COPP 2.1 Admission

Banksia Hill Youth Detention Centre

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| Principles In the context of the following:  [Australasian Youth Justice Administrators Standards, 2009](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx):  Children, young people, and families are provided with information about their rights and responsibilities in the justice system.  Health assessments on admission to custody identify urgent health needs.  Health assessments on admission to custody identify urgent health needs.  [Australian Human Rights Commission National Principles for Child Safe Organisations, 2019](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx):  Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Banksia Hill Youth Detention Centre (BHYDC) Custodial Officers and staff.

# Policy

The admission of a detainee shall be in accordance with legal requirements and valid authorised documentation.

Detainees shall not be admitted into BHYDC where on arrival it appears external medical assistance is required.

On admission to Banksia Hill Youth Detention Centre (BHYDC), all detainees shall be screened and assessed or as soon as practicable, by a Custodial Officer and Health Services (HS) Nurse to determine their level of risk and initial management requirements.

Detainees who are new to youth detention are considered to be at an elevated risk which may be increased due to the removal from their community, friends, and family.

Where a detainee is admitted with no prior detention history, a referral to Youth Psychological Services shall be made and processes aligned to child friendly trauma informed practices.

Orientation and detainee information shall be in accordance with [BHYDC COPP 5.1 – Orientation.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

# Where, due to the detainee’s behaviour they are assessed as being unable to be accommodated safely and securely at BHYDC, approval shall be sought for direct placement at Youth Detention Centre Unit 18.

# Admission Procedures

All detainees shall initially be admitted to BHYDC in accordance with this COPP.

## Notifications

### Notification of a detainee who requires admission to BHYDC may come from a number of sources including the Western Australia (WA) Police Force, Courts, Transit Officers or Custodial Officers. The notification should occur via telephone prior to the arrival of the detainee.

### Telephone notifications shall be directed to the Senior Officer Admissions where available (or authorised Custodial Officer as delegated by the Senior Officer Admissions), or in their absence, the Senior Officer Operations.

### During the nightshift notifications are to be directed to the Senior Officer Operations or Custodial Officer assigned to the admissions area.

### The Officer receiving the notification shall inform the HS Nurse of the expected admission.

### The Officer receiving the notification shall telephone the Custodial Officer assigned to the Gatehouse of the notification and the name of the expected detainee.

### The Senior Officer Admissions (or authorised Custodial Officer) shall notify the Senior Management Team if a detainee may require a Special Profile Offender alert.

## Receiving the detainee at the gatehouse

### Vehicle movements into BHYDC shall be managed in accordance with [BHYDC COPP 9.1 – Gatehouse](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) and [BHYDC COPP 9.9 – Vehicles and Buggies](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Gatehouse Senior Officers (or Nightshift Senior Officer) shall check the name of the detainee and the detainee’s date of birth.

### Gatehouse Senior Officers (or Nightshift Senior Officer) shall check the details of the authorising documentation prior to allowing the vehicle to enter the Centre.

### Authorising documentation consists of (but is not limited to) one or more of the following:

1. arrest warrant
2. application in a prosecution
3. remand warrant
4. detention warrant
5. warrant of commitment
6. warrant in the first instance signed by 2 Justices of the Peace or a Magistrate
7. suspension of a Supervised Release Order (SRO)
8. cancellation of an SRO
9. withdrawal of bail undertaking.

### Gatehouse Senior Officers (or Nightshift Senior Officer) shall allow the vehicle through to the Admissions Sally Port after checking and confirming the detainee’s name, date of birth and authorising documents.

### Gatehouse Senior Officers (or Nightshift Senior Officer) shall enter the detainee’s name and other relevant information in the Gatehouse Occurrence Book. (Refer to [BHYDC COPP 9.1 Gatehouse](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)).

## Arrival of the detainee at the BHYDC admissions Sally Port

### On arrival of the vehicle into the BHYDC Admissions Sally Port the Senior Officer Admissions (or authorised Custodial Officer) shall check the detainee’s authorising documentation.

### The Senior Officer Admissions (or authorised Custodial Officer) shall confirm the detainee’s identity by asking the detainee their name, age, and date of birth.

### The Senior Officer Admissions (or authorised Custodial Officer) may refuse admission of the detainee into BHYDC if the authorising documentation is incomplete, incorrect, or invalid.

### The Senior Officer Admissions (or authorised Custodial Officer) shall only give permission for the detainee to disembark the vehicle following acceptance of the authorising documentation.

### Where a detainee arrives with restraints, the Senior Officer Admissions (or authorised Custodial Officer) shall assess the detainee prior to the removal of the restraint.

### Following the detainee disembarking the vehicle the HS Nurse shall initially check the detainee in the BHYDC Admissions Sally Port, the check should establish any obvious illness or injury which may require external medical assistance.

### The initial check by the HS Nurse shall be completed prior to allowing the detainee into the Admissions area.

### The detainee shall not be accepted into the Admissions area if the HS Nurse determines an illness or injury requires external medical assistance.

### The HS Nurse shall assist in rendering first aid and may assist organising transfer of the detainee to the nearest external medical facility.

### Where the HS Nurse determines the detainee requires external medical assistance, escorting personnel or WA Police Force shall be requested to take the detainee to an external medical facility. The detainee will not be admitted without a medical clearance.

### Where a HS Nurse is not on site, the Senior Officer Admissions (or authorised Custodial Officer) shall assess the detainee using the Fitness for Admission form, if in their opinion they believe the detainee requires external medical assistance.

### The Senior Officer Admissions (or authorised Custodial Officer) shall request the escorting personnel or WA Police Force take the detainee to an external medical facility. The on-call HS Medical Practitioner may also be contacted for advice.

### Where a detainee is deemed not fit for admission and their arrival mode of transportation is no longer assessed as suitable, BHYDC staff shall assist and arrange for an ambulance to the nearest accident and emergency department, where required.

### Where the detainee does not require external medical assistance (after initial the check) the Senior Officer Admissions (or authorised Custodial Officer) shall receive a handover from escorting personnel or WA Police Force and escort the detainee into the Admissions area.

## Processing a detainee through the admissions area

### The Custodial Officer shall organise an interpreter service in accordance with [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) where a detainee is not fluent with the understanding or communication in English.

### Where an interpreter is required for communication, the Custodial Officer shall document the requirement in the detainees TOMS record.

### Where a detainee requests to use the toilet, Custodial Officers shall search the toilet area prior to and following use.

### The detainee shall be searched in accordance with [COPP 9.6 – Searches](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) prior to being permitted to use the toilet.

### The Custodial Officer shall ask the detainee their name and date of birth. A check of the information provided shall be made against the details on the authorising documentation.

### The Senior Officer Admissions (or authorised Custodial Officer) shall conduct a search in TOMS to determine if the detainee has a previous TOMS record. If a record exists for the detainee in TOMS, this shall be used, and details confirmed with the detainee in the admission interview.

### Where the detainee is admitted for the first time and no previous record exists, a new TOMS record shall be created.

### The Senior Officer Admissions (or authorised Custodial Officer) shall add the detainee’s details on to the population count on the Total Offender Management Solution (TOMS).

### The Senior Officer Admissions (or authorised Custodial Officer) shall request immediate assessment of a detainee by the HS Nurse if the detainee has been subjected to the use of an electronic control device or chemical agent and/or has any visible injuries.

### The Senior Officer Admissions (or authorised Custodial Officer) shall organise photographs of the visible injuries and inform the Superintendent in writing of any injuries which may have potentially been obtained as a result of an electronic control device or deployment of a chemical agent. An incident report shall be submitted in accordance with [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The Senior Officer Admissions (or authorised Custodial Officer) shall create a hard copy Detainee Management File (DMF) which accompanies the detainee to each unit. Documents to be filed in the DMF include (but is not limited to):

### detainee summary

### telephone PIN sheet

### photograph.

### The Custodial Officer shall confirm or update the details of the interview in the TOMS ‘Receiving’ Module.

### Where, due to the detainee’s behaviour they are assessed as being unable to be accommodated safely and securely at BHYDC, the Superintendent/Officer in Charge via the Deputy Commissioner Women and Young People, shall seek Commissioner approval for direct placement at YDC Unit 18.

### Where a direct placement at YDC Unit 18 is to occur, a multi-disciplinary team shall be facilitated as soon as practicable.

## Recognition of diverse detainees

### During the admission process Custodial Officers shall consider diverse detainees and their individual requirements. Recognition of these detainees shall be (as far as practicable) identified during the admissions process.

### Custodial Officers shall consider if a detainee is the primary caregiver of children and allow additional telephone calls to make any necessary arrangements.

### Custodial Officers shall identify and facilitate additional referrals or communication with appropriate support services where required.

### Female detainees will be managed in accordance with [COPP 7.1 – Females](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Detainees who self-identify as trans, gender diverse or intersex will be managed in accordance with [COPP 7.5 – Trans, Gender Diverse and Intersex.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

### Detainees who identify themselves as other than Australian citizens (foreign nationals) are entitled to additional contact with their consulate etc. in accordance with [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Custodial Officers shall document in the detainee TOMS ‘notes’ any additional referrals, advice, contacts, and entitlements.

### Organising support for detainees with specific cultural or religious requirements will be in accordance with [COPP 2.2 - Cultural and Religious Requirements.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Recording indigenous and ‘country’ status

### Custodial Officers shall ask all detainees on admission if they identify as an Aboriginal or Torres Strait Islander. Custodial Officers should note that a detainee cannot be compelled to answer the question.

### Where a detainee does not answer the identity question a note will be made by the Custodial Officer in the comments box in TOMS.

### Custodial Officers shall document in the description section in TOMS if the detainee identifies as either an Aboriginal or Torres Strait Islander noting where the detainee identifies as their ‘country’. The response shall be documented in the ‘country’ section on TOMS.

## Arrest, warrant and court details

### The Senior Officer Admissions (or authorised Custodial Officer) shall enter the arrest or warrant details, including any future court dates into TOMS.

### The Senior Officer Admissions (or authorised Custodial Officer) will update the Transfer and Discharge Sheet if the detainee is to attend court the following day.

## Photographic identification

### The Senior Officer Admissions (or authorised Custodial Officer) shall take a digital photograph of the detainee for every admission regardless of time elapsed since the previous admission.

### The Senior Officer Admissions (or authorised Custodial Officer) shall photograph the detainees head and shoulders facing the camera capturing a minimum amount of the height chart in the background to determine height.

### Headwear shall be removed and is not permitted in photographs. Cultural or religious requirements shall be taken into consideration when photographing detainees without headwear (refer [COPP 2.2 – Cultural and Religious Requirements).](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

### Where a detainee refuses to remove their headwear, they shall be risk assessed and placed in a holding cell with the relevant observation.

### The Senior Officer Admissions or (or authorised Custodial Officer) should explain to the detainee the reasons why headwear must be searched in order to gain compliance.

### The Senior Officer Admissions (or authorised Custodial Officer) shall ensure the detainee is issued with a laminated identification card consisting of their digital image, full name, and date of birth.

### Custodial Officers shall replace lost or damaged detainee identification cards with consideration that the detainee may be required to pay for the replacement.

## Risk assessments and at-risk management system (ARMS)

### Custodial Officers shall check any documentation accompanying the detainee which may indicate or identify risks. Risks shall be documented in TOMS and the information used to assess the detainees management requirements.

### The ‘Intake Summary/Immediate Needs Checklist’ on TOMS shall be completed by the Custodial Officer for all detainees on every admission.

### At Risk detainees shall be managed in accordance with [COPP 7.4 – Detainees at Risk of Self-Harm or Requiring additional Support and Monitoring.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Alerts and notifications

### Custodial Officers shall check any previous detainee alerts in TOMS and assess the detainee for new alert requirements and inform the Senior Officer Admissions.

### Custodial Officers, where practicable, should enquire whether the detainee is registered with the National Disability Insurance Scheme (NDIS) to inform whether a Disability Services Unit (DSU) alert should be raised.

### Where a detainee requires a Special Profile Offender (SPO) alert on TOMS the Senior Officer Admissions (or authorised Custodial Officer) shall complete the Special Profile Offender Notification in TOMS.

### The Senior Officer Admissions (or authorised Custodial Officer) will make every reasonable effort to ensure that the detainee’s caregiver is informed of the admission.

### The Senior Officer Admissions (or authorised Custodial Officer) shall ensure detainees are given the opportunity to phone their caregiver to inform them directly of their admission.

### A record of the contact is to be made on the detainee’s ‘Intake Summary/Immediate Needs’ Checklist.

### The Senior Officer Admissions (or authorised Custodial Officer) shall ensure a ‘Not to Share’ alert is to be activated in the event the detainee is being held on wilful murder, murder, manslaughter, or sexual offences, or where information is available indicating that the detainee may jeopardise the safety of another person.

## Property

### The Admissions area is the main storage area for personal property and shall be monitored at all times. Access to property shall be restricted to Senior Officer Admissions (or authorised Custodial Officer).

### Property (including medications brought into BHYDC on admission) shall be managed in accordance with [COPP 4.1 – Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The Senior Officer Admissions/Senior Officer Operations shall ensure that all medication brought into the Centre by a detainee on admission is recorded on TOMS (quantity, description including colour or markings and name of medication, if known).

## Health services on admission

### Detainees shall be assessed by a HS Nurse on admission in accordance with [HS Policy and Procedures](https://dojwa.sharepoint.com/sites/health-services). Detainees require the attendance of an escorting Custodial Officer while in the Health Centre.

### The escorting Custodial Officer may be located out of sight or hearing as deemed appropriate for medical confidentiality but not at the risk of good order, safety and security of staff, other detainees or BHYDC.

### Priority shall be given to detainees who appear to be under the influence of drugs or alcohol.

### Custodial Officers shall provide a list of medications, or any prescriptions brought into BHYDC by the detainee to the HS Nurse.

### Detainee’s own medication shall be managed in accordance with [HS Policy and Procedures](https://dojwa.sharepoint.com/sites/health-services) and [COPP 4.1 – Property.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

## Security classification

### On admission to BHYDC all detainees shall be given a security classification of ‘maximum security’ and a supervision classification in accordance with [BHYDC COPP 6.2 – Supervision levels, Incentives and Privileges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

## Holding cells

### Custodial Officers shall search holding cells prior to a detainee entering a cell and upon the exit of a detainee.

### A detainee who is disruptive or appears to be under the influence of drugs or alcohol or suffering from an infectious disease (where known), shall not be placed in a cell with other detainees.

### Detainees may share an admission holding cell subject to the following requirements:

1. detainees who have been pat searched shall only be placed with other detainees who have been pat searched
2. detainees who have been strip searched shall only be placed with other detainees who have also been searched
3. the risk and vulnerability of the detainee (s) has been considered by the Custodial Officer prior to sharing
4. male and female detainees shall not share a cell under any circumstances.

## Searches and showering

### Searches shall be conducted in accordance with [COPP 9.6 – Searches](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### A pat search of the detainee shall be conducted by the Custodial Officer prior to placement of the detainee in the admissions holding cell.

### The Custodial Officer shall request the detainee to remove their shoes prior to being placed in the admissions holding cell. The Custodial Officer shall search the detainee’s shoes and place them in a property box for recording and storage.

### Prior to or following the admissions process each detainee will be escorted by a Custodial Officer individually from the holding cell and transferred to the shower area.

### The Custodial Officer shall ensure body piercings are removed and managed in accordance with [COPP 4.1 – Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

### The Custodial Officer shall search the detainee’s personal clothing and place the clothing in a separate numbered property box for recording, laundering and storage.

### The detainee shall be requested to shower in the presence of 2 Custodial Officers of the same gender as the detainee.

### Custodial Officers shall ensure that detainees are not left unsupervised in the shower area.

### Custodial Officers shall ensure that the privacy, dignity, and respect for the detainee is maintained at all times throughout the process.

## Issue of clothing and footwear

### The Custodial Officer shall provide each detainee with the following clothing and footwear:

* 1 x shorts (warmer months) or tracksuit pants (cooler months)
* 1 x t-shirt
* 1 x tracksuit top (warmer months)
* 1 x pair thongs (warmer months, or if admitted on ‘arrest’)
* 1 x sneakers (cooler months, if not admitted on ‘arrest’)
* 1 x pair socks (cooler months)
* 1 x underwear
* 1 x bra.

## Toiletries

### The Unit Custodial Officer shall issue the following toiletries on arrival at the Unit:

* 1 x toothpaste
* 1 x toothbrush
* 1 x deodorant
* 1 x soap
* 1 x hairbrush
* Sanitary products as required.

## Admission of a detainee from a bedside hearing

### Following a court appearance where a detainee is remanded/sentenced to detention following attendance at a hospital, a bed-side hearing or hospital admission the following shall apply:

### A copy of the warrant is to be sent by the escorting officers by fax or email to the Senior Officer Admissions (or authorised Custodial Officer)

### The Senior Officer Admissions (or authorised Custodial Officer) will add the detainee to the population count on TOMS.

### On discharge from hospital the detainee shall be processed through the admissions area as set out in this COPP.

### Medical information handed over from the hospital must be given immediately to the HS Nurse.

## Allegations against WA Police Force

### When a detainee makes an allegation against WA Police Force on admission, the Custodial Officer receiving the complaint shall immediately notify the Senior Officer Admissions/Senior Officer Operations of the complaint.

### The Senior Officer Admissions/Senior Officer Operations shall advise the Assistant Superintendent Security via email of the particulars of the complaint and ensure that photographs are taken of any injuries.

### The detainee shall be requested to complete a [Detainee, Request, Complaint and Feedback form](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copp-forms.aspx) which shall be sent to the Assistant Superintendent Security in accordance with [COPP 6.7 – Requests Complaints, and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx).

## Orientation

### Each detainee shall receive orientation into BHYDC in accordance with [COPP 5.1 – Orientation.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

# Annexures

## Related COPPs and documents

**Related COPPs**

* [COPP 2.2 – Cultural and Religious Requirements](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 4.1 – Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 5.1 – Orientation](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 6.2 – Supervision levels, Incentives and Privileges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 6.7 – Requests, Complaints and Feedback](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 7.1](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) [– Females](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 7.4 – Detainees at Risk of Self-Harm or Requiring additional Support and Monitoring](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 7.5 – Trans, Gender Diverse and Intersex](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 9.1 – Gatehouse](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 9.6 – Searches](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [BHYDC COPP 9.9 – Vehicles and Buggies](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

**Documents**

* [Australasian Youth Justice Administrators Standards, 2009](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)
* [Australian Human Rights Commission National Principles for Child Safe Organisations, 2019](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)

## Definitions and acronyms

| Term | Definition |
| --- | --- |
| At-Risk Management System (ARMS) | The At-Risk Management System is the Department's multi-disciplinary suicide prevention strategy for offenders. The tri-level system includes:  Primary prevention - strategies to create physical and social environments in the detention centre that limits stress on detainees.  Secondary prevention - strategies to support detainees at statistically higher risk of self-harm or suicide.  Tertiary prevention - strategies aimed directly at individuals identified as at risk of self-harm or suicide. |
| Chemical Agent | Handheld aerosol dispensers containing an incapacitating irritant used to establish control over a detainee or other person.  Generally, contains either oleoresin capsicum (OC) commonly known as ‘pepper spray’. |
| Commissioner’s Operating Policy and Procedure  (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Country | Aboriginal people consider their ‘country’ as the area (including the land, the people and creation) to which they have a spiritual connection. Being ‘out of country’ refers to Aboriginal detainees being away from their country. |
| Custodial Officer | Any person or officer of the Department of Justice, Corrective Services, including a Public Service Officer, Youth Custodial Officer, or an employee of a particular class; and any contractor who provides services to the Department of Justice. |
| Detainee | Means a person who is detained in a detention centre as defined in s.3 of the *Young Offenders Act 1994*. |
| Detainee Management File | A file or group of files which is created for a detainee for the purposes of the management (i.e., paper documents Warrant File, Admission File, Case Planning file etc.). Documentation printed directly from TOMS which does not require a signature is not stored on a Detainee Management File. |
| Department | The Department of the Public Service principally assisting the Minister in the administration of the *Young Offenders Act 1994.* |
| Electronic Control Device | In accordance with the [*Weapons Regulations 1999*](file:///\\DMCBDPFPS05\Public$\Standards%20and%20Procedures\Operating%20Standards%20and%20Procedures\New%20Operating%20Policies%20and%20Procedures\5.%20Youth%20Current\2.%20Admission%20&%20Placement\2.1%20Admissions\7.%20Drafts%202.1\), “An article made or modified to be used to discharge an electric current so as to injure or disable a person but does not include an approved electric shock case”. |
| Escorting Personnel | Includes Custodial Officer’s, Court staff, Prison Officers, Transit Officers, or other persons who transport a detainee to a Youth Detention Centre in an official capacity. |
| External Medical Assistance | Medical assistance provided through the ambulance service or by medical personnel external to the department at an external medical facility. |
| External Medical Facility | Medical facility external to the Youth Detention Centre e.g., Emergency Department in and/or hospital. |
| Gatehouse Occurrence Book | A legal record where events in or around the Gatehouse are recorded. |
| Gender Diverse | An umbrella term that is used to describe gender identities that demonstrate a diversity of expression beyond the binary framework. |
| Health Service Medical Practitioner | A General Practitioner or Doctor, who is registered in accordance with the *Medical Practitioners Act 2008,* and is an employee of the Corrective Services, Health Services. |
| Health Service Nurse | A registered nurse employed by Corrective Services, Health Services. |
| Intersex | A person born with genetic, hormonal, or other sex characteristics that are not typically male or female. |
| Medical Personnel | A qualified Medical Practitioner, Nurse or Paramedic. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of s. 11(1a) (b) of the *Young Offenders Act 1994*, in r 49(2) of the *Young Offender Regulations 1995*:  (a) Medical staff persons who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.  (b) Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers, and social trainers.  I Program support staff counsellors, program facilitators and librarians.  (d) Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| WA Police Force/ Police Officer | A person appointed under Part I of the *Police Act 1892* to be a member of the Police Force of Western Australia |
| Public Service Officer | An officer employed in the State Government Public Service, subject to Part 3 of the *Public Sector Management Act 1994* and includes such officers and other persons as are necessary to implement or administer this Act. |
| Restraint | An act of restraining, the state of being restrained with a device which restrains movement. |
| Sally Port | The designated secure area in which vehicles enter and leave a Youth Detention Centre. |
| Senior Officer | A Custodial Officer who is substantive to this rank, or a Unit Manager, or Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to s.11 of the *Young Offenders Act 1994* |
| Special Profile Offender (SPO) | A detainee who is considered of specific interest to the media and community. |
| Staff | Any person or officer of the Department of Justice, Corrective Services, including a Public Service Officer, Youth Custodial Officer, or an employee of a particular class; and any contractor who provides services to the Department of Justice. |
| Superintendent | In accordance with s.3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’. |
| Total Offender Management Solution (TOMS) | An electronic database used by the Department of Corrective Services to record and manage comprehensive information relating to prisoners and detainees. |
| Transgender | Umbrella term used to describe all people whose gender identity is different to the sex they were assigned at birth. |
| Transport Contractor | The agency contracted by the Department to provide transport services for detainees. |
| Unit Manager | A Custodial Officer substantive to the rank of Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer. |
| Youth Detention Centre | A gazetted detention centre declared by the Minister to be a detention centre to accommodate male and female, remanded or sentenced detainees. Refer to section 13 of *Young Offenders Act 1994.* |

## Related legislation

* *Medical Practitioners Act 2008*
* *Police Act 1892*
* *Public Sector Management Act 1994*
* *Weapons Regulations 1999*
* *Young Offenders Act 1994*
* *Young Offenders Regulation 1995*

# Assurance

It is expected that:

* BHYDC will undertake local compliance in accordance with the [Compliance Manual](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* Women and Young People, Head Office will undertake management oversight as required.
* Operational Compliance will undertake checks in accordance with the [Operational Compliance Framework](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance&ql=3081).
* Independent oversight will be undertaken as required.

# Document Version History

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| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 1.0 | Operational Policy | Approval by the Director Operational Projects, Policy, Compliance and Contracts | 8 September 2020 | 5 October 2020 |
| 2.0 | Operational Policy | Approval by the Director Operational Projects, Policy, Compliance and Contracts | 12 September 2022 | 13 September 2022 |
| 3.0 | Operational Policy | Approved by the A/Commissioner | 6 October 2023 | 5 December 2023 |
| 4.0 | Operational Policy  Memo Reference:  D23/900833  Content Manager Reference:  S23/99328 | Endorsed by the  A/Assistant Commissioner Women and Young People | 9 November | 18 December 2023 |
| Approved by the  Deputy Commissioner Operational Support | 15 November |