



Custodial Operations Practice Directive

Process Owner: Custodial Operations and Specialist Operations	Security Classification: Official/Public
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Scope
<ol style="list-style-type: none"> 1. Human Rights 2. Limitation of Human Rights 3. Conduct the Immediate Risk Needs Assessment (IRNA) 4. Hayes Ability Screening Index (HASI) 5. Risk of Reoffending Screening Tool 6. Activate or Refer for Activation of Warning Flag Indicators 7. Literacy and Numeracy Assessments 8. Rehabilitation Needs Assessment 9. Specialised Assessment –Static 99R 10. Development of the Progression Plan 11. Review of Progression Plan 12. Throughcare <div style="background-color: black; width: 100px; height: 15px; margin-top: 10px;"></div>





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1. Human Rights

To ensure corrective services officers act or make decisions in a way that is compatible with human rights, officers must give proper consideration to human rights relevant to the decision including but not limited to:

- a) recognition and equality before the law, including the right to equal and effective protection against discrimination;
- b) the right to privacy and to reputation;
- c) cultural rights – generally and for Aboriginal peoples and Torres Strait Islander peoples;
- d) the right to humane treatment when deprived of liberty;
- e) the right to have access, based on the person's abilities, to further vocational education and training that is equally accessible to all; and
- f) the right to access health services without discrimination including the right not to be refused emergency medical treatment that is immediately necessary to save the offender's life or prevent serious impairment to the prisoner.

2. Limitation of Human Rights

Human rights can be limited if certain conditions are present:

- a) the limit must be provided under law;
- b) the limit must be reasonable; and
- c) any imposition on the human rights must be demonstrably justified in a free and democratic society based on human dignity, equality and freedom.

A person's human rights should only be limited to the extent that is reasonably and demonstrably justified.

3. Conduct the Immediate Risk Needs Assessment (IRNA)

The IRNA interview identifies any risks or needs relating to a prisoner upon admission that require immediate action. The IRNA is used to inform decisions regarding placement of a prisoner within a custodial facility, including immediate risk factors for the prisoner and details of any issues requiring immediate intervention. Immediate risks include the prisoner's risk of harm to self or others, as well as the prisoner's risk of harm from others in the custodial environment.

The assessment is to be completed by a psychologist/allied health clinician or correctional counsellor and conducted in accordance with the Custodial Operations Practice Directives (COPDs) Reception Processes: Admission and Assessments and At Risk Management: At Risk and will gather information regarding whether or not the prisoner is considered to pose a:

- a) risk to self;
- b) risk to others; and/or
- c) risk from others.

Some prisoners with particular vulnerabilities may require additional levels of assistance. The IRNA process will assist in identifying these prisoners and allow referral to relevant services where their risks and needs are considered to be immediate. The process also allows for the identification of vulnerable prisoners whose risks and needs are not immediate and their subsequent referral for additional assistance at a later date.

The IRNA and any subsequent immediate referrals/interventions must be conducted at the first point of contact upon admission, prior to placement in accommodation. It must be recorded in IOMS within 24 hours of the prisoner's admission and be administered in accordance with the Appendix R6 Immediate Risk Needs Assessment Instruction.





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Outcomes relevant to the immediate management of a prisoner, including those that impact on the placement of the prisoner in an accommodation unit, must be communicated to the correctional manager, accommodation correctional supervisor and other staff involved in the management of the prisoner without delay. This communication must be recorded in the IRNA and a case note entered using the relevant category. If an IRNA is unable to be undertaken prior to placement and levels of risk cannot be determined, the prisoner is to be considered at-risk and placed on a management regime (including observations) that ensures the safety of the prisoner, other prisoners and the security and good order of the corrective services facility in accordance with the COPD At Risk Management: At Risk.

Refer to the COPDs Reception Processes: Admission and Assessments and At Risk Management: At Risk.

4. Hayes Ability Screening Index (HASI)

The Hayes Ability Screening Index (HASI), which is completed by a psychologist/allied health clinician, correctional counsellor or other suitable staff member, identifies prisoners who may have intellectual difficulties. The first component of the HASI (i.e. four background questions), known as the HQ, is built into the IRNA in IOMS. Refer to the Appendix R6 Immediate Risk Needs Assessment Instruction. If a prisoner has two or more of these items endorsed, the second component of the HASI (three problem solving items) should be administered.

As a standardised screening tool, the HASI has an established scoring schedule which is outlined on the HASI record booklets. Prisoners who receive a score of less than 85 may be vulnerable due to possible intellectual difficulties, although further assessment would be required to confirm their actual cognitive functioning.

The Cognitive Impairment (CI) warning flag should be raised for those prisoners with scores of less than 85, as per the Appendix SM1 Criteria for Warning Flag Indicators.

Staff should consider the most appropriate placement for prisoners with a CI flag upon admission.

Prisoners with a CI warning flag may be eligible for support through the National Disability Insurance Scheme (NDIS). Refer to the Appendix R12 Referral of Prisoners into the National Disability Insurance Scheme.

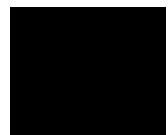
The HASI should be completed as part of the IRNA process at the first point of contact upon admission. If the assessor determines that it is not appropriate to administer the problem solving components of the HASI at this time due to significant distress, substance withdrawal, or other mental health issues, the HASI can be completed at a later date, but within one week of admission.

For more information regarding practical tips for communicating and working with prisoners with a CI flag, staff should refer to the Positive Interactions handbook.

5. Risk of Reoffending Screening Tool

The Risk of Reoffending Screening Tool is administered once at the commencement of each new correctional episode to determine a prisoner's general risk of reoffending and to inform eligibility for Queensland Corrective Services (QCS) intervention programs.

The Risk of Reoffending - Prison Version (RoR-PV) must be calculated in IOMS for all prisoners, excluding prisoners held in custody on remand only and/or fine default periods of imprisonment only.





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The RoR must not be administered for prisoners who already have a RoR score (either RoR-PV or RoR – Probation and Parole Version (RoR-PPV)) for the current correctional episode. The RoR may only be readministered to determine any changes to intervention program eligibility if a sentenced prisoner with outstanding charges committed prior to the current correctional episode is subsequently convicted of the outstanding charges.

Professional discretion may be applied to determine a prisoner's eligibility for QCS intervention programs in outlier cases including extensive juvenile or interstate correctional history and further offending.

The RoR must be completed within one business day of warrants being received and entered in IOMS. The Manager, Sentence Management Services is the responsible officer for ensuring this tool is administered.

Refer to the Risk of Reoffending – Prison Version Screening Tool Administration Manual.

6. Activate or Refer for Activation of Warning Flag Indicators

Warning flag indicators are used to highlight in IOMS any current and/or historical factors that must be taken into consideration in the management of a prisoner throughout their sentence.

All prisoners must undergo preliminary assessment and be assessed on an ongoing basis throughout their sentence for activation or deactivation of any relevant warning flag indicators in IOMS in accordance with the Appendix SM1 Criteria for Warning Flag Indicators.

Where necessary, relevant authorised officers must activate or deactivate any relevant warning flag indicators and establish a process that ensures any relevant warning flag indicators are activated or deactivated at appropriate points throughout a prisoner's sentence.

At a minimum all prisoners must be assessed for identification as Serious Offenders Unit (SOU), High Profile (HP) or Identified Risk (IR). Refer to the Appendix SM1 Criteria for Warning Flag Indicators, the Appendix SM14 Serious Offenders Unit Cohort Guidelines and the Appendix INT3 Criteria for Identified Risk Prisoners.

6.1 High Profile (HP)

HP includes prisoners that have been subject to or are likely to generate, recurrent or significant media interest while in custody or under the supervision of QCS.

This may include those that have been charged or convicted of crimes of an exceptional nature, the offender was previously in a position of trust (e.g. an ex-politician or ex-police officer) or generates media interest due to their profile within the community (e.g. celebrity status or sporting figure).

A referral to the relevant authorising officer should be considered where the activation of the HP warning flag warrants consideration for the activation of Offender File Restricted Access.

6.2 Identified Risk (IR)

Sentence Management Services must ensure the Intelligence Officer is advised as soon as possible after the prisoner's criminal history has been received if the prisoner has any conviction/s for escape, attempted escape or assist/procure escape and/or assault of a Queensland Police Service officer or a corrective services officer.





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If information indicates a prisoner presents with an elevated risk of escape or has demonstrated problematic behaviours to indicate a higher level of supervision and management may be required (e.g. a risk of assaulting staff), the prisoner must be assessed in accordance with the Appendix INT3 Criteria for Identification of Identified Risk Prisoners and the Appendix SM1 Criteria for Warning Flag Indicators.

7. Literacy and Numeracy Assessments

A Literacy and Numeracy Assessment must be completed in IOMS for all prisoners with time in custody under sentence of six months or more to identify any literacy and numeracy needs. The IOMS assessment must be based on the prisoner's completion of the ACER Vocational Indicator (VI) assessment.

The Literacy and Numeracy Assessment must be completed within three weeks of admission (following sentence). Responsibility for this lies with the Manager, Offender Development.

7.1 Prisoners serving fewer than six months in custody

Prisoners serving fewer than six months of their sentence in custody may undertake this assessment if it is considered beneficial (for example, to support their enrolment in a course) and subject to resource availability.

7.2 Prisoners on remand

Literacy and numeracy assessments of prisoners on remand may be conducted. This should normally occur if prisoners with special learning needs are received, to support their enrolment in a course, or as other circumstances dictate and should time and resources allow.

7.3 Prisoners on current parole suspension

Prisoners returning to custody on a parole suspension are not required to undertake a literacy and numeracy assessment. If a decision is made to rescind parole and return the prisoner to custody, those with six months or more to serve in custody can then be assessed.

7.4 Prisoners with previous correctional episode

Prisoners who have undertaken the ACER VI assessment and have been returned to custody within two years are not required to undergo the assessment unless:

- there is evidence of an injury or other trauma that may have affected the prisoner's literacy and numeracy ability; and/or
- that the prisoner has undertaken significant education and training during that period.

8. Rehabilitation Needs Assessment

For prisoners serving in excess of 12 months custodial imprisonment an assessment of general rehabilitation needs must be conducted and entered in the Rehabilitation Needs Assessment (RNA) in IOMS.

The RNA must be completed within three weeks of admission (following sentencing) in accordance with the Appendix PD9 Rehabilitation Needs Assessment Instruction Manual.

The Manager, Offender Management is responsible for ensuring the completion of the RNA.

8.1 Transfer from Community Corrections

Prisoners may transfer from Community Corrections supervision to a corrective services facility with a current and verified Benchmark Assessment, an Offender Management Plan or Progression Plan. These prisoners do not require the RNA unless otherwise determined as necessary.





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A review of the assessments available should be used to update or generate a new progression plan for these prisoners.

9. Specialised Assessment –Static-99R

The Static-99R must be used as a specialised assessment for all male prisoners convicted and currently serving a custodial sentence for a sexual offence (as per *Corrective Services Act 2006* Schedule 1) and have sufficient time in custody to complete a sexual offending program. The Static-99R must be administered as soon as possible (however, within three months of admission) following sentencing to determine the prisoner’s level of sexual reoffending risk, to ensure prisoners are informed of program requirements as part of preliminary planning, and that the Progression Plan (PP) accurately reflects the prisoner’s requirements.

Staff administering the Static-99R must be accredited via QCS endorsed training. When completed, the Progression Plan should be updated to reflect program recommendations as per program eligibility criteria.

The STABLE 2007 is also used as part of the treatment and management process of men convicted of a sexual offence who have completed the Getting Started Preparatory Program (GSPP) and accepted a placement on their recommended sexual intervention program.

The Manager, Offender Development is responsible for ensuring the completion of the Static-99R.

The Progression Plan is then due within two weeks of the Static-99R being verified on IOMS and Sentence Management Staff being notified. The Manager, Sentence Management Services is responsible for ensuring the completion of the PP update.

9.1 Administering a Static-99R

When administering the Static-99R the assessor is required to make a professional judgement if the ‘Total Score’ outcome of the assessment accurately represents the risk the individual presents at the time of assessment. The ‘Comments’ field located on the Summary tab provides assessors the ability to record relevant information explaining their endorsement and/or additional limitations that may not already be outlined, for instances where an officer is aware of dynamic risk factors that are not measured in the -Static-99R but may be captured in additional assessments such as the STABLE-2007. Refer to the [-Static-99R Coding Manual Revised 2016](#) for further information and guidance. While not an exhaustive list of considerations, where applicable, assessors should consider:

First Nations	<p>When completing an assessment for an individual who identifies as First Nations, assessors should include a cautionary comment. For example:</p> <p><i>‘Research has found the predictive accuracy of the Static-99R is lower for individuals from a First Nations background compared with individuals not from a First Nations background. Therefore, caution should be used when interpreting these results.’</i></p>
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Non-Caucasian ethnicities	Research for the Static-99R, while indicative of accurately predicting sexual recidivism for Caucasian and non-Caucasian groups, caution may need to be exercised when interpreting assessment outcomes for some non-Caucasian groups due to lower predictive accuracy, inclusive of Hispanic and Indigenous individuals.
Official documentation	<p>When administering the Static-99R assessment consider the availability of relevant official documentation, any known limitations should be outlined and recorded.</p> <p>Should new information relevant to the assessment outcome become available at a later time the Static-99R must be reviewed and where necessary readministered. For example, additional victim information may become available or evidence of sexual motivation.</p>
Outstanding sexual offending charges	<p>Where an individual has outstanding sexual offending charge/s at the time a Static-99R assessment is completed, it should be noted the assessment may not be a true representation of their risk.</p> <p>Should the individual be convicted of the outstanding sexual offence/s, the Static-99R assessment should be reviewed and where necessary readministered.</p>
Stated intention to commit further sexual offences and/or harm	<p>During completion of the assessment, should an individual express an intent to commit further sexual offences and/or harm, it should be noted and recorded that the assessment outcome may not be a true representation of their risk.</p> <p>In consultation with the Manager, Offender Development, staff must consider relevant risk mitigation strategies that may need to be implemented to address any identified risk/s.</p>
Other significant considerations	Where there is evidence of other presenting factors (i.e. psychopathy, deviancy) comments should outline relevant details and note the assessment may not be a true representation of their risk.

9.2 Recording assessment outcomes

Where a -Static-99R has been completed and approved prior to 21 April 2024, when reporting the assessment outcomes for these assessments officers should refer to E2E Case Management Appendix – Recording Static-99R Assessment Outcomes for further guidance.

10. Development of the Progression Plan

The Progression Plan (PP) must be developed and entered in IOMS, within three weeks of relevant assessments being completed (such as the RNA) and following sentence, for all prisoners serving in excess of 12 months custodial imprisonment (to be calculated from the date of sentencing, excluding pre-sentence custody).





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The responsible officer for the PP is the Manager, Sentence Management Services with input from relevant corrective services facility staff via appropriate assessment tools. For special needs prisoners this is at the discretion of the Manager, Offender Development or delegate via direct liaison where deemed necessary. The relevant Specialist Operations manager is responsible for approval and review.

Prisoners assessed as suitable for immediate placement in a low custody facility in accordance with the COPD Sentence Management: Classification and Placement or subject to the DPSOA, do not require a PP.

Sentence Management Services must coordinate the development of the PP with input from relevant corrective services facility staff via appropriate assessment tools. For special needs prisoners, direct liaison may occur at the discretion of the Manager, Offender Development or delegate where deemed necessary.

Where determined relevant by the responsible officer, a classification, placement and planning panel interview is to be scheduled by Sentence Management Services. Refer to the COPD Sentence Management: Classification and Placement and the Appendix SM5 Services Panel Interview Process.

There is a requirement to ensure that a draft copy of the PP and the PP activity report is provided to prisoners at the commencement of all discussions relating to the initial development of a PP. It is important the prisoner is provided a draft copy of the progression plan and progression plan activity report to ensure they have an opportunity to read the documents and are able to refer to them during the panel discussion.

Prisoners should be permitted to retain this copy of the progression plan and must be provided a copy of the final progression plan once it is approved.

Specific dates, including parole eligibility, court ordered parole, custodial end date and when the prisoner is eligible to submit a parole application should be highlighted and discussed in detail at the time of the panel discussion.

The completion and approval of the PP will follow as per the timeframes outlined below. The process for determination of the prisoner's security classification and placement will occur as per the COPD Sentence Management: Classification and Placement.

The PP is to be developed in accordance with the Appendix SM7 Progression Plan Instruction Manual.

Plans must include:

- a) a prisoner's risk/needs;
- b) educational needs in the areas of literacy/numeracy, secondary, tertiary and VET studies; and
- c) provision of clearly specified learning objectives to enable prisoners to meet identified needs within negotiated and reasonable timeframes.

The prisoner's attitude towards identified programs and any relevant comments are to be documented in the PP prior to approval. The prisoner should be advised of possible outcomes if they choose not to comply with their PP.

10.1 Transfer from Community Corrections

Prisoners admitted to a corrective services facility from Community Corrections supervision during the same correctional episode may have a Benchmark Assessment completed in IOMS. This assessment should be referenced when developing the PP.





11. Review of Progression Plan

Minimum Review Timeframes		
Review Type	Prisoner Category	Review of PP
Scheduled Review	Maximum Security Unit	To be reviewed at time of reintegration from MSU
	High Security Classification (excluding remand legal status)	As determined at the point of initial or previous review
	Low Security Classification	When required
Event-Based Review	All	Following a significant event that has a potential to impact on a prisoner's PP

When the PP is completed, the capacity to make amendments to the plan exists through conducting a further plan.

A review of a prisoner's PP must capture factors relevant to past events in the current correctional episode as well as addressing future short and long-term planning objectives. As the prisoner's sentence progresses changes to their circumstances may emerge. The prisoners overarching progression objectives and program recommendations should be varied to accommodate the changes including completion of a program or an amended program recommendation or changes to family circumstances, etc.

The focus of a review of planning is on the:

- a) period since the development of the PP;
- b) remaining period of the prisoner's current correctional episode;
- c) pre-release and post-release community reintegration needs; and
- d) prisoner's progress in achieving the established progression objectives.

Staff are to refer to the prisoner's PP and identify the activities relevant to the prisoner's plan to be achieved during the next review period. In determining the activities staff must consider the response to date including whether the prisoner is well positioned or not to engage in the identified objectives, staff must also utilise the Activity Report from Reporting Services. For example, the prisoner now has sufficient literacy skills to undertake a vocational training course or the assessment for interview in a specific program identifies there are no current responsibility barriers to program inclusion. It will also be necessary to ensure that the activities are appropriate to the stage of sentence and sequencing of activities is appropriate.





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A review of planning including the agreed goals to be achieved during the next progression plan period is to be recorded in the PP and SM-DMR in IOMS. Refer to the COPD Sentence Management: Assessment and Planning and Appendix SM7 Progression Plan Instruction Manual.

11.1 Prisoners pending discharge

It is expected that the discharge date of a prisoner is a key factor in setting the review date in a PP.

11.3 Guardianship and/or Administration Order

If a prisoner has an active Guardianship and/or Administration Order warning flag indicator in IOMS staff must contact the prisoner's appointed guardian for involvement in the review process. This may include advising the appointed guardian of the review process, discussing the level of involvement of the appointed guardian and forwarding any required documentation to the appointed guardian for review. Refer to the COPD Prisoner Entitlements: Office of the Public Guardian.

Prisoners with a GA warning flag may be eligible for support through the National Disability Insurance Scheme (NDIS). Refer to the Appendix R12 Referral of Prisoners into the National Disability Insurance Scheme.

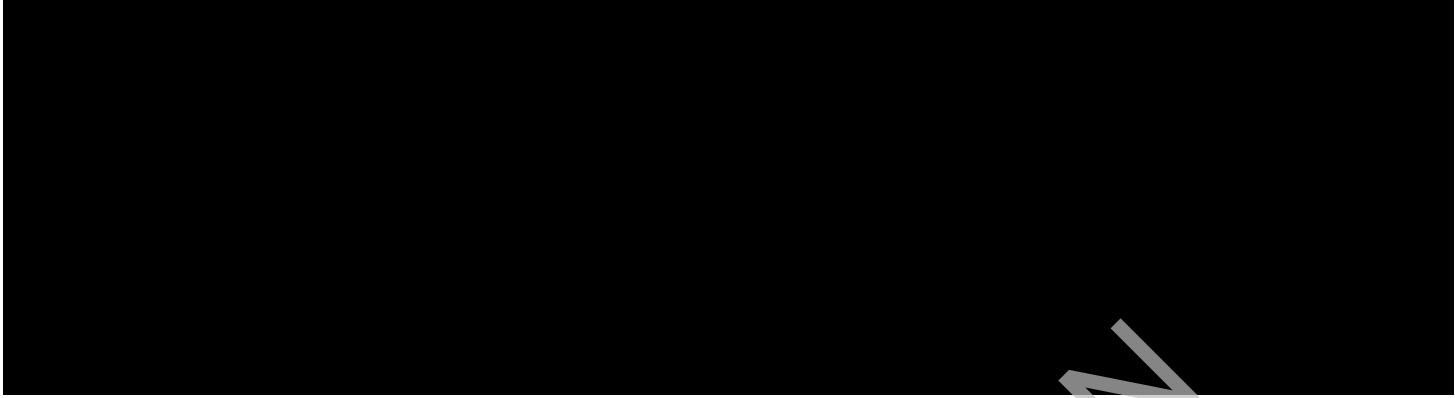
12. Throughcare

An Administrative Form 6 Transition from the Community Checklist must be conducted individually with each prisoner on admission to a corrective services facility. The responsible officer for this is a staff member allocated by the Chief Superintendent of the corrective services facility. The purpose of the checklist is to identify and address issues that may negatively impact on the prisoner's resettlement into the community after release.

The completed Administrative Form 6 Transition from the Community Checklist must be saved in IOMS and a case note entered reflecting completion of the checklist and any follow up items, within 24 hours of the prisoner's admission.

Any action items that the prisoner cannot resolve or that the prisoner does not have the capacity to resolve should be delegated to an appropriate staff member for follow up to be implemented. It is not necessary for the hardcopy form to be filed on the Offender File.





PUBLIC VERSION

