Policy summary

This policy aims to provide support to officers who make decisions on the most appropriate accommodation for an inmate, taking into account any specific risk factors and/or individual needs.

Officers making decisions on inmate accommodation must use the principle of least restrictive care – that is, the accommodation placement should be the least restrictive to manage any apparent risks the inmate may pose to themselves, or to others, or any risk to the inmate from others.

Management of Public Correctional Centres Service Specifications

<table>
<thead>
<tr>
<th>Service specification</th>
<th>Decency and respect</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Safety and security</td>
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</tbody>
</table>
Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW.

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health and Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.

For Security & Intelligence (S&I) staff, this policy must be read in conjunction with S&I Local Operating Procedures (LOPs). In the event of any inconsistency between this policy and S&I LOPs, the LOPs prevail.
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1 Inmate accommodation

1.1 Policy

In accordance with clause 36 of the Crimes (Administration of Sentences) Regulation 2014, each inmate is to be housed in a cell or dormitory as the governor or their delegate considers appropriate. Delegated officers must be identified in Local Operating Procedures (LOP).

Information about the inmate’s current and past behaviour, and criminal and health history which is collected at reception is used to inform decisions about an inmate’s placement in cell or dormitory. Central to this process is the completion of the Reception and accommodation checklist and Reception transfer checklist (section 23) which list sources of information that should be taken into consideration before any decision is made with respect to an inmate’s cell or dormitory placement (refer to COPP section 1.1 Reception procedures).

The officer allocating a cell or dormitory must also check Alerts and Offender Non-Associations in the Offender Integrated Management System (OIMS) for each inmate to ensure there are no known factors which would preclude the inmates sharing accommodation.

An inmate may apply to share a cell or dormitory with another inmate of their choice, using an Inmate application form. The wing officer area is responsible for approving such a request. Under some circumstances, family members are prohibited from sharing a cell or dormitory.

Every authorised officer, including those in court and police cells, must keep records of cell or dormitory allocations, including the date and time an inmate was assigned to a cell or dormitory and when they were moved from it. Entries must be made in the OIMS prior to the commencement of the first watch on the following day or, where OIMS is unavailable, noted in the appropriate journal, with the information entered into OIMS at a later time.

As routines in an accommodation area can vary across the correctional centre it is important that all inmates are made aware of routines specific to the area that they are housed. Prior to housing an inmate in an accommodation area they must be provided with information relevant to the area to support access to services and programs.

Cells and dormitories must be periodically checked as part of the Daily Security Reporting (DSR) procedures (refer to COPP section 16.14 Daily security reporting). Bars, locks and cell alarms must be fit for purpose.

Cell Cards must be affixed to the wall immediately outside a cell or cubicle. The Cell Card must include the inmate’s:

- current photograph
• their name
• Master Index Number (MIN).
• The inmate’s criminal history must not be written on the cell card. In centres where inmates of various statuses are co-located, their protective or segregated custody may be noted on the cell card to assist operational activities (refer to COPP section 5.1 Accommodation records).
• Inmates are obliged to keep their cells/cubicles tidy, uncluttered, and must not obstruct observation or lines of sight. A limited amount of authorised property may be kept in the cell/ cubicle.
• Every correctional centre must have a strategy in place to reduce the possibility of staff being assaulted or injured when they enter a cell/cubicle, or when transferring aggressive or non-compliant inmates to or from a cell/cubicle. Staff can use the Inmates who pose a safety risk to staff: assessment tool for this purpose.

1.2 Interim accommodation decisions

In line with reception procedures, initial screening of inmates by JH&MFHN generally occurs within the first 24 hours of them being received into a correctional centre. However, for inmates who haven’t been screened by JH&MFHN, the OIC/FM may make an interim decision regarding the most suitable housing option, which can include:

• a normal cell placement,
• single or two-out (group placement),
• camera or assessment cell.

Any interim decision must be based on information in OIMS, reception documents (e.g. the IIO), and LOPs. The Officer in Charge (OIC)/Functional Manager (FM) must enter a case note into OIMS providing reasons for the interim accommodation decision.

If there is information to suggest that a Mandatory Notification and Immediate Support Plan (ISP) may be appropriate, these procedures must be followed and the least restrictive option applied (refer to COPP section 3.7 Management of inmates at risk of self-harm or suicide).

Particular care must be taken to ensure that JH&FMHN are immediately notified if an inmate has health concerns, and/or drug or alcohol issues, to ensure their appropriate placement and management.

If there are any concerns regarding the inmate’s health and wellbeing and there are no JH&MFHN personnel on duty, a JH&MFHN After Hours Nurse Manager (AHNM) can be contacted 24 hours per day on 1300 076 267. In the case that the AHNM is contacted, ensure to advise them that the inmate is unscreened by JH&MFHN and request advice on an interim accommodation decision (refer to COPP section 6.1 JH&FMHN notifications).
1.3 **Induction into accommodation**

Prior to placing an inmate in a cell or cubicle the wing officer must provide the inmate with information specific to the operations of the area. This information should include:

- location and operation of the cell call alarm
- schedule for laundering of personal clothing and linen exchange
- process for the submission of buy-ups forms and receipt of purchases
- muster procedures
- routine lock-in and let-go times
- standard of dress inside and outside of the area
- visit times and procedures
- access to services and programs
- submission of request and application forms
- process for accessing personal property stored in reception
- provision of health services

The inmate must also be informed of behavioural expectations and that failure to abide by correctional centre routine may result in disciplinary action.

2 **Cell placement**

2.1 **Normal cell placement**

This may be suitable for inmates who have no identified safety and/or security risks. Normal cell placement may be one-out or shared.

2.2 **One-out cell placement**

One-out cell placement means that the inmate must not share a cell with anyone else. This may be suitable for inmates who are a risk to others, or are at risk from others.

2.3 **Two-out cell placement**

Two-out cell placement may be suitable for an inmate who would benefit from the company of others. Such situations may include:

- inmates identified at risk of self-harm
- Aboriginal inmates experiencing distress
- inmates with health issues (e.g. unstable diabetes or epilepsy, ischaemic heart disease or chronic asthma).

In all cases the cell-mate must be checked for any risks that may be posed to or from the other inmate, and must understand that the cell call alarm is to be used in the event of any emergency.
The **Inmate application to share accommodation** is to be completed for inmates requiring two-out cell placement due to an Immediate Support Plan (ISP) or Risk Intervention Team (RIT) Management Plan.

If the inmate is placed two-out because they are at risk of self-harm or suicide, the two-out placement must be part of an ISP or RIT Management Plan (**refer to COPP section 3.7 Management of Inmates at risk of self-harm or suicide**).

An inmate who has been identified as at-risk and recommended for two-out placement as part of an ISP or following a RIT assessment must accept two-out cell placement. The inmate’s choice of cell-mate should be considered.

Any inmate that is identified to require two-out cell placement due to a recommendation from:

- JH&FMHN
- Statewide Disability Service (SDS), or
- as part of an ISP/RIT Management plan must never be locked into a cell alone (with the exception of an assessment cell).

Two-out cell placements must be recorded in the *Muster book*. A colour-coding of the Cell card and *Muster book* to identify an inmate’s status should be implemented locally.

### 2.4 Dormitory units

Dormitory style accommodation is suitable for inmates identified as normal or two-out cell placement. Inmates identified as requiring one out-cell placement must not be housed in dormitory style accommodation.

Placement in a dormitory unit is dependent on appropriate checks being undertaken to determine suitability of the inmates to share accommodation.

Dormitory units house a number of inmates in an open space environment with direct access to communal areas and with separate lockable ablution booths containing a shower, toilet and sink.

Each inmate housed in a dormitory unit has an individual cubicle which provides a bed, desk and a lockable area for their private property.

Each inmate also has access to digital TV’s (with earphones) which are fitted within their cubicle.
2.5 Rooms

In minimum security centres, inmates may be housed in a room. Rooms are different to cells because inmates are secured at the unit level, rather than being locked into their room. Inside the unit, there may be single or multiple rooms for inmate housing which are not secured by staff.

2.6 Procedures for cell placement: new admission

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide the current HPNF to the wing officer and store a copy on the inmate’s Case Management File (CMF)</td>
<td>OIC Reception</td>
</tr>
<tr>
<td>2. Complete Reception and accommodation checklist</td>
<td>OIC Reception</td>
</tr>
<tr>
<td>3. Place inmate in appropriate cell or accommodation unit as listed in tables below</td>
<td>OIC Reception</td>
</tr>
<tr>
<td>4. Review current HPNF and complete transfer documentation. Issue a new HPNF if clinically relevant or if there is a change in the inmate’s clinical presentation.</td>
<td>JH&amp;MFHN nurse</td>
</tr>
</tbody>
</table>

**Note:** An OIC Reception may request a review of any HPNF recommendation within 12 months or if an inmate’s clinical presentation changes.

2.7 Procedures for normal/one-out/two-out/shared cell or dormitory placements

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review any recommendation or special instruction on HPNF</td>
<td>Wing officer</td>
</tr>
<tr>
<td>2. Review any factors which would preclude the inmates from sharing a cell:</td>
<td>Wing officer</td>
</tr>
<tr>
<td>• OIMS Alerts, Care in Placement, Offender Non Associations</td>
<td></td>
</tr>
<tr>
<td>• Reception and accommodation checklist</td>
<td></td>
</tr>
<tr>
<td>• any other available documentation</td>
<td></td>
</tr>
<tr>
<td>3. Update accommodation records and OIMS, where OIMS is unavailable, noted in the appropriate journal, with the information entered into OIMS at a later time.</td>
<td>Wing officer</td>
</tr>
</tbody>
</table>
3 Two-out cell placements

3.1 Approval of two-out cell placement

The decision to approve two-out cell placement is delegated to specific positions in the correctional centre as listed below.

If a recommendation from JH&FMHN or an ISP or RIT Management Plan for two-out placement is not supported by the approving officer, they must:

- document the reason for this decision
- notify the initiators of the recommendation, including JH&FMHN staff; and
- ensure that appropriate amendments are made to the Alerts section of the OIMS, the case management file, and the accommodation records.

On reception for inmates that have been screened:

The OIC of intake/reception may approve a two-out cell placement following recommendation by the Screening Officer, or JH&FMHN, who will provide advice of the requirement by way of the Health Problem Notification Form (HPNF).

If an inmate with a disability is received during office hours, the OIC intake/reception should consult with the Statewide Disability Services (SDS) about the inmate’s needs (telephone: 02 9289 2136 or email: SDS@justice.nsw.gov.au).

After hours, the OIC of the centre may approve temporary two-out cell placement following an initial assessment.

In response to a recommendation from JH&FMHN:

The OIC intake/reception or FM is responsible for approving a JH&FMHN recommendation, contained in a HPFN, to house an inmate with special health needs in a two-out cell.

As a short term strategy of an ISP:

The FM or OIC may approve two-out cell accommodation as an interim strategy until the inmate can be assessed by the RIT/RAIT.

As a strategy of a RIT/RAIT Management Plan:

The RIT Coordinator is responsible for ensuring that an inmate’s RIT/RAIT Management Plan is implemented, including a strategy to house the inmate in two-out accommodation if required.

Inmates with special needs:

The FM is responsible for approving housing an inmate with special needs in a two-out cell. In the case of an inmate with a disability, the FM should consult with the SDS Unit regarding the inmate’s placement needs. SDS may be contacted by telephone on (02) 9289 2136 or by email to: SDS@justice.nsw.gov.au.
3.1.1 Duration of two-out cell placement

Two-out cell placement for inmates at risk of self-harm may be undertaken:

- for a limited time as stipulated in the ISP or RIT Management Plan, or
- until reviewed or re-assessed by the RIT.

The cancellation of arrangements for two-out cell placement due to a risk of self-harm should be authorised only by the RIT. Any decision to terminate the two-out cell arrangement must include input from a JH&FMHN staff member.

Two-out placement on a recommendation from JH&FMHN:

This cell placement option may be approved for a period of 12 months at a time by the FM. Prior to the expiry of the 12 month period, JH&FMHN must review the need for the in two-out placement to continue.

The FM is responsible for ensuring that the CMF, the Alerts screen in OIMS and all other accommodation records are amended to reflect any changes to placement.

If there are any changes in an inmate’s clinical presentation within the 12 month period their cell placement recommendations detailed in the HPNF must be reviewed by JH&FMHN staff.

Two-out cell placement for inmates with special needs:

This placement option may be approved for a period of 6 months at a time by the FM. Prior to the expiry of the 6 month period; the FM must seek advice from the initiator of the placement option regarding the need to continue the two-out placement.

The FM is responsible for ensuring that the case management file, the Alerts screen in OIMS and accommodation records are amended to reflect any changes to this placement option.

3.1.2 Prevention of lapsed two-out cell placement

Inmates managed under an ISP or RIT management plan are at risk when moved from one location to another.

The movement of an inmate managed under an ISP or RIT management plan should only be done in accordance with procedures set out in COPP section 3.7 Management of inmates at risk of suicide or self-harm.

Inmates recommended for two-out cell placement who have special health needs are at risk in the following circumstances:

The inmate is transferred

It is essential that inmates who have been placed into two-out cell placements have this arrangement continued when transferred to other centres or Police/Court cells.

Sending centres must ensure that a current HPNF is available on the inmate’s CMF and that it stipulates a cell placement recommendation. A current HPNF should be requested from JH&FMHN if not available on the inmates’ CMF.
An inmate’s cell-mate is transferred/discharged or temporarily removed from cell

Another shared cell or cell-mate must be identified to ensure the inmate is not left alone. Appropriate checks must be undertaken to ensure there are no known factors which would preclude the inmates sharing a cell.

**The inmate is sick in cell**

Alternative placement options include a camera cell, or a cell in a suitable area, such as the reception area, where physical observations only can be undertaken by custodial staff. The placement of an inmate in an assessment cell should be an option of last resort.

In all instances, the wing officer is to ensure that all accommodation records including the muster book are up to date and reflect any cell placement recommendations.

### 4 Other cell placements

#### 4.1 Camera cells

A camera cell is a cell which can be constantly monitored on Closed Circuit Television (CCTV). This placement may be suitable for an inmate who is:

- under the influence of alcohol or other drugs, or
- showing moderate symptoms of withdrawal, or
- has a history of seizures.

If the inmate is placed two-out in a camera cell because they are at risk of self-harm or suicide, the two-out placement must be part of an ISP or RIT Management Plan.

All inmates who are placed in a camera cell may be subject to regular physical observations by custodial staff in line with JH&FMHN recommendations in the HPNF and in consultation with the Manager of Security (MOS) or authorised officer. If an inmate requires physical observation by custodial staff while in a camera cell, JH&FMHN must state the frequency and type of visual observation (e.g. face to face, or via the monitor) in the HPNF. Correctional officers are to report on any unusual behaviour to the relevant FM or OIC of the centre.

JH&MFHN staff are responsible for undertaking any medical/clinical observations that may be required. This information will be reflected in the HPNF, and JH&MFHN staff will specify the frequency and access they require to undertake observations.

#### 4.2 Dry cells

A dry cell is one with no toilet or running water. Placement in a dry cell placement may be suitable for an inmate suspected of concealing contraband within a body cavity or an inmate who has refused to supply a urine sample.
No inmate is to be placed in a dry cell for more than 24 hours. The FM must ensure the inmate is supplied with food and water. If the inmate requests to use a toilet, they must be escorted to a toilet and kept under observation until returned to the dry cell.

4.3 Transition cells (also known as a step-down cell)

A transition cell has reduced hanging points with fittings and fixtures designed to minimise opportunities to self-harm, but may not have CCTV monitoring.

Transition cells may be suitable for inmates who are considered to have a reduced risk of self-harm or suicide. If the inmate is placed two-out in a transition cell because they are at risk of self-harm or suicide, the two-out placement must be part of an ISP or RIT Management Plan.

4.4 Assessment cells

An assessment cell offers fewer opportunities for an inmate to self-harm. All fixtures are recessed and all furniture is fixed to reduce the number of possible hanging points. Each assessment cell is equipped with CCTV and clear panels for observation purposes.

Inmates who are identified at risk of self-harm or suicide can be held in an assessment cell but only under an ISP or RIT management plan (refer to COPP section 3.7 Inmates at risk of self-harm or suicide).

In addition, inmates may be accommodated in an assessment cell if they are assessed as being in distress or having:

- serious mental health symptoms that requires observation
- moderate to severe symptoms of withdrawal from drug and/or alcohol misuse or a history of seizures.

Custodial staff may only be required to conduct physical observations of inmates. Any medical/clinical observations required must be conducted by JH&MFHN staff.

Authority to place an inmate in an assessment cell rests with the MOS, FM or OIC of the centre and must be reviewed every 24 hours. However, no inmate may be kept in an assessment cell for more than 48 hours without the approval of the governor.

Where possible the decision for assessment cell placement should be made by a multi-disciplinary team (RIT/RAIT for inmates at risk of self-harm or the governor/delegate in consultation with JH&FMHN).

Use of assessment cells and the resulting restricted access to amenities are management options of last resort.
4.5  Procedures for placement into assessment cell: JH&FMHN recommendation

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>1. Place a copy of the HPNF (recommending assessment cell placement) onto the inmate’s CMF</td>
<td>Wing officer</td>
</tr>
<tr>
<td>2. Review any factors which would preclude the inmates from sharing a cell:</td>
<td>Wing officer</td>
</tr>
<tr>
<td>• OIMS Alerts</td>
<td></td>
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<tr>
<td>• OIMS Care in Placement</td>
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<tr>
<td>• OIMS Offender Non-Associations</td>
<td></td>
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<tr>
<td>• Reception and accommodation checklist</td>
<td></td>
</tr>
<tr>
<td>• any other available documentation</td>
<td></td>
</tr>
<tr>
<td>3. Update accommodation records and OIMS, where OIMS is unavailable, noted in the appropriate journal, with the information entered into OIMS at a later time</td>
<td>Wing officer</td>
</tr>
<tr>
<td>4. Review placement in assessment cell in accordance with timeframe specified on HPNF.</td>
<td>Wing officer</td>
</tr>
</tbody>
</table>

5  Shared cells

5.1  Policy

A shared cell is any cell that can house more than one inmate. Shared accommodation may occur at the discretion of correctional staff due to limitations on available bed space.

Shared cell placement may be appropriate for:

- first time offenders or young offenders for whom in-cell companionship would be beneficial
- older or frail inmates
- inmates for whom shared accommodation would assist in the completion of their designated programs
- some inmates with disabilities for whom sharing a cell would facilitate easier access to available facilities (contact SDS by phone on: (02) 9289 2136 or by email to: SDS@justice.nsw.gov.au).

A request to share accommodation can be made an Inmate request form. Inmates can request to share accommodation with another inmate or group of inmates providing no known factors exist that would preclude any of the inmates sharing a cell.
5.2 Sharing of cells by family members

Family members are prohibited from sharing the same cell in a correctional centre (not including court cells) under certain conditions. For the purposes of this policy, family members are defined as:

- spouse or de-facto partner; or
- child, parent, sibling, aunt, uncle, cousin or grandparent.

Family members who are current co-offenders (including co-accused) for drug offences, violent offences or sexual offences are not to be accommodated in the same cell or dormitory unless an exemption is granted by the Commissioner of Corrective Services (the Commissioner).

Any officer who identifies co-offenders meeting the criteria set out above must ensure that the inmates are not accommodated in the same cell unless an exemption has been approved by the Commissioner.

The Commissioner will only approve exemptions in exceptional circumstances, including but not limited to:

- the inmates being Aboriginal (in recognition of the findings of the Royal Commission into Aboriginal Deaths in Custody)
- an inmate may be at risk of self-harm or suicide
- the arrangement would be in the interest of the safety of an inmate or the security of a correctional centre.

5.3 Procedures for sharing of cells by family members

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>1. Enter a placement alert into OIMS if a family relationship is confirmed that reads: ‘MIN, NAME and MIN, NAME are not to be housed in the same cell or dormitory’</td>
<td>MOS or delegated officer</td>
</tr>
<tr>
<td>2. Advise the governor that a family connection exists between the inmates</td>
<td>MOS or delegated officer</td>
</tr>
<tr>
<td>3. Advise the governor if the inmates request to be housed in the same cell or dormitory and any information exists that indicates an exemption may be appropriate</td>
<td>MOS or delegated officer</td>
</tr>
<tr>
<td>4. Seek endorsement by Assistant Commissioner, Custodial Corrections (ACCC) prior to forwarding request and associated documents to the Commissioner for approval, if an exemption is appropriate</td>
<td>Governor</td>
</tr>
<tr>
<td>5. Ensure the previous placement alert is deactivated and a new alert is entered onto the OIMS, if approval is granted by the Commissioner, that reads:</td>
<td>Governor</td>
</tr>
</tbody>
</table>
6 Furniture and items in cells

6.1 Cell furniture
To comply with CSNSW's internal supply preference policy, governors must purchase Corrective Service Industries (CSI) cell furniture.

The cell furniture is manufactured by business units of the CSI Engineering Division and is designed to meet CSNSW the requirements in the areas of security, safe custody and cost management. For information about cell furniture contact CSI Customer Service and/or the Contracts Manager, CSI Corporate Office by telephone on (02) 4582 2420.

6.2 Items kept in cell or cubicle
Only approved property items can be kept in an inmate’s cell/cubicle and the volume and weight of this property is limited. Non-approved property and excess property must be removed.

No inmate is allowed to keep flammable or corrosive liquid in their cell/cubicle irrespective of their job or whatever art and craft project has been approved for them.
No inmate is also permitted to keep cleaning supplies, food (with the exception of food items purchased by the inmate through the buy-up system), or CSNSW equipment.

Cleaning supplies will be issued to inmates by officers and locked away when not required. The keys to areas where these supplies are stored must be kept by correctional officers, and never given to inmates.

6.3 Bed linen and blankets
Sheets and blankets are commonly used in the manufacture of makeshift ladders; as a means of concealing contraband; and as a means of self-harm.

The FM must ensure controls are in place to prevent inmates having unauthorised access to stored linen or the area where linen is laundered. The controls must include a recording system to account for the linen.

The wing officer must ensure controls are in place so that linen is not freely available to inmates. Once an inmate has received their initial issue, sheets and blankets must only be exchanged on a one-for-one basis.
Staff members searching cells must remove and secure excess linen. Staff members who find linen outside of cells must confiscate and secure it. Details of the items and where they were found are to be recorded in the OIMS Search module.

Inmates must not use linen as curtains, privacy screens, or floor coverings.
3 Forms and annexures

Inmate application form
Inmate application register
Inmate request form
Inmate request register
Inmates who pose a safety risk to staff - Assessment
Reception and accommodation checklist
Reception transfer checklist (section 23)

4 Related COPP

1.1 Reception procedures
3.7 Management of inmates at risk of self-harm or suicide
5.1 Accommodation records
6.1 JH&FMHN notifications
6.6 Notifiable diseases

5 Related documents

Crimes (Administration of Sentences) Act 1999
Crimes (Administration of Sentences) Regulation 2014
Security & Intelligence Local Operating Procedures

6 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>
</tr>
</thead>
<tbody>
<tr>
<td>ACCC</td>
<td>Assistant Commissioner, Custodial Corrections</td>
</tr>
<tr>
<td>CCTV</td>
<td>Closed Circuit Television</td>
</tr>
<tr>
<td>Cell Card</td>
<td>Document containing photo, name, DOB and MIN of inmate, displayed near the cell door</td>
</tr>
<tr>
<td>CMF</td>
<td>Case Management File</td>
</tr>
<tr>
<td>COPP</td>
<td>Custodial Operations Policy and Procedure</td>
</tr>
</tbody>
</table>
| Delegated officer | Any officer who occupies or acts in the following positions which the governor has delegated certain governor’s functions to deal with correctional centre offences:  
  - Manager of Security  
  - Functional Manager. |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>DSR</td>
<td>Daily Security Reporting</td>
</tr>
<tr>
<td>FM</td>
<td>Functional Manager</td>
</tr>
<tr>
<td>HPNF</td>
<td>Health Problem Notification Form</td>
</tr>
<tr>
<td>ISP</td>
<td>Immediate Support Plan</td>
</tr>
<tr>
<td>JH&amp;FMHN</td>
<td>Justice Health &amp; Forensic Mental Health Network</td>
</tr>
<tr>
<td>LOP</td>
<td>Local Operating Procedure</td>
</tr>
<tr>
<td>MOS</td>
<td>Manager of Security</td>
</tr>
<tr>
<td>OIC</td>
<td>Officer in Charge</td>
</tr>
<tr>
<td>OIMS</td>
<td>Offender Integrated Management System</td>
</tr>
<tr>
<td>S&amp;I</td>
<td>Security and Intelligence, a branch of CSNSW</td>
</tr>
<tr>
<td>SDS</td>
<td>Statewide Disability Service</td>
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</tbody>
</table>
### Document information

<table>
<thead>
<tr>
<th>Business centre:</th>
<th>Custodial Operations</th>
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<tr>
<td>Approver:</td>
<td>Kevin Corcoran</td>
</tr>
<tr>
<td>Date of effect:</td>
<td>16 December 2017</td>
</tr>
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<td>File reference:</td>
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<td>Initial publication <em>(Replaces section 7.17 of the superseded Operations Procedures Manual)</em></td>
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<td>1.1</td>
<td>29/03/19</td>
<td>Insertion of [2.5] Rooms.</td>
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