



OPERATING PROCEDURE	Intervention (Hoffman) Knife procedure
OPERATING PROCEDURE NO.	S4.916
SCOPE	Alexander Maconochie Centre

PURPOSE

To outline the correct procedure to follow for the issue and use of Intervention (Hoffman) knives.

PROCEDURES

1. Issue and carriage of Intervention (Hoffman) knives

- 1.1. Correctional officers (CO) will be personally issued a numbered Intervention (Hoffman) knife.
- 1.2. The personally issued Intervention (Hoffman) knife will be recorded on the Intervention (Hoffman) Knife Register by the Armourer at the time of issue for accountability. The knife's unique number will be recorded against the officer's name.
- 1.3. Spot checks against the register will occur at least once per week by the Armourer to ensure officers have their personal issue Intervention (Hoffman) knife in their possession while on duty.
- 1.4. Officers will ensure they have their Intervention (Hoffman) knife at the commencement of each shift secured in their personal issue Hoffman knife pouch attached to their duty belt or vest.
- 1.5. If an officer doesn't have their issued Intervention (Hoffman) knife at the start of their shift, they must complete an officer's Incident Report in CORIS stating the status and location of their personal issued knife and report to the Security CO3.
- 1.6. The officer must then draw a reserve Intervention (Hoffman) knife from the secure cabinet and complete the Register.
- 1.7. The reserve knife must be returned to the Security CO3 and the register updated to show the return at the completion of the officer's shift.

2. Emergency use of Intervention (Hoffman) knife

- 2.1. In the event a detainee is observed to have a ligature officers must assess the situation and determine if cutting the ligature or assistance to support the weight of the detainee should occur first.
- 2.2. If more than one officer is present, one or more officers can support the body weight of the detainee to reduce the effect of gravity while another officer uses their Intervention (Hoffman) knife to cut the ligature.
- 2.3. The officer will use the knife consistent with training, noting the officer must avoid cutting through the knot if at all possible as the knot used must be retained as evidence.

- 2.4. The Intervention (Hoffman) knife must be bagged as potential evidence and supplied along with the report of the knife being used to an Alexander Maconochie Centre CO3 Area Manager once the incident has finished. The Intervention (Hoffman) Knife Register will be updated to record the location of the knife in evidence and issue of a replacement knife.
- 2.5. The Area Manager will ensure the officer's knife is replaced and hold the used knife for evidential purposes where necessary as outlined in the Evidence Management Operating Procedure.

3. Misuse of Intervention (Hoffman) knife

- 3.1. Intervention (Hoffman) knives must **only** be used for cutting ligatures in emergency situations and must **not** be used for any other purpose.

4. Attending shift without the personally issued Intervention (Hoffman) knife or loss of the knife

- 4.1. Any officer who has attended their shift without their Intervention (Hoffman) knife must report to the Security CO3 as per section 1.5.
- 4.2. Where an Intervention (Hoffman) knife cannot be located, the officer who was issued the knife and the Security Operations CO3/CO4 must complete an Incident Report in CORIS before the end of shift in accordance with the Incident Reporting and Notifications Policy.
- 4.3. The report may be escalated to the Senior Director Operations.

RELATED DOCUMENTS

- Code Blue (Medical Emergency) Operating Procedure
- Evidence Management Operating Procedure
- Incident Reporting and Notifications Policy
- Incident Report
- Intervention (Hoffman) Knife Register
- Management of At-Risk Detainees Policy
- Strip Search Operating Procedure
- Suicide and Self Harm Operating Procedure



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Document details

Criteria	Details
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Review date:	3 years after the notification date
Responsible Officer:	Senior Director Operations
Compliance:	This operating procedure reflects the requirements of the <i>Corrections Management (Policy Framework) Policy 2020</i>

Version Control			
Version no.	Date	Description	Author
V1	January 13	First Issued	
V2	November 23	Revised and updated	J Taylor-Dayus