

## Custodial Operations Policy and Procedures

### 5.4 Entering cell of inmate posing risk

#### Policy summary

Additional procedures may need to be followed for those inmates who have a history of using violence against staff or whose recent behaviour indicates that staff may be at risk when they are in close proximity to the inmate.

A risk assessment must be used by the Governor of the location to determine if an inmate should be managed in line with this policy and procedures.

#### Management of Public Correctional Centres Service Specifications

Service specifications	Safety and security
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## Scope

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

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# 1 Entering cell of an inmate posing risk

## 1.1 Policy

Additional procedures may need to be followed for inmates who have a history of using violence against staff or whose recent behaviour indicates that staff may be at risk when they are in close proximity to the inmate.

If it is suspected staff may be at risk from an inmate when entering the inmate's cell or when moving them from or to their cell, the Officer in Charge (OIC) must, in consultation with the Functional Manager (FM), complete the *Inmates who pose a safety risk to staff – assessment* form and make a recommendation to the Governor (or delegate) for approval.

If the Governor (or delegate) confirms the inmate poses a risk to staff in the risk assessment, the procedures set out in this policy must be implemented.

This policy also applies to inmates in court cells. Where the OIC identifies an inmate who may pose a risk to staff, the General Manager (GM) of the Court Escort Security Unit (CESU) must be notified and the same procedures apply following the GM CESU approval.

If an inmate in a correctional centre or court cell has been identified as a safety risk to staff and is to be managed under these procedures, an *Behavioural Risk* alert must be entered on the Offender Integrated Management System (OIMS).

Any restrictions imposed as a consequence of the assessment **do not apply if there is an emergency – such as a fire or the inmate is injured and requires immediate medical care.**

A weekly review must be done to determine if there is still a need to continue these procedures. Any decision must be supported by a documented risk assessment. This review can be incorporated into weekly meetings conducted at the centre for example segregation reviews.

All movements of an inmate to or from a cell being managed under this policy must be recorded on video. The video recording must be managed in line with the **COPP section 13.9 Video evidence.**

## 2 Risk assessment

### 2.1 Procedures for court cell

	Procedure	Responsibility
1.	Identify an inmate as a risk to staff when entering the inmate's cell or when moving them from or to their cell.	OIC
2.	Fill out a <i>Inmates who pose a safety risk to staff – Assessment</i> form. Submit recommendation to the GM CESU.	OIC

	Procedure	Responsibility
3.	Approve measures to be taken when entering the inmate's cell or when moving them from or to their cell.	GM CESU
4.	Enter a <i>Behavioural Risk</i> alert on OIMS, and ensure the assessment is reviewed every week.	Authorised officer

## 2.2 Procedures for correctional centre

	Procedure	Responsibility
1.	Identify an inmate as a risk to staff when entering the inmate's cell or when moving them from or to their cell.	OIC
2.	Consult with the FM and make a recommendation by filling out <i>Inmates who pose a safety risk to staff – Assessment</i> form. Submit recommendation to the Governor. <b>Note:</b> if no FM is present, fill out the <i>Inmates who pose a safety risk to staff – Assessment</i> form and consult with FM as soon as practicable.	OIC and FM
3.	Approve measures to be taken when entering the inmate's cell or when moving them from or to their cell.	Governor (or delegate)
4.	Enter a <i>Behavioural Risk</i> alert on OIMS, and ensure the assessment is reviewed every week.	Authorised officer

## 3 General movements

### 3.1 Routine access to cell for meal/medication/cleaning

	Procedure	Responsibility
1.	Identify the number and role of officers required to enter cell.	FM
2.	Direct inmate to display all approved cell items i.e. knife, fork, spoon, plate, razor and toothbrush.	Authorised officer
3.	Direct inmate to move to the back of the cell and face the rear wall.	Authorised officer
4.	Direct inmate to kneel down, cross their legs and interlock fingers on top of their head.	Authorised officer
5.	Inform inmate to remain in that position until directed by staff to move.	Authorised officer
6.	Enter cell only when the inmate has complied with directions.	Authorised officer
7.	Undertake activities deemed necessary for entering the cell.	Authorised officer

	Procedure	Responsibility
8.	Exit cell, close door and inform inmate they can stand and move about the cell	Authorised officer
9.	Undertake a debrief following the movement if force was used on the inmate.	FM

### 3.2 Movement out of a cell with a cell door hatch

	Procedure	Responsibility
1.	Identify the number and role of officers required to enter cell as determined by FM or delegated officer.	FM
2.	Commence video recording and record on camera why the movement is necessary.	Authorised officer
3.	Direct inmate to display all approved cell items i.e. knife, fork, spoon, plate, razor and toothbrush	Authorised officer
4.	Direct inmate to place their hands through the cell door hatch to be handcuffed.	Authorised officer
5.	Direct inmate to move to the back of the cell and face the rear wall.	Authorised officer
6.	Direct inmate to kneel down, cross their legs and place their hands against the wall above their head.	Authorised officer
7.	Inform inmate to remain in position until directed by staff to move.	Authorised officer
8.	Enter cell only when inmate has complied with directions.	Authorised officer
9.	Take control of the inmate's handcuffs. <b>Note:</b> the inmate <b>must not</b> be lifted by the handcuffs.	Authorised officer
10.	Direct the inmate to stand then lead them out of the cell with officer(s) flanking escort to assist with radio communications and the opening and closing of doors.	Authorised officer
11.	Continue video recording until the inmate is returned to their cell or they are secured in another location.	Authorised officer
12.	Undertake a debrief following the movement if force was used on the inmate.	FM

### 3.3 Return to a cell with a cell door hatch

	Procedure	Responsibility
1.	Commence video recording and record on camera why the movement is necessary.	Authorised officer
2.	Escort inmate to cell door maintaining control of inmate's handcuffs.	Authorised officer
3.	Flanking officer) assist with opening the cell door.	Authorised officer
4.	Escort inmate to the back wall of the cell.	Authorised officer
5.	Direct inmate to kneel down, cross their legs and place their hands against the wall above their head.	Authorised officer
6.	Inform inmate to remain in position until directed otherwise.	Authorised officer
7.	Exit cell and secure door.	Authorised officer
8.	Direct inmate to stand and move towards the door.	Authorised officer
9.	Direct inmate to place hands through cell door hatch and remove handcuffs.	Authorised officer
10.	Inform inmate that they can move about the cell at their leisure.	Authorised officer
11.	Cease video recording.	Authorised officer
12.	Undertake a debrief following the movement if force was used on the inmate.	FM

### 3.4 Movement out of cell without a cell door hatch

	Procedure	Responsibility
1.	Identify the number and role of officers required to enter cell as determined by the FM or delegated officer.	FM
2.	Commence video recording and record on camera why the movement is necessary.	Authorised officer
3.	Direct inmate to display all approved cell items i.e. knife, fork, spoon, plate, razor and toothbrush.	Authorised officer
4.	Direct inmate to move to the back of the cell and face the rear wall.	Authorised officer
5.	Direct inmate to kneel down, cross their legs and interlock fingers on the top of their head.	Authorised officer
6.	Inform inmate to remain in this position until they have been directed by staff to move.	Authorised officer
7.	Enter cell only when inmate has complied with directions.	Authorised officer
8.	Take control of inmate's interlocked fingers.	Authorised officer

	<b>Procedure</b>	<b>Responsibility</b>
9.	Apply handcuffs to the inmate.	Authorised officer
10.	Direct the inmate to stand and lead them out of the cell with officer(s) flanking escort to assist with radio communications and the opening and closing of doors.	Authorised officer
11.	Cease video recording.	Authorised officer
12.	Undertake a debrief following the movement if force was used on the inmate.	FM

### 3.5 Return to a cell without a cell door hatch

	<b>Procedure</b>	<b>Responsibility</b>
1.	Commence video recording and record on camera why the movement is necessary.	Authorised officer
2.	Escort inmate to cell door maintaining control of inmate's handcuffs.	Authorised officer
3.	Flanking officer(s) to assist with opening the cell door.	Authorised officer
4.	Escort inmate to the back wall of the cell.	Authorised officer
5.	Direct inmate to kneel down, cross their legs and place their hands against the wall above their head.	Authorised officer
6.	Take control of inmate's handcuffs.	Authorised officer
7.	Remove handcuffs while inmate remains kneeling.	Authorised officer
8.	Inform inmate to remain kneeling with fingers interlocked on top of their head until directed otherwise.	Authorised officer
9.	Exit cell and secure door.	Authorised officer
10.	Inform inmate that they can stand and move about the cell at their leisure.	Authorised officer
11.	Cease video recording.	Authorised officer
12.	Undertake a debrief following the movement if force was used on the inmate.	FM



## 4 Quick links

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

## 5 Definitions

Authorised officer	The officer authorised by the Governor to perform the functions set out in this part of the Custodial Operations Policy and Procedures.
CESU	Court Escort Security Unit
COPP	Custodial Operations Policy and Procedures
FM	Functional Manager
GM	General Manager
LOPs	Local Operating Procedures
OIC	Officer in Charge

## 6 Document information

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**Business centre:** Statewide Operations

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**Approver:** Dr Anne Marie Martin

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**Date of effect:** 16 December 2017

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**EDRMS container:** 18/7143

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<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
1.0		Initial publication ( <i>Replaces section 12.1.26 of the superseded Operations Procedures Manual</i> )
1.1	12/03/20	General formatting update and improvements
1.2	18/08/23	Update in line with CSNSW restructure: deletion of reference to Security & Intelligence (S&I).
1.3	20/12/24	Removal of sentence ' <i>The FM must determine the number of officers required when entering the cell of an inmate that poses a risk to staff</i> ' at subsection [1.1]. Consideration of staffing numbers is already included in Step 1 of procedures at subsections [3.1], [3.2] and [3.4].

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