5.1 Accommodation records

Policy summary

Accommodation records contribute to maintenance of security and safety in the correctional centre. Information must be recorded in the appropriate accommodation record and accurately maintained.

Staff working in accommodation areas must document activities and events in a timely manner.

Management of Public Correctional Centres Service Specifications

<table>
<thead>
<tr>
<th>Service specifications</th>
<th>Professionalism and accountability</th>
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW), and all CSNSW employees.
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1 Accommodation records

1.1 Policy

All accommodation records must be accurate and be updated in a timely manner. The Functional Manager (FM), Accommodation or an authorised officer, must ensure the records are accurate and any errors or anomalies are corrected immediately.

These records contribute to the maintenance of security and safety in the correctional centre.

Compulsory records that must be maintained in an accommodation area include:

- Cell cards
- Muster book
- Electronic records (Offender Integrated Management System (OIMS))
- State book and Daily state sheets
- Inmate accommodation journals
- Application and request registers

Non-compulsory records that may be used in an accommodation area to assist with specific operations include:

- Cell boards
- Nominal roll
- State boards.

1.2 Cell cards

A Cell Card must be placed on the wall or door immediately outside the inmate’s cell or on the entry to each cubicle. The cell card must be created using the OIMS Physical Identifiers Module and must contain the inmate’s:

- photograph
- full name
- date of birth
- Master Index Number (MIN).

The inmate’s offences (current and/or historical) must not be written on the cell card.

A cell card colour coding system must be implemented to identify those inmates with management concerns, such as a one out, two out or Risk Intervention Team (RIT). The management of this process must be documented in a Local Operating Procedure (LOP). A cell card colour coding system is not required in dormitory style accommodation areas.
1.3 Muster book

The *Muster book* contains a photographic identification card for every inmate housed in the accommodation area and is used to account for all inmates during Muster, Let-go and Lock-in.

The identification card must be referenced in the *Muster book* against the cell or cubicle allocated to the inmate. The identification card is created using the OIMS *Physical Identifiers Module* and must contain the inmate’s:

- photograph
- full name
- date of birth
- MIN.

1.4 Electronic records (OIMS)

OIMS provides current and historical housing allocation details for every inmate. The OIMS *Gaol list of inmates in wing* report can be used to identify the housing location details of all inmates in an accommodation area. The OIMS *Gaol List of Inmates and Wings Report* can be used to identify all historical housing allocation details for an individual cell or cubicle.

Cell allocations in OIMS must accurately reflect the housing location details of each inmate in an accommodation area. OIMS must be updated if an inmate is moved into or from a cell or cubicle using the *change housing location module*. It is important that all updates are done in a timely manner to ensure the most accurate record of available bed spaces.

The *Muster book* provides a reference to check information displayed in OIMS.

If there is an electronic systems failure, all cell and cubicle allocations and movements must be documented in the *Inmate accommodation journal* and updated in OIMS as soon as it becomes available.

1.5 Verifying OIMS housing locations

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Ensure cell cards are placed on the wall immediately outside the cell or cubicle match the corresponding cell or cubicle number in the <em>Muster book</em>.</td>
<td>OIC/Authorised Officer</td>
</tr>
<tr>
<td>2. Generate a OIMS <em>Gaol list of inmates in wing</em> report using the following criteria:</td>
<td>OIC/Authorised Officer</td>
</tr>
<tr>
<td>- Application: <em>DAY TO DAY MANAGEMENT REPORT</em></td>
<td></td>
</tr>
<tr>
<td>- Report name: <em>GAOL LIST OF INMATES IN WING</em></td>
<td></td>
</tr>
<tr>
<td>Make sure the “<em>Residing within L/U</em>” field only covers the cells or cubicles in the accommodation area</td>
<td></td>
</tr>
</tbody>
</table>
3. Confirm the location of inmates detailed in the report correspond with the Muster book

4. Update the OIMS Change housing location screen to reflect any change to inmate’s cell or cubicle assignment.

1.6 State book and daily state sheets

The State Book is used to record the internal and external movement of all inmates in the centre. This information must be recorded on the Daily state sheet and must record the:

- gain or loss of an inmate in an accommodation area
- temporary absence of an inmate from the centre (for example medical escort, Police interview or funeral escort).

A LOP must identify the role responsible for updating OIMS daily with the information recorded in the Daily state sheet. This will ensure accurate information is available regarding current cell and cubicle availability.

1.7 Inmate accommodation journal

The Inmate accommodation journal is a paper-based document that records information on all daily occurrences in an accommodation area. This must include, but is not limited to:

- staff on duty
- serious incidents
- special Instructions
- security/operational checks
- accountability of inmates
- cell allocations, including shared accommodation (refer to COPP section 9.1 Inmate applications and requests)
- Let-go and lock-in times, including details of all staff involved
- any deviation from the structured day routine
- maintenance issues and requests.

1.8 Inmate application and request registers

The Inmate application register is used to document the issue of an Inmate application form. This must be maintained and updated for each inmate application issued to an inmate.

The Inmate request register is used to document the issue of an Inmate request form and should be updated to record the outcome for requests made by inmates (refer to COPP section 9.1 Application and request forms).
1.9 Cell board

A Cell board is commonly used in areas where inmates with specific management issues are housed, such as in segregation, non-association and programs.

The Cell board must detail the identity of each inmate housed in the area and any special management requirements.

The Cell board must be used in conjunction with the Muster book when accounting for inmates housed in an accommodation area.

1.10 Nominal roll

The Nominal roll provides staff working in an accommodation area with an immediate view of an inmate’s cell or cubicle allocation without using OIMS. It must contain an alphabetical list of all inmates allocated to a cell or cubicle in the accommodation area.

The Nominal roll must be updated when an inmate is allocated to or moved from a cell or cubicle.

1.11 State board

A State board is used in some accommodation areas to give staff an overview of information contained in the Daily state sheet and OIMS.

The State board must reflect relevant information for the day to day operation of the accommodation area, including the:

- state
- gains and losses
- temporary absences
- category of inmates
- other important information.
2  Forms and annexures

Inmate application form
Inmate application register
Inmate request form
Inmate request register

3  Related COPP

5.2 Inmate accommodation
5.3 Let-go, lock-in, musters
9.1 Inmate applications and requests

4  Related documents

Crimes (Administration of Sentences) Act 1999
Crimes (Administration of Sentences) Regulation 2014

5  Definitions

<table>
<thead>
<tr>
<th>Authorised Officer</th>
<th>The officer authorised by the governor to perform the functions set out in this part of the Custodial Operations Policy and Procedures Manual</th>
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<tbody>
<tr>
<td>COPP</td>
<td>Custodial Operations Policy and Procedures</td>
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<tr>
<td>CSNSW</td>
<td>Corrective Services NSW</td>
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<tr>
<td>OIMS</td>
<td>Offender Integrated Management System</td>
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<td>LOP</td>
<td>Local Operating Procedures</td>
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<td>RIT</td>
<td>Risk Intervention Team</td>
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### 6 Document information

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<tr>
<td>Approver:</td>
<td>Kevin Corcoran</td>
</tr>
<tr>
<td>Date of effect:</td>
<td>16 December 2017</td>
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<tr>
<td>File reference:</td>
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<td>Initial publication <em>(Replaces section 8.22 of the superseded Operations Procedures Manual)</em></td>
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