



Procedures

Table of contents

1.	Introduction	1
2.	Definitions and abbreviations	1
3.	New prisoner reception intakes	3
4.	Specific prisoner cohorts	8
5.	Placement of prisoners.....	11
6.	Transfer of prisoners to/from other prisons	11
7.	Prisoners to/from court.....	13
8.	Transport of prisoners to/from medical appointments or hospital admissions	15
9.	New prisoner intake from hospital	16
10.	Interprison visits – Incoming and outgoing	17
11.	Incoming and outgoing prisoners – other	18
12.	Prisoner discharge	18
13.	Miscellaneous	19
14.	Approved.....	20
15.	Policy sponsor.....	20
16.	Contact person	20
17.	Amendment history	20

1. Introduction

1.1 Purpose

The purpose of these procedures is to establish standardised processes for Reception Officers who manage the receipt and discharge of prisoners from the prison.

These procedures are to be read in conjunction with [Policy Directive 82 – Prisoner Movements](#) and [Policy Directive 42 – Prisoner Property](#) where applicable, along with other instruments as referred to throughout these Procedures.

2. Definitions and abbreviations

ARMS	At Risk Management System
CBIS	The Community Business Information System (CBIS) is a business application used by Adult Community Corrections (ACC) staff and Offender Services staff to manage offenders in the community.
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 Prisons Act 1981 . Does not extend to the Officer in Charge of a prison.
New young offender	A prisoner aged 20 years or younger who has not previously been in an adult prison or has spent less than seven (7) days previously in an adult prison. An automatic alert and flag ‘Young Offender’ is raised on TOMS when a new young offender is received into prison.

OMI	Offender Movement Information (TOMS printout)
'Out of Country'	Aboriginal people consider their 'country' as the area (including the land, the people and creation) to which they have a spiritual connection. Being 'out of country' refers to Aboriginal prisoners being away from their country, as defined above.
Prisoner Management file	A file or group of files which is created regarding a particular prisoner for the purposes of prisoner management (ie Warrant File, Unit File, ACM File, Reception File etc). Documentation printed directly from TOMS which does not require a signature (of staff or prisoner) is not to be stored on a Prisoner Management File.
Reception officer	Reference to Reception officer(s) throughout this document refers to prison officer(s) undertaking any reception processes upon the receipt, transfer or discharge of a prisoner and does not refer only to those officers designated as Reception Officers.
Repeat young offender	A prisoner aged 20 years or younger who has previously spent more than 7 days in an adult prison. An automatic alert and flag 'Young Offender' is raised on TOMS when a Repeat Young Offender is received into prison.
Suicide Prevention (Gatekeeper) Training	A suicide prevention training package provided by the Department of Corrective Services designed to equip participants with the skills to identify and respond to people who are at risk of suicide.
Superintendent	The designated Superintendent, Deputy Superintendent, Assistant Superintendent or other prison officer (or in the case of a privately operated prison, any person) who is at the relevant time in charge of a prison.
TOMS	Total Offender Management Solution; the system used by the Department of Corrective Services (and staff at privately operated prisons) to record all prisoner details and their movements.
transsexual	A person who has a desire to live and be accepted as a member of the opposite sex. This desire is usually accompanied by a sense of discomfort with, or inappropriateness of, one's anatomic sex, and a wish to have surgery and hormonal treatment to make one's body as congruent as possible with one's preferred sex (per Diagnostic and Statistical Manual of Mental Disorders, 4 th Edition).
Warrant	A written order of a judicial body, including a Bring Up Order (includes Courts, Tribunals, Royal Commission, Crime and Corruption Commission). For further information regarding types of warrants authorising imprisonment, refer to Policy Directive 82 – Prisoner Movements and associated Procedures .
Young offender (TOMS Flag)	A flag indicating a prisoner aged 20 years or younger and is either a 'New Young Offender' or a 'Repeat Young Offender'. An automatic alert and 'Young Offender' flag is raised on TOMS when a Young Offender/New Young Offender is received into prison.

Young offender history

An automatic alert generated when a New Young Offender who has previously been in juvenile detention is received into an adult prison. Any previous alert details from juvenile detention will be shown on this alert.

3. New prisoner reception intakes

3.1 Background

3.1.1 Prisoners arriving at a prison are admitted and processed through Reception where:

- they are identified
- the bona-fides of the warrant or instrument authorising their imprisonment is established
- they are provided with verbal information pertaining to the induction process, prison rules and information
- any administrative and prison operational requirements are undertaken, and
- they are issued clothing and footwear.

3.1.2 Reception is the first point of contact between a prisoner and prison officer. For many prisoners this is a time of apprehension, misgivings and low self-esteem. For these reasons it is important that officers while processing, verifying and seeking information are mindful of the prisoner's mental and emotional condition.

3.2 Prison placement

3.2.1 Prison placement, upon initial reception, will be generally determined by the following:

- Males in the metropolitan area will be placed at Hakea Prison
- Females in the metropolitan area will be placed at Bandyup Women's Prison; and
- Males and females in the regional area will be placed at the nearest regional prison, with the exception of females from the Bunbury catchment area, who will be taken to Bandyup Women's Prison and not Bunbury Regional Prison.

3.2.2 In consultation with the relevant superintendents, initial placement may vary from the above rules if concerns are apparent (ie. security or health concerns).

3.2.3 The gender of the person will be determined by the gender indicated on the warrant or other instrument authorising the prisoner's imprisonment.

3.2.4 Subsequent placement in a prison will be determined in accordance with Adult Custodial Rule 18 – Assessment and Sentence Management of Prisoners and Section 4 where applicable.

3.3 Completion of reception intake

3.3.1 Upon the prisoner arriving at the prison, gate staff are to complete a 'Gate Offender Movement' on TOMS for the prisoner. Reception officers (or other officer delegated the responsibility) are then required to add the prisoner to the count on TOMS upon the prisoner's arrival at Reception.

- 3.3.2 Care shall be taken to ensure that a search of TOMS is undertaken to confirm that any previous TOMS record is used upon the prisoner's reception. A new TOMS ID should only be created when no previous record exists.
- 3.3.3 Upon the prisoner's arrival at Reception, Reception officers are to ask the prisoner for their particulars, including name and date of birth, to establish that the prisoner is the person referred to in the warrant or other instrument authorising the person's imprisonment. Further information regarding the identification of prisoners from court and the validity of warrants can be located in [Policy Directive 82 – Prisoner Movements](#) and associated [Procedures](#).
- 3.3.4 After entering the prisoner on to the prison's count, Reception officers shall interview the prisoner to ascertain the following and enter details onto TOMS in the 'Receiving' Module:
- Prisoner's name including any aliases and alternative dates of birth used.
 - Description, including height, weight, language, ethnicity (including Indigenous status, refer [Section 3.4](#) below), distinguishing marks (eg. tattoos, scars) etc.
 - Most recent residential address (including last permanent residential address if the prisoner is from overseas).
 - Contact details of at least 2 Contact Persons (Next of Kin) including address, phone number and relationship to the prisoner. Two contact persons are required to ensure that, in the event of an emergency, at least 1 valid contact is available. If 2 Contact Persons are not able to be collected from the prisoner at the time of initial reception, Reception officers are to add an 'Offender Note' reflecting that the prisoner was unable to supply this information and why.
 - Demographics, including most recent occupation, education level, qualifications, marital status, religion and citizenship status; and
 - Gang associations and details, if applicable.
- 3.3.5 Reception officers shall complete a 'Multiple Cell Occupancy – Risk Assessment' Checklist in order for placement to be facilitated in a shared cell. All questions are to be completed by interviewing the prisoner as required, and referring to current TOMS Alerts. 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. Where a prisoner is to be allocated an upper bunk, a risk assessment shall be completed. Refer [Policy Directive 77 – Shared Cell and Bunk Bed Accommodation](#) for processes regarding shared cells and bunk bed accommodation.
- 3.3.6 Staff shall ensure that all of the above information is obtained accurately and respectfully.
- 3.3.7 In the event that a new intake prisoner has previously been in prison custody, and the above information has formerly been requested and entered on TOMS, the Reception officer must ensure that all information is reviewed by asking the prisoner if the details are still current, particularly in respect to their most recent residential address, contact persons and demographics.
- 3.3.8 Reception officers shall ensure that a photo is taken of all new prisoners, whether the prisoner has been previously in prison custody or not. The prisoner is to be

photographed (head and shoulders only) in such a way as to capture a minimum amount of background. The prisoner is not to wear any headwear and is to be photographed facing the camera.

- 3.3.9 In the event a prisoner is received into prison with an active 'Vigil' flag, Reception officers shall ensure that contact is made with staff identified in the alert and additional action taken, as specified in the flag.

3.4 Recording a prisoner's Indigenous and 'Home Country' status

- 3.4.1 When ascertaining the prisoner's Indigenous status, Reception officers shall ask the prisoner if he/she is of Aboriginal or Torres Strait Islander Origin (in accordance with Australian Bureau of Statistics (ABS) requirements). If a person is of both Aboriginal and Torres Strait Islander origin, this option is to be chosen in the prisoner's 'Description' section on TOMS.

- 3.4.2 Guidelines developed by the ABS to facilitate accurate data collection on Aboriginality highlight that:

- Aboriginality should never be inferred from a person's appearance;
- If a person says they are an Aboriginal they should be recorded as such even if they do not 'look' Aboriginal;
- If a person says they are not Aboriginal they should be recorded as not Aboriginal even if they 'look' Aboriginal; and
- A person cannot be compelled to answer the question.

- 3.4.3 Prisoners identifying as of Aboriginal or Torres Strait Islander decent are to be asked to identify where their 'Home Country' is (either Aboriginal region of Western Australia or interstate). This is to be recorded in the 'Home Country' drop down box in 'Description' in the 'Receiving' module on TOMS.

3.5 'At Risk Management System – Reception Intake Assessment'

- 3.5.1 In accordance with Policy Directive 32 - At Risk Management System and the ARMS Manual, upon initial reception into prison, each prisoner is to be screened by a Reception officer for signs that the prisoner is, or may be, at risk by completing the 'At Risk Management System – Reception Intake Assessment' on TOMS.
- 3.5.2 In accordance with the [ARMS Manual](#), Reception officers who are completing the 'At Risk Management System – Reception Intake Assessment' as to the prisoners thoughts of suicidal and/or self harm ideation must, where practicable, have successfully completed Suicide Prevention (Gatekeeper) Training.
- 3.5.3 The 'At Risk Management System – Reception Intake Assessment' and AMR1012 are screening instruments and therefore not a comprehensive assessment of all potential suicide/self-harm factors. This would be impracticable given the constraints on time and the available information. However they do offer guidance as to when a prisoner may be at risk and are an important part of the process.
- 3.5.4 Any documentation arriving with the prisoner containing any information regarding the prisoner's risk shall be used to inform the Reception officer of any risk posed by/to the prisoner. These documents are to be filed upon the completion of the 'At Risk Management System – Reception Intake Assessment' on a Prisoner Management File (refer [Section 3.7.7](#) below).

- 3.5.5 The Designated Superintendent shall ensure that Reception officers check the prisoner's CBIS record from TOMS, where applicable, to ensure that any risk factors included on the CBIS database are taken into account when assessing a prisoner's risk. Particular note should be taken of the prisoner's CBIS annotations on the prisoner's CBIS profile, and Alerts on the prisoner's CBIS Summary page.
- 3.5.6 If it is considered that a prisoner may be at risk to self it is incumbent upon the Reception officer to commence the At Risk Management (ARMS) process by placing an ARMS Referral on the TOMS ARMS Module. Refer to the [ARMS Manual](#) for information regarding the ARMS Referral process on TOMS and further requirements for the management of prisoners deemed at risk. Placement of prisoners referred to ARMS in accordance with the above process shall be made in line with [Section 5.1.3](#).

3.6 Medical screening

- 3.6.1 Upon completion of the reception intake process on TOMS, including the completion of the 'At Risk Management System – Reception Intake Assessment', the prisoner shall receive a full health screen, conducted by Health Services staff.
- 3.6.2 As part of this assessment, and in accordance with Policy Directive 32 - At Risk Management System and the ARMS Manual, health services staff will complete the AMR1012 Adult Initial Health Screen. When completing this form, if at any stage it is considered that the prisoner may be at risk, and the prisoner has not already been placed on ARMS by Reception staff, Health Services staff are required to refer the prisoner to ARMS via the TOMS ARMS Module.

3.7 Other reception processes

- 3.7.1 Reception officers shall ask remand status prisoners if they wish to work while imprisoned. If the prisoner wishes to work, the prisoner shall sign a statement to this effect.
- 3.7.2 Reception officers shall ensure that the prisoner receives an opportunity to telephone their next of kin or other suitable person to advise them of their imprisonment.
- 3.7.3 Body piercings shall be required to be removed in accordance with Policy Directive 42 – Prisoner Property.
- 3.7.4 Prisoners on remand with bail/surety set will be given a reasonable number of calls for the purposes of arranging a surety to secure their release. During lockup hours, a prisoner is to be given an opportunity to call a person for the above reason from Reception, prior to placement in a unit/cell. During unlock hours, these calls may be made with the assistance of Unit officers within the prisoner's placement Unit.
- 3.7.5 Searches of prisoners shall be conducted in accordance with Policy Directive 26 – Searches. Accordingly, it is mandatory that prisoners are strip searched on first receipt into prison.
- 3.7.6 Reception officers shall ensure that each new prisoner showers and uses lice shampoo. All civilian clothing shall be removed, recorded and stored in accordance with [Section 3.8](#). Prisoners shall be issued with prison issue clothing in accordance with [Policy Directive 19 – Prisoner Hygiene – Personal, Clothing and Bedding](#).

- 3.7.7 Reception officers shall ascertain the literacy level of each prisoner. In the event that a prisoner cannot read or write English, Reception officers shall ensure that assistance is provided to ensure that the prisoner understands what is expected from him/her (refer also [Section 4.4](#)).
- 3.7.8 Reception officers are to raise a Prisoner Management File for the prisoner's living Unit. The File shall contain, as a minimum:
- Two (2) photographs of the prisoner for use by Unit staff
 - A copy of the prisoner's warrant or other instrument authorising their imprisonment (the original is to be forwarded to the Movements Officer)
 - Any paperwork accompanying the prisoner upon their reception, including custody handover paperwork from the contracted transport provider, Western Australia Police or Departmental staff (if the prisoner has been placed on ARMS, relevant paperwork to be included in the ARMS File is specified in the [ARMS Manual](#)).
- 3.7.9 Upon a placement decision being made in accordance with these procedures, the Prisoner Management File discussed in [Section 3.7.8](#) is to be forwarded to the receiving Unit. Prisoner Management Files are to accompany the prisoner from one Unit to another until discharge, where the File will be forwarded to the Corporate Records Branch for archiving and storage.
- 3.7.10 Any injuries evident during the reception process are to be reported to Health Services staff immediately (or in their absence, the superintendent). The Designated Superintendent shall ensure that photographs are taken of any significant injuries.
- 3.7.11 Reception officers shall ensure that all prisoners receive a 'Where to From Here' booklet containing information regarding support services upon their entry into prison. If it has been ascertained that the prisoner had literacy difficulties (refer [Section 3.7.7](#) and [Section 4.4](#)) Reception officers shall make arrangements for the prisoner to have relevant information explained to them, which may include requesting assistance from Peer Support prisoners, or translating services.
- 3.7.12 In the event that a new prisoner is received after office hours (ie. after the Movements Officer departs for the day or on weekends), the superintendent shall ensure that, where the prisoner is due for discharge or for a court appearance the next day or next business day, the prisoner is added to the Transfer and Discharge Sheet.
- 3.8 Property upon reception**
- 3.8.1 As soon as practicable after the prisoner's reception, authorised Reception officers shall, in the presence of the prisoner where possible, undertake an inventory of the prisoner's property, including valuable property, in accordance with [Policy Directive 42 – Prisoner Property](#) (PD 42) and associated procedures.
- 3.8.2 Prisoners shall be advised that property not stored by the prison in accordance with PD 42 must be signed out or otherwise dealt with in line with PD 42.
- 3.8.3 Prisoners shall be advised not to loan or borrow any property to/from other prisoners, and that any property items in their possession are their responsibility and the Department will not be liable for its loss or damage. Prisoners are to be further advised that they may be held liable for damage to any Departmental property and shall be required to sign a statement to this effect.

3.8.4 The further management, recording and issuing of a prisoner's property shall be conducted in accordance with PD 42 and associated procedures.

3.9 Placement options

The placement of new prisoners within the prison shall be undertaken in accordance with [Section 5](#).

3.10 Prisoner orientation

3.10.1 The prison will provide sufficient information to new prisoners for their immediate needs until their formal orientation commences.

3.10.2 In accordance with Policy Directive 18 – Prisoner Orientation, prisoners will be given Stage One Orientation within one (1) day of their arrival into prison.

4. Specific prisoner cohorts

4.1.1 The Department of Corrective Services acknowledges that the prison population is diverse and that certain cohorts of prisoners have special needs. This section discusses some cohorts of prisoners which have identified needs. The management and placement of these prisoner cohorts should give consideration to the specific needs and differences that they may experience whilst in prison. Policy Directives and other instruments referenced within this section should be read and applied in their entirety.

4.2 Aboriginal and Torres Strait Islander prisoners

4.2.1 Prisoners identifying as of Aboriginal and/or Torres Strait Islander descent are to be asked where they consider their 'home country' to be, in line with [Section 3.4](#).

4.2.2 Reception staff should be mindful of the history of Aboriginal people and the diversity of their communities. The needs of Aboriginal prisoners should be assessed in accordance with this document while ensuring that appropriate cultural support is provided where a need is identified.

4.3 Female prisoners

4.3.1 Female prisoners may have their own unique issues when imprisoned. Reception officers should be vigilant to issues or concerns these women may have in regard to their families or children who are residing in the community.

4.3.2 Reception officers should be mindful that female prisoners are often the primary caregivers of children. On reception, if appropriate, additional telephone calls should be provided to the prisoner to make any necessary arrangements, if deemed appropriate, or referrals made to appropriate support services.

4.3.3 Additional information in relation to female offenders and the strategic management of female prisoners can be located in the [Female Offender Policy](#) and the [Female Prisoner Plan 2012-2022](#).

4.4 New prisoners

4.4.1 New prisoners are considered to be at an elevated risk upon entering prison, and this risk can be further increased upon transfer away from their community, friends and family. In the event of transfer, an automatic referral to the Prison Counselling Service (PCS) will be made in the following circumstances:

- Where any prisoner who has spent less than three (3) months in an adult prison is being transferred between regional prisons or from a regional prison

to Casuarina Prison, Hakea Prison, Acacia Prison or Bandyup Women's Prison; and

- Where any 'Young Offender' is being transferred between regional prisons or from a regional prison to Casuarina Prison, Hakea Prison or Bandyup Women's Prison.

4.5 Prisoners with difficulties communicating in English

- 4.5.1 The initial period of imprisonment can be unsettling for all prisoners, where a prisoner has difficulties communicating in English it may be particularly distressing. It is important that upon reception or transfer to a prison, prisoners are provided with information in a language they understand.
- 4.5.2 Prisons shall ensure that prisoners are screened as to their literacy upon their reception into prison. Additional services should be provided in accordance with [Language Services Policy and Practical Guidelines 2002](#).

4.6 Non-Australian citizens

- 4.6.1 Prisoners who identify themselves as other than an Australian citizen shall be advised of their entitlements, in accordance with [Policy Directive 38 – Notification to Consulate by Non-Australian Prisoners](#) (PD 38), in regards to contact with the relevant Consulate.
- 4.6.2 In accordance with PD 38, Reception officers shall make a notation in the prisoner's Offender Notes detailing that the prisoner has been advised of their entitlements.

4.7 Transsexual prisoners

- 4.7.1 Initial placement will be facilitated in accordance with [Section 3.2](#).
- 4.7.2 Where a prisoner received into the prison system claims to be transsexual or where staff identify the prisoner as transsexual, the prisoner is to be housed in a single cell with separate shower and ablution facilities until a placement decision is made in accordance with [Adult Custodial Rule 18 - Assessments and Sentence Management of Prisoners](#).

4.8 'New Young Offenders' and 'Young Offenders'

- 4.8.1 The terms 'New Young Offender', 'Young Offender' and 'Repeat Young Offender' are as defined in [Section 2](#).
- 4.8.2 All staff need to be aware that care should be taken to ensure that the assessment and placement of Young Offenders (Repeat Young Offenders and New Young Offenders) is undertaken expeditiously and that particular attention is paid to the person's potential vulnerability.
- 4.8.3 When prisoners are transferred directly from Banksia Hill Detention Centre to an adult prison, their records will be transferred with him/her.
- 4.8.4 If a juvenile detainee (New Young Offender) is released from Banksia Hill Detention Centre and at a subsequent date is admitted to an adult prison, the prison's Reception officer shall send a facsimile request to Banksia Hill Detention Centre for information on the prisoner. The prisoner is required to endorse the [request](#) giving consent for his/her juvenile records to be accessed (see facsimile at [Appendix 1](#)).
- 4.8.5 Banksia Hill Detention Centre will advise if the prisoner is known or unknown to Juvenile Custodial Services by completing Youth Custodial Rule 406 – Appendix 1

and returning it via facsimile to the requesting prison. Youth Custodial Rule 406 – Appendix 1 will contain the following, if the prisoner is known to Youth Custodial Services:

- Discharge information
- Known detention centre/community self harm or suicidal behaviour
- Emotional state during last admission
- Significant behavioural problems in custody
- Known concerns on prison placement/other relevant information
- Recent psychological involvement in custody (and contact person)
- Known medical conditions

- 4.8.6 The information provided by Youth Custodial Services is to be used by the Reception officer in determining suitable placement for the prisoner. Paperwork received from Youth Custodial Services shall be filed in a Prisoner Management File.
- 4.8.7 Any information provided by Youth Custodial Services concerning recent psychological involvement in juvenile custody or known medical conditions should also be passed to the relevant medical staff as soon as is practicable.
- 4.8.8 The prison's superintendent may request that a Youth Custodial Officer who is known to the prisoner attend the prison to assist in managing a new prisoner. In accordance with [Juvenile Custodial Rule No. 409 - Discharge of Detainees Aged 17 Years and Over](#), Banksia Hill Detention Centre's superintendent will comply with this request as soon as it is practicable to do so.
- 4.8.9 An alert 'Young Offender History' will self-populate when a Young Offender with a juvenile detention history is received into an adult prison. This alert is to be reviewed by Reception staff when determining at risk status and placement within the prison.
- 4.8.10 In the event a young offender with a current juvenile supervision order is charged for additional criminal offences and received into prison, an automatic notification is sent to the relevant Youth Justice Officer (YJO) by the Western Australia Police. Subsequently, a YJO may make contact with the prison to facilitate support for the prisoner or their family during the prisoner's imprisonment.

4.9 Prisoners charged with or convicted of violent or sexual offences against children

In accordance with [Adult Custodial Rule 7 – Communications – Visits](#), upon receipt to a prison, all prisoners' current charges, convictions and prior offence histories (if known) shall be checked for violent and/or sexually related offences committed against children aged 17 years or under. Where an offence of this nature is present, the prisoner will be classified as a 'Restricted Category' prisoner and the superintendent shall ensure the 'Restricted Visits' alert on TOMS is applied. Specification that the prisoner is permitted **no** visits with children and the justification for the application of the alert is to be recorded in the alert notes on TOMS.

4.10 Protection prisoners

On admission to prison, the Reception officer is to assess whether the prisoner appears to be in need of protection. Identification, placement and subsequent management of protection prisoners shall occur in accordance with [Operational Instruction 4 - Management of Prisoner Requiring Protection](#).

5. Placement of prisoners

5.1 Placement within the receiving prison

- 5.1.1 Placement within the receiving prison, following placement in accordance with [Section 3.2](#), is to be decided by Reception officers in conjunction with the superintendent or designated Senior Officer where necessary.
- 5.1.2 Placement in a prison will be determined in accordance with [Section 4](#) where applicable.
- 5.1.3 Placement decisions shall be made in accordance with Policy Directive 32 - At Risk Management System and the ARMS Manual in line with the assessed risk as determined by Reception officers, the superintendent and/or medical staff upon the completion of the prisoner's 'At Risk Management System - Reception Intake Assessment' and the AMR1012 Adult Initial Health Screen as appropriate.
- 5.1.4 The Designated Superintendent shall ensure that Reception officers check the prisoner's CBIS record from TOMS, where applicable, to ensure that any information which may influence the placement of the prisoner included on the CBIS database is taken into account when making a decision as to the prisoner's placement within the prison.
- 5.1.5 The information collected from the prisoner, their warrant or other instrument authorising their imprisonment and any other information sourced (including from external sources such as WA Police or media outlets) is to be used by the Reception officer in determining suitable placement for the prisoner within the receiving prison.

6. Transfer of prisoners to/from other prisons

Interprison transfers involve the transfer of prisoners and their property from one prison to another. These transfers occur between metropolitan and/or regional prisons. Transfers must occur in accordance with [Adult Custodial Rule 18 - Assessments and Sentence Management of Prisoners](#).

6.1 To another prison

- 6.1.1 On receiving advice that a prisoner is to be transferred to another prison, Reception officers shall gather all Prisoner Management Files (refer [Section 2](#) for definition) from various locations in the prison and:
 - Offender Movement Information (OMI) sheet
 - ARMS or SAMS Observation and Interaction – Offender in Transit sheet (if prisoner has an active ARMS or SAMS alert)
 - Any medication required during the transfer and instructions for dosage (as per the OMI, if required while the prisoner is absent from prison)

- Reception paperwork (including custody handover documents from transport provider)
 - All property (including clothing and valuable property) and corresponding 'Offender Property Sheet – 220'.
- 6.1.2 Reception officers are to confirm the identity of each prisoner against their OMI prior to prisoners leaving the prison.
- 6.1.3 The prisoner's Prisoner Management Files and where applicable, any medication required during the transfer placed in envelopes bearing:
- Name of prisoner
 - Destination
 - Prison transferred from; and
 - Prison transferred to.
- 6.1.4 If overnight stay at a lockup is required while the prisoner is in transit to another prison, a 'Placement of Prisoners at Lock-ups Form' in accordance with [Policy Directive 4 – Placement of Prisoners in Lockups](#) is required to be completed.
- 6.1.5 Prisoners are to wear prison issue clothing on all inter-prison escorts.
- 6.1.6 Prisoners being transferred to another prison shall be searched in accordance with Policy Directive 26 – Searches. Care shall be taken to ensure that prisoners who have been searched have no opportunity to secrete contraband prior to embarkation onto the escort vehicle. Prisoners who have been searched are not to be secured with prisoners who have not been searched under any circumstances.
- 6.1.7 Property being transferred with a prisoner to another prison is to be managed in accordance with Policy Directive 42 – Prisoner Property and Policy Directive 82 – Prisoner Movements. Prison library materials are to be removed from the prisoner's possession and managed in accordance with Policy Directive 21 – Provision of Library Services.
- 6.2 From another prison**
- 6.2.1 Upon the prisoner arriving at the prison, officers are to complete a 'Gate Movement' for the prisoner and add the prisoner to the count on TOMS.
- 6.2.2 On arrival from another prison all Prisoner Management Files (refer Section 2 for definition) shall accompany the prisoner, along with the following;
- Offender Movement Information (OMI) sheet
 - ARMS or SAMS Observation and Interaction – Offender in Transit sheet (if prisoner has an active ARMS or SAMS alert)
 - Reception paperwork (including custody handover documents from transport provider)
 - All property (including clothing and valuable property) and corresponding 'Offender Property Sheet – 220'.
- 6.2.3 Reception officers are to confirm the identity of each prisoner against their OMI prior to prisoners being accepted into the prison.

- 6.2.4 If Prisoner Management Files or other paperwork as listed above are not present upon the prisoner's receipt into the receiving prison, Reception officers shall contact the sending prison to locate the missing files and paperwork.
- 6.2.5 Reception officers shall ensure that the prisoner's Offender Movement Information (OMI) sheet and associated paperwork from the sending prison is checked to confirm:
- security rating
 - destination
 - any medication requirements
 - if the ARMS or SAMS Observation and Interaction – Offender in Transit sheet (if prisoner has an active ARMS or SAMS alert) has been filled out in line with their ARMS Risk Management Plan
 - date of discharge or court appearance; and
 - place of discharge or court appearance.
- 6.2.6 Prisoners being received from another prison shall be searched in accordance with Policy Directive 26 – Searches.
- 6.2.7 On completion of the escort, information contained within the ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be entered into the TOMS ARMS Module 'Supervision Log' by the Reception officer. The ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be filed on the prisoner's ARMS/SAMS File.
- 6.2.8 Placement within the receiving prison is to be decided by Reception officers in conjunction with the superintendent or designated Senior Officer where applicable. Placement in a prison will be determined in accordance with [Section 4](#) where applicable.
- 6.2.9 Upon a placement decision being made in accordance with these procedures, the Prisoner Management File discussed in [Section 3.7.7](#) is to be forwarded to the receiving Unit. Prisoner Management Files are to accompany the prisoner from one Unit to another until discharge, where the File will be forwarded to the Corporate Records Branch for archiving and storage.
- 6.2.10 Property being received with a prisoner from another prison is to be managed in accordance with Policy Directive 42 – Prisoner Property and Policy Directive 82 – Prisoner Movements.
- 6.2.11 Health Services clinicians will review prisoners' health summary and medical records as soon as possible after arriving at the new location.

7. Prisoners to/from court

7.1 To court

- 7.1.1 Reception officers each day will ensure that prisoners due to attend court are present in Reception promptly for transportation to court. Reception officers shall gather the following for each prisoner:
- Offender Movement Information (OMI) sheet

- Warrant, Bring Up Order or other instrument authorising their court appearance
- ARMS or SAMS Observation and Interaction - Offender In Transit sheet (if prisoner has an active ARMS or SAMS alert)
- Medication and instructions for dosage (as per the OMI, if required while the prisoner is absent from prison); and
- An ARMS or SAMS Supervision Log if the prisoner has an active ARMS or SAMS alert.

- 7.1.2 Reception officers are to confirm the identity of each prisoner against their OMI prior to prisoners leaving the prison.
- 7.1.3 Each prisoner shall be strip searched in accordance with Policy Directive 26 – Searches and dressed in their civilian clothing (refer also Section 7.1.5 below). A record of the clothing worn to court will be made. Care shall be taken to ensure that prisoners who have been searched have no opportunity to secrete contraband prior to embarkation onto the escort vehicle. Prisoners who have been searched are not to be secured with prisoners who have not been searched under any circumstances.
- 7.1.4 Prisoners who are attending court often need to take documents relating to their appearance with them to court, particularly in cases where the prisoner is representing themselves in the proceedings. Prisoners shall be permitted to take personal documents from the prison when appearing in court for this purpose.
- 7.1.5 Prison issue clothing will not be permitted to be worn to court unless circumstances prevent the prisoner from wearing civilian clothing and he/she is a sentenced prisoner.
- 7.1.6 If the prisoner's appearance has changed significantly since the prisoner was photographed for their TOMS ID (ie. hair colour, weight gain/loss, facial hair etc), or more than 12 months has passed since their last photograph, a new photograph of the prisoner is to be taken.
- 7.1.7 Reception officers are to ensure that escorting officers are made aware of any security concerns not stated on the prisoner's OMI, including 'Protection' status and pregnancy to enable the prisoner to be managed accordingly.

7.2 From court (returns)

- 7.2.1 Reception officers are to ensure that the following documentation accompanies all prisoners returning from court:
- Offender Movement Information (OMI) sheet
 - Warrant, Bring Up Order or other instrument authorising their imprisonment if the prisoner was not listed as having a 'Return Order'
 - ARMS or SAMS Observation and Interaction - Offender In Transit sheet (if prisoner has an active ARMS or SAMS alert)
 - Relevant handover documentation from escorting officers.
- 7.2.2 Reception officers are to confirm the identity of each prisoner against their OMI prior to prisoners being accepted into the prison.
- 7.2.3 If the prisoner has a 'Return Order' and returns with no other warrant or instrument authorising their imprisonment, Reception officers are to ensure that there is an

active warrant or instrument in the prison authorising their imprisonment in accordance with [Policy Directive 82 – Prisoner Movements](#).

- 7.2.4 Each prisoner shall be strip searched in accordance with Policy Directive 26 – Searches and dressed in prison issue clothing. The prisoner’s civilian clothing shall be checked against the record of the clothing worn to court.
- 7.2.5 Reception officers are to be vigilant for any signs of risk displayed by prisoners, particularly if a prisoner has had a significant court appearance (ie. committal, conviction, or sentencing) or the prisoner has returned from court worse off than expected (ie. denied bail, given a custodial sentence or long sentence) in accordance with the [ARMS Manual](#).
- 7.2.6 On completion of the escort, information contained within the ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be entered into the TOMS ARMS Module ‘Supervision Log’ by the Reception officer. The ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be filed on the prisoner’s ARMS/SAMS File.
- 7.2.7 In the event that a new prisoner is received after office hours (ie. after the Movements Officer departs for the day or on weekends), the superintendent shall ensure that, where the prisoner is due for discharge or for a court appearance the next business day, the prisoner is added to the Transfer and Discharge Sheet.

7.3 Releasing a prisoner from court

- 7.3.1 In the event that a prisoner requires release from court, refer to Policy Directive 82 – Prisoner Movements.
- 7.3.2 Upon a prisoner’s release, it is the Reception officers’ responsibility to locate all Prisoner Management Files from throughout the prison and forward them to Corporate Records Branch for storage.

8. Transport of prisoners to/from medical appointments or hospital admissions

- 8.1.1 Reception officers each day will ensure that prisoners are present in Reception promptly for transportation to a medical appointment or hospital admission.
- 8.1.2 Reception officers shall gather the following for each prisoner:
- Offender Movement Information (OMI) sheet;
 - Medical Appointment Advice signed by the superintendent;
 - Medication and instructions for dosage (as per the OMI, if required while the prisoner is absent from prison); and
 - ARMS or SAMS Observation and Interaction – Offender In Transit sheet (if the prisoner has an active ARMS or SAMS alert).
- 8.1.3 Reception officers are to confirm the identity of each prisoner against their OMI prior to prisoners leaving the prison.
- 8.1.4 Each prisoner shall be searched in accordance with Policy Directive 26 – Searches. Prisoners are to wear prison issue clothing to all medical hospital appointments or hospital admissions. Care shall be taken to ensure that prisoners who have been searched have no opportunity to secrete contraband prior to

embarkation onto the escort vehicle. Prisoners who have been searched are not to be secured with prisoners who have not been searched under any circumstances.

- 8.1.5 If the prisoner's appearance has changed significantly since the prisoner was photographed for their TOMS ID (ie. hair colour, weight gain/loss, facial hair etc), or 12 months has passed since their last photograph, a new photograph of the prisoner is to be taken.
- 8.1.6 Reception officers are to ensure that escorting officers are made aware of any security concerns not stated on the prisoner's OMI, including 'Protection' status and pregnancy to enable the prisoner to be managed accordingly.
- 8.1.7 In the event that a prisoner refuses to attend an external medical appointment upon arriving at Reception, Reception officers are to request that the prisoner completes a 'Refusal to Attend a Medical Appointment' form (MR057). The form must be completed in full, including the reasons for the refusal and the prisoner's signature. If the prisoner refuses to sign the form, the form is to be noted with 'Refused to Sign' and witnessed by 2 officers. Completed forms are to be forwarded to the prison's Health Centre by the end of the day's shift.
- 8.1.8 Upon return from a medical appointment or hospital admission, Reception officers are to be vigilant for any change in prisoners' at risk status which may be influenced by their medical status, treatment or recent diagnosis in line with the [ARMS Manual](#).
- 8.1.9 Upon return from a medical appointment, if the prisoner has departed the prison but subsequently then refuses to attend a medical appointment, escorting staff shall inform the Reception officers of the refusal. In all cases where escorting officers have advised Reception officers of a refusal, the 'Refusal to Attend a Medical Appointment' Form is to be completed by Reception officers and forwarded to Health Services as detailed in Section 8.1.7 above.
- 8.1.10 On completion of the escort, information contained within the ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be entered into the TOMS ARMS Module 'Supervision Log' by the Reception officer. The ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be filed on the prisoner's ARMS/SAMS File.
- 8.1.11 Any documentation accompanying the prisoner from the external health services provider shall be provided to the prison's Health Services staff in accordance with the directions contained within [Policy Directive 82 – Prisoner Movements](#).
- 8.1.12 The superintendent is to liaise with Health Services staff in regards to determining the suitable placement for prisoners **returning from a hospital admission**.

9. New prisoner intake from hospital

This section applies where a prisoner is received into prison following a bed-side hearing, hospital admission or admission to hospital following court appearance.

9.1 Reception process and completion of 'At Risk Management - Reception Intake Assessment'

- 9.1.1 In accordance with Policy Directive 82 – Prisoner Movements, within 24 hours after being advised of a new prisoner located at a hospital or medical facility, the receiving prison must send Reception staff to that location to manually complete the reception process, including the At Risk Management System – Reception

Intake Assessment (ARMS-RIA), and gather any other pertinent prisoner information (description, address, contact persons, demographics, etc.).

- 9.1.2 DCS staff completing the relevant paperwork shall also issue appropriate prison clothing and toiletries as per prison local orders.

9.2 Reception process upon the prisoner's receipt at prison

Upon receipt of the prisoner at a prison following the prisoner's discharge from hospital, the following is to apply:

- 9.2.1 The officers transporting the prisoner to the prison from hospital (the Contractor, Police, Emergency Services Group or prison staff) will hand over an original warrant or order for the continued custody of the prisoner along with completed relevant risk forms detailing any behaviour displayed by a prisoner which may warrant attention in regards to a prisoner's risk.
- 9.2.2 The prisoner's reception information and 'At Risk Management – Reception Intake Assessment' must be reviewed on TOMS. This will ensure that any changes to the prisoner's circumstances since the manual reception process at the medical facility are reflected in the prisoner's details on TOMS. If the prisoner is deemed 'at risk' at this stage, a referral must be made on TOMS in line with current procedures (refer DCS ARMS Manual).
- 9.2.3 Any processes discussed in [Section 3.7](#) which were not previously completed are to be carried out before the prisoner is placed within the prison.
- 9.2.4 Any documentation accompanying the prisoner from the external health services provider shall be provided to the prison's Health Services staff in accordance with the directions contained within [Policy Directive 82 – Prisoner Movements](#).
- 9.2.5 The superintendent is to liaise with Health Services staff in regards to determining the suitable placement for prisoners returning from a hospital admission.

10. Interprison visits – Incoming and outgoing

- 10.1.1 Reception officers each day will ensure that prisoners listed on the Transfer and Discharge Sheet as requiring transportation for interprison visits approved in accordance with [Adult Custodial Rule 7 – Communication – Visits](#) are present in Reception promptly for transportation. Reception officers shall gather the following for each prisoner:
- Offender Movement Information (OMI) sheet
 - ARMS or SAMS Observation and Interaction – Offender In Transit sheet (if the prisoner has an active ARMS or SAMS alert)
 - Medication and instructions for dosage (as per the OMI, if required while the prisoner is absent from prison); and
 - An ARMS or SAMS Supervision Log if the prisoner has an active ARMS or SAMS alert.
- 10.1.2 Reception officers are to confirm the identity of each prisoner against their OMI prior to prisoners leaving the prison.
- 10.1.3 Each prisoner shall be searched in accordance with Policy Directive 26 – Searches. Prisoners are to wear prison issue clothing to all interprison visits. Care shall be taken to ensure that prisoners who have been searched have no

opportunity to secrete contraband prior to embarkation onto the escort vehicle. Prisoners who have been searched are not to be secured with prisoners who have not been searched under any circumstances.

- 10.1.4 If the prisoner's appearance has changed significantly since the prisoner was photographed for their TOMS ID (ie. hair colour, weight gain/loss, facial hair etc), or 12 months has passed since their last photograph, a new photograph of the prisoner is to be taken.
- 10.1.5 Reception officers are to ensure that escorting officers are made aware of any security concerns not stated on the prisoner's OMI, including 'Protection' status and pregnancy to enable the prisoner to be managed accordingly.
- 10.1.6 Upon return from an interprison visit, Reception officers are to be vigilant for any change in prisoners' at risk status which may be influenced by their recent visit, including relationship breakdown or other such event.
- 10.1.7 On completion of the escort, information contained within the ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be entered into the TOMS ARMS Module 'Supervision Log' by the Reception officer. The ARMS or SAMS Observation and Interaction – Offender in Transit sheet is to be filed on the prisoner's ARMS/SAMS File.

11. Incoming and outgoing prisoners – other

- 11.1.1 Prisoners shall be, as a minimum, pat searched upon exiting and entering prison for the purposes of attending external activities, in accordance with [Policy Directive 26 – Searches](#).
- 11.1.2 Prisoners shall be permitted to wear suitable clothing as determined by the designated Superintendent. If civilian clothing is to be worn, a record of the clothing will be made upon the prisoner's exit from prison. Upon the prisoner's return, the clothing will be checked against the record of clothing made before the prisoner is required to dress in prison issue clothing.
- 11.1.3 Prisoners attending external medical appointments or admissions to hospital will be required to wear prison issued clothing.
- 11.1.4 Female prisoners shall be permitted to take sanitary products with them on transfers or appointments, particularly when long distance travel is required. Sanitary items will be issued as a female prisoner leaves prison as required.
- 11.1.5 Prisoners may be issued with some personal cash from their Prisoner's Personal Cash Account (PPCA) for necessities while absent from prison for certain activities, as determined by the designated Superintendent. Any money returning with a prisoner upon the conclusion of the external activity or Re-Integration Leave is to be deposited with the cashier.
- 11.1.6 If money is brought into prison upon a prisoner's return from Re-Integration Leave or any other such leave that the prisoner did not depart prison with, it is to be deposited with the cashier and frozen until the prisoner's discharge from prison. If necessary, the prison's Security Manager should be notified.

12. Prisoner discharge

- 12.1.1 This section is to be read in conjunction with Policy Directive 37 – Discharge of a Prisoner.

- 12.1.2 Reception officers are to check the prisoner's identity against the OMI or photograph held in TOMS for the prisoner being discharged.
- 12.1.3 Reception officers are to ensure that a prisoner being discharged has signed a copy of their parole or bail paperwork or any other relevant instrument permitting the prisoner's discharge, as applicable. Reception officers are to ensure that the prisoner has received a copy of the signed parole or bail paperwork or any other relevant instrument, as applicable.
- 12.1.4 Prisoners shall be strip searched prior to their discharge in accordance with Policy Directive 26 – Searches before being permitted to redress in their personal clothing for discharge.
- 12.1.5 Property is to be checked and accounted for in accordance with Policy Directive 42 – Prisoner Property. Personal cash shall be reconciled and issued to the prisoner upon the prisoner's release at the prison gate. Prison library materials are to be removed from the prisoner's possession and managed in accordance with Policy Directive 21 – Provision of Library Services.
- 12.1.6 Reception officers are to ensure that any prescribed medication the prisoner is required to be discharged with is given to the prisoner upon discharge. Contact should be made with the prison's Health Services staff if no medication has been forwarded to Reception prior to the prisoner's discharge.
- 12.1.7 Reception officers are to complete an Exit Interview on TOMS for all prisoners discharged from prison.
- 12.1.8 All prisoners are to be supplied with an 'Exit Kit' containing health information and other items prior to their release from prison.
- 12.1.9 Prisoners are required to have a digital photograph taken for identification purposes and TOMS updated as part of their discharge process before exiting custody unless they have been in prison for a period less than 12 months and have had no significant physical change to their appearance during that time.
- 12.1.10 Upon a prisoner's release, it is the Reception officers' responsibility to locate all Prisoner Management Files from throughout the prison and forward them to Corporate Records Branch for storage.

13. Miscellaneous

13.1 Restricted area

- 13.1.1 Due to the Reception area housing prisoners' personal property and it being a hub of prisoner movement at frequent times throughout the day, the movement of prisoners throughout this area must be monitored at all times.
- 13.1.2 Property storage areas are to be accessed only by Reception officers and officers authorised by the superintendent in accordance with [Policy Directive 42 – Prisoner Property](#).
- 13.1.3 Any prisoners working in the property storage area are to be under the supervision of Reception officers or officers authorised by the superintendent at all times.

13.2 Medication to accompany prisoners

Prisoners must not be permitted to be in possession of their medication during an escort unless otherwise instructed by an appropriate authority (ie prison medical staff). In the event a prisoner is granted permission to possess their own medication (ie asthma

inhaler), escorting staff must be made aware of this and will be required to manage the prisoner/medication as deemed appropriate.

13.3 Reviewing receipt information

- 13.3.1 Reception officers should be vigilant as to the currency of the information stored on TOMS in regards to prisoners' demographics, photographs and contact details, particularly where a prisoner has spent a lengthy time in prison. If a prisoner attends Reception to undertake an escort or to make a property transaction, the prisoner should be asked whether any details have changed since the prisoner last advised the prison, and details updated accordingly.
- 13.3.2 Where more than 12 months has passed since the prisoner's initial reception or last photograph on TOMS was taken, or the prisoner's features have changed, a new photograph of the prisoner is to be taken and placed on the prisoner's TOMS record.

14. Approved

Commissioner or delegated authority per PD 85:

Signature:



Date: **17 March 2014**

15. Policy sponsor

Assistant Commissioner Custodial Operations

16. Contact person

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

Principal Operational Policy Officer

17. Amendment history

Version	Approved	Effective from
1 First published	17 March 2014	11 April 2014