COPP 2.3 Placements

Youth Detention Centres

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| **Principles**  In context of the following:  [Australasian Youth Justice Administrators Standards, 2009:](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)  Custodial environments are safe and secure  [Australian Human Rights Commission National Principles for Child Safe Organisations, 2019:](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)  Risk management strategies focus on preventing, identifying, and mitigating risks to children and young people. |

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# Scope

This Commissioner’s Operating Policy and Procedure (COPP) applies to all Youth Detention Centres (YDCs) Custodial Officers and staff.

# Policy

This document establishes clear and consistent practices around the placement of detainees in order to:

1. apply an accountable and transparent placement process
2. ensure placements promote the safety of detainees and staff and the good order and security of the YDC.
3. apply security controls to mitigate risk
4. where, applicable, effectively manage male and female detainee interactions.

# Admission and Initial Placement

### Admission of a detainee shall be done in accordance with Banksia Hill Youth Detention Centre (BHYDC) [COPP 2.1 – Admission](https://justus/intranet/prison-operations/Pages/bhdc-copps.aspx).

### Detainees shall initially be placed at BHYDC following admission but may be transferred to Unit 18 in accordance with [COPP 2.3 – Placement (Unit 18 YDC).](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

### The Senior Officer (SO) Admissions shall initially place the detainee based on admission assessments and observation requirements.

### All detainees with a prior YDC record shall have their active and inactive alerts reviewed for relevancy. This shall be done in consultation with the detainee.

### All newly, first time admission detainees shall have alerts enacted in accordance with any risks identified when completing the Intake Summary.

### Active alerts shall be considered when placements are being allocated.

### Where, due to the detainees behaviour they are assessed as being unable to be accommodated safely and securely at BHDC, the Superintendent/Officer in Charge shall seek the Commissioners approval, via the Deputy Commissioner Women and Young People, for immediate placement at BHDC Unit 18.

### Where there is a delay in the immediate placement, the detainee shall be placed in the Intensive Supervision Unit. Refer to [COPP 5.2 – Intensive Supervision and Cue Units](https://justus/intranet/prison-operations/Pages/bhdc-copps.aspx) (BHYDC).

### The Cell Allocation ACM Checklist shall be completed on TOMS on initial cell placement of a detainee and every time a detainee is moved to a different cell.

# Placement of Male and Female Detainees

### Male and where applicable, female detainees shall be assigned to separate accommodation units.

### Detainees who self- identify as trans, gender diverse and intersex shall be placed and managed in accordance with [COPP - 7.5 Trans, Gender Diverse and Intersex.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

### Unit Managers on the first Sunday of every month shall review all detainee alerts contained within their respective Units. This shall include review commentary and any recommendations for deactivation will be forwarded in writing to Security at BHYDC.

## Banksia Hill Youth Detention Centre

### BHYDC male detainees may be housed in the female accommodation unit who are on level 1 ARMS, this shall be authorised by the Superintendent prior to placement.

### Female detainees placed at BHYDC shall be housed in the separate and secure ‘Yeeda’ or CUE Unit female precinct.

### BHYDC male detainees are housed in the following units:

1. Intensive Support Unit (ISU)
2. Jasper
3. Karakin
4. Lenard
5. Murchison
6. Ravensthorpe (Self-Care Unit)
7. Serpentine (Self-Care Unit)
8. Turner
9. Urquhart.

### Female detainees over the age of 18 years shall remain in the Yeeda Unit.

### The Superintendent may, in exceptional circumstances (e.g., lack of beds during high population periods), approve the placement of males in the female precinct. (Refer to [Appendix A – Yeeda Placement – Males](#_Appendix_A_–_1)).

### Placement into BHYDC units are based upon a detainee’s supervision level which is either ‘Standard or Earned’. When a detainee at BHYDC achieves a level of ‘Earned’ supervision they may be placed into a Self-Care Unit. (Refer to BHYDC [COPP 6.2 – Supervision Levels and Privileges).](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

### A detainee may be placed into the BHYDC ISU or CUE based upon assessment by the BHYDC Multi-Disciplinary Team (MDT) or where a detainee requires a higher level of support, care, and engagement. (Refer to [BHYDC COPP 5.2 – Intensive Supervision and CUE Units.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx))

### Recreation areas, work areas and visiting areas may be integrated, when appropriate supervision is in place. Detainees in these areas may be placed under the supervision of Custodial Officers of either gender.

### When appropriate safety and security controls are in place, activity programs may be integrated and detainees engaging in such programs may be placed under the supervision of Custodial Officers of either gender.

### Custodial Officers, contractors or service providers shall facilitate supervised, positive interaction between male and female detainees, which promotes and develops self-discipline and self-responsibility.

### Attendance for medical appointments at the health centre may be integrated if necessary, however male, and female detainees shall be examined and treated separately.

### Custodial Officers shall place male and female detainees in separate compartments within the escort vehicles and under supervision.

### Religious services may be integrated and detainees attending such services may be placed under the supervision of Custodial Officers of either gender.

### Custodial Officers shall supervise male and female detainees to ensure no inappropriate physical contact occurs.

### In the course of standard program participation, some form of physical contact between male and female detainees may occur. All Custodial Officers, contractors and service providers must control physical contact to a minimum and ensure it is suitable for the activity.

### All Custodial Officers, and applicable YDC staff shall be vigilant whilst supervising male and female detainees who are participating in structured programs in the same location.

### Custodial Officers are to immediately report any inappropriate contact between a male and female detainee in accordance with [COPP 8.1 – Incident Reporting.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

# Supervision Levels

### Detainees shall be assigned a supervision level depending on their placement in accordance with [BHYDC COPP 6.2 – Supervision Levels and Privileges or COPP 6.1 Behaviour Standards and Behaviour Management (Unit 18YDC)](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

# Placement at Unit 18 Youth Custodial Centre

### Placement at Unit 18 YDC shall be managed in accordance with [COPP 2.3 –Placement (Unit 18YDC)](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

# Transfer to a Prison

### Transfer of a detainee to a prison shall be managed in accordance with [COPP 6.11 Transfer of a Detainee to Adult Prison.](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

# Annexures

## Appendix

* [Appendix A – Yeeda Placement - Males](#_Appendix_A_–_1)

## Related COPPs and documents

**Related COPPs**

* [Banksia Hill Youth Detention Centre COPP 2.1 – Admission](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [Banksia Hill Youth Detention Centre COPP 5.2 – Intensive Supervision and CUE Units](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [Banksia Hill Youth Detention Centre COPP 6.2 – Supervision levels and Privileges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 6.11 –Transfer of Detainee to Adult Prison](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 7.5 – Trans, Gender Diverse and Intersex](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 8.1 – Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)
* [COPP 2.3 – Placement (Unit 18YDC)](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx)

**Documents**

* [Australasian Youth Justice Administrators Standards, 2009](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)
* [Australian Human Rights Commission National Principles for Child Safe Organisations, 2019](https://dojwa.sharepoint.com/sites/intranet/department/standards/Pages/ops-standards.aspx)

## Definitions

| Term | Definition |
| --- | --- |
| Assistant Superintendent | Officers designated by the Superintendent to be an Assistant Superintendent of Banksia Hill Detention Centre. |
| Commissioner’s Operating Policy and Procedures (COPP) | COPPs are policy documents that provide instructions to staff as to how the relevant legislative requirements are implemented. |
| CUE Unit | A smaller unit of the Yeeda Unit that provides a higher level of care and support for female detainees with Banksia Hill Youth Detention Centre than standard accommodation units |
| Detainee | Means a person who is detained in a detention centre as defined in s 3 of the *Young Offenders Act 1994* |
| Earned Supervision | Earned Supervision is the highest privilege level. Detainees who demonstrate good behaviour will progress to Earned  Supervision. |
| Detainee Management Review Committee (DMRC) | A BHYDC Committee that reviews applications for self-care, unit placement. It also reviews detainee Personal Support Plans (Unit Based, Change of Accommodation and Special Needs). |
| Intensive Support Unit (ISU) | A unit within Banksia Hill Youth Detention Centre for male detainees that provides a higher level of care and support than standard accommodation units. |
| Multi-Disciplinary Team (MDT) | A group composed of members with varied and complimentary experience, qualifications, and skills that contribute to the management of a detainee’s needs and risks, which can include, education, mental health and recreation. |
| Officers and Employees of Particular Classes | The following descriptions of classes of officers and employees are prescribed for the purpose of s 11(1a) (b) of the *Young Offenders Act 1994*, in r 49(2) of the Young Offender Regulations 1995:  (a) Medical staff persons who have undergone medical, nursing or health training and hold qualifications indicating successful completion of that training.  (b) Teaching staff persons who provide recreation or sports supervision, teachers, vocational trainers and social trainers.  (c) Program support staff counsellors, program facilitators and librarians.  (d) Centre support staff cleaning staff, laundry staff, gardening staff, vehicle driving staff, maintenance staff and hairdressers. |
| Public Service Officer | An officer employed in the State Government Public Service, subject to Part 3 of the *Public Sector Management Act 1994* and includes such officers and other persons as are necessary to implement or administer this Act. |
| Self-Care | The Self-Care are units that provide the opportunity for choice and self-determination in the transition period prior to expected release. Youth Custodial Officer supervision and intervention is minimal, and the emphasis is on being responsible for your actions and behaviour. |
| Senior Officer | A Custodial Officer who is substantive to this rank, or a Unit Manager, or Custodial Officer acting in the capacity of Senior Officer, appointed by the Chief Executive Officer with reference to s 11 of the *Young Offenders Act 1994.* |
| Staff | Any employee or officer of the Department of Justice, including a Public Service Officer, Custodial Officer or an employee of a particular class; and any contractor who provides services to the Department of Justice. |
| Standard Supervision | All detainees admitted to BHYDC are initially placed on Standard Supervision. See [BHYDC COPP 6.2 Supervision Levels, Incentives and Privileges](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx). |
| Superintendent | In accordance with s 3 of the *Young Offenders Act 1994, ‘*The person in charge of a detention centre’. |
| Total Offender Management Solution (TOMS) | The computer application used by the Department of Justice for the management of detainees in custody. |
| Unit Manager | A Custodial Officer substantive to this rank or Custodial Officer acting in the capacity of Unit Manager, appointed by the Chief Executive Officer. |
| Youth Custodial Officer (YCO) | In accordance with s 11 (1a) (a) of the *Young Offender Act 1994*, a Custodial Officer is a person appointed as a custodial officer for non- administrative functions. |
| Youth Detention Centre | A gazetted detention centre declared by the Minister to be a detention centre to accommodate male and female, remanded or sentenced detainees. Refer to section 13 of *Young Offenders Act 1994.* |

## Related legislation

* *Public Sector Management Act 1994*
* *Young Offenders Act 1994*
* *Young Offenders Regulations 1995*

# Assurance

It is expected that:

* The YDC will undertake local compliance in accordance with the [Compliance Manual.](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance%20manual&ql=1033)
* Women and Young People, Head Office will undertake management oversight as required.
* Operational Compliance will undertake checks in accordance with the  [Operational Compliance Framework.](https://dojwa.sharepoint.com/search/Pages/results.aspx?k=operational%20compliance%20manual&ql=1033)
* 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 | Approval by the Director Operational Projects, Policy, Compliance and Contracts | 17 August 2020 | 5 October 2020 |
| 2.0 | Operational Policy | Approval by the Director Operational Projects, Policy, Compliance and Contracts | 12 September 2022 | 13 September 2022 |
| 3.0 | Operational Policy | Approval by the Director Operational Policy, Compliance and Contracts | 12 May 2023 | 12 May 2023 |
| 4.0 | Operational Policy | Approved by the Commissioner | 6 October 2023 | 5 December 2023 |
| 5.0 | Operational Policy | Endorsed by the A/ Assistant Commissioner Women and Young People | 9 November 2023 | 18 December 2023 |
| Approved by the  Deputy Commissioner Operational Support  CM Ref: S23/99330 | 15 November 2023 |
| 6.0 | Operational Policy | Approved by the  Deputy Commissioner Operational Support  CM Ref: S24/28641 | 18 June 2024 | 5 July 2024 |

Appendix A – Yeeda Placement – Males

Assessment and Criteria

**Male detainee population and assessment criteria**

1. Up to 8 male detainees may be housed in the Yeeda Unit.
2. Unit Managers of all Units should identify male detainees who fit the criteria below. The Unit Manager Intensive Support Unit (receiving new admissions), Unit Manager Yeeda Unit, and the Senior Officer Yeeda Precinct are to be proactive at identifying male detainees for placement in the Yeeda Unit:

* aged 14 years and under
* not convicted of or charged with any sexual offence
* no documented sexualised behaviours
* not in a relationship with any female detainees (i.e., boyfriend/girlfriend) placed in the Yeeda precinct at the time of assessment.

1. Initial assessment of detainees shall occur by the relevant Unit Manager/Senior Officer completing the 'Yeeda Placement – Males’ on TOMS.
2. Following the identification of detainees who fit the above criteria, the Assistant Superintendent Operations will ensure that an assessment is undertaken as follows:

Incident reports, Notes and Event Logs shall be reviewed to assess the detainee's behaviour.

The Unit Manager of the Unit holding the detainee, and the Unit Manager of the Yeeda Unit may be consulted

A full review of the detainee's criminal history shall be undertaken to ensure that the detainee has not been convicted or charged with a sexual offence prior to his reception into Banksia Hill Youth Detention Centre (BHYDC)

Psychological Services and the Assistant Superintendent Security shall be consulted to advise of any issues relating to the detainee.

1. Following this assessment, a decision shall be made by the Assistant Superintendent Security. This decision, whether the placement in the Yeeda Unit is approved or declined, shall be recorded on the completed ‘Yeeda Placement – Males’.
2. If a detainee has been approved for placement in the Yeeda Unit, the Unit Managers of Yeeda Unit and the Unit holding the detainee shall be contacted to affect the placement. If no space is available for immediate placement, the assessment is to be reviewed by the Assistant Superintendent Operations prior to the placement being undertaken.
3. If a detainee is not approved for placement to the Yeeda Unit, a review of the detainee's circumstances may be undertaken at a later time to determine whether issues prohibiting the Yeeda placement have been resolved. In these cases, a 'Yeeda Placement - Males' shall be again completed.
4. The assessment for placement, whether approved or declined, shall only relate to the detainee's current period of detention. Further assessment by way of the completion of the 'Yeeda Placement - Males' shall be undertaken if the detainee is released and later returned to custody.

Removal of a Male Detainee from the Yeeda Unit

**Standard of behaviour and detainee management**

1. Male detainees placed in the Yeeda Unit are expected to adhere to a good standard of behaviour at all times. It is noted, however, that due to the young age of male detainees suitable for placement in the Yeeda Unit, staff must manage behaviour before requesting the detainee's removal from the Unit.
2. Unit Custodial Officers must ensure that adequate records are kept in regard to a detainee's behaviour in the Yeeda Unit (both male and female detainees) in line with Departmental requirements;

'Notes' on TOMS are to be entered where information relating to a detainee's behaviour or situation may impact on the detainee's management or placement.

An Incident Report is submitted where the incident meets the requirements stipulated in [COPP 8.1 Incident Reporting](http://justus/intranet/prison-operations/Pages/bhdc-copps.aspx).

1. In the event that a male and a female detainee appear to be starting an inappropriate relationship which may affect the safety and security of the female detainee, or a male detainee is involved in an act of serious misconduct involving a female detainee, the male detainee is to be immediately removed from the Unit.
2. A TOMS Incident Report is to be entered in regard to the detainee's behaviour, including the details of the female detainee with which the relationship is forming.
3. An Incident Report is to be submitted in accordance with [COPP 8.1 Incident Reporting](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/bhdc-copps.aspx), as required.

**Permanent removal of a male detainee from the Yeeda Unit**

1. Permanent removal of a detainee is to be endorsed by the Assistant Superintendent Operations prior to such action being taken.
2. Permanent removal may be further assessed following the resolving of the issue which resulted in the removal of the detainee from the Yeeda Unit.

**Unit count management**

1. In the event that the population of female detainees rises to 8, the Yeeda Unit Manager shall ensure that the Assistant Superintendent Operations is contacted to determine whether the movement of male detainees out of the Unit is necessary to manage the population.
2. The young male population shall also be managed in accordance with the above if notification is received alerting BHYDC of the impending admission of 1 or more female detainees into BHYDC, as appropriate.

Management of Male and Female Detainees in the Yeeda Unit

**Movement of male and female detainees in the Unit**

1. Male detainees may occupy a specific wing(s), allowing female detainees privacy in a separate wing.
2. Doors to wings, the Unit Manager Office and staff areas are to remain locked at all times.
3. Detainees are not permitted to visit detainees in other wings.
4. Unit Custodial Officers are to ensure that all detainees in a wing are either in the wing, or out of the wing at all times.
5. Unit staff are not to allow the male detainees to use the outside telephone when the female detainees are present.

**Movement of detainees in the compound**

1. Yeeda Unit detainees are not to be permitted to roam the Yeeda Precinct compound without staff supervision. If a detainee wishes to communicate with the Unit Manager, appropriate arrangements shall be made with the Wing Officer.
2. Staff need to be highly vigilant and place themselves strategically in the Yeeda compound when supervising detainees. Male and female detainees shall not be permitted to interact without the supervision of a staff member. Staff shall ensure that recreation occurs where detainees are in the direct line of sight of staff at all times.
3. The use of the outside telephone is only to be approved if the supervising Custodial Officer can guarantee appropriate supervision of all detainees in their care. Further advice is to be sought from the Unit Manager if required.
4. Yeeda Precinct Recovery Officers shall be required to attend the unit frequently in a 'roving' capacity.
5. Male and female detainees may associate in recreation times if supervised by Custodial Officers at all times.
6. Male and female detainees shall not be permitted to touch each other, other than where accidental touching occurs in the course of playing sport.

**Education/program classes**

1. Male detainees placed in the Yeeda Unit shall attend school in the Yeeda Precinct and shall be educated in groups of 8 males (or less). If there are more than 8 males, arrangements will be made by Education staff and the Yeeda Unit Manager or Senior Officer for schooling of the additional male detainees.
2. Young male detainees for example, up to the age of 13 years may be educated with female detainees provided that adequate supervision by custodial staff within classrooms/program rooms is provided at all times.

**Lunch - school days**

Lunch in the Yeeda Unit on schooldays is to be taken in the courtyard under strict supervision by the Custodial Officers. The Custodial Officers responsible for the female detainees may take the females into the Wing for lunch at their discretion.

**Recreation**

1. Recreation may occur in the Unit Compound (refer staffing requirements stated in Section 3.2 above).
2. Recreation in the gymnasium and integration of female and approved male detainees shall occur in accordance with the BHYDC Recreation Timetable. Custodial Officers shall ensure that male and female detainees are closely supervised during recreation to ensure that no inappropriate contact occurs.

**Self-Care**

When young male detainees are housed in the Yeeda Unit, Self-Care will be restricted in order to ensure that security risks are properly managed.

**Medication issue and medical treatment**

1. Medication for male and female detainees housed in the Yeeda Unit shall be issued from the dispensary in the Yeeda Precinct.
2. The Medical Admissions Officer shall attend the Yeeda Unit during medication issue to ensure the privacy of the male detainees and the female detainees receiving medication from the Yeeda Unit dispensary.
3. For treatments and other examinations, detainees will attend BHYDC main Medical Centre. The Medical Admissions Officer shall also assist with the movement of detainees to the Medical Centre for further treatment.
4. Under no circumstances shall detainees be allowed access to the medical officer via the ‘Nicol staff only area’.

**Clothing**

1. Female detainees shall wear purple centre issued attire.
2. Male detainees shall wear sky blue attire.
3. All detainees are required to wear their identification tags at all times during unlock hours. Staff are to ensure that all detainees are appropriately dressed at all times.