



Bed and Cell Installation, Removal, Modification and Recording – Procedures

Table of contents

1. Introduction..... 1
 2. Definitions..... 1
 3. Procedures and governance..... 1
 4. Cell and bed definitions 3
 5. Approval 4
 6. Policy sponsor 4
 7. Contact person 4
 8. Amendment history..... 4

1. Introduction

- 1.1 The effective management of prisoner accommodation is critical to ensure that data and reporting on bed numbers is consistent across the Western Australian prison estate. The effective management of prisoner accommodation also ensures that counting practices in accordance with national standards are maintained for all prisons and work camps.
- 1.2 Any cell and bed data required for reporting purposes is to be extracted from the Total Offender Management Solution (TOMS) system which ensures that reporting of bed and capacity reports remain consistent.

2. Definitions

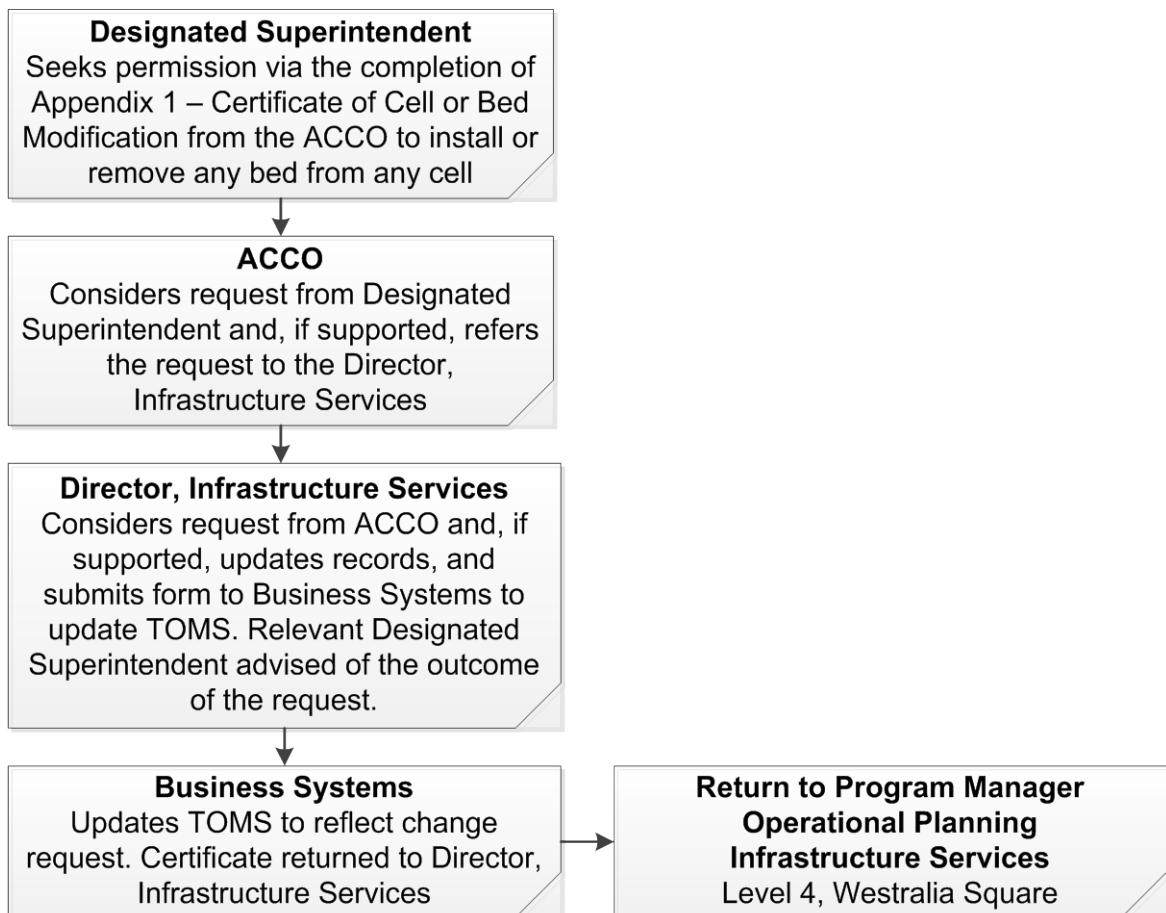
Designated Superintendent The superintendent as defined in s 36 of the [Prisons Act 1981](#) and includes any reference to the position responsible for the management of a private prison under Part IIIA of the Act. Does not extend to the Officer in Charge of a prison.

3. Procedures and governance

- 3.1 The following procedures apply if a prison wishes to add or remove a bed to/from a prison or work camp, or change a cell’s operational purpose, whether the addition or removal, or change, is temporary or permanent. A bed shall not be added or removed (or changed) until the following process is completed:
 - 3.1.1 The Designated Superintendent shall ensure that [Appendix 1 – Certificate of Cell or Bed Modification](#) is completed and forwarded to the Assistant Commissioner Custodial Operations (ACCO) for consideration. Completion of Appendix 1 shall be informed by [Section 4](#) of these Procedures in regard to the definition of the bed or cell.

- 3.1.2 The ACCO is to approve or deny the request to add or remove a bed, or change the cell's operational purpose. If approved, Appendix 1 is to be forwarded to the Director, Infrastructure Services. If rejected, the ACCO shall enter the reason for the rejection onto the form and return it to the relevant Designated Superintendent.
- 3.1.3 Upon receipt of the completed and approved Appendix 1 from the ACCO, the Director, Infrastructure Services shall certify (or deny) the request to add or remove a bed, or change the cell's operational purpose. If the Director, Infrastructure Services denies the request, the reason for the denial is to be entered onto the form and the form returned to the relevant Designated Superintendent, via the ACCO.
- 3.1.4 Upon certification by the Director, Infrastructure Services, Appendix 1 shall be forwarded to Business Systems to action the change to the bed capacity on TOMS. No change shall be progressed to TOMS unless a fully completed and signed Certificate of Cell or Bed Modification form has been received from the Director, Infrastructure Services.
- 3.1.5 Business Systems, upon actioning the change to TOMS, shall return the completed Appendix 1 to the Director Infrastructure Services for record keeping purposes.

3.2 The following diagram outlines the movement of the completed Appendix 1 - Certificate of Cell or Bed Modification between approvers:



3.3 If the installation or removal or change is initiated by Infrastructure Services, the process outlined at Sections 3.1 and 3.2 shall apply, although the form shall be completed by Infrastructure Services and shall require endorsement from the relevant Designated Superintendent before progression to the ACCO.

4. Cell and bed definitions

4.1 The following definitions are to be used when a Designated Superintendent determines the purpose of the bed. These definitions shall inform the classification of the bed or cell in TOMS (refer Section 3.1.5 above):

4.1.1 **Permanent Bed** - Refers to a properly constructed and installed bed which meets minimum criteria (eg cell size, ceiling height, storage, ventilation, window size)

4.1.2 **Temporary Bed** – Refers to a properly constructed and installed bed which does not meet the minimum criteria to be deemed permanent (eg cell size, ceiling height, storage, ventilation, window size).

4.1.3 **Emergency Bed** - Refers to a temporary bedding arrangement that has been put in place where the number of prisoners exceeds the number of available standard beds within a facility eg trundle beds, mattress on the floor.

4.2 The following definitions are to be used when a Designated Superintendent determines the purpose of the cell. These definitions shall inform the classification of the cell in TOMS (refer Section 3.1.5 above):

4.2.1 **Cell** – Includes traditional cells, bedrooms, dormitories, wards and all other types of prisoner accommodation used to hold prisoners overnight within a Departmental facility.

4.2.2 **Standard Cell** – Refers to a cell constructed for general prisoner accommodation purposes.

4.3 Subgroups of standard cells, which may house specific prisoner cohorts, include:

4.3.1 **Secure Cell** – Refers to a standard cell located in a custodial facility where prisoners are confined by a secure perimeter barrier.

4.3.2 **Open Cell** – Refers to a standard cell located in a custodial facility where prisoners are not confined to their cell or by a secure perimeter barrier irrespective of whether a physical perimeter barrier exists.

4.3.3 **Frail and Aged Cell** – Refers to a cell utilised for general prisoner accommodation purposes, that caters for frail and/or aged prisoners who have mobility constraints and require some level of care.

4.3.4 **Primary Carer/Baby Cell** – Refers to a cell utilised by prisoners to allow care for their young babies or children in prison where it is considered to be in the best interests of a child (refer [Policy Directive 10 – Child Residency and Extended Visits with Children](#)).

4.3.5 **Buddy Cell** – Refers to a cell utilised for general prisoner accommodation purposes and has an internal door that connects to another cell which may be left open during lock-up hours permitting the prisoners to move between cells without compromising the security or integrity of the cell.

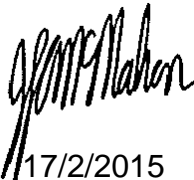
4.4 **'Special Purpose Cell'** refers to a cell constructed and reserved for a special purpose and not considered long-term general accommodation cell. These cells are to be further classified in accordance with the following:

4.4.1 **Observation Cell** – Refers to a cell that serves the purpose of housing a prisoner for reasons of self-harm or to aid closer supervision.

- 4.4.2 **Management Cell** – Refers to a cell that may be used for a multitude of purposes. These may include basic or close supervision or for a period of separate confinement.
- 4.4.3 **Reception Holding Cell** – Refers to a cell where prisoners can be held temporarily; typically located in prison reception areas whilst waiting for processing.
- 4.4.4 **Infirmary Cell** – Addresses the clinical needs of a ward within the general community.
- 4.4.5 **Crisis Care Cell** - Refers to a cell which houses prisoners with high-risk, self-harm care requirements or are in need of high level observation over a protracted period.

5. Approval

Commissioner or delegated authority as per PD 73:

Signature: 

Date: 17/2/2015

6. Policy sponsor

Assistant Commissioner Custodial Operations

Director Infrastructure Services

7. Contact person

The following person/s may be approached on a routine basis in relation to this policy:

Program Manager Operational Planning, Infrastructure Services

Principal Operational Policy Officer

8. Amendment history

Version	Approved	Effective from
1. First published	3 July 2009	4 August 2009
2. Amended	16 September 2009	25 September 2009
3. Amended	7 January 2011	7 February 2011
2. Amended – Policy and Procedures separated – Renamed ‘Procedures’	17 February 2015	5 March 2015