Government of Western Australia
Department of **Corrective Services**

Custodial Business Processes (TOMS) – Appendix 1

TOMS Function

Toms function	Process requirement	Business processes
Order subject to custody	To ensure offenders are liable to be legally held by DCS	Is offender subject to DCS custody? Check all Legal Instruments; Monies and Property; Medical and behavioural history
Offender alerts	To ensure offender behavioural alerts are available on TOMS	Raise behavioural alerts on TOMS where appropriate to the offender's demeanour
Intake offender	To ensure TOMS ID is issued only to persons unknown to TOMS	Is offender known to TOMS database? Is offender on transfer list? Search TOMS database. Intake offender using existing TOMS ID (including existing staff, visitor ID etc) if known. Create new TOMS ID if necessary
Add offender to count (muster) and check count as required	To ensure offender appears on TOMS State/Facility / Unit /Contractor count (Muster)	Add offender to TOMS count and conduct count checks as required
Receive offender into custody	To ensure efficient recording of offender details on TOMS	Complete offender Names; Description (including marks); Offender details; Contact Person; Demographics; Admission Checklist - including initial security rating and basic warrant details (forward sentence warrants to Sentence Information Unit); Gang Membership; Initial At Risk Assessment
Image offender	To ensure standardised offender images are stored on TOMS	Create a digital image of the offender - where there is no existing image, or where offender appearance is different
Manage offender's property	To ensure offender's private cash, valuables and other property are recorded directly into TOMS	Receive and detail offender's private cash, valuables and other property directly into TOMS using a standardised format once that facility is available.
Assess offender's health risks	To ensure offender health risks and medical status are recorded on TOMS	Ascertain and record offender health risks and medical status
Process offender's legal instruments	To ensure offender legal instruments are effectively calculated and recorded in TOMS	Process remand warrants and urgent sentence warrants at facility, ensuring that all sentence warrants are forwarded to SIU – who will forward a Warrant Summary to the facility. Any sentence variations are to be checked by SIU
Allocate cell	To ensure offender is allocated a cell on TOMS	Allocate offender to a cell
Offender status, security rating and supervision level	To ensure offender status, security rating and supervision level are recorded on TOMS	Ensure offender status is correct, and that security rating and supervision levels are set appropriately

Offender temporary placements, transfers and discharges	To ensure offender temporary external appointments / placements are efficiently recorded on TOMS	Record offender temporary external appointments/placements, and transfers and discharges as required
Orientate offender	To ensure offender induction into facility is recorded on TOMS	Ensure offender understands MOJ, Prison Services and facility rules, services and expectations. Ensure each offender has been allocated a structured day
Allocate work/program placement	To ensure offender work allocations/program placements are recorded on TOMS	Ensure offender is allocated suitable work/program placements, including relevant gratuity levels
Process offender's private cash and gratuities	To ensure offender private cash and gratuity entitlements are recorded on TOMS	Ensure the efficient recording of an offender's private cash and gratuity entitlements
Schedule offender's events	To ensure scheduling of offender events on TOMS events	Scheduling an offender's work, programs, visits and other significant events.
Process offender's visits	To ensure efficient processing of offender visits on TOMS	Ensure the efficient processing of an offender's social, official and other visits.
Searching	To ensure all officially sanctioned searches are recorded on TOMS	Conduct and record outcomes of offender, facility, visitor and other searches as required
Process incidents, occurrences, offender charges and loss of privileges	To ensure all incidents /outcomes are efficiently recorded on TOMS	Accurately record and classify all incidents, occurrences, and outcomes of such incidents, including charges and loss of privileges
Process vigil, information and situation reports	To ensure all relevant security information is recorded on TOMS and submitted as required	Ensure all relevant security and other pertinent information is submitted via information and situation reports as required. Check vigil information regularly
TOMS reporting	To ensure reports are accessed as required	Access and disseminate TOMS summaries and reports as necessary
Prepare offender assessment reports for board secretariats	To ensure all required offender assessment reports are available on TOMS	Ensure efficient and timely preparation of all assessment reports required by DCS, board secretariats and other bodies
Prepare offender grant documentation	To ensure all required offender authorised absence information is available on TOMS	Ensure efficient and timely preparation of offender authorised absence and permit grant documentation
Discharge offender	To ensure each offender discharge is efficiently recorded on TOMS	Complete offender discharge interview, comments and address details for all types of discharge - including any VSS and unlawful absence requirements
Other information	To ensure all other required information is available on TOMS	Submit, process and act on any other information as the exigencies of the DCS may require from time to time