



Shared Cell and Bunk Bed Occupancy – Procedures

Table of contents

1. Introduction 1
 2. Definitions 1
 3. Shared cell risk assessment 2
 4. Upper bunk occupancy 2
 5. Approval 3
 6. Policy sponsor 4
 7. Contact person 4
 8. Amendment history 4

1. Introduction

- 1.1 Prisoners shall be assessed for both their suitability for shared cell placement, and their suitability to occupy an upper bunk.
- 1.2 Prisoners shall be provided with appropriate instruction as to their occupancy of an upper bank, and shall be required to demonstrate their understanding, in accordance with this document.
- 1.3 Officers assigning a prisoner to a cell in a unit or changing a prisoner’s allocated cell within a unit shall refer to both the prisoner’s ‘Multiple Cell Occupancy – Risk Assessment’ and the ‘Upper Bunk Occupancy – Risk Assessment Checklist’ (where applicable) prior to doing so. The officer is to also refer to the ‘Multiple Cell Occupancy – Risk Assessment’ of any prisoner already occupying a cell where another prisoner is to be placed.
- 1.4 Placements in shared cells are not to be approved simply on personal preferences or preferences by other occupant/s of the cell, although officers shall be mindful of the potential for conflict between occupants.

2. Definitions

- cell** Traditional cells, bedrooms, dormitories, wards and all other types of prisoner accommodation used to hold prisoners overnight within a Departmental facility.
- 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.
- shared cell** Any cell used to hold more than 1 prisoner. Refer also to the definition of ‘cell’.

TOMS (Total Offender Management Solution) An electronic database used to record and manage comprehensive information relating to prisoners which facilitates their effective management.

3. Shared cell risk assessment

- 3.1** In accordance with [Policy Directive 85 – Prisoner Reception Procedures](#), Reception officers shall complete a ‘Multiple Cell Occupancy – Risk Assessment’ Checklist upon a prisoner’s initial reception into prison at the commencement of each period of imprisonment in order for placement to be facilitated in a shared cell. All questions are to be completed by interviewing the prisoner as required. This checklist is to be completed regardless of whether the intended placement immediately following the prisoner reception process is to be in a single or shared cell.
- 3.2** Officers shall view information recorded on the prisoner’s ‘Medical Status’ module on TOMS when completing the ‘Multiple Cell Occupancy – Risk Assessment’ Checklist, to check for any health issues which may impact on a prisoner’s shared cell occupancy. Additional information may be sought from Health Services if required.
- 3.3** If any comment provided on the ‘Multiple Cell Occupancy – Risk Assessment’ Checklist is considered to justify an Alert ‘Not to Share Cell’, this is to be indicated on the Checklist (Question 5). A ‘Not to Share Cell’ Alert will be automatically activated, and the comments listed in Question 5 will auto-populate into the Alert details in the Alert Module.
- 3.4** The Designated Superintendent shall ensure that a prisoner’s ‘Not to Share Cell’ Alert is reviewed at such time as an Individual Management Plan (IMP) Review is being conducted (refer [Adult Custodial Rule 18 – Assessment and Sentence Management of Prisoners](#)). If the circumstances of the Alert have changed, the Designated Superintendent shall ensure a new ‘Multiple Cell Occupancy – Risk Assessment’ is to be completed and the alert is to be deactivated.
- 3.5** If any officer is made aware of a prisoner’s change of circumstance at any time which may affect the prisoner’s placement in a shared cell, the officer is to ensure that a ‘Multiple Cell Occupancy – Risk Assessment’ is completed. If no risk is deemed to be present, any existing ‘Not to Share Cell’ alert is to be deactivated.
- 3.6** Placements in shared cells are not to be approved simply on personal preferences or preferences by other occupant/s of the cell, although officers shall be mindful of the potential for conflict between occupants.

4. Upper bunk occupancy

- 4.1** Prior to placing a prisoner in an upper bunk, the officer facilitating the placement shall:
- 4.1.1** Check the prisoner’s ‘Medical Alerts’ tab in the Medical Status module on TOMS. No prisoner shall be allocated an upper bunk if ‘No’ is stated against ‘Fit for Upper Bunk’.
 - 4.1.2** Check the prisoner’s Alerts for any issues relevant to his or her placement in an upper bunk.

4.1.3 Explain to the prisoner the following:

- Only the ladder is to be used for entry and exit from the upper bunk
- The prisoner is to use 2 hands for stability at all times when using the ladder to enter or exit the upper bunk
- The ladder is not to be used as shelving or for any purpose other than to enter and exit the upper bunk
- Only mattresses of a standard thickness are to be used on the upper bunk
- Only 1 mattress is to be used on the upper bunk
- Only 1 prisoner is to use the upper bunk at any time.
- Only the prisoner who is allocated to the bunk is permitted to utilise the bunk
- Prisoners are not permitted to jump on or from the bunk
- Any defect detected in a bunk is to be reported to unit staff immediately.

4.1.4 Following the above instructions being given, the prisoner is required to demonstrate to the officer facilitating the placement that they are able to safely enter and exit the upper bunk, through a practical demonstration.

4.1.5 Following the completion of Sections 4.1.1 to 4.1.4 above, the officer facilitating the placement in the upper bunk is to complete the 'Upper Bunk Occupancy – Risk Assessment Checklist'.

4.2 Unit staff have a responsibility to ensure the prisoner allocated to the top bunk is the prisoner using that bunk and that the bunk and ladder are being used in an approved manner.

4.3 Bunks and ladders are to be inspected by unit staff regularly to ensure they remain in a suitable condition and that the prisoner occupying the bunk is adhering to the requirements of Section 4.1.3 above.

4.4 Incidents involving misuse or injuries resulting from accidents and usage of double bunks or other bed design must be reported in accordance with [Policy Directive 41 – Reporting of Incidents and Additional Notifications](#).

4.5 If any officer is made aware of a prisoner's change of circumstance at any time which may affect the prisoner's placement in an upper bunk, the 'Upper Bunk Occupancy – Risk Assessment Checklist' is to be reviewed and where necessary, the prisoner given a standard bed allocation (ie not an upper bunk).

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	7 January 2011	7 February 2011
2. Amended	13 April 2011	20 April 2011
2. Amended – PD 77 brought into PD 73 – Renamed ‘Shared Cell and Bunk Bed Occupancy - Procedures’	17 February 2015	5 March 2015