



<b>OPERATING PROCEDURE</b>	<b>Detainee Discipline – Penalties</b>
<b>OPERATING PROCEDURE NO.</b>	<b>D11.3</b>
<b>SCOPE</b>	<b>Alexander Maconochie Centre</b>

## PURPOSE

To provide instructions to Presiding Officers on the administrative penalties that may be given in relation to a proven or admitted breach of discipline and the administration of the penalty.

## PROCEDURES

### 1. Administrative penalties

- 1.1. Where a detainee admits to a disciplinary breach and accepts the indicative penalty prior to hearing, the first Presiding Officer may impose the administrative penalty set out in the D11.F2: Charge notice.
- 1.2. The detainee must only receive the indicative administrative penalty set out in the D11.F2: Charge notice, and the first Presiding Officer must apply the penalty from the day the detainee agrees to the penalty.
- 1.3. When determining an appropriate and proportionate administrative penalty or combination of penalties, a Presiding Officer must consider:
  - a. the circumstances and seriousness of the breach
  - b. the detainee's behavioural record and length of sentence (if sentenced)
  - c. any disability, mental health condition, or other physical condition that may have been a contributing factor to the breach or which may be impacted by the proposed penalty
  - d. the interest in supporting the rehabilitation of the detainee
  - e. the need to maintain safety, security and good order in a correctional centre.
- 1.4. The Presiding Officer may issue the following administrative penalties, or a combination thereof, as an indicative penalty in the D11.F2: Charge notice or where a charge has been found to be proven in a hearing:
  - a. a verbal reprimand for committing the disciplinary breach
  - b. a written warning
  - c. a financial penalty of up to \$500
  - d. a withdrawal of privileges for up to 180 days
  - e. a requirement to perform up to two (2) weeks of extra work
  - f. separate confinement for 3, 7 or 28 days.
- 1.5. Where the breach has directly resulted in loss to any other person, the Presiding Officer may direct the detainee to make reparation, including by a payment not exceeding \$500.

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- 1.6. Privileges include a wide range of opportunities generally available to detainees, including the following:
- paid employment
  - participation in programs (not including those addressing criminogenic needs as part of a sentence management plan)
  - visits additional to the minimum entitlement
  - additional telephone calls and e-mail contact
  - access to recreation equipment and structured recreational activities
  - access to hobby and leisure activities
  - use of electronic devices including television and music players
  - purchases via buy-ups
  - private cash deposits to a detainee account to supplement institutional income.
- 1.7. As a general principle, privileges relating to employment or visits should only be withdrawn for discipline breaches directly relevant to those areas or for security or safety reasons. A detainee may be dismissed from their employment where the discipline breach relates to a breach of security or safety in the workplace.
- 1.8. Where a loss of privileges is imposed, the Presiding Officer must ensure that the practical effect of the penalty does not limit any minimum entitlements under Chapter 6 of the Corrections Management Act 2007 (ACT).
- 1.9. When determining a penalty of separate confinement, the Presiding Officer may take into account any time spent in investigative segregation when determining what penalty is proportionate to the disciplinary breach.  
However, time spent in investigative segregation must not simply be deducted from the period of separate confinement imposed. 3, 7 or 28 days of separate confinement are the only durations permitted.  
*Example: A detainee has spent 5 days in investigative segregation. The Presiding Officer may choose a penalty of 3 days separate confinement rather than 7 days because of the number of days the detainee has already spent in investigative segregation.*
- 1.10. Where a penalty of separate confinement is awarded, the Presiding Officer must ensure that the detainee is immediately taken to the authorised separate confinement location.
- 1.11. The Presiding Officer must ensure a D3.F2: Separate Confinement Authority is completed by the Area Manager.
- 1.12. Where a detainee has been charged with two (2) or more disciplinary breaches and the charges relate to the same incident, the Presiding Officer must ensure that the total of any one kind of penalty imposed does not exceed the maximum that may be imposed for any one (1) of the disciplinary breaches in accordance with section 186 of the Corrections Management Act 2007 (ACT).
- 1.13. Where a penalty is being applied following a charge having been found proven in hearing, the second Presiding Officer must explain the administrative penalty or penalties to the detainee in the hearing and provide a signed copy, and where practicable email a copy, of the D11.F5:

Hearing Result to the detainee within 24 hours of the disciplinary hearing, and upload the D11.F5: Hearing Result to 'external documents' in the Discipline module in accordance with the Detainee Discipline – Hearings Operating Procedure.

- 1.14. When a penalty is applied, the Presiding Officer must update the status in the Discipline module and:
- a. make a comprehensive record of the details of the hearing in the Discipline module in CORIS
  - b. document clear reasons for their decision in the *Decision* tab
- in accordance with the Detainee Discipline – Hearings Operating Procedure.

## **2. Administering administrative penalties**

- 2.1. The Investigating Officer must:
- a. notify the Business Services Unit of any financial penalty imposed
  - b. notify the relevant unit or work supervisor and Detainee Employment Unit if extra work has been imposed or employment has been suspended or ceased. The business unit must case note the additional work given in the detainee's electronic record and notify the Investigative Officer when the work penalty is completed
  - c. notify AMC Executive Support of any visits, detainee telephone or e-mail restrictions imposed
  - d. notify the Detainee Programs Unit of the penalty imposed, where relevant
  - e. notify the relevant Area Supervisors of any withdrawal of privileges
  - f. notify the detainee's Case Management Officer
  - g. record the outcome in the *Disciplines Log*.

## **3. Compliance and quality assurance**

- 3.1. The Investigating Officer must provide a copy of the *Disciplines Log* to the Team Leader, AMC Compliance Team via e-mail to [AMCexecsupport@act.gov.au](mailto:AMCexecsupport@act.gov.au) on the first Friday of each month.

## **RELATED DOCUMENTS AND FORMS**

- Detainee Discipline Policy
- Detainee Discipline – Laying a Charge Operating Procedure
- Detainee Discipline – Hearings Operating Procedure
- Disciplines Log
- D11.F5: Hearing result
- D11.F6: Hearing Review
- D3.F2: Separate Confinement Authority

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**Document details**

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