



Policy Directive 73

Bed and Cell Installation, Removal, Modification and Recording; Shared Cell and Bunk Bed Occupancy

Relevant instruments: [Prisons Act 1981](#)
[Prisons Regulations 1982](#)
[Report on Government Services, January 2014](#)

Table of contents

1.	Purpose.....	1
2.	Policy	1
3.	Scope.....	1
4.	Definitions	2
5.	Appendices	2
6.	Policy review.....	2
7.	Approval.....	2
8.	Policy sponsor.....	2
9.	Contact person.....	2
10.	Amendment history	3

1. Purpose

- 1.1 To establish clear requirements as to the installation, removal and recording of all prison beds throughout the State, which shall be applied consistently across the State and are mandatory for all prison and work camp facilities.
- 1.2 To ensure that cell placement decisions in regard to prisoners’ accommodation are made following a formal risk assessment process that adequately identifies prisoners’ suitability for shared cell or bunk bed accommodation.

2. Policy

- 2.1 The Department shall maintain professional counting practices in accordance with national standards with respect to the recording of beds within prisons and work camps. Further information regarding national standards can be located in the Department of Treasury’s [Report on Government Services](#), published January 2015.
- 2.2 Prisoners placed in shared cells and/or bunk beds shall be appropriately risk assessed before being placed in such an accommodation arrangement.

3. Scope

This Policy Directive and associated procedures apply to all public and privately operated prisons and work camps.

4. Definitions

cell Standard cells, bedrooms, dormitories, wards and all other types of prisoner accommodation used to hold prisoners overnight within a Departmental facility.

5. Appendices

- [Bed and Cell Installation, Removal, Modification and Recording – Procedures](#)
- [Shared Cell and Bunk Bed Occupancy – Procedures](#)
- [Appendix 1 – Certificate of Cell or Bed Modification](#)


6. Policy review

This policy is to be reviewed on a triennial basis. Appendices to this policy may be amended by the Deputy Commissioner Adult Justice Services as necessary.

7. Approval

Commissioner:

Signature:



Date:

17/2/2015

8. Policy sponsor

Assistant Commissioner Custodial Operations

Director Infrastructure Services

9. 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

10. 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, PD 77 included	17 February 2015	5 March 2015