Management – Offender Assessments • Assessment type: Initial Classification • Authority: enter appropriate authority, for S/CAPO - Classification & Case Management Review Coordinator (CCMRC) • Location: location inmate is housed • Assessor: will self-populate user • Assessment Date: will self-populate date | S/CAPO |

| PROCEDURE | RESPONSIBILITY |
|--|------------------------|
| 7 [REDACTED] | [REDACTED] |
| 8 Prepare a schedule of Initial Classification and Placement Assessments for the CPT | S/CAPO |
| Ensure the following are available for the CPT: <ul style="list-style-type: none"> • CMF | |
| 9 <ul style="list-style-type: none"> • Warrant File • Initial package • Any other relevant documentation | S/CAPO |
| Convene the CPT: Ensure correct quorum of: | S/CAPO |
| 10 <ul style="list-style-type: none"> • S/CAPO completes OIMS Questionnaire for approved centres only, • S/CAPO and FM CM, or • S/CAPO with D/MCP for MRRC only. | Chair – FM CM D/MCP |
| 11 [REDACTED] | [REDACTED] |
| 12 OIMS Questionnaire – S6 - Recommendation of CMT - completed by Chairperson – answer all questions. (Note un-sentenced/remand assessments will jump sections 3,4 and 5 as these are specific to sentenced male and female inmates) | FM CM |
| 13 [REDACTED] | [REDACTED] |
| 14 Finalise narrative summary | CPT/FM CM |
| 15 Assessment recommendation. Provide inmate the opportunity to sign assessment classification. | CPT/FM CM |
| 16 Prepare for approval: <ul style="list-style-type: none"> • Schedule of completed CPT's, including CPT recommendations • Initial package including signed CPT • CMF • Warrant file | S/CAPO |
| 17 [REDACTED] | [REDACTED] |
| 18 Approve/Ratify Initial Classification and Placement assessment. | M/DMCP |
| 19 Forward decision to FM CM for inmate to sign as acknowledgement of the decision. | S/CAPO |
| 20 Ensure inmate is given the opportunity to sign the acknowledgement. | FM CM |
| 21 In the event the inmate declines to sign, enter a comment recording such. | S/CAPO |

| PROCEDURE | RESPONSIBILITY | |
|------------|---|--------|
| 22 | Ensure hard copy CPT package, including signed questionnaire is filed on the inmates CMF. Ensure local record management processes are followed. | S/CAPO |
| 23 | Raise S23 escort request where appropriate. | S/CAPO |
| 24 | Recording of statistics in accordance with ADCP direction | S/CAPO |
| 25 | Centres with authorisation from the Inmate Classification & Placement Branch complete OIMS Questionnaire Section 1 to 7, answer all questions. | S/CAPO |
| [REDACTED] | | |

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

If any variation to the above is required, written application outlining rationale for request is to be made to the DCP.

8 CPT - Initial Classification and Placement Assessment (male and female) – sentenced

The classification and placement of sentenced inmates is designed to address individual and identified needs. When an inmate is identified as 'Public Interest', 'Escapee' or 'Serious Offender', the implication of these designations must be fully explained to the inmate, particularly progression through minimum security to External Leave Programs.

The CPT quorum of two committee members is utilised when conducting the Initial Classification and Placement for sentenced inmates. This committee consists of the FM CM, and the S/CAPO.

MRRC only has a variation approved due to the volume of classification and placement assessments conducted. This variation has been approved by the DCP for the M/DMCP, with S/CAPO to complete the entire OIMS questionnaire including the ratification. If a decision is not unanimous the matter must be referred to the ADCP.

If variation to any of the above procedures is required, written application outlining the rationale for request must be made to the DCP.

When it is identified that an initial classification and placement assessment for a sentenced inmate is required, the following steps must then occur:

- The S/CAPO must compile an initial classification and placement package. Correctional centre needs will vary, suggested documents include, but may not be limited to:

[REDACTED]

[REDACTED]

- Convene CPT, the S/CAPO must ensure the following are available:
 - Warrant File
 - Case Management File (CMF)
 - Initial package
 - Any other relevant documentation
- Completion of the OIMS Assessment Questionnaire:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Approval screen completed and COP is ratified by the M/DMCP.
- 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.
- S/CAPO is to ensure the FM CM receives the ratified initial assessment decision.
- The FM CM is to notify the inmate of the ratified initial assessment 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 initial assessment package, including signed ratified decision is placed on the inmate's CMF and local record management processes are followed.
- The S/CAPO is to raise a Section 23 movement order request to GOC, where appropriate.

9 Factors determining the classification result - male and female - sentenced

In determining an appropriate security classification for a sentenced inmate, the CPT and M/DMCP must bear in mind that the severity of an offence is indicated by the length of the minimum term/s imposed by the court/s.

The sentenced inmate is to have explained the factors which determined the security rating and placement result:

- sentence details:
 - offence/s,
 - Total sentence,
 - Non Parole Period,
 - Earliest Possible Release Date (EPRD),
- where outstanding charge/s exist, legal orders - nature and severity of alleged offences;
- escape history or escape risk;
- care in Placement status, where applicable;
- criminal history;
- previous episodes and conduct/behaviour in custody;
- assessed risk/need factors;
- program needs;
- employment;
- immigration matters – flight risk;
- high media coverage.

9.1 Checklist - Initial Classification and Placement Assessment male – sentenced

| PROCEDURE | RESPONSIBILITY |
|---|----------------|
| 1 Identify inmate newly received to the centre and requiring Initial Classification and Placement assessment: <ul style="list-style-type: none"> • Sentenced, clear of court • Sentenced with further court | S/CAPO |
| 2 For newly received sentenced inmates who were not held in custody on remand. Via the Offender Assessments [REDACTED] screen in the OIMS ensure the Intake Screening Questionnaire and Checking Officer – Intake Screening Assessment have been completed and entered, and documents filed in the CMF. | S/CAPO |

| PROCEDURE | RESPONSIBILITY |
|--|------------------------|
| 3 Ensure alerts have been entered on the OIMS, where applicable. Refer any concerns to the MOS or FM as nominated by the Governor in accordance with COPP 2.1 Alerts. | S/CAPO |
| 4 Assess escape history, and/or current alleged escape offences, or escape risk. Where applicable enter Escape Review Committee (ERC) Management Program, refer to Sentence Administration Corporate for clarification and/or M/DMCP for determination. | S/CAPO |
| 5 Identify SORC inmates as per criteria and notify the Executive Officer and Registrar, SORC using the Management Programs Notification form . | S/CAPO |
| 6 Identify PRLC inmates as per criteria. Inmates who are identified as public interest inmates do NOT need to be notified to the SORC, but this information must be entered on to the OIMS – Management Program. | S/CAPO |
| 7 Compile hard copy classification and placement package. Note correctional centre needs will vary. Suggested OIMS reports and documents include, but may not be limited to: <ul style="list-style-type: none"> ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] ■ [REDACTED] | S/CAPO |
| 8 Commence Initial Classification and Placement Assessment in the OIMS: <ul style="list-style-type: none"> • Case Management – Offender Assessments • Assessment type: Initial Classification • Authority: enter appropriate authority, for S/CAPO - Classification & Case Mgt Review Coordinator (CCMRC) • Location: location inmate is housed • Assessor: will self-populate user • Assessment Date: will self-populate date | S/CAPO |
| 9 [REDACTED] | [REDACTED] |
| 10 Prepare a schedule of Initial Classification and Placement Assessments for the CPT | S/CAPO |
| 11 Ensure the following are available for the CPT: <ul style="list-style-type: none"> • CMF • Warrant File • Initial package • Any other relevant documentation | S/CAPO |
| 12 Convene the CPT: Ensure correct quorum of: <ul style="list-style-type: none"> • S/CAPO and FM CM, or • S/CAPO with D/MCP for MRRC only. | Chair – FM CM D/MCP |

| PROCEDURE | | RESPONSIBILITY |
|--|---|----------------|
| 13 | [REDACTED] | [REDACTED] |
| 14 | [REDACTED] | [REDACTED] |
| 15 | [REDACTED] | [REDACTED] |
| 16 | [REDACTED] | [REDACTED] |
| 17 | [REDACTED] | [REDACTED] |
| 18 | [REDACTED] | [REDACTED] |
| 19 | Finalise narrative summary. | CPT/FM CM |
| 20 | Assessment recommendation. Provide inmate opportunity to sign assessment classification. | CPT/FM CM |
| 21 | Prepare for approval: <ul style="list-style-type: none"> • Schedule of completed CPT's, including CPT recommendations • Initial package including signed CPT • CMF • Warrant file | S/CAPO |
| 22 | OIMS Questionnaire – S8 – Completed by Manager/Deputy Manager Classification & Placement - answer all questions. | M/DMCP |
| 23 | Approve/Ratify Initial Classification and Placement assessment. | M/DMCP |
| 24 | Forward decision to FM CM for inmate to sign as acknowledgement of the decision. | S/CAPO |
| 25 | Ensure inmate is given the opportunity to sign the acknowledgement. | FM CM |
| 26 | In the event the inmate declines to sign, enter a comment recording such. | S/CAPO |
| 27 | Ensure hard copy CPT package, including signed questionnaire is filed on the inmates CMF. Ensure local record management processes are followed. | S/CAPO |
| 28 | Raise S23 escort request where appropriate to GOC. | S/CAPO |
| 29 | 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 any variation to the above is required, written application outlining rationale for request is to be made to the DCP.

9.2 Checklist - Initial Classification and Placement Assessment female – sentenced

| PROCEDURE | RESPONSIBILITY |
|---|----------------|
| <p>1 Identify inmate newly received to the centre and requiring Initial Classification and Placement assessment:</p> <ul style="list-style-type: none"> • Sentenced, clear of court • Sentenced with further court | S/CAPO |
| <p>2 For newly received sentenced inmates who were not held in custody on remand.</p> <p>Via the Offender [REDACTED] the Intake Screening Questionnaire and Checking Officer – Intake Screening Assessment have been completed and entered, and documents filed in the CMF.</p> | S/CAPO |
| <p>3 Ensure alerts have been entered on the OIMS, where applicable. Refer any concerns to the MOS or FM as nominated by the Governor in accordance with COPP 2.1 Alerts</p> | S/CAPO |
| <p>4 Assess escape history, and/or current alleged escape offences, or escape risk. Where applicable enter Escape Review Committee (ERC) Management Program, refer to Sentence Administration Corporate for clarification and/or D/MCP for determination.</p> | S/CAPO |
| <p>5 Identify SORC inmates as per criteria and notify the Executive Officer and Registrar, SORC using the Management Programs Notification form.</p> | S/CAPO |
| <p>6 Identify PRLC inmates as per criteria.</p> <p>Inmates, who are identified as public interest inmates, do NOT need to be notified to the SORC, but this information must be entered on to the OIMS – Management Program.</p> | S/CAPO |
| <p>7 Compile hard copy classification and placement package. Note correctional centre needs will vary. Suggested OIMS reports and documents include, but may not be limited to:</p> <ul style="list-style-type: none"> █ [REDACTED] █ [REDACTED] █ [REDACTED] █ [REDACTED] | S/CAPO |
| <p>8 Commence Initial Classification and Placement Assessment in the OIMS:</p> <ul style="list-style-type: none"> • Case Management – Offender Assessments • Assessment type: Initial Classification • Authority: enter appropriate authority, for S/CAPO - Classification & Case Mgt Review Coordinator (CCMRC) • Location: location inmate is housed • Assessor: will self-populate user • Assessment Date: will self-populate date | S/CAPO |

| PROCEDURE | RESPONSIBILITY |
|--|------------------------|
| 9 [REDACTED] | [REDACTED] |
| 10 Prepare a schedule of Initial Classification and Placement Assessments for the CPT | S/CAPO |
| 11 Ensure the following are available for the CPT: <ul style="list-style-type: none"> • CMF • Warrant File • Initial package • Any other relevant documentation | S/CAPO |
| 12 Convene the CPT: Ensure correct quorum of: <ul style="list-style-type: none"> • S/CAPO and FM CM, or • S/CAPO with D/MCP for MRRC only. | Chair – FM CM D/MCP |
| 13 [REDACTED] | [REDACTED] |
| 14 [REDACTED] | [REDACTED] |
| 15 [REDACTED] | [REDACTED] |
| 16 [REDACTED] | [REDACTED] |
| 17 [REDACTED] | [REDACTED] |
| 18 Finalise narrative summary. | CPT/FM CM |
| 19 Assessment recommendation. Provide inmate opportunity to sign assessment classification. | CPT/FM CM |
| 20 Prepare for approval: <ul style="list-style-type: none"> • Schedule of completed CPT's, including CPT recommendations • Initial package including signed CPT • CMF • Warrant file | S/CAPO |
| 21 [REDACTED] | [REDACTED] |
| 22 Approve/Ratify Initial Classification and Placement assessment. | M/DMCP |
| 23 Forward decision to FM CM for inmate to sign as acknowledgement of the decision. | S/CAPO |
| 24 Ensure inmate is given the opportunity to sign the acknowledgement. | FM CM |
| 25 In the event the inmate declines to sign, enter a comment recording such. | S/CAPO |

| PROCEDURE | RESPONSIBILITY | |
|---|---|--------|
| 26 | Ensure hard copy CPT package, including signed questionnaire is filed on the inmates CMF. Ensure local record management processes are followed. | S/CAPO |
| 27 | Raise S23 escort request where appropriate to GOC. | S/CAPO |
| 28 | Recording of statistics in accordance with ADCP direction. | S/CAPO |
| 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. | | |

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

If any variation to the above is required written application outlining rationale for request is to be made to the DCP.

10 Abbreviations

| ACRONYM | MEANING |
|----------------|--|
| CAPO | Classification and Placement Officer |
| CAS Act | Crimes (Administration of Sentences) Act 1999 |
| CAS Regulation | Crimes (Administration of Sentences) Regulation 2014 |
| CDTCC | Compulsory Drug Treatment Correctional Centre |
| CMT | Case Management Team |
| CMU | Case Management Unit |
| COPP | Custodial Operations Policy and Procedures |
| CPT | Classification and Placement Team |
| CSNSW | Corrective Services New South Wales |
| DCP | Director Inmate Classification and Placement |
| DMCP | Deputy Manager Classification and Placement |
| FM CM | Functional Manager Case Management |
| HSIMC | High Security Management Committee |
| MCP | Manager Classification and Placement |
| MHRT | Mental Health Review Tribunal |
| SCAPO | Senior Classification and Placement Officer |
| SPA | State Parole Authority |
| SOP | Sex Offender Programs |
| SORC | Serious Offenders Review Council |

11 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 | 1 February 2021 | Full review conducted |