COPP 10.2 Daily Prison Routine and Population Counts

Prison

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| PrinciplesAs referenced in the [Guiding Principles for Corrections in Australia, 2018](http://justus/intranet/prison-operations/Documents/guidelines-for-corrections-in-aus.pdf):3.4.1 Rules and routines provided to prisoners encourage their responsible behaviour and support the security, good order and management of the prison. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all public and private prisons administered by or on behalf of the Department of Justice (the Department).

# Policy

The prison’s daily routine shall offer a structured day for all prisoners, managing the security and good order of the prison, while offering activities that positively contribute to a prisoner’s rehabilitation and community reintegration.

The time a prisoner spends out of their cell supports a safe, secure and human custodial environment. All efforts shall be made to provide eligible prisoners with adequate time out of their cell to access and participate in a range of constructive activities, such as employment, education, programs, industry workshops, recreation, social visits and interaction with other prisoners and staff.

The recording and reporting of Out of Cell Hours is a national reporting requirement to inform the annual report on Government Services. The Superintendent shall ensure out of cell hours is accurately reported and recorded.

Prison population counts (counts) shall be conducted as part of each prison’s daily routine, to effectively account for, manage and control the location of all prisoners. A minimum of four formal counts shall be conducted as part of the daily routine. At each count the identification and well-being of each prisoner is to be ensured.

The Superintendent shall determine and approve the prison’s daily routine and procedures and manage any changes to the routine due to operational demands or other unforeseen circumstances.

It is the responsibility of each Prison Officer to know the location of all prisoners under their control at all times, by carrying out periodic count checks of the prisoners in their charge.

Prison Officers are required to discharge their professional duties in accordance with the Department’s [Code of Conduct](https://dojwa.sharepoint.com/sites/intranet/department/Pages/code-conduct.aspx) and report any concerns or issues which may jeopardise the security and good order of the prison or the welfare and safe custody of prisoners accordingly.

# Occurrence Books

## Responsibility

### The Unit Manager/Senior Officer shall:

1. ensure the occurrence book is maintained, in accordance with [section 3.2](#_Entries_into_the)
2. audit and sign the occurrence book at the end of their shift.

## Entries into the unit occurrence book

### The Unit Manager/Senior Officer shall ensure the occurrence book:

1. entries are legible and in chronological order
2. errors are not covered over by correction fluid or tape (a single black line is drawn through the error and initialled by the officer correcting the error)
3. pages are not removed under any circumstances.

### The Unit Manager/Senior Officer shall ensure the occurrence book entries include a record of, but not limited to:

1. staff on duty, including staff entering a location after lock up
2. full name and position of all staff/visitors to the unit/area including time in and time out
3. restraints checks, where applicable
4. formal counts
5. any change to the population count, and the reason why
6. debriefs
7. security checks (cell searches, perimeter check).

# Conducting Prisoner Counts

## General requirements

### Prisoners shall be placed onto the total prison count on the Total Offender Management Solution (TOMS), in the Movement module under the count check tab.

### All Prison Officers on duty have a responsibility to ensure counts are carried out correctly and efficiently.

### All accommodation units and industry workshops shall maintain a population count board of assigned prisoners (including residential children, where applicable).

* + 1. With the exception of authorised movements, all prisoners are to remain at their current location or secured in their cell until the count has been confirmed. Authorised movements may include:
1. to the management unit or CCU for non-compliance
2. to the health centre for urgent medical treatment
3. for video-link court proceedings
4. for official visits.

### Population counts of male and women prisoners may be integrated and conducted by Prison Officers of either gender.

### Prison Officers shall ensure prisoners observe the required dress standard applicable to each count or parade, as detailed within the Superintendent’s Standing Order.

### The designated Prison Officers shall document all Unit counts and Temporary Placement Leave (TPL) on the Unit Count - By Cell/ Unit Count - By Wing and Cell sheet, the Unit Occurrence Book and record the Unit total on TOMS.

### The Senior Officer Gatehouse (or position designated by the Superintendent) shall confirm all counts and submit the count on TOMS.

### The Senior Officer Gatehouse shall maintain a record of the prison population (including long-term placements, i.e. hospital admission) and TPLs in the Gatehouse Occurrence Book and where applicable, notify the position designated to confirm the count of any changes to the prison population.

### All signed records associated with documenting counts shall be stored and archived in accordance with Department’s [Record Management Policy](https://dojwa.sharepoint.com/sites/intranet/records/Pages/records-governance.aspx).

## Formal count procedures

### A minimum of 4 formal prisoner counts shall be conducted as part of the daily routine, to ensure all prisoners (and residential children where applicable) are accounted for.

### Formal counts shall be conducted:

1. at unlock
2. prior to lunch/ceasing work
3. prior to evening meal
4. at lock up.

### The Superintendent may order further counts as deemed necessary.

### The Unit Manager is responsible for the supervision of all formal counts, unless directly involved in an incident. In these circumstances, the Unit Manager shall direct the next most senior officer to supervise the count.

### Formal counts shall generally be conducted in accommodation units. If prisoners are not in an accommodation unit at the time of the count, the Prison Officers responsible for supervision of the prisoners shall coordinate the count and inform the Unit Manager.

### The following procedures apply when conducting formal counts:

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility  |
| 1. | Generate a Unit Count - By Cell/ Unit Count - By Wing and Cell sheet (TOMS). | Prison Officer |
| 2. | Check the Unit Count - By Cell/ Unit Count - By Wing and Cell sheet at the commencement of the shift, confirming this accurately reflects the prisoners accommodated in the area. | Prison Officer |
| 3. | Attend and supervise all unit counts. | Unit Manager |
| 4. | Confirm each prisoner’s identity via their face and identification cards.  | Prison Officer |
| 5.  | Document the population count in the Unit Count - By Cell/ Unit Count - By Wing and Cell sheet, to include prisoners who are on escort or TPL until advised otherwise. | Prison Officer |
| 6. | Enter the count on TOMS, in the Unit Occurrence Book and inform the Unit Manager. | Prison Officer |
| 7. | Report the count to the Senior Officer Gatehouse, or designated position as applicable. | Unit Manager/Prison Officer |
| 8. | Record all counts and TPLs in the Gatehouse Occurrence Book and document on TOMS. Include a count of residential children in the Gatehouse Occurrence Book, where applicable. | Senior Officer Gatehouse or designated position |
| 9. | Inform all areas to restart general prisoner movements (with the exception of the lockup count), once a correct prisoner population count has been confirmed. | Senior Officer Gatehouse or designated position |

## Informal counts procedures

### Prison Officers are required to know the location of all prisoners under their direct control at all times during the day.

### All areas shall carry out informal prisoner counts, on a random basis throughout the day, and in accordance with any procedures detailed within the Superintendent’s Standing Order.

### Prison Officers shall immediately notify the relevant Unit Manager/Senior Officer when a prisoner cannot be accounted for.

## Night cell counts

### Prison Officers shall remain alert and vigilant during night cell counts, to observe and manage any security risks or indications that a prisoner may not be in apparent good health.

### The Superintendent shall detail the procedures and number of Prison Officers required for night cell counts, consistent with the risks associated with the prison they are responsible for. Night cell counts shall occur approximately 4 hourly (minimum 3 counts), randomly and routinely, to reduce predictability. Work camps are only required to undertake 2 night cell counts.

### Prison Officers shall advise the night shift Officer in Charge (OIC) where a correct count cannot be established and, on approval from the OIC, commence a second count.

### Prison Officers shall document the night cell counts in the Unit Occurrence Book and report to the OIC.

### The OIC shall record all counts in the Gatehouse Occurrence Book and document on TOMS.

## Recount/incorrect count procedures

### The following procedures apply when there is an incorrect prisoner population count:

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility  |
|  | Immediately advise the Unit Manager of the incorrect prisoner population count. | Prison Officer |
|  | Resolve the count to include confirmed prisoners not within the unit, in an attempt to identify any prisoners that are not accounted for.  | Unit Manager |
|  | Conduct a second count, contacting the relevant units and prison areas (industries/programs) to re-confirm the names and numbers of prisoners in their location. | Prison Officer |
|  | Report the names of the unaccounted prisoners to the Senior Officer Gatehouse, or designated position, if the count remains incorrect. | Unit Manager |
|  | Initiate a radio call to all stations where a prisoner has not been accounted for, in an attempt to locate the prisoner. | Senior Officer Gatehouse or designated position |
|  | Secure prisoners (and residential children, where applicable) in their units or locations for a recount, until the count is confirmed correct. | Prison Officer |
|  | Notify the Senior Officer Gatehouse, or designated position, where the count remains incorrect, initiate Emergency Count procedures ([section 4.6](#_Emergency_counts)) as directed and notify the Superintendent. | Unit Manager |

## Emergency counts

### Emergency prisoner population counts shall be conducted for the following reasons:

1. at the direction of the Superintendent/OIC or Senior Officer, where the count remains incorrect
2. at the direction of the Superintendent/OIC or Senior Officer for any other reason necessary to account for all prisoners
3. where an incident (including critical incidents) occurs which requires a prisoner count confirmation.

### Emergency count procedures shall involve the cessation of all activities, with all prisoners secured in the location they are currently in. However, dependent on the situation, it may be necessary for all prisoners to be returned to their units and secured in their cells.

### The Superintendent of a prison farm and work camp shall modify procedures, as applicable, for conducting emergency counts where it is impracticable for all prisoners to be returned to the prison from work activities.

### The following emergency count procedures shall be applied.

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility  |
|  | Call for an emergency count and alert all areas that:* an emergency count check is required
* all prisoner movement shall cease.
 | Senior Officer Gatehouse or designated position |
|  | Cease all movements via the Gatehouse until the count is verified correct, with the exception of:* emergency vehicles operating under priority conditions
* movements approved by the Superintendent/OIC.
 | Senior Officer Gatehouse or designated position |
|  | Conduct an emergency count of all prisoners within the unit or within your immediate area and control. **Note\*** if it is not safe for prisoners to be counted in the units, a count shall be conducted at a location specified in the Emergency Management Plan. | Prison Officers |
|  | Report the count to the Senior Officer Gatehouse or designated position, and document on TOMS. | Unit Manager |
|  | Collate prisoner population counts and verify if correct/incorrect. | Senior Officer Gatehouse or designated position |
|  | Notify the Superintendent/OIC in the event of an incorrect emergency count | Senior Officer Gatehouse or designated position |
|  | On receiving notification from the Senior Officer Gatehouse or designated position, ensure the security of the prisoners and initiate the relevant Emergency Management Plan procedures for a suspected escape, refer [COPP 13.3 – Escape](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).  | Superintendent/OIC |

# Conducting Prisoner Unlock and Lockup

## General requirements

### The Unit Manager is responsible for the supervision of general unlock/lockup procedures and is expected to remain present during these events unless operationally prevented.

### A minimum of 2 Prison Officers shall be present while unlocking a prisoner from their cell.

### Prisoners may be unlocked early, prior to a general unlock, for the purpose of external escorts for court appearances or other appointments, discharge or operational needs in accordance with each Prison’s Standing Order. The Unit Manager/OIC is responsible for the coordination of the early unlocks.

## General unlock procedures

### The following procedures apply, where applicable, when unlocking prisoners from their cells.

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility  |
|  | Attend and supervise the unit count and unlock. | Unit Manager |
|  | Complete a formal count prior to unlock ([section 4.2](#_Formal_count_procedures)) and ensure each prisoner gives an appropriate response to indicate their general health and well-being ([section 6.1.2](#_Prison_staff_conducting))  | Prison Officer |
|  | Commence cell unlock | Prison Officer |
|  | Record all unlocks for each prisoner in the Unit Count - By Cell/ Unit Count By Wing and Cell sheet, document on TOMS and advise the Unit Manager. | Prison Officer |

## General lockup procedures

### The OIC shall ensure all prisoners are locked in their cell or confined to their unit where prisoners are not secured in a cell (at approved times, in accordance with the Standing Order).

### The Unit Manager shall direct the lockup of cells, as applicable, and remain present during the process.

### The following procedures apply during prisoner lockup.

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility  |
|  | Attend and supervise the lockup. | Unit Manager |
|  | Confirm the identity of each prisoner via their face and identification card. | Prison Officer |
|  | Secure prisoners into their respective cells, monitoring and observing each prisoner with regard to their general health and well-being. | Prison Officer |
|  | Confirm all cells and units are secured following lockup/confinement. | Prison Officer/Senior Officer |
|  | Confirm and record the formal count in the Unit Count - By Cell/ Unit Count - By Wing and Cell sheet, document on TOMS and report to the Unit Manager. | Prison Officer |
|  | Report the formal prisoner population count to the Senior Officer Gatehouse or designated position. | Unit Manager |

# Prisoner Welfare

## Welfare checks

### Prison staff shall conduct regular health and welfare checks of each prisoner (including residential children where applicable) during the prisoner’s daily routine to monitor and verify their ongoing safety, health and well-being.

### Prison staff conducting welfare checks may determine a prisoner’s well-being by:

1. observing prisoner interactions
2. observing the prisoner’s behaviour
3. conversing with the prisoner and checking to ascertain their state of health, if required.

### Prison Officers shall take reasonable steps to check a prisoner’s well-being (including residential children, where applicable) when conducting a night population count by:

1. remaining vigilant for any unusual behaviours
2. ensuring some part of the prisoner’s body is visible to confirm a physical presence or by observing movement.
3. conducting additional observations, if deemed necessary, to verify signs of life.

### Prison staff, shall manage identified welfare concerns in accordance with [COPP 4.9 – At-Risk Prisoners](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and record on TOMS.

# Scheduled Movements

## Internal prisoner movements

### All internal prisoner movements to structured activities form part of the prison’s daily routine and, where applicable, should occur during scheduled movement periods.

### Prison Officers, where applicable, shall record the prisoners’ bulk scheduled movements to and from a unit in the Unit Count - By Cell/ Unit Count - By Wing and Cell sheet.

# Supervision of Male and Women Prisoners

### Male and women prisoners housed in the same facility may be supervised during their normal daily routine by officers of either gender in accordance with the following:

1. male officers may only enter women ablutions facilities, and female officers may only enter male ablutions facilities, strictly in accordance with the officers’ duties and/or in responding to an emergency situation
2. medical parades may be integrated, however, women prisoners must be examined and treated separately from male prisoners
3. prison dining rooms, recreation, work and visiting areas may be integrated, except where the Superintendent directs otherwise.

# Out of Cell Evening Association

### The Superintendent shall detail the procedures governing prisoner out of cell evening activities and association within their Standing Order.

### The Unit Manager/OIC shall ensure prisoners out of cell evening association occurs:

1. within the prison grounds
2. with adequate staffing
3. when there is sufficient lighting
4. where the issuing of prisoner medication is not affected.

### Prison Officers shall maintain an active and visual presence of prisoners during out of cell evening association.

# Out of Cell Hours Recording and Reporting Requirements

## Out of Cell Hours classification

### Out of Cell Hours (OOCH) is calculated by the number of hours that prisoners are not confined (or locked down) to their cell, wing or unit.

### OOCH are classified as:

1. Regular lockdown hours – the time between lockup in the evening and unlock in the morning.
2. Irregular lockdown hours – the times when prisoners are confined to their cell, wing or unit during the daily unlock hours, which may include:
* meal times
* staff meetings or training
* placement on specific supervision plans
* when it is necessary to restore the good order and security of the prison

## Out of cell hours recording and reporting requirements

### Regular lockdown hours

1. Unit Managers shall ensure the accuracy of recorded unit unlock and lockup times as per the Daily Routine for each unit.
2. Regular lockdown hours are maintained in the Regular Out of Cell Hours section of the TOMS Out of Cell Hours module.
3. Where unlock and lockup times for a unit are the same as the Facility Wide unlock and lockup times, check the ‘Use Parent Schedule’ box. Where unlock and lockup times for an individual unit differs from the Facility Wide unlock and lockup times, unlock and lockup times are to be recorded as per the Daily Routine for that unit.

### Irregular lockdown hours

1. Unit Managers shall ensure all irregular lockdowns during daily unlock hours are recorded in the TOMS OOCH module, as well as in the Unit Occurrence Book.
2. Irregular lockdown hours are maintained in the Lockdowns section of the TOMS Out of Cell Hours module. A lockdown is to be recorded when:
* Prisoners are locked down or when prison rules restrict them to their cell, wing or unit during daily unlock hours.
* The Daily Routine includes scheduled lockdowns for staff lunch periods or staff training or development.
* Prisoners are locked down to maintain the good order of the prison.

### Unit Managers shall also record OOCH for prisoners managed under a supervision plan, relevant to the following COPPs:

1. [COPP 4.11 – Special Handling Unit](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
2. [COPP 5.2 – Observation Cells](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
3. [COPP 10.1 – Prisoner Behaviour Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
4. [COPP 10.7 – Separate Confinement](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)

### The relevant Assistant Superintendent shall review and verify the recorded data is true and accurate for their prison each month. The monthly reports shall be submitted to the AC-Ops email address: (AMP Mailbox: CS-AMP-Operations@justice.wa.gov.au or WYP Mailbox: AWP@justice.wa.gov.au).

# Night Shift

## Superintendent responsibilities

### Superintendents shall consider the principles of fatigue management when drafting night shift duty statements to ensure staff are exposed to a variety of engaging tasks to reduce the risk of fatigue.

1. Following the completion of the night shift duty statement, the Superintendent shall: Submit the statement to CS-AMP-Operations@justice.wa.gov.au or AWP@justice.wa.gov.au
2. ensure staff receive a copy of the statement
3. display the statement in the Control Room
4. review the statement yearly and update accordingly.

## Prison Officer responsibilities

### The Officer in Charge during the night shift takes on the relevant responsibilities of the Superintendent during that period.

### Prison Officers are responsible for carrying out the full range of duties included in the Night Shift Duty Statement and in accordance with legislation and Departmental policy and guidelines.

### Prison Officers have a responsibility to take reasonable care to ensure their own safety and health and that of others affected by their work and to report any hazards to the employer, regarding fatigue management.

### Prison Officer shall remain alert and able to complete their required allocated duties when on shift, in accordance with the Department’s [Code of Conduct](https://dojwa.sharepoint.com/sites/intranet/department/Pages/code-conduct.aspx).

### Prison Officers have a responsibility to seek out activities from the Officer in Charge during shift if all allocated tasks and all mandatory online training have been completed.

### Prison Officers shall be reported to Professional Standards if they are unable to complete their duties due to the following reasons:

1. sleeping
2. unable to maintain operational responsibilities due to presenting as lethargic and/or intoxicated.

## Fatigue Management

### Prison Officers who are experiencing fatigue at work shall advise their line manager as soon as practicable.

### the line manager shall complete the following:

### seek medical advice, where available, if they concerned about the Prison Officer’s welfare

### take actions to relieve the Prison Officer from duty as soon as practicable, and manage in accordance with the [Fatigue Management Guidelines](https://dojwa.sharepoint.com/sites/intranet/human-resources/safety-health/Pages/default.aspx).

# Standing Orders

### Superintendents may develop a Standing Order, compliant with this COPP as operationally required.

### For prisons requiring a Standing Order this shall be compliant with [COPP 1.3 – Standing Orders](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and the Department’s [Operational Policy and Procedure Framework](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx).

### The Standing Order may include procedures for:

1. unlock and lockup times, confinement to cell/unit (including early unlocks)
2. number of prison officers required to conduct formal and informal prisoner counts
3. formal, informal and emergency prisoner counts
4. night shift counts
5. parade (medication and cell inspection) times
6. prisoner dress standard requirements
7. employment/education/programs times
8. internal prisoner movements (e.g. medical appointments)
9. temporary placement leave
10. general lockdown (to facilitate staff training)
11. prison visits schedules
12. unit recreation/canteen spends
13. integration of male and women prisoners, where applicable/required
14. out of cell evening association.

# Annexures

## Related COPPs and documents

**Related COPPs**

* [COPP 1.3 – Standing Orders](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 4.9 – At Risk Prisoners](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 4.11 – Special Handling Unit](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 5.2 – Observation Cells](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 10.1 – Prisoner Behaviour Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 10.7 – Separate Confinement](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 13.3 – Escape](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)

**Other documents**

* [Record Management Policy](https://dojwa.sharepoint.com/sites/intranet/records/Pages/records-governance.aspx)
* [Operational Policy and Procedure Framework](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)

## Definitions and acronyms

|  |  |
| --- | --- |
| Term | Definition  |
| Commissioner’s Operating Policy and Procedure (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| Daily Routine | Refers to the timings and timeline allocated for the provision of a structured day for prisoners which supports the delivery of custodial services within a prison |
| Emergency Count  | The counting of all prisoners when a formal prisoner count is incorrect, in response to an emergency situation (e.g. Code Red) or at the request of the Superintendent/OIC. |
| Escape | A person, while lawfully detained, escapes or attempts to escape from custody. |
| Formal Count | The counting of all prisoners at scheduled times as per the prison’s daily routine and correlating this count against each prison’s official population count. |
| General Lockup/unlock | Prisoners are unlocked from accommodation units to commence the daily prison routine and secured in their cell during lockdown periods (eg lunchtime and night). |
| Guiding Principles for Corrections in Australia, 2018  | The guidelines and the accompanying principles constitute outcomes or goals to be achieved, rather than a set of absolute standards or laws to be enforced. They represent a statement of intent that each Australian State and Territory can use to develop their own range of relevant legislative policy and performance standards to reflect best practice and community demands. |
| Incident | An event that may:* Jeopardise the good order and security of the prison
* Jeopardise the safety or health of staff, prisoners, contractors or visitors
* Adversely affect the normal routine of operation of the prison
* Result in loss of privilege
* Result in a charge of a prison offence.
 |
| Informal Count | A count by prison staff that occurs at random times of prisoners under their control. This count should be conducted randomly during the structured daily routine of the prison. |
| Occurrence Book | A legal record of events which are recorded  |
| Officer in Charge (OIC) | An officer designated as having the charge and superintendence of a prison in the absence of the Superintendent. |
| Out of Cell Hours (OOCH) | The number of hours in a 24 hour period that prisoners are not confined to their cells or units. |
| Prison Officer | A person engaged or deemed to have been engaged to be a prison officer under s.13 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)or deemed to have been appointed under s 6 to an office designated. |
| Senior Officer (SO) Prison | A prison officer under s.13 of the [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html) and a person appointed or deemed to have been appointed under s. 6 [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html) to an office designated by rules for the purposes only of this definition, who has successfully completed the ELTP and department’s Senior Officer promotional process. |
| Senior Officer (SO) Gatehouse or designated position | The Senior Officer designated by the Superintendent to be responsible for the control of the gatehouse and/or the prison’s entry buildings.  |
| Staff | All persons employed by the Department of Justice. Also includes all contract workers authorised by the Commissioner in accordance with s. 15I (1) *Prisons Act 1981* to perform a function. |
| Standing Order | Legislated Operational Instruments where the Superintendent of a prison may, with the approval of the Chief Executive Officer, make and issue written standing orders with respect to the management and routine of that prison (s. 37 of the *Prisons Act 1981*) |
| Superintendent (Prison) | The Superintendent as defined in s. 36 [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)and includes any reference to the position responsible for the management of a private prison under Part IIIA [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html). Does not extend to the Officer in Charge of a prison. |
| Total Offender Management Solution (TOMS) | The computer application used by the Department of Justice for the management of prisoners in custody. |
| TPL | Temporary Placement Leave |
| Unit Manager | The Senior Officer managing the unit in which the prisoner is located. |
| Woman | An adult female human being.  |

## Related legislation

* *Prisons Act 1981*

# Assurance

It is expected that:

* Prisons will undertake local compliance in accordance with the [Compliance Manual](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/monitoring.aspx).
* The relevant Deputy Commissioner will ensure that management oversight occurs as required.
* Monitoring and Compliance Branch will undertake checks in accordance with the [Monitoring and Compliance Framework](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/monitoring.aspx).
* Independent oversight will be undertaken as required.

# Document Version History

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| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 1.0 | Operational Policy  | Approved by Director Operational Projects, Policy, Compliance and Contracts.  | 10 August 2021 | 16 August 2021 |
| 2.0 | Operational Policy | Approved by Director Operational Projects, Policy, Compliance and Contracts. | 13 August 2021 | 16 August 2021 |
| 3.0 | Operational Policy  | Approved by A/Director Operational Projects, Policy, Compliance and Contracts | 16 December 2021 | 16 December 2021 |
| 4.0 | Operational Policy  | Approved by A/Director Operational Projects, Policy, Compliance and Contracts | 2 March 2022 | 8 March 2022 |
| 5.0 | Operational Policy | Approved by Deputy Commissioner Operational SupportCM Ref: D24/480175 | 17 March 2025 | 09 April 2025 |