

# Custodial Operations Policy and Procedures

## 6.14 Water restrictions

### Policy summary

Inmates must be provided with access to clean water and amenities to maintain their health and hygiene at all times. However, there are circumstances where an inmate must have their access to water restricted.

If there are any concerns regarding an inmate's excessive consumption of water and/or their health and wellbeing, the inmate must be referred to Justice Health NSW. Corrective Services NSW (CSNSW) staff may contact the After-Hours Nursing Manager (AHNM) for medical advice where there are no Justice Health and Forensic Mental Health Network (Justice Health NSW) personnel on duty.

Where restrictions to water access are in place, arrangements must be made to ensure that inmates are provided with the minimum amount of clean drinking water required over a 24-hour period, and with controlled access to amenities or items to maintain their health and hygiene.

Any restrictions to water access must be approved by the Governor or Manager of Security unless policy provides alternative requirements.

### Management of Public Correctional Centres Service Specifications

Service specification	Decency and respect
	Health services
	Safety and security

## Scope

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

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health NSW.

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# 1 Water restrictions

## 1.1 Inmate access to water

Inmates must be provided with access to clean drinking water and amenities to maintain their health and hygiene. There may be circumstances where an inmate must have restrictions applied to their access to water (i.e., a water restriction), including:

- with advice from the Justice Health and Forensic Mental Health Network (Justice Health NSW) (and the Risk Intervention Team [RIT] where required) when the inmate is drinking excessive amounts of water or the inmate appears to be unable to control the amount of water they are drinking (e.g., psychogenic polydipsia)
- when an inmate is being held in a dry cell due to suspected internal concealment of contraband
- when the inmate is being held to supply a urine sample for a drug test (refer to **COPP section 18.1 Testing inmates for drug use**)
- where the inmate has intentionally flooded their cell
- where water must be turned off for facilities maintenance purposes
- where water must be turned off because the water supply is contaminated.

## 1.2 Referral to Justice Health NSW

An inmate must be referred to Justice Health NSW for a clinical assessment if there are any concerns for the inmate's health and well-being, including if it is identified that an inmate appears to be drinking an excessive amount of water.

Where an inmate is referred for clinical assessment, Justice Health NSW will review the inmate and provide a Health Problem Notification Form (HPNF) advising on any action required. Justice Health NSW will review the inmate every 24 hours where they have recommended a water restriction.

Justice Health NSW AHNM will provide advice if Justice Health NSW staff are not on duty. The inmate must be referred to Justice Health NSW staff once they are on duty for a clinical assessment to be undertaken.

## 1.3 Reporting and approving water restrictions

Any need for a water restriction to be applied for an inmate must be immediately reported to:

- the Governor (or MOS in charge of the correctional centre)
- the Functional Manager (FM) of the area and
- the Justice Health NSW (i.e., the Nursing Unit Manager [NUM] or AHNM where relevant).

The Governor or MOS must provide written approval before a water restriction can occur, unless it is an emergency, such as:

- the inmate has flooded their cell
- the water supply is contaminated
- there is an immediate risk to an inmate's health requiring a water restriction
- where the need for it occurs after-hours.

If prior approval cannot be sought, staff implementing the restriction must notify the Governor or MOS as soon as possible. The Governor or MOS must decide if the water restriction should continue, and detail any further action required, including (but not limited to) further advice to be sought, timeframes on restrictions, and enactment of regimes for providing drinking water to the inmate.

If the need for a water restriction occurs after-hours, the Officer in Charge (OIC) may provide initial approval and must report it as soon as possible to the Governor or MOS to confirm if the water restriction may continue, and any action required. It must also be reported to Justice Health NSW (i.e., the AHNM if there are no Justice Health NSW staff on duty).

## 1.4 Providing water to inmates

The World Health Organisation (WHO) states that the minimum amount of drinking water that a person requires each day to survive is 2.5 to 3 litres.

Unless Justice Health NSW have recommended otherwise, inmates must be provided with water within the first two hours of a water restriction being implemented and receive a minimum of five (5) 600 ml water bottles every 24 hours (there may be variations in the size of water bottles provided, however, the total volume must be between 2.5 and 3 litres every 24 hours).

If there is no restriction in place on the amount of fluids an inmate can consume (e.g., Justice Health NSW have not recommended a water restriction) then an inmate should be provided with additional drinking water if requested.

If the inmate is requesting and consuming an excessive amount of water above the minimum amount required, Justice Health NSW must be advised and the inmate referred for a clinical assessment.

An exception to the above requirements is where a water restriction has been imposed for an inmate undertaking a drug test (refer to **COPP section 18.1 Testing inmates for drug use** for information about requirements in these circumstances).

## 1.5 Access to amenities for basic hygiene

Inmates must be provided with access to amenities to maintain their health and hygiene:

- inmates must be allowed to access a toilet
- where in-cell water restrictions are required for longer than 24 hours, arrangements must be in place to ensure the inmate has access to a shower. Where access to amenities cannot be provided temporarily (e.g., for 24 hours), appropriate hygiene products should be provided to the inmate.

The above requirements may only be varied on advice from Justice Health NSW.

## 1.6 Recording and monitoring water restrictions

All water restrictions must be recorded in the Offender Integrated Management System (OIMS) Incident Reporting Module (IRM) as a 'Miscellaneous' incident. Recording of water provided to the inmate must occur as follows:

- **If a water restriction applies for an individual inmate:** A case note must be entered detailing how many bottles of water were provided, and at what time.
- **If a water restriction applies for an area/correctional centre:** A Miscellaneous IRM(s) must be entered confirming how much water, and when, was provided to inmates in the area/correctional centre. Individual case notes are not required.

The Governor must ensure that a Local Operating Procedure (LOP) is in place that outlines requirements for:

- providing the daily minimum amount of clean drinking water to an inmate(s) over a 24-hour period where a water restriction is required.
- staff providing advice to incoming staff (i.e., during shift changes) on any current water restrictions, risks, issues and requirements relating to the relevant inmate(s).

Information that must be provided to incoming staff must include:

- identification of which inmate(s) have a water restriction in place; or the area where water restrictions apply
- what arrangements are in place
- any known risks/issues and advice received
- when and how much water was last provided
- when and how much water is next required.

## 1.7 Procedures for water restriction to an individual inmate

	Procedure	Responsibility
1.	Notify the FM of the area that a water restriction for an inmate may be required. <b>Note:</b> Apply a water restriction immediately if it is an emergency (e.g., flooding or immediate risk to inmate's health).	Correctional Officer
2.	Prior to a water restriction occurring, notify the Governor or MOS and request written approval for the restriction to occur (or to continue if it was applied in an emergency). <b>Note: After-hours:</b> Notify the OIC and request interim approval for a water restriction to apply and action required.	FM/Correctional Officer
3.	<b>After hours (only):</b> Notify the Governor or MOS and confirm if the water restriction may apply and any action required.	OIC



	Procedure	Responsibility
	Contact the AHNM for medical advice where there are no Justice Health NSW personnel on duty, and ensure the inmate is referred to Justice Health NSW staff once they are on duty.	
4.	Refer inmate to Justice Health NSW for a clinical assessment if the inmate appears to be drinking excessive amounts of water or if there are any concerns for the inmate's health and well-being. Justice Health NSW will: <ul style="list-style-type: none"> <li>• undertake a clinical assessment and provide a HPNF advising on action required in these circumstances.</li> <li>• review the inmate every 24 hours where they have recommended a water restriction.</li> </ul>	Correctional Officer
5.	Determine if a water restriction is required and advise on actions required. Any decision must also be provided in writing.	Governor/MOS
6.	<b>If approved</b> , apply water restriction and: <ul style="list-style-type: none"> <li>• any other action required (i.e., arrangements required in accordance with the HPNF and as required by the Governor/MOS)</li> <li>• record the details in an OIMS Miscellaneous IRM.</li> <li>• provide water to the inmate (2.5 to 3 litres every 24 hours, within 2 hours of a water restriction being imposed, or as advised by Justice Health NSW).</li> <li>• record when and how much water was provided to the inmate in the inmate's OIMS case notes.</li> </ul> <b>If not approved:</b> <ul style="list-style-type: none"> <li>• undertake any action required</li> <li>• record decision, reason, and any action required in an OIMS IRM.</li> </ul>	Correctional Officer(s)
7.	Ensure the following information is recorded and referred to by the end / at the start of each shift: <ul style="list-style-type: none"> <li>• which inmate(s) have a water restriction in place</li> <li>• any known risks/issues and advice received</li> <li>• what arrangements are in place</li> <li>• when and how much water the inmate(s) was last provided with and when they next require water.</li> </ul> Refer to LOPs in place for this procedure.	Correctional Officer(s)
8.	Seek advice from Justice Health NSW if there are any concerns regarding the inmate's health and wellbeing.	Correctional Officer(s)

## 1.8 Procedures for restrictions in an area or across a correctional centre

The below procedures apply for water restrictions that are being applied in a certain area of, or across a correctional centre (i.e., water contamination, or facilities maintenance).

	Procedure	Responsibility
1.	Notify the FM of the area(s) that water restrictions will apply. <b>Note:</b> Apply a water restriction immediately if it is an emergency (e.g., flooding, water is contaminated, immediate risk to inmate's health).	Correctional Officer
2.	Prior to a water restriction occurring, notify the Governor or MOS and request written approval for the restriction to occur. <b>Note: After-hours:</b> Notify the OIC and request interim approval for a water restriction to apply and action required.	FM/Correctional Officer
3.	<b>After hours (only):</b> Notify the Governor or MOS and confirm if the water restriction may apply and any action required.	OIC
4.	Determine if a water restriction is required and advise on actions required. Any decision must also be provided in writing.	Governor/MOS
5.	<b>If approved</b> , apply water restriction and: <ul style="list-style-type: none"> <li>any other action required</li> <li>record the details of any water restriction in an OIMS Miscellaneous IRM.</li> <li>provide water to the inmate in accordance with requirements (2.5 to 3 litres within 2 hours of a water restriction being imposed).</li> <li>record when and how much water was provided to inmates in an OIMS miscellaneous IRM.</li> </ul> <b>If not approved:</b> <ul style="list-style-type: none"> <li>undertake any action required</li> <li>record decision, reason, and any action required in an OIMS IRM.</li> </ul>	Correctional Officer(s)
6.	Ensure the following information is recorded and referred to by the end / at the start of each shift in accordance with requirements:	Correctional Officer(s)



	Procedure	Responsibility
	<ul style="list-style-type: none"> <li>• where water restrictions apply</li> <li>• what arrangements are in place</li> <li>• any known risks/issues and advice received</li> <li>• when and how much water inmates were last provided with</li> <li>• when and how much water inmates will require next.</li> </ul> <p>Requirements for this process must be outlined in a LOP.</p>	
7.	Seek advice from Justice Health NSW if there are any concerns regarding the inmate's health and wellbeing.	Correctional Officer(s)

## 2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related Documents](#)

## 3 Definitions

Amenities	<p>Amenities for the purposes of this policy refers to:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Hand basins/sinks</li> <li>• Showers</li> </ul>
Assigned Officer	<p>Assigned officer refers to either:</p> <ul style="list-style-type: none"> <li>• an individual officer or</li> <li>• an officer who is in a position (substantive or temporary) or a post that the Governor (or Manager of Security in charge of a correctional centre) has assigned to perform a particular duty or task.</li> </ul> <p>The Governor (or MOS in charge) may delegate the role of assigning officers to perform duties to a Manager of Security, Functional Manager or Senior Correctional Officers or other officers who have direct reports.</p> <p>Assignment to a duty or task may be provided in Local Operating Procedures (LOPs), Statement of Duties, Local Orders, Post Duties, verbally or may be implied as a logical extension of the officer's post, position, or role.</p>
CCTV	Closed Circuit Television
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services New South Wales
FM	Functional Manager
HPNF	Health Problem Notification Form

Justice Health NSW	Justice Health and Forensic Mental Health Network
MOS	Manager of Security
OIC	Officer in charge
Psychogenic Polydipsia	The excessive drinking of water that is caused by a psychiatric condition. This can include an anxiety disorder, psychotic depression and most commonly schizophrenia. Too much water can cause low sodium, which can lead to rapid swelling of the brain. If severe enough, this can result in seizures, confusion, coma and death.
Should	May be completed; however, there must be a genuine and reasonable reason for why it has not occurred.
IRM	Incident Reporting Module
WHO	World Health Organisation

## 4 Document information

<b>Business centre:</b>		Security and Custody
<b>Approver:</b>		Leon Taylor (Deputy Commissioner Security and Custody)
<b>EDRMS container:</b>		18/6986.01
<b>Version</b>	<b>Date</b>	
1.0	24/07/2025	Initial publication.