COPP 12.4 Prisoner Transfers

Prison

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| --- |
| Principles As referenced in the [Guiding Principles for Corrections in Australia, 2018](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Documents/guidelines-for-corrections-in-aus.pdf):  3.1.11 Persons in custody are transported using fit for purpose vehicles that are safe and meet relevant standards and are subject to regular and routine safety checks  3.1.12 Transport of persons in custody is conducted in a safe and humane manner, taking into account the dignity of the person being transported. |

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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).

It also applies to any organisation contracted to the Department under the *Court* *Security and Custodial Services Act 1999[[1]](#footnote-1)*, for the provision of custodial transport services.

# Policy

Prisoners are transported in a safe, humane and efficient manner that meets their individual needs, ensures self-respect and privacy as required, while providing adequate safety and security for the community, prisons and staff managing prisoners.

Prisoners lawfully absent from prison for the purpose of undergoing escorted travel remain in lawful custody and as such, movements of prisoners are responsive to changing events or prisoner incidents.

Prisoners are prepared for transfer and are ready early to ensure they are moved as quickly as possible and arrive at their destination on time.

Inter-prison transfers involve the transfer of prisoners and their property from one prison to another, between metropolitan and/or regional prisons.

Inter-prison transfers may exacerbate or activate a prisoner’s risk of self-harm. The transfer and management of prisoners at risk of self-harm shall be assessed and planned with care.

The interstate transfer of prisoners in accordance with legislation[[2]](#footnote-2) and on approval by the relevant authority, may occur for the following reasons:

* prisoner requested by another jurisdiction for the purpose of legal matters
* requested by the prisoner for the purpose of legal matters; or
* requested by the prisoner, other than for legal matters (welfare).

The international transfer of prisoners in accordance with legislation[[3]](#footnote-3) and the relevant approving authority can occur for the following reasons:

* request by a prisoner seeking transfer to his/her home country
* extradition from Australia to the prisoner’s home country; or
* international requests to or from Australia.

# Inter-Prison Transfers

## General requirements

### Inter-prison transfers in accordance with [COPP 2.3 – Assessment and Sentence Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) shall be considered for the following reasons and in accordance with [Appendix A – Weekly Scheduled Inter-prison Transfers](#_Appendix_A:_Weekly):

1. approved transfer (on completion of an Individual Management Plan (IMP) and/or Management and Placement (MAP) checklist)
2. preferred placement following sentence; or
3. security rating.

### Inter-prison transfers (including temporary transfers) may also occur for the purposes of:

1. population management
2. management issues
3. medical/psychiatric reasons
4. return to origin (re-socialisation/reintegration)
5. court attendance
6. program participation
7. dangerously ill relatives/funeral attendance/compassionate reasons; or
8. early discharge/release from custody.

### The Operations Centre (OPCEN) in consultation with the Contractor, shall coordinate and conduct inter-prison transfers via secure vehicle, air and coach.

### The sending prison shall consult with the OPCEN relating to inter-prison transfers in accordance with this COPP and [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx), when the Contractor is unable to provide air transport for the prisoner.

### The Movements Officer or Officer in Charge (OIC) after hours shall contact the OPCEN for further instructions, if any ad hoc inter-prison transfers are required.

### The Special Operations Group (SOG) or Albany Security Unit (ASU), where applicable, shall conduct the inter-prison transfers of high security escort prisoners in accordance with [COPP 12.5 – High Security Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) (HSE).

### The use of restraints on prisoners for the purpose of the transfer shall be in accordance with [COPP 12.3 - Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and the Department’s Escort Procedures training manual.

### The searching of prisoners, property and vehicles, prior to an inter-prison transfer shall be conducted in accordance with [COPP 11.2 – Searching](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

* + 1. Transport of prisoners who identify as trans, gender diverse or intersex shall be conducted in accordance with the special requirements outlined in [COPP 12.2 - Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and [COPP 4.6 –Trans, Gender Diverse and Intersex Prisoners](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### Transfer of prisoners who are pregnant, in labour, or post-natal care shall be conducted in accordance with the special requirements outlined in [COPP 11.3 – Use of Force and Restraints](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and [COPP 12.1 – Escort Vehicles](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### Transfer of prisoners with significant medical/mobility issues shall be conducted in accordance with the special requirements outlined in [COPP 12.2 - Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### Fitness to Travel Assessments shall be completed for all prisoners prior to transfer (refer [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)).

### Every prisoner being transferred between prisons shall be assessed in relation to their risk of self-harm as per this COPP.

### Escorting Officers shall ensure prisoners are provided with food and water during transfer in accordance with [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

## Documentation and notification

### Inter-prison transfers shall only occur on approval from the Superintendent/OIC and completion of the relevant documentation as outlined in Documentation for External Movements in [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### Documentation forwarded to the OPCEN after the deadline for the transfer shall result in the prisoner not being considered for travel, unless otherwise agreed by Population Management or the OPCEN.

### Documentation may be required by the OPCEN earlier if a public holiday occurs around the day of the scheduled transfer.

## Procedures (documentation and notification):

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Complete the relevant documentation in accordance Documentation for External Movements in [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and forward to the OPCEN prior to the intended transfer as follows:  secure vehicle – 1200 hrs the business day prior  coach – 1200 hrs 2 business days prior  air – 1200 hrs 5 business days prior. | Movements Officer |
| **2.** | Forward the relevant documentation to the Contractor. | OPCEN |
| **3.** | Request advice from Intelligence Services, via prison-based security team, if a security issue is identified. | Movements Officer |
| **4.** | Consult with Health Services staff regarding any medical conditions that may impact on travel arrangements. | Movements Officer |
| **5.** | If a prisoner needs to be transferred after the cut off time for documentation, contact the OPCEN at the earliest opportunity to be considered as a late addition as per section 3.2.2. | Assistant Superintendent Operations/SO Movements/Reception Officer |

## Coordination of transfers

### Prisons shall apply the following procedures, prior to an inter-prison transfer:

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Complete a Prisoner Movement Risk Assessment (PMRA) on Total Offender Management Solution (TOMS) for transfers via coach and air travel and obtain approval by the relevant authority.  Complete an External Movement Risk Assessment (EMRA) on TOMS, or Contractor equivalent, for all other transfers (non-coach/air travel) if required to vary the standard number of escorting officers, restraints, or vehicle type as per [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx). | Movements Officer/Security Manager/ Contractor |
| **2.** | Confirm a Fitness to Travel Assessment has been completed by Health Services on TOMS (refer [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)). | Movements Officer |
| **3.** | Obtain any medication required from Health Services prior to travel. | Reception Officer |
| **4.** | Coordinate with relevant prison staff and Escorting Officers to ensure prisoners are ready for transport and present in reception early. | Movements/  Reception Officer |
| **5.** | Conduct a briefing with the Contractor to include:   * sighting the emergency management plan; * how to action and manage an emergency situation (eg vehicle breakdown, escape, non-compliant prisoner); and * contingency planning in an emergency. | Security Manager/Principal Officer/OIC/ Contractor |
| **6.** | Confirm Escorting Officers have completed the necessary restraints serviceability checks prior to departure. | Security Manager/Principal Officer/OIC/ Contractor |
| **7.** | Provide Escorting Officers with the following:  authorised documentation in accordance with Documentation for External Movements in [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)  prisoner management file  medical records, where required; and  prisoner property. | Movements/ Reception Officers |
| **8.** | Advise the Escorting Officers of any protection, security and/or medical issues regarding the prisoner (identified on the Offender Movement Information (OMI) sheet) | Movements/ Reception Officer |
| **9**. | Ensure the PMRA/EMRA and other relevant documentation is placed on the prisoner’s Prisoner Management File. | Movements/ Reception Officer |

# Inter-Prison Transfer of Prisoners at Risk of Self-Harm

## Assessment of risk of self-harm

### The Superintendent shall ensure every prisoner being transferred between prisons is assessed, by the Prisoner Risk Assessment Group (PRAG), in relation to their risk of self-harm. Prisoners shall be assessed in accordance with the following criteria:

1. **Self-harm concern**: Self-harm History alert, with no attempted or actual self-harm incident within preceding six months
2. **Elevated risk of self-harm**: current ARMS or SAMS alert; or Self-harm History alert, with attempted or actual self-harm incident within preceding 6 months.

### If an officer believes for any reason that a prisoner due to be transferred may be at risk of self-harm, the prisoner may be assessed as being of self-harm concern without meeting the above criteria.

### A prisoner’s risk of self-harm may emerge or escalate at any time. These procedures apply to a prisoner who is identified to be of self-harm concern or at elevated risk of self-harm at any time between when being advised of a transfer and up to the completion of the transfer.

### Prisoners who are identified after a transfer as being at risk of self-harm shall be managed in accordance with [COPP 4.9 – At-Risk Prisoners](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### The Superintendent shall ensure the [Inter-prison transfer of prisoners at risk of self-harm](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx) checklist is completed for all prisoners assessed as being of self-harm concern or at elevated risk of self-harm.

## Review of prisoners of self-harm concern

### The Superintendent shall ensure all prisoners initially assessed as being of self-harm concern shall be further reviewed as to whether they are at elevated risk of self-harm.

### This paper-based review shall be undertaken by the following stakeholders using the [Self-Harm Concern Review Checklist](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx) form:

1. the Superintendent (Chair)
2. all treating mental health and health practitioner(s)
3. a Prison Support Officer who has engaged with the prisoner (if applicable), or another Prison Support Officer
4. an Aboriginal Visitors Scheme (AVS) visitor who has engaged with the prisoner (if applicable)
5. a prison officer who regularly interacts with the prisoner.

### If any stakeholder involved in the review is of the opinion that the prisoner may be at elevated risk of self-harm, the Superintendent shall make the decision whether the prisoner should be considered to be at elevated risk of self-harm for the purposes of this COPP.

### The Superintendent shall undertake enquiries necessary to inform this decision and ensure a summary record of the [Self-harm Concern Review Checklist](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx) outcome is entered on the prisoner’s offender notes module on TOMS.

## Decision to transfer (case conference)

### The Superintendent shall ensure a range of views are sought to inform a decision to transfer a prisoner at risk of self-harm by holding a multi-disciplinary case conference including at a minimum:

**Originating prison**

* + - * the Superintendent (Chair)
      * the prisoner
      * the treating mental health and health practitioner(s) (ie General Practioner, psychiatrist, Prison Counselling Service counsellor); they may appear via phone if unable to attend in person
      * a Prison Support Officer who has engaged with the prisoner (if applicable), or another Peer Support Officer
      * an AVS visitor who has engaged with the prisoner (if applicable)
      * a Prison Officer who regularly interacts with the prisoner.

**Receiving prison**

* + - * the Superintendent
      * representative(s) from the appropriate service(s) who are expected to be the treating practitioner(s) to the prisoner upon arrival
      * a Peer Support Officer who is expected to engage with the prisoner
      * an AVS visitor who is expected to engage with the prisoner (if applicable)
      * a Prison Officer who is expected to regularly interact with the prisoner.

### To ensure that any cultural and/or gender issues are properly considered, where a prisoner is Aboriginal, a woman or an Aboriginal woman, one of the above stakeholders must be Aboriginal, a woman, or an Aboriginal woman respectively.

### The case conference Chair may invite additional attendees to attend the case conference if applicable. When making this decision, the Chair should take into account the confidential nature of the prisoner information to be discussed. Additional invitations should be limited to those most likely to meaningfully contribute to considerations.

## Case conference considerations

### The case conference shall consider:

1. the reasons for the transfer
2. any suitable alternatives to the transfer
3. any indication of the prisoner’s attitude toward the transfer (if known)
4. the likelihood and impact of any change in the prisoner’s social contact (with officers, staff and visitors)
5. the anticipated risks associated with the transfer.

## Prisoner involvement in case conference and additional support

### The Superintendent shall ensure the prisoner’s attendance at the case conference to ensure any potential risks/concerns are addressed at the earliest opportunity.

### If necessary, a prisoner may be temporarily removed from the case conference while security issues are discussed. There may be occasions where the prisoner’s attendance is not possible for prisoner welfare, safety or security reasons. The Superintendent shall ensure any reasons for non-attendance are noted in the case conference minutes.

### If extenuating circumstances result in the prisoner not attending the case conference, the reasons must be noted in the case conference minutes and he or she shall be advised in person as soon as possible of the outcomes of the case conference.

### Irrespective of whether a case conference decision is made to transfer the prisoner or not, the Superintendent shall ensure arrangements are made for in-person support to be provided to the prisoner immediately after the case conference. This support may include, as applicable:

1. Prison Support Services (AVS, PSO, Peer Support)
2. Health Services
3. Mental Health
4. Psychological Health Services.

### Where a prisoner’s risk of self-harm emerges at some point after being informed of the impending transfer, the prisoner shall be offered immediate telephone or in-person support.

## The Transfer Plan

### The [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) shall include, at a minimum:

1. how the transfer will be affected with a minimum of disruption to the prisoner
2. how the prisoner will be managed by:
   * + - 1. the originating prison prior to the transfer
         2. escorting officers during the transfer (ie any special considerations)
         3. any interim accommodating prison during the transfer (if applicable)
         4. the receiving prison for the period after the transfer.
3. any linkages with existing ARMS or SAMS processes
4. procedures for the exchange of information related to the prisoner
5. protocols for the management of any actual or attempted self-harm at any time prior to, during, or in the two weeks after the transfer
6. provisions for transition from the [Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx).

### If the Superintendent of the originating prison, as the Chair of the case conference, determines that the transfer of the prisoner is required, the case conference shall also develop a [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) with consideration of the [Transfer Guidelines (Appendix B)](#_Appendix_B:_Transfer).

## Approval and implementation of Transfer Plan

### The [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) shall be approved by the Superintendents of both the originating and receiving prisons and submitted to the Operations Centre.

### In circumstances where the Superintendents are unable to reach agreement on the particulars of the Transfer Plan, it shall be escalated to the Assistant Commissioner Custodial Operations (ACCO) or Assistant Commissioner Women and Young People who shall raise the issues with the relevant Deputy Commissioner for determination.

### The Superintendents shall ensure all actions agreed to in the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) are implemented and documented as they relate to their respective prisons.

### The Superintendent of the originating prison shall ensure escorting officers are aware of any special considerations detailed in the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) for the prisoner’s transfer.

## Review of Transfer Plan

### The Superintendent of the originating prison shall ensure the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) is reviewed at least weekly. Any changes to the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) shall be approved and assured as above.

### If a prisoner attempts to self-harm, or self-harms prior to or during the transfer, the designated Superintendent of the originating prison shall re-convene the case conference to consider whether/how the prisoner’s actions affect the:

1. decision to transfer
2. specifics of the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx).

### The Superintendent (or delegate) shall ensure any actions arising from this case conference are completed, documented and the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) (if already completed) is revised as appropriate. Any changes to the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) shall be approved and assured as above.

## Assurance

### The Superintendent of the originating prison shall confirm the [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) has been approved for a prisoner at elevated risk of self-harm before the prisoner is transferred.

### The OPCEN shall ensure a [Prisoner Transfer Plan](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) has been completed.

# Inter-Prison Transfers via Air

## General requirements

### Inter-prison transfer of prisoners via air shall be in accordance with legislation[[4]](#footnote-4), this COPP, [Appendix A: Weekly schedule for inter-prison transfers](#_Appendix_B:_Schedule_1), [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and the Escorting Officers standards, and as determined by the security and safety of prisoners, staff and the community, and the health and welfare needs of each prisoner.

### When the Contractor is unable to provide air transport, the sending prison shall attempt to arrange alternative transport and notify the OPCEN of the transfer. The SOG may assist in transportation where there are security concerns. All requests shall be made via a SOG Tasking Request and are subject to the relevant approval.

## Documentation and notifications

### In addition to the standard documentation for transfer (Documentation for External Movements in [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)), when the inter-prison transfer is conducted by air, the following documentation and notification procedures apply:

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Complete the [Prisoner Transfer Sheet](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx) form and forward it to the OPCEN by 1200 hrs at least five business days prior to intended date of air travel. | Movements Officer |
| **2.** | Complete the PMRA and forward to the OPCEN at least five business days prior to intended date of air travel. Prior to forwarding to the OPCEN, the Officer completing the PMRA:   1. may request advice from the Corrective Services Intelligence Directorate, via prison-based security teams, if a particular security issue is identified to benefit from further intelligence input; and 2. must consult with Health Services staff for the notification of medical conditions that may impact travel arrangements. | Movements Officer |
| **3.** | Complete additional paperwork as required in consultation with transporting authority. | OPCEN |
| **4.** | Complete the required sections of the *Aviation Transport Security Regulations 2005 (Cth)* Schedule Form 1 – [Notice of Proposed Movement of a Person in Custody](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-adult-forms.aspx) form as instructed by the OPCEN. | Transporting authority |
| **5.** | Provide the completed *Aviation Transport Security Regulations 2005 (Cth)* Schedule Form 1 – [Notice of Proposed Movement of a Person in Custody](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-adult-forms.aspx) form and the PMRA to the nominated commercial air transport Contractor for approval to travel. | Transporting authority |
| **6.** | Review the completed documentation. | Commercial Air Transport Contractor |
| **7.** | Liaise with the OPCEN or the transporting authority as required if a security risk is identified, to determine transportation services. | Commercial Air Transport Contractor |

## Transportation of prisoner’s property

### Prisoner’s property shall be transferred, where possible, at the time the prisoner is transferred and in accordance with [COPP 3.1 – Managing Prisoner Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### Prisoners being transferred by air are permitted no more than a total of 15 kilograms of personal property (2 bags totalling less than one cubic metre) and the following shall apply:

1. Property is packed in clear plastic bags and sealed, ensuring as many items as possible are visible
2. each bag is tagged, ensuring the tag clearly states the prisoner’s name, destination, number of bags and correct weight of each bag; and
3. prisoner baggage shall not be exempt from established aviation security procedures.

### Where a prisoner is being transported by air, staff shall ensure matches and lighters are not packed in the prisoner’s personal property. These items shall be packed separately in a clear, sealed, plastic bag with the prisoner’s name attached and carried by the escorting officers.

### Where a lighter or matches are located in a prisoner’s personal property prior to the flight commencing, the property is to be returned unopened to the prison.

### Goods not permitted to be transported (including large objects) shall be transported at the prisoner’s expense via road courier and in accordance with [Appendix C: Dangerous Goods](#_Appendix_C:_Dangerous_1) and [COPP 3.1 – Managing Prisoner Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

### Excess property shall be transported via other means at the sending prison’s expense.

### For transportation of electrical items prisoners shall be required to complete the [Prisoner Property Indemnity Form](https://justus/intranet/prison-operations/Pages/copp-forms.aspx) (for electrical items only).

### Televisions are not to be transported by air.

## Actions prior to inter-prison air transfer

### The Superintendent SOG (or Contract Director or their delegate for Contractor transfers) shall select the Escorting Officers for air transfer having regard for:

1. the risk factors involved
2. previous escort experience
3. currency of skills; and
4. capability to control the prisoner in the event of others being placed at risk.

### An aircraft operator or pilot is under no obligation to carry prisoners and may impose additional restrictions as they see fit.

### Escorting Officers are not permitted to carry firearms/weapons and dangerous goods (ie Oleoresin capsicum (OC) sprays and chemical agents) in the cabin of the aircraft.

### The following additional procedures apply, in conjunction with [section 3.6](#_Coordination_of_transfers), when coordinating the transport of a prisoner by air:

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Contact the relevant aircraft operator to book the prisoner and the Escorting Officer’s travel and discuss check in times and procedures. | Movements Officer |
| **2.** | Advise the relevant aircraft operator at the time of booking that the proposed passenger is a prisoner and provide the relevant details[[5]](#footnote-5). | Movements Officer |
| **3.** | Request and complete a PMRA for the prisoner and forward to the relevant aircraft operator for approval. | Movements Officer |
| **4.** | Confirm with the aircraft operator 12-24 hours prior to departure that clearance has been given for the prisoner to travel. | Movements Officer |
| **5.** | Contact the Senior Movements Officer to arrange for the prisoner to be transferred the day prior to departure, if he/she is located at another prison. | OPCEN |

## Actions during transfer

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Contact airport security prior to arrival for instructions as to parking and escorting the prisoner through public areas within the airport terminal. | Escorting Officers |
| **2.** | Identify the prisoner and self to the airline passenger-handling officer, not less than 20 minutes prior to departure. | Escorting Officers |
| **3.** | Sit beside the prisoner during the flight and maintain vigilance at all times. | Escorting Officers |
| **4.** | Apply restraints if necessary in accordance with [COPP 11.3 – Use of Force and Restraints](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx), ensuring the prisoner is not restrained to any part of an aircraft and modify and check the restraints as required for the duration of the flight. | Escorting Officers |
| **5.** | Comply with emergency/contingency directions as required. | Escorting Officers |
| **6.** | Complete the relevant observation and interaction records as required, refer [ARMS Manual](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Documents/arms-manual.docx). | Escorting Officers |

## Actions following transfer

### Escorting Officers shall transport the prisoner from the destination airport to the receiving prison or other designated location for medical/mental health care in accordance with [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and the Contractor standards.

# Inter-prison transfers via Coach

## General requirements

### Inter-prison transfers via coach shall be conducted in accordance with [Appendix A: Weekly scheduled for inter-prison transfers](#_Appendix_B:_Schedule_1) and as determined by the security and safety of prisoners, staff and the community, and the health and welfare needs of each prisoner.

### Coach travel and risk management arrangements are to be agreed between the OPCEN and the Escorting Officers in accordance with the Contractor Standard Operating Procedures.

### Movements Officers shall apply the procedures in [the](#_Inter-prison_Transfers) Inter-prison Transfers section of this COPP when preparing a prisoner for an inter-prison transfer via secure vehicle or coach.

### Movements Officers shall ensure the PMRA is completed and forwarded to the OPCEN at least two business days prior to intended coach transport.

### Movements Officers shall ensure the [Prisoner Transfer Sheet](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx) form is completed and forwarded to the OPCEN at least two business days prior to intended coach transport.

### Escorting Officers shall apply the standard procedures in accordance with [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) when conducting an inter-prison transfer via secure vehicle or coach.

## Transportation of prisoner’s property

### The transfer of prisoner property shall be in accordance with [COPP 3.1 –Managing Prisoner Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and the following:

1. prisoners shall be permitted 2 boxes no larger than 40 x 40 x 60 cms in size and 1 additional box containing electrical items, education materials and/or legal materials
2. boxes must be labelled with the prisoner’s name, ID number, and final destination; and
3. the sending prison shall be responsible for the costs and transferring of excess property.

# Interstate/International Transfers

## General requirements

### The transfer of prisoners’ interstate or internationally via air shall be in accordance with legislation[[6]](#footnote-6) and [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx). The process and procedures surrounding these transfer requests and appropriate application forms shall be in accordance with the [Sentence Management Directorate’s Interstate and International Prison Transfers Operating Manual](https://justus/intranet/prison-operations/Documents/prison-transfers-operational-manual.docx).

### A ‘dangerous person’ in custody[[7]](#footnote-7), shall have a minimum of 2 Escorting Officers, one of whom shall be the same sex as the person in custody, where available.

### The SOG, on approval from the Director Security & Response Services, shall coordinate and undertake all interstate and international prisoner transfers in consultation with the Sentence Management Directorate and the relevant prison.

### Where the prisoner has a medical condition there may be the additional requirement to complete an airline specific medical clearance form for each individual prisoner. Prisons shall check with the relevant airline carrier in all instances of an interstate or international transfer regarding documentation requirements prior to the transfer taking place.

## Documentation and notifications

### SOG Officers undertaking the transfer of prisoners via air for the purpose of an interstate/international prisoner transfer shall:

1. complete the *Aviation Transport Security Regulations 2005 (Cth)* Schedule Form 1 – [Notice of Proposed Movement of a Person in Custody](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-adult-forms.aspx) form;
2. forward the form to the relevant commercial air transport contractor for approval; and
3. liaise with the Sentence Management branch and relevant prison as required.

### SOG officers shall book flights 48 hours prior to departure to allow adequate notice to the relevant airline and authorities approving the *Aviation Transport Security Regulations 2005 (Cth)* Schedule Form 1 – [Notice of Proposed Movement of a Person in Custody](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-adult-forms.aspx) form and the prisoner’s travel.

### If less than 48 hours notice is available prior to the prisoner’s travel, SOG officers may need to negotiate with the airline for urgent consideration and approval of the *Aviation Transport Security Regulations 2005 (Cth)* Schedule Form 1 – [Notice of Proposed Movement of a Person in Custody](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-adult-forms.aspx) form. If the airline refuses, alternative travel arrangements shall be made.

## Transportation of prisoner’s property

### The transfer of prisoners’ property outside of Western Australia shall be in accordance with [COPP 3.1 – Managing Prisoner Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

## Searches

### The searching of prisoners, property and vehicles, prior to an interstate/international transfer shall be conducted in accordance with [COPP 11.2 – Searching](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx).

## Actions prior to transfer

* + 1. The Superintendent SOG shall select the Escorting Officers having regard for:

1. the risk factors involved
2. previous escort experience
3. currency of skills; and
4. capability to control the prisoner in the event of others being placed at risk.

### An aircraft operator or pilot is under no obligation to carry prisoners and may impose additional restrictions as they see fit.

### Escorting Officers are not permitted to carry firearms/weapons and dangerous goods (eg OC sprays and chemical agents) in the cabin of the aircraft.

### The following additional procedures apply in preparing to transport a prisoner by air on a commercial airline:

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Contact the relevant aircraft operator to book the prisoner and the Escorting Officer’s travel and discuss check in times and procedures. | SOG |
| **2.** | Advise the relevant commercial airline operator at the time of booking that the proposed passenger is a prisoner and provide the relevant details[[8]](#footnote-8). | SOG |
| **3.** | Request and complete an *Aviation Transport Security Regulations 2005* Schedule Form 1 – [Notice of Proposed Movement of a Person in Custody](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-adult-forms.aspx) for the prisoner and forward to the relevant aircraft operator for approval and on-forwarding to the airport operator. | SOG |
| **4.** | Confirm with the relevant aircraft operator 12-24 hours prior to departure, that clearance has been given for the prisoner to travel. | SOG |
| **5.** | Contact the Senior Movements Officer and OPCEN to arrange for the prisoner to be transferred the day prior to departure, if he/she is located at another prison. | SOG |
| **6.** | Prepare the prisoner for transfer by completing the relevant documentation in accordance with Documentation for External Movements in [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx). | Movements Officers |
| **7** | Provide Escorting Officers with the authorised documentation in accordance with Documentation for External Movements in [COPP 12.2 – Coordination of Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx) and other relevant information, property etc., for the purpose of the transfer. | Movements Officers |

## Actions during transfer

|  |  |  |
| --- | --- | --- |
|  | Procedure | Responsibility |
| **1.** | Contact airport security prior to arrival for instructions as to parking and escorting the prisoner through public areas within the airport terminal. | SOG |
| **2.** | Identify the prisoner and self to the airline passenger-handling officer, not less than 20 minutes prior to departure. | SOG |
| **3.** | Sit beside the prisoner and maintain vigilance during the flight. | SOG |
| **4.** | Apply restraints if necessary in accordance with [COPP 11.3 – Use of Force and Restraints](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx), ensuring the prisoner is not restrained to any part of an aircraft and modify and check the restraints as required throughout the flight. | SOG |
| **5.** | Comply with emergency/contingency directions as required. | SOG |
| **6.** | Complete the relevant observation and interaction records as required. | SOG |

## Actions following transfer

### Escorting Officers conducting interstate/international prisoner transfers, in accordance with legislation[[9]](#footnote-9) shall, on arrival at the destination, apply the following:

1. meet the relevant personnel from the receiving prison;
2. travel with the prisoner to the receiving prison;
3. handover the prisoner and provide the authorised documentation and prisoner’s property (including any monies) to the relevant personnel; and
4. obtain signatures on the Prisoner Transfer Receipt s83 on TOMS from both the prisoner and relevant personnel, confirming receipt of personal property (including monies).

# Annexures

## Related COPPs and documents

**Related COPPs**

* [COPP 2.3 – Assessment and Sentence Management](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 3.1 – Managing Prisoner Property](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 4.6 – Trans, Gender Diverse and Intersex Prisoners](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 7.2 – Social Visits](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 11.3 – Use of Force and Restraints](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 12.1 – Escort Vehicles](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 12.2 – Coordination of Escorts](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 12.3 – Conducting Escorts](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)
* [COPP 14.5 – Authorised Absences and Absence Permits](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/prison-copps.aspx)

**Other documents**

* [Court Security & Custodial Services (CS & CS) contract](http://www.parliament.wa.gov.au/publications/tabledpapers.nsf/displaypaper/3914901aa07fe9393c76e34f4825806e0027deca/$file/4901.pdf)
* [Interstate and International Prison Transfers Operating Manual](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Documents/prison-transfers-operational-manual.docx)

## Definitions and acronyms

|  |  |
| --- | --- |
| Term | Definition |
| ASU | Albany Security Unit |
| At-Risk Management System (ARMS) | The At-Risk Management System is the Department's multi-disciplinary suicide prevention strategy for offenders. The tri-level system includes:   * Primary prevention - strategies to create physical and social environments in the detention centre that limits stress on detainees * Secondary prevention - strategies to support detainees at statistically higher risk of self-harm or suicide * Tertiary prevention - strategies aimed directly at individuals identified as at risk of self-harm or suicide |
| CNM | Clinical Nurse Manager |
| 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. |
| Contract Director | As defined in Schedule 14 of the CS & CS Contract |
| Dangerous Person in Custody | As defined in the *Aviation Transport Security Regulations 2005 (Cth)*, “*A person in custody is* ***dangerous*** *if:*   1. *the relevant enforcement agency has assessed him or her as being likely to attempt to commit an unlawful interference with aviation, or to attempt to escape; or* 2. *he or she has been charged with, or convicted of, an offence:* 3. *against a person or persons or* 4. *involving actual or threatened damage to property;*   *punishable by imprisonment for 5 years or more”.* |
| Escorting Officers | A Prison Officer, officer employed under the CS & CS Contract, or an officer employed by a private prison contractor who is trained to conduct prisoner escorts. |
| Escorted Travel | Prisoner movement between 2 locations on a Departmental owned, chartered or contracted vehicle or aeroplane, while under escort by WA Police Force or Escorting Officers |
| Fitness to travel | A prisoner’s ability to undertake vehicle or air travel in an air-conditioned vehicle, subject to adequate rest stops, sustenance and hydration and the availability of essential medication, without significant medical risk |
| Guiding Principles for Corrections in Australia, 2018 | The guiding 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. |
| HSE | High Security Escort |
| Individual Management Plan (IMP) | The approved plan developed in consultation with treatment and education assessors and the prisoner. The IMP spans the prisoner's sentence through to release. It identifies prisoner needs and contains recommendations for prison placements, security classification and interventions that will assist the prisoner to live a pro-social life on release to the community. |
| Management and Placement-Remand (MAP-Remand) | The MAP-Remand is the checklist completed to determine initial security rating and placement for a remand prisoner. |
| Management and Placement-Sentenced (MAP-Sentenced) | The MAP-Sentenced is the checklist completed to determine initial security rating and placement for a sentenced prisoner and generally will define a prisoner’s security rating for the first 6 months in custody post-sentencing. |
| Movements Officer | The Officer responsible for preparing and providing prisoner movements information for prisoners based at the prison. This includes completing and collation of the paperwork and associated TOMS records necessary to facilitate the transfer, movement and release of prisoners |
| Officer in Charge (OIC) | As defined in s. 3(1*)* [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)and refers to either the designated Superintendent or the officer in charge of a prison at a particular time.  Also includes any contract worker authorised by the Commissioner in accordance with s. 15I (1) (a) [*Prisons Act 1981*](http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_751_homepage.html)to perform the functions of a superintendent in a privately operated prison. |
| Operations Centre (OPCEN) | The Operations Centre (OPCEN) is a central business unit for Corrective Services under the Operational Support Directorate (OPSPT) comprising Prisoner Movements and Response Coordination. The OPCEN has multiple functions, including providing reporting to stakeholders regarding Critical Incidents; security and operational advice for incident management; identifying and mitigating risk; coordination of inter-prison transport and stakeholder engagement. |
| Prisoner | Any person as defined in s.3 *Prisons Act 1981*; also includes a person not yet in the custody of a prison, but in the custody of a Contractor under the *Court Security and Custodial Services Act 1999*. |
| Special Operations Group (SOG) | Provides specialist emergency response and security support services for all correctional facilities within the State. |
| Superintendent | The Superintendent as defined in s. 36 [*Prisons Act 1981*](#_top)and includes any reference to the position responsible for the management of a private prison under Part IIIA [*Prisons Act 1981*](#_top). Does not extend to the Officer in Charge of a prison. |
| Total Offender Management Solution (TOMS) | An electronic database used by the Department of Justice to record and manage comprehensive information relating to prisoners and detainees. |

## Related legislation

* *Aviation Transport Security Regulations 2005* (Cth)
* *Court Security and Custodial Services Act 1999*
* *Cross Border Justice Act 2008*
* *International Transfer of Prisoners Act 1997* (Cth)
* *Prisons Act 1981*
* *Prisons Regulations 1982*
* *Prisoners (Interstate Transfer) Act 1983*
* *Prisoners (International Transfer) Act 2000*

# 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 undertake management oversight as required.
* Operational Compliance Branch will undertake checks in accordance with the [Operational Compliance Framework](https://dojwa.sharepoint.com/sites/intranet/department/standards/Documents/monitoring-compliance-framework.docx).
* Independent oversight will be undertaken as required.

# Document Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version no | Primary author(s) | Description of version | Date completed | Effective date |
| 1.0 | Operational Policy | Approved by the A/Director Operational Projects, Policy, Compliance and Contracts | 1 December 2020 | 4 January 2021 |
| 2.0 | Operational Policy | Approved by the Commissioner | 15 November 2021 | 29 November 2021 |
| 3.0 | Operational Policy | Approved by the Director Operational Projects, Policy, Compliance and Contracts | 8 March 2022 | 9 March 2022 |
| 4.0 | Operational Policy | Approved by the Commissioner | 31 August 2022 | 9 September 2022 |
| 5.0 | Operational Policy | Approved by the Commissioner | 26 October 2023 | 19 December 2023 |

Appendix A: Weekly Scheduled Inter-prison Transfers

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| --- |
| **WEEKLY SCHEDULED INTER-PRISON TRANSFERS** |
| **Coach escorts** – 21 per leg **Inter-prison flight** – 15 per leg **Secure vehicles** – 20**-**25 per leg |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | **ESCORTS** | **TRANSPORT** | **PRISON PICK UPS** | **PMRAs** |
| Metro to Albany | Coach (Unsecure) | Hakea, Casuarina, Acacia, Wooroloo, Melaleuca, Bandyup, Boronia, Wandoo | ✓ |
| Metro Male | Secure Vehicle | Hakea, Acacia, Casuarina, Wooroloo |  |
| Metro Female | Secure Vehicle | Bandyup, Melaleuca, Boronia, Wandoo |  |

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| --- | --- | --- | --- | --- |
| **TUESDAY** | **ESCORTS** | **TRANSPORT** | **PRISON PICK UPS** | **PMRAs** |
| Albany to Metro | Coach (Unsecure) | Albany, Pardelup | ✓ |
| Metro to Bunbury | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |
| Bunbury to Metro | Secure Vehicle | Bunbury, Karnet |  |
| Metro Male | Secure Vehicle | Hakea, Acacia, Casuarina, Wooroloo |  |

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| --- | --- | --- | --- | --- |
| **WEDNESDAY** | **ESCORTS** | **TRANSPORT** | **PRISON PICK UPS** | **PMRAs** |
| Metro to East | Flight (Unsecure) | Hakea, Casuarina, Acacia, Wooroloo, Melaleuca, Boronia, Bandyup, Wandoo | ✓ |
| Metro Male | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |

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| --- | --- | --- | --- | --- |
| **THURSDAY** | **ESCORTS** | **TRANSPORT** | **PRISON PICK UPS** | **PMRAs** |
| Metro to North | Flight (Unsecure) | Hakea, Casuarina, Acacia, Wooroloo, Melaleuca, Boronia, Bandyup, Wandoo, Greenough, Roebourne | ✓ |
| East to Metro | Coach (Unsecure) | Eastern Goldfields Regional Prison | ✓ |
| Kimberley Escort | Secure Vehicle | Broome, West Kimberley |  |
| Metro Male | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |
| Metro Female | Secure Vehicle | Bandyup, Melaleuca, Boronia, Wandoo |  |

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| --- | --- | --- | --- | --- |
| **FRIDAY** | **ESCORTS** | **TRANSPORT** | **PRISON PICK UPS** | **PMRAs** |
| North to Metro | Flight (Unsecure) | West Kimberley, Broome, Roebourne, Greenough | ✓ |
| Kimberley Escort | Secure Vehicle | Broome, West Kimberley |  |
| Metro Male | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |

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| --- |
| **WEEKLY SCHEDULED INTER-PRISON TRANSFERS SHEETS - DUE 1200HRS** |
| **Coach escorts** – 21 per leg **Inter-prison flight** – 15 per leg **Secure vehicles** – 20**-**25 per leg |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MONDAY** | **ESCORTS** | **DAY** | **TRANSPORT** | **PRISON TRANSFER SHEETS** | **PMRAs** |
| Metro to Bunbury | **TUE** | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |
| Bunbury to Metro | **TUE** | Secure Vehicle | Bunbury, Karnet |  |
| Metro to East | **WED** | Coach (Unsecure) | Hakea, Casuarina, Acacia, Wooroloo, Melaleuca, Boronia, Bandyup, Wandoo | ✓ |
| Metro Male | **TUE** | Secure Vehicle | Hakea, Acacia, Casuarina, Wooroloo |  |

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| --- | --- | --- | --- | --- | --- |
| **TUESDAY** | **ESCORTS** | **DAY** | **TRANSPORT** | **PRISON TRANSFER SHEETS** | **PMRAs** |
| Metro Male | **WED** | Secure Vehicle | Hakea, Acacia, Casuarina, Wooroloo |  |
| East to Metro | **THU** | Coach (Unsecure) | EGRP | ✓ ✓ |

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| --- | --- | --- | --- | --- | --- |
| **WEDNESDAY** | **ESCORTS** | **DAY** | **TRANSPORT** | **PRISON TRANSFER SHEETS** | **PMRAs** |
| Kimberley Escort | **THU** | Secure Vehicle | Broome, West Kimberley |  |
| Metro Male | **THU** | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |
| Metro Female | **THU** | Secure Vehicle | Bandyup, Melaleuca, Boronia, Wandoo |  |

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| --- | --- | --- | --- | --- | --- |
| **THURSDAY** | **ESCORTS** | **DAY** | **TRANSPORT** | **PRISON TRANSFER SHEETS** | **PMRAs** |
| Metro to Albany | **MON** | Coach (Unsecure) | Hakea, Casuarina, Acacia, Wooroloo, Melaleuca, Bandyup, Boronia, Wandoo | ✓ |
| Metro to North | **THU** | Flight (Unsecure) | Hakea, Casuarina, Acacia, Wooroloo, Melaleuca, Boronia, Bandyup, Wandoo, Greenough, Roebourne | ✓ |
| Kimberley Escort | **FRI** | Secure Vehicle | Broome, West Kimberley |  |
| Metro Male | **FRI** | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FRIDAY** | **ESCORTS** | **DAY** | **TRANSPORT** | **PRISON TRANSFER SHEETS** | **PMRAs** |
| Albany to Metro | **TUE** | Coach (Unsecure) | Albany, Pardelup | ✓ |
| North to Metro | **FRI** | Flight (Unsecure) | West Kimberley, Broome, Roebourne, Greenough | ✓ |
| Metro Male | **MON** | Secure Vehicle | Hakea, Casuarina, Acacia, Wooroloo |  |
| Metro Female | **MON** | Secure Vehicle | Bandyup, Melaleuca, Boronia, Wandoo |  |

Appendix B: Transfer Guidelines

The development of a [Transfer Plan form](https://dojwa.sharepoint.com/sites/intranet/prison-operations/Pages/copp-forms.aspx) shall include consideration of the below guidelines:

**Minimising disruption to the prisoner**

* provide information about the destination prison, including visits schedules, location, etc
* communication of the rules, expectations, routines and privileges of the destination prison
* discussion and arrangement of employment, educational, vocational and/or programmatic opportunities at the destination prison
* discussion with the prisoner (and/or guardian if applicable), and health services at the destination prison, about sharing of healthcare information where this is relevant to the prisoner (within the bounds of patient confidentiality)
* discussion and arrangement of recreational activities at the destination prison
* maintenance of linkages with social visitors/communication (including via phone, Skype, etc)
* introduction to service providers at the destination prison (including via phone, Skype, etc)

**Managing the transfer – originating prison**

* establish response plan for any expressed self-harm intent
* establish response plan for any attempted or actual self-harm
* ensure completion of any actions to minimise disruption to the prisoner
* maintain regular contact between the prisoner and treating practitioners, Aboriginal Visitors Scheme, Peer Support Officer and Prisoners as appropriate
* exchange information related to the prisoner with the destination prison

**Managing the transfer – during transfer**

* establish response plan for any expressed self-harm intent
* establish response plan for any attempted or actual self-harm
* Escorting Officers shall maintain constant visual supervision of prisoners at all times and complete the following:
* conduct a welfare check, by speaking with each prisoner, at a minimum of once every 15 minutes, ensuring any requirements are met (e.g. water, food etc.)
* ensure the air conditioning is operational
* ensure medications are issued in accordance with [COPP 6.4 – Officers Issuing Medication](https://justus/intranet/prison-operations/Pages/prison-copps.aspx)
* Where a road escort in a secure vehicle exceeds 2 hours:
* stop the vehicle and physically open the external pod door (leaving the secure internal door locked)
* check the air conditioning is working
* offer the prisoner(s) additional water (unless a medical condition requires it to occur sooner)
* observe and speak with the prisoner(s) to determine/identify any potential or actual health issues.
* Welfare checks shall be recorded in ePEMS by Ventia escorting officers and in the escort occurrence book by Department escorting officers.

**Managing the transfer – overnight prison/lockup (if applicable)**

* establish response plan for any expressed self-harm intent
* establish response plan for any attempted or actual self-harm
* welfare checks of the prisoner

Appendix C: Dangerous Goods

**Certain items are classified as being unsuitable for carriage by air.**

Below are commonly asked about items, however if you have any doubts, please do not hesitate to ask the “Check In” staff who will be able to advise you. This is only a brief indication of items which are classified as **dangerous goods.**

**Washing Powder and Liquids**

|  |  |
| --- | --- |
| ✓ Permitted: | Generally in normal quantities |
| 🗶 Prohibited: | Products containing bleacheg: White King, Napisan etc. |

**Aerosol Spray Cans/Tins**

|  |  |  |
| --- | --- | --- |
| ✓ Permitted: | Personal Hygiene products such as: | |
| * Deodorant * Hairspray | * Mouth freshener * Rehydrator |
| are permitted as “Carry On Baggage”, providing each container is  100 mls or less and the total of all products does not exceed 1000 mls and fit in a sealed transparent one litre bag**.**  ⦸ | |

**Flammable Items**

|  |  |
| --- | --- |
| 🗶 Prohibited: | Items that normally display the flammable symbol on the can, eg:  ⚫ Spray Paint ⚫ Fly spray ⚫ CRC / WD40 ⚫ Lighter fuels |

**Batteries**

|  |  |
| --- | --- |
| ✓ Permitted: | Dry cell batteries (alkaline, nicad etc.) commonly sized AAA, AA, B, C and D cells which are used in radios, torches etc. Lithium batteries are now also permitted. |
| 🗶 Prohibited: | Lead Acid, Gel cells and Sodium batteries - regardless of whether or not they are sealed – or as part of luggage - are **not** permitted. |

**Instruments Containing Mercury**

|  |  |
| --- | --- |
| ✓ Permitted: | Thermometers etc., providing that they are carried in their own protective, sealed case. |

**Cigarette Lighters**

|  |  |
| --- | --- |
| ✓ Permitted: | Provided that they are carried by the escorting officers. They are **not** permitted to be carried in luggage and **not** to be used in or near eee the aircraft:   * Boxed Safety Matches (Red Heads etc.) * Disposable lighters (BIC etc.) |
| 🗶 Prohibited: | * Zippo Type (undissolved Liquid Fuel) * Book Type Matches |

**Mobile Phones / Laptop Computers**

|  |  |
| --- | --- |
| ✓ Permitted: | Mobile phones and laptops can be carried on board the aircraft, however, mobile phones should **not** be operated aboard the aircraft as they can cause interference with aircraft navigational equipment. |
| 🗶 Prohibited: | Laptops using Wireless network or mouse connections should **not** be operated aboard the aircraft as they cause interference with the aircraft navigational equipment. Please disable all wireless connections if you intend to use your laptop during your flight. |

1. Part 2, Division 2, s. 18 *Court Security and Custodial Services Act 1999* [↑](#footnote-ref-1)
2. *Prisoners (Interstate Transfer) Act 1983, Prisoners (Interstate Transfer) Regulations 1984* [↑](#footnote-ref-2)
3. *International Transfer of Prisoners Act 1997 (Cth), Prisoners (International Transfer) Act 2000* [↑](#footnote-ref-3)
4. *Aviation Transport Security Regulations 2005 (Cth)* [↑](#footnote-ref-4)
5. *Aviation Transport Security Regulations 2005 (Cth)* [↑](#footnote-ref-5)
6. *Prisoners (Interstate Transfer) Act 1983, Prisoners (International Transfer) Act 2000 & International Transfer of Prisoners Act 1997 (Cth)* [↑](#footnote-ref-6)
7. *Aviation Transport Security Regulations 2005 (Cth)* [↑](#footnote-ref-7)
8. *Aviation Transport Security Regulations 2005 (Cth)* [↑](#footnote-ref-8)
9. s. 88 *Prisons Act 1981*, r. 54N, 54O, 54P, 54Q, 54R *Prisons Regulations 1982* [↑](#footnote-ref-9)