



Policy Directive 85

Prisoner Reception

Relevant Instruments:

[Prisons Act 1981](#)

[Prisons Regulations 1982](#)

[Adult Custodial Rule 7 - Communication - Visits](#)

[Adult Custodial Rule 18 – Assessment and Sentence Management of Prisoners](#)

[Policy Directive 9 – Absence Permits](#)

[Policy Directive 32 – Prisoners At Risk of Self Harm or Requiring Additional Support and Monitoring](#)

[Policy Directive 37 – Discharge of a Prisoner](#)

[Policy Directive 42 – Prisoner Property](#)

[Policy Directive 75 - \(Medical\) Fitness to Travel Assessment for Prisoners Undergoing Escorted Travel](#)

[Policy Directive 77 – Shared Cell and Bunk Bed Accommodation](#)

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1. Purpose

The purpose of this policy is to standardise procedures and practices throughout all prisons in Western Australia in regards to reception processes. This Policy Directive provides the foundation on which standardised practices have been developed for each prison location in the form of the [Prisoner Reception – Procedures](#) to enable sound governance, and consistency across facilities.

2. Policy

That the movement of prisoners to and from prisons and prison facilities whilst in the custody of the Department of Corrective Services occurs in an efficient and effective

manner to meet the individual needs of prisoners while providing consistency of practice throughout prisons.

The Deputy Commissioner Adult Custodial shall approve and maintain operational procedures consistent with this policy, to be published as the [Prisoner Reception Procedures](#).

3. Scope

This Policy Directive applies to all public prisons (and private prisons where appropriate) and is to be applied with reference to all relevant legislation.

4. Policy review

This Policy Directive is to be reviewed on a biennial basis. Appendices to this Policy Directive may be amended by the Deputy Commissioner Adult Custodial as necessary to reflect changes to prison procedures.

5. Approval

Commissioner:

Signature:



Date: **17 March 2014**

6. Policy sponsor

Assistant Commissioner Adult Custodial

7. Contact person

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

Principal Operational Policy Officer
Superintendent Administration

8. Amendment history

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