COPP 6.8 Population Counts

Youth Detention Centre

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| Principles In context of the  [Australasian Youth Justice Administrators Standards, 2009](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx):  Custodial environments are safe and secure.  Continuity of service is provided.  [Australian Human Rights Commission National Principles for Child Safe Organisations, 2018:](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. |

# Contents

[1 Scope 3](#_Toc153193753)

[2 Policy 3](#_Toc153193754)

[3 Counts 3](#_Toc153193755)

[3.1 Informal counts 3](#_Toc153193756)

[3.2 Formal counts 3](#_Toc153193757)

[3.3 Incorrect counts 4](#_Toc153193758)

[3.4 Emergency counts 5](#_Toc153193759)

[3.5 Perth Children’s Court Custody Centre 5](#_Toc153193760)

[4 Annexures 6](#_Toc153193761)

[4.1 Related COPPs and documents 6](#_Toc153193762)

[4.2 Definitions 6](#_Toc153193763)

[4.3 Related legislation 7](#_Toc153193764)

[5 Assurance 8](#_Toc153193765)

[6 Document Version History 8](#_Toc153193766)

# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Custodial Officers and staff employed to work at a Youth Detention Centre (YDC) and the Perth Children’s Court Custody Centre (PCC).

# Policy

The purpose of this document is to establish clear standards and procedures for the management of population counts at a YDC and PCC.

The effective accountability of all detainees and persons in custody protects the public and contributes to a more secure and safe detention centre and custody centre.

The YDC and PCC shall conduct population counts as a matter of routine to effectively account for, manage and control detainees and persons in custody.

Custodial Officers shall know the location of all detainees and persons in custody under their control at all times.

Population counts are conducted under three categories which include informal, formal and emergency counts.

The management of population counts is governed by senior staff and includes a structured recording and reporting regime which provides transparency and accountability.

# Counts

## Informal counts

### Informal counts shall be conducted at regular intervals by supervising Custodial Officers to ensure that each detainee in their care remains accounted for.

### If any detainee cannot be accounted for, the supervising Custodial Officer shall immediately endeavour to locate the detainee and notify the Unit Manager.

### In the event the detainee cannot be located, the Unit Manager will notify the Senior Officer Operations and an emergency count must occur, refer to [section 3.4 ‘Emergency Counts’](#_Emergency_counts).

## Formal counts

### Custodial Officers shall physically sight (in person, not via cameras) and identify each detainee under their supervision when conducting formal population counts.

### When conducting detainee night checks, Custodial Officers shall ensure a part of the detainees body is visible or movement by the detainee is observed to confirm the detainees physical presence.

### All formal counts shall be called by the Senior Officer Operations. All YDC and PCC movement shall cease while all formal counts are being conducted.

### During unlock hours, staff will be given a ten-minute warning prior to all formal counts being conducted to ensure movements cease.

### The Senior Officer Operations may call for a formal population count at any time to verify that all detainees are accounted for.

### All formal counts shall be recorded on the Total Offender Management Solution (TOMS). In the event staff are unable to submit a count on TOMS, the staff member shall forward their count to the Gatehouse Control Officer, who shall record the count on TOMS. Upon the count being recorded as correct on TOMS, the Senior Officer Operations is to be informed, who shall then call the count correct via the radio. Movements can only recommence once a count is verified correct.

### Counts at Banksia Hill Detention Centre (BHYDC) shall be conducted at the following times as practicable or as determined by the Senior Officer Operations:

1. every day except where an afternoon lockdown occurs: 06.00hrs, 09.15hrs, 12.15hrs, 13.15hrs, 15.15hrs, 19.15pm, and between 12.01hrs and 01.15hrs.
2. any afternoon where an afternoon lockdown (e.g., for staff training) is scheduled: 06.00hrs, 09.15hrs, 12.30pm, 16.00hrs, 19.15hrs, and between 12.01hrs and 01.15hrs.

weekends and public holidays: 06.00hrs, 12.00pm, 16.00hrs, 19.15hrs, and between 12.01hrs and 01.15hrs.

### Counts shall be conducted to account for detainees at a time suitable to the Senior Officer Operations in the event of a late lockup ([BHYDC COPP 6.9 – Unit Management and Timetables](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)).

## Incorrect counts

### Where a count is incorrect, the count is to be re-conducted with all detainees remaining in their locations.

### In the event that two incorrect counts have occurred, all detainees shall be secured in the nearest secure area (i.e., classroom, gymnasium) and a re-count shall be conducted. All gate movements shall cease.

### Staff shall then ensure that each detainee is positively identified and accounted for using TOMS report ‘Unit Count - By Cell’.

### If an incorrect count occurs on a third occasion, refer to section 3.4 ‘[Emergency counts](#_Emergency_counts)’.

## Emergency counts

### Emergency counts shall be conducted where three formal counts have been reported as incorrect, or where determined as required by the Senior Officer Operations in the event of a critical incident. In these cases, the following process shall be followed:

1. All detainees shall return to their living units and be secured in their cells.
2. Unit staff shall then ensure that each detainee is positively identified and accounted for using TOMS report ‘Unit Count - By Cell’.
3. Counts are to be submitted on TOMS. In the event a Custodial Officer cannot submit their count on TOMS, they shall forward their count to the Gatehouse Control Officer, who shall record the count on TOMS. Upon the count being recorded as correct on TOMS, the Senior Officer Operations is to be informed, who shall then call the count correct via the radio, at which time movements can recommence.

### In the event the count remains incorrect, emergency management procedures relating to the escape of a detainee shall be followed.

## Perth Children’s Court Custody Centre

* + 1. The Senior Officer PCC Custody Centre shall be responsible for ensuring that formal population counts are conducted throughout the course of a business day. The population count shall be recorded in the PCC Control Occurrence Book.
    2. Formal counts shall be conducted at approximately 09.45hrs (following the main movement of people in custody into the PCC Custody Centre and prior to the commencement of court movements), at approximately 13.30 hrs (prior to the recommencement of court movements for the afternoon).
    3. Formal counts shall be checked against the running population counts documented in the PCC Control Occurrence Book.
    4. In the event a count remains incorrect, the processes stated in [COPP 12.1 Management of Perth Children’s Court Custody Centre](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx) shall be followed.

# Annexures

## Related COPPs and documents

* [BHYDC COPP 6.9 – Unit Management and Timetables](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 12.1 – Management of Perth Children’s Court Custody Centre](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* Local Emergency Management Plan

## Definitions

| Term | Definition |
| --- | --- |
| Assistant Superintendent | Officers designated by the Superintendent to be an Assistant Superintendent of Banksia Hill Detention Centre. |
| Commissioner’s Operating Policy and Procedures (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Custodial Officer | An officer with custodial functions, appointed under section 11(1) of the *Young Offenders Act 1994*; or a person who is appointed under section 11(1a)(a) as a custodial officer. This includes but is not limited to Youth Custodial Officers, Unit Managers and Senior Officers. |
| Deputy Commissioner Women and Young People | The position designated by the Commissioner as responsible for the management of the Women and Young People Directorate within the Corrective Services Division of the Department of Justice. |
| Detainee | Any young person who is detained in a detention centre. The term detainee also describes a young person, who is alleged to be an offender or who is remanded in custody, prior to being dealt with by the Courts.  Means a person who is detained in a detention centre as defined in s.3 *Young Offenders Act 1994*. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of section 11(1a)(b) of the *Young Offenders Act 1994*, in regulation 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.  c) 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. |
| 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. |
| Population Counts | A daily regime of identification checks for detainees in custody. |
| Senior Officer | A Youth Custodial Officer who is substantive to this rank, or a Unit Manager, or Youth Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to s11 of the *Young Offenders Act 1994.* |
| 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 service provider who provides services to detainees at Banksia Hill Detention Centre. |
| Superintendent | In accordance with section 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. |
| Unit Manager | A Youth Custodial Officer substantive to this rank or Youth Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer with reference to s11 of the *Young Offenders Act 1994*.  The Senior Officer managing the unit in which the prisoner is located. |
| 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

* *Young Offenders Act 1994*
* *Young Offenders Regulations 1995*

# Assurance

It is expected that:

* The YDC 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.
* Monitoring and Compliance will undertake checks in accordance with the [Monitoring and 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 | Approved by the Director Operational Policy Compliance and Contracts | 21 January 2021 | 8 February 2021 |
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